



**International Logistics  
Quick Start-Up Guide  
For vendors**

Updated November 29, 2016

This is a condensed start-up guide for your easy reference on international/FOB logistics shipments. Please review this guide completely upon receipt. Contact the below individuals if you have questions:

- **Jerry Ball**  
Director of International Logistics and Customs  
The BON♦TON Stores, Inc  
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Milwaukee, WI 53203  
Phone 414-278-5779  
Email: jerry.ball@bonton.com
  
- **Fred Hammer**  
Manager of International Logistics-Reporting  
The BON♦TON Stores, Inc,  
310 W. Wisconsin Ave. 10/F  
Milwaukee, WI 53203 USA  
Phone: 414-347-5255  
Email: Frederick.Hammer@bonton.com
  
- **Gregg Mollen**  
International Logistics Manager- Costing, Auditing and Air Freight  
The BON♦TON Stores, Inc  
310 W. Wisconsin Ave. 10/F  
Milwaukee, WI 53203  
Phone: 414-224-6875  
Email: Gregg.Mollen@bonton.com

# Vendor Requirements

## 1. Consignee and Sold To Party

The Bon-Ton Stores, Inc.  
331 West Wisconsin Avenue  
Milwaukee, WI 53203  
United States

## 2. Notify Party

**(For all shipments: Asia, Central America, South America, Europe and Middle East Shipments, including India, Pakistan)**

Expeditors International of Washington, Inc.  
5757 West Century Blvd. Suite 200  
Los Angeles, CA 90045 USA  
Attn: Bon-Ton Support Team  
Direct Tel. (310) 343-6454  
Fax: (310) 649- 1995  
Email: Oscar.Villanueva@expeditors.com  
Russell.baingo@expeditors.com

## 3. Documentation

All vendor required import documents as outlined in sections 4 – 6 below must be tendered to the appropriate KN Origin office no later than 3 days after vessel sailing.”

## 4. Commercial Invoice (one original only) Include on the invoice:

If your product category is covered by Bon-Ton Global Sourcing Systems, you must complete commercial invoices through our ecVision web interface. You will be advised if your product category is covered by these systems.

- Per Bon-Ton PO, per invoice. (one invoice covers only one PO, not multiple PO)
- Name and address of the manufacturer (including the manufacturer ID number)
- Name and address of the buyer (Bon-Ton Inc.) and seller (vendor/factory), date invoiced and signature of seller
- Country of origin of each of the items
- Terms of sale ie: FOB vessel (as indicated by Kuehne + Nagel)
- The Bon-Ton purchase order number, department number, vendor number and division name
- US Harmonized Tariff System number next to the Bon-Ton style number. If multiple HTS's per style a breakdown of value, quantity, Net WT and Gross WT must be provided for each HTS.
- Detailed description of the merchandise typed and in English
- Quantities in metric weights and measures (pieces, net and gross weights.) If a classification requires bottle size, plate size, etc., this information must appear on the face of the invoice. Mirrors must indicate the reflecting surface area in square meters.
- Textiles must specify weight and percentage by weight of each fiber for each product
- If hangers are provided, value and material of hanger (Plastic, metal) and if reusable
- Purchase price of each item in US Dollars
- Detailed reason for discounts resulting in “less than market value” invoice price
- All “free of charge” items must have a commercial value listed “For Customs Purposes Only”
- Breakdown of the prices for the different components of watches or clocks

Note: All other charges must be disclosed in the invoice and agreed upon by Bon-Ton Int'l Logistics prior to export.

## 5. Packing List (one original only)

If your product category is covered by Bon-Ton Global Sourcing Systems, you must generate UCC128 case labels and produce packing lists and through our ecVision web interface in the form of an EPL (Electronic Packing List). You will be advised if your product category is covered by these systems.

- Bon-Ton purchase order, vendor and department numbers
- Corresponding Invoice Number
- Size, color and description of merchandise packed in each carton
- Store number noted per carton if required by packing list instruction
- Quantity shipped per Bon-Ton SKU
- Number of pieces per carton
- Total number of cartons shipped with corresponding carton number on each packing list
- Carton minimum and maximum size and weight. Any exception to the vendor guide requirements must be approved prior to export

## 6. Other Documents required of the vendor, forwarder or Bon-Ton (one original only)

- Container manifest for each vendor loaded container
- Visa / Export License (one per Bon-Ton purchase order )
- Certificate of origin
- Vendor Packing List
- QA Release Document
- Textile Declaration (if required) signed
- Hazardous goods (if required) signed
- Wearing Apparel Detail Sheet (required for all wearing apparel orders)
- Negative Declaration (if required)
- Interim Footwear Invoice (required for all footwear orders)
- Fish and Wildlife Certificate (if required)
- Quota Charges Declaration (if required)
- Certificate of fumigation (if required)
- Solid Wood Packing Material Statement for shipments with origins/or exported from China and or Hong Kong
- Denim Certificate
- Reimbursement Statement from Bon-Ton for items subject to Anti Dumping Duties
- Copy of TSCA Statement for items subject to Toxic Substance rules
- Copy of Seaway Bill
- Original Bill of Lading- OBL- (if required by country of origin and/or if consigned to bank, bank endorsement required)
- House Airway bill Copy issued by forwarder
- FCR issued by forwarder

