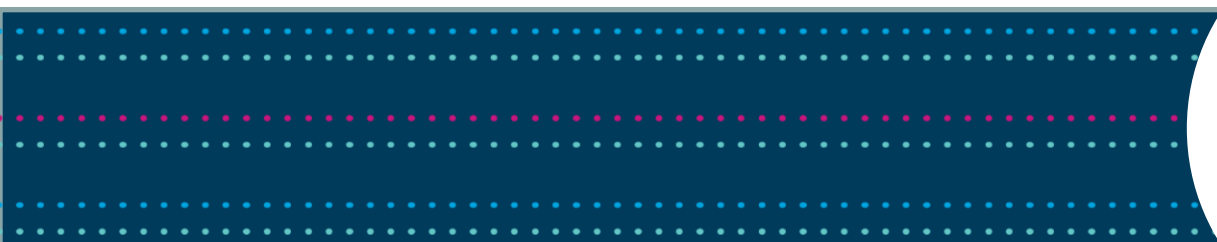


# VENDOR SUPPLY CHAIN MANUAL: APPENDICES



# TABLE OF CONTENTS

<b>Appendices</b>	<b>189</b>
<b>Table of Contents</b>	<b>190</b>
<b>Appendix A: HSN's Preferred List Of Forwarders</b>	<b>191</b>
<b>Appendix B: Lead Times</b>	<b>194</b>
<b>Appendix C: Required Import Documents</b>	<b>197</b>
<b>Appendix E: Key Supply Chain Contacts</b>	<b>212</b>



## **APPENDIX A: HSN'S PREFERRED LIST OF FORWARDERS**

# APPENDIX A: PREFERRED LIST OF FORWARDERS

Office code	Origin	Operations Contact		Documentation Contact	
		Name	Email Address	Name	Email Address
HK0	Hong Kong	David Kan	<a href="mailto:david.kan@cds.com.hk">david.kan@cds.com.hk</a>	David Kan	<a href="mailto:david.kan@cds.com.hk">david.kan@cds.com.hk</a>
XM0	Xiamen	Shirley Fang	<a href="mailto:CDSXMDTEAM@CDSXIAMEN.COM">CDSXMDTEAM@CDSXIAMEN.COM</a>	Summer Cai	<a href="mailto:summercai@cdsxiamen.com">summercai@cdsxiamen.com</a>
SH0/ DL0	Shanghai / Dalian	Lisa Zhang	<a href="mailto:lisazhang@cdsshanghai.com.cn">lisazhang@cdsshanghai.com.cn</a>	Lily Chu	<a href="mailto:LilyChu@cdsshanghai.com.cn">LilyChu@cdsshanghai.com.cn</a>
SH0	Shanghai CY booking	Kayla Xu	<a href="mailto:KaylaXu@cdsxiamen.com">KaylaXu@cdsxiamen.com</a>	Katherine Peng	<a href="mailto:katherinepeng@cdsxiamen.com">katherinepeng@cdsxiamen.com</a>
			<a href="mailto:SH0-xmopteam@cdsxiamen.com">SH0-xmopteam@cdsxiamen.com</a>		<a href="mailto:SH0-xmopteam@cdsxiamen.com">SH0-xmopteam@cdsxiamen.com</a>
QD1	Qingdao	Lavender Liu	<a href="mailto:LavenderLiu@cdsqingdao.com">LavenderLiu@cdsqingdao.com</a>	Lavender Liu	<a href="mailto:LavenderLiu@cdsqingdao.com">LavenderLiu@cdsqingdao.com</a>
		Lisa Jin	<a href="mailto:Lisajin@cdsqingdao.com">Lisajin@cdsqingdao.com</a>	Lisa Jin	<a href="mailto:Lisajin@cdsqingdao.com">Lisajin@cdsqingdao.com</a>
CN0	Shenzhen	Seven Zhen	<a href="mailto:sevenzhen@cds.com.hk">sevenzhen@cds.com.hk</a>	Jessica Zhao	<a href="mailto:jessicazhao@cds.com.hk">jessicazhao@cds.com.hk</a>
		Rhoda Ye	<a href="mailto:rhodaye@cds.com.hk">rhodaye@cds.com.hk</a>	Edison Zeng	<a href="mailto:Edison.Zeng@cds.com.hk">Edison.Zeng@cds.com.hk</a>
		Valentina Li	<a href="mailto:ValentinaLi@cds.com.hk">ValentinaLi@cds.com.hk</a>		
		Group e-mail	<a href="mailto:gvcszops@cds.com.hk">gvcszops@cds.com.hk</a>		
NB0	Ningbo	Bob Chen	<a href="mailto:Bob.Chen@cdsningbo.com">Bob.Chen@cdsningbo.com</a>	Carmen Li	<a href="mailto:carmenli@cdsningbo.com">carmenli@cdsningbo.com</a>
TJ0	Tianjin	Alice Liang	<a href="mailto:aliceleung@cdsshanghai.com.cn">aliceleung@cdsshanghai.com.cn</a>	Alice Liang	<a href="mailto:aliceleung@cdsshanghai.com.cn">aliceleung@cdsshanghai.com.cn</a>
JK0	Jakarta / Surabaya	Yosia Lasmaria	<a href="mailto:jktcds10@ktli.co.id">jktcds10@ktli.co.id</a>	Yosia Lasmaria	<a href="mailto:jktcds10@ktli.co.id">jktcds10@ktli.co.id</a>
KR2	Busan	Stevie Kim	<a href="mailto:klkcds@kr.kline.com">klkcds@kr.kline.com</a>	Stevie Kim	<a href="mailto:klkcds@kr.kline.com">klkcds@kr.kline.com</a>
		Han Youn		Han Youn	
PH0	Manila	Ida Dometita	<a href="mailto:idadometita@orientfreight.com">idadometita@orientfreight.com</a>	Ida Dometita	<a href="mailto:idadometita@orientfreight.com">idadometita@orientfreight.com</a>
		Jean Santos	<a href="mailto:jeansantos@orientfreight.com">jeansantos@orientfreight.com</a>	Jean Santos	<a href="mailto:jeansantos@orientfreight.com">jeansantos@orientfreight.com</a>
	Cebu	Rha-Ana Warain	<a href="mailto:cebudocs@orientfreight.com">cebudocs@orientfreight.com</a>	Rha-Ana Warain	<a href="mailto:cebudocs@orientfreight.com">cebudocs@orientfreight.com</a>

