

VENDOR GUIDE
FOR
ROUTING & SHIPPING
INSTRUCTIONS

EFFECTIVE: September 2023



TABLE OF CONTENTS

- TABLE OF CONTENTS.....2**
- BrandX.com, Inc. Vendor Terms & Conditions.....4**
 - Introduction 4
- Domestic Purchase Order Terms.....5**
 - Packaging and Labeling Requirements 5
 - Apparel..... 5
- Barcode, Poly-Bag, Shipping Carton and Pallet Requirements.....6**
 - Barcode Individual Items: 6
 - Shipping Carton Requirements: 6
 - General Palletization Requirements: 6
- Chargeback Policy7**
 - Failure to Ship Complete..... 8
 - Failure to Ship on Time 8
- Compliance.....8**
 - Labeling Requirements 9
- Routing Instructions.....9**
 - Submitting for Routing Instruction 10
 - Overages/Storages:..... 10
 - Bill of Lading “BOL” : 10
 - Freight Payment Terms:..... 11
- Shipping to BrandX.com Fulfillment Center (FC): ORDERED ITEMS ONLY (NOT SAMPLES)11**
- Billing Instructions11**
 - Invoicing:..... 11
 - Invoice Information to Include: 12
- Marking The Cartons12**
 - Sample Carton Label for Unit Pack: 12
 - The Packing List..... 13
 - Unit (Bulk) Packing List Information: 13
- BrandX.com Vendor Code of Conduct14**
- Appendix16**

Example of Completed Pallet Label 16

Example of a Properly Stacked Pallet with Carton Labels Facing Outward: 17

..... 17

Example of a Bill of Lading 17

Example of a Supplement to the Bill of Lading 19

Example of a Request for Routing 20

BrandX.com, Inc. Vendor Terms & Conditions

Introduction

This guide is an extension of BrandX.com Vendor Terms and Conditions and is intended to standardize the packaging and inbound shipping of BrandX.com vendor shipments. This standardization allows us to increase efficiencies, expanding our distribution processes, and promotes our shared commitment to maintain excellence in delivering your products to BrandX.com customers with zero defects.

Any variance between ordered items and received items leads to poor customer satisfaction, additional expense in processing the canceled items, manufacturing warranty and in some cases, a lost customer.

We request that all vendors label and barcode each item correctly if pre-printed UPCs aren't applied. Additionally vendors must include a complete manifest/packing slip of all included items shipped inside the shipping carton/pallet to allow BrandX.com to quickly receive the goods and prepare for immediate delivery to BrandX.com customers.

We sincerely appreciate your support in helping us ensure that every BrandX.com customer order is promptly shipped with zero defects to our fulfillment centers.

This guide will be updated periodically.

We thank you for your cooperation and support and we look forward to working together.

BrandX.com, Inc.

Domestic Purchase Order Terms

All BrandX.com domestic purchase orders “PO” incorporate our Vendor Terms and Conditions and are written with Freight Prepaid. This means BrandX.com will take legal possession and full ownership of the goods upon receipt at our designated facility. The shipper is responsible for insurance of these goods until BrandX.com takes legal possession at its designated warehouse facility. Packing list needs to accompany all shipments.

Packaging and Labeling Requirements

In general, all products must be first quality, in original equipment manufacturer “OEM” packaging, and free from defects of any kind. Items cannot have labels or markings of any other brand besides that of the item in question. All merchandise must comply with all other aspects of the Vendor Operations Guide

Apparel

- All apparel is required to be individually polybagged. All leather must be in perforated or vented poly bags.
- Fiber content, care labels, and RN number must be attached to all garments, including the sample.
- Test reports for flammability must be available for review.
- Polybags with dimensions greater than 14” x 14” must contain suffocation warning BrandX.com standard suffocation warning language reads, “Warning”. To avoid the danger of suffocation, keep this bag away from babies and children. Do not use it in cribs, beds, carriages, or playpens. “THIS BAG IS NOT A TOY”.



