

Spendless Shoes

THE LOOK FOR LESS

PROCEDURE OUTLINE

FOR PRODUCT SUPPLIERS

OVER 220 STORES NATION WIDE

- Spendless Shoes first opened in Glenelg, South Australia in 1988.
- We currently operate over 220 company-owned stores in all states and territories, employing over 1,000 staff.
- We are proudly an Australian Owned business, operating stores in every state and territory of Australia, and regularly shipping to New Zealand.
- Our success has seen year on year growth in store numbers and sales for over 30 years.
- We are always looking for opportunities to expand our store network.

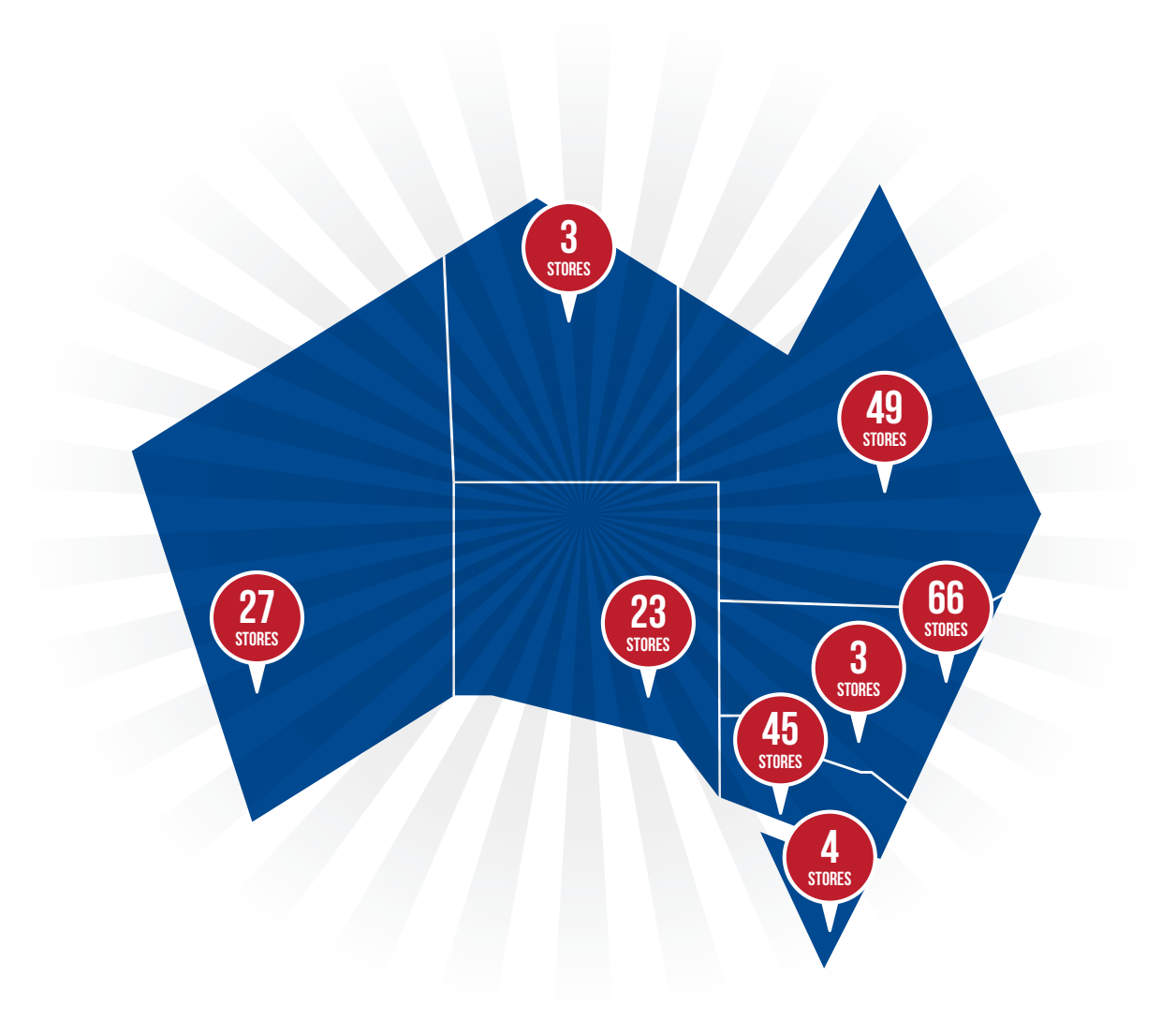


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PURCHASE ORDER ADMINISTRATION & SHIPPING PROCEDURE

1. SLS Buying office will email copies of each new (or amended) Purchase Order (PO) to our suppliers.
2. Suppliers are requested to confirm receipt of each PO, the cost price, the quantities ordered and Ex Factory date.
3. Suppliers are requested to prepare and send confirmation samples (at supplier's cost) ASAP to the relevant SLS buyer at:
SPENDLESS SHOES, Building N, 25-91 Bedford Street, Gillman, S.A, 5013 AUSTRALIA. PH +61 8 8440 4000
4. SLS buyer will approve or reject confirmation sample/s via email response to the supplier.
5. Once confirmation sample is approved, supplier should please send Pro-Forma invoice to SLS's shipping department, re-confirming production lead time/CRD.
6. Suppliers should send box layout, hang tag, carton layout, barcodes, a copy of the order and a picture of approved sample to **package-spendless@qq.com** for final approval.
7. Suppliers will book shipments using our freight web system (Ligentix).
8. Bookings should be made with the freight forwarder approximately 14 days before CRD.
9. At time of cargo on board, ensure to provide the freight forwarder with a copy of the packing list within 24 working hours for their cross reference to our PO's in the Ligentix web system.
10. Within three working days of vessel departure, email copies of the bill of lading, commercial invoice, packing lists and any required supplementary documentation (packing declaration and ChAFTA certificate of origin) to SLS's shipping department for payment arrangement.

Ensure to CC our freight forwarder's China office with the same copy of commercial documents for upload and linkage to our PO in the Ligentix web system.
12. Email copy of Telex Release Bill of Lading, Invoice, Packing List, ChAFTA, + Packing Declaration (if required) to Shipping Department. Email: mel.s@spendless.com.au

DEVELOPMENT/CONFIRMATION/ PRODUCTION SAMPLE CARD

To ensure uniformity and clarity for our company we require all samples to be tagged as below.

Tag to be firmly attached to shoe with nylon loop tie. Ticket size to be 100mm (high) X 70mm (wide).

Please fill out all information prior to sending sample.

[illegible]

**TICKETS ARE TO BE
COLOUR CODED AS
BELOW**

DEVELOPMENT	WHITE CARD	BLACK PRINT	
CONFIRMATION	YELLOW CARD	BLACK PRINT	PANTONE: 3945 C
SIZE SET	PINK CARD	BLACK PRINT	PANTONE: 231 C
PRODUCTION	LIGHT GREEN CARD	BLACK PRINT	PANTONE: 7487 C

PRODUCT PACKAGING SPECIFICATIONS

Spendless Shoes is totally focused and committed to the preservation of the environment for generations to come through smarter packaging initiatives.

As a company we are committed to 'smarter packaging, less waste and a cleaner environment'.

As a key supplier and strategic partner we need you to work in stewardship and collaboration with us to provide smarter packaging solutions.