## 7. SOLAS Compliance

Starting 1st July 2016, the International Maritime Organization (IMO) will enforce globally the Safety of Life at Sea (SOLAS) Convention requirements regarding the verification of the gross weight of packed containers. International Maritime Organization (IMO) adopted amendments to the Safety of Life at Sea (SOLAS) Convention, Chapter VI Regulation 2 – Cargo information regarding mandatory Verification of the gross mass of a container carrying cargo together with associated guidelines published as MSC.1/Circ. 1475.Effective 1st July 2016, all loaded containers are required to have a Verified Gross Mass (VGM) declared by shippers.

**The SOLAS regulation stipulates that the Shipper is responsible to provide the VGM to relevant parties (Terminal and Carrier).** There is no requirement for either the Carrier or the Terminal to have

a VGM checked, verified, certified or re-weighed. The Carrier is also not responsible to verify whether correct method/certification has been used by the Shipper.

The VGM is the certified Gross Cargo weight (including weight of all packing material & dunnage) plus container tare weight. There are two methods for the Shipper to calculate the VGM:

- Method 1: Weigh a packed & sealed container on a weighing bridge/device.
- Method 2: Computing the VGM by using a Verified Cargo Weight (including packing materials) and adding the container tare weight.

Please work with the local Kuehne & Nagel office to comply with guidelines as established for your local jurisdiction.

## 8. Ocean Shipments

- All ocean shipments must be booked through the local Kuehne + Nagel office **14 days** before ship date to confirm destination, container size, vessel & loading instructions. (See appendix 1 booking form)
- Provide Kuehne + Nagel with accurate cbm measurements and quantity for each Bon-Ton PO. Kuehne + Nagel will determine if the shipment is a factory or CFS load.
- The minimum loading standard for a 40' container is 58 cbm. All variances must be approved by PB Logistics via Kuehne + Nagel. Other container size minimum loading standards are:
  - 20' = 26 cbm, 40HC = 65 cbm, 45' = 75 cbm
  - Container weights cannot exceed Maximum container weights per US DOT (based on container size).

## 9. Air Freight

- All airfreight requires approval from Bon-Ton Int'l Logistics prior to shipment. The vendor will receive booking instructions from Kuehne + Nagel, the Bon-Ton Int'l Logistics nominated forwarder. All air shipments are sent collect, if the air shipment is at the vendor's expense, this will be done as a sea/air difference and KN will provide the necessary deduction amount and the vendor will need to deduct this amount from the commercial invoice. This is done in lieu of sending it prepaid.

## 10. Reminder to Vendors

- Only 1 Visa per Purchase Order where Visas are required
- For Electronic Visa's - Statement with detail visa information must be provided: vendor, seller, manufacturer, visa number, category, origin, weights, qty, dozens, etc)
- Contact Kuehne +Nagel a minimum of 14 days prior to ship date to book ocean shipments
- Kuehne + Nagel will make all destination, carrier and equipment selections for ocean shipments
- The vendor is responsible for meeting US container weight requirements on all factory loads

## 11. ASN-Sends Global Sourcing vs Direct FOB Product

- If your product category is covered by Bon-Ton Global Sourcing Systems, your submission of the EPL in ecVision web interface is required within **72 hours of vessel sailing** and will serve to trigger an EDI send to our Freight Forwarder. Once received, and ASN will be generated by the forwarder to Bon-Ton. Provided the vendor 'sEPL has been submitted correctly, no other action is required of them regarding ASN generations. You will be advised if your product category is covered by these systems.
- For all other international shipments under Direct FOB terms outside of the Global Sourcing ecVision systems, the vendor is required to submit their own ASN directly to Bon-Ton EDI according to BT-EDI standards. Questions regarding this set-up can be directed to the following email address:  
[EDI@bonton.com](mailto:EDI@bonton.com).

