

# CITITRENDS

2012

## Vendor Compliance Guide

Citi Trends, Inc.  
Main Office  
104 Coleman Blvd  
Savannah, GA 31408  
912-236-1561  
REVISED JULY 2012



# Table of Contents

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<b>Correspondence and Phone Numbers</b>	<b>3</b>
<b>Vendor warranties and other legal responsibilities;</b>	
<b>Consumer Product Safety Improvement Act</b>	<b>4</b>
<b>Business Conditions</b>	<b>5</b>
a. Acceptance	5
b. Cancellation	5
c. Return to Vendor shipments	5
d. Damages	5
<b>Packing and Shipping Instructions</b>	<b>6</b>
<b>Vendor Routing Instructions</b>	<b>8</b>
a. Consolidation- (East Coast NJ/NY, West Cost CA)	8
b. Other Areas- LTL	11
c. VIC BOL	13
<b>Ticketing Guidelines</b>	<b>16</b>
a. Price Ticket Codes	18
b. Ticket Placement	20
<b>Quality Control Policies and Procedures</b>	<b>26</b>
a. Sample for Quality and Fit Approval Form	27
<b>Accounts Payable</b>	<b>28</b>
<b>Summary of Violation Chargeback's</b>	<b>29</b>

## Correspondence and Phone Numbers

In order for Citi Trends to resolve all of your questions or concerns in a timely manner, we have outlined the specific contact for each area of business.

### Main Office

**912-236-1561**

104 Coleman Blvd  
Savannah, GA 31408

### Distribution Centers: Ship to ONLY the 2 locations below.

#### Darlington

1701 North Governor Williams HWY  
Darlington, SC 29540

#### Roland

601 Paw Paw Road  
Roland, OK 74954

AREA	CONTACT	PHONE/EMAIL ADDRESS
ROUTING REQUEST AND SHIPPING INFORMATION	TRAFFIC DEPARTMENT	912-443-4903 <a href="mailto:ASN@CITITRENDS.COM">ASN@CITITRENDS.COM</a>
INVOICE INSTRUCTIONS, INVOICE PAYMENTS, AND CHARGEBACK'S	ACCOUNTS PAYABLE MANAGER OR A/P SPECIALIST	912-443-2055/2054 apmerch@cititrends.com
QUALITY ASSURANCE AND/OR FIT APPROVALS	BUYER	Main Office
RETURN TO VENDOR SHIPMENTS	BUYER	Main Office
FINE LINE(PREFERRED VENDOR) AVERY DENNISON	SEE TICKET POLICY	Main Office
EXTERNAL CONTACTS FOR FREIGHT CARRIERS	DYNAMIC WORLDWIDE- EAST COAST DYNAMIC WORLDWIDE- WEST COAST LANDSTAR TLC OLD DOMINION PLS CARDINAL BLUE GRACE UPS FREIGHT KEYSTONE AMCAN	201-985-0300 562-407-1000 800-441-3931 912-690-2938 800-432-6335 866-383-4158 704-786-6125 912-839-5723 800-333-7400 410-760-4420 800-845-9722

# **Vendor warranties and other legal responsibilities; Consumer Product Safety Improvement Act**

## **General**

This manual applies to all products supplied by vendors to Citi Trends.

By selling products to Citi Trends, you warrant that all such products conform to the drawings, samples or other specifications furnished or adopted by Citi Trends and that the products will be safe, fit and sufficient for the purpose intended; merchantable; of best materials and workmanship; free from defects; and manufactured and sold in accordance with all state and local laws and regulations. This warranty includes, without limitation, your warranty that your products comply with all consumer product safety standards and requirements issued or administered by the Consumer Product Safety Commission (the "CPSC"). This warranty also includes, without limitation, your warranty that you are authorized to sell such products to Citi Trends and that selling such products to Citi Trends will not interfere with or infringe upon the intellectual property or other rights of any third party, including the brand owner.

Please be aware that the provisions in the Citi Trends purchase order, including without limitation, the obligation to defend and indemnify Citi Trends if a claim is brought against Citi Trends regarding a product you sell to Citi Trends, apply to all products you supply to Citi Trends.

## **Consumer Product Safety Improvement Act ("CPSIA") Certification and Labeling**

The CPSIA limits the use of lead and phthalates in a variety of consumer products and children's products. There are also requirements relating to labeling, garment flammability, drawstrings, toys and small parts. As a vendor, you cannot rely on your retail customer to inform you about how to comply with this law, as it is your responsibility. We strongly encourage you to review the CPSC website and consult with your counsel to make sure that you and your suppliers are in compliance with the CPSIA and other laws. If you fail to comply with the CPSIA or other legal requirements, we reserve the right to refuse shipments of your products and to remove any such products from our stores at your expense.

The CPSIA requires manufacturers and importers to certify that their products comply with this statute, and this certification must be based on a test of the finished product or a reasonable testing program. Many products, including children's products, must be tested for conformity by a third party utilizing an accredited lab. Products that are not certified may not be imported or distributed in the United States, and failure to comply can lead to recall and civil penalties. Vendors must be able to provide a conformity certificate upon Citi Trends' request. A conformity certificate that is readily available by electronic access is acceptable.

The CPSIA also requires that manufacturers of children's products place compliant tracking labels on those products. All children's products you supply to Citi Trends must include such labels.



# Business Conditions

The Conditions relating to acceptance, cancellation, warranties, and RTV are summarized below.

## Acceptance

Purchase orders are subject to all terms and conditions printed on both sides of the document. No deviations of terms are acceptable unless they are expressly agreed upon by Citi Trends and approved in writing by the appropriate buyer and merchandise manager.

All merchandise not shipped as ordered may be rejected and returned at the vendor's expense. Substitutions will not be allowed without advance notice and written confirmation signed by an authorized representative of Citi Trends.

Acceptance by Citi Trends of an order, which is received after the date specified, does not constitute a waiver of our right to return, cancel, or refuse the delivery.

## Cancellation

Citi Trends has the right to cancel any order, upon notice to the vendor, prior to shipment of merchandise.

Orders are to be picked up by or delivered to our Consolidator on or before cancel date. Orders not shipped in full before our cancel date are considered canceled.

