



# **DEPARTMENT STORE DOMESTIC ROUTING GUIDE**

**April 8, 2025**

**This guide replaces all other Routing Guides and exceptions**

All future changes to this guide will be posted to the online version of our Routing Guide as they occur.  
If you provide us with your Email address, we will advise you of any changes or updates.

**PLEASE VISIT OUR VENDOR INFORMATION SITE AT <http://vspec.boscovs.com/>  
ON A REGULAR BASIS AS YOU ARE RESPONSIBLE FOR COMPLYING WITH  
ALL POSTED REQUIREMENTS.**

**FAILURE TO FOLLOW BOSCOV'S  
ROUTING GUIDE AND PURCHASE ORDER REQUESTS WILL INCUR EXPENSE OFFSETS.**

**All hyperlinks are available when viewing the routing guide online.**

**Boscov's Department Store, LLC**

P.O. Box 4116, Reading, PA 19606-0516 / Phone: 610.779.2000 / [www.boscovs.com](http://www.boscovs.com)



Dear Trading Partner,

Boscov's Department Store compiled the following information to assist you in addressing our purchase order requirements and preparing your merchandise shipments for delivery to our company. Our distribution supply chain is committed to delivering your products to our stores in a timely and efficient manner. To achieve this goal, the mutual efforts of supplier and retailer must be focused on implementing the industry standards put forth by GS1 (formerly VICS). An integral element of complying with industry standards is the transmission and receipt of business documents via EDI.

Our required method of sending and receiving business documents is through EDI transmissions. This is the most efficient and accurate way to communicate vital information obtained through purchase orders and sales. Please see the *EDI Mapping Specifications* posted in the vendor section of our web site for more details. Our EDI partnerships are currently enabled by OpenText Inc. (formerly GXS Corporation). OpenText Inc. can assist you in becoming EDI-enabled. They can be reached at [www.OpenText.com](http://www.OpenText.com) or 1-800-334-2255, option 3.

This Routing Guide describes Boscov's corporate requirements for shipping, packaging, and preparing imported and domestic merchandise for our receipt. Failure to comply with these guidelines will result in an expense offset fee, as outlined in our guide.

The Guide follows the *Retail Price Marking, Hanger Application Floor, Shipment Packaging, and Receipt Ready Shipments* standards that GS1/VICS has published. These standards can be found at [www.vics.org](http://www.vics.org) in the *Guidelines* section under *Voluntary Guidelines to Floor-Ready Merchandise*. For *Purchase Order Terms and Conditions*, please see Boscov's Documents on the website.

Lastly, this Routing Guide contains critical information regarding Import documentation, Customs compliance and Boscov's Code of Conduct for all vendors. Please contact our Import Manager or Director of Vendor Services should you require further clarification.

We appreciate your cooperation and adherence to these requirements.

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## **SECTION I - GENERAL ROUTING INSTRUCTIONS (DOMESTIC SHIPMENTS)**

### **Transportation Management System**

Boscov's Department Store utilizes a sophisticated web-based Transportation Management System (TMS) to route all of our inbound vendor shipments. By viewing all of our available shipments at one time, the system will route your orders by the most efficient means available, thus saving time and expense. Many shipments will be assigned to a truckload carrier for multi-stop pickups, while others may be routed via a consolidator, an LTL carrier, or a small parcel carrier.

To utilize the TMS, you must first fill out a Vendor Location Form and e-mail [traffic@boscovs.com](mailto:traffic@boscovs.com). The person(s) you have designated as the "shipping location contact" on this form will then receive an email with their Location ID(s).

It is the vendor's responsibility to ensure that all information on the Vendor Location form is current prior to requests for routing.

### **General Shipping Instructions**

- Vendors must have internet access and an email address at each shipping location to use the TMS.
- With the exception of Fine Jewelry (see the Fine Jewelry Section) and Big Ticket Merchandise (see the Appointment Instructions-Big Ticket merchandise section), all shipments freight COLLECT, must be routed through the TMS. Exceptions must be approved in writing by Boscov's Transportation Department.
- Freight COLLECT shipments not routed through the TMS will be considered FOB Destination, in which case freight charges and any loss and damage claims will be the responsibility of the vendor.
- Vendors must request routing through the TMS portal no less than 3 full business days prior to the Purchase Order cancel date. **When entering into the TMS, please use the date the merchandise will actually be ready for pickup.**
- The TMS will not accept routing requests outside the shipping window specified on the Purchase Order. Requests for extension of the shipping window must be made to the respective Boscov's Merchandising Department. When an extension is authorized, the TMS will reflect the change on the next business day.
- Because the number of cartons, weight (including pallets), and cube of each shipment is used in assigning its routing, this information must be accurate. Up to the day of pickup, if it is determined that incorrect information was entered, the error may be corrected by calling Boscov's Transportation Department for assistance at 610-370-4166. Incorrect information will result in an expense offset.
- Consolidate all orders being shipped within two consecutive business days onto one Shipment Routing Request (SRR). If, once your request has been submitted, you have additional product to be shipped in the same two-day period, please contact Boscov's Transportation Department at 610-370-4166 to request those POs be added and we will make the necessary changes for you.
- Consolidate onto one Bill of Lading all merchandise being shipped from the same facility and consigned to the same "ship to" address within two consecutive business days.
- The Bill of Lading must contain the following:

- Number of cartons and weight of each individual purchase order being shipped.
  - **Include in a separate line the total weight of all pallets used.**
  - Description of merchandise per the NMFC.
  - All Boscov's Purchase Order Numbers and Department Numbers.
  - Shipment Routing Request (SRR) number.
- A *removable* Packing Slip must be attached to the lead carton of all non ASN shipments.
  - When shipping multiple truckloads, you must comply with the following:
    - Do not split purchase orders across multiple trucks unless a single purchase order covers multiple trucks.
    - Issue one Bill of Lading per truck and one ASN per Bill of Lading.
  - When entering the shipment pickup request into the TMS, a Shipment Routing Request number will be assigned. This SRR must be recorded in the body of the Bill of Lading and in your ASN. In the Bill of Lading this number must be preceded by "SRR" (i.e. SRR#123456).
  - The ASN must include the Bill of Lading number, carrier SCAC code, the carrier freight bill number (if available), and the Shipment Routing Request number.
  - All shipments must be loaded by purchase order and style. Do not mix styles within the trailer.
  - When shipping GOH (garment on hanger), the merchandise must be segregated by store when picked up by the carrier.
  - If the TMS directs you to ship via a consolidator, please refer to pages 12 thru 15.
  - If a service failure is experienced with the TMS assigned carrier, or if the carrier is unable to pick up your entire shipment, please immediately call Boscov's Transportation Department at 610-370-4166, or email [traffic@boscovs.com](mailto:traffic@boscovs.com), with the specifics on the day of occurrence.
  - Vendors will be responsible for carrier accessorial charges, including detention charges resulting from delays in loading at their facility, and charges for equipment ordered but not used.
  - When shipping with a truckload carrier, all shipments are to be on a "shipper load and count" basis. Boscov's will not pay driver loading or lumper charges.
  - **Truckload shipments should be palletized, unless an exemption has been given by the Transportation Department.**
  - When air freight has been requested by our Merchandising Department, you must call Boscov's Transportation Office at 610-370-4201 or email [traffic@boscovs.com](mailto:traffic@boscovs.com) for an authorization number. Any shipments sent via air without an authorization from Boscov's Transportation Department will result in an offset to your account.

- Vendors are not to “prepay and add” freight charges without written authorization from Boscov’s Transportation Department. Where authorization has been granted to prepay and add, a separate invoice for freight must be sent to Boscov’s Transportation Department together with a copy of the freight bill. Include on your invoice the PO number(s) and the merchandise invoice number.
- For instances where released value is indicated in the NMFC Classification, please note on the Bill of Lading the highest value (cost) per pound being shipped.
- Do not insure FedEx Ground, UPS, or Parcel Post shipments **(Except Fine Jewelry, which is to be insured at cost)**.
- You MUST include a packing slip for all shipments that are shipped direct to our store locations.

### **SMALL PARCEL SHIPPING (UPS OR FedEx)**

When shipping UPS or FedEx Prepaid, our 6-digit purchase order number must be shown in Reference 1, and our 5-digit department number (i.e. Department number "576" should read "00576") must be shown in Reference 2 on your small parcel shipping label.

SHIPMENTS ON PALLETS – Truckload and LTL

If you ship merchandise on pallets, please ensure that purchase orders are kept separate within each pallet, and with the style, purchase order number, and department information facing the outside of the pallet.

- When feasible, all cartons should be visible to allow for accurate carton count.
- All carton labels (UCC-128 or non-EDI) should be facing outward and plainly visible.
- Stack heavier cartons on the bottom and lighter ones on top utilizing general loading policies.
- All pallets should be stacked in accordance with trailer height and permit easy removal from the trailer
- Shrink-wrap the pallet using clear heavyweight film wrapped as tightly as possible to ensure stability.
- All palletized shipments must be made on a shipper load and count basis. Carton shortages with intact shrink wrap will be the responsibility of the vendor.
- Your Bill of Lading must contain a total carton count and number of pallets that are being shipped
- You must list the pallet weight separately on the Bill of Lading.

### **FINE JEWELRY**

- Fine jewelry is defined by departments 141,142,145,146,149 & 150

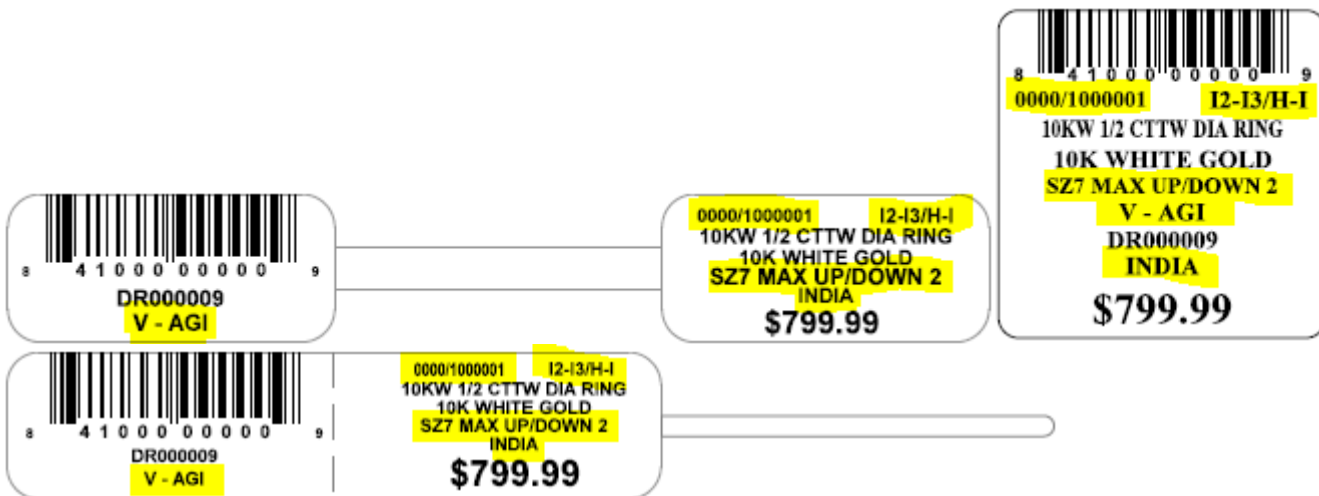
Boscov’s new label formats with Data2/FineLine Technologies are as follows:

- **Country Of Origin – Maximum 26 characters**
  - *The final actual country of manufacturing/origin*
- **Class/Sku – Maximum 12 characters**
  - *The class and Sku as per PO*

- **Diamond Quality – Maximum 12 characters**
  - o See example of Tags below.
  - o Format should be – “Clarity”/”Color” “I1-I2/H”
  - o For non-diamond gemstone use these fields to best describe the gemstone in the product.
- **Size – Maximum 26 characters**
  - o This field to be used for Ring size or Chain/Bracelet length
  - o For ring size mention the size shipped and the sizing range or no sizing
    - Example 1 : SZ7 MAX UP/DOWN 2
    - Example 2 : SZ 7 MAX UP/DOWN 1
    - Example 3 : SZ10 NO SIZING
    - Example 4 : 20” 10K Gold Chain
    - Example 5 : 7.25” BRACELET
- **Vendor Name – Maximum 26 characters**
  - o This is where you will put an abbreviated version of your company name.
  - o The version will be “V-XXX”. Xxx being the 3 letter abbreviation of your vendor name.
  - o Send me and Randy your abbreviated company name you will use.

As well, the 3rd description was removed from the ticket to make room for the new data fields and Descriptions 1 & 2 were increased to 26 characters each. Use these two fields to describe your product in as much detail as possible.

See below for examples of the changes on the Rattail, Barbell and Box formats. Please begin using these labels for all new orders processed after the implementation date.



- o Use of the TMS is not required.
- o Contact your buyer and Malca-Amit, our third party logistics company, for shipping instructions.
- o All consolidated shipments must ship armored truck through Malca-Amit.
  - Consolidation is highly recommended.

