

# BON♦TON

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## Fine Jewelry Shipping and Routing Instructions

# *Fine Jewelry Special Shipping & Routing Instructions*

These instructions apply to Fine Jewelry (including fine watches and merchandise repairs), defined as any shipment for the following retail departments:

**710, 711, 712, 713**

1. All fine jewelry shipments (including watches) must be shipped directly to the unit store location.

*Please note, the address for location 192 is as follows:*

*117 Enterprise Parkway  
West Jefferson, OH 43162*

2. All fine jewelry shipments must be shipped FedEx ground (unless there is an authorization by Corporate Transportation for an alternative level of service).
3. Insure that all weights are accurately recorded and submitted.
4. FedEx has a maximum declared value of \$50,000 per carton (domestic U.S. shipments). Do not pack or ship more than \$50,000 (at cost) into a carton. Declaring a value on shipments is not necessary. The insurance for all shipments will be carried separately.
5. In the event that there are shipments of extraordinary high value please contact Bon-Ton Corporate Transportation.
6. Masterpack all cartons going to a single store destination into one carton. Note: multiple purchase orders and departments can be packed into a masterpack carton. Each inner pack carton must be clearly labeled with the appropriate purchase order. Mark cartons with PO number and department number.
7. Do not utilize a FedEx drop box, FedEx Store or any other 3<sup>rd</sup> party for shipping.
8. The outside of any carton may not indicate that the contents are jewelry, watches, or a high value item.
9. Suppliers are required to track all Bon-Ton shipments and obtain proof of delivery information.
10. If you utilize packing slips, they must be contained within the package. Do not place the packing slips on the exterior of the carton. Do not indicate any merchandise cost on the packing slips.
11. All cartons shipping directly to store locations must carry a yellow "Deliver to Department" sticker see example below:



12. All cartons shipping directly to Fulfillment Center Location 192 must carry a green "Deliver to Roll Up Door With Sign" sticker see example below:

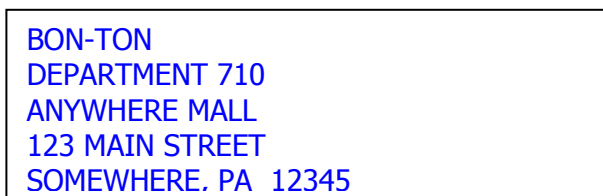


13. The minimum recommended packaging standards fine jewelry shipment is as follows:

- Wherever possible, utilize cartons that have no identifying marks or trademarks.
- Vendors are to utilize tamper evident (paper / water activated / reinforced) tape.
- All openings on all sides must be sealed using the "H" method.
- Utilize security cartons (full overlap slotted cartons) or we also recommend that each carton have a cardboard insert in the top and bottom of each carton. The insert should be slightly smaller than the actual carton. This insert should be placed between the flaps and the product. Do not use "chipboard" that is larger than the carton opening.
- Do not use clear or opaque polyurethane tape or any plastic tape that is merely labeled as "tamper proof," but has no attributes of being truly tamperproof. You must utilize "tamper evident" tape. Utilize a customized tape with unique imprints or logos.

14. Maintain shipment integrity and security until shipped.

15. Indicate the department number(s) on the shipping label (see address label example below):



16. These instructions only apply to direct to store shipments for the fine jewelry retail departments listed above. For all other departments and shipments (including costume jewelry) please refer to the Merchandise Logistical Instructions and the Transportation and Web Portal Instructions found on our website.

17. A complete store address listing can be found on our website.

Please direct any questions to:

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