## Return to Vendor Shipments

In the case of shipments being returned to vendor due to picking errors, color, and style or size substitution, early shipments, improper labeling, fit issue, quality failure, late shipments or merchandise not ordered; vendors will be charged, in addition to the cost of goods, \$200 per sku or 5% of total invoice.

Refusal of merchandise will be considered a vendors authorization to take a deduction against their account, and donate merchandise to charity.

Merchandise, which is purchased with a guarantee of sales, will be returned if the terms of the applicable agreement are not met. A charge of 5% of cost of goods will be assessed for any merchandise not meeting agreed upon terms

All transportation costs and any other costs incurred as a result of deviation from the terms and conditions of Citi Trends purchase order shall be charged to the vendors account.

## Damages

Citi Trends has up to one year from the original receipt date to process and return damages.

A \$100 charge for 0-50 cartons plus \$2.00 per carton over 50 will be added for freight.

Vendor will receive notification that damaged goods have been processed against their account and a request for return authorization via fax.

Vendor has 30 days from receipt of the return authorization request to provide routing and /or disposition instructions.

Any refusal of goods or failure to respond to a return authorization request will be considered a vendors authorization to take a deduction against their account and donate merchandise to charity.

# Packing and Shipping Instructions

These packing and shipping instructions are an integral part of our purchase order(s) issued to you. Failure to follow these instructions and other related instructions contained in our purchase order will result in charges to your account, which will be automatically deducted at time of payment.

1. A VICS Standard Bill of Lading must be used for every shipment. A copy and instructions can be found on their web site at [www.VICS.org](http://www.VICS.org) or you can print and use a copy from the Vendor Compliance Guide on page 13. When completing the Bill of Lading our PO number must appear in the column marked “customer order number”. The assigned routing number for each PO must appear in the column marked “additional shipping info”.
2. The bill of lading must be marked to indicate our purchase order number(s) shipped, the routing number and the number of cartons for each purchase order.
3. All boxes must be marked to show our purchase order number, style number enclosed, carton quantity, a detail breakdown of pre-packs, size breakdown, and carton number (see carton marking example below). Cartons must be marked on at least one long side, but can be on more than one side. Each carton must contain all the same style from only one purchase order.

(Label)	Purchase Order Number:	123456			
	Style Number:	78901234			
	Carton Quantity:	12			
Carton Number: 15 of 40	Pre- Pack Size Break:	S	M	L	XL
		1	2	2	1

4. The packing list for each purchase order must be attached securely to the outside of the first carton, for each respective purchase order. The envelope, which contains the packing slip, should be clearly marked, PACKING SLIP ENCLOSED. The packing list must include our purchase order number, total cartons shipped, total units per style, size, and color. In addition, a copy of the packing slip must be attached to the bill of lading.
5. Less than full truckload Purchase Orders must ship on pallets and be stretch-wrapped. If you must mix a pallet we require a separation between the PO's. Jewelry is the exception and can ship using the master pack method.
6. **Vendors must obtain a valid routing number for each purchase order(s) prior to shipping. (refer to page 8-12 as a guide)**
7. All orders must be shipped complete as routed unless otherwise approved in writing by the buyer.

# Packing and Shipping Instructions

8. No style, size, or color substitutions are accepted without prior written approval from our buyer and merchandise manager.
9. Minimum carton size 6" W X 9" L X 9"H X 3 lbs. maximum carton size 16" W X 27" L X 14" H X 70 lbs. Contact the traffic department if cartons do not conform to either spec.
10. Maximum Pallet height is 96 inches.
11. How to get the cube of a shipment: L X W X H of the pallet or carton divided by 1728.

**\*\*\*If shipping from CA or NY/NJ area inside the 50 mile radius you MUST enter your Purchase Order information into Dynamics website. This takes the place of the routing request form. DO NOT submit this form to the traffic department going forward unless you are outside of the 50 mile radius of the consolidator.**

STATE	AREA	CARRIER
All Other States	Outside the 50 Mile Radius of the Consolidator	Traffic Department will advise
CA	50 MILE RADIUS OF Santa Fe Springs, CA	Dynamic Worldwide
NJ/NY	50 MILE RADIUS OF NORTH BERGEN, NJ	Dynamic Worldwide

CARRIER	SCAC CODE
DYNAMIC WORLDWIDE- EAST COAST	DYEX
DYNAMIC WORLDWIDE- WEST COAST	DYWX
LANDSTAR	LSLG
TLC	TLCL
OLD DOMINION	ODFL
PLS	PTLC
CARDINAL	CCNI
BLUE GRACE	BGLF
UPS FREIGHT	UPGF
KEYSTONE	KYSO

# Vendor Routing Instructions

## Consolidation-

All vendors using Dynamic's website must have an account set up prior to shipping. To set up an account with Dynamic please complete the information below and email Dynamic. (East Coast- [customerservice@dynamiconline.com](mailto:customerservice@dynamiconline.com) and West Coast- [Yesenia.lira@dynamiconline.com](mailto:Yesenia.lira@dynamiconline.com) / [Monique.gutierrez@dynamiconline.com](mailto:Monique.gutierrez@dynamiconline.com) )

Shipper Name:  
Billing Address:  
Billing City, State, Zip:  
Billing Phone:  
Billing Email:  
Billing Contact Name:

Warehouse Name:  
Shipping Address:  
Shipping City, State, Zip:  
Shipping Phone:  
Shipping Email:  
Shipping Contact:  
Hours of Operation:

- Visit [www.dynamiconline.com](http://www.dynamiconline.com) and follow the instructions on [www.Cititrends.com](http://www.Cititrends.com) to submit routing request.
- The Routing number will be updated on Dynamics Website.
- Dynamic requires all deliveries be made using a dock HIGH truck only!
- On the west coast if you have more than 50 cartons for delivery you have to make an appointment.
- If you are shipping from both coasts you have to have a separate account with Dynamic.

