

PROCEDURES FOR MANUAL SORTING OF FREIGHT (NON-SCANNING)

- Once receipt of the trailer documentation is confirmed, the unloading process can begin.
- Offload the cartons from the trailer onto an assigned area on the dock floor and segregate by each store. An initial blind carton count total of the entire trailer should be conducted at this time.
- The cartons should be chimney stacked with the labels facing outward for easy identification.
 - Note: Be careful, the divisions share store numbers that may easily result in mixing up cartons.
- After the trailer(s) has been completely offloaded, the blind count can be conducted.
- If there is more than one trailer, sort all the freight before counting the cartons to obtain an accurate count.
- A visual scan of each individual carton label must be conducted at this time to verify that each carton is sorted by the correct store number.
- See **Exhibit F** for an example of the Store Carton Label.
- Individually count and log the freight for each store.
- A comparison of the blind count to the Store BOL must be conducted off the dock by an authorized individual.
- Conduct an audit to match the Manifest to the dockhand's blind count. If a discrepancy is noted, a Supervisor must recount and verify the exception.

EXHIBIT F

20 DIGIT
CARTON
ID#

DIVISION,
STORE #,
HUB #

FROM: KONG THAI KNITTING CO. LT
SHIP TO: PHILIPPS VAN HEUSEN CORP

JONESVILLE, N.C. DATE 07/29/01 DIV 006



0000016652 CARTON NO 9000852730

2314 188- WOOL CABLE CREW NEC
for 20553 RTB0 2314-901
B0-09514-901 PREPACK

FROM: PVH	CUST# 00000	ORDER# 210	LPS SHIPER # 000000000
Jonesville NC 28642-0000	CONSOLE	DEL PERIOD 10/18/02	CARTON ID # 2112920419
PO#	SCAN DATE 10/18/02	ZONE	
	CUST INTEL: 00402231054167009897		
181° VH STORE # 00025	INCL. IN CARTON 0006	CIN NUM 1	
NIAGARA FACTORY OUTLET		OF 1	
1648 MILITARY ROAD			
NIAGARA FALLS			
NY 14304-353			
EPS INV# T24396	DEPT# 240		
* * * TRANSACTION TYPE: 0		05025 12	
* * * PO/TRANSFER# T24396			
* * * INVOICE # 211292041			
* * * # OF CARTONS: 1			
STYLE / COLOR	SIZE	DESCRIPTION	
V005805	250 8888	FANCY 1/2 TOP SHAW	
(00) 4 5641025 211292041 9			



00456410252112920419

PROCEDURES FOR ELECTRONIC SORTING OF FREIGHT (SCANNING)

- Once receipt of the trailer documentation is confirmed, the unloading process can begin.
- Scan the cartons at the inbound door to obtain the initial total carton count. Offload the freight onto an assigned area on the dock floor segregated by the individual store.
- The cartons should be chimney stacked with the labels facing outward for easy identification.
 - Note: Be careful, the divisions share store numbers that may easily result in mixing up cartons.
- After the trailer(s) has been completely offloaded, a manual blind carton count must be conducted.
- If there is more than one trailer, sort all the freight before counting the cartons to obtain an accurate count.
- A visual scan of each carton label must be conducted at this time to verify that each carton is sorted by the correct store number.
- See **Exhibit F** for an example of the Store Carton Label.
- Individually count and log the freight for each store.
- A comparison of the blind count to the scanned count must be conducted off the dock by an authorized individual.
- Conduct an audit to match the Manifest to the two previous counts. If a discrepancy is noted, a Supervisor must recount and verify the exception.

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ID#

DIVISION,
STORE #,
HUB #

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JONESVILLE, N.C. DATE 07/29/01 DIV 006



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