

JCPenney

Supplier to Retail Warehouse Manual For Fine Jewelry

THIS MANUAL IS A SUPPLEMENT TO YOUR JCPENNEY ROUTING GUIDE AND DOES NOT REPLACE IT.

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May 2005

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**This manual applies to all shipments to the following
JCPenney warehouse units:**

Facility Number	Description
9774-1	Statesville IP Pick-Pack Jewelry
9753-5	Statesville IP Pre-Pack Jewelry

JCPenney Distribution Facility Address

Statesville

JCPenney Whse #xxxx-x
1634 Salisbury Road
Statesville, NC 28677

Use the correct warehouse number where xxxx-x is indicated above.

Packaging Instructions

For 9774-1 - Pick-Pack Jewelry:

Bar code ticket to be attached to each piece.
Each piece in a polybag with zip closure.

100 pieces of the same Lot/DI. in a larger polybag.
Each larger polybag to have printed on the bottom side of the bag the following information:
Sub no. - Lot no. – DI# - No. of pieces

Combine 100 Piece Polybags by Lot into a Master Polybag by Sub no. - Lot no. –
DI#
Various larger polybags in a master Polybag labeled by Sub/DI#.
Master Polybags in a Master Carton to have each Sub/DI>

For 9753-5 - Pre-Pack Jewelry:

Merchandise being shipped into the prepack warehouses must be uniformly packed with the
same number of units in each carton, as specified in the Delivery Instructions or DI#.

For All Shipments:

Outside cartons to be of a minimum 175-lbs/in two single-wall corrugated fiberboard
construction in sizes accepted by freight forwarder
(Carton dimensions accepted by forwarder are of a Minimum size of 9x9x2 Inches and a
Maximum size of 36x27x30 Inches, and Maximum Weight of 60 lbs), and marked follows:
JCPENNEY STATESVILLE WHSE #xxxx-x
1634 SALISBURY ROAD
STATESVILLE, N.C. 28677 - U.S.A.
Sub #/ DI#
NO. OF CARTONS

List of JCPenney Contacts

<u>Location</u>	<u>Telephone #</u>	<u>Contact</u>	<u>Fax #</u>	<u>E-Mail</u>
Statesville, NC	(704) 928-2313	Wanda Stafford	(704) 928-2248	wstaffor@jcpenney.com

General Guidelines

- Each selling unit **must** have complete and accurate unit labeling in accordance with the packaging specifications on page 2.
- Carton contents **must** match the Delivery Instructions or DI# specification for quantity and size range. **No substitutions are allowed.**
- Merchandise being shipped into the prepack warehouses **must** be uniformly packed with the same number of units in each carton, as specified in the Delivery Instructions or DI#.
- All cartons must be marked with all required JCPenney information. Examples of the required carton labels appear in Exhibit #2 on page 10 and 11 of this manual. The EDI labels shown in Exhibit #2 follow the guidelines in the JCPenney Supplier Internet Site – Vision 2002 under the JC Penney Electronic Commerce Section at <http://jwebapps.jcpenney.com/Supplier/General/edi/index.htm>.
- A Master Carton with multiple contracts, must have a Pre-Alert /Advance Packing List for each contract with notation of “master carton contains x number of contracts”. See page 5.
- A Pre-Alert/Advanced Packing List **must** be sent by e-mail to Distribution Center Order Services dstjewl@jcpenney.com and Supply Chain Specialist Jill Cale jcale@jcpenney.com and Carol Meddaugh cmeddau1@jcpenney.com no later than the release of the shipment to the carrier. Please, include contact person name and number. Refer to “Pre-Alert / Advanced Packing List Message” guidelines on page 4 for more detailed instructions.
- The Pre-Alert / Advanced Packing List must have Brinks House Air Waybill (HAWB) Number or the UPS tracking number for each shipment

Pre-Alert / Advanced Packing List Message Guidelines

A separate Pre-Alert form **must** be completed for each DI in each shipment.

