JEWELLERY

Released September 2016

FOSCHINI

Foschini Accessories Manual

INTERNATIONAL SUPPLIERS

This Delivery Guideline Manual replaces all previous Delivery Guideline Manuals published prior to September 2016.

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1. INTRODUCTION

In order to achieve the speed to market and operational efficiencies, TFG relies on the co-operation of our suppliers to deliver their merchandise into our distribution centres according to TFG standards and procedures.

Upon accepting a purchase order, all suppliers agree to deliver according to TFG regulations detailed in the manual. This manual will detail TFG delivery guidelines and assist in the execution of perfect deliveries into TFG Distribution Centres (DCs); therefore, it is the suppliers' responsibility to ensure all information is reviewed thoroughly and that all delivery requirements adhered to for each and every TFG purchase order.

Delivery Conformance is the measurement of a suppliers' performance based on the delivery of their stock into the DC according to the following TFG requirements:

- **Carton Information**
- **Carton Specification**
- **Carton Packing**
- **Invoice & ASN Accuracy**
- **Ticketing**
- **Product Quality**

If any of the above requirements are not met, suppliers will be marked for non-conformance and also attract monetary penalties to recover costs incurred by DCs. Delivery conformance reports are published on a weekly basis detailing performance for orders delivered into TFG DCs. There is also a consolidated delivery conformance report at the end of each month detailing performance on orders delivered for that particular month. The monthly delivery conformance score obtained feeds into the supplier's scorecard and contributes 20% towards supplier's final score.

NB: It is very important that suppliers notify TFG of any changes in contact details by emailing DeliveryConformance@tfg.co.za to ensure reports are published to correct details.

This particular manual is only relevant to suppliers for the following trading divisions:

- **Foschini Accessories covering the following commodities:**
  - **Silver Jewellery**
  - **Fashion Jewellery**
  - **Watches: Foschini Watches & Branded Watches**
  - **Sunglasses**
  - **Hair Accessories**

Ideally, this manual is to be used by the following people, and will therefore be the responsibility of the Managing Director to ensure a copy is distributed to each area of business:

- **Buying Manager**
- **Production Engineer/Technologist**
- **Quality Manager**
- **Dispatch Manager**

For further information or any clarification on any procedural matter, please contact **deliveryconformance@tfg.co.za**

This Delivery Guideline Manual replaces all previous Delivery Guideline Manuals.

2. CODE OF ETHICS: EXPECTATION FROM SUPPLIERS

TFG is committed to socially responsible sourcing practices, as we expect from our business partners. This requires that our business partners' management practices protect the rights of their employees, provide a safe and healthy work place, minimize the impact on the environment and promote the health and well being of all employees. It is TFG's policy to comply with the import and export control laws and regulations of all the countries the group does business in.

It is also expected that the TFG employees ensure good buying practices with suppliers and shall ensure compliance by the Foschini Retail Group with any debt obligations, and in particular shall:

- Inform a supplier of any bribe or attempted bribe by the supplier's employees.
- Terminate dealing with any supplier that bribe or attempts to bribe employees.
- Ensure that no bribe is paid to or accepted from a supplier.
- Honour contracts entered into with other parties.
- Manage each division in a way that does not unjustifiably increase the risk to creditors.

Since we all have a stake in the reputation of the Foschini Retail Group, maintaining our good name is a shared responsibility that also extends to our suppliers.

3. PURCHASE ORDERS

A TFG purchase order will advise the supplier of the final merchandise requirements. Please note that all purchase orders across the TFG Trading Divisions will look identical and contain key information.

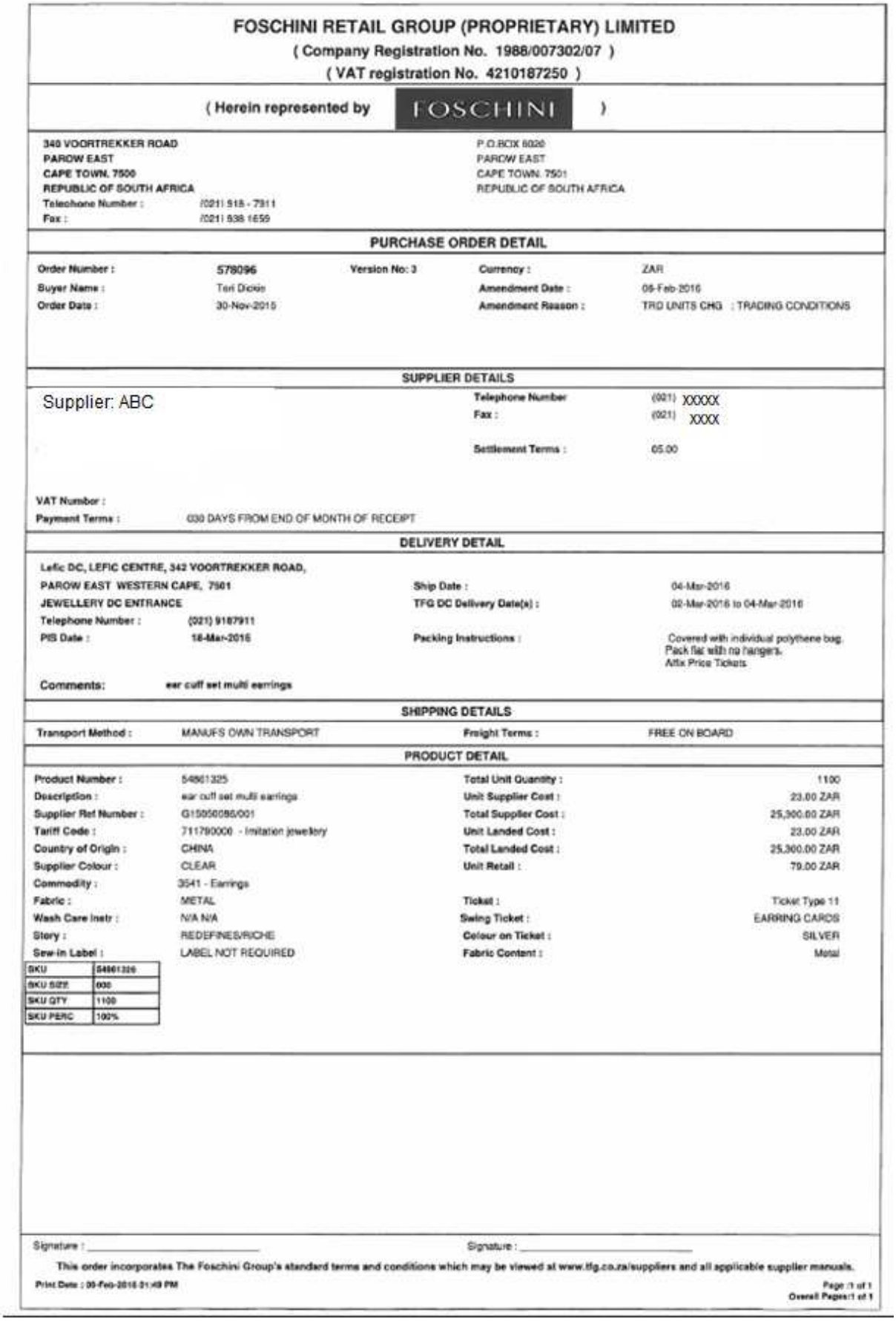
Should there be any changes in the purchase order agreed with the merchandise teams, please request an updated purchase order from the relevant buyer.