- FedEx **Express**: Do not ship more than \$100,000 in total invoice cost in any one FedEx Express carton. You may ship several cartons, but no single carton's value is to exceed \$100,000 in total invoice cost.
- FedEx **Ground**: Do not ship more than \$10,000 in total invoice cost in any one FedEx Ground carton. You may ship several cartons, but no single carton's value is to exceed \$10,000 in total invoice cost.
- Shipments exceeding \$200,000 are to ship armored truck.
- Shipments \$200,000 or less are to ship FedEx **through an acquired FedEx account from Malca-Amit.**
- The shipping label must also contain "PRIORITY DEPT \_\_\_\_ (insert department number from the PO)", in addition to our standard carton labeling requirements.
- Contact your buyer for shipping instructions for Malca-Amit, our third party logistics company,.
- When shipping FedEx through Malca-Amit, please include the PO number, invoice number and Vendor Name.
- **DO NOT** ENTER VENDOR NAME WITH INFORMATION SUCH AS, **DIA, GOLD, OR JEWELRY.**
- The image below will detail where to find these fields.
- Enter the vendor name into field Memo\Ref.
- Enter the invoice number into the Invoice Number field.
- Enter the PO(s) into the PO field into the PO filed starting with P.O. 1.

**Ship To:** Search Address Book

Saved profile: (Select from saved profiles)

Contact Name:

Company Name:

Name on Label:

Customer Ref:

Country: U.S.A.

Zip Code:

Address 1:

Address 2:

City:

State:

☐ This is a Residential Address

**Package & Shipment Details:**

Service Type: PRIORITY OVERNIGHT

Package Type: FEDEX BOX

L  W  H  Inch

Weight  LB

Memo/Ref: TEXT 1

Invoice Number: TEXT 2

Commodity: GOLD JEWELRY

Liability Value \$:

P.O. 1: TEXT 3 P.O. 2:

P.O. 3:  P.O. 4:

Customer Remarks: (Up to 4000 characters)

### Costume/Bridge Jewelry and Watches

- Bridge, costume jewelry and watches are defined by departments 127(watch batteries and tools), 131, 135, 137, 138, 153 and 154
- When shipping jewelry and watches to our DC, merchandise must be in cardboard cartons by store and the TMS must be utilized.



## Regulatory Compliance Instructions

### **Consumer Product Safety Improvement Act of 2008 (CPSIA) - Section 102**

The U.S. government passed the Consumer Product Safety Improvement Act (CPSIA) on August 14, 2008 to strengthen federal consumer product safety laws enforced by the U.S. Consumer Product Safety Commission (CPSC). The CPSIA requires the issuance of General Certification of Conformity (GCC) for every consumer product that is subject to any safety rule, ban, standard, or regulation enforced by the CPSC. The GCC is required for all applicable consumer products manufactured on or after November 12, 2008. CPSC has issued a final rule requiring that all domestic manufacturers and importers provide the GCC. Products without the GCC can be stopped by US Customs, refused entry into the US, and may not be sold or distributed in the United States.

Boscov's requires ALL vendors to prepare and, as required by the CPSC, retain for a minimum of three years from your invoice date, a GCC for all products sold to Boscov's. Vendors are strongly encouraged to retain and consult their legal counsel and testing laboratories for guidance in testing and preparing their GCCs. The following links at the CPSC website provide information about CPSIA and the GCC requirements:

- Main CPSIA Web Page: <http://www.cpsc.gov/about/cpsia/cpsia.html>
- CPSC Sample GCC: <http://www.cpsc.gov/about/cpsia/faq/elecfaq.pdf>
- CPSIA Law, Summaries, FAQs: <http://www.cpsc.gov/about/cpsia/legislation.html>

#### Key Points:

- Vendor must certify every consumer product that is subject to any safety rule, ban, standard, or regulation enforced by the CPSC. Based on a Reasonable Testing Program:
- For non-children's products, the GCC must be based on a test of the product, or a reasonable testing program.
- Vendor must use accredited third party laboratories for Children's Products:
- The vendor must certify the safety of its children's products by sending such products to Accredited Third Party Laboratories for testing, as required by the CPSIA. See link for CPSC approved Laboratories: <http://www.cpsc.gov/cgi-bin/labapplist.aspx>
- Vendor Must Prepare GCCs:
  - Boscov's does NOT determine the contents of Vendor GCCs. The Vendor is required to issue a GCC based on passing the test reports or the Vendor's internal reasonable testing program. The GCC must identify the product sufficiently (such as inclusion of the SKU or other tracking information) so that Boscov's is able to match the GCC to the products sold at Boscov's.
  - Vendor Must "Furnish" the GCC to Boscov's:

- The Vendor - as a manufacturer and/or importer - is required by law to make its GCCs available to Boscov's. If an electronic GCC is used, this requirement is satisfied so long as the vendor provides us a reasonable means to access the GCC. Such "reasonable means" may include easy access to an appropriate web link with login and password, if required, or emailing or faxing Boscov's at the time of shipping. See CPSIA FAQ on GCCs: <http://www.cpsc.gov/ABOUT/cpsia/faq/elecfaq.pdf>

Boscov's vendors must comply with these requirements by:

- Providing a website where Boscov's may access a GCC, or supplying via email to the requester, a copy of the GCC within 24 hours of request.
- Maintaining GCCs for 3 years from the date of import.
- Presenting the testing results within 24 hours of request to verify the GCC.
- Allowing Boscov's the right to periodically audit the GCC and testing results at any time on any shipment.

#### **Consumer Product Safety Improvement Act of 2008 (CPSIA) - Sections 103 and 104**

All vendors/manufacturers of children's products must comply with sections 103 and 104 of the CPSIA for all products manufactured after August 14, 2009. While specific details of this legislation may be found at [www.cpsc.gov/about/cpsia/legislation.html](http://www.cpsc.gov/about/cpsia/legislation.html), the following are aspects that must be adhered to by the vendor/manufacturer:

#### **Section 103 - Product Labeling Requirements**

To the extent practicable, permanent, distinguishing marks must be placed in the product and its packaging that will enable:

- The consumer to ascertain the location and date of production, cohort information (including the batch, run number, or other identifying characteristics), and any other information determined by the manufacturer to facilitate ascertaining the specific source of the product reference to those marks; and
- The ultimate purchaser to ascertain the manufacturer or private labeler, location and date of production of the product and cohort information (including the batch, run number, or other identifying characteristics).
- For privately labeled products, the product must carry a code mark permitting the consumer to identify the manufacturer upon purchaser's request.

#### **Section 104 - Registration Form Requirements**

Section 104(d) was enacted to improve the safety alert and recall process for durable infant and toddler products. It applies to all durable products for use or that may reasonably be expected to be used by children under the age of 5 years. The term "durable" may be defined as tangible products that can be stored or inventoried and that have an average life of at least three years. Examples of durable products include cribs, high chairs, strollers, infant carriers, and swings. While specific

details of this legislation may be found at [www.cpsc.gov/about/cpsia/legislation.html](http://www.cpsc.gov/about/cpsia/legislation.html), the following are aspects that must be adhered to by the vendor/manufacture:

- Provide consumers with a postage-paid consumer registration form with each product.
- In addition to the registration card, consumers must be given the option of registering their product on-line.
- Maintain a record of names, addresses, e-mail addresses, and other contact information of consumers who register their ownership of such products. These records must be maintained for a minimum of six (6) years after the date of manufacture of the product.
- Permanently mark on each product the manufacturer's name and contact information, model name and number and the date of manufacture.

**As the law requires, the consumer information collected by the manufacturer may not be used by the manufacturer, nor disseminated by such manufacturer to any other party, for any purpose other than notification to such consumer in the event of a product recall or safety alert.**

### Appointment Instructions – Big Ticket Merchandise

Boscov's Big Ticket Receiving location:

Boscov's #29  
Lincoln Industrial Park  
159 Dennis Drive  
Reading, PA 19606

**To schedule an appointment for Big Ticket deliveries, call 610-404-5152 or fax 610-404-5126.**

All Big Ticket merchandise requires an appointment for delivery. The following departments and merchandise classifications are considered to be Big Ticket items:

DEPT	DESCRIPTION
583	MATTRESSES
585	FURNITURE WARRANTY
587	UPHOLSTERED FURNITURE
588	RECLINERS
589	BEDROOM FURNITURE

**Big Ticket Appointments:** The following information is required by Boscov's to schedule an appointment for delivery at Lincoln Park. Your carrier's awareness of these requirements will save time when making an appointment. Please email all the below information to [LPreceiving@boscovs.com](mailto:LPreceiving@boscovs.com) to request an appointment.

- SHIPPER NAME
- CARRIER NAME

- ALL PURCHASE ORDER NUMBERS IN THE SHIPMENT
- TOTAL NUMBER OF SHIPPING UNITS (i.e. CARTON, FURNITURE OR BEDDING) IN THE SHIPMENT
- TOTAL NUMBER OF SHIPPING UNITS (i.e. CARTON, FURNITURE OR BEDDING) PER PURCHASE ORDER
- FLOOR OR PALLET LOADED
- PACKING SLIP
- All appointments will require a *driver assist* for unloading. Boscov's will not be responsible for driver assist charges on prepaid shipments. No lumper services are available.
- Big Ticket receiving hours are Monday through Friday 7:00 am to 7:00 pm.
- Big Ticket appointment times are **strictly** enforced so please be sure your carrier is made aware of this policy.

For directions to this facility please call 610-404-5107.

### Appointment Instructions – All Other Merchandise

**Appointments:** Appointments are required for all prepaid shipments in excess of 99 cartons or ½ truckload and greater. The following information is required by the Distribution Center to schedule an appointment. Your carrier's awareness of these requirements will save time when making a delivery appointment at our Distribution Center:

- SHIPPER NAME
- CARRIER NAME
- ALL PURCHASE ORDER NUMBERS IN THE SHIPMENT
- TOTAL NUMBER OF CARTONS IN THE SHIPMENT
- TOTAL NUMBER OF CARTONS PER PURCHASE ORDER
- FLOOR OR PALLET LOADED
- **ASNs Are Required.** Information required on the ASN can be found in the **Vendor Area - EDI Mapping Specifications**, under the title *Standard or Pick Pack ASN*
- If you can't send an ASN, contact Vendor Services at [vv@boscovs.com](mailto:vv@boscovs.com) or 610-370-4128 for further information. Be prepared to fax a packing slip when you or your carriers call for an appointment. Information required on the packing slips can be found in section IV subsection K. Please fax to 800-347-6215 or 610-370-4138.
- All appointments require *driver assist* for unloading. Boscov's will not be responsible for driver assist charges on prepaid shipments. No lumper services are available. **TO SCHEDULE AN APPOINTMENT CALL 610-370-4144.**
- Boscov's will not be responsible for inside pick-up charges billed to us by carriers.
- Boscov's is not equipped to unload Flat Bed trailers, and will not give an appointment for any merchandise loaded on a Flat Bed.

## Shipments for the New York/New Jersey Commercial Zone

### **Deliver all shipments to:**

Boscov's Department Store  
C/O TI LOGISTICS/Triangle  
9 South Hackensack Ave  
Kearny, NJ 07032  
Phone 201-275-3965  
Customer\_Service@thetrianglegroup.com  
Receiving Hours: 8:00 AM - 2:30 PM  
Appointments only for 200+ cartons

- TI LOGISTICS/Triangle requires vendors to enter pickup requests in their portal at least 1 business day prior to the desired pickup date.
- Cutoff time is 4:00 PM for pick up the following business day.
- Pickups entered after 4:00 pm will be pushed out 2 business days.

Website link: [www.thetrianglegroup.com](http://www.thetrianglegroup.com)

- **Inbound deliveries need to be entered into the Triangle portal.**
- For delivery appointments for TI Logistics of 200+ cartons, please call TI Logistics at 201-275-3965, or email them at Customer\_Service@thetrianglegroup.com.
- Vendors can contact Customer\_Service@thetrianglegroup.com for assistance with login assignment and/or web entries.

All vendors must comply with shipping via Triangle by March 31, 2020. Any shipments via Gilbert after this date will result in an expense offset.

- Boscov's is not responsible for pick-up charges billed to us by a carrier for shipments originating from the NYC/NJ Commercial Zone, unless there has been an exemption granted with your buyer.
- Do not use a small parcel carrier to deliver to the consolidator.
- Combine all shipments on (1) Bill of Lading which includes the following information:
  - Total number of cartons and total weight of the entire shipment, including pallet weight.
  - Description of merchandise per the NMFC
  - All Boscov's Purchase Order numbers with Department Numbers.
  - Shipment Routing Request (SRR) number.
- A manifest must be provided listing the carton weight breakdown by purchase order and department.