SHOE STUFFING SPECIFICATIONS:

Whilst the “stuffing of shoes” is an important part of the process of ensuring shoes arrive in a saleable condition as per U.S. footwear packaging trends, wherever possible every effort must be made to minimize the amount of packaging used and the following company guidelines **must** be adhered to:

NEVER USE FOAM OR POLYSTYRENE STUFFERS.

REPEATED REMINDERS ABOUT EXCESS STUFFING WILL RESULT IN A FINE.

RECYCLED MATERIALS:

Recycled materials should be sourced and supplied in all aspects of packaging including shoe stuffing, box stuffing, individual shoe boxes as well as larger outer cartons.

Any queries in this area should be directed to **Spendless Shoes** head office clerical staff.

ANTI MOULD REQUIREMENTS

ALL BOXED FOOTWEAR	Original (not a copy) stick on mould absorbers to be affixed on the inside of the lid of each box.
HANG SELL PRODUCT	Two stick on mould absorbers stuck on inside of poly bag.

SHOES TO BE SUPPLIED WITHOUT STUFFING (NO EXCEPTIONS):

Work boots
EVA sandals/outdoor slippers
Aqua socks
PVC footwear including rubber boots and jellies
Pre walker shoes (sizes 0-3) never
Sporting shoes (including skate shoes)

STUFFING SPECIFICATIONS

Indoor Slippers	Single piece of paper stuffing
School Shoes	Single piece of paper stuffing
Ladies court/sling shoes	Paper stuffing plus single stick per shoe
Girls dress/party shoes	Paper stuffing plus single stick per shoe
Men's dress shoes	Paper stuffing plus single stick per shoe
Ladies/girls over ankle boots	Paper stuffing

PRODUCT PACKAGING SPECIFICATIONS

HAZARD HANG TAG ON REQUESTED CHILDREN'S SHOES

Our company from time to time will request for a special hang tag to be placed on our children's shoes. These need to be placed on both left and right shoe.

We require this hang tag on a shoe that has a trim or beads that we as a company feel could cause a risk to young children. The hang tag is to be as per below. This hang tag like all our hang tags needs to be approved and confirmed by Spendless before placing on a shoe and before producing the hang tags.

If you feel we have overlooked this requirement please confirm with buyer/clerical staff.



WARNING:

CHOKING HAZARD — Small parts not for children under 3 years or any individuals who have a tendency to place inedible objects in their mouths.

BOX FACE AND LABELLING REQUIREMENTS

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To be fixed to box on
same side as end label
with STRONG glue.

Size
8

\$29.99

Box Price Ticket
Separate to label

Exist

\$29.99

Retail Price
Printed on label

Style Name

RITA

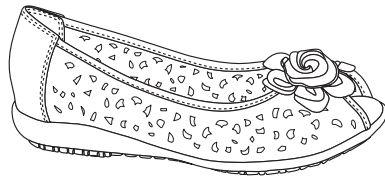
BLACK

8



1712901000080

Style Barcode
Printed on label



Shoe Sketch

Colour

5-11
Size Range

8
Shoe Size

S14
Season

DEPT 2
Category

Please find scale specifications
on following page.

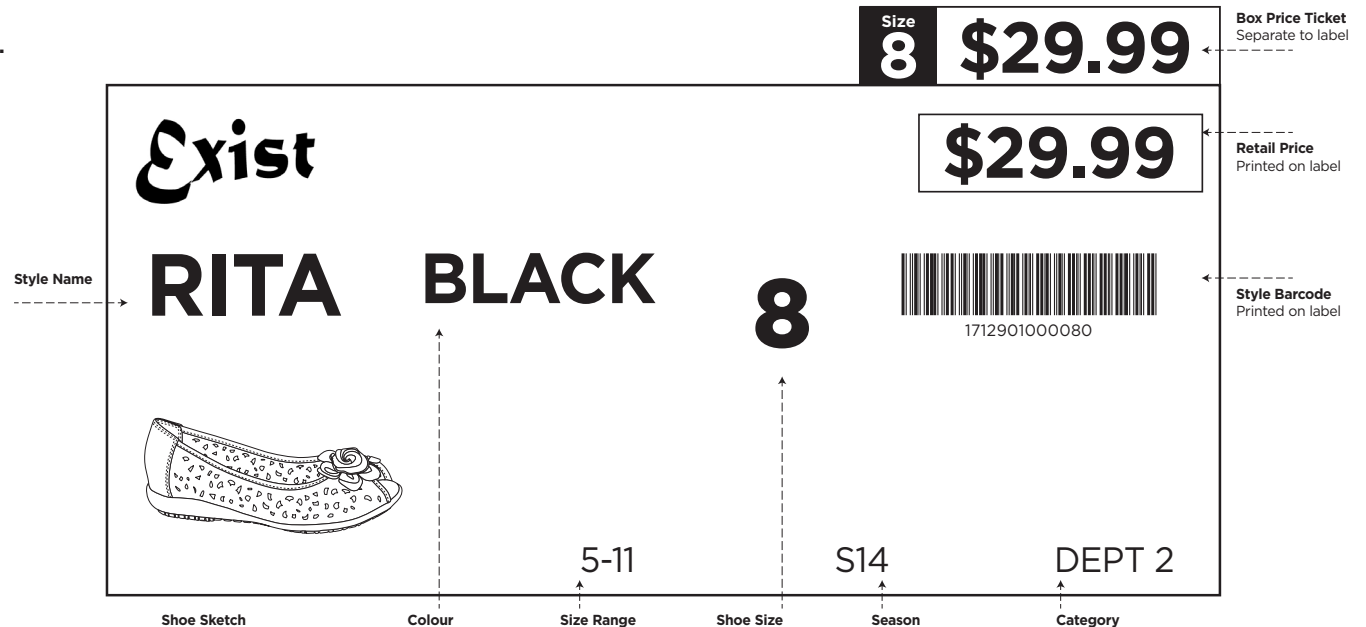
BOX FACE AND LABELLING REQUIREMENTS

Spendless Shoes
THE LOOK FOR LESS

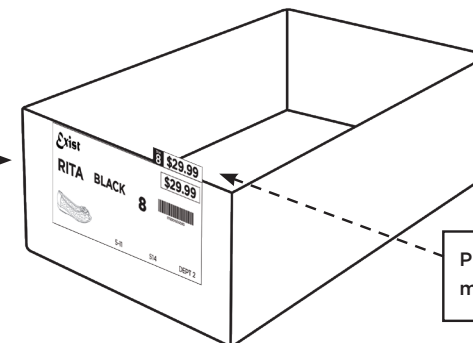
Please use the following information for all our box fronts.
BACKGROUND TO BE WHITE WITH BLACK RUB FAST PRINTING.

LABELLING SCALE SPECIFICATIONS	
Spendless logo	12mm H
Style name	12mm H
Shoe sketch	45mm W - 30mm H
Colour	10mm H
Size range	5mm H
Shoe size	12mm H
Season	5mm H
Category	5mm H
Retail price	Printed on label 55mm W - 15mm H
Style barcode	Printed on label 40mm W - 12mm H
Box price ticket	Separate to label 70mm W

BOX PRICE TICKET SPECIFICATIONS	
Overall width	70mm
Shoe size	Top left of ticket Black box to be 15mm H
Text height	10mm H
Card thickness	240gsm



Please see example of where to apply box face label.