When reviewing a Purchase Order from TFG, please take key note of the following key details:

- TFG standard terms and conditions available at **www.tfg.co.za**
- Delivery window details
- Additional charges or allowances that make up the total cost of product

For any additional information or queries, please contact the relevant Foschini Accessories buyer or merchandise team.

An example of the new purchase order has been provided below:



FOSCHINI RETAIL GROUP (PROPRIETARY) LIMITED
(Company Registration No. 1988/007302/07)
(VAT registration No. 4210187250)

(Herein represented by FOSCHINI)

340 VOORTREKKER ROAD
PAROW EAST
CAPE TOWN. 7500
REPUBLIC OF SOUTH AFRICA
Telephone Number : /021) 918 - 7311
Fax : /021) 938 1659

P.O.BOX 6020
PAROW EAST
CAPE TOWN. 7501
REPUBLIC OF SOUTH AFRICA

PURCHASE ORDER DETAIL

Order Number :	578096	Version No: 3	Currency :	ZAR	
Buyer Name :	Tori Dickie		Amendment Date :	05-Feb-2016	
Order Date :	30-Nov-2015		Amendment Reason :	TRD UNITS CHG	: TRADING CONDITIONS

SUPPLIER DETAILS

Supplier: ABC

Telephone Number (021) XXXXX
Fax : (021) XXXX

Settlement Terms : 05.00

VAT Number :
Payment Terms : 030 DAYS FROM END OF MONTH OF RECEIPT

DELIVERY DETAIL

Lefic DC, LEFIC CENTRE, 342 VOORTREKKER ROAD,
PAROW EAST WESTERN CAPE, 7501
JEWELLERY DC ENTRANCE
Telephone Number : (021) 9187911
PIS Date : 18-Mar-2016

Ship Date : 04-Mar-2016
TFG DC Delivery Date(s) : 02-Mar-2016 to 04-Mar-2016
Packing Instructions : Covered with individual polythene bag.
Pack flat with no hangers.
Affix Price Tickets

Comments: ear cuff set multi earrings

SHIPPING DETAILS

Transport Method : MANUFS OWN TRANSPORT
Freight Terms : FREE ON BOARD

PRODUCT DETAIL

Product Number :	54861325	Total Unit Quantity :	1100
Description :	ear cuff set multi earrings	Unit Supplier Cost :	23.00 ZAR
Supplier Ref Number :	G15056086/001	Total Supplier Cost :	25,300.00 ZAR
Tariff Code :	711790000 - Imitation jewellery	Unit Landed Cost :	23.00 ZAR
Country of Origin :	CHINA	Total Landed Cost :	25,300.00 ZAR
Supplier Colour :	CLEAR	Unit Retail :	79.00 ZAR
Commodity :	3541 - Earrings		
Fabric :	METAL	Ticket :	Ticket Type 11
Wash Care Instr :	N/A N/A	Swing Ticket :	EARRING CARDS
Story :	REDEFINES/RICHE	Colour on Ticket :	SILVER
Sew-in Label :	LABEL NOT REQUIRED	Fabric Content :	Metal

SKU	54861325
SKU SIZE	000
SKU QTY	1100
SKU PERC	100%

Signature : _____ Signature : _____

This order incorporates The Foschini Group's standard terms and conditions which may be viewed at www.tfg.co.za/suppliers and all applicable supplier manuals.

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Page :1 of 1
Overall Pages:1 of 1

4. TICKETING & PACKAGING

Ticketing

Please note that Suppliers are responsible for arranging & paying for the price tickets. A file containing the ticketing information will be sent to you when the purchase order is placed. The nominated ticket printer for Foschini Accessories (Fine Jewellery included) is Traderplus. If the tickets are not received within 10 days prior to delivery date, the relevant buying department's Buyer or buyer's assistant must be contacted before dispatching the merchandise.

Once the tickets are received by the supplier, please ensure that the tickets correspond to the merchandise and that sufficient tickets have been sent.

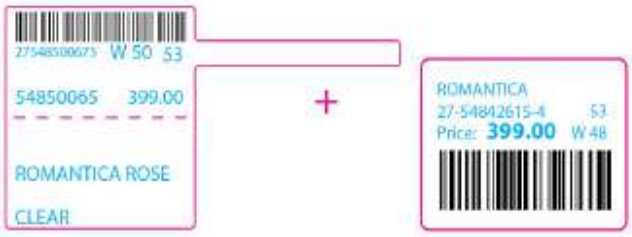
Please Note: All tickets are white with black print (Unless otherwise stated) for Fine Jewellery or white with black print for Fashion Jewellery.