The carrier's freight bill ,Brinks House Air Waybill (HAWB) or the UPS tracking number **must** appear on all shipments.

An example of the format for the Pre-Alert/Advanced Packing List appears as Exhibit #1 on the next page of this manual. Apply format shown in Exhibit #1 into your own system (Do not handwrite information).

The key fields in the pre-alert are listed below:

- **From** - The actual origin location from which you are shipping.
- **Freight Bill Number (Brinks House Air Waybill #)** - One shipment per Pre-Alert.
- **Subdivision** - JCPenney subdivision number.
- **Lot Number** - JCPenney style number.
- **Line Number** - JCPenney color number.
- **SKU Number** - A complete breakdown by sku must be provided, but size range may be used if JCPenney sku is not known.
- **Weight**: Both total and carton weight.
- **Island Pacific Prepack Code** – Substitute for SKU number for all prepack Jewelry on Island Pacific System.
- **Delivery Instructions.**
- -.
- **Pack Size** - units per carton by contract by lot number.
- **JCPenney Warehouse Facility and Location.**
- **Pre-Alert Number** - Use any sequential number series.

A Pre-Alert/Advanced Packing List **must** be e-mailed as an attachment (Exhibit 1) with all required information completed to the Distribution Center Order Services and POM Coordinator no later than the release of the shipment to the carrier.

Distribution Center Order Services
Supply Chain Specialist

E-mail
dsstjewl@jcpenny.com
jcale@jcpenny.com
cmeddau1@jcpenny.com

Exhibit #2
J.C. Penney Co., Inc.
UCC/EAN-128 SHIPPING CONTAINER
LABEL SPECIFICATIONS
Retail and Catalog]
(Label Zone Descriptions are also included)

SYMBOL QUALITY

The minimum ANSI print grade for the UCC/EAN-128 symbols is "C".

PRINT MEDIA

UCC/EAN-128 symbols are typically printed on white labels. The label surface should be neither glossy (causes mirror-like [specular] reflection) nor prone to smearing or smudging. It is the responsibility of the shipper to use print media which will not smudge during the transport process.

LABEL PLACEMENT

Follow the UCC standards published in the "Application Standard for Shipping Container Codes (ANSI/UCC6-2000)", Section 3.4 - Symbol Location. This is available on the Uniform Code Council Web Site at: http://www.uccouncil.org/id_numbers/id_reference_library.htm/. If the standard 4 inch by 6 inch label does not fit **completely** on the side of the [small height transport packages], then the label 'may' be applied on top of the carton using the same location relative

to the edges of the carton as in side-placement. If this top-placement results in operational concerns than the label may be re-configured [see LABEL SIZE].

LABEL SIZE

The recommended label size for the UCC Common Label is 4 inches wide by 6 inches high. This will accommodate many transport packages [cartons] and is the standard JCPenney requirement.

Small height transport packages may require that the labeler arrange the zones in a manner that will serve a variety of container styles and sizes. The labeler, therefore, may increase the label width to accommodate side-by-side zone placement. Although zones can be placed side-by-side, avoid side-by-side placement of linear bar codes to minimize the potential for misreads by the scanner. These labels must be consistent with JCPenney Label Zone Specifications. See the "Application Standard for Shipping Container Codes (ANSI/UCC6-2000)", Appendix A: Common Label Examples for an example of a label for small height packages.

Exhibit #2

J.C. Penney Co., Inc.