Please note: Box price ticket must exceed height of box.

BOX FACE AND LABELLING REQUIREMENTS

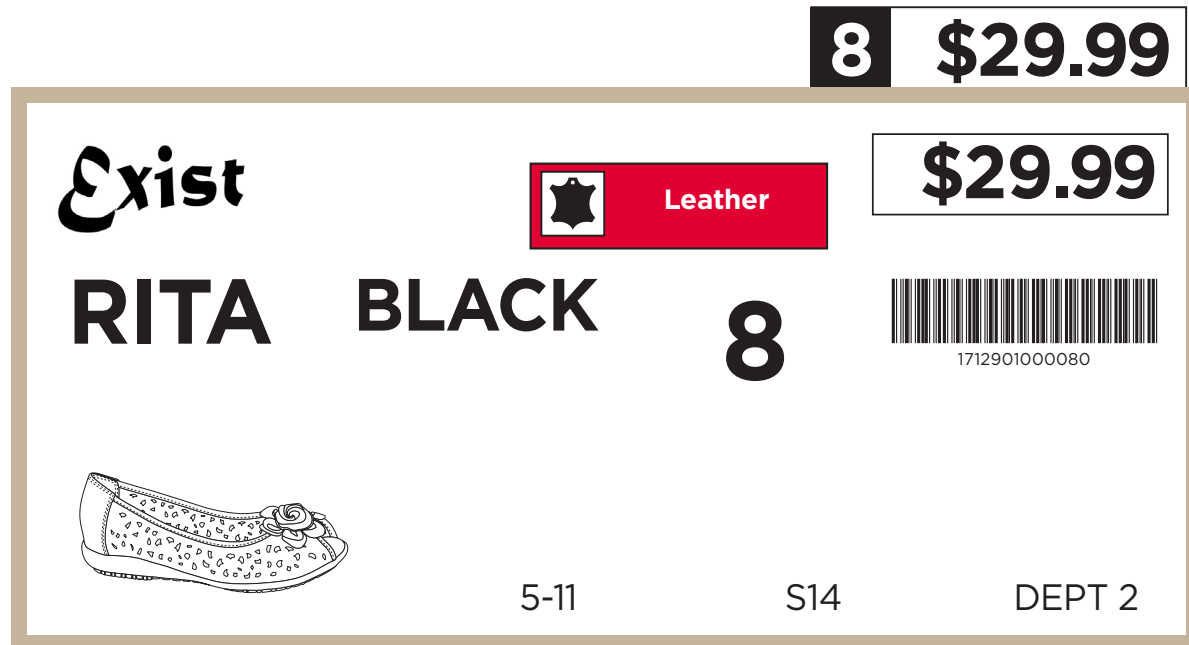
LEATHER TICKETS ON BOX FRONT

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LEATHER TICKET SPECIFICATIONS	
Size	15 x 70mm
Colour	PMS 199C
Font	Tahoma



To be printed or place sticker on same side as end label and price ticket.



FEATURES & BENEFITS HANG TAGS

Leather shoes require a hang tag similar to the examples attached to both shoes. These are to be attached to the shoe in the same way as a price hang tag so they do not fall off the shoe if any buckles, laces etc. are undone. These hang tags need to reflect the material of the shoe. Please have hang tags approved by Spendless Shoes prior to printing package-spendless@qq.com

EXAMPLE 1 SPECIFICATIONS

Size	50 x 30mm
Colour	PMS 467U

EXAMPLE 2 SPECIFICATIONS

Size	50 x 75mm (finished size)
------	---------------------------

A Features and Benefits hang tag will be requested by the buyer at certain times for different styles. A sample of the hang tags are shown in the examples. You will be sent the hang tag requested to be used on your stock.

Note: You must never make Features & Benefits tags. You are only required to attach these tags if you have been sent it from the buyers. You can attach to all repeats without approval.

EXAMPLE 1:



EXAMPLE 2:



BOX BASE LABELLING REQUIREMENTS

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Spendless Shoes is committed to the preservation of the environment through recycling education. **Please include the following on the outside base of all shoe boxes.**

RECYCLE MESSAGE TO BE PRINTED ON THE BOTTOM OF THE SHOE BOX.

Please endeavour to use recycled material where possible.



Please re-use or recycle the box and help the environment



SAMPLE BOX LAYOUT

Box size is to be determined by the style of shoe. Product is not to be squashed into the box; Do not allow too much movement in the box to prevent displacement during shipment.

Please contact buyer if this an issue before production.

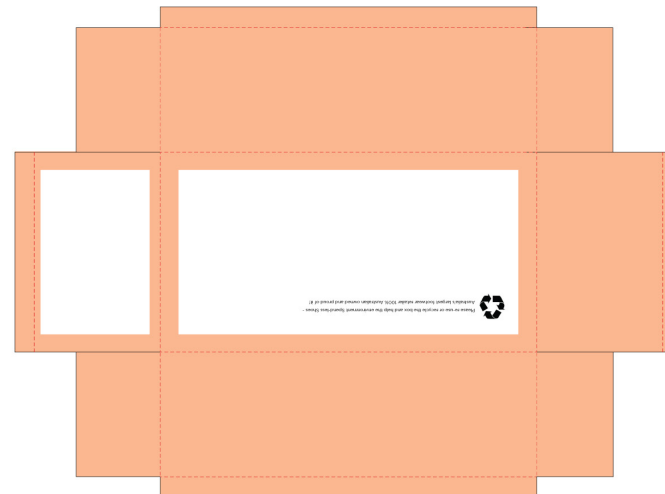
Box templates for each style to be made as per order.

Inner colour for shoe box MUST be white.

Ensure good quality, appropriate material is used in box making so the box will not fall apart on the store shelf.

The finish of the boxes must NOT be slippery. There must be some friction between the boxes to allow them to stick together when stacked on top of each other.

MAXIMUM BOX HEIGHT 12.5 cm



SHOE HANG TAG SPECIFICATIONS

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PRICE HANG TAG SPECIFICATIONS

Barcode type	128 B - Verified for 100% scan rate
Card stock	240gsm white card
Text ink	Black rub fast print
Tag size	40 x 40mm

Price hang tag to be reproduced as per sample sent with order. Hang tag to be attached to left and right shoe by loop tie.

Hang tag to be attached with 125mm [5"] nylon or elastic tie through an eyelet on the right and left shoe [for lace ups] or through a loop on the inside seam of the right and left shoe [for slip-ons].