### Contact Information for the East Coast (50 mile radius of North Bergen, NJ)

- Main Telephone: 973-344-6300 Sales X304
- Location: 2400 69<sup>th</sup> Street North Bergen, NJ 07047
- Pick up Scheduling and Delivery Appointments: 201-985-0300 X1
- Hours of Operation: 8:00 AM to 5:00 PM
- Receiving hours of operation: 8:00 AM to 2:00 PM
- [Customerservice@dynamiconline.com](mailto:Customerservice@dynamiconline.com)
- [it@ndlonline.com](mailto:it@ndlonline.com)

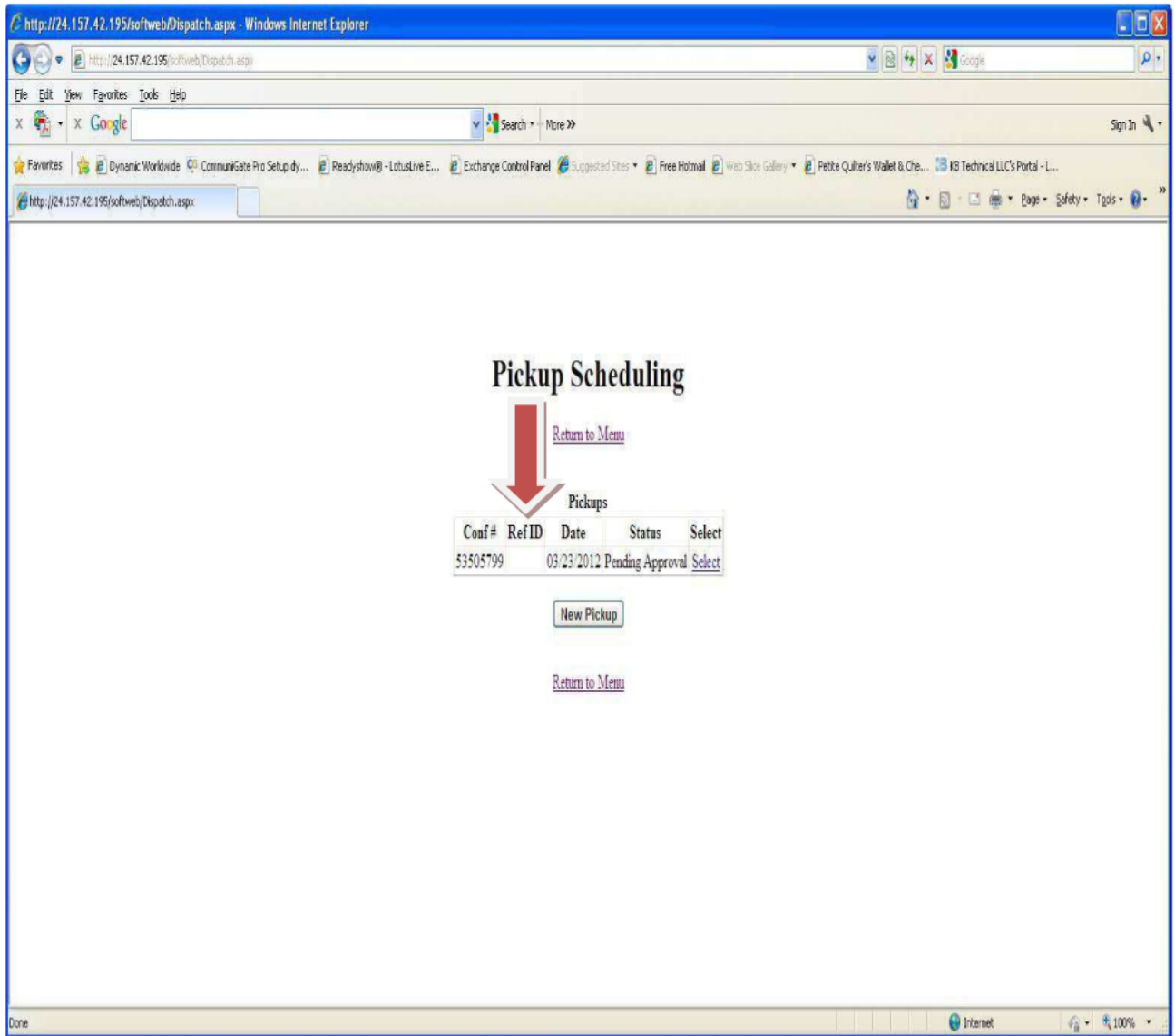
### Contact Information for the West Coast (50 mile radius of Santa Fe Springs, CA)

- Main Telephone: 562-407-1000 Sales X127
- Location: 14141 Alondra Blvd South Santa Fe Springs, CA 90670
- Pick up Scheduling and Delivery Appointments: 562-407-1000 X158
- Hours of Operation: 8:00 AM to 5:00 PM
- Receiving hours of operation: 24/7
- [alex.olvera@dynamiconline.com](mailto:alex.olvera@dynamiconline.com)
- [it@ndlonline.com](mailto:it@ndlonline.com)

# Vendor Routing Instructions

## ROUTING NUMBER

- When Dynamic receives a routing number from Citi Trends it is updated on their website.
- You can find the routing number in the REF ID field of the pickup which would be visible to the vendor on the website up until the time the pickup is assigned.
- Approved- Routed to Dynamic
- Pending- Has not been routed yet by Citi Trends.
- Suspended- Routed another carrier other than Dynamic.



# Vendor Routing Instructions

## Vendors shipping to the consolidator:

**\*\*Please review carefully and follow-up with your Buyer if you have any concerns or questions**

1. If your Purchase Order is ready to ship you may enter it 2 days prior to the start date.  
\*\*Calendar Days
2. All shipments to the consolidator are PREPAID and collect beyond.
3. The Ready date can't exceed your cancel date or be 48 hours past the entry of the Purchase Order information.
4. \*\*\*\* Routing Request Forms are submitted only if you are outside of the 50 mile radius of the consolidator and will not be accepted if you are in the 50 mile radius.
5. Make sure all of your cartons are labeled with the correct information. (example on page 6)
6. You can only enter one PO per confirmation number
7. Goods must be ready to ship the day you request routing. . Do not request routing if goods are not in your possession.  
Failure to comply will result in a CHARGEBACK!
8. You must ship your Purchase Order within 48 hours of receiving your routing number or you will receive a CHARGEBACK!
9. If you are shipping from the NY/NJ area always use the Darlington Distribution Center address on your labels.
10. If you are shipping from the CA area always use the Roland Distribution Center address on your labels.

# Vendor Routing Instructions

## Other Areas- LTL

- Submit Routing Request Form via Fax or email to Citi Trends
- Citi Trends Traffic Department will fax or email back your routing number and routing instructions.

