

## RETURN FORM PROCEDURES - PUERTO RICO

The Return Form addresses the issue of misloaded and unidentified cartons found on the inbound loaded containers.

- The following clarifies the exceptions:
  - Cartons without a ship to store shipping label - the cartons have a shipping address of Jonesville, NC.
  - Unlabeled cartons - cartons without any label.
  - Misloaded cartons - the cartons have a shipping label; however, they are not intended for your delivery area. They should have been shipped to another carrier.
- The Return Form (see **Exhibit H** for an example) must be completed and e-mailed within 24 hours of the inbound freight being processed. Any cartons received for stores outside of your delivery area, without labels, or with only a Jonesville label are to be listed as “misloads” on the OS&D Report, as well as being listed on the Return Form.
- Routing instructions for the cartons are as follows:
  - **Section A – Cartons without a store address label.** See **Exhibit I** for an example. The cartons have a bar code label that shows the ship to address as Jonesville, NC.
    - ❖ Step 1. Complete the Return Form with the 20-digit carton number and e-mail to the addresses listed on the Return Form. Jonesville will email you a copy of the shipping label.
    - ❖ Step 2. Upon receipt of the shipping label, attach it to the carton.
      - If the store is located outside your delivery area, ship the carton with the next scheduled delivery to the designated division in Barceloneta, PR.
      - If the store is located within your delivery area, the carton is to deliver with the next delivery for that store.

- Section B – **Cartons without any label.** See **Exhibit J** for an example.
  - ❖ Step 1. Complete the Return Form with a FedEx International Economy tracking number.
  - ❖ Step 2. Place the yellow Return Label (supplied by Jonesville) on the carton and ship it via FedEx International Economy to the Jonesville Distribution Center within 24 hours.

When shipping FedEx International Economy, all other labels should be blacked out or covered prior to shipment. The PVH barcode on the original shipping label must remain intact.

- Section C – **Misloaded cartons – Forward to the store.** See **Exhibit K** for an example.
  - ❖ Step 1. Complete the Return Form with the 20-digit carton ID number, date, and the pro number you will be using to ship the carton to the designated division in Barceloneta.

Alpha letters for the store divisions:

- CO - Calvin Klein
- T - Tommy Hilfiger

## Exhibit H

PVH CORP.  
1000 PVH QUALITY WAY  
JONESVILLE, NC 28642  
CARRIER OSD REPORT

PVH CORP. HUB 8 RETURN FORM (MISLOADS & LABEL ISSUES)			
To:	Jasmine Purcell Carolyn Blancamano Edward Novatski	<a href="mailto:JasminePurcell@pvh.com">JasminePurcell@pvh.com</a> <a href="mailto:CarolynBlancamano@pvh.com">CarolynBlancamano@pvh.com</a> <a href="mailto:EdwardNovatski@pvh.com">EdwardNovatski@pvh.com</a>	<a href="mailto:ShirleyKhublali@pvh.com">ShirleyKhublali@pvh.com</a> Jonesville Groupbox <a href="mailto:JonesvilleOS&amp;Dreports@pvh.com">JonesvilleOS&amp;Dreports@pvh.com</a>

From: R.M. Sullivan Westfield, MA

**A. CARTONS WITHOUT A STORE ADDRESS LABEL**

Carton # (20 Digits)	Comments	Tracking Number - FedEx Ground
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

**B. CARTONS WITHOUT ANY LABEL - FORWARD TO JONESVILLE**

Date Shipped	Tracking Number - FedEx Ground	Comments
1		
2		
3		
4		
5		

**C. MISLOADED CARTONS - FORWARD TO STORE**

Carton # (20 Digits)	Date Shipped	Tracking Number - FedEx Ground	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

Date OS&D Completed: 2/8/2024

\*Misloaded cartons must be rerouted via FedEx Ground within 24 hours.  
E-mail the OSD Report and the Hub Return Form within 24 hours of the trailers being processed and before the first deliveries are made.

## Exhibit I

❖ **Section A – Cartons without a store address label** (cartons have a bar code label that shows the ship-to address as Jonesville, NC)

- 20-digit carton number should be added onto the Return Form and emailed to the appropriate people listed.
- Jonesville will email you a copy of the shipping label. Attach label to carton.
- If the store is located outside your delivery area, ship the carton with the next scheduled delivery to the designated division in Barceloneta, PR.

Carton # (20 Digits)	Comments	Tracking Number - FedEx Ground
00456650030002953053		

FROM:

CUST T003

Store Lane

**PVH CORP**

Order #

CONSL # JVVU40P

CARTON ID

1000 PVH QUALITY WAY  
JONESVILLE NC 28642

DEL PERIOD

SCAN DATE

0002953053

WAVE # 20240216004

CUST INFO

00007215690078380181

SHIP TO: WOODBURY COMMON PREMIUM A  
1073 STATE ROUTE 94  
UNIT #14  
NEW WINDSOR NY 12553-6821

UNITS IN CARTON

CTN 1 OF 1

00003

EPS IN# DEPT # 006

000  
0 @ TRANSACTION TYPE : T  
0 @ PO/Transfer #: 000295305  
0 @ INVOICE #: 000295305  
0 @ OF CARTONS : 1

**T003 08**

Style Color Size Description

T2001081 100 AL NAVY FLIP /

(00) 4 5665003 000295305 3

02/29-09-09 JUVU40P

RSHN/V308/H5/2TZ348X112/PHLBJCI

## Exhibit J

❖ **Section B – Cartons without any label.**

- Jonesville will send a supply of the “yellow Jonesville shipping labels”
- Place yellow Jonesville Return Label on carton and ship to Jonesville.
- Provide the FedEx International Economy tracking number on the Return Form.

B. CARTONS WITHOUT ANY LABEL - FORWARD TO JONESVILLE		
Date Shipped	Tracking Number - FedEx Ground	Comments



## Exhibit K

❖ **Section C – Misloaded cartons**

- If the store is located outside your Hub, ship the misloaded cartons with the next scheduled Hub delivery to the designated division in Barceloneta, PR.
- Complete the Hub Return Form with the 20-digit carton ID number, date, and the pro number you will be using to ship the carton to the designated division in Barceloneta.

C. MISLOADED CARTONS - FORWARD TO STORE			
Carton # (20 Digits)	Date Shipped	Tracking Number - FedEx Ground	Comments
00456520130000277622	12/24/19	777325708333	