Ticketing summary by Commodity type:

Commodity	Tickets required per item
Silver Jewellery	2 Tickets, 1 on item & 1 on carding
Branded Watches & Foschini Watches	2 Tickets, 1 on item & 1 on carding/box
Fashion Jewellery	1 Ticket, placed on carding
Sunglasses	1 Ticket, placed on carding
Hair Products	1 Ticket, placed on carding

Below are examples of the Price Tickets you will receive by commodity:

Silver Jewellery Tickets (Z21 + Z7)



Z21_ FOSCHINI JEWELLERY RATTAIL + Z7 LABEL

Watch Tickets (Z23 + Z7)



Z23_ FOSCHINI JEWELLERY WATCH LABEL + Z7 LABEL

Fashion Jewellery, Sunglasses & Hair Accessories (Z7 only)



Z7_ FOSCHINI JEWELLERY LABEL

The supplier is required to ticket each item with the correct ticket in the correct position as illustrated in the **Carding manual**. Additional illustrations can be found in **APPENDIX B**. Please note that these illustrations are only applicable to **Silver Jewellery & Watches ONLY**, for which you will receive 2 tickets per item.

Please note that if there are shortages in the number of tickets received, please contact Traderplus immediately & request the additional tickets. Please refer to the Traderplus Ticket Ordering process documentation, "**Shortages**" section.

Packaging: Carding & Watch Boxes

A separate **Carding Manual** has been developed & can be obtained from the buyer that you are dealing with.

Please note that Suppliers are responsible for arranging & purchasing of all carding used in the preparation of merchandise.

Carding types will be communuicated on the Purchase Order in the area highlighted below. Suppliers need to ensure that the correct carding type is ordered. ***If the carding type in not specified on the Purchase Order, please contact the Buyer or Buyer's Assistant immediately to confirm the carding type to be used.***

PURCHASE ORDER DETAIL

Order Number :	575645	Version No: 2	Currency :	USD	
Buyer Name :	Teri Dickie		Amendment Date :	28-Oct-2015	
Order Date :	21-Oct-2015		Amendment Reason :	TRD DATE CHG	: TRADING CONDITIONS

SUPPLIER DETAILS

Supplier ABC		Telephone Number	(3167) 7808
XXXXXX		Fax :	
XXXXXX			
		Settlement Terms :	00.00%

Payment Terms : Within 14 days of receipt of copy of Bill of lading, commercial invoice and packing instructions.

DELIVERY DETAIL

Lefic DC, LEFIC CENTRE, 342 VOORTREKKER ROAD,		Freight Forwarder Hand Over Date :	05-Dec-2015 to 07-Dec-2015
PAROW EAST WESTERN CAPE, 7501		Ship Date :	08-Dec-2015
JEWELLERY DC ENTRANCE		TFG DC Delivery Date(s) :	11-Dec-2015 to 15-Dec-2015
Telephone Number :	(021) 9187911		
PIS Date :	15-Jan-2016	Packing Instructions :	Covered with individual polythene bag. Pack flat with no hangers. Affix Price Tickets

Comments: 2PK FLAT SNAKE CHAIN WITH CLEAN BAR RG/GUN

SHIPPING DETAILS

Transport Method :	AIR FREIGHT	Freight Terms :	FREE ON BOARD

PRODUCT DETAIL

Product Number :	54851818	Total Unit Quantity :	800
Description :	2PK FLAT SNAKE CHAIN WITH CLEAN BAR RG/G	Unit Supplier Cost :	2.4 USD
Supplier Ref Number :	A01061N#2/001	Total Supplier Cost :	1,920.00 USD
Tariff Code :	711790000 - Imitation jewellery	Unit Landed Cost :	45.40 ZAR
Country of Origin :	CHINA	Total Landed Cost :	36,320.00 ZAR
Supplier Colour :	MULTI	Unit Retail :	149.00 ZAR
Commodity :	3544 - Neckpieces		
Fabric :	METAL	Ticket :	Ticket Type 11
Wash Care Instr :	N/A N/A	Swing Ticket :	Neckpiece 1A
Story :	BOLD MINIMAL	Colour on Ticket :	MULTI
Sew-in Label :	LABEL NOT REQUIRED	Fabric Content :	Metal

SKU	54851820
SKU SIZE	000
SKU QTY	800
SKU PERC	100%

Foschini Accessories Packaging Suppliers:

Carding Supplier:

金华益发包装印业有限公司

Jinhua Yifa Packing&Printing CO.,LTD
Add: （地址）No.8 Weiwu Road,Ditian Developing Zone,Jinhua City,Zhejiang Province,China
Tel: （公司电话）0086-579-82958505
Fax: （公司传真）0086-579-82958508
Email: sales03@yifacard.com
website:www.yifacard.com

Watch Box Supplier:

Visebase Company Limited
Registration No: 51638806-000-01-015-4
Address: Unit 11, 28/F, One Midtown, 11 Hoi Shing Road, Tsuen Wan, N.T., Hong Kong
Phone No: 852-34855875
Boss Full Name: Yu Kin Mau
Boss phone No: 852-62319430
Contact Email: rick@visebase.com

For Stock Packaging orders:
Contact Person: Li Chun
Tel: 0769-22237507
Cell: 18890578732
Email: vbclerk2@hotmail.com, QQ Instant Massager: 1926817021

Please note that supplier must only use the above nominated suppliers for the carding or watch box requirements & may not source carding or boxes from any other suppliers.

Please refer to **APPENDIX D** for examples of **Sunglasses & Hair Accessories** carding (not covered in the carding manual); the tickets are to be pasted on the reverse side of the carding that the items are attached to.

