Belk Private Brands International Vendor Business Requirements

Updated August 19, 2026

Formerly known as Belk Vendor Guide, Best Belk Plan

Note: These Vendor requirements must be followed by all Vendors who are supplying merchandise to Belk, and Belk is acting as the Importer of Record (IOR).

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Belk Private Brands International Vendor Business Requirements Change Log

DATE	SECTION	CHANGE
1/29/18	6.1	Clarification to Carton/prepack description
7/9/2018	2.2.5	Restricted Countries of Origin
7/9/2018	2.2.6	Declaration and Required Signature
7/9/2018	2.7	California Prop 65
7/9/2018	3.3	Purchase Order Terms and Conditions
7/9/2018	5.1	Private Brand Color, TO, & QA Contact Information
11/30/18	3.2	Change to Purchase Order Overage/Shortage policy
11/30/18	5.1	Sampling and Testing Costs
11/30/18	7.1	Late Booking Chargeback
7/1/18	7.1	Belk Reserves the right to Cancel Statement
7/1/18	7.1	Late Shipment from MCS Statement
7/1/18	7.1	Air/Sea Difference Statement
7/1/18	6.9, 6.4	Belk International Allows -5% Shortages and 0% Overages
11/15/19	Appendix D	Revised Hanger Requirements
7/31/20	2.9	Insurance
9/10/20	6.4, 7.1	Vendor Booking Process/Chargeback Table
10/28/2020	5.3	Update contact in Section 5.3
11/17/2020	2.9	Revised Insurance – 2nd and 3rd bullets
12/11/2020	5.7	RFID
1/25/2021	6.2	Carton Dimensions
5/17/2021	1.1, 1.4, 2.2.1, 2.2.5, 3.3, Appendix A, 5.1, 5.6.2, 5.7.4, 7.1, Appendix G	Update Sections 1.1 & 1.4, Forced Labor, Restricted Countries of Production, Force Majeure 4th bullet & Appendix A, Section 3, Section 5.1, eCommerce Reshippable Packaging Dimensions, RFID Chart II, chargeback, and charge rate & Appendix G
8/4/2021	7.1	Revise chargeback rate
8/19/2021	5.7.4	Add RFID placement guidelines in Soft Home and Hard Home
8/24/2021	5.3, Appendix D, Appendix H	Update section 5.3 Hanger Requirements, Update Appendix D, Add Appendix H
10/26/2021	5.7, Appendix I	Update section 5.7 RFID Requirements, Add Appendix I
01/07/2022	7.1	Update section 7.1 Chargeback Table
04/12/2022	5.1	Update section 5.1 Product Testing and Final Inspection Protocols
05/26/2022	7.1	Update section 7.1 Chargeback Table
06/30/2022	1.2, 5.7.4, 6.4, 6.7, 9.1 & Appendix J	Update Maersk/Damco on Section 1.2, 5.7.4, 6.4, 6.7, 9.1 & Appendix J
08/12/2022	2	Update all of Section 2
09/20/2022	7.1	Update Section 7.1 Chargeback table
12/15/2022	5.1, 7.1	Update Section 5.1 & 7.1
01/27/2023	7.1	Update Section 7.1
09/19/2023	7.1	Update Section 7.1
10/27/2023	7.1	Update Section 7.1
12/31/2024	All	Mass update: edits, removals, adds
10/14/2025	All	Mass update: edits, removals, adds
03/24/2026	Appendix M	Update to hanger specifications

06/04/26	Appendix C, Appendix F & Appendix N	Update Maersk contact list and update to Vendor Recordkeeping Requirements (Cargo)
07/13/26	7.7, 8.1	Update to requirements for shipment hazardous materials
08/19/26		Mass updates

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Section One: Vendor Information

1.1 New Vendor Onboarding and Documentation Requirements

Belk International (BI) Vendors must have Belk Sourcing team's approval to proceed with adding any new agent, Vendor, or factory to the Belk Vendor Matrix. The initial approval aligns on but is not limited to payment terms, Port of Landing (POL), factory audits, and Customs Trade Partnership Against Terrorism (CTPAT) approval.

After initial approval from Belk Sourcing team, both Vendors and Agents must follow and complete the documentation including but not limited to the list below. Vendors are required to provide the documents listed below annually for each Vendor and its factories that will produce Belk Private Brands merchandise:

- Signed Code of Conduct as set forth in **Appendix A**.
- List of names and addresses of all factories.
- Vendor/Factory Profile as set forth in **Appendix B.**
- Factory assessment and equipment profile for all factories.
- Social Audit with Corrective Action Plan (CAP) for all factories.
- Signed Anti-Forced Labor Statement as set forth in **Appendix C**.
- Any additional required documents provided by Belk.

Any changes to Vendor or its factories must be approved by Belk Sourcing team as well as Belk Global Trade & Customs Compliance (GTCC) team.

During the onboarding process, the Belk Sourcing team, and the Belk GTCC team at **GTCC@Belk.com** will be your main points of contact. Please refer to **Appendix D** for a checklist of all compliance related documents.

1.2 Vendor Business Requirements Acknowledgement

The Vendor is to review all requirements of this document, Belk Private Brands International Vendor Business Requirements (BI VBR). The Vendor must sign and return the Vendor Acknowledgement of the Belk Private Brands BI VBR located in **Appendix E** to the Belk Sourcing Director.

Upon Vendor signature, the Vendor acknowledges and agrees that it is the Vendor's responsibility to review the Belk Private Brands BI VBR to understand and comply with any changes to these requirements following onboarding. Additionally, the Vendor is responsible for checking updates to the Belk Private Brands BI VBR quarterly, as the Belk Private Brands BI VBR is a live document. Do not print for reference as the Belk Private Brands BI VBR is subject to change.

1.3 Bamboo Rose (BBR) Product Lifecycle Management (PLM)

All Vendors are required to purchase a license to use Belk 's PLM software. PLM, which is hosted by BBR, provides all style information, offers to bid on product, technical specifications, and Purchase Order (PO) information. After it is deemed for a Vendor to continue with the onboarding process, the Vendor should email the Belk Private Brands Systems & Operations team at **pbsystem_ops@Belk.com** to receive additional information on PLM licenses, as a user ID and password are required to purchase.

After the onboarding process, any subsequent factories approved by the Belk Sourcing team will need to be added to PLM.

Please note, style numbers in PLM follow the below naming convention:

1.4 Vendor Information

Belk should be notified of any changes in company information including company name, address, change in shipping points, or any other pertinent information in order to keep systems and records up to date. Belk Sourcing team should be alerted prior to any changes before information is passed off to the Belk GTCC team at **GTCC@Belk.com**. If any changes are due to merging, being sold, being acquired, declaring Chapter 11, or going out of business, the changes must be communicated to Belk in writing on company letterhead and signed by a senior officer. The signed letter must be sent as a PDF to the Belk GTCC team at **GTCC@Belk.com**. The following information must be included in correspondence:

- Old parent company name and new parent company name
- Old company address and new company address
- Description of change (i.e., merger, sale, acquisition, etc.)
- Effective date of change

Section Two: Vendor Terms and Conditions

Belk puts people at the heart of everything we do. We respect international social compliance principles aimed at promoting and protecting human rights, and our policies are intended to align with the goals of the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. We are committed to ensuring that the people who make our merchandise are treated fairly, with dignity and respect. Belk expects our Vendor partners throughout the world to reflect Belk's values, display ethical behavior, and share our commitment to providing safe and healthy workplaces. We require our Vendors to maintain a workplace environment that complies with all applicable laws and regulations and meets universally accepted human rights standards. Our Code of Conduct sets forth additional details regarding our expectations for Vendors and provides guidance for dealing with Belk, other Vendors, employees, and the public with integrity and in an ethical and appropriate manner.

You have been selected as a Vendor for Belk's exclusive Private Brands. BI acts as the Importer of Record for POs that are placed with international Vendors, either directly or through an agent. As the IOR, BI is responsible for U.S. Customs and Border Protection requirements. Belk has provided this guide to you so that you may understand all of Belk's standards, processes, and requirements. Please share this guide with all teams in your organization that support the development, manufacturing, and shipping of Belk's Private Brands. It is Belk's mission to provide our customers with private brand merchandise that is of the highest quality and value. It is critical that our Vendors comply with the requirements within this guide so that Belk can continue to provide our customers with the best possible retail experience. Belk's success in doing this is dependent on you and we recognize, appreciate, and value your partnership.

BI also manages direct steamship line contracts used for the movement of merchandise to the U.S. By

acknowledging receipt of the Belk Private Brands BI VBR, the Vendor is agreeing to prepare and ship according to the guidelines described herein.

2.1 Vendor Code of Conduct

Vendors must adhere to the Belk Code of Conduct as set forth in **Appendix A**. Failure to comply with this Code of Conduct may result in Belk canceling POs or contracts, suspending, or terminating a business relationship with the Vendor, or taking other actions as deemed necessary by Belk in its sole discretion until the Vendor has remediated any instances of non-compliance.

2.1.1 Acceptable Standards of Engagement

Belk places a high priority on ethical and legal conduct. We require all our Vendors to read, understand, and comply with our standards of engagement as further described in this Code of Conduct. Additionally, we require our Vendors to ensure all their vendors' suppliers, and employees, manufacturers, sellers, subcontractors, agents, and consultants to understand and comply with these expectations.

Vendors must not engage in offering or accepting compensation of any value, (such as gifts (except nominal non-cash value gifts valued at less than $75), favors, discounts, services, loans, payments, contributions, etc.), either directly or indirectly, to or from any Belk employees, representatives, or agents. Vendors shall also refrain from any unethical business conduct, bribery, fraud, or corruption in violation of any applicable laws or regulations, including with respect to any government or political officials or to obtain improper business influence. Vendors shall also avoid any action that creates, or appears to create, a conflict of interest with Belk.

2.1.2 Fair Competition Environmental Project Management

Belk bases its business success on excellent customer service, value for the customer, quality, good faith, and fair dealing. It is never Belk's intent to receive an advantage over competitors in any unethical manner or in ways that would violate applicable laws.

2.1.3 Reporting Fraud or Unethical or Illegal Business Practices

Please report any suspected fraud or unethical or illegal business practices, including questionable accounting or improper use of confidential information or property to the Belk GTCC team at **GTCC@Belk.com**. These concerns will be reviewed confidentially, and these policies help ensure relationships of integrity, honesty, and fairness with all Vendors and business partners.

2.1.4 Subcontracting

Vendors must email the Belk GTCC team at **GTCC@Belk.com** and the Group Vice President (GVP) of Global Sourcing & Operations to disclose any proposed subcontractors to Belk, and such subcontractors must be approved by Belk in writing prior to Vendors initiating any work/services/production with such subcontractors. Vendors are prohibited from subcontracting with unapproved and unauthorized suppliers for manufacturing or services provided to Belk and are responsible for ensuring their subcontractors' compliance with the requirements set forth in the Belk Private Brands BI VBR.

2.1.5 International Trade Compliance

Vendors must comply with all applicable international laws relating to the import and export of products and are expected to participate annually in Belk's Customs Trade Partnership Against Terrorism (CTPAT)

Security Profile.

2.1.6 Legal and Ethical Standards
Belk expects our Vendors to observe best practices in the industry and all applicable laws and regulations in the operation and conduct of their business.

2.1.7 Inspection and Compliance
Vendors authorize Belk and its authorized agents to engage in inspection activities, including, without limitation, audits, at any time to ensure compliance with this Code of Conduct and all applicable laws. Belk or third parties on behalf of Belk may perform such inspection activities with or without prior notice, which may include reviews of applicable books and records as well as private interviews with employees. Vendors must maintain on-site all documents and records required to confirm compliance with this Code of Conduct. Inspections may take place at the workplace environment, including the manufacturing facility, as well as employer provided housing and related facilities.

2.1.8 Freedom of Association and Collective Bargaining
Vendors must respect the rights of employees to associate freely, join organizations of their choice, and bargain collectively without unlawful interference, including, without limitation, intimidation, retaliation, or harassment.

2.1.9 Harassment and Abuse
All Vendors must treat their employees with dignity and respect. Vendors must not tolerate or use corporal punishment, threats of violence, or other forms of physical, psychological, verbal, or sexual harassment and abuse.

2.1.10 Nondiscrimination
Belk respects cultural differences. Accordingly, Vendors are not permitted to discriminate in hiring or other employment practices, including, but not limited to, practices with respect to race, color, religion, national origin or ancestry, sex (including gender, pregnancy, sexual orientation, and gender identity), marital status, age, mental or physical disability, genetic information, or any other characteristic protected by applicable laws.

2.1.11 Compensation and Benefits
Vendors shall comply with all applicable compensation laws and regulations, including those relating to wages, overtime, working hours, piece rates, and benefits. Vendors shall also comply with applicable laws related to vacation time, leave, and holidays, including providing required rest periods throughout the workday.

2.1.12 Health and Safety
Vendors must provide employees with a safe and healthy work environment that complies with all applicable laws and regulations where employees are not subject to unsanitary or hazardous living or working conditions. Employees must have access to potable water and sanitary facilities, and all workplaces must have adequate fire, safety, lighting, and supplier-provided housing facilities (if provided) shall be in a separate building and shall also be subject to compliance with all applicable laws and

regulations for health and safety. Every Vendor must obtain, maintain, and comply with all safety and health permits, including but not limited to, an obligation to ensure building integrity and fire safety with regularly scheduled emergency practice evacuations and frequent inspection of exit doors for proper emergency use.

2.1.13 Child Labor

Vendors are prohibited from the use of child labor. Belk considers a "child" to be an employee younger than the age of 15 (fifteen) or the compulsory age to be in school, whichever is older. Our Vendors must also observe all legal requirements for work of authorized minors, including those pertaining to hours of work, wages, and working conditions. Vendors may utilize legitimate workplace apprenticeship programs that comply with all applicable laws and regulations.

2.1.14 Forced and Involuntary Labor

Vendors are prohibited from using forced or involuntary labor, including prisoners, bonded labor, labor acquired through slavery or human trafficking, or indentured workers in connection with purchasing materials, production, or finishing any products furnished to Belk. Additionally, all Vendors, agents, and factories are required to review and submit a signed version of Belk's Anti-Forced Labor Statement as set forth in **Appendix C**.

2.1.15 Management Systems

Vendors shall implement appropriate management systems to ensure compliance with this Code of Conduct. All employees shall have access to this Code of Conduct in their local dialect, and it shall be posted in a readily accessible area to employees in Vendor's facilities. Upon employment, as part of worker orientation, the Code of Conduct shall be presented to employees and explained to them. Vendor's management is responsible for the implementation of this Code of Conduct, including a periodical review of the Code of Conduct with all employees and any worker concerns regarding non-compliance with this Code of Conduct.