## 12. Other Direct FOB Requirements for Product Outside Global Sourcing/ecVision Systems

- For all International Direct FOB product shipments outside of the Global Sourcing/ecVison systems to be imported by Bon-Ton, additional on-order information will be required of our vendors. You will need to contact Fred Hammer at [Frederick.Hammer@bonton.com](mailto:Frederick.Hammer@bonton.com) for details. A mandatory form will be provided for Non-Private Brand Imports order to upload to our forwarder. Also, please make sure HTS numbers are provided by style on your commercial invoices
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**Appendix 1: [KN Booking Form.xls](#)**

(click to open Object: Booking Form spreadsheet)

**Appendix 2: KN regional and shipping port origin contact**

**[For general questions and non-listed KN booking offices, please contact:](#)**

**KN the Asia Pacific Regional contacts**

Mr Chak Lam (Assistant Regional Key Account Manager)  
Tel: 852-2823 7518 Fax: +852-2823 7604  
Email: [chak.lam@kuehne-nagel.com](mailto:chak.lam@kuehne-nagel.com)

**[For Hong Kong and Yantian shipment:](#)**

**Ponze Leung**  
Tel : (852) 2823 7612  
Fax (852) 2865 3005  
Email: [Ponze.Leung@kuehne-nagel.com](mailto:Ponze.Leung@kuehne-nagel.com)

**Kir Ho** (back up)  
Transpacific (USA) Seafreight Export OMS Accounts  
Phone : (852) 2823 7613 Email: [kir.ho@kuehne-nagel.com](mailto:kir.ho@kuehne-nagel.com)

**[For Shanghai China shipment:](#)**

**Monya Cai**  
Tel: 86 21 26028553 (direct)  
Fax:86 21 33870200 x 8553  
Email: [monya.cai@kuehne-nagel.com](mailto:monya.cai@kuehne-nagel.com)  
Address: Life Hub at Daning  
Office Tower, Block 1, 11F  
1868, Gong He Xin Road  
Zhabei District Shanghai 200072

**[For Ningbo China shipment:](#)**

**Reina.Yang**  
Kuehne & Nagel Limited  
6F (South) , Howard Johnson Office Building  
No.230 Liuting Street  
Ningbo 315010, P.R. China  
TEL : +86 574 2790 9725  
Fax : +86 574 2771 7222 ext.725  
E-Mail: [reina.yang@kuehne-nagel.com](mailto:reina.yang@kuehne-nagel.com)

**Chenny Qiu**  
Sea Freight Main Contact  
Kuehne + Nagel Limited Rep. Office  
6F (South) , Howard Johnson Office Building  
No.230 Liuting Street  
Ningbo 315010, P.R. China  
TEL : +86 574 2790 9725

Fax: 86 574 27717222 ext.707

Email: [chenny.giu@kuehne-nagel.com](mailto:chenny.giu@kuehne-nagel.com)

**For Xiamen China Shipment:**

Eric Ye  
Kuehne & Nagel Limited Xiamen Branch  
25th Floor, Zhong Min Building  
No.72 Hu Bin North Road  
Xiamen 361013, P. R. China  
Tel. : + 86 592 2267878,  
Fax : + 86 592 2267800 ext. 878  
e-mail: [Eric.ye@KUEHNE-NAGEL.COM](mailto:Eric.ye@KUEHNE-NAGEL.COM)

**For Qingdao China Shipment:**

**Helen Liu**  
Operation - Seaferight Export  
Kuehne & Nagel Limited, Qingdao Branch Office  
31F, Flagship Tower, Cyber Port, No.40 Hong Kong Middle Road  
Qingdao 266071 P.R.China  
Tel.: + 86 532 8399 0212 Fax.: + 86 532 8577 5340  
Email: [helen.liu@kuehne-nagel.com](mailto:helen.liu@kuehne-nagel.com)

**India**

**For Mumbai/Bombay India Shipment:**

Prajakta More  
Kuehne & Nagel (Pvt) Ltd  
Premier House Plot No. 38, Central Road MIDC, Andheri East Mumbai 400093  
Tel : ++91 (0) 22 4067 6666 Ext. 653  
Fax : ++91 (0) 22 2856 2215  
Email : [prajakta.more@kuehne-nagel.com](mailto:prajakta.more@kuehne-nagel.com)

**For Tuticorin India Shipment:**

Sornamuthu Murugan  
Sea Freight  
Kuehne + Nagel Pvt Ltd.,  
Tuticorin  
Fax : ++ 91 0461 3054807  
Email: [sornamuthu.murugan@kuehne-nagel.com](mailto:sornamuthu.murugan@kuehne-nagel.com)

K. Thirunavukarasu  
A.S.SHIPPING AGENCIES PVT LTD.  
CONTAINER FREIGHT STATION  
4/47B,NALLAMALAI ROAD, SOUTH SILUKKAN PATTI,  
PUDUKOTTAI,  
TUTICORIN – 628103  
TEL : 91-461-2271499 FAX : 91-461-2271544  
Email: [k.thirunavukarasu@kuehne-nagel.com](mailto:k.thirunavukarasu@kuehne-nagel.com)

**KN US contact**

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