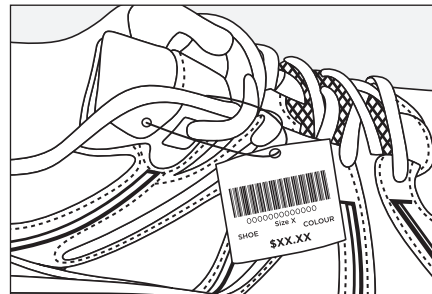
Sample price hang tag to be posted or emailed to Spendless Shoes for approval prior to production. Email to package-spendless@qq.com

PRICE HANG TAG EXAMPLE

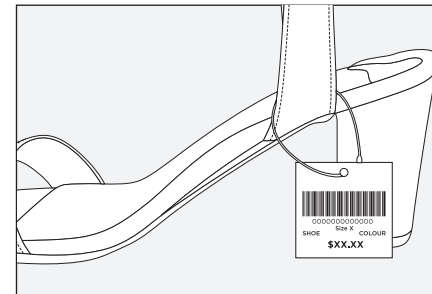


HOW TO ATTACH TO SHOES

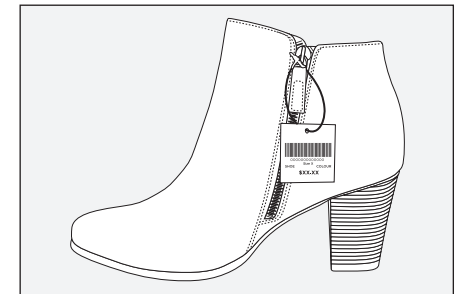
JOGGER



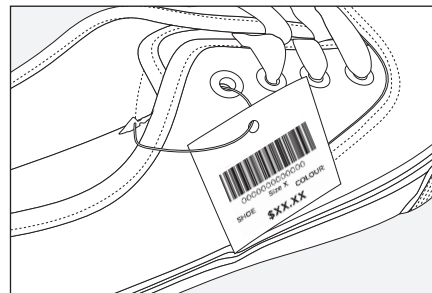
LADIES DRESS



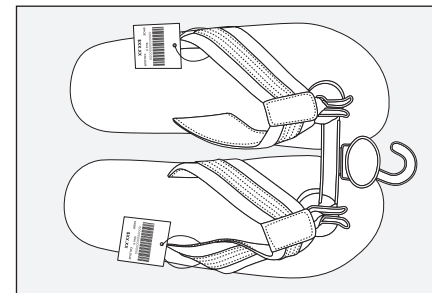
BOOTS



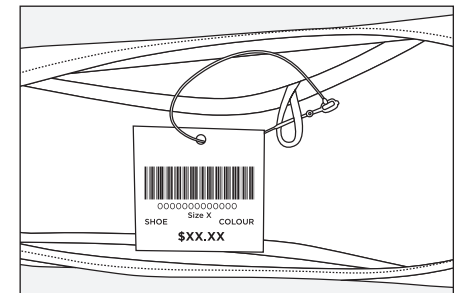
LEISURE



THONGS



OTHER - USE INSIDE LOOP



CANVAS HANG TAG SPECIFICATIONS FOR POLY BAGGED CANVAS

Hang tag to be attached to left and right shoe by loop tie.

Hang tag to be attached with 125mm [5"] nylon or elastic tie through an eyelet on the right and left shoe [for lace ups] or through a loop on the inside seam of the right and left shoe [for slip-ons].

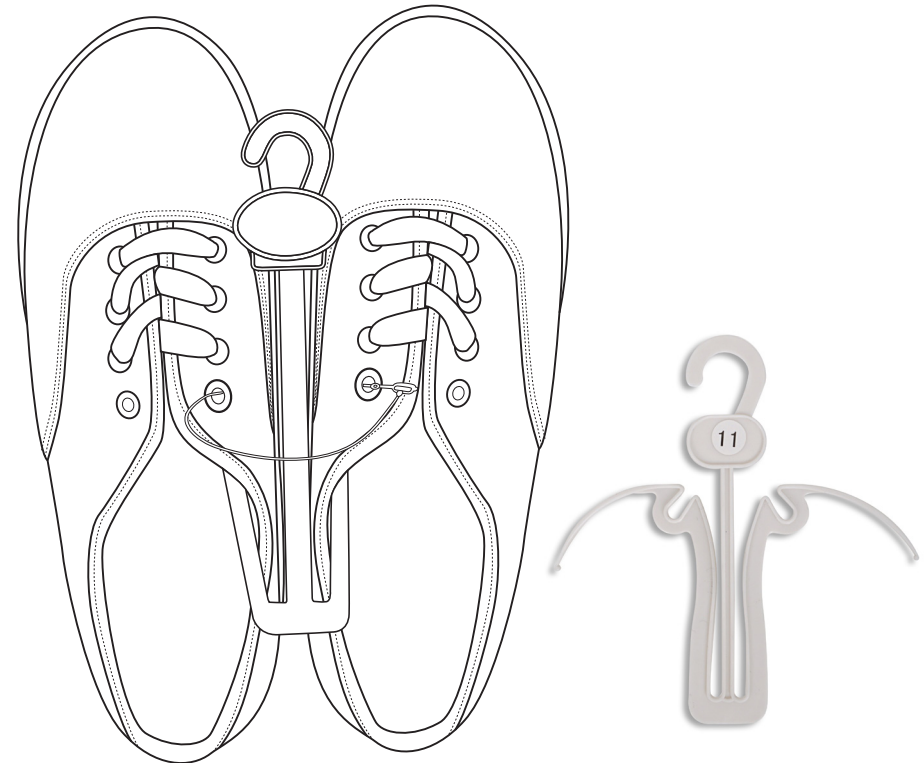
Sample price hang tag to be posted or emailed to Spendless Shoes for approval prior to production. Email to package-spendless@qq.com

OTHER CANVAS REQUIREMENTS

1. Each pair to be joined with 225mm [9 "] nylon ties or elastic. These ties are to be threaded through eyelets [for lace ups] or through small fabric loops which have been sewn into the inside seam of each shoe [for slip-ons].
2. Shoes to be packed in egg crate carton, and sealed in a clear poly bag with following warning on it printed on it:

This bag is not a toy. Warning to avoid danger of suffocation, keep this bag away from babies and children. Do not use in cots, beds, playpens or pushers. Tear up before throwing away.

3. Each bag to have anti-mould sticker attached to inside.
4. Hanger needs to be colour as requested by Spendless.



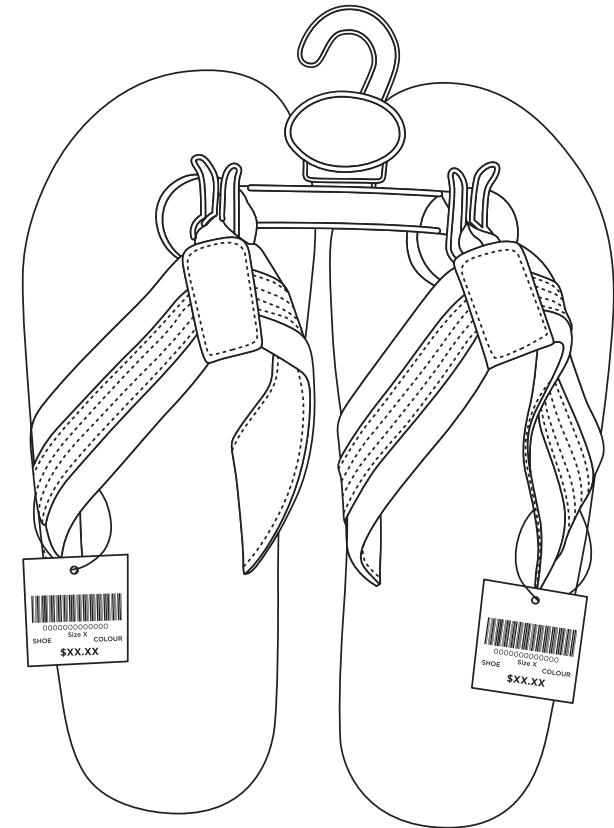
EVA HANG TAG SPECIFICATIONS

Hang tag to be attached with 125mm [5"] nylon or elastic tie to the right and left shoe.