2.2 Sustainability

2.2.1 Conflict Minerals

Vendors shall not make use of any conflict minerals, including forms of gold, tin, tantalum, or tungsten mined in the Democratic Republic of Congo (DRC) or its neighboring countries. Belk may request that Vendors provide written evidence of this due diligence documentation, including formal certifications and policies.

2.2.2 Environment

Vendors must conduct their operations in compliance with applicable environmental laws and best practices. Vendors will maintain and acquire legally required environmental licenses and permits for its operations. Vendors shall also strive to operate and source product in a manner that minimizes environmental impacts on their local communities and globally shared resources.

2.2.3 Chemicals and Hazardous Materials

Vendors shall ensure compliance with applicable laws and regulations relating to chemicals and hazardous materials, including proper storage and disposal. Vendors shall train its employees on the safe

handling of chemicals and hazardous materials and have proper plans in place in the case of an emergency.

2.2.4 Fire Prevention

Vendors shall ensure compliance with applicable laws and regulations relating to fire protection including fire classification, reporting, and inspections by the fire authorities. Vendors must document any fires and serious incidents that can cause a fire, including corrective and preventive actions. All employees shall be made aware of basic safety issues before starting work. Emergency exits and routes shall ensure a fast and safe evacuation of all employees.

Vendors shall, as a minimum, have two independent emergency exits per working area and ensure all emergency exits and access routes are free from obstruction. All emergency exits and routes shall be marked with luminescent or illuminated signs and shall be visible from the main aisles. There must be an independent and functioning evacuation alarm with continuous sound to notify all employees about an emergency and to ensure a fast and safe evacuation of the facility(s). The alarm shall be able to be manually activated and shall after activation evoke a continuous signal by itself. The alarm button shall be clearly marked and function also during power outages. Vendors shall perform evacuation drills at least once in every 12 months. These drills shall involve all shifts and departments and as many employees as possible. In case of an evacuation, vendor shall ensure that designated persons are responsible for performing a head count to ensure all employees have evacuated the building. Records of evacuation drills shall be maintained.

2.2.5 Textile Wool and Fur Acts

Vendors shall comply with the Textile Fiber Products Identification Act, Wool Products Labeling Act, Fur Products Labeling Act, and all rules and regulations promulgated thereunder with respect to all textile fiber, wool, or fur products provided to Belk.

2.3 Embargoed Countries

No Belk Private Brands product may be ordered from or manufactured in the following embargoed countries: Belarus, Burma, Cuba, Eritrea, Iran, North Korea, Syria, Venezuela, or Yemen.

2.4 Vendor and Factory Documentation Requirements

Vendors are required to provide the documents listed below annually for each Vendor and its factories that will produce Belk Private Brands merchandise:

- Signed Code of Conduct as set forth in **Appendix A**.
- List of names and addresses of all factories.
- Vendor/Factory Profile as set forth in **Appendix B.**
- Factory assessment and equipment profile for all factories.
- Social Audit with Corrective Action Plan (CAP) for all factories.
- Signed Anti-Forced Labor Statement as set forth in **Appendix C**.
- Any additional required documents provided by Belk.

Any changes to Vendor or its factories must be approved by Belk Sourcing team as well as the Belk GTCC team.

2.5 Social Compliance Audit Requirements
Every factory must have a valid annual Social Compliance Audit (conducted within 1 year) report on file with Belk's GTCC. If no audit is available, one must be scheduled. Belk partners with Intertek to conduct the Workplace Conditions Assessment (WCA). The cost of the audit is to be paid by the Vendor. Failure to comply with this requirement will cause the factory to be ineligible for Belk production.

2.6 Security Compliance Audit Requirements
Every factory must have a valid (conducted within 1 year) Security Audit on file with Belk's GTCC team. If not, a Global Security Verification (GSV) must be scheduled with Intertek. In addition, each factory must complete a Belk CTPAT Security Questionnaire. This will be provided to you by the Belk GTCC team.

2.7 Confidentiality
Belk has developed certain confidential and proprietary information, including but not limited to, trademarks, patentable inventions, financial statements, financing documents, business plans, trade secrets, new products, copyrights, and computer software, documentation, specifications, and other non-public confidential information disclosed or furnished to Vendors (regardless of medium or format of such information). The Vendor agrees not to disseminate Belk confidential information to anyone except its employees and consultants who are directly involved in this Vendor/retailer relationship. The Vendor agrees to hold any employee or consultant to whom Belk confidential information is transmitted to be bound to the same obligations of secrecy and confidentiality that the Vendor is bound and remains responsible for such individual's compliance with the confidentiality obligations set forth herein.

2.8 Disposition and Merchandise
Disposition of Belk Private Brand merchandise is prohibited without prior written approval from Belk and Vendor may not under any circumstances sell any Belk Private Brands merchandise without express written consent from Belk. Failure to comply can subject Vendor to liability for trademark infringement and other legal action and Vendor shall be liable for all costs, expenses, losses, and damages suffered by Belk and its affiliated entities as a result of such prohibited disposition. Belk reserves the right to take all action deemed necessary to recoup such damages. The required Belk form for authorized disposition of Belk Private Brands merchandise can be requested from the GVP of Global Sourcing & Operations. All Belk disposition forms must be signed and returned with copy to Belk's Legal Department before Vendor can properly dispose of any Belk Private Brand merchandise.

2.9 Vendor Compliance
California's Proposition 65 (also known as the Safe Drinking Water and Toxic Enforcement Act of 1986) requires businesses to give a "clear and reasonable warning" to individuals in the state before knowingly and intentionally exposing those individuals to significant levels of a chemical on the state's list of chemicals known to cause cancer, birth defects, or other reproductive harm. There are currently over 900 chemicals listed under Proposition 65. Belk will not knowingly sell Belk Private Brands merchandise to California that contain Proposition 65 listed chemicals in an amount that requires a warning. Accordingly, Belk will not accept any private label products that are not tested for compliance with Proposition 65. Inspection, approval, or assistance by Belk does not relieve you from your obligation to comply with Proposition 65 and your duty to defend, indemnify, and hold harmless Belk if the compliance of your products is challenged. Please direct any inquiries regarding this issue to the Belk Quality Assurance and Product Integrity team at

Quality_Assurance_and_Product_Integrity@Belk.com.

Merchandise, including its advertising, labeling, branding, packaging, manufacture, delivery, and sale, conforms to all applicable state, federal, and local laws, and regulations, and may lawfully be sold in all jurisdictions in which Belk operates its stores.

If applicable to the merchandise, Vendor will: (i) comply with all certification, testing, and other product safety requirements, including furnishing any General Conformity Certificate or Certificate of Conformity ("Certificate") required by the Consumer Product Safety Act of 2008 and complying with any reasonable audit request from Belk; and (ii) maintain a continuing guaranty with the Federal Trade Commission or the Consumer Products Safety Commission, as applicable, in such form as may be required from time to time by applicable rules and regulations. Vendor hereby represents that it will furnish or provide such Certificates to Vendor as to all merchandise (and will comply with any reasonable audit of Belk) upon receipt.

Vendor represents that it complies and shall remain in full compliance with the Foreign Corrupt Practices Act and all similar anti-corruption laws in any and all relevant jurisdictions, which generally prohibit giving money or anything of value to foreign government officials, foreign political parties, or foreign political candidates for the purpose of influencing a foreign government. This includes giving improper payments to intermediaries of such individuals, such as sales representatives. Vendor further represents that it complies with all applicable federal, state, local and international laws relating to the manufacture and production of products sold to Belk, including compliance with all applicable laws relating to labor compensation, working conditions, child, slave, prison or forced labor, environmental protection, product safety, and similar obligations.

Vendor represents that it complies with all U.S. export controls and trade sanctions, that it is not subject to any sanctions administered by the Office of Foreign Assets Control of the U.S. Treasury Department (OFAC), and that it will not directly or indirectly use the proceeds of sales to Belk, or lend, contribute or otherwise make available such proceeds, to any subsidiary, joint venture partner or other person or entity, for the purpose of financing the activities of any person or entity subject to any sanctions administered by OFAC.

No product-specific state, federal, or local laws and regulations apply to the sale of the merchandise at the retail level, including but not limited to: purchaser age limits; point of sale or other warnings, labels, or signs; assessment fees on retail pesticide sales, special disposal procedures, or retailer licensing/permitting requirements.

Vendor shall guarantee that all merchandise ordered has been priced, stamped, labeled, tagged, marked, invoiced, and delivered in full compliance with (i) all applicable international, federal, state, and local government (and all departments, boards, bureaus, and commissions thereof) laws, rules, standards, orders, rulings, rules, guides and regulations, including, but not limited to the Federal Trade Commission Act, the Consumer Product Safety Act, the Transportation Recall Enhancement, Accountability, and Documentation Act, the Textile Fiber Products Identification Act and regulations relating to statement of fiber content of rayon, wool, linens, and other textiles contained in such merchandise, the Wool Products Labeling Act, the Care Labeling Rule, the Fair Packaging and Labeling Act, the Magnusson-Moss Warranty Act, the Federal

Hazardous Substances Act, the Poison Prevention Packaging Act, the Radiation Control for Health and Safety Act, the Food, Drug and Cosmetics Act, California Proposition 65, and the Fur Products Labeling Act, US Fish and Wildlife regulations, and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and (ii) the laws, regulations and rules of all countries in which merchandise is produced or delivered. Vendor shall provide to Belk any information that is required to be displayed in order to comply with laws applicable to eCommerce (ecom) sales of the merchandise [including but not limited to any California Proposition 65 warnings].

Guarantee that all merchandise ordered has been or will be manufactured, compounded, or produced in full compliance with (i) all applicable federal, state, and local government laws, rules, and regulations, specifically including, without limitation, all applicable minimum wage, overtime, and child labor laws, rules, and regulations and (ii) the Belk Private Brands Code of Conduct.

Merchandise has not been subject to any voluntary or involuntary recall or other corrective action by any government agency or regulatory body. Vendor shall promptly inform Belk of any recall or other corrective action undertaken after the merchandise is delivered to Belk, as far in advance of such corrective action as practicable, but in no case less than 5 days before any press release or other public announcement.

Vendor is responsible for all costs, expenses, liabilities, damages, claims, actions, or requirements associated with any recall, including without limitation the cost of notices to consumers, and shall pay or reimburse all such costs or expenses to Belk.

If an order is canceled or returned for any reason, all Belk price stickers and/or hangtags must be immediately removed from the merchandise. Should the merchandise be resold by Vendor, it must bear no Belk markings, tags, or identification. The merchandise is manufactured in the country of origin stated on the commercial documents required for United States Customs entry. In the event Belk reasonably believes the merchandise to be in violation of transshipment regulations, Belk may cancel any order, in whole or in part, and return the merchandise to Vendor, for a full refund of the purchase price (including all handling, transportation, shipping, and other costs incurred by Belk in connection therewith).

Warrant to Belk and its customers that merchandise is free from defects of workmanship and material and is fit for normal use by the consumer.

Defend, indemnify, and hold Belk harmless from and against all claims, damages, losses, liabilities, and expense (including reasonable attorneys' fees) which arises out of, results from or is based on:

- Any actual or alleged defect in the merchandise ordered
- Any actual or alleged patent, copyright, trade secret, or trademark or other intellectual property infringement arising from Vendor’s manufacturer, sale, or export, or purchaser's use, sale or offering for sale of any merchandise ordered
    - Belk and customers' reliance upon the warranties set out in above bullets
- Any gross negligence, willful misconduct, fraud, or violation of law by or any of its Vendors
- Any unfair competition
- Any unfair or deceptive trade practices in connection with the merchandise and/or the product content furnished by Vendor to Belk
- Personal injuries or other damages sustained by any person from the use or misuse of the

merchandise
- Any claim of strict liability, negligence, recklessness, or willful misconduct on the part of Vendor and/or relating to the merchandise

2.10 Insurance

Vendor shall, at its own expense, secure and continuously maintain, and shall require its subcontractors to secure and continuously maintain, the following insurance with companies rating A-VII or better in the current Best's Insurance Reports published by A. M. Best Company and shall, within thirty (30) calendar days furnish to Belk certificates and required endorsements evidencing such insurance. Belk shall be named as an "Additional Insured" to the coverages described below for the purpose of protecting Belk from any expense and/or liability arising out of, alleged to arise out of, related to, or connected with the merchandise or services provided by Vendor and/or its subcontractors. The certificates shall state the amount of all deductibles and self-insured retentions and shall contain evidence that the policy or policies shall not be canceled or materially altered without at least thirty (30) calendar days' prior written notice to Belk. A Notice of Cancellation will be issued by Vendor's insurance carrier in the event of cancellation for any reason. Vendor and its subcontractors shall pay any and all costs which are incurred by Belk as a result of any such deductibles or self-insured retentions to the extent that Belk is named as an "Additional Insured," and to the same extent as if the policies contained no deductibles or self-insured retention. The insurance coverages and limits required to be maintained by Vendor and its subcontractors shall be primary and non-contributory to insurance coverage, if any, maintained by Belk. Vendor and its subcontractors and their underwriters shall waive subrogation against Belk and shall cause their insurer(s) to waive subrogation against Belk.

Insurance Coverage:

- Workers' Compensation Insurance (where required by law) which shall fully comply with the
- statutory requirements of all applicable laws.
- Commercial General Liability Insurance, including Product Liability coverage, with a minimum combined single limit of liability of $1,000,000.00 per occurrence and $2,000,000.00 annual aggregate and excess liability on a follow form basis with $3,000,000 per occurrence and annual aggregate, for any negligent acts committed by Vendor and/or its employees, subcontractors, or agents during the production of the merchandise or delivery of the services or any work hereunder. Such limits may be satisfied with a combination or primary and excess liability policies.
- An additional $5,000,000 per occurrence and annual aggregate excess liability insurance on a follow form basis is required for any vendor providing children's merchandise to Belk, including, without limitation, clothing, shoes, toys, and other related children's items.

The failure of Belk to obtain certificates, endorsements, or other forms of insurance evidence from Vendor and its subcontractors is not a waiver by Belk of any requirements for the Vendor and its subcontractors to secure and continuously maintain the specified coverages. Vendor shall send its certificates, endorsements, or other forms of insurance evidence from vendor and its subcontractors to the Belk Risk Department at **BelkRiskDept@Belk.com**. Vendor shall notify and shall advise its subcontractors to notify insurers of the coverages required hereunder. Belk's acceptance of certificates and/or endorsements that in any respect do not comply with the requirements of this Section does not release the vendor and its subcontractors from compliance herewith. Should vendor and/or its subcontractors fail to secure and continuously maintain the insurance coverage required herein, Vendor shall itself be responsible to Belk for all the benefits and

protections that would have been provided by such coverage, including without limitation, the defense and indemnification protections.

