

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, N.C.
 - 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, N.C.
 - ❖ 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 fax 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:

- OS - Van Heusen
- CO - Calvin Klein
- CA - Calvin Klein Specialty Accessory
- TO - Tommy Hilfiger
- TH - Tommy Anchor / Specialty

EXHIBIT H

**PVH CORP.
HUB 20 RETURN FORM
(MISLOADS & LABEL ISSUES)**

From: Allied Logistics Worldwide
Caguas, PR

To: Carolyn Biancamano
Jerri Shilman
Shirley Chung
Kayla Lawson
Edward Novatski
Michelle C. Smith

CarolynBiancamano@pvh.com
JerriShilman@pvh.com
ShirleyChung@pvh.com
KaylaLawson@pvh.com
EdwardNovatski@pvh.com
MichelleCSmith@pvh.com

A. CARTONS WITHOUT A STORE ADDRESS LABEL

Carton # (20 Digits)	Comments

Hub Contact Person: _____ Fax Number: _____

B. CARTONS WITHOUT ANY LABEL - FORWARD TO JONESVILLE

Date Shipped	Tracking Number - FedEx Ground	Date Recv'd in Jonesville (For PVH Use Only)

C. MISLOADED CARTONS - FORWARD TO STORE

Carton # (20 Digits)	Date Shipped	Tracking Number - FedEx Ground	Date Recv'd in Jonesville (For PVH Use Only)

Completed by: _____ Date: _____

* Label faxed for the appropriate address, if required.
 Note - Misloaded cartons must be delivered to the designated division in
 Barceloneta, PR on the next scheduled delivery to the store.
 This Return Form and OS&D Report must be e-mailed within 24 hours of the trailers being
 processed and before the first deliveries are made.
 All misloads & cartons with label issues listed on the OS&D must also be listed on this Return Form.

EXHIBIT I

Inbound



From: ABC Motor Freight, Anywhere, USA Fax To: Cindy Day- (336) 5260056
 A. Cartons without a store address label* John Lombardo- (908) 2310493
 Jerri Shilman- (908) 2310493

Carton # (20 Digits)	Comments
00000166529000852730	

Hub Contact Person: John Doe Fax Number 123-456-7890

Section A - Cartons without a store address label-
 These cartons have a bar code label that shows the ship to address as Jonesville, N.C. **Step 1.** Fill out the form with the 20-digit carton number and fax it to Jonesville, N.C. We will then forward to you (via fax) a copy of the shipping label. **Step 2.** You should then attach the label to the carton and forward it to that address.

EXHIBIT J

Section B - Cartons without Labels

Complete the form using the FedEx Express International Economy tracking number and ship via FedEx Express International Economy within 24 hours to Jonesville.

- Use the **Yellow Return Label** we supplied.

No label

Section B – Cartons without any label.

Fill out the form using the FedEx Ground tracking number and ship via FedEx Ground within 24 hours to Jonesville. Use the **yellow return label** that we have supplied.

From Hub

ABC Motor Freight
100 Main St.
Anywhere, USA 12345

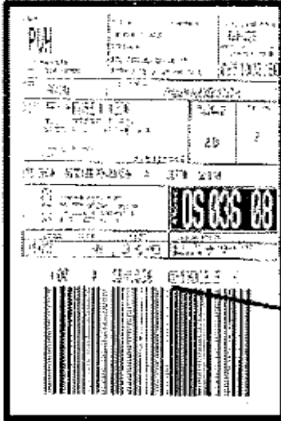
Ship To:
Phillips-Van Heusen
1000 PVH Quality Way
Jonesville, NC 28642

Attn: Stacy Mauldin

B. Cartons without any label.

Date Shipped	Tracking Number- FedEx Ground	Date Recv'd in Jonesville (For PVH Use Only)
	182653000547	

EXHIBIT K



C. Misloaded Cartons Forward To Store			
Carton # (20 Digits)	Date shipped	Tracking Number- FedEx Ground	Date Recv'd in to Store for PVH Use Only
00456410360850002196	7/7/00		

Completed by: _____ Date: _____

- **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.