5. OUTER CARTON REQUIREMENTS

The following Outer carton specifications have been established to maximise the product flow through our automated facilities:

Carton Dimensions	Length (cm)	Breadth (cm)	Height (cm)	Maximum Weight per carton (KG)
Maximum Dimensions	69	38	42	**18.5**

5.1. OUTER CARTON SPECIFICATIONS

CARTON WEIGHT (max gross mass)		MIN EDGE CRUSH TEST VALUE (ECT)	
Kg	**LBS**	**kN/m**	**Lbs per inch**
0 – 10	**Up to 22**	**4.9**	**28**
10.1 – 15	**22.1 to 33**	**5.5**	**31**
15.1 – 18.5	**33.1 to 44**	**7.4**	**42**

ECT TEST METHOD: FEFCO No.8 (European Federation of Corrugated Board Manufacturers) or ASTM – D 2808 -69 (American Standards) or ISO 3037 (International Standards Organisation)

This is a measure of the strength of the corrugated board and the aim of the test is to ensure that adequate strength cartons are used that will ensure that product is not at risk of being damaged, losses or theft. The ECT process is performed as follows:

- Samples are randomly selected to be tested within each DC
- Inner undamaged flaps are selected and sent to TFG ECT lab for testing
- Sample size of 100mmx25mm is tested in accordance with FEFCO and ISO 3037 standards.
- Factors such and humidity and handling are taken into account upon calculating the ECT result
- Should a sample fail, the sample is retested and results recorded accordingly
- If the sample fails this is captured on Warehouse management system and will reflect on the supplier's weekly delivery conformance report.
- Monetary penalty will be levied against supplier

- 20% of all orders delivered into each DC are tested.

Suppliers are required to ensure that the carton suppliers that are being used are fully aware of the above specification to be able to provide you with a board grade that is sufficient to meet the required TFG standard. Should you require any samples to be tested please send the samples to:

ATTENTION: ECT
40 Junction Road
Tygerberg Business Park
Parow Industria
Cape Town
7535

- Please include contact details so that results can be fed back
- Results will be sent to suppliers a within 2 days of receiving the sample to be tested

Please note the following

- **Each supplier is responsible for the quality of packaging** and therefore will be held responsible for damages, concealed shortages and claims resulting from inferior packaging.
- Cartons cannot be over / under packed as they may collapse during transit.

6. PACKING

Each carton must have a copy of the suppliers manifest attached to the outside of the carton and marked INVOICE/MANIFEST ENCLOSED. This ensures that we are able to verify that all orders listed are actually in the carton.

Merchandise for each of TFG Divisions must be packed separately.

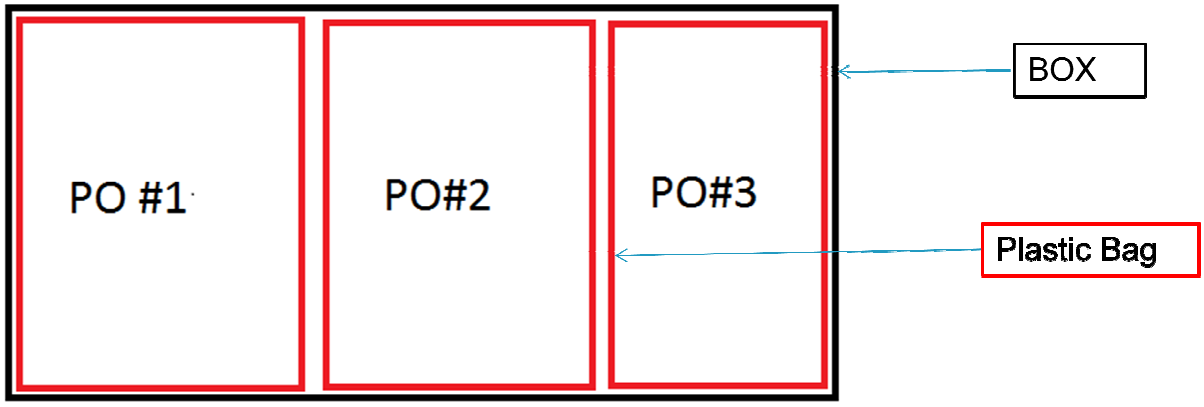
The Distribution Centre will not be held responsible for any listed orders, if there is no manifest enclosed.

6.1. CARTON PACKING

Silver & Branded Watches ONLY:

The full quantity of each order to be packed, individually boxed and placed in a plastic bag with the Purchase Order printout attached to the bag. Where quantity ordered cannot fit into 1 plastic bag, the supplier needs to ensure that a photocopy of the Purchase Order printout is placed in all plastic bags used. All cartons/packets/parcels must then be securely sealed and marked with the following information:

- **Order number**
- **Product number**
- **Number of units**



Additional Requirement for Silver Jewellery & Watches

Each cardboard carton/box to be securely sealed with supplier tape and sealed with **metal plates inside all 6 sides of carton, strapped and metal sealed on the outside**. Plastic containers to be securely sealed with a metal seal on the outside.

Fashion Jewellery, Foschini Watches, Sunglasses & Hair Accessories ONLY:

Do not mix orders in carton & make sure that the cartons are securely sealed & marked accordingly. Please refer to section 4.3 Carton Markings.

6.2. CARTON DETAILS

Each carton or plastic container must be weighed, and weight recorded on documentation:

- Each carton or plastic container to include a copy of the packing list (i.e. the list of all orders included) – see **APPENDIX A**.
- Address / Mark all cartons/boxes or plastic containers as **TFG RETAIL**. Please do not mark cartons/boxes or plastic containers for Foschini Group, American Swiss, Mat & May, Sterns or Foschini.
- Ensure that the carton or plastic container is completely filled.

6.3. CARTON MARKING

Carton information helps us identify each carton correctly during receipt process at the DC. It is therefore imperative that all details on carton labels are correctly populated for each carton:

CARTON LABEL FOR OUTER CARTON

Order:

SKU NUMBER: **SKU SIZE: S**

Unit Qty / Ctn: **120**

Vendor	Supplier Trading Name
SKU Description	e.g. Ear Rings Medium
Colour	
DC Code	
Trading Division	
Carton No	
Carton Dimensions	

Order:

SKU NUMBER

TFG Apparel Supply Company (PTY) Ltd

Ship From:

Vendor Address

Ship To:

DC Address

INFORMATION REQUIRED ON OUTER CARTON LABEL	
LABEL 1: ORDER INFORMATION	**LABEL 2: ADDRESS INFORMATION**
1. Order Number 2. SKU (Product) Number 3. Number of units in the carton 4. Vendor Name 5. SKU (Product) description as stated on the PO **(Including the size)** 6. Colour 7. DC Code 8. Trading Division (e.g. Foschini, Fashion Express, Donna Claire etc.) 9. The number of that carton in your total consignment 10. Dimensions of the carton	1. Order Number 2. SKU (Product) Number 3. TFG Apparel Supply Company (PTY) Ltd 4. Ship to (DC Address) 5. Ship From (Vendor Address)