Sample price hang tag to be posted or emailed to Spendless Shoes for approval prior to production. Email to package-spendless@qq.com

OTHER EVA REQUIREMENTS

1. Each pair to be joined with plastic hang sell hangers as well as 225mm [9"] nylon or elastic ties.
2. Each pair must be sealed in a clear poly bag with following warning on it printed on it:
This bag is not a toy. Warning to avoid danger of suffocation, keep this bag away from babies and children. Do not use in cots, beds, playpens or pushers. Tear up before throwing away.
3. Each bag to have anti-mould sticker attached to inside.
4. Hanger needs to be colour as requested by Spendless.



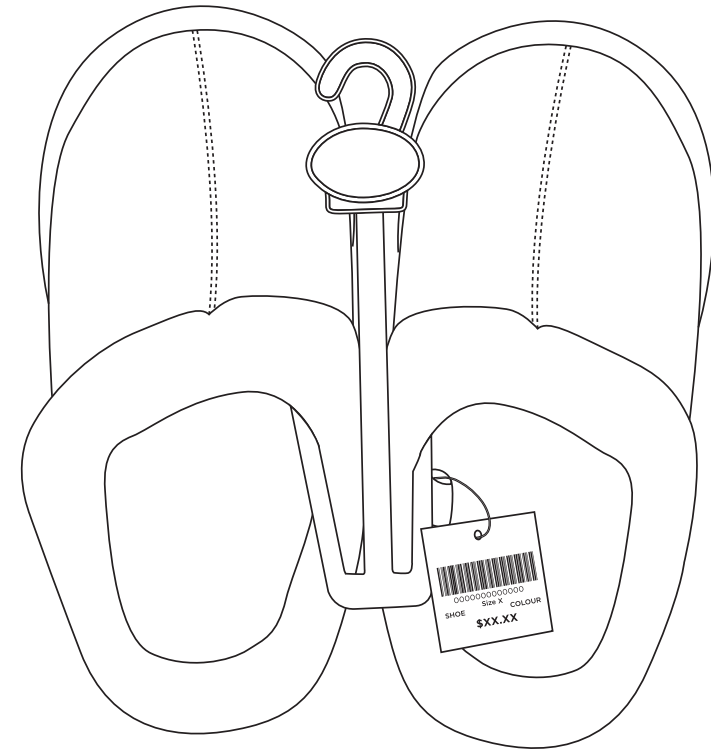
SLIPPER HANG TAG SPECIFICATIONS

Price hang tag to be attached with 125mm [5"] nylon or elastic tie through the loop on the inside seam of the right and left shoe.

Sample price hang tag to be posted or emailed to Spendless Shoes for approval prior to production. Email to package-spendless@qq.com

OTHER SLIPPER REQUIREMENTS

1. Each pair to be joined with 225mm [9"] nylon ties or elastic. Ties to be threaded through small fabric loops which have been sewn into the inside seam of each slipper.
2. Size to be printed on commerce marking for stock with no logo / brand label.
2. Each pair must be sealed in a clear poly bag with following warning on it printed on it:
This bag is not a toy. Warning to avoid danger of suffocation, keep this bag away from babies and children. Do not use in cots, beds, playpens or pushers. Tear up before throwing away.
3. Each bag to have anti-mould sticker attached to inside.
4. Hanger needs to be colour as requested by Spendless.



RUBBER BOOTS HANG TAG SPECIFICATIONS

Price hang tag to be attached with 125mm [5"] nylon on rubber boots.

Price hang tag to be attached with elastic tie through the loop on the inside seam of the left and right boot.

Sample price hang tag to be posted or emailed to Spendless Shoes for approval prior to production. Email to package-spendless@qq.com

OTHER RUBBER BOOTS REQUIREMENTS

1. Rubber: Each pair to be joined with PVC loop tie and boot clip.
2. Size to be printed on commerce marking for stock with no logo / brand label.
3. Each pair must be sealed in a clear poly bag with following warning on it printed on it:

This bag is not a toy. Warning to avoid danger of suffocation, keep this bag away from babies and children. Do not use in cots, beds, playpens or pushers. Tear up before throwing away.

4. Each bag to have anti-mould sticker attached to inside.
5. Hanger needs to be colour as requested by Spendless.



UGG BOOTS HANG TAG SPECIFICATIONS

Price hang tag to be attached with 125mm [5"] nylon on ugg boots.

Price hang tag to be attached with elastic tie through the loop on the inside seam of the left and right ugg boot.

Sample price hang tag to be posted or emailed to Spendless Shoes for approval prior to production. Email to package-spendless@qq.com

OTHER UGG BOOTS REQUIREMENTS

1. Uggs: Elastic loop attached to small fabric loops sewn in the seam of each gg.
2. Size to be printed on commerce marking for stock with no logo / brand label.
3. Each pair must be sealed in a clear poly bag with following warning on it printed on it:

This bag is not a toy. Warning to avoid danger of suffocation, keep this bag away from babies and children. Do not use in cots, beds, playpens or pushers. Tear up before throwing away.

4. Each bag to have anti-mould sticker attached to inside.
5. Hanger needs to be colour as requested by Spendless.



REPEAT ORDERS

Spendless Shoes
THE LOOK FOR LESS

Spendless Shoes are volume retail stores. When we have a style that sells well we will place a repeat order for that style.

Our shoes are displayed by size in an open box in store for the customer to look through and find the shoe that they require. In addition we display stock on a table at the front of our store - one shoe on the table and the other shoe in the box on the shelf.

We require ALL specifications for repeat orders to be same as the previous order so we can ensure stock sold looks the same and we do not sell odd pairs.

This includes all material colours, outsole colours and trims used on repeat in stock.

If you need to make any changes to repeat orders you must notify buyer + submit a new confirmation sample for approval prior to mass production. Failure to seek approval for changes will result in a fine.



COMMERCE LABELLING SPECIFICATIONS

Commerce labeling of both shoes is a legal requirement of the Australian Customs Service and must therefore be strictly adhered to at all times.

Commerce labels must be produced and affixed in line with item 15B of the ACS commerce imports regulation guidelines [refer below]. Please note these guidelines are subject to change and it is the responsibility of all suppliers to ensure you comply with any changes to the Act.

In addition to these markings as required by Australian Law, Spendless Shoes requires the following additional information to be stamped on the inside sock of both shoes:-

1. Style name of specific shoe

Spendless Shoes will supply details of commerce markings on orders. Commerce markings must be approved by Spendless before printing.

The following is the legal requirement by the Australian Customs Department.

LABELLING REQUIREMENTS FOR SHOES

The Commerce (Trade Descriptions) Act 1905 and Commerce (Imports) Regulations 1940 set out the labelling requirements for certain goods imported into Australia. Customs administers this legislation.

Shoes require a trade description including the name of the country in which the goods were made or produced, and a true description of the goods.

The trade description must be in the English language, in prominent and legible characters, and on a principal label or brand affixed in a prominent position and in as permanent a manner as practicable to the goods.