### **New York Commercial Zone Zip Codes**

10001 to 10099	10901	11514
10101 to 10199	10913	11516

10201 to 10299	10920	11518
10301 to 10399	10927	11520
10401 to 10499	10931	11530
10502	10952	11542
10504	10954	11545
10510	10956	11547
10514	10960	11548
10520	10962	11550 to 11554
10522	10964	11557 to 11561
10523	10965	11563
10528 to 10534	10968	11565
10543	10970	11566
10546	10976	11568 to 11570
10550 to 10559	10977	11573
10562	10982	11575 to 11577
10567	10983	11579 to 11583
10570	10989	11590
10571	10990	11596
10577	10994	11598
10583	11001 to 11099	11600 to 11699
10591	11101 to 11199	11700 to 11799
10592	11201 to 11299	11800 to 11899
10594	11301 to 11390	11901
10595	11401 to 11499	12302
10601 to 10699	11501	12542
10701 to 10799	11507	12779
10801 to 10899	11509 to 11510	12831

### New Jersey Commercial Zone Zip Codes

07001 to 07099	07721	07981
07100 to 07199	07722	08512
07201 to 07299	07724	08540
07301 to 07399	07726 to 07728	08720
07401	07730	08805 to 08807
07407	07732 to 07735	08810
07410	07737 to 07740	08812
07417	07746	08816 to 08820
07423	07748	08823
07424	07750 to 07752	08824
07430	07755	08828
07432	07757	08830 to 08832
07434	07758	08835 to 08837
07436	07760	08840

07440	07763 to 07765	08846
07442	07860	08849
07444	07885	08850
07446	07901	08852
07450 to 07452	07902	08854
07458	07920	08855
07463	07922	08857
07470	07927	08859
07481	07928	08861 to 08863
07495	07932	08869
07501 to 07599	07933	08871 to 08873
07601 to 07608	07935	08875
07620 to 07632	07936	08876
07640 to 07670	07938 to 07940	08879
07675	07946	08880
07701 to 07704	07950	08882
07710	07960 to 07963	08884
07712	07974	08890
07716	07976	08901 to 08999
07718	07980	

### Shipments from California

**THE LOS ANGELES COMMERCIAL ZONE** – For all shipments originating from Los Angeles or Orange County:

When directed by the TMS call or deliver all shipments to:

Bosco's Department Store  
C/O CTE (California Transport Enterprises)  
2610 Wisconsin Ave.  
South Gate, CA 90280  
Phone 800-540-0244 or 323-357-1720  
Receiving Hours: 8:00 AM – 10:00 AM PST (**delivery appt. required**)  
Office Hours: 8 AM – 4:00 PM PST

- Please submit all pickup requests via CTE's web site: [www.cteinc.net](http://www.cteinc.net).
- New shippers should email [sales@cteinc.net](mailto:sales@cteinc.net) to be enrolled to use CTE's web portal. New shippers will be asked to complete a new location form via email.
- If a 3PL is managing your freight in the greater Los Angeles area, please have someone from that location email [sales@cteinc.net](mailto:sales@cteinc.net) to enroll.
- Please submit your request through CTE's web portal one business day in advance of shipment availability. Please submit no later than 3 pm PST. Submissions after 3 pm PST will be processed the next business day. Same day requests are not accepted.

- Deliveries to CTE can be called in one business day prior. Deliveries are not done through the web portal. All delivery requests must be received at CTE before 3 pm PST.
- Do not use a small parcel carrier to deliver to the consolidator.
- Boscov's is not responsible for pick-up charges billed to us by a carrier for shipments originating from the Los Angeles Commercial Zone, unless there has been an exemption granted with your buyer.

**OUTSIDE THE COMMERCIAL ZONE** – For all shipments originating in California, but NOT in the Los Angeles Commercial Zone:

When directed by the TMS to deliver to CTE, your shipment may be made on a freight collect basis and consigned to:

Boscov's Department Store  
C/O CTE (California Transport Enterprises)  
2610 Wisconsin Ave  
South Gate, CA 90280  
800-540-0244 or 323-357-1720

**BILL OF LADING REQUIREMENTS** - Combine all shipments on (1) Bill of Lading which includes the following information:

- Total number of cartons and total weight of the entire shipment, including pallet weight.
- Description of merchandise per the NMFC
- All Boscov's Purchase Order numbers with Department Numbers.
- Shipment Routing Request (SRR) number.

## **SECTION II – EXPENSE OFFSETS**

### **Expense Offsets**

Below is a list of routing guide violations. On your "Boscov's Department Store Vendor Adjustment Advice", the document number for these violations will be preceded by "TRNCB". Failure to comply with Boscov's shipping requirements will result in the fees indicated below. Questions regarding these violations should be addressed to the Transportation Department at 610-370-4144, or via email at [trncb@boscovs.com](mailto:trncb@boscovs.com).

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>SECTION REFERENCED</b>
CON	failure to consolidate shipments on one Bill of Lading within a 48-hr period	full freight + \$125	<u>SECTION I, A #8</u>
CZPU	failure to ship prepaid to the consolidator	pick up charges + \$125	<u>SECTION I, D &amp; E</u>
NORD	merchandise not ordered or canceled	freight charges + \$125	N/A
DET	detention charges incurred during loading of freight	detention fee + \$125	<u>SECTION I, A #20</u>
FDL	driver loading / lumper charges	carrier cost + \$125	<u>SECTION I, C</u>
FSRR	failure to list the SRR# on the Bill of Lading	\$200 + \$125	<u>SECTION I, A #9</u>
FPO	failure to provide all PO #'s on the Bill of Lading	\$200 + \$125	<u>SECTION I, A # 9</u>



FASN	failure to include the BOL, freight bill, or the SRR# on the ASN	\$200 + \$125	<u>SECTION I, A #13</u>
FCON	failure to consolidate shipments within a 48-hr period onto one Shipment Routing Request (SRR)	\$200 + \$125	<u>SECTION I, A #7</u>
FPS	packing slips not faxed / mailed when instructed to do so by the TMS	\$300 + \$125	N/A
FTMS	failure to route freight collect shipments via the TMS	full freight + \$125	<u>SECTION I, A #2</u>
FPPD	failure to route freight prepaid shipments via TMS	\$200 + \$125	<u>SECTION I, A #2</u>
FTFP	failure to use carrier designated by TMS	full freight + \$125	<u>SECTION I, A #3</u>
FCOM	failure to complete SRR at least 3 days prior to PO cancel date	\$200 + \$125	<u>SECTION I, A #4</u>
FII	incorrect information entered into the TMS	full freight + \$125	<u>SECTION I, A #6</u>
TONU	truck ordered but not used	\$300 + \$125	<u>SECTION I, A #20</u>
COAC	carrier origin accessorial charges	carrier charges + \$125	<u>SECTION I, A #20</u>
LPBT	damaged / defective merchandise accommodation	credit given + \$125	N/A
MISC	additional freight cost incurred	freight charges + \$125	<u>SECTION I A #19/20</u>
FAPPT	failure to keep appointment time	\$100 + \$125	N/A
FCLT	consistently late arrival for appointment time	\$200 + \$125	N/A

### Expense Offsets Continued

Below is a list of purchase order or routing guide violations designated as “VV” on your “Bosco’s Department Store Vendor Adjustment Advice”. Failure to comply with Bosco’s Purchase Order requirements will result in the fees indicated below. Questions regarding these violations should be addressed to Vendor Services at 610-370-4128, or via e-mail at [vv@boscovs.com](mailto:vv@boscovs.com).

### SHIPPING VIOLATIONS

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>MINIMUM CHARGE</b>	<b>SECTION REFERENCED</b>
101	packing slip not attached to lead carton	\$100	NONE	<u>SECTION IV, A</u>
102	dept number wrong or not on outside of carton/label	\$200	NONE	<u>SECTION IV, H</u>
103	PO number wrong or not on outside of carton/label	\$100	NONE	<u>SECTION IV, H</u>
104	illegible printing on the outside of carton	\$100	NONE	<u>SECTION IV, H</u>
105	store name & number wrong or not on outside of carton/label	\$100	NONE	<u>SECTION IV, H</u>
106	received before ship date	\$100	NONE	<u>SECTION IV, A</u>

107	shipped after cancel date	\$200	NONE	<u>SECTION IV, A</u>
111	cartons shipped outside Boscov's dimensions	\$100	NONE	<u>SECTION IV, G</u>
112	merchandise shipped with strapping or sealed incorrectly	\$100	NONE	<u>SECTION IV, A</u>
113	merchandise shipped to DC instead of direct to store	\$75	NONE	<u>SECTION IV, A</u>
114	style number not on outside of cartons	\$75	NONE	<u>SECTION IV, L</u>
115	store 15/96 cartons not 1 UPC per carton	\$5 PER CARTON	NONE	<u>SECTION IV, L</u>
116	store 15/96 cartons not uniformly packed	\$5 PER CARTON	NONE	<u>SECTION IV, L</u>
117	additional services required due to carton strength/improper packing	CHARGES DETERMINED PER INCIDENT	NONE	<u>SECTION IV, G</u>
118	miscellaneous shipping violation	CHARGES DETERMINED PER INCIDENT	NONE	<u>SECTION IV, G</u>
119	No Non-EDI Carton labels affixed	\$300	NONE	<u>SECTION IV, A</u>

**PURCHASE ORDER VIOLATIONS**

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>MINIMUM CHARGE</b>	<b>SECTION REFERENCED</b>
200	more than one purchase order per carton	\$50	NONE	<u>SECTION IV, H</u>
201	quantity shipped exceeds quantity ordered	\$200	NONE	<u>SECTION IV, A</u>
202	style, color, size substitution. merchandise accepted	200	NONE	<u>SECTION IV, A</u>
203	merchandise not distributed by store as ordered	\$25 + \$.25/unit	NONE	<u>SECTION IV, A</u>
204	unauthorized store substitution	\$200	NONE	<u>SECTION IV, A</u>
205	quantity shipped short against packing slip	\$200	NONE	<u>SECTION IV, A</u>
206	style, color, size substitution mdse not accepted	\$300	NONE	<u>SECTION IV, A</u>

**INVOICE VIOLATIONS**

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>MINIMUM CHARGE</b>	<b>SECTION REFERENCED</b>
300	more than one purchase order per carton	\$50	NONE	<u>SECTION IV, A</u>

301	wrong purchase order number referenced	\$50	NONE	<u>SECTION IV, A</u>
302	no purchase order referenced	\$50	NONE	<u>SECTION IV, A</u>
303	no store number referenced	\$50	NONE	<u>SECTION IV, A</u>
304	multiple purchase orders referenced on invoice	\$50	NONE	<u>SECTION IV, A</u>
304	cost overcharge	\$50	NONE	<u>SECTION IV, A</u>

**ASN VIOLATIONS**

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>MINIMUM CHARGE</b>	<b>SECTION REFERENCED</b>
401	no usable ASN provided at time of processing	\$7.50 / carton	\$75	<u>SECTION IV, I</u>
402	no UCC-128 labels provided	\$7.50 / carton	\$75	<u>SECTION IV, H</u>
403	UCC-128 labels affixed incorrectly	\$7.50 / carton	\$75	<u>SECTION IV, H</u>
404	UCC-128 format not industry standard	\$7.50 / carton	\$75	<u>SECTION IV, H</u>
405	poor quality UCC-128, unscannable	\$7.50 / carton	\$75	<u>SECTION IV, H</u>
406	ASN does not match carton contents	\$25 + \$.25/ unit	\$75	<u>SECTION IV, I</u>
410	ASN received after receipt of merchandise	\$75	NONE	<u>SECTION IV, I</u>
412	failure to put only 1 UCC-128 label /carton	\$7.50 / carton	\$75	<u>SECTION IV, I</u>
413	Boscov's printed UCC-128 labels to process shipment with ASN	\$7.50 / carton	NONE	N/A

**UPC/TICKETING VIOLATIONS**

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>MINIMUM CHARGE</b>	<b>SECTION REFERENCED</b>
500	manual entry charge for UPC/EAN Catalogue Data	\$5 per UPC/EAN manually entered	NONE	<u>SECTION XI, A</u>
501	UPC catalogue incorrect	\$25 + \$.25 / unit	\$100	<u>SECTION XI, A</u>
502	poor quality UPC/EAN bar code	\$25 + \$.25 / unit	\$100	<u>SECTION IV, B</u>
503	UPC/EAN missing human readable data	\$25 + \$.25 / unit	\$100	<u>SECTION IV, B</u>
504	UPC/EAN ticket does not meet industry standard	\$25 + \$.25 / unit	\$100	<u>SECTION IV, B</u>
505	other UPC/EAN problems	\$25 + \$.25 / unit	\$100	<u>SECTION IV, B</u>
506	incorrect UPC/EAN on merchandise	\$25 + \$.25 / unit	\$100	<u>SECTION IV, B</u>
507	merchandise not preticketed	\$25 + \$.25 / unit	\$100	<u>SECTION IV, A</u>

508	no retail on ticket	\$25 + \$.25 / unit	\$100	<u>SECTION IV, A</u>
509	incorrect retail on ticket	\$25 + \$.25 / unit	\$100	<u>SECTION IV, B</u>
510	incorrect Boscov's ticket on merchandise	\$25 + \$.25 / unit	\$100	<u>SECTION IV, B</u>
511	Boscov's printed and sent class/sku tickets to vendor	\$25 + \$.20 / unit	NONE	<u>SECTION IV, C</u>
512	Boscov's printed and sent retail tickets to vendor	\$25 + \$.10 / unit	NONE	<u>SECTION IV, C</u>
513	keying charge for UPC/EAN catalogue data corrections	\$25 + \$5 per UPC/EAN	NONE	<u>SECTION XI, A</u>
514	incorrect re-use of UPC/EAN (ex NRF Standards)	\$25 + \$.10 / unit	NONE	<u>SECTION XI, A</u>
515	UPC/EAN not available on UPC Product Catalogue	\$5 per UPC/EAN \$100 min.	\$100	<u>SECTION XI, A</u>
516	required UPC/EAN not assigned to product	\$5 per UPC/EAN \$100 min.	\$100	<u>SECTION XI, A</u>