CARTON LABEL PLACEMENT



Placement of Carton Label 1 & 2 on Carton

CARTON MARKING: SILVER JEWELLERY & WATCHES ONLY (1 Order)

Supplier Name:

P/I _____ P/O _____

Model _____

Customer Ref : _____

Qty _____ Pcs

C/No. _____ Weight _____Kgs

- **P/I = Pro-forma Invoice number**
- **P/O = Purchase Order that you receive with the tickets/stickers/labels**
- **Model = Supplier Model number**
- **Customer Ref = TFG style number on Purchase Order.**

CARTON MARKING: SILVER JEWELLERY & WATCHES ONLY (Multiple Orders)

CARTON LABEL DETAILS
SUPPLIER NAME:
P/I _____ P/O _____ P/I _____ P/O _____ P/I _____ P/O _____ Model _____ Customer Ref : _____ Qty _____ Pcs C/No. _____ Weight _____Kgs
· P/I = Pro-forma Invoice number **· P/O = Purchase Order** **· Model = Supplier Model number** **· Customer Ref = TFG style number on Purchase Order.**

6.4. CARTON SEALING

Suppliers must use only branded tape to seal each carton with taping creating an **"H" pattern** on both the top and bottom of the carton by sealing across all of the major and minor flaps. **No clear, non-branded or brown tape may be used.**



This tape should be 2.83 inches/7.2 cm in width to ensure proper carton closure and minimize carton tampering in transit.

The branded tape must contain enough glue to ensure proper carton seal on all edges. Please do not use clear tape or any other material to reinforce branded tape as this will increase chances of pilferage resulting in short deliveries into our distribution centres.

Suppliers are required to use only branded tape when sealing cartons for delivery to TFG Distribution Centre. This is to ensure that tape is unique to supplier and not easily accessible to minimise pilferage. All tape must be branded as per specifications below:



- The **branded tape** must contain enough glue to ensure proper carton seal on all edges. Please **do not use clear tape or any other material to reinforce branded tape** as this will increase chances of pilferage resulting in short deliveries into our distribution centres.
- This tape should be **2.83 inches/7.2 cm** in width to ensure proper carton closure and minimized tampering on cartons in transit

7. INVOICING

Each order must be on a **separate** invoice detailing the following information:

- Invoice Number
- Order Number
- Promotion (e.g. Valentine's Day or Mother's Day if applicable)
- Product Number
- Supplier Reference
- Number of units
- Transfer Number if applicable.

8. ASN SUBMISSIONS AND DELIVERY BOOKINGS

All suppliers are required to submit ASN's at least **48 hours** prior to handing over order to a TFG nominated Freight Forwarder or Requesting a Delivery appointment at the DC; an Advance Shipping Notification (ASN) must be submitted to relevant TFG Distribution Centre.

This must be done via email or telephonically:

Email: **ASN-JDC@tfg.co.za** DC Contact No.: (021)938 1002

ASN Guidelines and an excel version of the ASN can be downloaded from the **supplier support website**: **http://www.suppliers-tfglimited.co.za**

NB: The ASN can only be submitted ONCE, therefore the supplier needs to ensure all details on ASN are correct.

9. HANDOVER TO FREIGHT FORWARDER PROCESS

ACS is the nominated Freight Forwarder. The Purchase Order indicates that Freight Forwarder handover window in which the order needs to be handed over.

Please see an example of a Purchase Order below:

TFG APPAREL SUPPLY COMPANY (PROPRIETARY) LIMITED

(Company Registration No. 1982/011894/07)

(VAT registration No. 4640254092)

(Herein represented by FOSCHINI)

340 VOORTREKKER ROAD
PAROW EAST
CAPE TOWN 7500
REPUBLIC OF SOUTH AFRICA
Telephone Number : (021) 918 - 7911
Fax : (021) 938 1659

P O BOX 6020
PAROW EAST
CAPE TOWN 7501
REPUBLIC OF SOUTH AFRICA

PURCHASE ORDER DETAIL

Order Number :	**575645**	**Version No: 2**	**Currency :**	USD
Buyer Name :	Teri Dickie		**Amendment Date :**	28-Oct-2015
Order Date :	21-Oct-2015		**Amendment Reason :**	TRD DATE CHG : TRADING CONDITIONS

SUPPLIER DETAILS

Supplier ABC
XXXXX
XXXXX

Telephone Number (3167) 7808
Fax :

Settlement Terms : 00.00%

Payment Terms : Within 14 days of receipt of copy of Bill of lading, commercial invoice and packing instructions.

DELIVERY DETAIL

Lefic DC, LEFIC CENTRE, 342 VOORTREKKER ROAD,
PAROW EAST WESTERN CAPE, 7501
JEWELLERY DC ENTRANCE
Telephone Number : (021) 9187911
PIS Date : 15-Jan-2016

Freight Forwarder Hand Over Date : 05-Dec-2015 to 07-Dec-2015
Ship Date : 08-Dec-2015
TFG DC Delivery Date(s) : 11-Dec-2015 to 15-Dec-2015

Packing Instructions : Covered with individual polythene bag.
Pack flat with no hangers.
Affix Price Tickets

Comments: 2PK FLAT SNAKE CHAIN WITH CLEAN BAR RG/GUN

SHIPPING DETAILS

Transport Method :	AIR FREIGHT	**Freight Terms :**	FREE ON BOARD

PRODUCT DETAIL

Product Number :	54851818	**Total Unit Quantity :**	800
Description :	2PK FLAT SNAKE CHAIN WITH CLEAN BAR RG/G	**Unit Supplier Cost :**	2.4 USD
Supplier Ref Number :	A01081N#2/001	**Total Supplier Cost :**	1,920.00 USD
Tariff Code :	711790000 - Imitation jewellery	**Unit Landed Cost :**	45.40 ZAR

The shipment date (highlighted in Green above) dictates the Freight Forwarder Hand Over window (highlighted in Red above). This date range represents when the order needs to be handed over to the Freight Forwarder for shipment.