Section Three: POs

3.1 Avery Dennison Info Chain Express (ICE) and Maersk Logistics and Services (LNS)

In order to receive a Belk PO, Vendors are required to register with Avery Dennison for the Electronic Data Interchange (EDI) to process. Please register with the Avery Dennison ICE team immediately, using the contacts below, in advance of expected PO receipt:

- ice_belk@ap.averydennison.com
- icesupport@infor.com
- software.support@ap.averydennison.com

Please note the below EDI documents that Belk receives and sends.:

BELK CAN RECEIVE THE FOLLOWING EDI DOCUMENTS:	
856	Advance Shipment Notification (ASN)/Manifest
997	Functional Acknowledgment
BELK CAN SEND THE FOLLOWING EDI DOCUMENTS:	
850	Outbound PO

The Avery Dennison ICE team will provide training for the ICE system, which includes retrieving POs and creating the packing plans.

Additionally, Vendors must procure GS1-128 labels for shipments and generate Pre-Advance Shipping Notice (ASN) (EDI856) documents from either Avery Dennison ICE or Maersk LNS. Vendors may choose which supplier to use and should register with either supplier in a timely manner. Please refer **Section 7.5** for more details on Pre-ASNs and **Section 6.3** for more details on GS1-128 labels.

Vendors should contact either Avery Dennison ICE (using above contacts) or Maersk LNS System for pricing, setup, and training. If the Maersk LNS contact, the Belk Logistics team will ensure Vendor information is added into the forwarder system during the Vendor onboarding process, allowing Maersk LNS to contact the Vendor. Maersk contacts can be found in **Appendix F**.

3.2 PO Requirements and Restrictions

Vendors will receive a PO providing a list of the specific stock keeping units (SKUs), quantities, and packs. Vendors are required to use a separate carton for each pack. Below are the requirements and restrictions on all Belk POs. Violation of any of these requirements will result in a chargeback as noted in **Section 8.1:**

- Do not ship merchandise after the Freight on Board (FOB) cancel date listed on the PO.
- Ship only one time per PO.
- Ship the PO complete.
- Do not ship quantities over the PO. Invoices cannot be submitted for quantities greater than quantities ordered, and no payment will be made on overages.
- Quantities short more than 5% cannot be shipped without notification and approval from Belk Sourcing or Buying team. Shipping quantities short more than 5% will result a chargeback as noted in

Section 8.1.

- Belk retains the right to cancel any PO that is expected to be short shipped by more than 10% of ordered quantity.

- Do not break the integrity of a prepack.
- Do not ship items that were not ordered.
- Do not ship any SKU substitutions.
- Do not ship without a valid PO.
- Do not ship on a canceled PO.
- Verify the accuracy of all PO details including purchase cost, quantity by style, color, and size. Do not ship merchandise until all discrepancies on the PO have been corrected. Contact the Belk Sourcing team for all corrections.

3.3 Terms and Conditions of POs

All Belk POs are governed by the terms and conditions of that PO (the current version of which is set forth in **Appendix G** hereto) and the following (which may be amended by Belk from time to time):

- Belk reserves the right, at no risk or expense to Belk, to refuse or return any shipment or to have any designated carrier refuse or return a shipment that is not valid or authorized and/or does not conform to the Not Before Date (NBD) or Not After Date (NAD)/cancel date contained in the PO to which the shipment relates. This includes any substitutions or merchandise shipped in excess of the PO quantity. Any shipment relating to a PO that has been canceled or not approved will also be subject to refusal.
- Belk assumes no risk or expense on any merchandise refused or returned for non-conformance with the terms and conditions of the PO.
- Belk requires that all Vendors accept all PO in the PLM system within 3 business days of receipt. If the PO is not accepted, the Vendor must provide details to the Belk Sourcing team as to why the PO has not been accepted and what revisions need to be made.
- Belk reserves the right, without penalty, to cancel any PO, in whole or in part, in the event that Belk's use of the merchandise is prevented, hindered, or delayed by or during the period of a force majeure event or circumstance outside of Belk's control, including without limitation any fire, flood, earthquake, epidemic, pandemic (including, but not limited to, COVID-19 and any voluntary or mandated mitigation measures with respect thereto), government action, riot, strike, war and/or other force majeure event.
- Belk will examine the merchandise included on the PO when received. If merchandise is not what is on the PO, damaged, defective, of poor quality, or otherwise defective, Belk can return any or all the product shipped for a full refund of the purchase price (including all handling, transportation, shipping, and other costs incurred by Belk in connection therewith).
- Vendor is responsible for including all applicable sales, use, or excise taxes in its purchase price. In the event a statutory exemption applies, Belk will be responsible for providing a valid exemption certificate to the Vendor.
- Title and risk of loss to the merchandise transfers in accordance with Incoterm detailed on the Belk PO.

BY ACCEPTANCE OF THE BELK PO, THE VENDOR AGREES TO THE FOLLOWING TERMS AND CONDITIONS OF A

PO (THE CURRENT VERSION OF WHICH IS SET FORTH IN APPENDIX G HERETO AND THE FOLLOWING WHICH MAY BE AMENDED BY BELK FROM TIME TO TIME):

- Deliver all merchandise in accordance with the PO at the prices stated in the PO.
- Guarantee that all merchandise ordered has been priced, stamped, labeled, tagged, marked, invoiced, and delivered in full compliance with (i) all applicable international, federal, state, and local government (and all departments, boards, bureaus and commissions thereof) laws, rules, standards, orders, rulings, rules, guides and regulations, including, but not limited to the Federal Trade Commission Act, the Consumer Product Safety Act, the Transportation Recall Enhancement, Accountability, and Documentation Act, the Textile Fiber Products.
- Identification Act and regulations relating to statement of fiber content of rayon, wool, linens, and other textiles contained in such merchandise, the Wool Products Labeling Act, the Care Labeling Rule, the Fair Packaging and Labeling Act, the Magnusson-Moss Warranty Act, the Federal Hazardous Substances Act, the Poison Prevention Packaging Act, the Radiation Control for Health and Safety Act, the Food, Drug and Cosmetics Act, California Proposition 65, and the Fur Products Labeling Act, and (ii) the laws, regulations and rules of all countries in which merchandise is produced or delivered. Vendor shall provide to Belk any information that is required to be displayed to comply with laws applicable to ecom sales of the merchandise [including but not limited to any California Proposition 65 warnings].
- Guarantee that all merchandise ordered has been or will be manufactured, compounded, or produced in full compliance with (i) all applicable federal, state, and local government laws, rules, and regulations, specifically including, without limitation, all applicable minimum wage, overtime, and child labor laws, rules, and regulations and (ii) the Belk Code of Conduct.
- Belk reserves the right, without penalty, to cancel any PO, in whole or in part, in the event that Belk's use of the merchandise is prevented, hindered, or delayed by or during the period of a force majeure event or circumstance outside of Belk's control, including without limitation any fire, flood, earthquake, epidemic, pandemic (including, but not limited to, COVID-19 and any voluntary or mandated mitigation measures with respect thereto), government action, riot, strike, war and/or other force majeure event.
- Defend, indemnify, and hold Belk harmless from and against all claims, damages, losses, liabilities, and expense (including reasonable attorneys' fees) which arises out of, results from or is based on:
    - Any actual or alleged defect in the merchandise ordered.
    - Any actual or alleged patent, copyright, trade secret, or trademark or other intellectual property infringement arising from Vendor's manufacturer, sale, or export, or purchaser's use, sale or offering for sale of any merchandise ordered.
    - Belk and customers' reliance upon the warranties set out in above bullets.
    - Any gross negligence, willful misconduct, fraud, or violation of law by Vendor or any of its suppliers.
    - Any unfair competition.
    - Any unfair or deceptive trade practices in connection with the merchandise and/or the product content furnished by Vendor to Belk.
    - Personal injuries or other damages sustained by any person from the use or misuse of the merchandise.
    - Any claim of strict liability, negligence, recklessness, or willful misconduct on the part of

Vendor and/or relating to the merchandise.

- Belk reserves the right to take immediate credit for all goods that are to be returned to Vendor because the goods do not meet the requirements of the PO.
- Belk reserves the right to dispose of Vendor's goods at Belk's option if return authorization is not received by Belk from Vendor within 30 days of original request.

Please review the current version of the full Terms and Conditions of PO in Appendix G. These conditions are transmitted with all Belk POs and apply to all Belk POs. Notwithstanding anything contained herein, Belk may amend such Terms and Conditions of PO from time to time.

3.4 Direct Bill Program for POs

Belk makes payment to Vendors through Automated Clearing House (ACH). All Vendors must submit one file to our Direct Bill Program via Belk's Secure File Transfer Protocol (SFTP) and the Belk Direct Bill team at **bidirectbill@Belk.com**. Invoice requirements are listed below:

- Invoice file should be sent as an CSV attachment.
- Invoice files are not to be sent to Belk until product is on the vessel for shipment and the final ASN is complete and sent to Belk.
- Invoice files can only come from one predetermined email address. If this email address needs changed,
- Vendor must submit request to the Belk Direct Bill team at **bidirectbill@Belk.com** two weeks in advance.

See Appendix H for more details on Belk Direct Bill file specifications. Any questions regarding these specifications can be directed to the Belk Direct Bill team at **bidirectbill@Belk.com.**

Section Four: Universal Product Code (UPC)/Radio Frequency Identification (RFID)

4.1 UPC/RFID Merchandise Ticketing Introduction

All merchandise must have a RFID/Electronic Product Code (EPC) enabled merchandise ticket attached to the product that includes UPC barcode, human readable UPC, merchandise description, and retail price. Catalog of UPC/RFID Ticketing can be found in **Appendix I**. Please note this catalog is a live document, Vendor must monitor this document for changes every 6 months.

4.2 RFID Basics

RFID technology supports our operations to track and improve inventory accuracy. RFID is the wireless transfer of data to or from electronic tags that are attached to items of interest. RFID consists of three components: software, hardware, and tags.

GS1 offers low-cost education and training on RFID enablement and its applications within retail. Please review the **Guidelines on EPC for Consumer Products** to learn more about this technology.

General Storage/Handling Guidelines:

- Storage should be indoors, similar to non-RFID tags.
- RFID tags are recommended to store at temperature 15C to 25C, humidity 65% - 85%.

- RFID operating temperature range is -25C to 70C.
- Store RFID labels and tags in the original packaging and/or anti-static bags until opened for use, to avoid electrostatic discharge (ESD).
- Keep at least 10M away from high voltage machinery or generators with over 600V.
- Avoid placing tag on metal (i.e. metal hanger clips).
- Avoid folding, bending, or crushing of the tag.
- Data retention for RFID labels and tags can be 10+ years under proper conditions.
- RFID tags can pass through metal detectors and will not cause any problem.

4.3 UPC/RFID Merchandise Ticketing Standards

Please note the general guidelines regarding UPC/RFID ticketing standards, as below:

- It is preferred that an integrated UPC/RFID hangtag/sticker be used.
- If an integrated UPC/RFID hangtag/sticker is not available for your specific product or brand, please use a supplemental RFID tag/sticker on your product in addition to a generic UPC hangtag/sticker.
- The UPC code must be visible and easily accessible for scanning.
- Belk requires **GS1 Standards** for ticketing and RFID encoding/inlays. Inlay specifications by product category can be found in **Appendix J**.
- Belk requires that Vendors order UPC/RFID hangtags/stickers from our approved ticketing partner, Avery Dennison.
- RFID requirement applies to all apparel, home products (excluding open stock metal products), handbags, accessories, and fashion jewelry.
- Products excluded from RFID requirements include cosmetics, fragrances, and fine jewelry.
- Please contact Avery Dennison directly for negotiated pricing on each UPC/RFID hangtag/sticker. Avery Dennison Service Bureau contacts are listed by county of origin in **Appendix K**.
- If you have any questions about which UPC/RFID hangtag/sticker you should be using on your product or specific information on ticketing, please reach out to the Belk Sourcing or Buying team.

4.4 Avery Dennison Account Set Up, Contact Info, and Ordering Process

Please contact Avery Dennison to complete set up of an account, as well as to schedule training on how to order and apply UPC/RFID hangtags/stickers. Please also note the following:

- You must register an account with Avery Dennison to order tags/stickers. Please reach out to Maria Knausel at **maria.knausel@averydennison.com** to complete account set-up.
- UPC/RFID hangtags/stickers will be printed at Avery Dennison service locations in China, India, and Vietnam.
- If you are interested in U.S. production options, please reach out to Maria Knausel at **maria.knausel@averydennison.com** for more information.
- Avery Dennison commits to shipping all UPC/RFID hangtag/sticker orders with a lead time of 10-13 working days after order/payment.
- It is the Vendor's responsibility to plan UPC/RFID tag and sticker hangtag/sticker order timing to meet production needs, using the delivery commitments that Avery Dennison has made.
- There is no minimum order quantity per order.
- All order terms are ex-works ex-warehouse production locations.
- Products produced in China and shipped to the U.S. will be subject to an additional tariff added to

invoice.

Please note, all information needed to manufacture the appropriate tag type and content printed on the tag is provided in the EDI 850 PO. Avery Dennison receives original and updated EDI 850 PO with the same information. Ordering, printing, shipping, and applying the retail tags is solely the responsibility of the Vendor and the Vendor is responsible for meeting agreed ship window dates. If you have questions, please reach out to the Belk Sourcing or Buying team.

4.5 UPC/RFID Placement Guidelines

UPC/RFID hangtags/stickers are to be applied based on the below guidelines. Please also review Section 4 of the **GS1 Apparel and General Merchandise Placement Standards** for placement options.

General Guidelines:

- UPC/RFID hangtags/stickers should not cover barcode, retail price, or description fields such as style, color, or size.
- UPC/RFID hangtags/stickers must adhere properly to the products. If there is any issue with adhesion of the stickers to the products, please contact Avery Dennison.
- Attach UPC/RFID hangtags/stickers so that the merchandise will not be damaged.
- UPC/RFID hangtags should be securely attached to the merchandise by plastic swift attach devises or by attachment to sewn on labels. If it is impractical to use either of these two methods of attachment for merchandise, UPC/RFID hangtags can be attached using a loop-lock attachment device, rat tail, or another method as approved by the Belk Sourcing or Buying team.
- Do not loop strings around buttons or use strings attached with pins.
- When using an adhesive backed UPC/RFID sticker, be sure that the ticket and adhesive can be easily removed from the merchandise.
- Boxed/packaged merchandise that can be displayed or sold in or out of the packaging (i.e. luggage, vases, picture frames) must be ticketed on both the item and on the retail package.
- Merchandise sold by the unit but packaged in multi-packs will require a UPC/RFID sticker or hangtag to be attached to each individual selling unit as well as the outside of the carton.
    - For example, glasses packed 4 to a carton but sold by the glass would require that a UPC/RFID sticker be attached to each glass as well as having four UPC/RFID stickers attached to the outside of the carton.
- Vendors must conduct their own scan tests of UPC/RFID hangtags/stickers.
- Vendors must apply the necessary quality control measures to ensure that the UPC/RFID hangtag/sticker is applied properly to all products.
- A chargeback will be issued on products that are found with missing UPC/RFID hangtags/stickers as noted in **Section 8.1.**

Guidelines by Product Type:

Hanging Apparel:

- Refer to the Belk Private Brands Vendor Requirements SharePoint site, folder Label & Hangtag Placements.
- Hangtag placement is noted by family of business and brand (as needed).