### Chart for States assigned to the Distribution Centers

ROLAND	DARLINGTON
LA	CANADA
AR	MI
MO	IN
IL	KY
WI	OH
IA	WV
MN	PA
ND	NY
SD	VT
NE	NH
KS	ME
OK	MA
TX	RI
NM	CT
CO	NJ
WY	DE
MT	MD
ID	VA
UT	NC
AZ	TN
NV	MS
CA	AL
OR	GA
WA	SC
	FL



# Vendor Routing Instructions

## Vendors outside of the 50 mile radius of the consolidator:

**\*\*Please review carefully and follow-up with your Buyer if you have any concerns or questions**

1. You must fill out a Routing Request Form and submit to Citi Trends Traffic Department (E-Mail to [ASN@cititrends.com](mailto:ASN@cititrends.com) or fax 912-443-4900)
2. Indicate your PURCHASE ORDER NUMBER, not your worksheet number on the Routing Request Form.
3. DO NOT PUT MORE THAN ONE PURCHASE ORDER ON ONE ROUTING REQUEST FORM
4. All fields on the Routing Request Form must be completed.
5. \*\*\*\*Routing Request Forms are submitted only if you are outside of the 50 mile radius of the consolidator and will not be accepted if you are in the 50 mile radius.
6. Make sure all of your cartons are labeled with the correct information. (example on page 6)
7. Indicate if the goods are pre-ticketed. If so, list your Citi Trends pre-ticketed SKU number(s).
8. Purchase Orders routing from the same vendor, but different vendor warehouses REQUIRE A SEPARATE ROUTING REQUEST FORM.
9. Include your warehouse telephone and fax number as well as a contact name.  
\*\* NOT YOUR OFFICE INFORMATION! \*\*
10. Goods must be ready to ship the day you submit your Routing Request Form. Do not submit your Routing Request Form if goods are not in your possession.  
Failure to comply will result in a CHARGEBACK!
11. You must ship your Purchase Order within 48 hours of receiving your routing number or you will receive a CHARGEBACK!
12. Vendors outside of the NJ/NY and CA metro areas see chart on page 11 of the Vendor Compliance Guide for the Distribution center you will be shipping to.  
You can always put that DC address on your labels.









# VICS COMPATIBLE BILL OF LADING

## Terms & Conditions

Sec. 1. (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided.

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results: when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such requests; or from faulty or impassible highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec. 2. Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec. 3. (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier receiving the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec. 4. (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on this bill of lading. Storage charges, based on carrier's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in subsections 4(a) and (b) above and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec. 5. (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money, or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and a stipulated value of the articles are endorsed on this bill of lading.

Sec. 6. Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec. 7. (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. §13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec. 8. If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec. 9. If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provisions and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.

# Ticketing Guidelines

## Citi Trends has a new pre-ticketing policy as of September 1, 2011.

### The policy is as follows:

To assist you in fulfilling Citi Trends order pre-ticketing requirements, we are providing the following information to you to guide you through the process of ordering tickets. Before you can order tickets, you must set up an account with the ticket vendor. Here are the ways that the ticket vendor can be contacted to set up an account and/or order tickets.

**Fine Line- (Preferred Vendor)** - Fine Line will ship tickets from the closest location to your delivery address (US, Hong Kong, or Shenzhen China). Prices are the same from any one of the three places. Tickets will normally ship within 48 hours (2 working days) of order placement. The vendor will be able to order tickets starting the day after they receive the PO. If for some reason you need to order only one line of tickets (or re-order the whole order), you can do that in the Fast Track program.

Laura Goodberlet- Client Services Fine Line Technologies

Phone: 800-500-8687

<http://www.finelinetech.com/> (use fast track icon)

[laura@finelinetech.com](mailto:laura@finelinetech.com) ; [support@finelinetech.com](mailto:support@finelinetech.com)

**Avery Dennison-** Avery Dennison ships tickets from the US. If the vendor will be consistently ordering tickets and wants them delivered overseas, Avery may allow the tickets to be made in the Orient at a higher charge. Tickets will normally ship within 72 hours (3 working days) after credit has been confirmed. The merchandise vendor will be able to order tickets starting the day after they receive the computer generated PO until original PO cancel date. Avery will also allow you to re- print partial orders if necessary.

Customer Service Group

Phone: 508-383-4497 Fax: 508-383-5024

<http://www.AveryDennison.com>

[wshelpdesk@averydennison.com](mailto:wshelpdesk@averydennison.com)

If you need to get tickets after the original cancel date, you will need to notify Citi Trends at [tickets@cititrends.com](mailto:tickets@cititrends.com) before the new cancel date. We will need to know the PO number, which ticket vendor they will be using, and what the new cancel date is. There is a \$25 charge to extend orders.

All ticketing information can be found on our website [www.cititrends.com](http://www.cititrends.com) including ticket placement on garments, charges for incorrect ticketing and charges for failure to ticket when required to do so.

Please contact your buyer if you have any questions about this new policy.



<table border="1"> <tr> <td>PURCHASE ORDER</td> <td>1</td> <td>REVISION 05</td> </tr> <tr> <td>2/27/09</td> <td>2/27/09</td> <td>3/09/09</td> </tr> <tr> <td>EMAIL</td> <td colspan="2">NET 60 DAYS ROG</td> </tr> <tr> <td colspan="3">111 MF</td> </tr> </table>	PURCHASE ORDER	1	REVISION 05	2/27/09	2/27/09	3/09/09	EMAIL	NET 60 DAYS ROG		111 MF			<p>VTX</p> <p><b>Citi Trends, Inc.</b>  <small>P.O. BOX 2007 • 102 PARK STREET      LYNNMADE, MASSACHUSETTS 01902      TELEPHONE 978 236 1500      FAX 978 443 3824</small></p>	<p><b>VENDOR</b></p> <p>BILL TO:</p> <p>SHIP TO: CITI TRENDS FASHION #00096      SEE ROUTING INSTRUCTIONS</p> <p>SEE ROUTING INSTRUCT.</p> <p>912.443.4903 FOR ROUTING INFO      SIZES: 44-50      PRETICKET/REG/OVERNIGHT</p>
PURCHASE ORDER	1	REVISION 05												
2/27/09	2/27/09	3/09/09												
EMAIL	NET 60 DAYS ROG													
111 MF														