- Apparel must be flat packed.
- Handwriting on any part of the product packaging or label is not acceptable.
- All swimwear must contain appropriate hygienic liner

Barcode, Poly-Bag, Shipping Carton and Pallet Requirements

Barcode Individual Items:

All items sold to BrandX.com must come labeled with a barcode on hang tag and poly-bag. Do not apply to garment .

Shipping Carton Requirements:

- All corrugated boxes must be ship-worthy, free of damage and securely taped at each opening.
- **Please list: BrandX.com Purchase Order Number and Final Destination Address**

General Palletization Requirements:

BrandX.com asks that cartons be palletized for shipping whenever possible. If palletization is not possible, loose cartons will be accepted.

- Height: 72" maximum, including pallet.
- Dimensions: 48" x 40" x 72"
- Gross weight of pallet: 1,500lbs. maximum.
- 4-way entry style pallets are required.
- SKU and other master carton markings must be facing outward for easy identification.
- Shipments of a given SKU must be consolidated on the same pallet. Please do not mix cartons of different SKUs together. Try to separate them or make the differences obvious by placing a piece of cardboard (or something similar) to make the distinction.
- All pallets must be labeled. Pallet labels should be large enough to ensure maximum visibility in the Fulfillment Center. **Please list: BrandX.com, Purchase Order Number, Final Destination Address.**
- Palletized loads must be stretch wrapped to prevent movement while shipping and secured to the pallet itself.
- Align cartons flush with pallet. Misaligned, bulging or overhanging cartons may result in damage, which will be your responsibility. See page 19 for an example of a properly stacked, labeled, and wrapped pallet.
- An example of our preferred format for a pallet label is shown on page 16.

****Please Read****

Chargeback Policy

As part of the BrandX.com business model, the item quantities purchased from BrandX.com vendors are precisely calculated to fulfill live customer orders. Any failure by vendors to timely and accurately ship products in accordance with a purchase order may require the cancellation of one or more pending customer orders. Cancellations are disappointing to our customers and significantly deter consumers from placing future orders on the site. Consequently, it is important that all BrandX.com purchase orders are filled promptly and completely.

NOTICE: A \$1000 Chargeback will be issued for each Purchase Order shipped to the incorrect location. BRANDX's warehouse address for all Purchase Order shipments is:

BRAND X C/O UNITED WAY WAREHOUSE & LOGISTICS NYC

100 ESSEX AVE E
AVENEL, NJ 07001

NOTICE: A \$1000 Chargeback will be issued for each Purchase Order shipped without prior approval from BRANDX. Please request routing approval from routing@brandx.com



BrandX Request For
Routing - Sept 2022

Failure to Ship Complete

When BrandX.com has to cancel a customer order due to the vendor's failure to ship items on the BrandX.com purchase order, a \$10.00 store credit is applied to that BrandX.com customer's account. This will result in a chargeback applied against amounts otherwise due and owed to you in the amount of \$10.00 per item not received in accordance with the applicable BrandX.com purchase order.

Failure to Ship on Time

For the reasons described above, BrandX.com expects the vendor to ship within the dates identified on the BrandX.com purchase order.

BrandX.com utilizes the purchase orders dates as follows:

- Ship date - is the first date when then the order can be shipped
- Cancel date - is the last day the order can be shipped, if not shipped by cancel date the order is considered cancelled.

All late deliveries must have buyer approval in writing or the shipment will be refused by our DC.

Compliance

All items sold to BrandX.com must comply with all United States and Canadian laws, rules, regulations in addition to the specifications set forth in the applicable Purchase Order "PO". Applicable legal requirements are more fully described in our Vendor Terms and Conditions. Examples include compliance with the country of origin marking requirements of section 304 of the Tariff Act of 1930, as amended, the Wool Products Labeling Act, Textile Fiber Products Identification Act, the Lanham Act, Hazardous Substances Labeling Act, Flammable Fabrics Act, Food, Drug & Cosmetics Act, Consumer Product Safety Act, the Consumer Product Safety Improvement Act, Federal Trade Commission Act, including the care labeling regulations issued pursuant thereto, FTC Guidelines, Trade Practice Rules and Regulations and all amendments thereto.