Office code	Origin	Operations Contact		Documentation Contact	
		Name	Email Address	Name	Email Address
SLO	Colombo	Dulip Fernando	<a href="mailto:DULIP@abcgroup.lk">DULIP@abcgroup.lk</a>	Dulip Fernando	<a href="mailto:dulip@abcgroup.lk">dulip@abcgroup.lk</a>
		Malith Pathiratne	<a href="mailto:malith@abcgroup.lk">malith@abcgroup.lk</a>	Malith Pathiratne	<a href="mailto:malith@abcgroup.lk">malith@abcgroup.lk</a>
		Davindu Athukorala	<a href="mailto:davindu@abcgroup.lk">davindu@abcgroup.lk</a>	Davindu Athukorala	<a href="mailto:davindu@abcgroup.lk">davindu@abcgroup.lk</a>
TW0	Taiwan	Sandy Lin	<a href="mailto:sandylin@cds-pcl.com.tw">sandylin@cds-pcl.com.tw</a>	Mickey Chen	<a href="mailto:mickychen@cds-pcl.com.tw">mickychen@cds-pcl.com.tw</a>
TH1	Laem Chabang	Wilailak Sarajan	<a href="mailto:wilailak.s@th.kline.com">wilailak.s@th.kline.com</a>	Wilailak Sarajan	<a href="mailto:wilailak.s@th.kline.com">wilailak.s@th.kline.com</a>
		Rathata Techochaingam	<a href="mailto:Rachata.t@th.kline.com">Rachata.t@th.kline.com</a>	Rathata Techochaingam	<a href="mailto:Rachata.t@th.kline.com">Rachata.t@th.kline.com</a>
VN0	HoChiMinh City	Ms Nhung	<a href="mailto:nhungnth@century.com.vn">nhungnth@century.com.vn</a>	Ms Nhung	<a href="mailto:nhungnth@century.com.vn">nhungnth@century.com.vn</a>
		Mr Tin	<a href="mailto:tinhk@century.com.vn">tinhk@century.com.vn</a>	Mr Tin	<a href="mailto:tinhk@century.com.vn">tinhk@century.com.vn</a>
		Group e-mail	<a href="mailto:centuryhcm@century.com.vn">centuryhcm@century.com.vn</a>		
HNO	Hanoi	Ms. Trinh	<a href="mailto:trinh@century.com.vn">trinh@century.com.vn</a>	Ms. Trang	<a href="mailto:huyentrang@century.com.vn">huyentrang@century.com.vn</a>
		Group e-mail	<a href="mailto:CENTURYHN@CENTURY.COM.VN">CENTURYHN@CENTURY.COM.VN</a>	Group e-mail	<a href="mailto:CENTURYHN@CENTURY.COM.VN">CENTURYHN@CENTURY.COM.VN</a>
BBO	Nhava Sheva / Bombay	Vidyas	<a href="mailto:vidyas@unitedliners.com">vidyas@unitedliners.com</a>	Vidyas	<a href="mailto:vidyas@unitedliners.com">vidyas@unitedliners.com</a>
	(Backup)	Chetan	<a href="mailto:chetanp@unitedliners.com">chetanp@unitedliners.com</a>	Chetan	<a href="mailto:chetanp@unitedliners.com">chetanp@unitedliners.com</a>
		Ankita	<a href="mailto:cds.mum@unitedliners.com">cds.mum@unitedliners.com</a>	Ankita	<a href="mailto:cds.mum@unitedliners.com">cds.mum@unitedliners.com</a>
ND0	Nhava Sheva / New Delhi	Group e-mail	<a href="mailto:cds.del@unitedliners.com">cds.del@unitedliners.com</a>	Pushpa Parihar	<a href="mailto:cds.del@unitedliners.com">cds.del@unitedliners.com</a>
CM0	Cambodia	Sony	<a href="mailto:sony@transpeedcambodia.com">sony@transpeedcambodia.com</a>	Sony	<a href="mailto:sony@transpeedcambodia.com">sony@transpeedcambodia.com</a>
		Raksa	<a href="mailto:ocnops2@transpeedcambodia.com">ocnops2@transpeedcambodia.com</a>	Raksa	<a href="mailto:ocnops2@transpeedcambodia.com">ocnops2@transpeedcambodia.com</a>

Centralized location	Target Transition Date	Current offices handling	Team Leader	Operations Staff	Document Staff
Delhi	17-Feb-25	Mumbai, Delhi, Chennai, Tuticorin, Kolkata	Jyoti Gund- <a href="mailto:Jyoti.Gund@in.cds-net.asia">Jyoti.Gund@in.cds-net.asia</a>	Shivangi Gaur	Monika Prasad