\* PLEASE REFER TO LOGISTICS GUIDE FOR TICKETING INFORMATION UNLESS

ITEM #	ITEM DESCRIPTION	UNIT PRICE	NET PRICE	QUANTITY
CK3283	CORK DENIM EMBRO SHORTS BLUE-DENIM 4402-00541-3283-040-0800 400126234684	12.99	6.50 -	480
		S: 26.00		

**RETAIL**

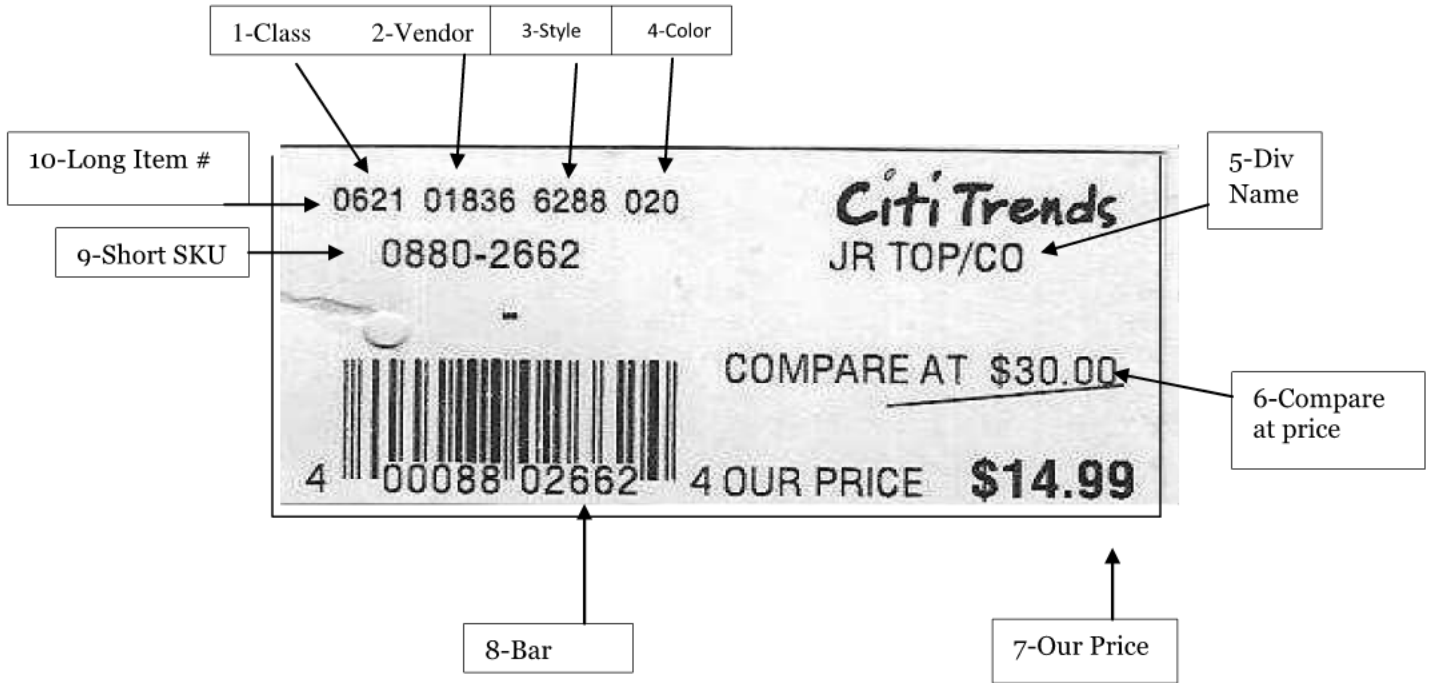
**COMPARE AT:**

QUANTITY	PRICE	AMOUNT
480		3,120.00

REFERENCE BLOCKOUT NO. 31577

# Price Ticket Codes

## HOW TO READ A PRICE TICKET



Industry Standard
1-class number
2-vendor number
3-style number
4-color
5-division name
6-compare at price
7-our price
8-bar code
9-short sku
10-long item#

- Do not deface the price ticket in any manner; this includes changing size, price, or color.
- Do not attach sticky tickets to the fabric of any garment.
- Merchandise requiring pre-tickets must be ticketed following Citi Trends Ticketing Guidelines (see page 16 for instructions).
- If you have questions about ticket accuracy, need additional tickets, or need help matching tickets to your style/size, please contact the allocator in the appropriate merchandise department (use the general phone number on top of page 3).
- All purchase orders written for items to be pre-ticketed, must be pre-ticketed. Merchandise may be sent un-ticketed only with prior written approval of the Buyer.
- Cartons containing pre-ticketed merchandise must have **“PRE-TICKETED”** on the outside of each carton.



# Sticky Tickets

Description of Departments	
4-7	BOY
TOD	BOY
TOD	GRL
4-6X	GRL
7-16	GRL
INF/NB	BOY
INF/NB	GRL

Short Sku

0711-7211 INF/NB GRL

Description of Item

3 PC SET \$19.99

Long Item #  
Class=0228  
  
Vendor=05479  
  
Style=7412  
  
Color=025

0228 05479 7412 025 7-A4



UPC Bar Code

# Branded Vendor Ticket Placement



*Citi Trends requires all vendors to comply with the following ticketing requirements. Failure to follow ticketing instructions will result in a chargeback. For details on non-compliance fees, see routing guide. If attaching tickets with vendor or MSRP hangtag, Citi Trends tickets must be placed on top.*

*All Hard Tickets should be attached with swift tags.*

*Do NOT use strings or ball chains or any other easily removed item to attach tickets.*

## **Ticket Placement**

- **TOPS**-includes jackets, ponchos, blouses, knit tops, woven tops, sweaters, dresses, coats, shortfalls, and sleep shirts/pajama tops. All should be ticketed **on bottom of left sleeve or left armhole**.



- **BOTTOMS**-includes jeans, dress slacks, pajama bottoms, panties, boxers, skirts, capris, and shorts. All should be ticketed at the **waist** on the **left side** of the garment in the side seam.