UCC-128 Label Zone Descriptions

LABEL ZONE SPECIFICATIONS

ZONE A		SHIP FROM	
Zone Title		FROM	
Height		1.0 inch [25.4 mm]	
Width		1.25 inch [31.75 mm]	
Characteristic		Mandatory.	
Data Content		Shipper name and address of the actual ship point.	
Text Size		8 to 10 points.	
ZONE B		SHIP TO	
Zone Title		TO	
Height		1.0 inch [25.4 mm]	
Width		2.75 inch [69.85 mm]	
Characteristic		Mandatory.	
Data Content		Ship To unit number, name and address.	
Data Source		Routing Instructions.	
Text Size		12 to 14 points.	
ZONE C		CARRIER ROUTING BAR CODE	
Zone Title		SHIP TO POST	
Height		1.0 inch [25.4 mm]	
Width		2.5 inch [63.5 mm]	
Characteristic		Mandatory.	
Data Content		Ship To Postal Code.	
Data Source		Routing Instructions.	
Bar Code Height		0.5 inch [12.7 mm] [minimum]	
X-Dimension		0.010 inch [.254 mm] [minimum]	
ZONE D		TRADING PARTNER DATA	
Zone Title		Not Applicable.	
Height		1.0 inch [25.4 mm]	
Width		1.5 inch [38.1 mm]	
Characteristic		Mandatory.	
Data Content: Retail		Purchase Order Number.	
		Subdivision Number.	
		Subdivision Description [future requirement].	
		Blocking Code [future requirement].	
Data Content: Catalog		Purchase Order Number.	
		Subdivision Number.	
Data Source		850: Purchase Order.	
Text Size		14 points [truncate as required].	
ZONE G		FINAL DESTINATION CODE	
Zone Title		FOR [mark for number]	
Height		2.0 inch [50.8 mm] Recommended. 1.5 inch [38.1 mm] Minimum	
Width		2.5 inch [63.5 mm]	
Characteristic		Mandatory.	
Data Content		Final destination JCPenney unit number [add leading zero to allow use of UCC/EAN-128 Subset C for efficiency]. Example: Unit Number 12345 would be encoded as "012345".	

Exhibit #2

J.C. Penney Co., Inc.

UCC-128 Label Zone Descriptions

Data Source	EDI 850: Purchase Order. Header-Level N1 Segment where N101 = "ST". Destination Unit Number is in N104. Use the numeric characters only. <i>Do not include the alpha suffix if included in the 850.</i> Example: If the N104 = 12345A, use 12345 and add the leading zero [see Data Content above].
Bar Code Height	1.5 inch [38.1 mm] Recommended. 1.25 inch [31.75 mm] Minimum.
X-Dimension	0.020 inch [.508 mm] [minimum for automated sortation]
Quiet Zone	0.25 inch [6.35 mm]. Minimum. Each Quiet Zone preceding and following the bar code.
ZONE H FINAL DESTINATION TEXT	
Zone Title	Not Applicable.
Height	2.0 inch [50.8 mm] Recommended. 1.5 inch [38.1 mm] Minimum
Width	1.5 inch [38.1 mm]
Characteristic	Mandatory.
Data Content	Final destination JCPenney unit number and address. For the unit number, do not add the leading zero as this is only required in the bar code in Zone G. Example: 12345. Address is the full address for the destination.
Data Source	Unit Number: EDI 850: Purchase Order. Header-Level N1 Segment where N101 = "ST". Destination Unit Number is in N104. Use the numeric characters only. <i>Do not include the alpha suffix if included in the 850.</i> Example: If the N104 = 12345A, use 12345. Address: This varies by trading partner. Some trading partners receive the final destination address in the EDI 850. Some trading partners receive a listing of JCPenney unit addresses via a separate EDI transaction.
Text Size	Unit Number: 20 points. Address: 8 points [truncate as needed].
ZONE I SERIAL SHIPPING CONTAINER CODE	
Zone Title	SSCC
Height	2.0 inch [50.8 mm] Recommended. 1.5 inch [38.1 mm] Minimum
Width	4.0 inch [101.6 mm]
Characteristic	Mandatory.
Data Content	Serial Shipping Container Code. SSCC18.
Data Source	Generated by the shipper.
Bar Code Height	1.5 inch [38.1 mm] Recommended. 1.25 inch [31.75 mm] Minimum.
X-Dimension	0.020 inch [.508 mm] [minimum for automated sortation]
Quiet Zone	0.25 inch [6.35 mm]. Minimum. Each Quiet Zone preceding and following the bar code.