For any PO written to non-US based companies, that include products for children 12 years or younger, the vendor must provide BrandX.com with a copy of the Children's Product Certificate "CPC" and corresponding test report from a CPSC certified lab prior to the launch of any event. Other vendors supplying goods in this product category must, within 24 hours of request, provide BrandX.com with a copy of the CPC and corresponding test report from a CPSC certified lab (products for children 12 years or younger) or a copy of the General Certificate of Conformity "GCC" and corresponding test report from a CPSC certified lab (for all other products).

For information on CPC requirements, visit

<https://www.cpsc.gov/Business--Manufacturing/Testing-Certification/Certification/Childrens-Producte-CPC/>

For information on GCC requirements, visit [Sample General Certificate of Conformity \(GCC\) | CPSC.gov](#)

For a list of CPSC accredited testing labs, visit [List of CPSC-Accepted Testing Laboratories | CPSC.gov](#)

Labeling Requirements

The Federal Trade Commission “FTC” requires all manufacturers and importers to comply with federal labeling requirements for textile, wool and fur products. The law requires that most textile and wool products have a label listing: the fiber content, the country of origin, care instructions and the identity of the manufacturer or another business responsible for marketing or handling the item, or an RN number. With few exceptions, these labels must be permanently attached (sewn in). All FTC labeling requirements can be found at the Bureau of Consumer Protection website: [Threading Your Way Through the Labeling Requirements Under the Textile and Wool Acts | Federal Trade Commission \(ftc.gov\)](#)

In addition to the FTC labeling requirements, the Consumer Product Safety Commission “CPSC” requires that any product for children 12 years or younger must include a tracking label that includes the following information:

- 1) the name of the manufacturer or private labeler
 - 2) the location and date of production of the product
 - 3) detailed information on the manufacturing process, such as a batch or run number, or other identifying characteristics
 - 4) any other information to facilitate ascertaining the specific source of the product
- Note: All the above information should be visible and legible. CPSC Labeling Requirements can be found on the CPSC website: <http://www.cpsc.gov/en/Business-Manufacturing/Business-Education/tracking-label/>

Routing Instructions

Please note that all merchandise being received by BrandX.com must have an assigned and approved routing request. It is imperative that you contact BrandX.com Traffic Department for instructions at least 3 days before start ship date on purchase order to the following email address: routing@brandx.com. Failure to do so could result in your shipment being refused at our dock.

Submitting for Routing Instruction

When your purchase order is ready to route/ship, you will need to submit your information to the BrandX.com Traffic department. To do so, please fill out the "[Request for Routing Form](#)" and email it to routing@brandx.com. Please make the subject line of your Email the purchase order number(s) you are submitting. Once Traffic has routing instructions, they will send the information to the email address on the "Request for Routing form". Please allow 2-3 days for routing instructions.

ASN: please send packing slip to ASN@BrandX.com and signed Bill of Lading 24 hours within freight being shipped

Any questions or concerns please Email: Routing@BrandX.com

Overages/Storages:

No tolerance for over or under on any P.O. Any unit changes to a P.O. quantity must have pre-approval from the buyer prior to shipping.

Bill of Lading "BOL":

The BOL is a legal contract, which permits the transportation of merchandise from your facility to one of our Fulfillment Centers or to one of our consolidators. Two copies of properly executed [BOL's](#) must be included with a shipment. Combine all po's shipped on same day on one BOL , making sure the following information is listed:

- Shipper's name and address
- Purchase order number
- Quantity shipped by style or as P.O. requires
- Total number of cartons by purchase order
- Total shipment weight
- Appropriate NMFC item #, classification, and description

Freight Payment Terms:

- All shipments must be Freight Prepaid and marked Prepaid on BOL .
- Any shipments sent Driver Collect will be refused at our FC.