ADDITIONAL LABELLING REQUIREMENTS FOR SHOES

Regulation 15B of the Commerce (Imports) Regulations sets out additional labelling requirements for shoes, specifically in relation to composition labelling and positioning of labels. It requires that the trade description applied to shoes includes:

1. Where soles, uppers and quarter linings consist entirely of leather - the words “ all leather sole”, “all leather upper” and “all leather quarter lining” .
2. Where soles consist partly of leather - a true statement of the materials composing the sole.
3. Where soles do not consist entirely or partly of leather - the words “ synthetic sole ”, or “ non-leather sole ”.
4. Where uppers consist partly of leather - a true statement of the material composing the upper.
5. Where uppers do not consist entirely or partly of leather - the words “synthetic upper”or “non-leather upper”.
6. Where quarter linings consist partly of leather - a true statement of the materials composing the quarter lining.
7. Where quarter linings do not consist entirely or partly of leather – the words “synthetic quarter lining” or “non-leather quarter lining”.

POSITIONING OF LABELS

In the case of all shoes, the trade description must be impressed or embossed on the shoe in clearly legible letters not less than 2.5mm in height in one of the following positions:

- On the waist of the outer sole of the shoe;
- On the inside of the upper above the waist of the shoe;
- On the heel seat or waist area of the sock lining or, if there is no sock lining;
- On the heel seat or waist area of the inner sole;
- On the tongue of the shoe.

If the material of the shoe does not reasonably allow the trade description to be impressed or embossed on it, the trade description must be impressed or embossed on a label of rubber, plastic, durable cloth or any other durable material, and attached to the shoe by vulcanisation, adhesion or any other secure means.

Any other information included on the label brand or packaging must not contradict or obscure the required trade description. In addition, the Commerce (Trade Descriptions) Act prohibits the importation of goods that bear a false trade description. A false trade description can be any description of goods that is false or misleading.

A trade description may also be false if information is omitted from the description and this misleads the consumer as to nature of the goods.

DEFINITIONS

Shoes means boots, shoes, sandals or other footwear but does not include socks, stockings or other hose or ski boots designed to fit ski bindings, being ski

boots having moulded plastic uppers and rigid soles that do not have a replaceable sole section.

Sock lining means the thin slip of leather, paper or material that is affixed to the upper surface of the inner sole.

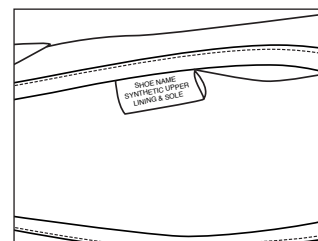
Sole in relation to a shoe, means all that part of the shoe (including the heel) which, when the shoe is worn by a person, is under the foot of the wearer other than:

- (a) The inner sole;
- (b) The sock lining; or
- (c) Thread, wax, rivets, pegs, nails, toe plates, heel plates, heel tips or heel caps.

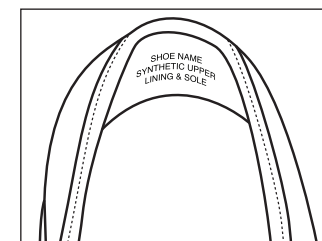
Upper means the outer covering of the part of a shoe above the inner sole, but does not include any thread, lace, eyelet, buckle, button or other adornment.

PLACEMENT OF COMMERCE MARKINGS

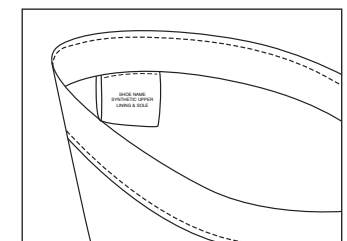
Commerce markings can be placed here if not practical to print on the sole.



Slippers/ugg boot instances.



Inside heel.



Top of long boot.

BRAND PROFILE

Spendless Shoes
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Brand artwork can be obtained from Spendless shoes if required. Please follow these guidelines when branding our product.

Brands are to be printed or embossed in relevant size to the shoe it is being printed on .i.e. needs to look in proportion.

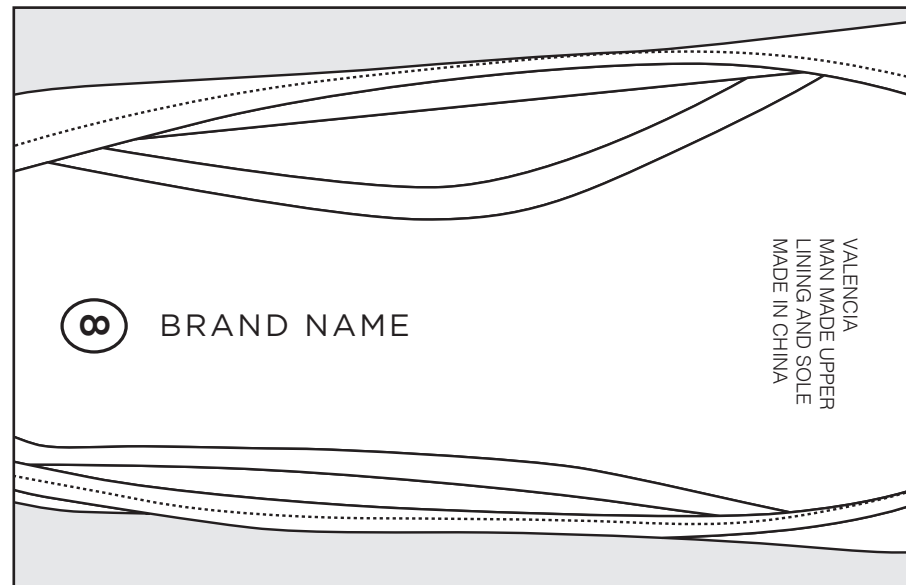
Spendless Shoes Pty Ltd are the owners [or pending owners] of the attached brands. Official documentation can be provided to substantiate company ownership.

Please request this documentation from clerical staff if required.

SHOE SIZE MARKING

Please ensure you have a line under the size 6 and the size 9 on the shoe size stamp. This is so our customers can tell easily if it is a 6 or a 9.

EXAMPLE OF BRAND / COMMERCE LABEL / SIZE PRINTING



CARTON SPECIFICATIONS

1. Cartons must be of sufficient strength and quality to be able to withstand double pallet stacking without chance of collapsing.
2. Outer cartons must use recycled materials.
3. Carton size must not exceed 600mm x 600mm x 365mm [unless by prior approval] and must be chosen to closely fit the volume of contents within. Products must not be crushed into cartons, overfilling and conversely empty spaces left are not acceptable.
4. If palletized deliveries contain varying size cartons they must be stacked with heaviest / largest cartons on the bottom so as to protect contents of cartons from crushing.
5. Cartons must be taped closed using colour tape to distinguish size run.
6. No strapping around carton.

CARDBOARD GRADE

The minimum acceptable board grade is to be:-

- Board grade 4
- C flutes must run vertically to ensure maximization of box stacking strength.

Inferior quality board must not be used and product packed in this manner will result in a monetary fine equivalent to the cost of repacking.

CARTON WEIGHT MARKING LABELS

Spendless Shoes Pty Ltd like all business is governed by Australian Government laws on employee Health, Safety and Welfare.

In line with these laws and in an ongoing effort to minimize 'weight related' workplace injuries, we have implemented a maximum weight policy of **16 kgs** for any one individual carton i.e. no carton must exceed a gross weight of 16 kgs.