**ACCESSORIES**- includes handbags, wallets, umbrellas, backpacks, hats, belts, and sunglasses. All should be ticketed with Citi Trends price ticket in the following locations.



## **Ticketing Instructions for Sticky Tickets**

- Hosiery, jewelry, boxed gifts, home goods, fragrances, and other banded or boxed merchandise should be ticketed on the **back or bottom** without covering up the size, barcodes, or other pertinent information.
- Blister packed toys should be ticketed on the **front**.

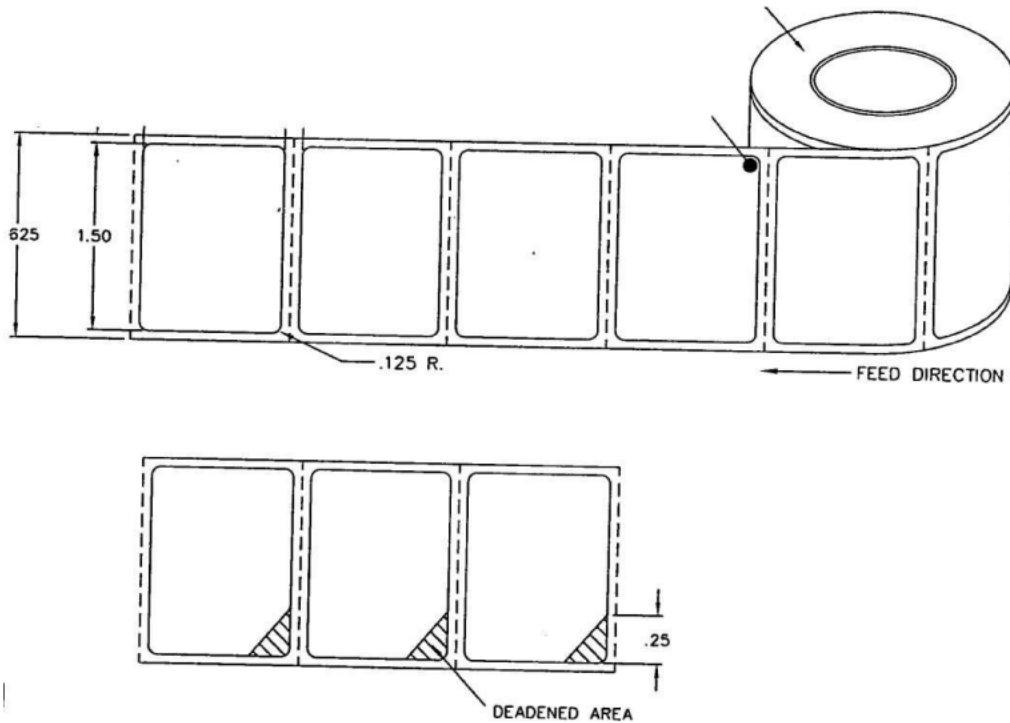


**Never tape garment tickets to merchandise!!**

**Please call Citi Trends to request adhesive tickets if incorrect tickets are received. (912) 443-3887**

## Vendor Instructions for Pre-ticketing **FOOTWEAR**

When ordering please request Double Sided Tickets.

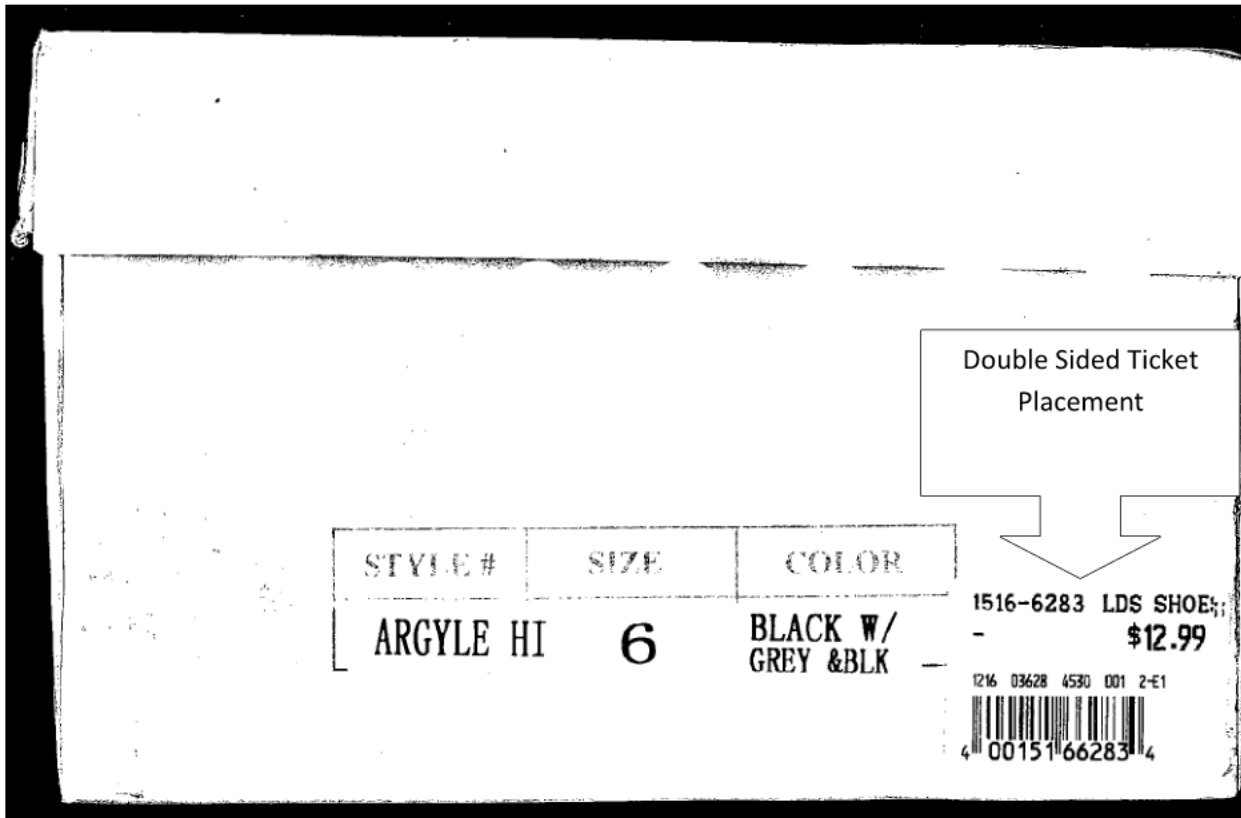


**It is the Vendor/Factory/Agent's responsibility to check all of the information on the tickets/labels for accuracy against the purchase order information, when received from the authorized supplier for the following:**

- Stock number
- Compare at price
- Ticket type needed
- Quantity of tickets needed
- Size
- Retail price UPC code

## Vendor Instructions for Pre-ticketing **BOXED FOOTWEAR**

The vendor would apply the pricing sticker to the outside of each shoe box only (just the box receives a ticket – not the shoes...so there is no need to remove the shoes from the shoe box). This step would be achieved by utilizing the double sticky back pricing label attached. The outside layer of the label would be affixed to the shoe box at the vendor. The pricing sticker would then be applied to the right shoe by Store employees while they are performing their other standard tasks.