Shipping to BrandX.com Fulfillment Center (FC): ORDERED ITEMS ONLY (NOT SAMPLES)

Your purchase order will need to be routed to our fulfillment center listed below. More centers will be added soon.

When sending your samples only, please coordinate with your BrandX.com merchandising contact.

All purchase orders issued by BrandX.com will list the correct FC to route your shipment to. If you have additional questions about which FC to ship to, please work with your vendor specialist contact to identify which FC is the designated destination.

BRAND X C/O UNITED WAY WAREHOUSE & LOGISTICS NYC

100 ESSEX AVE E
AVENEL, NJ 07001

Contact Information :

Traffic Department

Email: routing@brandx.com

Billing Instructions

Invoicing:

It is important that your invoice information is accurate and legible.

Please email invoices to:

Email: AP@BrandX.com

Invoice Information to Include:

Invoice dating begins at the receipt of merchandise by BrandX.com. All Invoices must include the following :

- Freight Prepaid
- Invoice Number
- Invoice Date
- BrandX Inc. P.O. number
- Total number of units by sku
- Cost (per unit and extended)
- Payment Terms
- SKU/ Item #

Marking The Cartons

Correctly marked cartons help us to quickly identify and verify merchandise. Please mark cartons as specified below.

- BrandX.com P.O. number
- Style number/color/size
- Quantity by carton
- Carton number(i.e. 1 of 10, 2 of 10, 3 of 10 etc.)
- Indication that packing list is on the lead carton

Sample Carton Label for Unit Pack:

(minimum label size 4"x6")

FROM:	TO:
PO#	
STYLE#	
COLOR/SIZE	
QUANTITY	
CARTON#	1 OF 10

- Carton Weight Must Not Exceed 50 Pounds Each
- Cartons exceeding 50 pounds pose potential handling and safety problems

The Packing List

Two detailed packing lists MUST accompany all shipments to the BrandX.com Fulfillment Center.

One packing list must be attached to the BOL to prevent possible loss or damage. **Another copy** must be

Sample Packing List or Unit (Bulk) Merchandise

BrandX.com					
P.O. XXX-XXXXXXX					
CUSTOMER	BRANDX.COM				
STYLE #	ITEM #	DESCRIPTION	COLOR	SIZE	TOTAL SHIPPED
12345	54321	HIGH-RISE JEANS	WHITE	24	100
12345	54321	HIGH-RISE JEANS	WHITE	26	100
12345	54321	HIGH-RISE JEANS	WHITE	28	100
12345	54321	HIGH-RISE JEANS	WHITE	30	100
67890	29876	JOGGER	BLUE	S	150
67890	29876	JOGGER	BLUE	M	150
67890	29876	JOGGER	BLUE	L	150
67890	29876	JOGGER	BLUE	XL	150
TOTAL					850

attached to the lead carton of the shipment .

As specified below, the packing list should contain information based on how the merchandise is packed. Vendor’s packing lists may vary in format, but they must include the standard information listed below. This information must be legible and complete.

Unit (Bulk) Packing List Information:

- Purchase order number
- Quantities by style/color/size or as P.O. required
- Item Description
- Total purchase order quantity in pieces

BrandX.com Vendor Code of Conduct

BrandX.com recognizes there are different legal and cultural environments in which vendors operate throughout the world. This Code of Conduct sets forth the basic requirements vendors must meet. BrandX.com will only engage with vendors that demonstrate a commitment to meet or exceed the requirements outlined in our Code of Conduct. Vendors are defined as any manufacturer, contractor, sub-contractor, supplier or vendor retained in connection with the production of products for BrandX.com

Laws & Regulations: Vendors must operate in full compliance with applicable local and national laws, rules and regulations of the United States and of their respective country of manufacture.