Supplier needs to contact the nominated forwarder **14-21 days** prior to the stipulated shipment date to make a booking to handover the orders.

10. SHIPPING REQUIREMENTS

10.1. DELIVERY TERMS

The Foschini Accessories operates on FOB basis, i.e. Suppliers are liable for all cost up until the Freight Forwarder, including documentation costs. It is imperative that merchandise is handed over to the Forwarding Agent within the Delivery Window stated on the Purchase Order.

Merchandise for TFG RETAIL (**Foschini**) must be shipped together, unless requested differently by the Buyer or Imports Administrator.

- The Forwarding Agent (ACS), are the only conduits used by the Foschini Accessories. No other conduit or carrier is authorised to ship our goods.
- Samples and Specials that accompany bulk delivery/shipment, must be invoiced, packed and marked **separately**.
- Any late deliveries will be subject to cancellation and any new delivery terms to be negotiated with the Buyer or Planner.
- Any queries regarding the order can be directed to the Buyer or Planner
- Samples and Specials that accompany bulk delivery/shipment, must be invoiced, packed and marked separately

10.2. TRANSPORT METHOD

The Transport Method to be used is indicated on the Purchase Order below the Shipping Details header, see below:



(Herein represented by FOSCHINI)

340 VOORTREKKER ROAD
PAROW EAST
CAPE TOWN. 7500
REPUBLIC OF SOUTH AFRICA
Telephone Number : (021) 918 - 7911
Fax : (021) 938 1659

P.O.BOX 6020
PAROW EAST
CAPE TOWN. 7501
REPUBLIC OF SOUTH AFRICA

PURCHASE ORDER DETAIL

Order Number : 575645 Version No: 2 Currency : USD
Buyer Name : Teri Dickie Amendment Date : 28-Oct-2015
Order Date : 21-Oct-2015 Amendment Reason : TRD DATE CHG : TRADING CONDITIONS

SUPPLIER DETAILS

Supplier ABC
xxxxx
xxxxx
Telephone Number (3167) 7808
Fax :
Settlement Terms : 00.00%

Payment Terms : Within 14 days of receipt of copy of Bill of lading, commercial invoice and packing instructions.

DELIVERY DETAIL

Lefic DC, LEFIC CENTRE, 342 VOORTREKKER ROAD,
PAROW EAST WESTERN CAPE, 7501
JEWELLERY DC ENTRANCE
Telephone Number : (021) 9187911
PIS Date : 15-Jan-2016

Freight Forwarder Hand Over Date : 05-Dec-2015 to 07-Dec-2015
Ship Date : 08-Dec-2015
TFG DC Delivery Date(s) : 11-Dec-2015 to 15-Dec-2015
Packing Instructions : Covered with individual polythene bag.
Pack flat with no hangers.
Affix Price Tickets

Comments: 2PK FLAT SNAKE CHAIN WITH CLEAN BAR RG/GUN

SHIPPING DETAILS

Transport Method : AIR FREIGHT
Freight Terms : FREE ON BOARD

PRODUCT DETAIL

Please note that the default shipping method for Silver **Jewellery & Watches** is **Airfreight**, unless otherwise negotiated with the buyer, whereas the default shipping method for Fashion Jewellery, Sunglasses & Hair Accessories is **Sea freight,** unless otherwise negotiated with the buyer.

10.3. ALLPORT CARGO SERVICES CONTACT DETAILS

Please see the contact details for ACS South Africa below; please refer to **APPENDIX C** for the full list of ACS China offices.

CATEGORY	CONTACT PERSON	CONTACT CELL	CONTACT ACS OFFICE TEL#	EXT#	EMAIL ADDRESS 1	CC EMAIL ADDRESS 2
Delivery Planning	Michel de Klerk	**072 919 8758**	**021 423 8881**	**1228**	michel@allportcargoservices.co.za	tfg@allportcargoservices.co.za
Transport Controller	Michel de Klerk	**072 919 8758**	**021 423 8881**	**1228**	michel@allportcargoservices.co.za	
	Abe		**021 423 8881**		michel@allportcargoservices.co.za abe@allportcargoservices.co.za	acstrucking@allportcargoservices.co.za

11. DC CONTACT DETAILS

TFG Distribution Centre Communication Matrix					
DC -Distribution Centre	**DC Physical Address**	**Category (Position)**	**Contact Person**	**Email Address**	**Telephone Number**
JEWELLERY CODE: E	342 Voortrekker Road, Parow East Cape Town, 7501 Tel: 021 938 1423	DC Manager	Tiekie van Huyssteen	EvelynvH@tfg.co.za	+27 21 938 1156
		Process Manager	Brendon Miller	BrendonM@tfg.co.za	+27 21 938 1022
		DC Controller - Inbound	Luzel Steyn	LuzelS@tfg.co.za	+27 21938 1469

12. PAYMENT

International Supplier Payment

All payments are processed as **Telegraphic Transfer (TT)**. Suppliers must provide quarterly statements.

For all payment queries please contact:

Berenice Smart

Senior Shipping Controller

BerenicS@tfg.co.za

Tel: +27 21 937 4184

Mujolaine Martin

Senior Shipping Controller

MujoM@tfg.co.za

Tel: + 27 21 937 4184

Suppliers to ensure that the following is stated on the **CREDIT NOTE**:

- Order No.
- Product no
- Supplier Reference No. (your style reference)
- Cost Price (FOB price)
- Quantity (units)

For all CREDIT queries please contact Alvin De Koker Tel: +27 21 938 7270 or AlvinDK@tfg.co.za

13. RETURN TO VENDOR (RTV)

Suppliers are responsible for transportation of merchandise being returned at their expense. Any orders returned will be at the supplier's expense. The shipping department will contact the Supplier to arrange the returns and confirmation letter.

The RTV will state reasons for returns, with instructions to either:

- Replaceable (return to DC).
- Not replaceable (do not return to the DC)

13.1. REPLACEABLE (RETURN TO DC)

TFG will inform the supplier of the replacement instructions. The replacement must be delivered to the DC within the agreed upon time. A new purchase order number needs to be obtained for any part RTVs PRIOR to delivery into DC. Returned Merchandise must be **RE-INVOICED** stating:

- The RTV No.
- Order number.
- Product No.
- Suppliers reference number.
- Unit cost price.
- Units.