In addition to this maximum weight line and in line with retail industry standards we require the heavy weight icon to be affixed to any carton in excess of **10 kgs** and under the **16 kgs** limit.

Our understanding is this is a readily available pre-printed label which factories would be aware of:



CARTON LABELLING SPECIFICATIONS FOR SIZE RUN CARTONS

Please make sure that the information below is clearly printed on every face [4 sides] of the carton [excluding the top and bottom].

SIZE RUN CARTON INCLUSIONS
Spendless Shoes logo
Department Number i.e. 1, 2, 3,4 or 5.
Style Name
Colour
Order Number
Pack Run i.e. quantity by size
Sketch / Picture of Shoe
Physical dimensions of carton in mm e.g. 600mm x 600mm x 365mm. Carton size not to exceed 600mm x 600mm x 365 mm without prior approval from buyer.
Gross weight of carton. N.B this weight must be accurate, as random audits will occur as part of our on going commitment to O.H.A.S.
Pack Run code [as specified on order] eg. WAB , SAD, CAB, XAD, MAF
Barcode label — information supplied on order using type 128 B.

Weight Icon to be added if carton weight is greater than 10 kg. This can be a sticker or printed directly on the carton.

All print to exceed 20mm in height except items 2 and 3 which must be a minimum of 30mm. Item number 10 to be a minimum of 80mm high.

Barcode labels must be submitted for approval prior to printing. Please refer to page 18 for example.

OUTER CARTON MARKINGS EXAMPLE

SPENDLESS SHOES		<div>SDF</div> <div>TED BLACK SDF</div> <div>1712901000080 SDF</div>
4		
TED		
BLACK		
300790		
6 7 8 9 10 11 12 13		
1 1 2 3 4 2 1 1 = 15 PRS		
G.W.:	15 KGS	
N.W.:	11 KGS	
645X615X345	MM	

CARTON LABELLING SPECIFICATIONS FOR SINGLE SIZE CARTONS

Please make sure that the information below is clearly printed on every face [4 sides] of the carton [excluding the top and bottom].

SINGLE SIZE CARTON INCLUSIONS	
Spendless Shoes logo	
Department Number i.e. 1, 2, 3,4 or 5.	
Style Name	
Colour	
Order Number	
Pack Run i.e. quantity in carton	
Sketch / Picture of Shoe	
Physical dimensions of carton in mm e.g. 600mm x 600mm x 365mm. Carton size not to exceed 600mm x 600mm x 365 mm without prior approval from buyer.	
Gross weight of carton. N.B this weight must be accurate, as random audits will occur as part of our on going commitment to O.H.A.S.	
Style Size e.g. 6,7,8,9,10	
Barcode label— Information supplied on order using type 128 B	

Heavy weight Icon to be added if carton weight is greater than 10 kg. This can be a sticker or printed direction the carton.

All print to exceed 20mm in height except items 2 and 3 which must be a minimum of 30mm. Item number 10 to be a minimum of 80mm high.

Barcode labels must be submitted for approval prior to printing. Please refer to page 18 for example.

OUTER CARTON MARKINGS EXAMPLE

SPENDLESS SHOES 4 TED BLACK 300790 15 PRS	<div>8</div> <div>ZAZ</div>
	TED BLACK SDF  1712901000080 ZAZ
G.W.: 15 KGS N.W.: 11 KGS 645X615X345 MM	

PACK RUN COLOUR DIFFERENTIATION

In order to ensure maximum stock turn in our stores, our Buyers frequently order different pack runs across our business.

To ensure the efficient processing of these various pack runs in our distribution centre, we require the use of different coloured packing tape.

Please ensure that the pack runs in the container have different coloured tape so can be easily identified.

The below are just an example of how we require the cartons to be colour taped.
You may use any coloured tape but it needs to be different for each pack run. e.g

Container One:

- WAD Red tape
- WED Blue tape
- WBC Green tape
- ZAA Purple tape

Container Two:

- SAB Blue tape
- SDA Green tape

We use numerous pack codes hence as long as the colours in the container are different between differing size/pack codes you get to choose the coloured tape used.



SPENDLESS SHOES FOB ORDER LOGISTICS

PACKAGING CONFIRMATION SHEETS

We require a sample to be sent to us of all labels, hang tags and commerce markings.

We require them to be set out as shown with order number clearly printed on top of each sheet. All details must be approved before production of any hang tags or labels.

These samples also include any REPEAT orders. There is a fine in place for any incorrect packaging requirements so please ensure all requirements are approved before proceeding with production.

Email to **package-spendless@qq.com**. Please email a picture of the confirmed sample and a copy of the order.

Examples of specification sheets shown on following pages.

DETAILS FOR SPENDLESS SHOES FOB ORDERS

CONSIGNEE:

Spendless Shoes Pty Ltd

Shipping Administrator, Building N
Port Adelaide Distribution Park
25-91 Bedford Street
Gillman S.A 5013

CONTACT DETAILS:

Mel Shenton
Shipping Administrator
Ph: +61 8 8440 4040
Fax: +61 8 8440 4020
Email: mel.s@spendless.com.au

NOTIFY PARTY:

Same as Consignee

PORT OF DISCHARGE:

Adelaide, South Australia

Style Specification Sheet

Date:	7/03/2018
Supplier:	XING LUO
Style:	ALBA
Colour:	SILVER
Retail:	\$49.99
Order Number:	305423

Commerce Markings







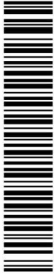
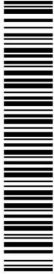


ALBA
MAN MADE UPPER
LINING AND SOLE
MADE IN CHINA

Hang tag

4CM			4CM		
←			→		
价格条码吊牌					
 203503300060 Size 6 ALBA SILVER \$49.99	 203503300065 Size 6.5 ALBA SILVER \$49.99	 203503300070 Size 7 ALBA SILVER \$49.99	 203503300075 Size 7.5 ALBA SILVER \$49.99	 203503300080 Size 8 ALBA SILVER \$49.99	 203503300085 Size 8.5 ALBA SILVER \$49.99
 203503300090 Size 9 ALBA SILVER \$49.99	 203503300095 Size 9.5 ALBA SILVER \$49.99	 203503300100 Size 10 ALBA SILVER \$49.99	 203503300110 Size 11 ALBA SILVER \$49.99		

Date:	7/03/2018
Supplier:	XING LUO
Style:	ALBA
Colour:	SILVER
Retail:	\$49.99
Order Number:	305423

Box Front Barcode and SKU

		
203503300060	203503300065	203503300070
		
203503300075	203503300080	203503300085
		
203503300090	203503300095	203503300100
		
203503300110		

Size **6** **\$49.99**

内盒贴标

9CM

Obsessed

\$ 49.99

ALBA SILVER 6



203503300060

6-11 S17 DEPT 2

15CM

Date:	7/03/2018
Supplier:	XING LUO
Style:	ALBA
Colour:	SILVER
Retail:	\$49.99
Order Number:	305423