Employment Practices: Workers must be treated fairly, and in all cases be present voluntarily, not put at risk of physical harm, fairly compensated, and allowed the right of free association and not exploited in any way. Vendors shall not use prison labor, indentured labor, bonded labor or labor obtained through human trafficking or slavery. Workers shall not be required to lodge deposits or identity papers upon employment. Additionally, workers must be free to report violations of this Code of Conduct without fear of retaliation.

Wages and Benefits: Vendors must pay their workers wages and legally mandated benefits that match or exceed local law. In addition to payment for regular hours of work, workers shall be compensated for overtime hours at such premium rates as are legally required. **Working Hours:** BrandX.com expects its vendors to operate based on local legal work hours. Subject to the requirements of local law, a regularly scheduled work week of no more than sixty (60) hours and one day off in every seven (7) day period are encouraged. Whenever a worker is present in a facility, the worker's time must be recorded and the worker properly compensated in accordance with all applicable law.

Child Labor: Vendors must observe legal requirements for the work of authorized minors, particularly those relating to - hours of work, wages, minimum education, and working conditions. Vendors will not employ anyone younger than 15, or younger than the age for completing compulsory education in a country where such age is higher than 15.

Non Discrimination: BrandX.com believes that workers should be employed on the basis of their ability to do their job, rather than on the basis of gender, age, disability, sexual orientation, racial characteristics, cultural or religious beliefs, marital or maternity status, or similar factors. Employment (hiring, wages, benefits, advancement, termination, and retirement) shall be based on workers' ability.

Harassment and Abuse: All workers must be treated with respect and dignity. Employees shall not be subject to corporal punishment, physical, sexual, psychological or verbal harassment or other forms of mental or physical coercion, abuse or intimidation. Vendors shall not use, or permit the use of fines as a disciplinary practice.

Health & Safety: Vendors must provide workers with a clean, safe and healthful work environment. Vendors must comply with all applicable, legally mandated standards for workplace health and safety. These provisions include dormitory and residential facilities and cantinas where applicable.

Ethical Standards: Bribes, kickbacks or other similar unlawful or improper payments are strictly prohibited and should not be given to any person or entity to obtain or retain business. Policies must be in place to comply with all local and applicable anti-bribery regulations, including the US Foreign Corrupt Practices Act.

Environmental Requirements: Vendors must demonstrate a commitment to the environment as well as applicable environmental laws.

Legal Requirements: Vendors shall comply with all applicable laws including US import regulations and supply chain security procedures, labeling and product safety laws. This includes compliance with this Vendor Code of Conduct and the Vendor Terms and Conditions under which BrandX.com purchase orders are issued.

Monitoring and Record Keeping: BrandX.com may take affirmative measures to monitor compliance with this Code of Conduct and its Vendor Terms and Conditions. Vendors shall maintain documentation necessary to demonstrate compliance with this Vendor Code of Conduct and BrandX.com Vendor Terms and Conditions. Vendors must furnish BrandX.com representatives reasonable access to documents, production facilities, employment records, and workers in connection with all monitoring efforts.

Subcontracting: Vendors shall not utilize subcontractors for the production of merchandise, or components thereof, without prior written approval and only after the subcontractor has agreed to comply with the BrandX.com Vendor Code of Conduct. Vendors shall require each approved subcontractor to abide by this Code of Conduct and the applicable Vendor Terms and Conditions. Vendors shall be held accountable for a subcontractor's failure to abide by the BrandX.com Vendor Code of Conduct.

Change of Control: Vendors shall promptly notify brandx in writing if ownership or location of the vendor changes and upon the termination of any applicable licensing rights that relate to products supplied to BrandX.com. New owners or licensees shall agree to comply with the Code of Conduct.