# APPENDIX A: PREFERRED LIST OF FORWARDERS

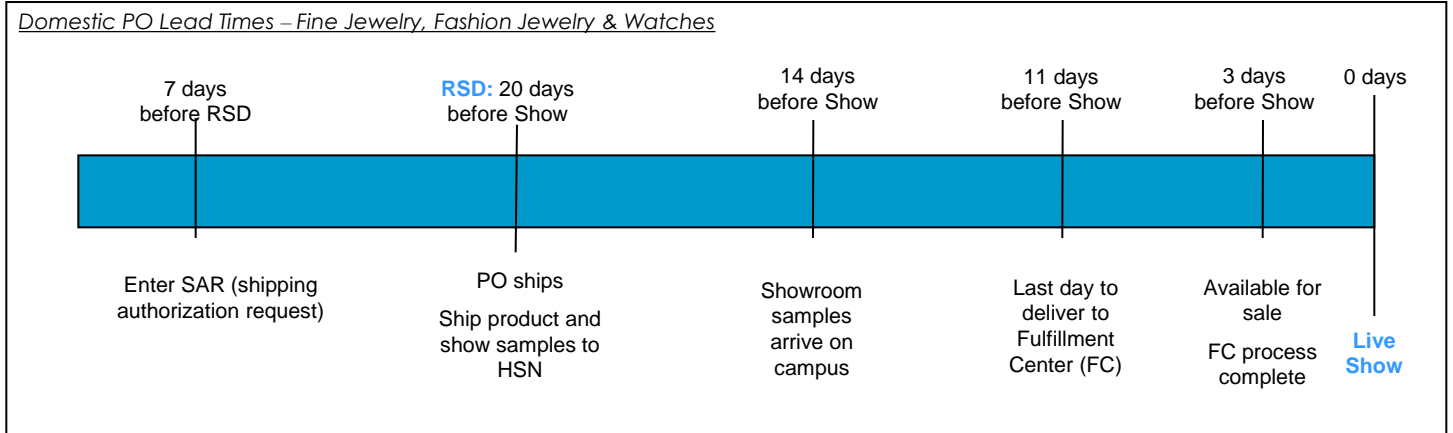
Office code	Origin	Operations Contact		Documentation Contact	
		Name	Email Address	Name	Email Address
MD0	Chennai	Mr. Iyyappa	<a href="mailto:iyyappag@unitedliners.com">iyyappag@unitedliners.com</a>	Mr. Iyyappa	<a href="mailto:iyyappag@unitedliners.com">iyyappag@unitedliners.com</a>
		Mr. Vinoth Kumar	<a href="mailto:vinothk@unitedliners.com">vinothk@unitedliners.com</a>	Mr. Vinoth Kumar	<a href="mailto:vinothk@unitedliners.com">vinothk@unitedliners.com</a>
	(Backup)	Mr. Pradeep	<a href="mailto:pradeepr@unitedliners.com">pradeepr@unitedliners.com</a>	Mr. Pradeep	<a href="mailto:pradeepr@unitedliners.com">pradeepr@unitedliners.com</a>
	(Backup)	Mr. Aswath	<a href="mailto:aswathm@unitedliners.com">aswathm@unitedliners.com</a>	Mr. Aswath	<a href="mailto:aswathm@unitedliners.com">aswathm@unitedliners.com</a>
MY0	Myanmar	Thida Aung	<a href="mailto:Thidaaung@mm.kline logistics.com">Thidaaung@mm.kline logistics.com</a>	Thida Aung	<a href="mailto:Thidaaung@mm.kline logistics.com">Thidaaung@mm.kline logistics.com</a>
		Zin May Thu	<a href="mailto:maythu@mm.kline logistics.com">maythu@mm.kline logistics.com</a>	Zin May Thu	<a href="mailto:maythu@mm.kline logistics.com">maythu@mm.kline logistics.com</a>
BD0	Chittagong	PIJUSH KUMAR	<a href="mailto:pjush@chowdhurygroup.com">pjush@chowdhurygroup.com</a>	LIPI Chicham	<a href="mailto:lipi@chowdhurygroup.com">lipi@chowdhurygroup.com</a>
AUS	Melbourne	Mohamed Ali	<a href="mailto:mali@cds-net.com">mali@cds-net.com</a>		
		Corey	<a href="mailto:cwhite@cds-net.com">cwhite@cds-net.com</a>		
		Craig Sayer	<a href="mailto:csayer@cds-net.com">csayer@cds-net.com</a>		
		Group e-mail	<a href="mailto:centuryaustralia@cds-net.com">centuryaustralia@cds-net.com</a>		
EIS (Israel)	Haifa	Sagi Tsarfati	<a href="mailto:sagi.tsarfati@mano.co.il">sagi.tsarfati@mano.co.il</a>	Sagi Tsarfati	<a href="mailto:sagi.tsarfati@mano.co.il">sagi.tsarfati@mano.co.il</a>
		Moshe Benhemo	<a href="mailto:benhemo@mano.co.il">benhemo@mano.co.il</a>	Moshe Benhemo	<a href="mailto:benhemo@mano.co.il">benhemo@mano.co.il</a>
EIR (Ireland)	Dublin	EMEA TEAM	<a href="mailto:emea@cds-net.com">emea@cds-net.com</a>	EMEA TEAM	<a href="mailto:emea@cds-net.com">emea@cds-net.com</a>
EPR (Portugal)	Leixous	EMEA TEAM	<a href="mailto:emea@cds-net.com">emea@cds-net.com</a>	EMEA TEAM	<a href="mailto:emea@cds-net.com">emea@cds-net.com</a>
Turkey		Toygar Baykal	<a href="mailto:tbaykal@pumashipping.com">tbaykal@pumashipping.com</a>		



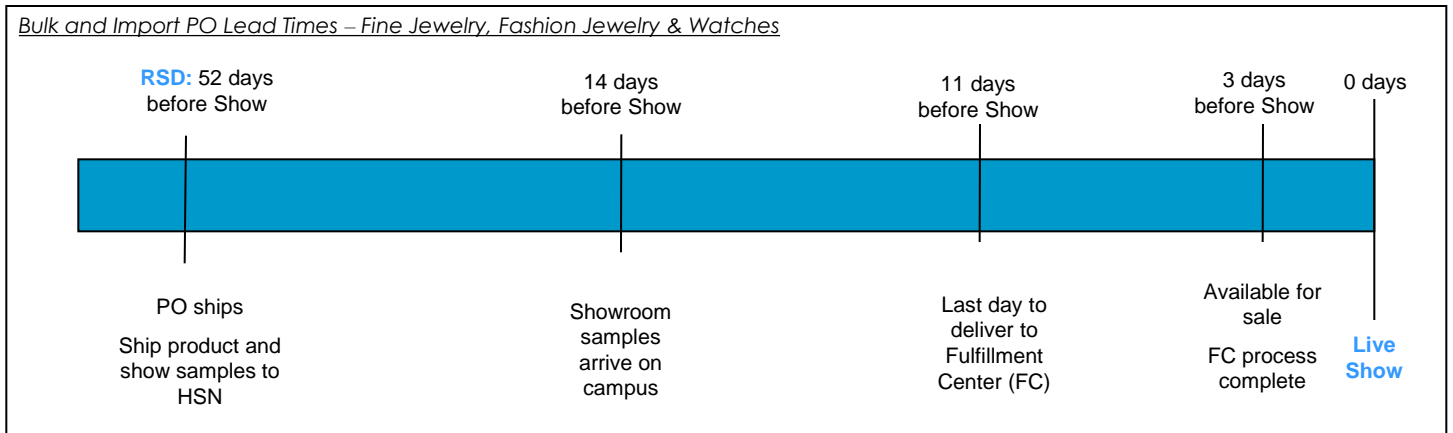
## **APPENDIX B: LEAD TIMES**

## APPENDIX B: JEWELRY LEAD TIMES

The tables below outline the **Domestic Pre-Paid (Jewelry)** PO lead times for the three types of jewelry items (fine jewelry, fashion jewelry and watches). Your HSN Buyer may request samples sooner than what's listed in these tables to allow time for merchandising to review.