Packaged Apparel:

- Apply on back and nearest the top of the box/package.

Footwear:

- Always default to a large integrated UPC/RFID sticker.
- Apply to the side of box next to the size, color, and style identification.

Accessories:

- Use an integrated or supplemental hangtag if product carries a brand or retail/UPC hangtag.
- Approved for both small and large integrated UPC/RFID stickers on backer cards, however preference is to use large sticker if space allows.

Soft Home:

- Product packaged in a retail box or package should have the integrated UPC/RFID sticker applied on the back and nearest to the top of the box or package.
- If the product is open stock and has a hangtag, add a supplemental RFID hangtag on the same loop/attachment as the existing UPC/retail hangtag if there is no integrated UPC/RFID hangtag available for your product.
- If the product is open stock and has a sticker that has a UPC/retail price add a supplemental RFID sticker adjacent to the UPC sticker. If the product will be displayed on a fixture at Belk, stickers placed on the back of the package should be affixed next to the top of the package.

Hard Home:

- Do not place an RFID sticker directly on a metal surface. Metal products should use either a RFID hangtag or a sticker placed on a non-metal surface. If you have questions about whether your product is compatible with RFID tags or stickers, please reach out to Maria Knausel at maria.knausel@averydennison.com.
- Product packaged in a retail box or package should have the integrated UPC/RFID sticker applied on the back and nearest to the top of the box or package.
- If the product is open stock and has a hangtag, add a supplemental RFID hangtag on the same loop/attachment as the existing UPC/retail hangtag if there is no integrated UPC/RFID hangtag available for your product.
- If the product is open stock and has a sticker that has a UPC/retail price add a supplemental RFID sticker adjacent to the UPC sticker.

4.6 Gift with Purchase (GWP) UPC Requirements

Style numbers must be assigned to all GWP and purchase with purchase (PWP) merchandise. These styles will be included in PLM and on all EDI documents. All GWP/PWP merchandise must have a UPC/RFID sticker or hangtag attached to the item.

Section Five: Product Preparation

5.1 Private Brands Color, Technical Design, and Quality Assurance

For additional information regarding required process and guidelines as it pertains to samples, color, technical design, and quality assurance, Vendors should refer to the Belk Private Brands Vendor Requirements SharePoint site for all additional documentation. This Sharepoint site access is considered a part of the Belk Private Brands BI VBR and is mandatory. Link to this SharePoint site will be shared by the Belk Sourcing team when a Vendor is onboarded. If additional assistance is needed, contact the Belk Sourcing or Buying team, or email the below teams:

- **Belk Color team:** Color@Belk.com
- **Belk Technical Design team:** Technical_Design@Belk.com
- **Belk QA team:** Quality_Assurance_and_Product_Integrity@Belk.com

5.2 Testing and Inspections

All Vendors are required to meet product testing and final inspection protocols outlined on the Belk Private Brands Vendor Requirements SharePoint site. All must be performed by Intertek, Belk's approved third-party service provider, unless authorization has been granted by Belk for self-testing or self-inspection. Please note the following:

- All Vendors are required to enroll in Intertek's Interlink system and submit requests for testing and inspections via the Interlink online portal. Please reach out to the Belk QA team at Quality_Assurance_and_Product_Integrity@Belk.com with any questions.
- All testing and inspection costs must be included in the cost of goods at the time of quoting.
- Regarding certification to perform self-inspections, each Vendor must be certified for self- inspection, following the process detailed in the Belk Private Brands Vendor Requirements SharePoint site. If you have not been re-certified for self-inspection since Jan 1, 2020, please reach out to the Belk QA team at Quality_Assurance_and_Product_Integrity@Belk.com to be re-certified.
- Vendor certification for self-inspection is solely at Belk's discretion. At Belk's discretion, Vendor may be required to use Intertek for final inspection for programs or styles as deemed necessary even if Vendor is certified for self-inspection.
- All new Vendors, regardless of agent self-inspection status, need to be certified for self-inspection. Until certification is achieved, Vendors must use Intertek for all final inspections.
- All new brands and brand launches are required to go through Intertek for all final inspections for the initial launch season.
- Any chargebacks related to failing to meet the above requirements are noted in **Section 8.1**.

The Belk QA team will perform in store production audits each season to review production quality of shipped goods. Please note the following:

- If any issues are found, Belk reserves the right to request mandatory third-party final inspections for a duration of 10 subsequent shipments or up to 3 months of shipments.
- Depending on the severity and prevalence of issues found, Belk may issue additional quality chargebacks to cover product audit expenses and/or loss of sales, as noted in **Section 8.1**.
- A passed third-party final inspection does not absolve a vendor of responsibility for any quality issues found in production. Vendors will still be held accountable for the quality of all production received by Belk, regardless of whether a third-party random final inspection was passed prior to shipment.

Issues will be communicated from Belk Sourcing team at the time of discovery.

5.3 Product Label Requirements

For guidance on permanent label (i.e. brand, care, content, and country of production (COP) labels) type and placement, please refer to the following:

Apparel:

- Refer to the Belk Private Brands Vendor Requirements SharePoint site, folder Label & Hangtag Placements.
- Permanent label and hangtag placement is noted by family of business and brand (as needed).
- Only when an exception is needed based on the design/construction is guidance given on placement modification. This info is captured in the Fit Evaluation section in PLM.

Footwear & Accessories:

- Please reach out to Belk Sourcing or Buying team for this information.

Home:

- Please reach out to Belk Sourcing team for this information.

5.4 Hanger Requirements

Belk expects the Vendor to ship merchandise on VICS approved standard floor ready hangers. Please confirm with the Belk Sourcing or Buying team if merchandise is to be shipped on a hanger or if it is to be shipped flat. Belk follows all GS1 Hanger standards. Please review the **GS1 Hanger Specifications for Floor-Ready Merchandise** for more information.

Hangers must be ordered through one of Belk's nominated suppliers, Mainetti or SSI. Their contact information can be located in **Appendix L**. Failure to comply will result in a chargeback as noted in **Section 8.1**.

General Guidelines:

- Hanger type, size, color requirements can be found listed in **Appendix M,** including where sizers are required. For any hanger need outside of these set standards, Vendor should get exception approval from Belk Sourcing or Buying team.
- Except for suits, all two-piece garments must use both a top and a bottom hanger connected by the coordinate loop.
- Do not use foam padding or loose fabric inserts on pant hangers.

5.5 Product Packaging Requirements

Vendors are required to package all product as follows:

- If product is in hanging format, the garment must be shipped on the hanger. Do not bundle hangers with cable, twine, or rubber bands.
- Unless confirmed otherwise by Belk Sourcing or Buying team, do not use pins, tape, clips, removable foam inserts on bottom hangers, excessive tissue, cardboard, or empty merchandise boxes as filler. There should be no excessive packing materials used.
- Group like product by style and color in one master polybag. Do not use individual polybags on single

SKUs.

- Polybags need to have perforated tears for easy removal.
- Alternate top and bottom placement in the carton to eliminate excess bulk, maximize cube, and prevent shifting.
- Folded merchandise must have a clear size sticker or size strip affixed to the merchandise.
- Unless confirmed otherwise by Belk Sourcing or Buying team, close all buttons, zippers, and hooks.
- Breakable products must be adequately packaged to prevent breakage during transit. Any merchandise received broken due to inadequate packaging will be deducted from the invoice.

5.6 Advertising (Ad)/Ecom Sample Requirements

Vendors are required to submit 1 sample to Belk for ad/ecom photography. Please refer to the Belk Private Brands Vendor Requirements SharePoint site for additional information on these requirements. Please see below general guidelines on the ad/ecom sample process:

- Sample must be provided for every style/color purchased by Belk.
- All sampling costs are at the Vendor's expense.
- Samples must have ad/ecom sample tag attached. This sample tag can be found in the Private Brands Vendor Requirements SharePoint site.
- Samples must be clearly marked with the style number and color code ordered.
- Samples must be provided in the appropriate size for the merchandise category.
- Samples must follow sample mutilation requirements as set forth by Belk.
- Samples should be sent to **ATTN: CORPORATE PHOTO STUDIO** to the address below:
  11009 CAROLINA PLACE PKWY
  BELK, 3rd FLOOR
  PINEVILLE, NC 28134-8370

Vendor may be approved to submit images in lieu of samples if approved by Belk Sourcing or Buying team. Images must follow the requirements listed in **Section 4.7**.

5.7 Ad/Ecom Image Standards

You may be required to provide images for ad/ecom photography of product purchased by Belk, as determined by the Belk Sourcing or Buying team. Images must be provided to Belk a minimum of 8 weeks prior to ship date. All inquiries concerning Belk ad/ecom specifications, including requests for image style guidelines, can be directed to your Belk Sourcing or Buying team.

General Guidelines

- Images must be provided for every style/color number purchased by Belk.
- Images are to follow the GS1 standards available on the **GS1 Product Image Specification Standard Document.**
- For product images, shoot against a white seamless sweep, card or tabletop; include slight shadows for visual grounding.
- For images on figure, shoot against or neutral colored seamless sweep; do not crop into model's head or face.
- Leave open space around subject for cropping discretion.

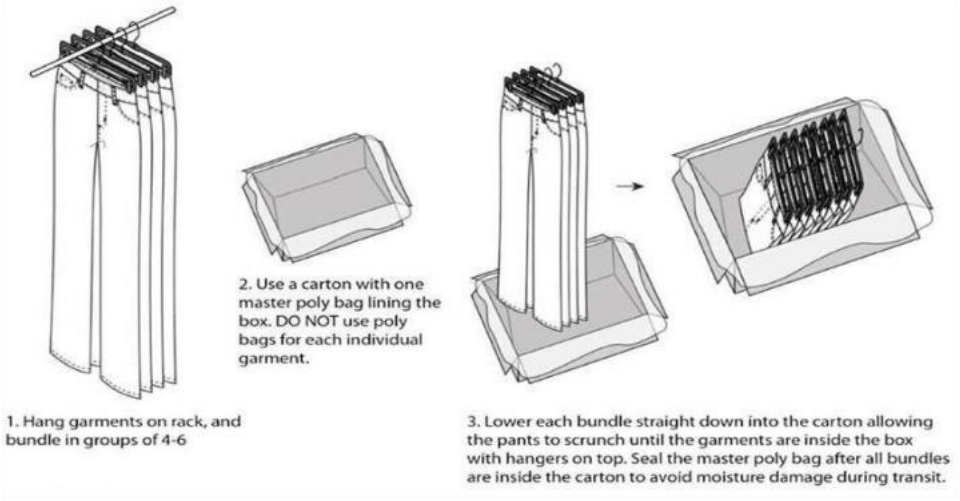
- Include front and back shots, additional alternative shots and lifestyle shots are preferred.
- **Color:** RGB
- **Post-Production:** Add clipping path/silhouette to subject matter in Photoshop with a tolerance level of 0.
- **File Size:** Minimum 1760 x 2500 pixels; either orientation.
- **File Format:** Hi-Res Tiff (.tiff), EPS, PSD, JPG, or JPEG file: 300dpi, 96dpi, 72dpi (if clipping path/silhouette added in post-production phase, save as layered .tiff file).

Vendor provided images are subject to Belk's approval and any possible acceptance or denial for use is solely at Belk's discretion. All inquiries concerning Belk's ecom image specifications, including requests for image style guides, can be directed to the Belk Sourcing or Buying team.

Section Six: Shipment Preparation

6.1 Carton Packing

All merchandise must be packed in conveyable cartons for shipment to Belk. See the below example of how to pack items correctly:



6.1.1 Carton Packing Requirements

Cartons must be packed with the below requirements:

- Belk considers a prepack a carton. Each prepack will have its own GS1-128 label and will be shipped to an individual store. Please refer to **Section 6.3** for more information on GS1-128 labels.
- Only one prepack should be packed within a master carton.
- Use a shipping carton that fits the merchandise. Merchandise should be packed 1/4" below the top of the carton and 1/8" from the sides of the carton. Cartons should be large enough to allow hangers to lie squarely in the carton.
- Cardboard inserts are acceptable.
- Each carton must contain merchandise for only one PO and only one store destination. All pack components must be shipped in a single carton.
- Lay garments folded and flat in the carton with the front side facing up.

- Cartons should be securely sealed with tape.
- If cartons are secured with shrink wrap, it must not interfere with the GS1-128 label.
- Cartons should have a minimum strength of 32 ETC (edge test crush).
- All shipping cartons must be strong enough to withstand further reshipments as individual cartons throughout the Belk supply chain.

6.1.2 Carton Packing Restrictions

The below are considered restricted for all cartons:

- Where possible, use biodegradable and recyclable packing materials.
- Do not use excessive packing materials inside the carton (cardboard, air pillows, inserts, foam pieces).
- Packing peanuts are not allowed.
- Do not band the outside of the carton. No bands of straps of any kind are allowed.
- Do not use plastic bags or hanger packs (except in suiting) as the external shipping container.

6.2 Carton Dimensions

For cartons to efficiently move through Belk facilities, Vendors must comply with the below dimensions and weight requirements:

CARTON REQUIREMENTS		
DIMENSION	**MINIMUM**	**MAXIMUM**
Length	12”	36”
Width	12”	26”
Height	2”	30”
Weight	5 lbs.	49 lbs.

If the above dimensions and/or weight requirements are not met, please reach out to the Belk Vendor Compliance team at **Belk_Compliance@Belk.com** for further instructions or a waiver in advance of shipment.

6.3 Carton Labels

All cartons shipped to Belk require a GS1-128 shipping carton label. GS1-128 labels must be attached to all cartons prior to delivery to Maersk. These labels must be ordered through either Maersk or Avery Dennison. Please see below label format example:

Belk cautions that when starting a packing list and/or ordering GS1-128 labels, please ensure the EDI is 100% accurate. If changes occur on the EDI after packing lists or UCC are printed, there will need to be a reorder and a manual update from Avery ICE.

6.3.1 Carton Label Formatting

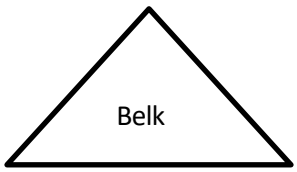
Please see the requirements below regarding proper carton label formatting and marking. Violation of any of these requirements will result in a chargeback as noted in **Section 8.1**.