**OTHER VIOLATIONS**

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>MINIMUM CHARGE</b>	<b>SECTION REFERENCED</b>
600	failure to insert VICS approved hanger	\$25 + \$.35 / unit	\$100	<u>SECTION IV, E</u>
601	incorrect hanger inserted	\$25+ \$.35 / unit	\$100	<u>SECTION IV, F</u>
602	No/Incorrect Sizer/Indicator	\$25+ \$.35 / unit	\$100	<u>SECTION IV, F</u>
603	Shipment requires 100% QA Check	\$25 + \$.25 / unit	NONE	N/A

**PACKING SLIP VIOLATIONS**

<b>VIOLATION CODE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>MINIMUM CHARGE</b>	<b>SECTION REFERENCED</b>
700	wrong purchase order number referenced	\$100.00	NONE	<u>SECTION IV, K</u>
701	no purchase order number referenced	\$100.00	NONE	<u>SECTION IV, K</u>
702	wrong store number referenced	\$100.00	NONE	<u>SECTION IV, K</u>
703	no store number referenced, if required	\$100.00	NONE	<u>SECTION IV, K</u>
704	multiple purchase order numbers referenced	\$100.00	NONE	<u>SECTION IV, K</u>
705	packing slip does not reflect how merchandise is packed	\$100.00	NONE	<u>SECTION IV, K</u>

## **SECTION III – DISTRIBUTION CENTER INSTRUCTIONS**

Please review these instructions. General instructions are followed by the details for each merchandise classification. Failure to comply with these requirements will cause the assessment of an expense offset listed in Section II-Expense Offsets. **BUYERS ARE NOT AUTHORIZED TO EXEMPT VENDORS FROM COMPLYING WITH ANY BOSCOV'S COMPLIANCE STANDARDS.** Vendor Services is the only department that may authorize exemptions or deviations from requirements stated in this guide. They can be contacted at [vv@boscovs.com](mailto:vv@boscovs.com).

### **General Instructions**

All merchandise must be received in "floor ready" condition for immediate placement on selling floor. Merchandise is conveyed directly from the inbound truck via Boscov's sortation system to the outbound store delivery truck. Merchandise must be 100% floor ready, with shipment information consistently accurate.

- Mark all merchandise with VICS standard UPC tickets (format UPC-A). Tickets must have:
  - scannable UPC Bar Codes with human readable digits below,
  - suggested retail price that matches the retail price as stated on the PO,
  - style number,
  - color and size (if applicable).
- Insert VICS approved hangers with SOH sizars attached, in the merchandise if goods are to be featured in a hanging presentation.
- Ship all clothing items for any division in cartons.
- Cartons must be packed by store in conveyable cartons.
- Boscov's discourages master packing of multiple stores in one carton. However, should you receive authorization from Boscov's to combine smaller cartons into master cartons, only one PO may be packed into carton. All master cartons must have a Non-EDI carton label and a "Master Packed Carton" label on the outside. This label should read, "Master Packed Carton, Open for Distribution." All inner cartons must be packed by store with a UCC-128 label attached. Failure to do so will result in an expense offset.
- There **are to be no straps of any type placed around the cartons**. These straps can damage our conveyor systems and delay the processing of your product.
- Attach packing slips to the outside of the lead carton of the entire shipment. Packing slips must be *removable*. Packing slips must be by store.
- If you have been authorized as an *Approved Compliant EDI/ASN* vendor you are not\* required to send packing slips with your shipment. However, should there be a problem with either your transmission, labels or shipment that would prevent Boscov's from processing your ASN order once received; you will be required to furnish packing slips as back up documentation. (\*With the exception of Direct to Store shipments, see Section IV, Packing Slip Standards.)

- Apply appropriate shipping label according to VICS standards to the outside of every carton.
- Approved Compliant EDI/ASN vendors use UCC-128 Shipping container Labels or Non-EDI vendor use Non-EDI Carton Label.
- Comply with the ship dates on our Purchase Order. Please try to ship as early as possible within the ship date parameters of your Purchase Order. For more details see Section XII, ***Boscov's Purchase Order Terms and Conditions***.
- Merchandise must be shipped to the location that is designated on the PO.
- **No substitutions may be made without buyer authorization.** Be able to provide documentation of approved changes.
- If purchase order changes are required you must receive a **new EDI 850 from the buyer prior** to shipping. This will confirm that changes have been entered as agreed or the order will be subject to expense offsets.

### **Wrinkle Prevention**

- Cover hanging or folded garments with clear, dry cleaner style plastic (1 mil) bags to prevent wrinkling or soiling. Merchandise covered in plastic must have hanger hook exposed.
- Pack merchandise "flat" (lengthwise) in cartons. If merchandise must be folded, use only one fold at the bottom of the garment.
- Lay garments front side facing up
- Close all buttons/zippers/hooks to prevent wrinkling or damage.
- Bundle hangers with string, twine or rubber bands to prevent shifting ONLY if needed to prevent wrinkling. Do not use metal or tape. Alternate top and bottom carton placement approximately every 6 hangers to eliminate excess bulk, maximize capacity of cube, and prevent shifting. Place cardboard or tissue between alternating bundles ONLY if necessary to prevent crushing and reduce shifting of contents.
- Delicate items should be placed on top to prevent crushing.
- Do not over-pack or under-pack cartons.
- Attach 2-piece garments hangers only by locking the coordination hook of bottom hanger through the loop of the upper hanger. Do not attach tops and bottoms using 2 hangers bound with rubber bands or otherwise.

### **Pre-Ticketing Standards**

Boscov's requires all vendors to pre-ticket merchandise prior to shipment to our distribution center or stores. When applying tickets, refer to the ticket placement guidelines for correct ticket placement on the

merchandise. UPC tickets must contain the following information: style number, color, and size, retail price as indicated on Boscov's purchase order, valid UPC version A symbol, and a human readable UPC number. Other information that may be printed on tickets, but is not required, includes: vendor information, additional consumer information, and suggested retail price (if it is higher than Boscov's retail price).

- Use only UPC tickets that meet GS1 specifications.
- A 100% nominal "version A" UPC format barcode should be 1.25" in length (including quiet zone) and 1.0" in height, with the narrowest bar or space of 13 mil (+ or – 4 mil).
- Ticket retail must match the retail on PO and be printed clearly using at least 18-point bold font. **If reticketing with a higher retail price sticker, remove the previous retail price from the ticket before placing the new retail price sticker on the ticket.**
- Tickets may not be seeded.
- Vendors should institute an ongoing UPC barcode quality control program to ensure barcode quality which will support and not impair Boscov's scanning requirements. This includes auditing, point of sale transactions, and inventorying of the merchandise.

### Boscov's Ticket Information

If you are not able to produce UPC tickets, there are other options you may use.

- You may apply Boscov's tickets. Our buyers are able to request tickets that are provided to vendors on a temporary basis until the vendor becomes UPC compliant. The fees for Boscov's tickets are outlined in Expense Offsets in Section II, UPC/Ticketing Violations, codes 511 or 512. If you would like more information about our Vendor Pre-Ticketing Program, please contact our Vendor Coordinator at 610-370-4128 or [vv@boscovs.com](mailto:vv@boscovs.com).
  - To determine which ticket to apply by color/style, refer to the copy of the purchase order sent with the tickets. The tickets contain Boscov's information only. Be certain to compare vendor style number with Boscov's style, class and sku to ensure a correct merchandise match.
- You may order tickets from another ticket provider. See the tables below for a list of ticket providers who have supplied Boscov's vendors with UPC tickets in the past, and are familiar with our standards.

	<b><u>Rapid Tag &amp; Label</u></b>	<b><u>PAX Tag &amp; Label</u></b>	<b><u>Swing Labels</u></b>
Phone	1 877-GET-TAGS(438-8247) Toll Free or 201-337-5551	800-729-8247 Toll Free or 626-579-2000 local phone	978-425-0855 phone
Fax	201-337-5514 fax	626-579-7299 fax	978-425-0355 fax
Email	<a href="mailto:sales@rapidtags.com">sales@rapidtags.com</a>	<a href="mailto:info@paxtag.com">info@paxtag.com</a>	<a href="mailto:info@swinglabels.com">info@swinglabels.com</a>
Website	<a href="http://www.rapidtags.com">www.rapidtags.com</a>	<a href="http://www.paxtag.com">www.paxtag.com</a>	<a href="http://www.swinglabels.com">www.swinglabels.com</a>

<b><u>Fine Line Tech</u></b>	USA	ASIA	CANADA
Phone	800-500-8687	852.2156.9788	800-465-1890
Fax	678-969-9201	852.2156.9166	905-607-2935
Email	<a href="mailto:orders@finelinetech.com">orders@finelinetech.com</a>	<a href="mailto:orders@finelinetech.com.hk">orders@finelinetech.com.hk</a>	<a href="mailto:canadianorders@finelinetech.com">canadianorders@finelinetech.com</a>
Website	<a href="http://www.finelinetech.com">www.finelinetech.com</a>	<a href="http://www.finelinetech.com">www.finelinetech.com</a>	<a href="http://www.finelinetech.com">www.finelinetech.com</a>

<b>Velocity Group Int'l</b>	USA and CANADA	ASIA
Name	Angela Cremers	Heidi Sue
Phone	877-750-3390	86-188-2377-0964
E-Mail	<a href="mailto:acremers@velocitygroupintl.com">acremers@velocitygroupintl.com</a>	<a href="mailto:heidi@3qtech.io">heidi@3qtech.io</a>
Website	<a href="https://velocitygroupintl.com/registration/">https://velocitygroupintl.com/registration/</a>	<a href="https://velocitygroupintl.com/registration/">https://velocitygroupintl.com/registration/</a>

## Ticket Attachment and Placement

- UPC tickets must be securely affixed to merchandise so as to be clearly visible to customers and sales associates.
- Boscov's prohibits pins except on folded dress shirts.
- Only folded dress shirts may have fused string, which is securely attached, looped through buttonhole.
- Where fabric damage is a concern, swift-attach ticket through sewn-in label in the neck or in the waistband.
- All labels that are applied directly to products (such as metal, paper, china, glass, silver, plastic, or wood items) must use a removable adhesive.

### Miscellaneous Tickets

For items or products too small for a standard UPC hangtag ticket (such as **jewelry or watches**), properly affix small specialty tags.

Your tickets do not have to appear exactly like the samples below.

A sample hang tag UPC ticket format follows:

#### UPC TICKET ZONE FORMAT

<b>Zone 1</b>	Merchandise Identification
<b>Zone 2</b>	Vendor Information If provided in Zone 2
<b>Zone 3</b>	UPC Version A Symbol
<b>Zone 4</b>	Consumer Information

#### UPC SAMPLE TICKET

<b>Vendor Logo</b>	
<b>Style</b>	<b>Color</b>
<b>23568FA08</b>	<b>HPINK</b>
8675309	TRGY
TLQBM - 9876	
	
60% Worsted Wool	




<b>Zone 5</b>	Size /Dimensions	40% Nylon
<b>Zone 6</b>	Space for Retail Price (1" x 1.25")	<b>36 Waist 34 Length</b>
<b>Zone 7</b>	Manufacturer's Suggested Price (perforated section)	<div>.....</div> <div>Manufacturer's <b>\$150.00</b></div> <div>Suggested Retail Price</div>

SHADED = REQUIRED

NON-SHADED = OPTIONAL

Samples of Acceptable UPC Tickets:

**UPC SAMPLE TICKET FOR ZONE 7**

<b>Vendor Logo</b>	
<b>Style</b> 23568FA08	<b>Color</b> HPINK
8675309	TRGY
TLQBM - 9876	
	
60% Worsted Wool 40% Nylon	
<b>36 Waist 34 Length</b>	
<div>.....</div> <div>Manufacturer's Suggested Retail Price <b>\$150.00</b></div>	

Merchandise Identification

Vendor Information


UPC Version A Symbol

Consumer Information

Size/Dimension

Space for Retail Price (1"x 1.25")

**UPC SAMPLE TICKET FOR ZONE 6**

<b>Vendor Logo</b>	
<b>Style</b> 23568FA08	<b>Color</b> HPINK
8675309	TRGY
TLQBM - 9876	
	
60% Worsted Wool 40% Nylon	
<b>36 Waist 34 Length</b>	
<div><b>\$150.00</b></div>	



## Ticket Placement Standards

The following guidelines apply to most examples of the categories listed. If for any reason your specific product can't be marked as indicated, request instructions for ticketing from Vendor Services [vv@boscovs.com](mailto:vv@boscovs.com).

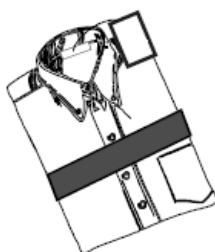
### Men's Apparel

#### TOPS – HANGING



UPC/Price Tag: Attach to left sleeve or neck label.

#### TOPS – PACKAGED (belly band)



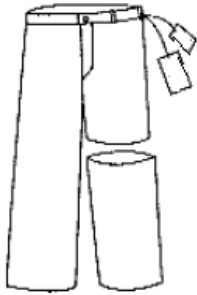
UPC/Price Tag: Attach to neck label.