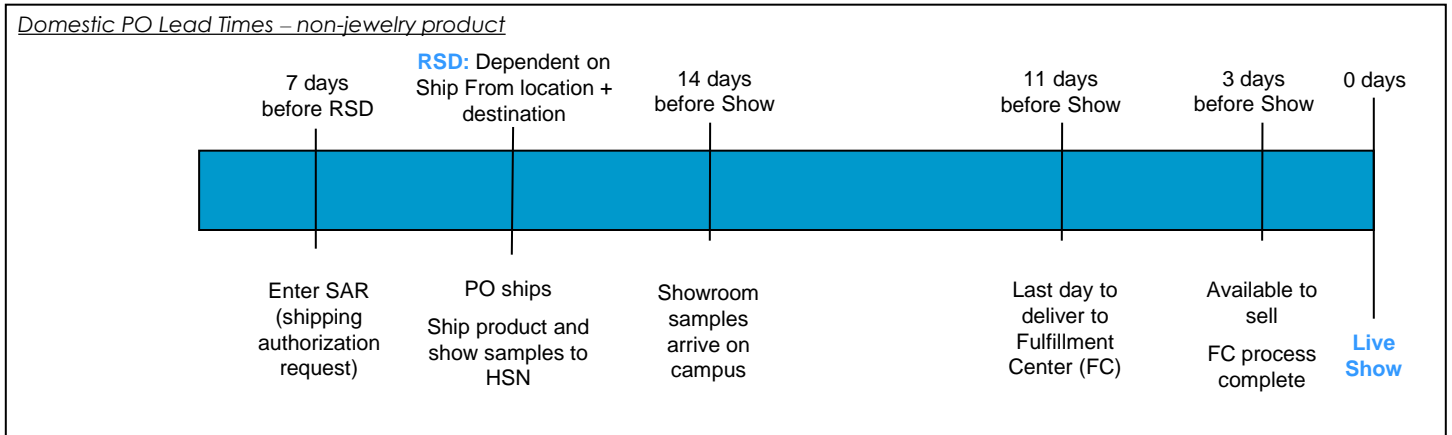


The tables below outline the bulk and **Import** PO lead times for the three types of jewelry items (fine jewelry, fashion jewelry and watches). Your HSN Buyer may request samples sooner than what's listed in these tables to allow time for merchandising to review.

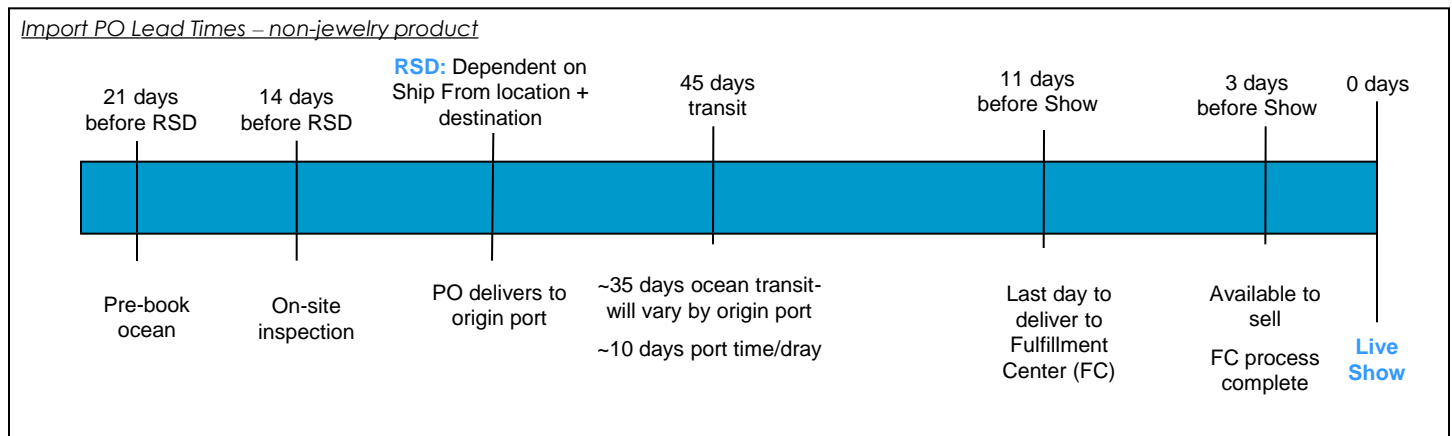


## APPENDIX B: NON-JEWELRY LEAD TIMES

This table outlines the **Domestic Collect** PO lead times for non-jewelry items. The ship window is calculated using the Ship From location (Goods Supplier) and Fulfillment Center destination to equal the RSD (required ship date) needed to make the Live Show.



This table outlines the **Import Collect** PO lead times for non-jewelry items. The ship window is calculated using the Origin port and Fulfillment Center destination to equal the RSD (required ship date) needed to make the Live Show.





## **APPENDIX C: REQUIRED IMPORT DOCUMENTS**

# QXH CUSTOMS CLASSIFICATION FORM

Please follow the below path to open this form:

**HSN Vendor Portal > Documents and Manuals > Operations > QxH Customs Classification Form**

# IMPORT SHEET DEFINITIONS

Number	Description				
1	Vendor company name and address				
2	Vendor contact name				
3	vendor phone number				
4	Vendor fax number				
5	Vendor e-mil address				
6	HSN buyer				
7	Vendor Item number				
8	HSN item number				
9	What are the warranty terms				
10	First cost of product				
11	Is there an RTV privelage				
12	Is it HSN exclusive product				
13	Lead time required prior to ship date				
14	Item country of origin				
15	Harmonized Tariff Schedule number (HTS)	}	Show a picture		
16	Duty rate for HTS				
17	Unit of quantity from the HTS				
18	What"other governmental agency" clearance is required				
19	Is the product patented or trademarked?				
20	Visa category number				
21	HSN binding ruling number				
22	L/C Beneficiary				
23	HSN PO number				
24	Manufacturer's name and address				
25	Factory contact name				
26	Factory phone number				
27	Factory fax number				
28	Factory e-mail address				
29	Are they a new manufacturer in relation to HSN				
30	Are they a related manufacturer of HSN		Link to related parties definitions		
31	Buying or Selling agent				
32	Commission received by agent				
33	Total number of pieces ordered				
34	Number of pieces that fit in a master carton				
35	Number of pieces that fit in a 20' container				
36	Number of pieces that fit in a 40' container				
37	Number of pieces that fit in a 40H' container				
38	Origin port of departure				
39	FOB point				
40	latest ship date				
41	Weight of master carton				
42	Master carton CBM				
43	Master carton dimensions				
44	Selling unit dimensions				
45	Selling unit weight				
46	Vendor's bank details				
47	HSN description				
48	Item description and features				
49	Item material breakdown				
50	Item color variation				
51	Item photograph				
52	Name of person completing the IPIS				
53	Phone number for person completing IPIS				
54	Signature of person completing IPIS				
55	HSNCC approval initials				
56	Date				
57	Corrected HTS number (if required)				
58	Amount of units that can be produced daily by the factory				

# INTERIM FOOTWEAR DETAIL SHEET

there's no place like...