- Labels must be a minimum of 6" high and 4" wide.
- The SSCC-18 barcode should be at least 1.26" high and 3.0" wide.
- For specific families of business, Vendors are to put a colored sticker, colored piece of tape, or colored marking on the top of all cartons. Stickers should be applied according to the color guidelines below. If your family of business is not listed above, color marking is not required.
    - **White**: Accessories/Jewelry/Other Center Core
    - **Green**: Shoes
    - **Black**: Cosmetics and Fragrances

6.3.2 Carton Label Marking

The below carton label marking format is required on all cartons:

Style #:
Prepack ID:
Purchase Order:
Country of Origin:
Destination: USA



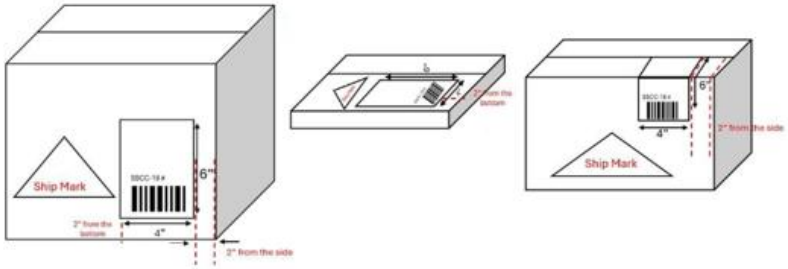
6.3.3 Carton Label Placement

Please see the requirements below regarding proper carton label placement. Violation of any of these requirements will result in a chargeback as noted in **Section 8.1:**

- On the longest side of the carton, place the carton label in the lower right corner 2" from the

right side and bottom of the carton.

- Place the GS1-128 carton label on top of cartons that are under 4”.
- If the longest side of the carton is too short for the entire carton label to fit, place the label on the longest side and fold over the top of the carton.
- Do not fold over the SSCC-18 barcode.
- If the merchandise is to be displayed on the sales floor in the carton in which it is packaged, the carton label should not cover product information.
- Each carton label must be affixed to the carton in such a manner to withstand in-transit wear and tear.
- Please see an example of proper label placement below.



6.3.4 Carton Label Scanning Quality

Please see the requirements below regarding proper GS1-128 carton label scanning requirements. Violation of any of these requirements will result in a chargeback as noted in **Section 8.1:**

- The Vendor is responsible for ensuring that all GS1-128 carton labels can be scanned.
- Belk uses a high-speed sortation system where cartons are scanned with a read time of less than one second. Therefore, carton labels must be high quality and free of any defection in the barcode.
- Labels with line breaks, fading, smudging, aspect ratio issues, or label placement issues will not effectively pass through the sortation system.
- Please see these examples of scanning quality issues below.

Line Breaks | Fading | Smudging | Aspect Ratio Issues | Label Placement Issues

Section Seven: Shipping Standards

7.1 Ship Date Expectations

The PO provides a shipping window with an FOB Start and FOB Cancel date. Vendors are to ship all orders within this designated FOB start and cancel date window. If the Vendor cannot ship within the designated ship window, then it is the Vendor’s responsibility to reach out to the Belk Sourcing Team for an extension on the PO shipping window, prior to shipping. Vendor will face a chargeback if the PO is not shipped within the

ship window on the PO, as noted in **Section 8.1**.

7.2 Vendor Booking Process and PO Shipment Requirements

BI utilizes Maersk Supply Chain Management as the exclusive freight forwarder for all shipments. Cargo must be booked through the Maersk Supply Chain Management Portal a minimum of 21 days and a maximum of 30 days prior to FOB Start date with the following information:

- Bill of Lading (BOL) destination
- Consignee name
- Expected cargo delivery date
- PO number
- Style number
- Carton breakdown (PO/PPK)
- Country of origin
- Shipper name
- Total number of cartons
- Commodity description
- Estimated cubic meters (CBM) and kilograms (KGs)
- Port of loading
- Shipping marks as noted in **Section 6.3.2**

7.3 General Booking and Shipping Guidelines

See below for general guidelines for booking:

- All commercial invoices must state goods are destined for the U.S. and must be written in English.
- All documents should be provided to Maersk through the Vendor portal.
- Vendor must deliver cargo in accordance with their booking declaration.
- Vendor must contact Maersk and revise their booking if there are any additions or deletions to the POs to be delivered.
- All shipments, whether by sea or air, must have the destination of Savannah, GA.

7.4 Cargo Load Sequence

Vendors must deliver cargo as required by Belk so that cargo can be loaded as per specifications. Cargo will be loaded block stowed nose to tail unless commodity dictates otherwise. Please see **Appendix N** for more details.

Belk expects any shipment falling within the below loadability guidelines to be factory loaded:

CONTAINER SIZE	MINIMUM CONTAINER LOADABILITY
20’ Dry	27 CBMs
40’ Standard	57 CBMs
40’ High Cube	67 CBMs
45’	77 CBMs

7.5 Pre-ASNs

All Vendors are required to send a Pre-ASN for each container to pack/scan supplier 24 hours prior to cargo delivery to Maersk.

- For factory load deliveries, one Pre-ASN is required for each container. The container number and booking number must be referenced on the Pre-ASN.
- For Container Freight Station (CFS) deliveries, one Pre-ASN is required. On the Pre-ASN, container number is not required, but booking number is required.
- Maersk will provide one booking number per shipment. The shipment may include multiple POs.

7.6 CTPAT

- All Vendors must be CTPAT compliant. Vendors must provide a security audit with a passing score, completed within the previous 12 months.
- CTPAT security criteria indicates that a high security seal must be affixed to all loaded containers bound for the U.S.
- All seals must meet or exceed the current ISO 17712 standards for high security seals.
- Please see below link for additional information regarding review of ISO 17712 high security seals:
  - **https://www.cbp.gov/sites/default/files/documents/Bulletin%20-%20April%202014%20-%20ISO%2017712%20High%20Security%20Seals.pdf**

7.7 Shipment of Hazardous Materials

Vendors must reach out to the Belk Transportation team to alert the Belk Transportation department that a shipment with hazardous materials is on the way. Vendors are expected to know and follow industry standards for shipping hazardous materials.

Any shipment containing hazardous materials, including but not limited to all types of batteries, must be fully disclosed via email to the following teams prior to booking of shipment:

- Belk Sourcing team
- Julianne Edwards, International Logistics Manager - Supply Chain at **Julianne_Edwards@Belk.com**

Additionally, Safety Data Sheets (SDS/MSDS) must be provided to the above teams prior to first shipment.

Belk considers a hazardous material to be defined by national and international regulations as set forth in **Appendix O.** The U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration (DOT PHMSA) provides a **Hazardous Materials Information Center** for information concerning hazardous materials transportation and rulemakings.

7.7.1 Dangerous Goods Declaration (DGD)

This disclosure must include a completed and signed DGD. The DGD is also known as both a Shipper's Declaration for Dangerous Goods and a HAZMAT declaration. The DGD must accurately reflect the shipment's contents and adheres to all relevant regulatory requirements. Failure to provide a will result in a chargeback as noted in **Section 8.1.**

7.7.2 Lithium Battery Shipment Requirements

All merchandise shipped to Belk containing specifically a lithium battery must be labeled in correspondence with the **Lithium Battery Guide for Shippers** from DOT PHMSA. Failure to meet the regulations as noted in this guide will result in a chargeback as noted in **Section 8.1**.

7.8 Vendor Prepaid Air Shipments

On occasion, Vendors are required to air shipments at their expense. Please note the following:

- Belk reserves the right to require air 100% prepaid or cancel all or partial units of any PO that is

shipped past the cancel date, at Belk's discretion.

- The acceptance of freight by Maersk is not to be considered an approval of late shipment without a chargeback or cancellation.
- If Belk requests Vendor paid air, all shipments must be 100% prepaid from origin to the Belk distribution Center (DC) in Blythewood, SC including any US truck transportation between arrival airport and the Belk DC.
- Belk will provide sea reimbursement if the goods are handed over to the forwarder by the agreed on cancel date.
- Belk is not responsible for airline storage fees that result from a late document turn over for U.S. Customs clearance or ASN not being sent/received on time. These storage fees will be deducted from the payment to the Vendor.

Section Eight: Compliance Chargebacks

Vendors are subject to chargebacks based on a specific list of reasons. This allows Belk to keep each Vendor accountable and ensure that agreed upon expectations as outlined in the Private Brands BI VBR are met.

8.1 Chargeback Table

The chargeback rates listed for the following reason codes (RC) are applicable to total PO unit quantity or carton quantity: 35, 43, 45, 56, 58, 67, 80, 81, 84, 85, 99, 101

CODE	CHARGE DESCRIPTION	CHARGE
PRODUCT INFORMATION		
104	Late receipt of first fit sample	$100 per sample
105	Late final fit approval	$100 per style
106	Missing or unauthorized party for product testing	$500 per occurrence
107	Missing or unauthorized party for final inspection	$500 per occurrence
121	Late receipt of ad/ecom sample/image	$100 per sample
126	ASN quantities do not match invoice quantities	$100 per occurrence
128	Product shipped with a failed test report or final inspection	Full FOB cost of the PO; At Belk's discretion, Belk will not pay invoice or will chargeback full FOB cost
PURCHASE ORDER SHIPMENTS		
108	Freight on board vessel 1-7 days past cancel date	5% FOB cost discount or at Belk's discretion, air 100% prepaid
109	Freight on board vessel 8-14 days past cancel date	10% FOB cost discount or at Belk's discretion, air 100% prepaid
110	Freight on board vessel 15+ days past cancel date	20% FOB cost discount or at Belk's discretion, air 100% prepaid
127	Product shipped on a canceled PO or prior to the FOB start ship date	Full FOB cost of the PO; At Belk's discretion, Belk will not pay invoice or will chargeback full FOB cost
130	Request to change factory or port within 60 days of FOB start ship date	$1500 per PO
EDI/ASN INFORMATION		
67	Incorrect/inaccurate SKU on ASN	$.50 per unit

75	Missing/unusable/incorrect ASN	$10 per carton
PRODUCT PREPARATION		
46	Missing size strip tape or sticker (if applicable)	$0.60 per unit, minimum $50 per PO
80	Missing/incorrect/unscannable UPC ticket or incorrect ticket/label placement	$0.50 per unit
81	Missing/wrong retail	$0.50 per unit
84	Missing or wrong hanger type/size/sizer/color	$0.60 per unit, minimum $50 per PO
99	Unknown UPC (not recognized in Belk system/not on Belk PO-850)	$7 per carton
101	Missing or defective UPC/RFID hangtag or sticker, or UPC/RFID hangtag or sticker sourced from non-approved supplier	$0.60 per unit, minimum $50 per PO
116	Hanger sourced through non-approved supplier	$500 per PO
CARTON PREPARATION		
35	Cartons do not meet minimum/maximum conveyable dimensions or weight	$2 per carton quantity
43	Excessive packing materials used	$5 per carton
45	Missing carton color code label (if required)	$25 per store per PO + $0.25 per carton quantity
56	Not packed separately by store or PO number	$10 per carton
58	Items shipped in individual polybags	$5 per carton
85	Missing/unscannable GS1-128 carton label or missing information on carton label	$10 per carton
SHIPPING AND TRANSPORTATION		
73	Inaccurate cube, weight, carton count, or PO numbers listed on routing request	$250 per shipment or $250 handling + full freight invoice (charge will be determined based on cost impact to Belk)
93	Unauthorized shipment or unauthorized carrier used	$500 handling + full freight invoice amount
94	Carrier assessorial fees including but not limited to detention, demurrage due to inaccurate ASN or customs documentation (including any documents related to US Cotton Incentive), late delivery, storage, failure to identify/declare hazardous material shipments	$250 handling + full amount of fees assessed
111	Booking request submitted to freight forwarder less than 21 days prior to FOB start date or 28 days prior to FOB cancel date; updating a booking and removing or adding POs	$4000 per PO *Note: If Belk is unable to secure a contract rate booking due to late booking, Vendor will be subject to pay the difference in freight cost between contract and premium rates. The two portions of this chargeback may be processed separately at different times.*

112	Cargo not delivered to carrier for booked vessel	$4000 per PO *Note: If Belk is unable to secure a contract rate booking due to late booking, Vendor will be subject to pay the difference in freight cost between contract and premium rates. The two portions of this chargeback may be processed separately at different times.*
122	Freight CBMs on a confirmed booking request varies greater than +/- 5% of actual freight CBM turned over for shipment	$1500 per CBM of variance beyond +/- 5%
INVOICES AND ACCOUNTS PAYABLE		
103	Short shipment between 5% and 10% of PO	5% of FOB cost of total PO original quantity
131	Short shipment greater than 10% of PO	10% of FOB cost of total PO original quantity/at Belk's discretion to cancel
COMPLIANCE		
113	Detainment fees due to non-compliance of US forced labor requirements will be assessed but not limited to demurrage charges, fines, penalties, storage, loss of business	$100 handling + full amount of fees assessed

8.2 Chargeback Inquires and Disputes

Chargeback inquiries and disputes are handled by unique teams depending on their reason code. For a list of who to contact for each reason code, please reference the Belk Reason Code List on the **Vendor Resources Page**.

Chargeback inquiries and disputes with invoice numbers beginning in "AI-" should be submitted through the **OpenText™ Trading Grid Intelligence Deduction Management Portal** (OpenText Portal). The OpenText™ Portal provides detailed information on transportation and compliance related chargeback deductions. The OpenText Portal requires a unique user ID and password to login. Please contact the Belk Compliance team at **Belk_Compliance@Belk.com** with your Vendor account number, full name, and email address to be set up for access.

Any additional questions may be sent to the Belk Compliance team at **Belk_Compliance@Belk.com**. Please note, all chargeback inquiries and disputes must be made within 90 days of the invoice date.

Section Nine: Accessing Payment Information

The Accounts Payable (AP) Vendor Portal (Vendor Portal) can be found at **https://vendorportal.belk.com/VendorPortal/**. The Vendor Portal should be used as the primary source to

answer all chargeback and payment inquiries. The Vendor Portal will provide important Vendor information including check information, details of current trial balance, the status of an invoice, Vendor adjustments, return packing slips along with tracking information, and all chargeback deductions. The Vendor Portal requires a 12-digit account number to log in. Please contact the Belk VCG team at **VCG@Belk.com** to be set up for access.