#### TOPS – PACKAGED (plastic)



UPC/Price Tag: Attach to front button.

## **BOTTOMS**



UPC/Price Tag: Attach to left side at waist or waistband of Joker tag.

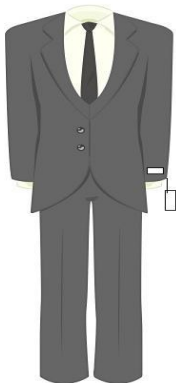
## **SLEEPWEAR**



UPC/Price Tag: Attach to left sleeve or neck label.

## **Men's Suits and Sport coats**

### **Men's Suits**



UPC/Price Tag: Tack or swiftach to left sleeve.

### **Sport coats**



UPC/Price Tag: Tack or swiftach to left sleeve.

## **Children's Wear (including Infants/Toddler)**

### **TOPS**



UPC/Price Tag: Attach to left sleeve or neck label.

### **INFANTWEAR**

Playsuits  
Sleepwear



UPC/Price Tag: Attach to left sleeve/waist or in neck

label

## **BOTTOMS**



UPC/Price Tag: Attach to left side (or side that lists waist/length information) at waist.

## **PLUSH ITEMS**

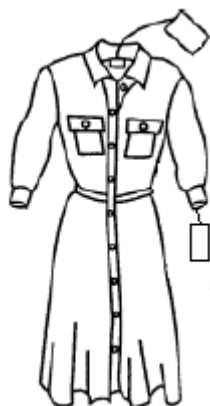


UPC/Price Tag: Attach to vendor label or through item.

## **Ladies Apparel**

### **DRESSES**

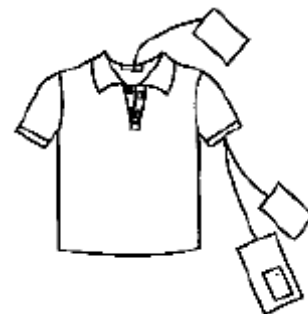
**Dresses**  
**Jacket Dresses**  
**2 pc. Dresses**  
**Pant sets**



UPC/Price Tag: *Single/Multiple piece* - Attach to left sleeve or neck label.

### **TOPS**

**Blouses**  
**Shirts**  
**Sweatshirts**  
**Coats**  
**T-shirts**  
**Jackets**  
**Sweaters**  
**Vests**



UPC/Price Tag: Attach to left sleeve or neck.

### **BOTTOMS**

**Capri's**  
**Clam diggers**  
**Dress pants**  
**Denim**  
**Shorts**  
**Skorts**  
**Skirts**  
**Split skirts**



UPC/Price Tag: Attach to left side at waist, or waistband of Joker tag.

### **ACTIVEWEAR**



UPC/Price Tag: Attach to left side at underarm.

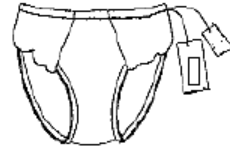
## **Intimate Apparel**

### **FOUNDATIONS**



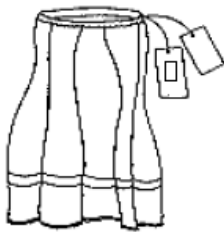
UPC/Price Tag: Attach to left side at underarm.

### **PANTIES**



UPC/Price Tag: Attach to left side at waistband.

### **SLIPS**



UPC/Price Tag: Attach to left side at waist.

### **SLEEPWEAR**



UPC/Price Tag: Attach to left sleeve or neck label.

## **Accessories, Jewelry & Shoes**

### **HANDBAGS**



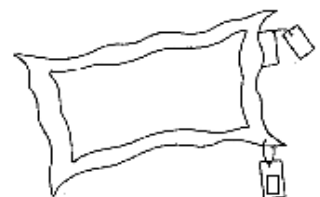
UPC/Price Tag: Secure around handle.

### **GLOVES**

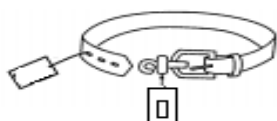


UPC/Price Tag: Attach through sewn vendor label.

### **SCARF/SHAWL**



### **BELTS**



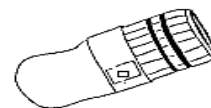
UPC/Price Tag: Secure on the back of the belt rider.

### **HATS**



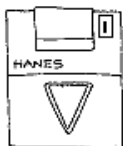
UPC/Price Tag: Secure through vendor label or lining at seam edge

### **SOCKS**



UPC/Price Tag: Place on back of vendor hang tag/band.

### **HOSIERY**



UPC/Price Tag: Place in upper right corner of package. Do not cover product information.

### **SUNGLASSES**



Jewelry UPC/Price Tag: Attach around left stem near glass frame.

### **TIES**



UPC/Price Tag: Attach through sewn vendor label.

### **FOOTWEAR**



***BOXED:***

UPC/Price Tag: Place in lower right front end of box. Do not cover product information.

***UNBOXED:***

UPC/Price Tag: Place on cardboard/plastic hang display in upper right corner.

Important: Secure footwear together

### **LEATHER GOODS**



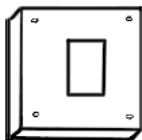
UPC/Price Tag: Secure or insert ticket in wallet/clear picture holder, or the outside compartment of small leather.

### **UMBRELLAS**



UPC/Price Tag: Place on vendor hang tag.

### **BOXED JEWELRY**



UPC/Price Tag: Place on back bottom right hand corner.

### **BOXED GIFT**



UPC/Price Tag: Place on lower right corner of box. Do not cover product information. Retail price must be removable.

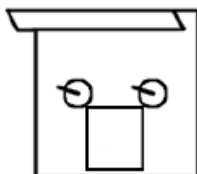
### **WATCHES**



Small UPC/Price Tag: Attach to back of string tag card.  
*If boxed:* Place small label on bottom of box.

### **CARDED JEWELRY**

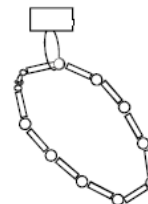
Earring cards  
Ring cards  
Pin cards  
Necklace fold over cards  
Bracelet fold over cards  
Anklet fold over cards



Small UPC/Price Tag: Place on back of card.

### **LOOSE JEWELRY**

Bracelets  
Necklaces



Small UPC/Price Tag: Attach to back of string tag card.

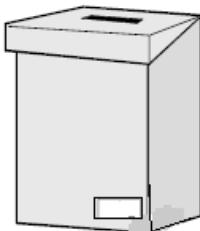
## **Products for the Home**

### **BOTTLES/VASES/TINS** **GLASSWARE/CANDLES**



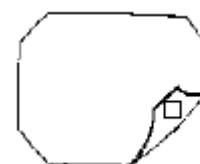
Small UPC/Price Label: Secure to bottom

### **BOXED ITEMS**



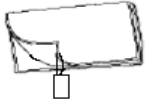
UPC/Price Tag: Place on back lower right hand corner.

### **PLACE MATS**



UPC/Price Tag: Place on back lower right hand corner or by vendor information.

### **NAPKINS**



UPC/Price Tag: Place under corner of napkin.

### **NAPKIN RINGS**



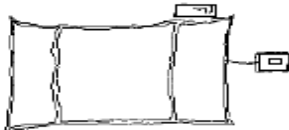
UPC/Price Tag: Secure around ring.

### **RUGS**



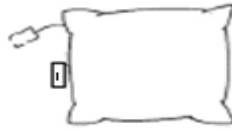
UPC/Price Tag: Attach next to vendor's sewn in label.

### **TOWELS**



UPC/Price Tag: Attach next to vendor's sewn in label.

### **PILLOWS**



UPC/Price Tag: Place next to vendor label.

### **NESTED ITEMS**



UPC/Price Tag: Ticket each item individually on the bottom.

### **FRAMES/MIRRORS/ FRAMED ART**



UPC/Price Tag: Place on back of box or frame.

### **WIRE/METAL (NON-BOXED) ITEMS**



UPC/Price Tag: Attach around top left side.



## Black Hanger and Sizer Requirements



VICS approved hangers with sizers are to be inserted in your merchandise if the goods are to be featured in a hanging presentation. As of Fall 2011, black matte hangers with SOH sizers affixed (see below) are required. This change only affects merchandise families that were previously using clear K-resin hangers. Authorization for an alternate hanger type must be provided in writing. Please contact Vendor Services at [vv@boscovs.com](mailto:vv@boscovs.com).

Clothing items for all divisions must be shipped in cartons. This applies to all merchandise, with or without hangers inserted.

**Merchandise delivered without the appropriate sizer and hanger inserted will result in an expense offset to your company.**

A list of Boscov's approved suppliers that produce VICS approved hangers:

Company	Phone	Web Site
GOH International Ltd.	888-484-6212	<a href="http://www.goh-intl.com/">www.goh-intl.com/</a>
Hangers Plus	616-997-4264	<a href="http://www.hangersplus.us/">www.hangersplus.us/</a>
JDM Sorting LLC (recycled)	732-750-1612	<a href="http://www.jdmsorting.com/">www.jdmsorting.com/</a>
Mainetti	800-689-7710	<a href="http://www.mainetti.com/">www.mainetti.com/</a>
Sourcing Solution International	201-244-8817	<a href="http://www.ss-intl.com/">www.ss-intl.com/</a>
Uniplast Industries	800-225-0058	<a href="http://www.uniplastindustries.com/">www.uniplastindustries.com/</a>
Visconti Garment Hangers, Inc.	866-484-6012	<a href="http://www.viscontihangers.com/">www.viscontihangers.com/</a>









Please note: Not all styles are available from every supplier or location.







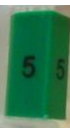

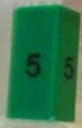





### SIZERS

Secure over the Hanger (SOH) sizers are required to be affixed to all hangers. The SOH sizer should be black with white lettering visible on all sides. Please contact Vendor Services- [vv@boscovs.com](mailto:vv@boscovs.com) for additional information.

Hanger Insertion Standards

MEN/WOMEN/JUNIORS				
TOPS	ITEM #	DESCRIPTION	DEPARTMENT	SIZER
	498	12" Med Wt.	Girls 7-16, Boys 8-20: dresses, Blouses, Tops, Sleepwear, Jackets, 1-Pc Swimwear, Robes, Rainwear, Outerwear	
	485	15" Med Wt.	Girls 7-16, Boys 8-20: dresses, Blouses, Tops, Sleepwear, Jackets, 1-Pc Swimwear, Robes, Rainwear, Outerwear	
	584	17" w/ Non-Slip Shoulders	All Men's, Young Men's, Juniors, Ladies: Dresses, Blouses, Tops, Sleepwear, Robes, Women's Jackets, 1-Pc Misses Swimwear	
	484 + 6012	17" Med Wt. + 12" Pinch Grip Soft Pad	2 Piece, top/bottom garment sets to be sold together with one UPC; PJ Sets, Jogging Sets	
BOTTOMS	ITEM #	DESCRIPTION	DEPARTMENT	SIZER
	6010	10" Pinch Grip Bottoms	Girls 7-16, Boys 8-20: Pants, Skirts, Shorts	
	6210	10" Pinch Grip Soft Pad	Girls 7-16, Boys 8-20: Pants, Skirts, Shorts	
	6012	12" Pinch Grip Bottoms	All Men's, Young Men's, Juniors, Ladies: Pants, Skirts, Shorts	
	6212	12" Pinch Grip Soft Pad	All Men's, Young Men's, Juniors, Ladies: Pants, Skirts, Shorts	
	7012	12" Long Jaw	Men's & Ladies: Heavyweight Bottoms	
	8210	10" Combo	2 piece swim suits, 2 piece tank/bottom combos,	
	8212	12" Combo		
	8214	14" Combo		

OUTERWEAR/SUITS	ITEM #	DESCRIPTION	DEPARTMENT	SIZER
	3316	15" Hvy Wt 5.25" Hook	Girls 7-16, Boys 8-20: Outerwear, Coats	
	3329	17" Hvy Wt 5.25" Hook	Men's, Ladies, Girls 7-16, Boys 8-20: Active, Cloth Outerwear, Coats, Jackets, Rain Slickers	
	3320	19" Hvy Wt 5.25" Hook	Men's, Women's Plus size tops	
	3328	17" Hvy Wt 3.75" Hook	Heavy tops, such as Heavy Hooded Sweatshirts	
	417	17" Contour Suit (Mainetti)	All Men's, Suits, Sport Coats, Leathers, All Weather Coats, Topcoats, Suit Separates	
INTIMATES	ITEM #	DESCRIPTION	DEPARTMENT	SIZER
	GS-19	10" Bra/ Panty	Used for All Intimate Apparel	N/A
NEWBORN/INFANT/TODDLER APPAREL				
TOPS	ITEM #	DESCRIPTION	DEPARTMENT	SIZER
	495	10" Med Wt.	Newborn, Infants 0-12M; Dresses, Sundresses, Sleepers or Stretchies, Coveralls, Pant Sets	
	496	12" Med Wt.	Infants 12-24 Months: Outerwear, Tops, Pant Sets, Dresses, Coveralls, Sleepwear  Toddlers 2T-4T, Girls 4-6X, Boys 4-7: Pajamas, Dresses, Sundresses, Tops, Jackets, Polar Fleece, Sweatshirts	
	472	15" Med Wt.	Toddlers 2T-4T, Girls 4-6X, Boys 4-7: Outerwear <b>Puffer Jackets and Puffer Coats</b>	
BOTTOMS	ITEM #	DESCRIPTION	DEPARTMENT	SIZER
	6108	8" Pinch Grip	Newborn, Infants 0-24M, Toddlers 2T-4T, Girls 4-6X, Boys 4-7: Shorts, Pants, Jeans	

COORDINATE / LOOP	ITEM #	DESCRIPTION	DEPARTMENT	SIZER
	9408	8" Pinch Grip Coord. Loop	Newborn, Infants 0-24M, Toddlers 2T-4T, Girls 4-6X, Boys 4-7: Short Set w/Tee, Panty Sundress, 2-Pc. Pajama Set, Pant Set	N/A
	951	10" Frame set	Newborn, Infants 0-24M, Toddler's 2T-4T: Pajamas, dresses, sun suite, overalls & short all sets	

**Ladies applies to Misses, Petites and Women's Plus sizes.**

Men's & Ladies 2-pc sleeved coordinates/sets use a combination of #484 & #6012.  
 Girl's 7-16 & Boy's 8-20 2-pc sleeved coordinates/sets use a combination of #485 & #6010.  
 Girl's 4-6X & Boy's 4-7 2-pc sleeved coordinates/sets use a combination of #496 & #9408.

