

EASY PICKINS INC.
450 Seventh Ave
Suite 701
New York, NY 10123

FROM: Easy Pickins
Accounts Payable Dept

TO: All Merchandise Vendors
ATTENTION: Chief Financial Officer
Transportation / Shipping Manager

SUBJECT: Shipping Information & Vendor Compliance Guide
EFFECTIVE: 4/17/08

Enclosed please find the updated Easy Pickins Shipping Information & Vendor Compliance Guide. This guide is effective immediately, and supersedes all previously issued guidelines. It is important that you review this guide with all necessary associates and contact us if you have any questions or concerns.

All Shipments are to be made to:

Easy Pickins Warehouse
420 Ferry St.
Newark, NJ 07105
(973) 344-6474

Invoices and buyer's samples should be sent to

Easy Pickins
450 Seventh Ave, #701
New York, NY 10123
(212) 695-4540

Important:

Absolutely no substitutions or deliveries past cancellation will be accepted without prior approval from the Buyer.

1. Method of Transport

a. Clothing & Accessories:

i. California:

All Shipments from California should be sent via **EDI International**.

EDI International: 800-365-0100

ii. Non-California:

All Non-California Shipments should be sent via **UPS Ground**.

Do not use UPS 2nd day or Next Day Air unless authorized by the Buyer or Warehouse Manager.

b. Footwear:

i. California:

All Shipments from California should be sent via **EDI International**.

EDI International: 800-365-0100

ii. Non-California:

Shipments **under 379 lbs** should be sent via **UPS Ground**.

Shipments **from 380 – 1000 lbs** should be sent via **Sunline Express**.

Sunline Express: 800-626-6262

Shipments **greater than 1,000 lbs** should be sent via **Gold Coast**.

Gold Coast: 800-531-4775

2. Carton Requirements:

Cartons should be clearly marked with the following information:

- Purchase Order Number
- Style Number
- Color
- Size Scale

- Quantity
- Carton on lot number (ex: 1 of 20, 2 of 20, etc..). The on lot should be done on the style level, not for the entire purchase order.

3. Packing Slip Requirements:

Packing slip should be placed on the outward-facing side of the carton, not on the bottom or top. Packing Slip must contain the following:

- Purchase Order Number
- Vendor Style
- Number of units, per style, per color
- Number of pallets by style
- Number of cartons by style

4. Invoice Requirements

All invoiced should be sent to the Easy Pickins Office, att: 'Accounts Payable'.

Do not send invoices to the warehouse.

Invoices, one per purchase order, should contain:

- Quantity
- Style
- Size
- Color
- Total Cartons per Invoice
- Purchase Order Number

5. Bill of Lading

It is mandatory that the following information be noted on the Bill of Lading:

- Vendor name and address
- Easy Pickins warehouse address or third party consignee
- All Easy Pickins purchase order numbers
- Style numbers and pieces per style, list by PO number
- Total cartons, per PO number

- Freight prepaid: All shipments must be shipped freight prepaid to Easy Pickins and must not be billed on merchandise invoice.
- Packing slip attached to Bill of Lading.

6. Partial List of Chargeback Violations

1. Cartons not marked properly with vendor name & address.
2. Cartons not marked properly with PO#, Style #, Color, Size Scale, Quantity.
3. No Packing Slip on lead carton of shipment.
4. Merchandise received after “cancellation date” as written on Purchase Order.
5. Number of cartons not shown on invoice.
6. Invoice contains incorrect, or is missing, Purchase Order #.
7. Invoice contains incorrect style numbers.
8. Style substituted without Buyer approval.
9. Shipment of quantities greater than written on Purchase Order.
10. Incorrect Colors as written on Purchase Order.