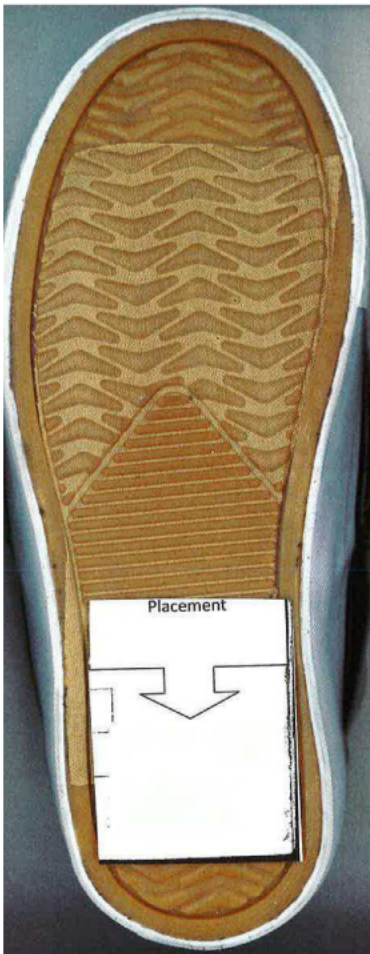




## Vendor Instructions for Pre-ticketing **HANGING FOOTWEAR**

All hanging/unboxed shoes will have the ticket attached to **the right shoe**.  
All boxed and hanging shoes will have each pair of shoes tied together with an 18" stretch cord.

Ticket footwear with sticky price tickets on the **bottom of the right shoe/boot in the heel** area. If the bottom is treaded (ridged), place inside the shoe on the heel area.





## **Citi Trends Quality Control Policies and Procedures**

In order to be certain that our products meet our customer's expectations as well as federal regulations, the following procedures must be adhered to:

### **Fit Samples – must be sent to the buyer within 10 days of order placement**

- All clothing items must have an approved fit prior to the manufacturing of the garment. Fit samples must be sent in the correct fabric type and must be sent in our standard fit size. When submitting a fit sample enclose the proposed care label, containing all information required by the Federal Trade Commission for both the Textile Fibers Product Identification Act and the Care Labeling Rules and Regulations. Each sample must be sent with a completed quality and fit approval form.

### **Lab Dips – sent to buyer within 10 days of order placement, must be at least 2” x 2” in size**

- Lab dip submittal must begin promptly after order placement so color match can be achieved while keeping delivery dates. Please submit lab dips with a filled out quality and fit approval form.

### **Pre-production samples – must be sent to the buyer before production has begun**

- All vendors should submit a pre-production sample with a quality and fit approval form. This sample will be in the correct fit, fabric, color, trims, screen-prints and labeled with the correct care instructions. This will allow us to work together to correct any quality problems prior to production. Note: this testing may be performed on your fit samples if the fit sample meets the pre-production criteria. Wash test evaluation will be performed on the Pre-production sample.

### **Certified Production Samples (TOP samples) – must be sent to the buyer 2 weeks prior to X-factory date**

- One sample of certified production merchandise must be sent 2 weeks prior to actual bulk shipment from factory. The sample must represent the entire shipment for fit, dying, finishing, packaging, sewing and label.
- A filled out Citi Trends quality and fit approval form **must** be included with all samples sent.

### **Quality and Fit Sample Sizes**

- Junior Bottoms – Size 9 or Medium
- Junior Tops – Size 9 or Medium
- Plus Sportswear – Size 20 or 2X
- Missy Sportswear – Size 12 or Medium
- Girls 7-14 – Size 10
- Size 4-6X – Size 5
- Toddlers – Size 3T

***NOTE: If the correct size is not sent, the FIT will not be approved.***

### **Other Information**

- These samples are non-returnable and must be sent at the vendor's expense.
- If you are shipping coordinating tops and bottoms, pre-production samples of all styles and production samples of all styles **must** be submitted at the same time for color evaluation.
- Samples are in addition to, not part of the purchase order quantities.
- A completed Citi Trends Sample Approval Form must be with all samples.
- Samples must be sent for all orders, **requesting production samples**.
- All results for fit and quality samples will be available within 2-4 days of receiving the sample.
- Lab dip results will be available within 2 days of receipt.
- All Samples must be **sent to the Quality Control Dept, 104 Coleman BLVD. Savannah, GA 31408.**

### **Approval Procedure**

- After testing samples, vendor will receive approval or non-approval from Quality Control via email or fax.
- If sample is not approved, vendor must make corrections and send a new sample for approval.

**Note: The above listed procedures have been incorporated in an effort to contribute to our mutual success. If the procedures are not followed, the result may be a chargeback or order cancellation.**

104 Coleman Blvd.  
Savannah, GA 31408  
Phone: (912) 236-1561

# of pages: \_\_\_\_\_  
ATTN: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## Quality and Fit Approval

Vendor:  Cxl Date:   
PO #:  Start Ship:

Vendor Style #	Citi Trends Style #	Style Description

### SAMPLE STATUS:

Fit Only                       Pre-Production                       Final Production / T.O.P.