MATERIAL: PP=Polypropylene, PS=Polystyrene

All Men/Women/Juniors must be on black plastic hanger with metal hook and corresponding sizer.

All Children's must be hung on white plastic hangers with corresponding sizer.



– SOHS, Black, trapezoid shaped and locks securely onto the hanger. Size is visible on all 4 sides of the sizer, except on pants where only the waist is necessary.



– Round Mini Recyclable Sizers. Slide on over metal hook and fasten securely at the base of hook.



– Rectangular sizer that snaps onto the hanger securely. Size is on the 3 visible sides.

This listing is intended to be used as a general guide. If you have any questions regarding hanger requirements, e-mail Vendor Services at [vendorservices@boscovs.com](mailto:vendorservices@boscovs.com)

## Carton Requirements

- All merchandise shipped to Boscov's Distribution Center must be packed in conveyable cartons. The only exception permitted is hanger packs, which may only be used for suits, sport coats, and outer wear longer than 36" that are not suitable for folding.
- All cartons must contain only one PO and be packed by store.
- **Bands, straps, staples or string around exterior of shipping container/carton are non-compliant.** These materials can damage our conveyor systems and delay the processing of your product.
- Shrink-wrapping or plastic covering is not permitted on the exterior of cartons. Plastics adversely affect scannability of the carton label and interfere with Boscov's sortation system.
- Multiple cartons shrink wrapped or taped together as "one shippable carton" are not permitted because they may become separated or damaged.
- Only cardboard should be used to protect goods. Tissue may be used only as necessary to protect packaging from sticking, wrinkling and damage during transit. Do not use tissue or paper as filler to "cube" or "fill-up" under-packed cartons.
- Use appropriate sized cartons for the items contained. All cartons must be able to lie flat on all sides, with no bulging in the middle or on any seam. Under packed cartons create exposure to the contents and may impair ability to scan carton labels. Repeated non-compliance will result in increasing expense offset amounts.
- Small items must be packed so that items are not concealed within a carton.
- Breakable products (china, glass, etc.) must be properly packaged using packing peanuts or bubble wrap to prevent breakage during normal shipping, handling and conveying.
- Carton width must allow hangers to fit squarely in the carton, not at an angle.
- Use a shipping carton that fits the garment. Ideally, merchandise should be packed ¼ inch below the top of the carton, and 1/8 inch from the sides of the carton.
- Pack garments flat in cartons. Use only one fold if garment must be folded. Close garment closures (e.g. buttons, zippers). Hang women's pants and skirts open, with the front facing forward.
- When possible, pack cartons with multiple garments in one poly bag, however individual poly bags per garment are acceptable.
- Rubber bands or twine may be used to bundle hangers within cartons. Metal or tape is not allowed.

Please package using the following carton dimensions:

	Length	Width	Height	Weight
Minimum	8"	5"	4"	8 lbs.
Maximum	40"	28"	28"	60 lbs.

#### E.C.T. - "Edge Crush Test"

The following applies to corrugated boxes for all shipments to Boscov's:

Type	Test Weight	Weight Requirements
ECT 32	200 lbs.	1-32 lb. Carton
ECT 44	275 lbs	33-44 lb Carton

### Special Packing Instructions for Stores 15 and 96

Store 15- If you receive purchase orders which include Store 15 (our reserve stock location):

- ASNs can be sent for Store 15 and other stores (if included)
- Store 15 cartons must contain only one UPC, and must be uniformly packed within each carton.
- All cartons for Store 15 **MUST** have the style number on the outside of the carton.

Store 96- If you receive purchase orders which refers to Store 96, this is a method used by Boscovs to receive a shipment of uniform carton pack merchandise from a vendor and to have the ability to distro the order closer to the receipt of the goods to achieve a more accurate distribution to our stores.

Here are some store 96 rules:

- Vendor must be an edi partner and send us asns and ucc-128 carton labels
- The edi po will show a 'Ship to' store 00015 and a BULK 'pack for' quantity as store 00096 by upc and style. If you wish to receive a carton pack definition in the edi transmission, you may consider setting up the 'pre-packs purchase order' mapping. It is available in our edi mapping specifications section on our website.
- All cartons must be uniformly packed by carton pack and the way the cartons are to be packed must be agreed upon by the buyer and vendor.
- All cartons for store 96 **MUST** have the style number on the outside of the carton.

- All carton labels in the shipment must indicate ‘ship to’ store 00015, ‘pack for’ store 00096, in a user-readable and bar-coded format and the asn must match.
- ASNs must be sent for Store 96 only. No other stores may be shipped on the same Store 96 purchase order.
- Store 96 is NOT a bulk location but rather a virtual location and the shipping in bulk will result in an expense offset

If you receive purchase orders for Store 15 or Store 96 that do not match these criteria, contact your Boscov’s representative for clarification and purchase order resubmission.

### Special instructions for Big Ticket items (merchandise directed to our Big Ticket Facility)

- Comply with the ship dates on our Purchase Order. Please try to ship as early as possible within the ship date parameters of your Purchase Order. For more details see Boscov’s PO Terms and Conditions.
- All merchandise must be clearly marked with its style number.
- All shipments must have removable packing slips by store attached to the lead carton of the shipment.
- Apply appropriate Non-EDI or UCC-128 shipping labels to all cartons.
- No substitutions may be made without buyer authorization. Be able to provide documentation of approved changes.

Send the packing slips so they arrive before the shipment at our facility:

Fax	(610)404-5126
Email	<a href="mailto:LPreceiving@boscovs.com">LPreceiving@boscovs.com</a>
Overnight Parcel Address	Attn: Receiving Manager 159 Dennis Drive Reading, PA 19606

## SECTION IV – ASN AND NON-EDI SHIPMENT STANDARDS

### ASN Standards

(Non-EDI shipments, refer to Packing Slip Standards and Non-EDI Carton Labeling Requirements, pages 45 and 46)

- Your Advance Shipping Notice (ASN) should be transmitted immediately upon shipment release to the carrier to ensure receipt by Boscov's prior to merchandise arrival at our Distribution Center or Store. Chargebacks will be imposed for late ASN transmissions.

- ASN's **must** be formatted to the specifications that are outlined in the **Vendor Information Area - EDI Mapping Specifications**.
- A corrected/usable ASN **must** be received within 48 hours if contacted about an unacceptable ASN.
- The ASN transmission **must** match the carton contents exactly.
- When shipping multiple truckloads for a single PO, you must comply with the following:
  - **Each trailer must have its own ASN** and contain its unique trailer number as part of the TD3 segment.
  - Do not split purchase orders across multiple trailers unless a single purchase order requires multiple trailers.
  - Unique Bill of Lading number must be provided for each trailer.

The packaging type/extension digit in the ASN and on the carton labels **must** be a "0" for all shipments. Please contact Vendor Services at VV@boscovs.com for clarification.



**THE THIRD DIGIT FROM THE LEFT IS THE PACKAGING TYPE/EXTENSION DIGIT**

### ASN Carton Labeling Requirements

All cartons should be marked with the following information printed on a label or the carton. EDI partners are required to provide this information on a UCC-128 shipping container label (according to VICS standards) on the outside of every carton. Vendors shipping to our Lincoln Park DC must also comply with Packing Slip Standards, page 44.

- Supplier Name and Address
- DC Name and Address (see [Support Locations](#) for all receiving location addresses and match with ship to store on PO.)
- Purchase Order Number (one Purchase Order per carton)
- Department Number (MUST BE 5 DIGITS IN LENGTH, WITH A FONT SIZE OF AT LEAST 28; i.e. dept 573 should read 00573)
- Pack for Store # (MUST BE 5 DIGITS IN LENGTH i.e. store 3 should read 00003.)
- Zip Code Bar Code
- Style information
- Unique 20 Digit Serial Shipping Container Code (SSCC) in UCC-128 format barcode.





## **UCC-128 Carton Label Requirements**

- The UCC-128 information must be included in the Advanced Ship Notice transmission.
- Use only white, non-reflective label stock and smudge-proof labeling ink for UCC-128 labels. Also, a quality printer is recommended so that labels arrive at Boscov's distribution center in a scannable condition. Vendors must work with their label and ink suppliers to obtain the correct balance that will provide high quality, scannable UCC-128 labels. Carton labels that arrive torn, ripped, damaged or are otherwise unscannable will result in expense offsets.
- Print your UCC-128 Carton Labels based on the UCC specifications. When using the 4" by 6" labels format, the UCC-128 bar code should be 3.02" in length, 1.25" in height, with a .25" quiet zone on each side. Use UCC-128, subset C f1 bar code symbology with the narrowest bar or space width of 20 mil. There must be some quiet zone between the human readable number and the serial shipping container code (this includes the parentheses in the human readable number).
- Every UCC-128 carton number must be unique. Never repeat carton numbers.
- Your UCC-128 carton label must be placed on the longest side of the carton (see diagrams that follow). If the carton is less than 6" in height, place the UCC-128 label on the top of the carton or you may wrap it (see diagrams that follow). Be sure the label is not on a seam or corner of the carton. The label needs to be at least 1 inch in from each edge of the carton. The label also needs to be affixed with the top of the label parallel to the top edge of the carton. The label cannot be affixed sideways on the carton. If your system requires the placement of the UCC-128 label on the front of the carton, you must also place a duplicate label with the exact same code on the long side of the carton. Your second label does not require full detail, only the bar code and the 20 digit human readable UCC-128 number are required.
- Do not cover your UCC-128 label with tape, shrink wrap, or plastic of any type. Doing so may create a reflection that renders the label unscannable.
- Deface any additional barcode labels on your cartons so they don't interfere with Boscov's ability to scan your UCC-128 labels. Do not cover other barcoded labels with a UCC-128 label, as it may cause scannability issues.


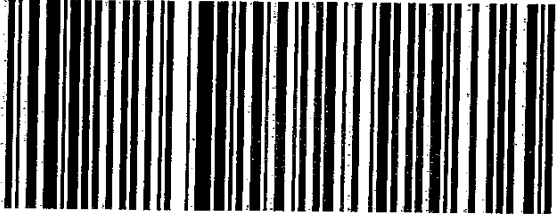
***We recommend that you verify bar codes for accuracy once monthly.***

Examples of acceptable UCC-128 labels:

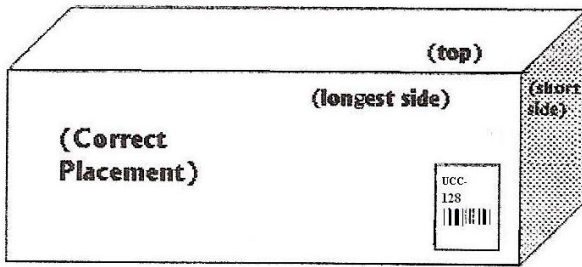
**4" x 6" EXAMPLE**

ANY VENDOR 31 STREET TOAD ANYTOWN, PA 19631	<b>CARRIER</b> <b>BOL</b> <b>PRO</b>	<b>OPTIONAL</b>
BOSCOV'S DIST CENTER #00015 5 BIRCHMONT DRIVE READING, PA 19606	FOR STORE: <b>00018</b>	
SHIP TO POST (420) (19606)  Style 98767	DEPT # <b>00567</b> PO # 123456	
(00) 0 0707722 252150015 4 		