Section Ten: Belk Contact Information

CONTACT GROUP	EMAIL
Vendor Onboarding Questions	Vendor_Relations@belk.com
Vendor Compliance Requirements Chargeback Questions/Disputes	Belk_Compliance@belk.com
ASN Questions	ASN@belk.com
EDI Questions	EDI@belk.com
AP Questions Invoice Questions	AP_Corresponence@belk.com
UPC Ticket Information	BSS_ICG@belk.com
Vendor Address Information Information Maintenance Vendor Portal Questions	VCG@belk.com

Belk Mailing Address:
Belk Private Brands
2801 W. Tyvola Road
Charlotte, NC 28217

Appendix A: Belk Code of Conduct

Vendors represents and warrants the following:

That we are aware of all relevant laws and regulations of the country or counties in which our company operates.
That we will inform Belk in case of conflict between provisions of the Code of Conduct and any applicable laws or regulations in our countries of operation.
That we will observe and conform to the Code of Conduct in its entirety based on a development-oriented approach and without amendment or abrogation. That Belk agents and/or any third-party organization acting on Belk's behalf may carry out audits with or without notice at business premises of our contractors and subcontractors at any time.

We shall notify Belk or the agent on behalf of Belk of the location of all business premises used for the production of goods and/or delivery of services for Belk or the agent on behalf of Belk. We guarantee that the production of goods and/or delivery of services for Belk or the agent on behalf of Belk is carried out exclusively at the locations we have indicated. We understand that failure to inform Belk or the agent on behalf of Belk of the location where work for its products and/or services are carried out is adequate justification for the immediate and unconditional termination of all business and contractual relationships. We will use the Code of Conduct for purposes relating to business and monitoring of activities related to Belk.

Every factory must sign and return the Belk Private Brands Code of Conduct and the acknowledgement of having reviewed and understood the Belk Vendor Business Requirements. Failure to comply with this requirement will cause the factory to be ineligible for Belk production. It is important that Belk Private Brands Vendors place business on behalf of its consumers and stockholders with Vendors and supply chain partners (collectively, "Suppliers") whose practices are compatible with Belk's brand values. Therefore, in accordance with these values the Belk Private Brands Code of Conduct (the "Code of Conduct") aims to achieve compliance with certain social, legal, human rights, and environmental standards. By acceptance of the Belk Code of Conduct, Belk Private Brands Vendors are, within their scope of influence, committed to acknowledge the social, legal, human rights and environmental standards laid down in this Code of Conduct and take appropriate measures within their company policy for their implementation and compliance by their Suppliers. Belk Private Brands Vendors must, in addition, cause their Suppliers to ensure that the Code of Conduct is also observed within their own supply chains involved in production processes carried out on behalf of Belk. This Code of Conduct outlines the minimum requirements that all Belk Private Brands Vendors must meet in order to do business or continue to do business with Belk.

☐ **By checking this box and signing below you have received and understand the Belk Code of Conduct and acknowledge the receipt and understanding of the Vendor Code of Conduct and Belk Private Brand Vendor Business Requirements.**

Vendor/Factory Name: _____
Print Full Name: _____
Signature: _____
Title: _____
Date: _____

Appendix B: Belk Factory Profile

Belk Factory Profile

FACTORY NAME (Offical Business Name):		DATE COMPLETED:	
FACTORY CONTACT INFORMATION			
FACTORY NAME- Business name and any alias			
FACTORY STREET ADDRESS			
FACTORY CITY			
FACTORY STATE/PROVINCE			
FACTORY COUNTRY			
CONTACT PERSON 1		Email Address	
	Phone:	Title:	
CONTACT PERSON 2		Email Address	
	Phone:	Title:	
CONTACT PERSON 3		Email Address	
	Phone:	Title:	
EXPORT COUNTRIES			

FACTORY INFORMATION

YEAR ESTABLISHED _____

TOTAL NUMBER OF EMPLOYEES _____

PRODUCT CATEGORIES _____

FACTORY VAT NUMBER _____

FACTORY BUSINESS LICENSE NUMBER_____

VENDOR INFORMATION (if applicable)- Please indicate N/A if no vendor is used

VENDOR _____

CONTACT PERSON _____

VENDOR ADDRESS _____

PHONE# _____ MOBILE: _____

EMAIL ADDRESS

AGENT INFORMATION (if applicable)- Please indicate N/A if no agent is used

AGENT _____

CONTACT PERSON _____

AGENT ADDRESS _____

PHONE# _____ MOBILE: _____

EMAIL ADDRESS

CUSTOMER BASE

CUSTOMER	% TOTAL BUSINESS	CUSTOMER SINCE	MENS/WOMENS/ KIDS	PRODUCT CATEGORY	

Belk Factory Profile

Social Compliance Certification Status	*Submit Copy of the Full Audit and CAP*		
Certifications/Systems	Date	Customer/Brand/Retailer	Audit Company name
3rd Party Accredited Social Compliance Audit			
Other			

Security Compliance Certification Status	*Submit Copy of the Full Audit and CAP*		
Certifications/Systems	Date	Customer/Brand/Retailer	Audit Company name
3rd Party Accredited Security Compliance Audit			
Other			

AGENT		
FACTORY/SUPPLIER (COMPANY)		
AUTHORIZED SIGNATURE	By Checking the box below and printing your name below, you signify that all information presented herein is true and accurate to the best of your knowledge and that you are authorized to digitally sign this document on behalf of the Company	
DIGITAL SIGNATURE	☐ Check Here to Confirm the Above	
PRINT NAME/TITLE		DATE:

Appendix C: Anti-Forced Labor Letter

_____ __, 20__

Dear Supplier Partner (Vendor/Agent/Factory):

Recently, the United States government has barred United States companies from all business activities that may be a result of forced labor. Forced labor is a human rights abuse that hurts vulnerable workers, law-abiding businesses, and consumers. The United States will not tolerate forced labor in our supply chains and will continue to stand up against cruel and inhumane labor practices.

The United States Customs and Border Protection (CBP) defines "forced labor" as follows:

- Forced labor is all work or service which is exacted from any person under the menace of any penalty for its nonperformance and for which the worker does not offer work or service voluntarily. Indentured labor is defined as work or service performed pursuant to a contract, the enforcement of which can be accomplished by process or penalties. This includes forced or indentured child labor.

CBP implements laws, regulations, and legal requirements to prevent merchandise produced in whole or in part in a foreign country using forced labor from being imported into the United States.

We are required to conduct due diligence of all our supplier partners to determine where the entity and its affiliates may be involved in the practice of forced labor. To validate we have completed our due diligence, we require that you confirm the following by executing this letter:

- As a Belk supplier partner, you understand the legal requirements and significant restrictions we and United States companies are subject to under United States law.
- There is no involvement by your company or any subsidiary or affiliates of your company with any company suspected of or engaged in the use of forced labor.

We appreciate your attention and prompt response regarding this matter.

Sincerely,
BELK INTERNATIONAL, INC.
Jeff Isom
Director, International Trade & Customs Compliance

Acknowledged and Agreed:
Company Name: _____
Title of Signee: _____
Printed Name of Signee: _____
Signature: _____
Date: _____

Appendix D: Vendor Factory Checklist

Vendor Name:
Factory Name:
Date:

The Onboarding team has requested and received the following compliance documents signed from the Vendor and each production factory:

Vendor Level
_____Codes of Conduct for Vendor, each factory proposed for Belk production
_____VBR/Prop 65 letter
_____New Vendor/Factory Profile

Factory Level
_____Social compliance audit conducted within the last year with CAP
_____Security compliance audit conducted within the last year with CAP
_____Vendor factory PLM Set up form
_____ Anti-Forced Labor Statement
_____Trucking information used by the factory to the port – name and address of the trucker
_____Belk CTPAT questionnaire
_____Belk Vendor invoice set up form

Please note that all forms are required to move forward. Do not send unless and until the paperwork is complete. It will not speed the process to send piecemeal. Only send the forms requested above and include the checklist when returning the documents.

Thanks,
GTCC

Revised 2025

Appendix E: Vendor Acknowledgement of VBR

[Date]

[Company Name]
[Company Address]

Re: Belk Private Brands Domestic Importer Vendor Business Requirements

[Company Name] ("Vendor") is subject to the terms and conditions set forth in the Belk Private Brands Domestic Importer Vendor Business Requirements, also referred to as the VBR, currently located at **https://www.belk.com/customer-service/about-us/vendor-resources/** as amended from time to time. Vendor shall comply with all terms and conditions within the VBR, including without limitation, all legal requirements set forth in the VBR. The terms and conditions set forth in the VBR shall continue to govern the relationship between the Vendor and Belk.

Executed:
[Company Name]

By: _____
Name: _____
Title: _____

Appendix F: Maersk Contact List

Vietnam
Nguyen Tuong Vi
Email: **nguyen.vi@lns.maersk.com**
Tel: 1800400441 Pin: 6830

My Nguyen Thao
Email: **my.nguyen1@lns.maersk.com**

Cambodia
Sopheanith Huot
Email: **sopheanith.huot@lns.maersk.com**
Tel: 1800203175 Pin: 5014

Daline Voeun
Email: **daline.voeun@lns.maersk.com**

India/Sri Lanka
Satyajaya Shiva Moolya
Email: **satyajaya.moolya@lns.maersk.com**
Tel: 1800 120 1218 Pin: 1798

Vinit Bhor
Email: **vinit.bhor@lns.maersk.com**

China
Grace Rong Luo
Email: **grace.luo@lns.maersk.com**
Tel: +86 400 8423 810
+852 3104 5910 Pin: 6085

Group Email
Email: **tstbooking1@lns.maersk.com**

Appendix G: Terms and Conditions of PO

The following terms and conditions apply to all purchase orders issued by Belk for products ordered from any Vendor (each, a “Purchase Order”). Belk is referred to below as “Purchaser” and supplier is referred to as “Vendor.”

1. Vendor agrees that it will not ship merchandise under this Purchase Order earlier than the "Ship" date no later than the "Cancel" date hereof. Purchaser reserves the right to refuse (including at the carriers' facilities) or return any merchandise that is shipped prior to the "Ship" date or after the "Cancel" date or that is substituted, over-shipped, or not ordered hereby. Purchaser assumes no risk or expense on any merchandise refused or returned for nonconformance with the terms and conditions of this Purchase Order. All refusals or merchandise returns for nonconformance will be subject to a deduction on remittances of all applicable freight charges plus an expense offset charge as indicated on the Belk chargeback table or in the Belk Private Brands International Vendor Business Requirements. If Purchaser elects to keep shipments shipped prior to the "Ship" date, terms will be computed from the "Ship" date shown here on. If Purchaser elects to keep shipments shipped after the "Cancel" date, terms will be computed from the actual date of the shipment, Purchase Order "Ship" date or date of invoice, whichever is later; and the foregoing expense offset charge as indicated on the Belk chargeback table or in the Belk Private Brands International Vendor Business Requirements.
2. Purchaser must be notified in writing within 5 days of Purchase Order issuance if this Purchase Order is not accepted, including all terms and conditions as stated therein.

3. Purchaser reserves the right, without penalty, to cancel any purchase order, in whole or in part, in the event that Purchaser’s use of the merchandise is prevented, hindered, or delayed by or during the period of a force majeure event or circumstance outside of Purchaser’s control, including without limitation any fire, flood, earthquake, epidemic, pandemic (including, but not limited to, COVID-19 and any voluntary or mandated mitigation measures with respect thereto), government action, riot, strike, war and/or other force majeure event.

4. It is understood that Purchaser shall have a reasonable time and opportunity to examine the merchandise included in this Purchase Order when received in its store, whether or not its agents have previously examined said merchandise, and, if it shall then be ascertained that said merchandise or any part thereof is not in conformity with this Purchase Order or is not as represented or warranted by Vendor, is inferior in workmanship or quality or is otherwise defective, or is delivered in a damaged condition (other than damaged in transit), Purchaser shall have the right to rescind this contract and return all or any part of the merchandise to Vendor at Vendor's expense, plus a charge as indicated on the Belk chargeback table or in the Belk Vendor guide, if said conditions are determined during the receiving process. If said conditions are discovered at any time after the receiving process has been completed, the merchandise may be returned at Vendor's expense. The right to rescind given hereunder shall not be construed as a limitation on the right to rescind or other rights given by common law or statute. As used herein, the term "Vendor's expense" shall mean inbound and outbound freight costs plus the cost of any transit insurance associated therewith.

5. Vendor shall be responsible for including all applicable sales, use or excise taxes in its purchase price. In the event a statutory exemption applies, Belk shall be responsible for providing a valid exemption certificate to the Vendor.

6. By acceptance of this Purchase Order, Vendor agrees to:
   A. Deliver all merchandise in accordance with this Purchase Order at the prices stated herein or at such lower prices and at any better terms and discounts as may be prevailing at the time of shipment.

   B. Guarantee that all merchandise ordered has been priced, stamped, labeled, tagged, marked, invoiced, and delivered in full compliance with (i) all applicable international, federal, state, and local government (and all departments, boards, bureaus and commissions thereof) laws, rules, standards, orders, rulings, rules, guides and regulations, including, but not limited to the Federal Trade Commission Act, the Consumer Product Safety Act, the Transportation Recall Enhancement, Accountability, and Documentation Act, the Textile Fiber Products Identification Act and regulations relating to statement of fiber content of rayon, wool, linens, and other textiles contained in such merchandise, the Wool Products Labeling Act, the Care Labeling Rule, the Fair Packaging and Labeling Act, the Magnusson-Moss Warranty Act, the Federal Hazardous Substances Act, the Poison Prevention Packaging Act, the Radiation Control for Health and Safety Act, the Food, Drug and Cosmetics Act, California Proposition 65, and the Fur Products Labeling Act, and (ii) the laws, regulations and rules of all countries in which merchandise is produced or delivered. Vendor shall provide to Belk any information that is required to be displayed to comply with laws applicable to eCommerce sales of the merchandise [including but not limited to any California Proposition 65 warnings].

   C. Guarantee that all merchandise ordered hereunder has been or will be manufactured, compounded, or produced in full compliance with (i) all applicable international, federal, state, and local government labor laws, rules, and regulations, specifically including, without limitation, all applicable minimum wage, overtime, and child labor laws, rules, and regulations, and (ii) the Code of Conduct.

   D. Warrant to Purchaser and its customers that such merchandise is free from defects of workmanship and material and is fit for normal use by the consumer.

   E. Defend, indemnify, and hold Purchaser harmless from and against all claims, damages, losses, liabilities, and expenses (including reasonable attorneys' fees) on account of:
   (1) Any actual or alleged defect in the merchandise ordered hereunder;
   (2) Any actual or alleged patent, copyright, trade secret, or trademark or other intellectual property infringement arising from Vendor’s manufacturer, sale, or export, or Purchaser's use, sale, or offering for sale, of any merchandise ordered hereunder;

(3) Purchaser's and Purchaser's customers' reliance upon the warranties set out in B, C, and D above; and
(4) Any gross negligence, willful misconduct, fraud, or violation of law by Vendor or any of its suppliers.
(5) Any unfair competition.
(6) Any unfair or deceptive trade practices in connection with the merchandise and/or the product content furnished by Vendor to Belk.
(7) Personal injuries or other damages sustained by any person from the use or misuse of the merchandise.
(8) Any claim of strict liability, negligence, recklessness, or willful misconduct on the part of Vendor and/or relating to the merchandise.