## INTERIM FOOTWEAR DETAIL SHEET

Instructions: complete part A (1 through 9) for all entries. The answers to questions 3 and 4 determine which of the remaining parts, B through E must be complete. If the answers to questions 3 and 4 are rubber and/or plastics, complete part B only. If the answer to question 3 is textile materials and the answer to question 4 is not other materials, only complete part C. If the answer to question 3 is leather and the answer to 4 is not other materials, only complete part D. If the answer to 3 or 4 is other material, only complete part E.

Vendor Name :

Vendor Address:

<p><b>A.</b></p> <p>1. Manufacturer style number if _____</p> <p>2. Importer style number if any: _____</p> <p>3. Circle which of the following materials make up the greatest portion of the external surface area of the upper (accessories, reinforcements, ornamentation, etc., excluded):</p> <p>a. Leather _____</p> <p>b. Rubber and/or plastic _____</p> <p>c. Textile materials _____</p> <p>d. Other materials _____</p> <p>4. Circle which of the following materials make up the greatest portion of the external surface area of the sole (accessories, reinforcements, ornamentation, etc., excluded):</p> <p>a. Leather _____</p> <p>b. Composition leather _____</p> <p>c. Rubber and/or plastic _____</p> <p>d. Other materials _____</p> <p>5. Is the footwear designed for sports activity and does it have spikes, cleats, etc., or provision for the attachment _____</p> <p>Yes _____ No _____</p> <p>6. Is the footwear one of the following types?</p> <p>a. Skating boots, wrestling boots, boxing boots or cycling shoes _____</p> <p>b. Ski boots _____</p> <p>c. Cross-country ski boots _____</p> <p>d. Tennis shoes, basketball shoes, gym shoes, training shoes and the like _____</p> <p>7. Is the footwear exclusively for men, youths or boys _____</p> <p>Yes _____ No _____</p> <p>8. Does the footwear have a protective metal toe-cap _____</p> <p>Yes _____ No _____</p> <p>9. What is the height of the upper?</p> <p>a. Covers the knee or higher _____</p> <p>b. Covers the ankle but not the knees _____</p> <p>c. Does not cover the ankle _____</p>		<p>15. Does the footwear have a foxing or foxing-like band applied or molded at the sole and overlapping the upper? _____</p> <p>Yes _____ No _____</p> <p>16. If the answer to 15 is yes, is the foxing or foxing-like band wholly or almost wholly of rubber or plastic? _____</p> <p>Yes _____ No _____</p> <p>17. Which of the following characteristics does the footwear have?</p> <p>a. Zoris _____</p> <p>b. Made on a base or platform of wood _____</p> <p>c. Made on a base or platform of cork _____</p> <p>d. Open toes or open heels _____</p> <p>e. Exclusively adhesive construction _____</p> <p>f. slip-on type _____</p> <p>g. None of the above _____</p> <p>18. molded construction from a point 3cm above the top of the outer sole? _____</p> <p>Yes _____ No _____</p>	
<p><b>B. Uppers and soles are rubber and/or plastics</b></p> <p>10. Is the footwear waterproof and assembled by means other than stitching, nailing, riveting, screwing, plugging or similar processes? _____</p> <p>Yes _____ No _____</p> <p>(If yes complete questions 11-15: If No complete _____)</p> <p>11. Are the external surface areas of the upper and the sole (accessories, reinforcements, etc., included) over 90% _____</p> <p>Yes _____ No _____</p> <p>12. Is the footwear designed for use without closure? _____</p> <p>Yes _____ No _____</p> <p>13. Is the external surface area of the upper (accessories, reinforcements, etc., included) over 90% rubber or _____</p> <p>Yes _____ No _____</p> <p>14. is the footwear protective in nature (i.e. designed to be worn over or in lieu of, other footwear as a protection against, water oil, grease or chemicals or cold or _____</p> <p>Yes _____ No _____</p>		<p><b>C. Uppers are textile materials: soles are leather, composition leather, rubber or plastics.</b></p> <p>19. Is the external surface area of the upper more than 50% leather (leather accessories, reinforcements, etc., included) _____</p> <p>Yes _____ No _____</p> <p>(If yes, stop: If no, complete questions 14-17, &amp; 20.)</p> <p>20. Which of the following characteristics does the footwear have?</p> <p>a. Less than 10% by weight of rubber and plastics _____</p> <p>b. Not over 50% by weight of rubber or plastics and not over 50% by weight of textile materials and rubber or plastic with at least 10% by weight of rubber or plastic _____</p> <p>c. Uppers of vegetable fibers(cotton, flax, etc.) _____</p> <p>d. Soles which overlap the upper except at the heel _____</p> <p>e. None of the above _____</p>	
<p><b>D. Uppers are leather and soles are leather, composition leather, rubber or plastic</b></p> <p>21. Which of the following characteristics does the footwear have?</p> <p>a. Welt construction _____</p> <p>b. turn or turned construction _____</p> <p>c. Uppers consisting of leather scraps across the instep and around the big toe _____</p> <p>d. Made on a base or platform of wood _____</p> <p>e. None of the above _____</p>		<p><b>E. Other</b></p> <p>22. Which of the following characteristics does the footwear have?</p> <p>a. Uppers of leather or composition leather _____</p> <p>b. Uppers of textile materials _____</p> <p>c. Uppers and soles of wool felt _____</p> <p>d. Disposable footwear _____</p> <p>e. None of the above _____</p>	

# JADE & RUBY CERTIFICATE OF CONFORMITY

[COMPANY LETTER HEAD]

## Burmese Jade Act Certification

I \_\_\_\_\_  
(COMPANY NAME)

Certify to the best of my knowledge and belief, that the jadeite or ruby gemstones that are the subject of this exportation, whether they are exported as loose stones or incorporated in articles of jewelry, are subject to a system of verifiable controls from mine to place of exportation or final finishing which demonstrates that such gemstones were not mined in or extracted from Burma.