Exhibit #2

J.C.PENNEY CO., INC. SHIPPING CONTAINER CONTENTS LABEL SPECIFICATIONS [Retail and Catalog]

HEADER	
DESTINATION	EDI 850, N104 [where N101 = "ST"]. Must match the Destination in Zone H on the UCC-128 label.
SSCC	Shipper generated. Must match the SSCC Number in Zone I on the UCC-128 label.
DETAIL	
SUB	EDI 850, REF02 where REF01 = "DP".
P.O.#	EDI 850, BEG03.
JCP ITEM NUMBER	EDI 850, PO107.
QTY	Quantity of each item in the carton.

Fonts: Minimum 14 points.

Header may contain additional data critical to shipper as needed. I.E. location in warehouse, vendor order number, other control numbers, etc.

Exhibit #2

JCPenney UCC/EAN-128 Shipping Container Label [Retail and Catalog]

Zone A

FROM:
Acme Trading Co.
417 Main Street
Charlotte, NC
28212

TO: JCPENNEY PEPS (90324)
1634 Salisbury Rd.
Statesville, NC 28677

Zone B

Zone C

SHIP TO POST
(420) 28667

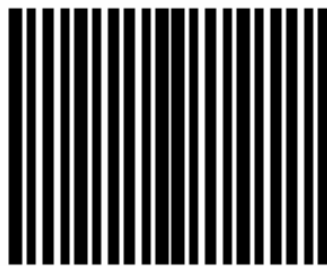


PO 35987200
SUB 022
FAMILY FOOT
NJVO

Zone D

Zone G

FOR:
(91) 012345



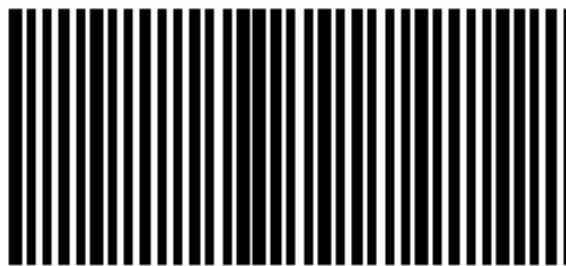
12345

JCPENNEY CO
6002 ECHOLON MALL
VOORHEES NJ

Zone H

Zone I

SSCC
(00) 0 0028028 513895851 3



Actual Label Size: 4" x 6".

ILLUSTRATION ONLY.

Expense Offset Policy

Non-compliance with our requirements will result in an expense offset for any resulting labor and material costs. These expense-offset charges are posted on the Supplier Internet Site - Vision 2002 under Packaging / Labeling / Ticketing -- Expense Offsets: (http://jwebapps.jcpenney.com/Supplier/Packaging_Labeling/). The following general areas result in violation, which will be, assessed a charge of \$500 per incident.

- **Not sending** the Pre-Alert/Advanced Packing List to Distribution Control Order Services and POM Coordinator via e-mail attachment (Exhibit 1) with all required information completed by the release of shipment to carrier.
- **Incorrect Pre Alert/Advanced Packing Lists** - Must have the JCP Subdivision, Lot, Line, SKU, DI#, Weight and pack size.
- **Incorrect or Missing Weight** on Pre-Alert/Advance Packing List.
- **Missing or incorrect JCP carton marking** - Labor and Material costs will be charged to correct the problem plus the \$500 incident charge.
- **Incorrect pack size (units per carton/package)** - any carton containing units of merchandise not equal to the DI pack size, with the exception of any request from the Buying Unit. Labor and Material costs will be charged to correct the problem plus the \$500 incident charge.
- **Merchandise substitutions** - any substitution not authorized by a DI revision or directly by the Buying Unit, including but not limited to substitutions of color and size.
- **Incorrect or missing JCPenney merchandise selling tags as specified on the DI** - Labor and Material costs will be charged to correct the problem plus the \$500 incident charge.
- **Incorrect wholesale distribution center address and/or unit number**
- **Substandard carton quality or taping** – must use security tape on all open seams on cartons taped or shrink-wrap cartons so any tampering will be visible. Labor and Material costs will be charged to correct the problem plus the \$500 incident charge.
- **Stenciled cartons** - use of stencils is not permitted.
- **Banded Cartons** – use of bands, regardless of material type, is prohibited from placement around cartons.