7. Purchaser reserves the right to take immediate credit for all goods that are to be returned to Vendor because they do not meet the requirements of this Purchase Order.

8. Purchaser reserves the right to dispose of Vendor's goods at Purchaser's option, in such manner as Purchaser deems appropriate, if any return authorization is not received by Purchaser from Vendor within 30 days of original request.

9. No assignment or other transfer of this Purchase Order, by Vendor, to any third party, will operate to create any liability by Purchaser hereunder to any such third party without the prior written consent of Purchaser to such assignment or transfer; provided, however, that nothing hereinabove contained shall be deemed to prohibit the Vendor's subcontracting, to one or more third parties, the production of part or all of the merchandise ordered hereunder.

10. If any provision of this Purchase Order, specifically including any provision contained in the following Billing and Shipping Instructions, shall be construed or held to be invalid or unenforceable by any court of governmental body or agency having jurisdiction thereof, then this Purchase Order will be interpreted as though such provision had been omitted, and the validity and enforceability of the remaining provisions hereof will be valid, enforceable, and unaffected thereby.

11. No modification of or addition to these terms and condition shall be affected by any course of dealing or usage of trade, or acceptance or acknowledgement by Vendor of any Purchase Order or other form submitted by Vendor containing additional or different terms or conditions. Purchaser and Vendor may only modify these terms and conditions by a clear and conspicuous written amendment or agreement signed by both parties that expressly states the intent of the parties to modify these terms and conditions.

12. This agreement shall be controlled, construed, and enforced in accordance with the laws of the State of North Carolina. Purchaser and Vendor hereby consent to the jurisdiction of the federal and state courts in Mecklenburg County, North Carolina, in connection with any dispute between the parties hereto and each waives any objection based on improper or inconvenient venue.

Appendix H: Belk Direct Bill File Specifications

T Specifications for the Sending of Financial Files to Belk Inc.
Invoice File

1.1.1	Files must be sent prior to 7:00 p.m. Eastern Time to be processed on that day. The current rule is one file per day per Vendor.
1.1.2	An email is sent by each vendor with the Invoice CSV attachment. See section 4 for file format. The email will be sent to **bidirectbill@Belk.com**.
1.1.3	A pre-defined sender email ID is required for each Vendor. Email ID's can be up to 50 characters in length. Belk Inc. must be notified of changes to an existing email address or a new email address 2 weeks prior to the start of sending files. Emailed CSV files will not be processed if they are sent from any email ID other than the Vendor's pre-defined email address. To contact Belk regarding an add or change in an email address, email **bidirectbill@Belk.com**. Please include the following information in your email: • New email address • Old direct bill email address (if applicable) • Vendor name • Contact information including name, email address, location, and phone number
1.1.4	The pre-defined email subject line must appear in the email. • The subject line will read: Belk daily direct bill file (YYYYMMDDHHMMSS) • **Example:** Belk daily direct bill file (20150813014104) • Date timestamp value must be included in the subject line (time is military time.)
1.1.5	This is the file layout to be used by all Vendors and agents. Refer to the example of the file below: • All text must be in uppercase • The file should not contain any blank lines • CSV MAPPING INVOICE RECORDS(S)

TOKEN #	DATA MAP	SAMPLE DATA	COMMENTS
T01	BS450-FILE-NAME	BIDIRECT	
T02	BS450-LINE-ENTRY-NBR	1	ROW SEQUENCE NUMBER (increment for each record in the file)
T03	BS450-COMPANY-NBR	990	
T04	BS450-COMP-PO	0990002001310	T04(1:4) = BS450-COMP- NBR T04(5:2) = 00 T04(7:7) = BS450-PO- NBR
T05	BS450-ACC-NBR	3200000000	
T06		NL	
T07	BS450-RCV-DATE	20120727	YYYYMMDD
T08	BS450-INV-NBR	C8120175	No special characters Max of 12 characters
T09	BS450-DATE- UNIT	FCR-JUL09DD-SEP07PC1234	T09(5:5) = BS450-FCR-DATE T09(13:5) = BS450- DUE-DATE T09(20:9) = BS450-UNITS
T10	BS450-PAY-TYPE	USD	
T11		0	
T12	BS450-TOT-AMNT	1326.55	$ AMOUNT PER PO
T13			
T14			
T15		XL	
T16		GL165	
T17		N	
T18		20120727	SAME AS T07

TBL: 1 [A]

- Token numbers other than in **RED** will remain unchanged for each record
  Sample record as shown in the above mapping:
  BIDIRECT,1,990,0990002001310,3200000000,NL,20120727,C8120175,FCR-JUL09DD-SEP07PC1234,USD,0,1326.55,,,XL,GL165,N,20120727
- FCR - Forwarders' Cargo Receipt
- TRAILER RECORD

T01	BS450-FILE-NAME	BIDIRECT	
T02	BS450-LINE-ENTRY-NBR	100	ROW SEQUENCE NUMBER
T03	BS450-COMPANY-NBR	990	
T04	BS450-COMP-PO	099000	T04(1:4) = BS450-COMP-NBR T04(5:2) = 00
T05	BS450-ACC-NBR	2030850000	
T06		NL	Literal value NL
T07	BS450-RCV-DATE	20120727	YYYYMMDD (CSV CREATE DATE)
T08	BS450-INV-NBR	BIDIRECT	Literal value is BIDIRECT
T09	BS450-DATE-UNIT	TRANSMISSION TOTAL	Literal value is TRANSMISSION TOTAL
T10	BS450-PAY-TYPE	USD	Literal value USD
T11		0	
T12	BS450-TOT-AMNT	-2678341.41	TOTAL $ AMOUNT FOR ALL PO (-) This value should always include the negative sign
T13			
T14			
T15		XL	Literal value XL
T16		GL165	Literal value GL165
T17		N	Literal value N
T18		20120727	SAME AS T07

TBL: 1[B]

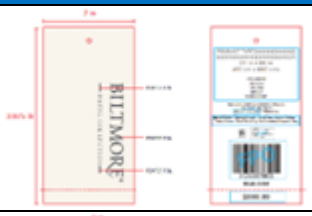
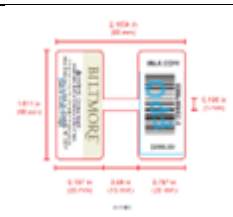
- Token numbers other than in **RED** will remain unchanged for the trailer record
  Sample record as shown in the above mapping:

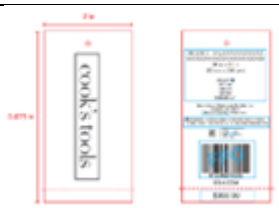
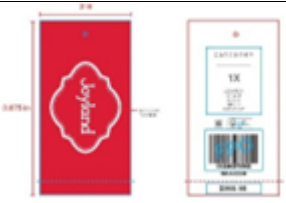
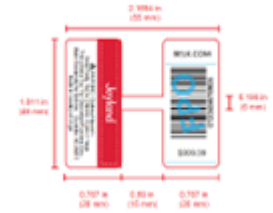
  BIDIRECT,50,990,099000,2030850000,NL,20120727,BIDIRECT,TRANSMISSION TOTAL,USD,0,- 2678341.41,,,XL,GL165,N,20120727

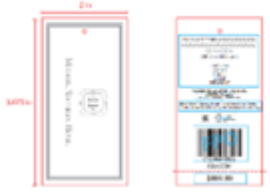
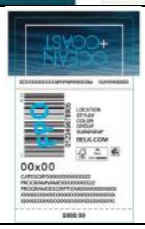
- The above example showing T02 as 50 indicates that the CSV has 49 INVOICE records (one for each PO) and 1 TRAILER record
- T12 - Total Amount in the TRAILER record should have the negative value for the summation of $ amount for each PO listed in the CSV

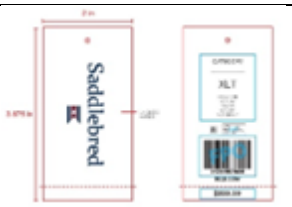
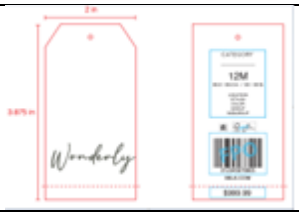
1.1.6	A sample of the csv file. BIDIRECT,1,990,0990114743314,3200000000,NL,20130916 ,DBSCRIP TST28,FCR-SEP09DD- NOV08PC1872,USD,0,8985.6,,,XL,GL165,N,20130916 BIDIRECT,2,990,099000,2030850000,NL,20130916,BIDIRECT,TRANSMISSION TOTAL,USD,0,- 8985.6,,,XL,GL165,N,20130916 There is no restriction on what you would like to name your file when you save it. Please do not use any special characters in the file name.

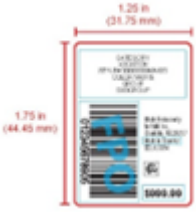
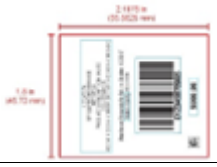
Appendix I: UPC/RFID Tag and Sticker Catalog

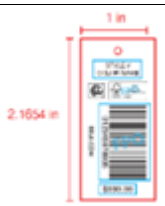
ORDERABLE CODE	BRAND	IMAGE	TYPE	CATEGORY	PRODUCTION LOCATIONS	ORDER LOCATIONS	PRICE PER UNIT
BH21-HT-MAIN-HM-RFID	BILTMORE HOTEL		HANGTAG	HOME	CHINA	CHINA INDIA VIETNAM	$0.0908
BILT21-HT-MAIN-HM-RFID	BILTMORE		HANGTAG	HOME	CHINA	CHINA INDIA VIETNAM	$0.0908
BILT21-STK-HM-RFID	BILTMORE		STICKER	HOME	CHINA	CHINA INDIA VIETNAM	$0.0930
CI22-HT-MAIN-HM-RFID	CROWN & IVY		HANGTAG	HOME	CHINA	CHINA INDIA VIETNAM	$0.1051
CI21-HT-MAIN-RFID	CROWN & IVY		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.1017
CI21-JT-MAIN-RFID	CROWN & IVY		JOKER TAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0831
CI22-SC-MAIN-RFID	CROWN & IVY		SLEEVE CARD	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.1094

CT21-HT-MAIN-HM-RFID	COOK'S TOOLS		HANGTAG	HOME	CHINA	CHINA INDIA VIETNAM	$0.0820
GEN21-HT-MAIN-HM-RFID	GENERIC		HANGTAG	HOME	CHINA	CHINA INDIA VIETNAM	$0.0777
GEN21-HT-MAIN-RFID	GENERIC		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0777
JL21-HT-MAIN-HM-RFID	JOYLAND		HANGTAG	HOME	CHINA	CHINA INDIA VIETNAM	$0.0820
JL21-HT-MAIN-RFID	JOYLAND		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0820
JL21-STK-HM-RFID	JOYLAND		STICKER	HOME	CHINA	CHINA INDIA VIETNAM	$0.0870
KR21-HT-MAIN-RFID	KIM ROGERS		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0798

KR21-JT-MAIN-RFID	KIM ROGERS		JOKER TAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0788
KR21-JT-MAIN-RFID-PERF	KIM ROGERS		JOKER TAG	APPAREL	CHINA	CHINA INDIA	$2.0788
MAD21-HT-MAIN-RFID	MADISON		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0984
MAD21-JT-MAIN-RFID	MADISON		JOKER TAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0919
MAD22-SC-MAIN-RFID	MADISON		SLEEVE CARD	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.1094
MSH21-HT-MAIN-HM-RFID	MSH		STICKER	HOME	CHINA	CHINA INDIA VIETNAM	$0.0798
OC24-HT-MAIN-RFID	OCEAN + COAST		HANGTAG	APPAREL	CHINA	CHINA INDIA	$0.0763
OC25-JT-MAIN-RFID-PERF	OCEAN + COAST		JOKER TAG	APPAREL	CHINA	CHINA INDIA	$1.0710

PAR21-HT-MAIN-RFID	PARISIAN		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0984
PAR21-JT-MAIN-RFID	PARISIAN		JOKER TAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0919
PAR21-JT-MAIN-RFID-PERF	PARISIAN		JOKER TAG	APPAREL	CHINA	CHINA INDIA	$1.0919
PT21-HT-MAIN-RFID	PRO TOUR		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0820
SB21-HT-MAIN-RFID	SADDLEBRED		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0798
SB22-SC-MAIN-RFID	SADDLEBRED		SLEEVE CARD	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0984
TC22-HT-MAIN-RFID	TRUE CRAFT		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM <u>FUTURE</u> CHINA ONLY	$0.0984
WON22-HT-MAIN-RFID	WONDERLY		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0872

WON25-JT-MAIN-RFID-PERF	WONDERLY		JOKER TAG	APPAREL	CHINA	CHINA INDIA	$0.0819
BELK21-STK-UPC-LG-RFID	GENERIC		STICKER	HOME	CHINA	CHINA INDIA VIETNAM	$0.0607
BELK21-STK-UPC-SM-HM-RFID	GENERIC		STICKER	HOME	CHINA	CHINA INDIA VIETNAM	$0.0623
BELK21-STK-UPC-SM-RFID	GENERIC		STICKER	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0623
BELK21-TA-UPC-RFID	GENERIC		TEARAWAY LABEL	HOME	CHINA	CHINA INDIA VIETNAM	$0.0695
BELK21-RFID-ACCS-STR	GENERIC		STICKER	FASHION JEWELRY	CHINA	CHINA INDIA VIETNAM	$0.0547
BELK21-RFID-HT	GENERIC		HANGTAG	SUPPLEMENTAL	CHINA	CHINA INDIA VIETNAM	$0.0536
BELK21-RFID-LG-STR	GENERIC		STICKER	SUPPLEMENTAL	CHINA	CHINA INDIA VIETNAM	$0.0514

BELK21-RFID-SM-STR	GENERIC		STICKER	SUPPLEMENTAL	CHINA	CHINA INDIA VIETNAM	$0.0514
GEN22-HT-SMALL-RFID	GENERIC		HANGTAG	APPAREL	CHINA	CHINA INDIA VIETNAM	$0.0711