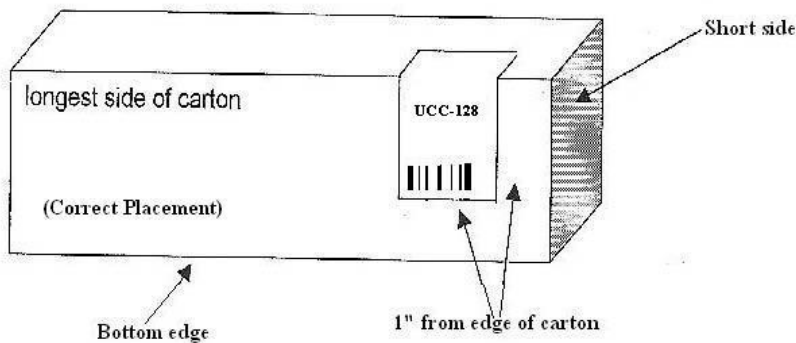
**3" X 8" (LANDSCAPE) EXAMPLE**

FROM: ANY VENDOR 31 NOWHERE ST ANYTOWN, PA 19523	TO: BOSCOV'S DC #00015 5 BIRCHMONT DRIVE READING, PA 19606	SHIP TO POST: (420) (19606) 	FOR STORE # <b>00018</b>
<b>CARRIER</b> <b>PRO</b> <b>BOL</b> <b>ALL OPTIONAL</b>		(00) 0 0707722 252150015 4 	
DEPT # <b>00567</b> PO# 123456	Style 98767		

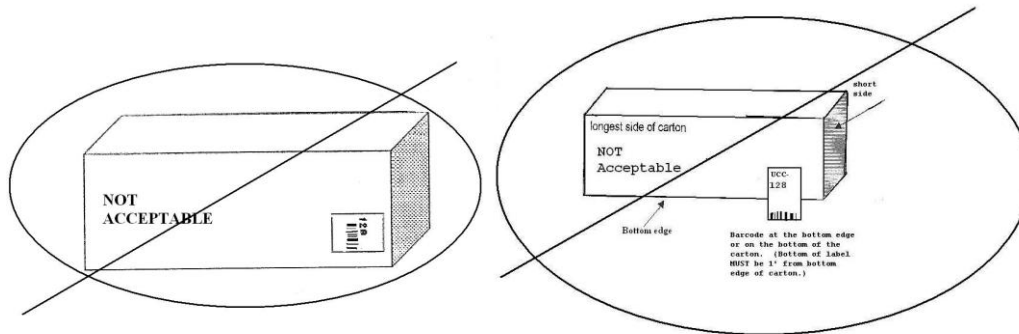
Examples of correct label placement:



UCC-128 WRAP AROUND LABEL PLACEMENT



Examples of incorrect label placement:



Packing Slip Standards

EDI/ASN vendors who are shipping to our Birchmont Drive DC are not required to send packing slips, as your ASN will electronically represent your packing slips. However, should there be an issue with your ASN or the shipment, we will request the packing slips either be emailed or faxed to the shipment's destination. Detailed packing slips must accompany all non ASN shipments, Direct to Store shipments, and shipments destined for our Lincoln Park DC. Attach packing slips to the outside of the lead carton of the entire shipment. Packing slips must be *removable*.

All items below must appear on the packing slip:

- Vendor Name and return address
- Boscov's Purchase Order Number and Department Number
- Invoice and/or packing slip number
- Letter of Credit Number, if applicable
- Total number of cartons for that store/shipment
- Each store should have a separate packing detail, listed by store. Casepack information to include: style, color, size, and quantity. A "master" packing slip is permissible, provided it includes the carton count for each store on it.
- Packing slip units should be "Each."

Merchandise must be loaded by store. If possible, skid by store/style when loading the shipment.

With the exception of Direct to Store shipments, you must send packing slips via email, fax or overnight parcel to the shipment destination. **Packing slips must arrive before the shipment.**

Destination	Birchmont Drive warehouse:	Lincoln Park warehouse:
Email	traffic@boscovs.com	LPreceiving@boscovs.com
Fax	(800) 347-6215	(610) 404-5126
Overnight Parcel Address	Attn: Receiving Manager 5 Birchmont Drive Reading, PA 19606	Attn: Receiving Manager 159 Dennis Drive Reading, PA 19606

### Non-EDI Carton Labeling Requirements

**We expect all vendors to become EDI compliant.** To participate in our EDI program, please email the following information to [ediadmin@boscovs.com](mailto:ediadmin@boscovs.com):

- Vendor Name
- Vendor EDI contact/phone
- Vendor DB2 Qual Code
- Vendor Sender/Receiver ID
- Vendor Van/Van ID

However, if you are not yet an EDI partner, you must apply a Non-EDI carton label with the following information printed on the label to all cartons:

- Supplier name and address
- DC name and address
- Pack for store number only – this is found on the second page of your printed PO – must be 5 numerical digits (add 3 to 4 zeros to the front of the store number to make it 5 digits. I.e. store 18 should read "00018").
- Department number – must be 5 numerical digits (add zeros in front of the department number to make it 5 digits. I.e. dept 567 should read "00567") with a font size of at least 28

- PO number
- Style, color, size assortment and quantity

An example of a correct Non-EDI carton label:

From: Any Vendor 123 Pine St Anytown, PA 19606	Carrier (Optional) BOL (Optional)
To: Boscov's Dist Center #00015 5 Birchmont Dr Reading, PA 19606	Dept #: <b>00576</b>
For Store #: <b>00018</b>	PO #: 123456
Carton Content Information: Style 98767 Color Navy 1S-2M-2L-1XL Style 98767 Color Red 1S-2M-2L-1XL Style 98767 Color Black 1S-2M-2L-1XL	

If you are shipping to Boscov's via UPS/FedEx, you may use their labels in place of a Non-EDI carton label as long as the Reference #1 and Reference #2 fields contain the following information:

Reference #1: 5 Digit Dept number and PO,  
Reference #2: 5 Digit Store number and Quantity/Style

However, when you become EDI compliant, you will be required to transmit an ASN, and attach the appropriate UCC128 carton labels with the correct information as found in the ASN Carton Labeling Requirements section on page 39.

## **SECTION V – INVOICING REQUIREMENTS**

### **810 Invoicing Instructions**

810 invoices **must** be formatted to the specifications that are outlined in the ***VENDOR INFORMATION AREA - EDI Mapping Specifications***.

Prior to sending an 810 invoice, Boscov's requires 810 certification. To expedite this process we have partnered with OpenText (formerly GXS) to assist us in 810 testing. Please send an e-mail to [EDladmin@boscovs.com](mailto:EDladmin@boscovs.com) to begin 810 testing, provide the following information:

- Vendor Name
- Vendor EDI contact/phone
- Vendor DB2 Qual Code
- Vendor Sender/Receiver ID
- Vendor Van/Van ID

810 invoices must be transmitted by store/purchase order.

### **Manual Invoicing Instructions**

- Manual invoices can be sent either by store/purchase order or consolidated by purchase order.
- Mail original invoice to:

Boscov's Department Store, LLC  
Attn: Merchandise Accounts Payable  
PO Box 4131  
Reading, PA 19606-0531  
OR  
E-Mail: [APInvoices@boscovs.com](mailto:APInvoices@boscovs.com)

- Invoice merchandise units as ordered on purchase order (ea, pr, doz, etc.) Do not substitute sizes, colors, or styles unless authorized and confirmed by our buying department.
- Indicate payment terms on invoice so as to comply with your purchase order. Do not net individual merchandise costs or the total invoice cost by discounts or allowances.
- Reference Store number, Department number, and Purchase Order number on invoice.
- Reference Style number and description on invoices and packing lists.
- Do not bill common carrier freight charges on merchandise invoices.
- E-Mail: [Accountspayable@boscovs.com](mailto:Accountspayable@boscovs.com) with any question regarding payment.

## **SECTION VI – WASTE REDUCTION POLICY**

### **Waste Reduction**

Sustainability is extremely important to Boscov's. Boscov's has adopted corporate policies to reduce, reuse, and recycle our wastes whenever and wherever practical. Of particular interest to us is reducing waste at the store level, something that is highly impacted by packaging choices made by our vendors.

Bosco's is requesting all vendors voluntarily adopt our waste reduction goals, and to incorporate these goals into your packaging designs and material selections.

Preserving merchandise integrity, maintaining or improving material handling efficiency, and minimizing cost continue to be the primary goals of packaging. In terms of waste reduction, our hierarchy of goals is as follows:

#### **REDUCE**

Reducing the volume and/or weight of packaging materials benefits all subsequent activities, once the merchandise has been displayed or inventoried, regardless of whether the packaging is reused, recycled or disposed.

#### **REUSE**

Reuse of packaging by the vendor, particularly in the case of transport packaging, creates the least volume of material requiring disposal/recycling at distribution and retail levels.

#### **RECYCLE**

For packaging materials which cannot otherwise be reduced or reused, the ability to recycle materials can be improved through design and material selection.

#### **Unnecessary Material Guidelines**

Bosco's recognizes that some packing and/or protective materials may be necessary to ensure that merchandise reaches the selling floor intact. However, the use of excessive material causes considerable waste and additional expense, and should be avoided. Specifically, vendors **must not** use:

- **Safety pins, straight pins, or pins of any type, for any reason**, except on folded dress shirts.
- **Foam coverings or "foamies"** on top hangers that will be visible when merchandise is on the selling floor.
- **Tieback or clips** of any type, in any category of merchandise.
- **Removable inserts** (foam, cloth, etc.) on bottom hangers except as necessary to protect leather, velvet, beaded, embellished, and fine gauge fabrics.
- **Tissue or cardboard inserts**. One piece of tissue or cardboard can be used for folded sweaters (for moisture absorption and stability). Cardboard inserts and collar inserts are permitted for folded dress shirts.
- **Tissue, paper or other material** placed **INSIDE** garments (**e.g., in pockets, sleeves, in between folds, or wrapped around hangers**) that will fall off while garment is on selling floor. Minimal tissue is permitted to protect leather and velvet products. Also tissue can be used between packages as necessary to protect packaging from sticking, wrinkling, and damage during transit.
- **Plastic or other coverings** on buttons or other embellishments except as necessary to protect.
- **Protective packaging** that cannot be easily removed in one motion.

**SECTION VII - BOSCOV'S CONTACTS/EMAIL****Contacts/Email**

<b>DEPARTMENT</b>	<b>E-MAIL ADDRESS PHONE NUMBER</b>
ACCOUNTS PAYABLE	<u>accountspayable@boscovs.com</u> 610-929-7380
BIG TICKET APPOINTMENT SCHEDULER	610-404-5152
APPOINTMENT SCHEDULER MERCHANDISE OTHER THAN BIG TICKET	610-370-4144
BOSCOV'S CORPORATE SWITCHBOARD (TO CONTACT BUYERS)	610-779-2000
RISK MANAGEMENT	610-779-2000 Ext-1464
TRANSPORTATION OFFICE	<u>traffic@boscovs.com</u> 610-370-4146

<b>TITLE/DEPARTMENT</b>	<b>E-MAIL ADDRESS PHONE NUMBER</b>
SENIOR V.P., RISK MANAGEMENT & LOSS PREVENTION MR. HARRY BAREUTHER	<u>hbareuther@boscovs.com</u> 610-370-3600
PURCHASING MANAGER MR. KEN ZANDIER	<u>kzandier@boscovs.com</u> 610-370-4162
DIRECTOR OF CORPORATE TRANSPORTATION MR. JEFF STEINFURTH MS. MELISSA REICHERT	<u>jsteinfurth@boscovs.com</u> 610-370-4172 <u>mreichert@boscovs.com</u> 610-370-4146
VENDOR SERVICES MANAGER MS. CHRISTY KISSINGER	<u>ckissinger@boscovs.com</u> 610-370-4128
MANAGER OF ACCOUNTS PAYABLE MS. DONNA WITWER	<u>dwitwer@boscovs.com</u> 610-929-7322
IMPORTS MANAGER MS. ELAINE FARRELL	<u>efarrell@boscovs.com</u> 610-929-7441



Check Reconciliation Contacts

For general questions, please send email to the address below. For check deduction information, please provide a PO or Document ID when emailing.

REASON CODE	DESCRIPTION	CONTACT	EMAIL	PHONE
ADC	ADVERTISING	CO-OP OFFICE	<a href="mailto:coopoffice@boscovs.com">coopoffice@boscovs.com</a>	610-779-2000 EXT. 3203
CB	CHARGEBACK	DEBIT MANAGEMENT	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
CD	COST DIFFERENCE	DEBIT MANAGEMENT	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
COS	COSMETIC DEMONSTRATION	KAREN INGRAM	<a href="mailto:kingram@boscovs.com">kingram@boscovs.com</a>	610-370-3819
DIS	DISCOUNT	DEBIT MANAGEMENT	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
EM	AUDITOR'S DEDUCTION	OUTSIDE AUDITOR'S	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
PB	PAYBACK	DEBIT MANAGEMENT	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
RTV	RETURN TO VENDOR	DEBIT MANAGEMENT	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
SH	SHORTAGE	ACCOUNTS PAYABLE	<a href="mailto:accountspayable@boscovs.com">accountspayable@boscovs.com</a>	610-929-7380
TRNCB	FREIGHT CHARGEBACK	TRANSPORTATION	<a href="mailto:trncb@boscovs.com">trncb@boscovs.com</a>	610-370-4144
VAP	VENDOR ALLOWANCE PERMANENT	DEBIT MANAGEMENT	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
VAS	VENDOR ALLOWANCE SALE	DEBIT MANAGEMENT	<a href="mailto:debitmanagement@boscovs.com">debitmanagement@boscovs.com</a>	610-929-6960 EXT 2420
VV	VENDOR VIOLATIONS	VENDOR SERVICES	<a href="mailto:vv@boscovs.com">vv@boscovs.com</a>	610-370-4128

## SECTION VIII – STORE LISTING AND SUPPORT LOCATIONS

### Numerical Store Listing

Note for EDI Partners: For a store listing in Excel format, please find it at <http://vspec.boscovs.com/> under the Boscov's Documents tab. Also, store numbers must be preceded by zeros to fill a five digit field.