I further certify that I maintain records for all transactions involving the importation and exportation of rubies and jadeite from countries other than Burma and those records will be made available to the relevant government authorities upon request.

Item Number	Description of Article	Quantity

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

The above signature needs to be by an officer of the company. (I.E. President, Vice President, Treasurer, Secretary)

# KNIT TO SHAPE VALIDATION

[COMPANY LETTER HEAD]

## KNIT TO SHAPE VALIDATION

I \_\_\_\_\_  
(COMPANY NAME)

Hereby declare that the following articles for the purposes of statistical reporting under heading 6110 comply with the "knit to shape" meaning as described below .

Item Number	Description of Article	Quantity

The term "knit to shape" means garments knit to shape on flat-knitting machines, having a stitch count exceeding 9 stitches per 2 centimeters, but less than or equal to 18 stitches per 2 centimeters, measured on the outer surfaces of the fabric, in the direction on which the stitches are formed. For purposes of this statistical note, in the instances where both knit and purl stitches are usually counted, the purl stitches will be disregarded, and only the knit stitches on the outer surface of the fabric will be counted. All of the garment's components, which include, but are not limited to collars, plackets, cuffs, waistbands and pockets, are knit to shape. All of the components are assembled by looping and linking, including the side seams.

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0349. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED  
OMB No. 0579-0349

## Plant and Plant Product Declaration Form



U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
PLANT PROTECTION AND QUARANTINE

Section 3: Lacey Act Amendments of 2008 (16 U.S.C. 3372)

### Applicability of Declaration:

You are required to complete this form if you are importing any of the following:

Any wild member of the plant kingdom, including roots, seeds, parts, or products thereof, and including trees from either natural or planted forest stands, except:

1. Common cultivars, except trees, and common food crops (including roots, seeds, parts, or products thereof);
2. \* Scientific specimens of plant genetic material (including roots, seeds, germplasm, parts, or products thereof) that are to be used only for laboratory or field research;
3. \* Plants that are to remain planted or to be planted or replanted; or
4. Plants used exclusively as packaging material to support, protect, or carry another item, unless the packaging material itself is the item being imported.

\* You must still complete this form if you are importing plants described under 3. and 4. that are listed:

- In an appendix to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (27 UST 1087; TIAS 8249);
- As an endangered or threatened species under the Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.); or
- Pursuant to any State law that provides for the conservation of species that are indigenous to the State and are threatened with extinction.

### SECTION 1 - Shipment Information

1. ESTIMATED DATE OF ARRIVAL: (MM/DD/YYYY)	
2. ENTRY NUMBER:	3. CONTAINER NUMBER:
4. BILL OF LADING:	5. MID:
6. IMPORTER NAME:	8. CONSIGNEE NAME:
7. IMPORTER ADDRESS:	9. CONSIGNEE ADDRESS:

I certify under penalty of perjury that the information furnished is true and correct:		
Signature	Type or Print Name	Date

Knowingly making a false statement in this Declaration for importation may subject the declarant to criminal penalties in accordance with 16 U.S.C. 3373(d).



1. **Estimated Date of Arrival:** Enter the date (MM/DD/YYYY) that the product is expected to enter the United States of America.
2. **Entry Number:** Enter the U. S. Customs entry number assigned to this shipment. (Format: xxx-xxxxxxx-x)
3. **Container Number:** Enter the number of the shipping container in which the product is being shipped - available from your shipping company. If there is no container number, please leave this section blank.
4. **Bill of Lading:** Enter the Bill of Lading (BOL) number assigned to this shipment - available from the shipping company. If there is no Bill of Lading number, please leave this section blank.
5. **MID:** Manufacturer Identification Code - available from the manufacturer or customs broker (19 CFR Appendix to Part 102).
6. **Importer Name:** Enter the name of the import company or individual for the product.
7. **Importer Address:** Enter the address of the import company or individual in #6.
8. **Consignee Name:** Name of the individual or company who ordered and will ultimately receive the shipment.
9. **Consignee Address:** Enter the address of the individual or company in #8.
10. **Description of the Merchandise:** Enter the name of the plant or plant product, and its use (example: wooden spoons for kitchenware). If the use is unknown, enter only the name of the product (example: lumber).
11. **HTSUS Number:** Enter the Harmonized Tariff Code for the merchandise described in #10 - available at <http://www.usitc.gov/tata/hts/>.
12. **Entered Value (in U.S. Dollars):** Write the entered value of the imported merchandise described in #10 in U.S. Dollars.
13. **Article/Component of Article:** Enter a brief description of each article, or component of an article, that is manufactured from plants or plant parts. (Example: A decorative item including a wood frame and 100 % recycled paperboard - enter the frame as a line item, and record the percent recycled material in the paperboard in section #13.)
14. **Plant Scientific Name:** For each article/component in #14 enter the scientific name (example: See next page). If the species of plant used to produce the product varies, and the species used to produce the product is unknown, enter each species that may have been used to produce the product.

## PLANT & PLANT PRODUCT DECLARATION – PAGE 4 OF 4

15. **Country of Harvest:** Enter the country of origin (where the plant was harvested) (example: See below). If the country of harvest varies, and is unknown, enter all countries from which the plant material in the product may have been harvested.
16. **Quantity of Material:** How much product/merchandise is in the shipment (example: See below).
17. **Unit of Measure:** Use the drop down box on the form to enter the units for #17. (example: See below).

doz - dozen  
 kg - kilograms  
 m - meter  
 m<sup>2</sup> - square meters  
 m<sup>3</sup> - cubic meters  
 No. - number  
 pcs - pieces  
 t - metric tons  
 bf - board feet

18. **% Recycled Material:** If the product is paper or paperboard, enter the percentage of recycled material it contains (0 - 100%). If the percentage of recycled material varies, enter the average percentage of recycled material used in the product (example: If the percentage of recycled material used is between 25% and 45%, enter 35%).