Carton Markings



Spendless Shoes

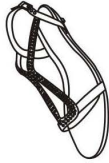
2

ALBA
SILVER

305423

6-7-8-9-10-11

1 2131312 1 =15PRS



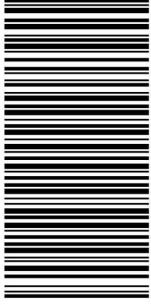
GW: 10.3 KGS

NW: 6.4 KGS

740X490X295 MM

WBR

ALBA SILVER WBR



203503300WBR



Spendless Shoes

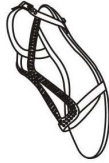
2

ALBA
SILVER

305423

6-7-8-9-10-11

15 =15PRS



GW: 10.3 KGS

NW: 6.4 KGS

740X490X295 MM

ZAM

ALBA SILVER 11 ZAM



203503300ZAM



EXAMPLE OF CO FORM

ANNEX 3-A CERTIFICATE OF ORIGIN

(SAMPLE ONLY- ORIGINALS TO BE SUPPLIED BY AUTHORISED BODIES)

1. Exporter's name, address and country:		Certificate No.:				
2. Producer's name and address (if known):		CERTIFICATE OF ORIGIN Form for China-Australia Free Trade Agreement Issued in: _____				
3. Importer's name, address and country (if known):		For official use only:				
4. Means of transport and route (if known) Departure date: Vessel/Flight/Train/Vehicle No.: Port of loading: Port of discharge:		5. Remarks:				
6. Item number (max. 20)	7. Marks and numbers on packages (optional)	8. Number and kind of packages; description of goods	9. HS code (6-digit code)	10. Origin criterion	11. Gross or net weight or other quantity (e.g. Quantity Unit, litres, m ³ .)	12. Invoice number and date
13. Declaration by the exporter or producer The undersigned hereby declares that the above-stated information is correct and that the goods exported to _____ (Importing Party) comply with the origin requirements specified in the China-Australia Free Trade Agreement.		14. Certification On the basis of the control carried out, it is hereby certified that the information herein is correct and that the described goods comply with the origin requirements of the China-Australia Free Trade Agreement.				
Place, date and signature of authorised person		Place, date, and signature and stamp of the Authorised Body				
		Tel: _____ Fax: _____				
		Address: _____				

EXAMPLE OF STUFFING REPORT

YOUR COMPANY NAME AND ADDRESS

STUFFING REPORT

TO: Spend-Less Shoes Pty Ltd
Shipping Administrator, Building N
25-91 Bedford Street
Gillman S.A 5013

ORDER NO: 3400561

DATE: 3/06/2010

Load Port: NINGBO

Destination: ADELAIDE,

Container Number:	Description:	Quantity:	GW:	NW:	VOL:
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MSCU11111111	PETER	4860 PRS	2835	2430	51.92CBM
MSCU11111111	JANE	540 PRS	240	195	4.64 CBM

TRIU22222222	LIZZY	4860PRS	2835	2430	28.91CBM
TRIU22222222	SAM	960PRS	320	240	12.20CBM

Total: 329 CTNS97.67CBM

SIGNED:

EXAMPLE OF PACKING DECLARATION FORM

Company letterhead
(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)

PACKING DECLARATION

Vessel name:..... Voyage number:.....

Consignment identifier or numerical link:.....

UNACCEPTABLE PACKAGING MATERIAL STATEMENT

(Packaging material such as straw, peat, hay, chaff, used fruit & vegetable cartons are not permitted)

Q1 Have unacceptable packaging materials been used as packaging or dunnage in the consignment covered by this document?

A1 YES ☐ NO ☐

TIMBER/BAMBOO PACKAGING/DUNNAGE STATEMENT

(Timber/bamboo packaging/dunnage includes: crates, cases, pallets, skids, and any other timber or bamboo used as a shipping aid)

Q2 Has timber/bamboo packaging/dunnage been used in consignments covered by this document?

A2 YES Timber ☐ YES Bamboo ☐ NO ☐
(nil timber/bamboo)

TREATMENT CERTIFICATION (ONLY IF TIMBER/BAMBOO PACKAGING/DUNNAGE IS DECLARED IN QUESTION 2)

Q3 All timber/bamboo packaging/dunnage used in the consignment has been (Please Indicate below)

Treated and marked in compliance with ISPM 15 ☐
(Note: ISPM 15 is only applicable to timber packaging)

Or

Treated in compliance with Department of Agriculture and Water Resources treatment requirements ☐
(With accompanying treatment certificate)

Or

Not treated ☐

CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when not relevant)

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed: Printed name:.....
(Company representative)

Date of issue:.....
(DD/MM/YYYY)

MONETARY FINE {USD} OUTLINE

It is not the intention of Spendless Shoes Pty Ltd to raise income by imposing fines on suppliers who fail to follow our requirements. The fines are intended to cover any additional costs incurred through your non-adherence to our guidelines. The monetary fine will be claimed via short payment of the next order due for shipment.

This will show on the TT receipt you will receive for the order that the claim is taken against.

Please abide by our requirements [as outlined in this document] and avoid the need for us to impose fines:

INCORRECT TICKETING OF PRODUCT

Stock inventory accuracy is imperative and incorrect ticketing is an inconvenience we can ill afford. It slows down stock turn and ultimately results in lower sales of our mutual product and lower repeat orders.

ISSUE	FINE AMOUNT [USD]
No Hang tag on stock.	\$1.00 per pair
Incorrect details on label/Hang tag e.g. Style name, colour and retail price.	\$1.00 per pair
Incorrect SKU [different to that specified on Spendless order	\$1.00 per pair
Incorrect barcode e.g. scans as a different number to allocated SKU or does not scan at all	\$1.00 per pair

In all of the above scenarios we are forced to re-ticket the entire stock providing to be a costly exercise in terms of time required, labour cost and rate of sale.

ISSUE	FINE AMOUNT [USD]
Labels/hang tags affixed but not located correctly on boxes, shoes as specified.	\$0.55 per pair
Labels affixed but not printed as per ticket specifications e.g. Incorrect colour, incorrect size of print etc.	\$0.55 per pair

Following our guidelines and gaining ticket approval from buying office prior to printing will ensure fines are not imposed.

ISSUE	FINE AMOUNT [USD]
Boxes incorrect size e.g goods squashed in too small a box	\$1.00 per pair
Bad quality boxes	\$1.00 per pair

ISSUE	FINE AMOUNT [USD]
Not following procedure book with packing details – poly bag, stuffing and hangers etc	\$1.00 per pair
Original stick on mould absorbers not used	\$1.00 per pair

Fine for changing materials/trims etc from previous order without seeking approval will be at buyers discretion.

MONETARY FINE {USD} OUTLINE

ISSUE	FINE AMOUNT [USD]
Shoes that require us to clean due to mould issue that has occurred in transit.	\$5.00 per pair

ISSUE	FINE AMOUNT [USD]
Size runs need to be as per Spendless Shoes order	\$1000 for each delivery with incorrect size packs sent

ISSUE	FINE AMOUNT [USD]
Dangerous or unauthorised items found in delivery - cartons, shoe boxes or goods themselves. Items including such things as lasting tacks, needles , cutting tools or any sharp object. This one is very important for the safety of our staff and customers.	\$2,500

FAILURE TO COMPLY WITH DELIVERY PROCEDURE:

ISSUE	FINE AMOUNT [USD]
For the unapproved delivery of goods prior to ordered/requested delivery date. We exercise the right to keep these goods at our discretion.	\$1,000
For consignment with incorrectly labelled cartons as per carton specifications.	\$1,000
For incorrect shipping documents e.g. Quantity, Dates.	\$1,000
For late delivery of goods.	\$1,000