Contact numbers and department for queries:

For Quality Related problems, please contact Marché Engelbrecht (021 937 4028) or MarcheE@tfg.co.za .
For Invoicing please contact the Distribution Centre (021) 938 1002

13.2. NOT REPLACEABLE

Merchandise that has been rejected by Foschini should not be returned to the DC.
A credit note must be passed and sent to Accounts Payable Department quoting the following information from the RTV:

- The RTV number.
- The Order No.
- The Product number
- The number of units.
- Unit cost

APPENDIX A: PACKING LIST TEMPLATE

PACKING LIST FOR INTERNATIONAL SUPPLIERS				
FOSCHINI GROUP JEWELLERY PACKING LIST				
Exporter/Shipper (Name & physical address) **Tel:** **Fax:** **Email:**				**Date:**
Importer/Consignee (Name & physical address) **Tel:** **Fax:** **Email:**				**Invoice Number:**
Shipment Type:		**Country of origin:**		**Country of destination:**
Carton Number:	**Style Number:**	**Order Number:**	**Quantity (PCS):**	**Weight (KG):**
Signature			**Date**	**Remarks**

APPENDIX B: TICKETING ILLUSTRATIONS

Ticketing on Merchandise (Silver Jewellery & Watches Only)

Ticket Position on Chain

Ticket (Rat tail) to be placed on the clasp of the chain (see below):



Ticket Position on Rings

Ticket (Rat tail) to be placed on the shank of the ring (see below):



Ticket Position on Bracelets

Ticket (Rat tail) to be wrapped around the chain at the bolt ring or lobster clasp (see below):



Ticket Position on Earrings

Ticket (Rat tail) to be placed on Earring butterfly (see below):



Ticket Positioning on Watch Case Back

Place a Watch ticket on the case back of the watch (see below):



APPENDIX C: ACS CHINA OFFICES

OFFICE	NAME	POSITION	DIRECT LINE	EXT	MOBILE	EMAIL ADDRESS
DALIAN OPERATIONS	**DALIAN Fax : 86-411-82713070**					
	Xu Yong	Operation Manager	86-411-82779232		86-13841162592	xuyong@cargofe.com.cn
	Dawn Qi	Section chief	86-411 82779250		86-13079811822	dawnqi@cargofe.com.cn
	Michael Zhou	Operation	86-411 82779267		86-13940990255	MichaelZhou@cargofe.com.cn
	Office Address: ROOM 701, SINOTRANS LIAONING (DALIAN) BUILDING NO.85 RENMIN ROAD,ZHONGSHAN DISTRICT DALIAN					
	Warehouse Address: DALIAN DAYAOWAN,The Logistics Park Railway assembly center					
FUZHOU OPERATIONS	**FUZHOU Switchboard : 86 - 591 - 87279363 Fax : 86 - 591 - 87279373**					
	Betty Huang	Operation Manager	86-591-87279856	856	86-591-13799913298	bettyhuang@cargofe.com.cn
	William Bian	Operation	86-591-87279849	849	86-591-13960885910	williambian@cargofe.com.cn
	Office Address: 16A, World Trade Plaza, No. 71 Wusi Avenue, Fuzhou 350003, CHINA					
	Warehouse Address: 230 Warehouse, 113, Luoxing Road, Mawel, Fuzhou, Fujian					
GUANGZHOU OPERATIONS	**GUANGZHOU Fax : 86-20-81304809**					
	Connie Ho	Office Manager	86-20-81306688	128	86-13902277206	connieho@cargofe.com.cn
	Guo Ping	Operations Manager	86-20-81301795	134	86-13802903383	guoping@cargofe.com.cn
	Wing Chan	Assistant Operations Manager	86-20-81306425	118	86-13903014999	wingchan@cargofe.com.cn
	Lee Gu	Operations	86-20-81303690	116	86-13826026029	leegu@cargofe.com.cn
	Cindy Liang	Documentation Clerk	86-20-81301763	124	86-13560251730	cindyliang@cargofe.com.cn
	Office Address: Room 1508-1510, Bank of America Plaza, 555 Ren Min Road Central, Guangzhou 510145, China					
	Warehouse Address: No.3, Wenchon DongLu, HuangPu, GuzngZhou 510725, China (GuangZhou Yuantai & Xinsanly Container Engineering Co.LTD.)					
HONG KONG OPERATIONS	**HONG KONG Switchboard : 852 - 2481 8308 Fax : 2481 8401**					
	Ryan Chiu	Operations & Documentation Manager	852 3110 8956	-	852 9422 2401	ryanchiu@cargofe.com
	Chris Chan	Supervisor	852 3110 8957	-	852 9729 4161	chrischan@cargofe.com
	Terry Chen	Documentation Clerk	86 755 3332 2349	-	86 137 6070 5134	terrychen@cargofe.com.cn
	CFS Warehouse: Room 9008-9010E, 9016-9021E, ATL Logistics Centre B, Berth 3, Kwai Chung Container Terminals, Kwai Chung, N.T., Hong Kong					