13. ARTICLE/COMPONENT OF ARTICLE:	14. PLANT SCIENTIFIC NAME: (Genus and Species)	15. COUNTRY OF HARVEST:	16. QUANTITY OF PLANT MATERIAL:	17. UNIT OF MEASURE:	18. % RECYCLED MATERIAL
Tables made of Mahogany	<i>Swietenia macrophylla</i>	Indonesia	500	No.	15
European ash lumber (2" x 4')	<i>Fraxinus excelsior</i>	Switzerland	352,000	BF	0

19. **Submission of Paper Declaration:** Importers should have the form available for Customs and Border Protection (CBP) to review at the port of entry. After CBP clears the shipment, the importer must mail the form to the USDA at the following address:

The Lacey Act  
 c/o U.S. Department of Agriculture  
 Box 10  
 4700 River Road  
 Riverdale, MD 20737

**Note:** Sign and Print your name, and write the date on both sections of the form.

# TRADEMARK (TM) DECLARATION

[TM OWNER LETTERHEAD]

[INSERT DATE]

Via Facsimile

Import Specialist  
U.S. Customs and Border Protection

Re: Importation of Articles Bearing the (INSERT®/TM) Trademark

Dear (INSERT):

This letter confirms that HSN LP is authorized to import into the United States articles bearing the (INSERT NAME) trademark, which is a valid trademark registered with the United States Patent and Trademark Office and owned by (INSERT TRADE MARK OWNER'S NAME)

Thank you for your assistance with this matter. If you have any questions, or if you require any additional information, please contact the undersigned at (INSERT TELEPHONE NUMBER)

Sincerely,

(INSERT NAME)

# WEARING APPAREL DETAIL SHEET

## Wearing Apparel Detail Sheet

### Instructions:

1. Complete Section A & H for all garments
2. Review ALL other sections and answer ONLY sections that are specific to the item being imported  
Example: Section B is for Shirts, Tank Tops, Sweat Shirts, Sweaters, etc.

### Section A

#### Complete for all Garment Types

1. Name of garment:	
2. Importer style/item #:	
3. Contains embroidery or applique?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Identify gender or wearer and provide size ranges:	
A. Men's:	
B. Boys (size 2T-4T, 4-7, 8-20):	
C. Women's:	
D. Girls (size 2T-4T, 3-6x, 7-16, 10.5-16.5):	
E. Infants (size 0-24 months):	
5. Identify fiber content/material breakdown in generic terms:	
A. Percentage of component by weight:	
6. Provide construction detail. If other, complete the following:	<input type="checkbox"/> Knit <input type="checkbox"/> Woven <input type="checkbox"/> Other
A. Detailed description of construction:	
7. Does the garment have any of the following features? If yes, list fiber content and location:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Lining:	
B. Interlining:	
C. Trim:	
8. Does item contain buttons? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Material content breakdown of buttons:	

### Section B

#### Shirts/blouses, Pullovers, Tank tops, Tops, Sweatshirts, Sweaters and T-shirts

1. Does the garment have pockets below the waist?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the garment have an opening at the neck? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Type of neck opening (Full or partial):	<input type="checkbox"/> Full <input type="checkbox"/> Partial
B. Location of neck opening (i.e. Front, back or side):	<input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Side
3. Method of fastening (i.e. buttons, zipper, tie or if other describe): If buttons, complete the following:	
A. Buttons left over right:	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. Buttons right over left:	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. What type of bottom does the garment have? If other, complete the following:	<input type="checkbox"/> Hemmed <input type="checkbox"/> Sewn On <input type="checkbox"/> Continuous Knit <input type="checkbox"/> Drawstring <input type="checkbox"/> Other (explain below)
A. Detailed description:	
5. What are the type of sleeves?	<input type="checkbox"/> Long <input type="checkbox"/> Short
6. Tank tops & Tank top styles (width of shoulder straps?)	
7. Is the top of the neckline below the nape of the neck?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. What type of cuff is on sleeves? If other, complete the following:	<input type="checkbox"/> Hemmed <input type="checkbox"/> Ribbed <input type="checkbox"/> Other
A. Detailed description:	
9. Is the garment a top? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Does top meet the waist?	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. What is the length of top IN INCHES?	
10. Is the garment a t-shirt? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO

# WEARING APPAREL DETAIL SHEET

11. Is the garment a sweatshirt? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Is it napped (fleece)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>12. For all KNIT garments in Section B, complete the following:</b>	
A. Is the item knit to shape?	<input type="checkbox"/> YES <input type="checkbox"/> NO
*The term "knit to shape" means garments knit to shape on flat-knitting machines, having a stitch count exceeding 9 stitches per 2 centimeters, but less than or equal to 18 stitches per 2 centimeters, measured on the outer surfaces of the fabric, in the direction on which the stitches are formed. In the instances where both knit and purl stitches are usually counted, the purl stitches will be disregarded, and only the knit stitches on the outer surface of the fabric will be counted. All of the garment's components, which include, but are not limited to, collars, plackets, cuffs, waistbands and pockets, are knit to shape. All of the components are assembled by looping and linking, including the side seams.	
B. What are the number of stitches per centimeter vertically?	
C. What are the number of stitches per centimeter horizontally?	
D. Which direction are the stitches formed?	<input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal
<b>13. For all WOVEN garments in Section B, complete the following:</b>	
A. Does the garment contain two or more colors in the warp or filling?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Section C</b>	
<b>Coats, Jackets, Windbreakers</b>	
1. Is the garment a suit type?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. What is the length of the garment IN INCHES?	
3. What are the number of panels?	
4. Does it have a coating of plastic or rubber on the exterior that is visible to the naked eye? (If yes, complete Section H)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Is the item water resistant? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Describe application:	<input type="checkbox"/> Rubber <input type="checkbox"/> Plastic
B. Where is application applied?	<input type="checkbox"/> Outer Shell <input type="checkbox"/> Lining <input type="checkbox"/> Interlining
C. Does more than 1.0 gram of water penetrate, under a head pressure of 600 millimeters, after two minutes when tested in accordance with AATCC Test Method 35-1985? (If yes, include test certificate):	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Is the item down filled? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. What is the total weight of the garment?	
B. What is the total weight of the feathers?	
C. What is the total weight of the down?	
<b>Section D</b>	
<b>ensemble Suits (MUST be imported together and cover the lower and top portion of the body)</b>	
1. Is the fabric design of the top identical in color and construction to the fabric and design for the bottom portion?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the item have trim?	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. If yes, describe the location of the trim on the upper and lower garment pieces:	
Upper garment:	
Lower garment:	
3. What are the number of panels in the vertical direction?	
<b>Section E</b>	
<b>Scarves and Shawls</b>	
1. What are the dimensions?	
<b>Section F</b>	
<b>Swimwear</b>	
1. Does the garment have a liner? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Full or partial liner:	<input type="checkbox"/> Full <input type="checkbox"/> Partial
2. For waistband, complete the following:	
A. Elasticized?	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. Functional Drawstring?	<input type="checkbox"/> YES <input type="checkbox"/> NO
C. If other, provide detailed description:	