Kimberly Process and Conflict Minerals: BrandX.com expects vendors to source all diamonds from legitimate sources in compliance with United Nations Kimberly Process resolutions. We expect all vendors to avoid the use of Conflict Minerals which may directly or indirectly finance conflict in the Democratic Republic of Congo or adjoining countries as defined by Dodd-Frank Conflict Minerals Provisions.

Appendix

:

SHIP FROM : BRANDX.COM VENDOR NAME 1234 W BRAND VENDOR NAME NEW YORK,NY,10018
SHIP TO : BRANDX.COM C/O UNITED WAY 180 MANOR ROAD EAST RUTHERFORD , NJ , 07073
PO # XXX-XXXXXXXX
SKID 1 OF 4
TOTAL SKIDS : 4
CARRIER LOAD/PRO # 12345678

Example of Completed Pallet Label

*see your purchase order for specific ship to instructions

Example of a Properly Stacked Pallet with Carton Labels Facing Outward:



Example of a Bill of Lading

Date: _____		BILL OF LADING			Page 1 of _____					
SHIP FROM					Bill of Lading Number: _____ BAR CODE SPACE					
Name: _____ Address: _____ City/State/Zip: _____ SID#: _____ FOB: <input type="checkbox"/>										
SHIP TO					CARRIER NAME: _____					
Name: _____ Location #: _____ Address: _____ City/State/Zip: _____ CID#: _____ FOB: <input type="checkbox"/>					Trailer number: _____ Seal number(s): _____					
THIRD PARTY FREIGHT CHARGES BILL TO:					SCAC: _____ Pro number: _____					
Name: _____ Address: _____ City/State/Zip: _____					BAR CODE SPACE					
SPECIAL INSTRUCTIONS:					Freight Charge Terms: Prepaid _____ Collect _____ 3 rd Party _____					
					<input type="checkbox"/> (check box) Master Bill of Lading: with attached underlying Bills of Lading					
CUSTOMER ORDER INFORMATION										
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP		ADDITIONAL SHIPPER INFO				
				Y	N					
GRAND TOTAL										
CARRIER INFORMATION										
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION	LTL ONLY			
QTY	TYPE	QTY	TYPE			Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care.	NMFC #	CLASS		
GRAND TOTAL										
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: *The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____.					COD Amount: \$ _____					
					Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>					
NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. - 14706(c)(1)(A) and (B).										
RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.					The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.					
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT. All cargo tendered for transport is subject to inspection. By tendering cargo to carrier, shipper grants consent to such an inspection.					Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver		Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces		CARRIER SIGNATURE / PICKUP DATE Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.	

Example of a Supplement to the Bill of Lading

SUPPLEMENT TO THE BILL OF LADING						Page _____		
Bill of Lading Number: _____								
CUSTOMER ORDER INFORMATION								
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP Y or N		ADDITIONAL SHIPPER INFO		
PAGE SUBTOTAL								
CARRIER INFORMATION								
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION	LTL ONLY	
QTY	TYPE	QTY	TYPE			NMFC #	CLASS	
						PAGE SUBTOTAL		

Example of a Request for Routing

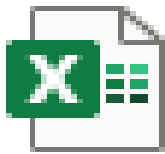


REQUEST FOR ROUTING

PLEASE FILL IN ALL INFORMATION REQUESTED , WE CANNOT ROUTE YOUR ORDER WITHOUT THE INFORMATION BELOW :

DATE : _____
VENDOR NAME : _____
SHIP FROM ADDRESS : _____
CITY AND STATE : _____
CONTACT NAME: _____
EMAIL ADDRESS : _____
PHONE NUMBER : _____
FREIGHT CLASS : _____

P.O #	CARTONS/ BOXES	L X W X H CARTONS	OF	WHIGHT	CUBE	SKIDS/ PALLETS	L X W X H OF SKIDS	UNITS/ PIECES



BrandX Request For Routing - Sept 2022