<b>Boscov's North #00003</b> Fairgrounds Square Mall 2910 North Fifth Street Reading, PA 19605-2461 (610) 779-2000	<b>Boscov's East #00004</b> Reading Mall 4500 Perkiomen Avenue Reading, PA 19606-3202 (610) 779-2000
<b>Boscov's Lebanon #00005</b> 2201 Lebanon Valley Mall Lebanon, PA 17042-2568 (717) 274-1441	<b>Boscov's Pottsville #00006</b> 7290 Fairlane Village Mall Pottsville, PA 17901-4105 (570) 628-5790
<b>Boscov's Sunbury #00007</b> 1 Susquehanna Valley Mall Ste #2 Routes 11 & 15 Selinsgrove, PA 17870-1295 (570) 374-0121	<b>Boscov's Wilkes-Barre #00008</b> 15 South Main Street Wilkes-Barre, PA 18702-1706 (570) 823-4141
<b>Boscov's Hazelton #00009</b> The Laurel Mall 105 Laurel Mall Drive Hazelton, PA 18202-1203 (570) 455-9561	<b>Boscov's Dover Mall #00010</b> 3000 Dover Mall 1365 North DuPont Hwy Ste #3000 Dover, DE 19901-8724 (302) 734-9210
<b>Boscov's Binghamton #00011</b> 13-23 Court Street Binghamton, NY 13901-3101 (607) 722-4220	<b>Boscov's Camp Hill #00012</b> 170 South 32 <sup>nd</sup> Street Camp Hill, PA 17011-5134 (717) 763-1100
<b>Boscov's Colonial Park #00014</b> 1 Colonial Park Mall Route 22 & Colonial Road Harrisburg, PA 17109-6220 (717) 540-4222	<b>Boscov's Distribution Center #00015</b> 5 Birchmont Drive Reading, PA 19606-3266 (610) 779-2000
<b>Boscov's Wilmington #00016</b> Concord Mall 4737 Concord Pike Wilmington, DE 19803-1442 (302) 478-6800	<b>Boscov's Lancaster #00017</b> 800 Park City Center Lancaster, PA 17601-2720 (717) 299-0911
<b>Boscov's Atlantic City #00018</b> Shore Mall 6725 Blackhorse Pike Egg Harbor Township, NJ 08234 (609) 383-1880	<b>Boscov's York #00019</b> York Galleria 2899 Whiteford Road York, PA 17402-8997 (717) 757-6688

<b>Boscov's Eastwood Mall #00020</b> 5320 Youngstown Warren Rd. SE Niles, OH 44446 (800) 755-6391	<b>Boscov's Clarksburg #00021</b> 2300 Meadowbrook Road Bridgeport, WV 26330 (304) 244-5500
<b>Boscov's Rochester #00022</b> 294 Greece Ridge Center Dr. Greece, NY 14626 New Store- coming soon	<b>Boscov's Lehigh Valley Mall #00028</b> 400 Lehigh Valley Mall Whitehall, PA 18052-5793 (610) 231-8000
<b>Boscov's Lincoln Park #00029</b> 159 Dennis Drive Reading, PA 19606 (610) 404-5100	<b>Boscov's Deptford Mall #00033</b> 1750 Deptford Center Road Deptford, NJ 08096-5202 (856) 686-1223
<b>Boscov's Woodbridge #00041</b> 441 Woodbridge Center Drive Woodbridge, NJ 07095 (732) 634-0003	<b>Boscov's White Marsh #00042</b> 8200 Perry Hall Blvd. Baltimore, MD 21236 (401) 931-2005
<b>Boscov's Ohio Valley Mall #00043</b> 67800 Mall Rd Unit 300 St. Clairsville, OH 43950 (740) 699-2700	<b>Boscov's Meriden #00044</b> Westfield Meriden 480 Lewis Ave Meriden, CT 06451 203-235-4144
<b>Boscov's Sangertown Square Mall #00046</b> 8555 Seneca Turnpike New Hartford, NY 13413 (315) 733-0393	<b>Boscov's at Millcreek Mall #00047</b> 5800 Peach St. Unit # 800 Erie, PA 16565 (814) 860-3020
<b>Boscov's Connecticut Post Mall #00048</b> Connecticut Post Mall 1201 Boston Post Road Milford, CT 06460 (203) 874-5300	<b>Boscov's Providence Place #00049</b> Providence Place 6 Providence Place Providence, RI 02903 (401) 396-2600
<b>Boscov's Salisbury #00050</b> Center at Salisbury 2310 North Salisbury Boulevard Salisbury, MD 21801-7380 (410) 548-1771	<b>Boscov's Johnstown #00051</b> Galleria Mall 570 Galleria Drive Johnstown, PA 15904-8900 (814) 266-4300
<b>Boscov's Scranton #00052</b> The Mall at Steamtown 400 Lackawanna Avenue Scranton, PA 18503-2014 (570) 342-7860	<b>Boscov's Echelon #00053</b> 6001 Voorhees Town Center Voorhees, NJ 08043-1948 (856) 772-6400
<b>Boscov's Moorestown #00059</b> Moorestown Mall Route 38 & Lenola Road Moorestown, NJ 08057-3296 (856) 231-1101	<b>Boscov's Granite Run #00060</b> Granite Run Mall 1067 West Baltimore Pike Media, PA 19063-5199 (610) 565-6009

<b>Boscov's Coventry Mall #00061</b> Coventry Mall 351 W. Schuylkill Rd. Pottstown, PA 19464 (610) 327-8080	<b>Boscov's Neshaminy #00062</b> 200 Neshaminy Mall Route 1 & Bristol Road Bensalem, PA 19020-1600 (215) 953-5900
<b>Boscov's Plymouth Meeting #00063</b> 500 West Germantown Pike, Suite 100 Plymouth Meeting, PA 19462-1326 (610) 825-8686	<b>Boscov's Vineland #00064</b> 100 Cumberland Mall 3849 South Delsea Drive Vineland, NJ 08360-7408 (856) 327-3800
<b>Boscov's Easton #00065</b> 121 Palmer Park Mall Easton, PA 18045-2759 (610) 250-2772	<b>Boscov's Albany #00066</b> Colonie Center Mall Central Avenue & Wolf Road Albany, NY 12205-2784 (518) 438-6000
<b>Boscov's Beaver Valley #00067</b> 400 Beaver Valley Mall Routes 18 & 51 Monaca, PA 15061-2399 (724) 773-7196	<b>Boscov's Exton Mall # 00068</b> 126 Exton Square Routes 30 & 100 Exton, PA 19341-2440 (610) 280-6573
<b>Boscov's Butler #00069</b> 100 Clearview Cir Routes 8 & 422 Butler, PA 16001-1576 (724) 285-5779	<b>Boscov's Clifton Park #00070</b> 830 Clifton Park Center 22 Clifton Country Road Ste #6 Clifton Park, NY 12065-1661 (518) 348-0080
<b>Boscov's Christiana Towne Center #00072</b> 361 West Main Street Christiana, DE 19702-1534 (302) 369-6440	<b>Boscov's Monmouth Mall #00073</b> Monmouth Mall 180 Route 35 South Eatontown, NJ 07724-2093 (732) 389-2220
<b>Boscov's Ocean County Mall #00074</b> Ocean County Mall 1201 Hooper Avenue Tom's River, NJ 08753-3330 (732) 505-0770	<b>Boscov's Berkshire Mall #00075</b> 1665 State Hill Road Ste #100 Wyomissing, PA 19610-1900 (610) 779-2000
<b>Boscov's Westminster Mall #00076</b> 400 North Center Street Ste # 40 Westminster, MD 21157-5140 (410) 751-6660	<b>Boscov's Frederick Towne Mall #00077</b> 1301 West Patrick Street Frederick, MD 21702-3810 (301) 631-8155
<b>Boscov's Logan Town Center #00079</b> 139 Falon Drive Altoona, PA 16602 (814) 947-5000	<b>Boscov's Distribution Center #00096</b> 5 Birchmont Drive Reading, PA 19606-3266 (610) 779-2000
<b>Boscov's Outlet Center #00098</b> 4365 Perkiomen Avenue Reading, PA 19606-3235 (610) 779-2000	

### Support Locations

<b>Boscov's Information Services</b> 2561 Bernville Road Reading, PA 19605 (610) 779-2000	<b>Boscov's Lincoln Park #29</b> Big Ticket Warehouse 159 Dennis Drive Reading, PA 19606 (610) 404-5100
<b>Boscov's Visual Merchandising &amp; Facility Management</b> 1700 Duke Street Laureldale, PA 19605 (610) 779-2000	<b>Boscov's Distribution Center #15 &amp; #96</b> 5 Birchmont Drive Reading, PA 19606-3266 (610) 779-2000
<b>Boscov's Outlet #98</b> 4365 Perkiomen Avenue Reading, PA 19606-3235 (610) 779-2000	<b>Boscov's Reverse Logistics Center</b> 1537 Vine Street Laureldale, PA 19605 (610) 779-2000

## SECTION IX – ELECTRONIC DATA INTERCHANGE REQUIREMENTS

### Boscov's EDI Requirements

Boscov's requires the use of EDI for the business documents listed below. All EDI documents that are traded must adhere to the current VICS industry standard guidelines. If you will not be able to comply with all EDI requirements for a specific purchase order, contact our EDI coordinator at [ediadmin@boscovs.com](mailto:ediadmin@boscovs.com).

Boscov's can accept the following EDI documents:

- 810 Invoices
- 855 Reverse Purchase Order
- 856 Advance Ship Notice
- 997 Functional Acknowledgement

Boscov's can transmit the following documents:

- 850 Purchase Order
- 852 Sales Data (Sales & On Hand)
- 997 Functional Acknowledgement

All Boscov's EDI documents are traded at the UPC level. Therefore, you (the Vendor) must mark your merchandise with a UPC ticket with retail, and provide us your UPC Catalog electronically by participating in the OpenText (formerly GXS) Catalog Service.

IT IS THE VENDOR'S RESPONSIBILITY TO MONITOR DUPLICATE CONTROL NUMBERS TO AVOID DOUBLE SHIPMENTS.

To participate in our EDI program, please email the following information to [ediadmin@boscovs.com](mailto:ediadmin@boscovs.com):

- Vendor Name
- Vendor EDI contact/phone
- Vendor DB2 Qual Code
- Vendor Sender/Receiver ID
- Vendor Van/Van ID

## **SECTION X – UPC/EAN STANDARD AND OPENTEXT (formerly GXS) CATALOGUE REQUIREMENTS**

### **Vendor UPC/EAN Standards and OpenText (formerly GXS) Catalogue Requirements**

- UPC or EAN catalogue information must be created following the “GS1 US requirements, formerly the Uniform Code Council”. The GS1 Council can be contacted by accessing their web-site, [www.gtin.info](http://www.gtin.info) or [www.gs1-us.info](http://www.gs1-us.info).
- UPC/EAN numbers must be provided electronically through subscribing to the OpenText Product Catalogue, if more than 100 UPC/EAN numbers exist. Contact OpenText at 1-800-334-2255, option 3.
- You must assign UPC or EAN numbers at the Style/Product Number, Color and Size level, where applicable, for all products sold to Boscov's.
  - The UPC or EAN loaded to the OpenText Product Catalogue must include the following attributes:
    - UPC or EAN Number
    - Style/Product ID number
    - Product description (accurate descriptions are critical)
    - NRF Color and Size codes and descriptions, if color and size apply to your products.
      - Note: If your data requires modification, an expense offset will be assessed.
- UPC or EAN information must be available in the OpenText Product Catalogue accurately and on a timely basis to permit Purchase Order entry. Failure to do so will initiate an expense offset as described in Section III, subsection A of this manual.
- UPC or EAN numbers must be assigned to all “gift with purchase” (GWP) items. These UPC or EAN numbers must be included in the OpenText Product Catalogue, and the merchandise must be ticketed with the assigned UPC or EAN numbers for Point of Sale and inventory scanning.
- UPC or EAN numbers must be assigned for all collateral items (cosmetic testers, display fixtures, brochures, etc). UPC or EAN ticketing is not required for collateral items.
- Vendors must adhere to the industry standard of a 30 month (fashion merchandise) and a 48 month (non-fashion merchandise) waiting period, from last ship date, before reusing UPC or EAN numbers.
- **UPCs must also have accurate human readable numbers.**
- Import Vendors must provide UPC's to our merchants 8-10 weeks in advance of the "Sail from Country Date" as defined by our Buyer. This will permit your orders to be entered and approved in a timely manner for booking with our Freight Forwarder. For those import vendors utilizing our freight forwarder to create UCC carton Labels and ASN's, such requests must be entered into our forwarder's system no later than 6 weeks prior to “Sail from Country Date.”

Revised 04/08/25

In the event that a product's UPC or EAN number has changed to reflect a revised style/product number, new packaging, etc., the new UPC or EAN number must be available in the OpenText Product Catalogue, and Boscov's must be notified within 30 days of the change.