# WEARING APPAREL DETAIL SHEET

<b>Section H</b>	
<b>Recreational Performance Outerwear</b>	
1. For rubber or plastic treated garments, complete the following:	
A. Coated with rubber?	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. Coated with plastic?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. What part of the garment is coated? If other, provide the following:	<input type="checkbox"/> Outer Shell <input type="checkbox"/> Lining <input type="checkbox"/> Interlining <input type="checkbox"/> Other
A. If other, provide a detailed description:	
3. Can the coating be seen with the naked eye, other than a change in color?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Does the rubber or plastics material completely obscure the underlying fabric?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Is the item water resistant? If yes, complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
A. Does more than 1.0 gram of water penetrate, under a head pressure of 600 millimeters, after two minutes when tested in accordance with AATCC Test Method 35-1985? (If yes, include test certificate):	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Does the garment have critically sealed seams? If no, disregard #6	<input type="checkbox"/> YES <input type="checkbox"/> NO
*The term 'critically sealed seams' means-- (A) for jackets, windbreakers and similar articles (including padded, sleeveless jackets), sealed seams that are sealed at the front and back yokes, or at the shoulders, arm holes, or both, where applicable; and (B) for trousers, overalls and bib and brace overalls and similar articles, sealed seams that are sealed at the front (up to the zipper or other means of closure) and back rise.	
6. Does the garment have 5 or more of the following features? If yes, check all that apply:	<input type="checkbox"/> YES <input type="checkbox"/> NO
• insulated for cold weather protection (see definitions tab)	<input type="checkbox"/> YES <input type="checkbox"/> NO
• pockets, at least one of which has a zippered, hook and loop, or other type of closure	<input type="checkbox"/> YES <input type="checkbox"/> NO
• elastic, draw cord or other means of tightening around the waist or leg hems, including hidden leg sleeves with a means of tightening at the ankle for trousers and tightening around the waist or bottom hem for jackets	<input type="checkbox"/> YES <input type="checkbox"/> NO
• venting, not including grommet(s) (see definitions tab)	
• articulated elbows or knees (see definitions tab)	<input type="checkbox"/> YES <input type="checkbox"/> NO
• reinforcement in one of the following areas: the elbows, shoulders, seat, knees, ankles or cuffs	<input type="checkbox"/> YES <input type="checkbox"/> NO
• weatherproof closure at the waist or front (see definitions tab)	<input type="checkbox"/> YES <input type="checkbox"/> NO
• multi-adjustable hood or adjustable collar	<input type="checkbox"/> YES <input type="checkbox"/> NO
• adjustable powder skirt, inner protective skirt or adjustable inner	<input type="checkbox"/> YES <input type="checkbox"/> NO
• construction at the arm gusset that utilizes fabric, design or patterning to allow radial arm movement (see definitions tab)	<input type="checkbox"/> YES <input type="checkbox"/> NO
• odor control technology (see definitions tab)	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Section I</b>	
<b>Bib or Brace Overalls, Coveralls</b>	
1. If garment has a bib rise, give the height IN INCHES of the rise above the natural waistline:	
2. If the garment is water resistant, complete the following:	
A. What is the type of application?	
B. Does more than 1.0 gram of water penetrate, under a head pressure of 600 millimeters, after two minutes when tested in accordance with AATCC Test Method 35-1985? (If yes, include test certificate):	<input type="checkbox"/> Rubber <input type="checkbox"/> Plastic <input type="checkbox"/> YES <input type="checkbox"/> NO
C. What area of the garment is coated?	<input type="checkbox"/> Outer Shell <input type="checkbox"/> Lining <input type="checkbox"/> Interlining
Item Country of Origin: _____	
Company Name: _____	
Authorized signature of vendor/seller: _____	
Typed or printed name: _____	
Date: _____	



## **APPENDIX D: KEY SUPPLY CHAIN CONTACTS**

# KEY SUPPLY CHAIN CONTACTS



overview

main contact: **Your Buying Team**  
general questions: [VendorRelations@hsn.net](mailto:VendorRelations@hsn.net)



purchase orders

PO terms: **Your Buying Team**



product samples

buyer samples: **Your Buying Team**  
QA samples: **Debbie Edmonds** | Product Validation Manager | 727.872.5099  
showroom samples: **Showroom** | [Showroomreceiving@hsn.net](mailto:Showroomreceiving@hsn.net)



quality assurance

**Rita Fontan** | QA Manager | 727.872.5625  
**Debbie Edmonds** | Product Validation Manager | 727.872.5099  
claims: **Randy Cigarran** | Claims Manager | 727.872.5098  
product packaging: **Frank Ruotolo** | Packaging Manager | 727.872.7393  
on-site inspections: **Joann Witmer** | Sr. Manager, Global PSFGA | 484.701.3248



packaging

general contacts: **Your Buying Team**  
internal packaging: **Frank Ruotolo** | Packaging Manager | 727.872.7393



labeling

main contacts: **Vendor Compliance** | [vendorcompliance2@hsn.net](mailto:vendorcompliance2@hsn.net)



shipping

domestic and import shipping: **Traffic Department** | [trafficdepartment@hsn.net](mailto:trafficdepartment@hsn.net)  
drop ship orders: **Drop Ship Department** | [dropshipdepartment@hsn.net](mailto:dropshipdepartment@hsn.net)  
**Drop Ship On Boarding** | [dropshiponboarding@hsn.net](mailto:dropshiponboarding@hsn.net)  
import compliance: **Darren Yokopenic** | Sr. Manager Import Compliance | 727.872.4779



compliance

general: **Vendor Compliance** | [vendorcompliance2@hsn.net](mailto:vendorcompliance2@hsn.net)  
QA: **Rita Fontan** | QA Manager | 727.872.5625  
VC: **John Medearis** | Vendor Compliance Coordinator | [john.medearis@hsn.net](mailto:john.medearis@hsn.net)