Appendix J: RFID Inlay Spec Guide

Product Type	Current Spec	Proposed New Spec
Apparel: Women's, Men's & Kids		
All Apparel products	Spec G	Spec R
Shoes: Women's, Men's & Kids		
Boxed shoes	Spec F	Spec R
Hanger Card Shoes	Spec F	Spec R
Cosmetics & Fragrance		
Cosmetics	TBD	TBD
Fragrances	TBD	TBD
Bath Gels and Lotions	TBD	TBD
Shaving & Beard Care	TBD	TBD
Jewelry		
Bracelets	Spec F	W6
Earrings	Spec F	W6
Necklaces	Spec F	W6
Rings	Spec F	W6
Watches	Spec F	W6
Cufflinks	Spec F	W6
Accessories		
Belts	Spec F	Spec R
Gloves & Mittens	Spec F	Spec R
Hair Accessories	Spec F	Spec R
Hats	Spec F	Spec R
Phone Cases	Spec F	Spec Y2
Scarves & Wraps	Spec F	Spec R
Eyewear	Spec Q	Spec W5
Sunglasses	Spec Q	Spec W5
Suspenders	Spec F	Spec R
Ties	Spec G	Spec R
Pocket Squares	Spec G	Spec R
Handbags & Wallets	Spec F	Spec R
Boxed Accessories	Spec G	Spec R
Home & Gifts		
Bedding Sets	Spec F	Spec Y2
Blanket & Throws	Spec F	Spec Y2
Comforters & Quilts	Spec F	Spec Y2
Pillows	Spec F	Spec Y2
Duvet Covers & Shams	Spec F	Spec Y2
Sheets & Bed Skirts	Spec F	Spec Y2

Rugs & Mats	Spec F	Spec Y2
Towels	Spec F	Spec Y2
Bath Accessories	Spec G	Spec Y2
Art, Wall Décor, Mirrors	Spec G	Spec Y2
Home Décor	Spec G	Spec Y2
Candles & Diffusers	Spec G	Spec Y2, C2 (if applied directly to glass/ceramic)
Desk Accessories & Stationery	Spec G	Spec Y2
Faux Flowers, Plants, Wreaths	Spec G	Spec Y2
Lighting & Lamps	Spec G	Spec Y2
Picture Frames	Spec G	Spec Y2
Tabletop & Kitchen - Open Stock	Spec G	Spec Y2
Tabletop & Kitchen - Boxed	Spec G	Spec Y2
Bar Accessories	Spec G	Spec Y2
Cookware & Bakeware - Packaged	Spec G	Spec Y2
Dinnerware & Glasses - Packaged	Spec G	Spec Y2
Cookware & Bakeware - Open Stock	TBD	Spec Y2, exempt if metal will interfere
Dinnerware & Glasses - Open Stock	Spec G	Spec Y2
Flatware & Utensils - Boxed	Spec G	Spec Y2
Serveware - Open Stock with no packaging	Spec G	Spec Y2, exempt if metal will interfere
Serveware - Boxed	Spec G	Spec Y2
Luggage & Travel	Spec F	Spec Y2

Appendix K: Avery Dennison Contact List

USA (Customer Service Manager)
Kelly Kilbride
Email: kelly.kilbride@averydennison.com
Tel: 937-865-2542

India
Harinakshi C
Email: Harinakshi.c@ap.averydennison.com
Tel: +91 08067744448

China/Hong Kong
Cassiel Dong
Email: Cassiel.dong1@ap.averydennison.com
Tel: 86 20 3233 5167

Lauren Chen
Email: lauren.chen@ap.averydennison.com
Tel: 86 20 3233 5142

Rita Huang
Email: rita.huang1@ap.averydennison.com
Tel: 862032335159

Vietnam
Daria Huynh
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Tel: (+84) 28-3776-3327 EXT: 3694

Amie Huynh
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Tel: (+84) 28-3776-3327 EXT: 3697

Appendix L: Hanger Nominated Supplier Contact List

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Appendix M: Hanger Specifications

IMAGE	HANGER CODE	SIZE	SIZER	COLOR	SIZE ZONE
Top I-Beam Hanger with Metal Hook					
	BEL-484	17"	None	Black	Missy/Petite/Men's/YC
	BEL-479	19"	None	Black	Plus/B&T
Top Knit Wear Hanger (Non-Slip) - Sweater Products Only					
	BEL-584	17"	None	Black	Missy/Petite/Men's/YC
	BEL-579	19"	None	Black	Plus/B&T
Bottom Padded (2 Side) Clip Hanger					
	BEL-6212	12"	None	Black	Missy/Petite/Men's/YC
	BEL-6214	14"	None	Black	If needed
	BEL-6216	16"	None	Black	Plus/B&T
Outerwear					
	BEL-3329	17"	None	Black	Missy/Petite/Men's/YC
	BEL-3320	19"	None	Black	Plus/B&T
	BEL-3316	15"	None	Black	Boys 8-20, Girls 7-16
Intimate Apparel					
	BEL-GS-19	10"	None	Clear	Missy/Petite/Plus
Top Hanger with Notches - Separates					
	BEL-495	10"	Yes	White	Baby/Toddler (2T-4T)
	BEL-496	12"	Yes	White	Boys 4-7, Girls 4-6X
	BEL-472B	15"	Yes	Black	Boys 8-20, Girls 7-16
Bottom Pinch Clip Hanger - Separates					
	BEL-6108	8"	Yes	White	Baby/Toddler (2T-4T)
	BEL-6110	10"	Yes	White	Boys 4-7, Girls 4-6X
	BEL-6110B	10"	Yes	Black	Boys 8-20, Girls 7-16

Bottom Pinch Clip Hanger, Sets - 4" Drop					
	BEL-9408	8"	Yes	White	Baby/Toddler (2T-4T)
	BEL-9410	10"	Yes	White	Boys 4-7, Girls 4-6X
	BEL-9410	12"	Yes	Black	Boys 8-20, Girls 7-16
Bottom Pinch Clip Hanger, Sets - 7" Drop					
	BEL-6908	8"	Yes	White	Baby/Toddler (2T-4T)
	BEL-6910	10"	Yes	White	Boys 4-7, Girls 4-6X
Set Hanger, 2 Piece Set - 4" Drop					
	BEL-410	10"	Yes	White	Baby/Toddler (2T-4T)
	BEL-429	12"	Yes	White	Boys 4-7, Girls 4-6X
Set Hanger, 2 Piece Set - 7" Drop					
	BEL-420	10"	Yes	White	Baby/Toddler (2T-4T)
	BEL-422	12"	Yes	White	Boys 4-7, Girls 4-6X
Set Hanger, 3 Piece Set - 3" Drop					
	BEL-4410	10" top 7" bottom	Yes	White	Baby/Toddler (2T-4T)
	BEL-4412	12" top 8" bottom	Yes	White	Boys 4-7, Girls 4-6X
Set Hanger, 3 Piece Set - 6" Drop					
	BEL-2110	10" top 7" bottom	Yes	White	Baby/Toddler (2T-4T)
	BEL-2112	12" top 8" bottom	Yes	White	Boys 4-7, Girls 4-6X
Sizer					
	BEL-S83 BEL-ST1-VICS				All Kids

Appendix N: Vendor Recordkeeping Requirements (Cargo)

REASON FOR THE PROCEDURES

Belk International acts as the importer of record (IOR) for purchase orders (POs) that are placed with international vendors, either directly or through Belk's agents.

As the importer of record, Belk International is responsible for U.S. Customs and Border Protection (CBP) requirements. US CBP has the authority to review records made or normally kept in the ordinary course of business. CBP is authorized to review documentation related to:

1. Any importation into the U.S.
2. Transportation into the U.S.
3. Use of Free Trade Agreements (FTA)
4. Any other activity administered by the US CBP

Below you will find a detailed list of documentation that should be available for each Belk International Purchase Order (PO) to import merchandise into the US or used to substantiate the use of FTAs. Vendors must maintain all records applicable to each Belk International Purchase Order for five (5) years from the date of entry into the United States, or five (5) years from the date of the activity that required the record to be created, unless a different retention period is required by law or regulation. Records must be complete, accurate, legible, retrievable, and available for review by Belk or U.S. Customs and Border Protection upon request.
Vendors must provide requested records to Belk within ten (10) calendar days of Belk's request. This internal deadline is required so Belk can meet CBP production deadlines, which may require records within thirty (30) calendar days or sooner depending on the circumstances.

Belk will periodically conduct documentation or production records audits with vendors utilizing FTAs to ensure compliance with these procedures.

Records must be maintained for 5 years from the date of entry into the United States.

Failure to maintain appropriate recordkeeping requirements can result in fines and penalties by US CBP.

Additional information regarding recordkeeping requirements is located at the following website:
https://www.cbp.gov/document/publications/recordkeeping

RECORDS

The following list includes records which are required to be kept on file by law or regulation. These records may be required by CBP to substantiate importation into the US or valuation of a product. Not every PO will require all the following information. Only the records applicable to each PO are required.
Records may be maintained electronically if the system preserves the integrity, readability, security, and retrievability of the records. Vendors must maintain an effective naming, filing, labeling, and indexing system; maintain a working copy and backup copy in a secure location; and be able to reproduce hard copies upon request.

Vendors must maintain records sufficient to trace raw materials, components, labor, subcontractors, and production locations used in Belk merchandise. This includes supplier invoices, purchase orders, production records, payroll/timekeeping records, transportation records, factory/subcontractor approvals, and any documentation required to demonstrate that merchandise was not produced wholly or in part with forced labor.

1. Purchase Order
2. Bill of lading or air waybill
3. Commercial invoice – includes date, number, description of merchandise, quantities, values, unit price, trade terms, part, model, style, markets and numbers, name, and address of foreign party responsible or invoicing, kind of currency
4. Packing list
5. Terms of sale
6. Shipping quantities
7. Shipping units of measurements
8. Documents required for entries of GSP merchandise, GSP declaration; if applicable
9. AGOA Textile Certificate of Origin and supporting records; if applicable
10. Other Free Trade Agreement documentation or certificates of origin; if applicable
11. APHIS documents or Other Government Agency (OGA) documentation
12. Single country declaration
13. Multiple country declaration
14. Product testing files
15. VISA
16. Certificate of origin or Country of origin support
17. Production records
18. Valuation support; if applicable
19. Proof of payment to vendors and freight/insurance invoices
20. Additional documents required for First Sale For Export shipments: Purchase order from vendor/middleman to factory/manufacturer, commercial invoice from factory/manufacturer to vendor/middleman, proof of payment from vendor/middleman to factory/manufacturer

TRADE PREFERENCE PROGRAMS OR AGREEMENTS/DUTY PREFERENCE CLAIMS

CBP has the authority to request documentation to substantiate the use of Trade Preference Programs or Agreements/Duty Preference Claims. This section applies to any Purchase Orders where Belk is claiming duty free treatment as a result of a Trade Preference Program or Agreement/Duty Preference Claim.

Every Belk supplier working with the production of product eligible for duty free treatment or reduced duty under a Trade Preference Agreement should maintain a procedure manual detailing the regulations applicable and processes necessary to be eligible for the benefits of the related FTA. Documentation should be available regardless of single or multiple countries of origin. This includes:

1. Utilization of any Trade Preference Program or Agreement/Duty Preference Claim for imports into the U.S.
2. Invoices of all materials used in production, including, but not limited to fabric, yarns, trims.
3. Shipping documents from raw material suppliers to production factory
4. Clearance documentation of raw materials into country of production and any applicable

government import licenses

PROOF OF PRODUCTION

Timeline

A detailed and concise timeline prepared by the factory outlining chronological dates and details of events as they occurred. Dates should include fabric purchase, cut parts, etc.

Materials

1. Invoices of all materials used in production, including, but not limited to fabric, yarns, trims.
2. Shipping documents from raw material suppliers to production factory
3. Clearance documentation of raw materials into country of production and any applicable government import licenses
4. Documentation on labels or other materials incorporated into items produced

Production Records

The below information should be provided by country:

1. Internal factory production order
2. Cutting records if fabric is purchased from mill. Cutting records should include verification of quantity, color, and size of order
3. List of number and types of machinery available at production factory
4. List of number and types of machinery utilized in production of Belk PO
5. Timecards of employees involved in production order with highlights of times employee worked on the Belk PO
6. Assembly records including records maintained on the factory floor, detailing the operations performed, employees performing said operations and the dates the operations were performed
7. Proof of factory operation during time of production (i.e., power/electric bill)
8. Documents required for entries of Trade Preference Programs or Agreements / Duty Preference Claims merchandise, declarations, or certificate of origin, if applicable

Examples of Trade Preference Programs or Agreements / Duty Preference Claims include USMCA, CAFTA-DR, AGOA, qualifying preference programs, special tariff treatment claims, and any other duty-free or reduced-duty program claimed by Belk.

Subcontractor Records

All records listed in the Proof of Production section must also be maintained and provided for any approved subcontractor used to produce, assemble, finish, pack, or otherwise process Belk merchandise.

Inspection Certificates

1. In-line inspection reports
2. Final inspection

First Sale for Export (FSFE) Documentation

For any Belk shipment where First Sale for Export valuation is used or may be used, Vendor must maintain and provide documentation sufficient to support the first-sale value declared to U.S. Customs and Border Protection. Documentation must establish that the sale between the manufacturer/factory and middleman/vendor was a bona fide sale, that the merchandise was clearly destined for export to the United States at the time of the first sale, and that the first-sale price was arm's length.

Required FSFE records may include, but are not limited to:

1. Purchase order from Belk to vendor/middleman.
2. Purchase order from vendor/middleman to factory/manufacturer.
3. Commercial invoice from factory/manufacturer to vendor/middleman.
4. Commercial invoice from vendor/middleman to Belk.
5. Proof of payment from vendor/middleman to factory/manufacturer.
6. Proof of payment from Belk to vendor/middleman.
7. Sales contracts or agreements between all parties.
8. Terms of sale / Incoterms for each transaction tier.
9. Evidence of transfer of title and risk of loss between each party.
10. Packing list and shipping documents tying the goods to the Belk purchase order.
11. Production records showing the goods were produced for Belk.
12. Product specifications, labels, hangtags, style numbers, barcodes, or other evidence showing the goods were clearly destined for the United States / Belk.
13. Factory cost sheets or other documents supporting the first-sale price.
14. Related-party disclosures, if applicable.
15. Any assists, royalties, commissions, packing costs, tooling, molds, fabric, trims, design work, or other additions to value that may be required under customs valuation rules.
16. Any CBP rulings, internal valuation memos, broker instructions, or First Sale review files related to the transaction.

Appendix O: Hazardous Materials Resource Guide

ORGANIZATION	SHIPMENT METHOD	HAZARDOUS MATERIALS DEFINITION	DGD FORMS
International Air Transportation Association (IATA)	By Air	Listed in the Dangerous Goods Regulations Manual, published annually.	IATA DG Shipper's Declaration (DGD) and e-DGD
International Maritime Organization (IMO)	By Sea	IMO Documents and Resources	IMO Documents and Resources