**NOTE TO VENDOR: When submitting samples, please complete top portion of form and include with sample.**

-----  
**THE ABOVE STYLE (S) HAVE BEEN TESTED AS FOLLOWS:**

**Fit**                      *Approved*                      *Not Approved*  
 **Color**                      *Approved*                      *Not Approved*  
 **Print**                      *Approved*                      *Not Approved*

**Trim**                      *Approved*                      *Not Approved*  
 **Design**                      *Approved*                      *Not Approved*  
 **Wash**                      *Approved*                      *Not Approved*

**APPROVED**  
*(Meets/exceeds Citi Trends QC requirements)*  
 **APPROVED with Corrections**  
 **Conditional Approval**

**NOT APPROVED**  
*(Does not meet Citi Trends QC requirements)*

Please fax your Care & Content label to our QC dept.

Please submit a NEW sample corrected as follows:

Fiber Content: \_\_\_\_\_

\_\_\_\_\_

Country of Origin: \_\_\_\_\_

\_\_\_\_\_

Care Instructions: \_\_\_\_\_

\_\_\_\_\_

### CORRECTIONS/COMMENTS:

X \_\_\_\_\_  
Buyer/Citi Trends, Inc.                      Date

X \_\_\_\_\_  
Quality Control/Citi Trends, Inc.                      Date

## Accounts Payable

Citi Trends Accounts Payable Department is dedicated to paying all invoices accurately and within the established payment terms. The following procedures document what we need from our vendors in order to achieve this goal.

1. Always receive a Citi Trends purchase order for any order placed. It is understood that all orders are governed by the terms and condition on the back of the P.O. Exceptions to these terms and conditions are not valid unless approved in writing by Citi Trends' Merchandise Manager.
2. Verify the accuracy of all purchase order details including item price, payment terms, shipping instructions, size breakdowns, etc. Any discrepancies must be corrected before the merchandise is shipped.
3. After the merchandise has been shipped, the invoice must be sent to the corporate office or emailed to [apmerch@cititrends.com](mailto:apmerch@cititrends.com) .

Attn: Accounting Department  
Citi Trends Corporate Office  
104 Coleman Blvd  
Savannah, GA 31408

4. Each invoice must contain:
  - Citi Trends Purchase Order number
  - Vendor's name and remit to address
  - One unique alphanumeric, up to 10 characters, invoice number. Invoice numbers cannot be duplicated.
  - Invoice Date. This date can be later than, but not before the shipment date.
  - Payment terms.
  - Unit cost as well as total cost by style.
  - Total units – this must match those shipped as indicated on the packing slip.
5. Send only one invoice per shipment per purchase order. Please do not invoice multiple purchase orders on the same invoice.
6. Payment due dates are based on the later of the invoice date or the date of receipt at Citi Trends' Distribution Center, and, per PO Terms and Conditions (G.1), goods received at Citi Trends DC after the 25<sup>th</sup> day of any month will be considered as though received the first day of the following month.

All inquiries should be sent via email to [apmerch@cititrends.com](mailto:apmerch@cititrends.com).

Inquiries should contain the check number, purchase order number, amount of the dispute, and an explanation of the nature of the dispute.

## Summary of Violation Chargeback's

Violation	Description	Charge
Separates shipped as sets	Two items are purchased to sell as separates and vendor ships bundled or bagged together as a set	\$200 per sku or 5% of the total cost of each style affected
Sets received as separates	A style is purchased as a set and the vendor ships each piece in a separate bag or bundle	\$200 per Sku or 5% of the total cost of each style affected
Over shipment	When the vendor ships more than 2% over the quantity ordered without prior written approval from Buyer and/or Merchandise Manager	Cost of the total number of units over-shipped, plus a \$50 handling fee
Ticketing	The vendor fails to ticket or tickets incorrectly	Total will reflect \$100 per style plus 20 cent per unit for each style not ticketed properly.
No packing slip provided, or required information not on the packing slip	The vendor is required to attach the packing slip for the entire shipment to the first carton in the shipment and to attach a copy of the packing slip to the bill of lading	See Chargeback Chart Below for charges on page 30
Failure to properly mark cartons	Vendors cartons must be marked with purchase order number and cartons must be sequentially numbered	See Chargeback Chart Below for charges on page 30
Failure to ship in pre-packs as agreed		Total will reflect \$200 per pre-pack or 5% of cost, for each style not pre-packed properly
Size substitution	A size substitution occurs when the vendor ships the style complete, but fails to send the size breakdown as requested on the purchase order	Total will reflect \$200 per sku or 5% of the total cost of each style affected by a size substitution.
Short shipment	Vendor Invoice is for more units than vendor shipped	Total will reflect the total number of units short per unit cost, plus a \$250 handling fee
Failure to request tickets before the original cancel date		Debit memo of \$100
Cost discrepancy	Vendor invoice reflects a greater cost than the cost agreed upon per the purchase order	Total will reflect the total number of units invoiced at a rate equal to the cost difference, plus a \$100 handling fee
Shipping oversize or overweight cartons	Over 70 LBS or over 16X27X14. Please see Page 7 for details.	Debit memo of \$100

## Summary of Violation Chargeback's

<b>1st Offense</b>	<b>\$100</b>	
<b>2nd Offense</b>	<b>\$500</b>	
<b>3rd Offense</b>	<b>\$1,000</b>	
<b>Violation</b>		
<ul style="list-style-type: none"> <li>• Routing request sent past the cancel date</li> <li>• Cartons, Weight, Style, Color, or Quantity do not match what was routed</li> <li>• Dynamic system--entering more than one Purchase Order per Confirmation Number</li> <li>• Vendor shipped goods to the wrong location</li> <li>• Routing Request forms submitted incomplete</li> <li>• Failure to ship a purchase order within 48 hours of receiving the routing number</li> <li>• Shipment routed and goods are not available/ready</li> <li>• Vendor used wrong carrier to ship goods</li> <li>• Failure to pay the consolidator for an invoice</li> <li>• Vendor Shipped goods past the cancel date</li> <li>• Shipment made without acquiring a valid routing number</li> <li>• Failure to include purchase order or routing number on BOL</li> <li>• Detention time at pick up</li> <li>• Vendor Marked Freight Collect on BOL to Consolidator</li> <li>• Not following vendor truckload instructions (i.e. Top load, floor load) will result in the cost of the truck being charged to the vendors account.</li> <li>• Not shipping accurate pallet/cube count.</li> </ul>		

**\*\*\* Please note chargeback's can only be disputed up to 90 days of the issuing date.**