Domestic/Inland Transportation

Fine Jewelry Shipments Consigned to JCPenney 9774-1, Statesville, NC

Application of Instructions: These shipping instructions apply only on shipments consigned to JCPenney 9774-1, Statesville, NC.

ALL ORDERS MUST BE COMBINED AND SHIPPED IN THE FEWEST NUMBER OF CARTONS POSSIBLE. ORDERS MUST BE SHIPPED THE SAME DAY. SHIPPING MORE THAN ONCE A WEEK, NEEDS WRITTEN APPROVAL FROM YOUR SENIOR DISTRIBUTOR.

ROUTING TO STATESVILLE, NC

Ship via Brinks to Statesville.

The following instructions **MUST** be followed for shipments via Brinks:

- Carton size cannot be any larger than 1.5' x 1.5' x 1.5'.
- Maximum weight per carton 60 lbs. Brinks will supply bags and seals upon request but the supplier may ship in a non-pouched carton. Contact the JCP Domestic Customer Service Rep (CSR), Mr. Martin Lombardi, at 212-704-5239 for supplies at least 15 business days before they are needed.
- Declare the total value (at cost) for each carton.
- Shipment size cannot exceed \$150,000 cost value, 500 lbs., or 15 cartons.
- Complete a Brinks House Air Waybill (HAWB).
 - You may obtain the air waybills from the JCP Domestic Customer Service Rep (CSR) at least 15 business days before they are needed. Contact Mr. Martin Lombardi, 212-704-5239.
 - Supplier must fill out the shipper's name and address, contact person, number of pieces, weight, and value. These details must be complete and clearly defined on the air waybill.
 - Shipments may consist of multiple cartons picked up at the same time under the same HAWB from one supplier to JCPenney, Statesville, NC.
- Scheduling A Pickup – Supplier **MUST** notify the Brinks JCP Domestic Customer Service Rep (CSR), Mr. Martin Lombardi at 212-704-5239, to arrange for a pickup. Brinks must be contacted no later than 12-noon one business day prior to the shipping date to schedule the pickup.
 - You must provide the following when scheduling a pickup:
 - Date and time of the pickup.
 - Weight, value, and size of each carton.
 - Total weight, number of cartons, and total value of the shipment.
 - If shipment exceeds \$15 million supplier must notify Brinks 2 business days in advance, so Brinks can organize additional crew.
- Supplier must be ready with the merchandise and HAWB when Brinks comes to pickup the shipment.
 - Pickup must be completed no later than 4:30 PM.
 - Brinks must be off the supplier premises before 5:00 PM to meet a scheduled flight for the shipments.
- Indicate the following billing addresses on the Brinks airbill:

Bill To: JCP Logistics
P.O. Box 45111
Salt Lake City, UT 84145-0111

Failure to follow the above instructions will result expense offsets to your company. Any questions concerning these instructions should be directed to JCP Logistics, Salt Lake City, Utah either by telephone at (801) 350-2206 or e-mail us at DSSL9114@jcpenny.com.

Merchandise Invoices

All invoices must be transmitted to JCPenney via the EDI 810 transaction set. Questions should be directed to JCPenney Salt Lake City Accounting Center, EDI Department at (801) 350-2415.