

RUE GILT

G R O U P E

Warehouse Compliance Quick Overview

Overview & Statement of Compliance (*page 5)

- Non-compliance will result in reimbursement via chargeback(s) for process expense incurred to RGG.

Product Labeling & UPC Requirements (*page 6-7)

- Each selling unit must be labeled with a unique barcode.
- Barcode label must have the following information. Description, Vendor Style. **Vendor Color (alpha/numeric)**, Size, **scannable** UPC barcode. This info **must match information provided on Buy Sheet for PO upload**.
- Barcode can be the manufacturer UPC or our 14-digit RC SKU number.
- All items kitted by the Vendor require a unique UPC or EAN applied to the selling (kitted) unit, not individual kit pieces.
- RGG has partnered with FineLine as a UPC printing solution (page 23).

General Product & Quality Requirements for All Merchandise (*page 8)

- All merchandise must be first quality and have no reference to other retailers, no markdowns, and no security tags.
- All merchandise and each selling unit must be individually packaged.

Fragile Merchandise Policy (*page 8)

- All merchandise must be packaged using means that eliminate and contain spillage. Product with pumps, contained in tubes, glass, or similar must be protected to eliminate breakage during delivery to RGG, during handling in RGG's Fulfillment Center, and while in route to the end consumer.

Oversized & Ship Alone Merchandise (*page 9)

- Individual product dimensions exceeding our carton sizes and/or weigh more than 35 lbs. must deliver to RGG's Fulfillment Center in as new corrugate re-mailers.
- Product with dimensions greater than 96" in length, 130" in length and girth, or weight exceeding 70 lbs. (actual) or dimensional pounds cannot be shipped from RGG's fulfillment center. Please contact your RGG Buyer for fulfillment alternatives.

Additional Packaging & Labeling Requirements (*page 10)

- All apparel is required to be polybagged.
- All leather must be in perforated or vented polybags.
- Polybags with dimensions greater than 14" x 14" must contain suffocation warning.
- Apparel may be either flat pack or GOH (goods on hanger). Flat pack is preferred.
- All footwear must follow industry standards for tissue, plastic, desiccant drying agents, etc.
- All footwear requires merchandise to be individually packaged using either shoe boxes or some other protective means.

ADDITIONAL DETAILS...

- **PO #** must be on the outside of the shipping carton.
- Merchandise sent that are **not listed** on PO is subject to our RTV chargeback policy (page 15/20).
- All cosmetics/shampoo/personal care items require an appropriate **SDS** (Safety Data Sheets).
- **Food** items should not be shipped to the fulfillment center.
- Under no circumstances are products containing **lithium batteries** to be shipped to RGG's Fulfillment Center without written approval by RGG's Occupational Health and Safety Manager.

- Please reference RGG Vendor Operations Guide for more detailed description for each content listed above.