OFFICE	NAME	POSITION	DIRECT LINE	EXT	MOBILE	EMAIL ADDRESS
NINGBO OPERATIONS	**NINGBO Switchboard : 86 - 574 - 87028666 Fax : 86 - 574 - 87028600**					
	Shelly Hu	Operations Executive	86-574-87028655	**8655**	-	shellyhu@cargofe.com.cn
	Sally Zhou	Operation Manager	86-574-87028658	8658	86-574-13116629736	sallyzhou@cargofe.com.cn
	Bob Li	Section Chief	86-574-87028615	8615	86-574-13819874370	bobli@cargofe.com.cn
	Vincent Chen	Operations Executive	86-574-87027295	7295	86-574-15657872167	vincentchen@cargofe.com.cn
	Miranda Yang	Lima Opertator	86-574-87006882	6882	86-574-15990285561	mirandayang@cargofe.com.cn
	Rona Shi	Documentation Clerk	86-574-87027247	7247	86-574-15867434526	ronashi@cargofe.com.cn
	Office Address: ROOM 11-1~11-4, YIN YI TIMES SQUARE, # 8,LENG JING STREET, HAISHU DISTRICT,NINGBO 315000, CHINA.					
	Warehouse Address: CFS1 No55 Yong Ding River Road Xia Pu International Logistics Park Beilun Ningbo, China					
QINGDAO OPERATIONS	**QINGDAO Switchboard : 86-532-85027996 Fax : 86-532-85028687**					
	Grace Liu	Operations Manager	86-532-68095186	-	86-13864809535	graceliu@cargofe.com.cn
	Anthea Yuan	Section Chief	86-532-68095212	-	86-13375582259	antheayuan@cargofe.com.cn
	Office Address: C 405 Full Hope Plaza, NO. 12 HK Middle Road, Qingdao City 266071					
	Warehouse Address: NO.358, Long Gang Shan Road, Qingdao Economic Development Area 266500					
TIANJIN OPERATIONS	**TIANJIN Switchboard : 86-22-58299696 Fax No.: 86-22-58299619**					
	Julia Guo	Operation Manager	86-22-58299696	211	13821177928	juliaguo@cargofe.com.cn
	Winnie Dong	Sectin Chief	86-22-58299696	207	13752404960	winniedong@cargofe.com.cn
	Tracy Su	Operation Executive	86-22-58299696	205	13821346883	tracysu@cargofe.com.cn
	Office Address: ROOM 2202,CENTRE PLAZE,NO.188 JIEFANGBEI ROAD,HEPING DISTRICT,TIANJIN,CHINA 300042					
	CFS Warehouse: No. 158 Jingmen Blvd, Xingang Port, Tianjin 300461, China					
SHANGHAI OPERATIONS	**SHANGHAI Switchboard : 86 - 21 - 23207777 Fax : 86 - 21 - 53850600**					
	Perry Shi	Operations Manager	86-21-23207979	7979	86-21-13003177259	perryshi@cargofe.com.cn
	Eva Xia	Assistant Operation Manager	86-21-23207652	7652	86-21-13774466799	evaxia@cargofe.com.cn
	Yaya Ying	Section Chief	86-21-23207803	7803	86-21-13918818415	yayaying@cargofe.com.cn
	Teresa Zhou	Operators Controller	86-21-23207922	7922	86-21-13621968861	TeresaZhou@cargofe.com.cn
	Office Address: 13F & 15F A/B, GANGTAI PLAZA, 700 EAST YANAN ROAD, SHANGHAI, CHINA					
	Warehouse Address: No. 668, Qiu Xiang Road (cross Jie Chang Road), Yangshan					

OFFICE	NAME	POSITION	DIRECT LINE	EXT	MOBILE	EMAIL ADDRESS
SHANTOU OPERATIONS	**SHANTOU Switchboard : 86 754 - 8883 4477 Fax : 86 754 - 8883 4499**					
	Kelly Lin	Marketing Manager	86 754 8883 4477	-	86 754 8883 4499	kelly@cargoswa.com
	Doris Xu	Marketing Manager	86 754 8883 4477	-	86 754 8883 4499	doris@cargoswa.com
	Ella Zhuang	Operation Supervisor	86 754 8883 4477	-	86 754 8883 4499	ella@cargoswa.com
	CFS Warehouse: Ba Da warehouse - the first floor, No. 11,Shaoshan road, Zhujin district, Shantou, China					
SHENZHEN OPERATIONS	**SHENZHEN Switchboard : 86 -755-33398000 Fax : 86 -755-33398111**					
	Michael Yang	Operations Manager	86-755-33398198	2198	86-13825290510	michaelyang@cargofe.com.cn
	Angela Zhang	Senior Section Chief	85-755-33398031	8031	86-13823220048	angelazhang@cargofe.com.cn
	Amy Zhang	Section Chief	86-755-33398269	8269	86-13691789959	amyzhang@cargofe.com.cn
	Savina Qiu	Senior Operations Executive	86-755-33398021	8021	86-13424291325	savinaqiu@cargofe.com.cn
	Cathy Cheng	Operations Executive	86-755-33398089	8089	86-13510642709	cathycheng@cargofe.com.cn
	Office Address: 25/F, Anlian Plaza, No. 4018, Jintian Road, Futian district, Shenzhen, Guangdong Province, P.R. China *Effective 16 Mar* Office Address: 37 Floor, Tower A, Block 1, Xintian Century Business Centre, No. 89 Street 2, Shixia North, Futian District, Shenzhen					
	Warehouse Address: Lot 19, Hinterland Area of Yantian Port, Three street Yong An, Yantian District Shenzhen 518083, P.R. China					
XIAMEN OPERATIONS	**XIAMEN Switchboard: 86-592-5677666/555 Fax No.: 86-592-5677567/700**					
	May Shi	Operations Manager	86-592-5677632	-	86-13599518493	Mayshi@cargofe.com.cn
	Rita Cai	Assistant Operations Manager	86-592-5677633	-	86-13850070993	ritacai@cargofe.com.cn
	Funny Zhang	Section Chief	86-592-5677676	-	86-13850159253	Funnyzhang@cargofe.com.cn
	Rachel Wang	Documentation Clerk	86-592-5677658	-	86-13806003236	RachelWang@cargofe.com.cn
	Mickey Chen	Documentation Clerk	86-592-3301817	-	-	mickeychen@cargofe.com.cn
	Jasmin Wu	LIMA Clerk	86-592-3301839	-	-	Jasminwu@cargofe.com.cn
	Office Address: FLOOR 11, HAITIAN LOGISTICS CENTRE,NO 1, HAITIAN ROAD,XIAMEN					
	Warehouse Address: Intersection of Nanhai one Road & Jiaosong Road, Haicang Developing Area, Xiamen361026, China (XIAMEN SINGAMAS YIHUI CONTAINER CO., LTD.)					

APPENDIX D: ADDITIONAL CARDING EXAMPLES

Sunglasses





Hair Accessories








FOSCHINI


FOSCHINI