



## **Swiss Colony Supplier News**

Updated: January 28<sup>th</sup>, 2008

### **Swiss Colony Supplier Homepage Expands**

The Swiss Colony continues to modify its on-line Supplier Homepage. Please continue to check our site regularly for important changes and modifications.

### **Swiss Colony Supplier Compliance Manual Updated**

The Swiss Colony Supplier Compliance Manual will be updated and posted on-line in early February 2008. An email will go out to all suppliers alerting them to the change once it has been posted on our website.

### **2007 – Most Common Vendor / Supplier Discrepancies**

#### **1) No or Incorrect Part Number on Master Carton Label – 26.25% of All Discrepancies Noted**

Make sure that all applicable information is contained on your master carton / master carton label. This information includes:

- a. Swiss Colony purchase order number
- b. Swiss Colony part number**
- c. Swiss Colony Item description
- d. Total quantity in carton
- e. Note: Standard counts are required per master carton, with the exception of one partial per SKU, which must be clearly marked as a partial.
- f. Supplier name (Master Carton only)
- g. Code Date - the date of manufacture
- h. Lot Number - The Federal definition of a "Lot" -- All products reaching the final customer must bear a lot identification code. That code must be unique to the product that is produced with the same material, during the same time frame, under the same conditions and is considered to be homogeneous (for Lot, Track & Trace purposes).
- i. For Small Carrier Shipments, sequential number of the carton as part of the total (i.e. 1 of 5, 2 of 5, 3 of 5)

#### **2) No Packing List Accompanying the Shipment – 17.64% of All Discrepancies Noted**

Domestic Shipments - Always make sure to attach a copy of the packing list to the freight. Additionally, please tender a copy of the packing list along with the applicable bill of lading to the domestic carrier at the time of pickup.

International Shipments – Always make sure to attach a copy of the packing list to the last carton in the container or to the inside of the container doors.



**3) No or Incorrect PO Number on Master Carton Label – 8.62% of All Discrepancies Noted**

Make sure that all applicable information is contained on your master carton / master carton label. This information includes:

- a. **Swiss Colony purchase order number**
- b. Swiss Colony part number
- c. Swiss Colony Item description
- d. Total quantity in carton
- e. Note: Standard counts are required per master carton, with the exception of one partial per SKU, which must be clearly marked as a partial.
- f. Supplier name (Master Carton only)
- g. Code Date - the date of manufacture
- h. Lot Number - The Federal definition of a "Lot" -- All products reaching the final customer must bear a lot identification code. That code must be unique to the product that is produced with the same material, during the same time frame, under the same conditions and is considered to be homogeneous (for Lot, Track & Trace purposes).
- i. For Small Carrier Shipments, sequential number of the carton as part of the total (i.e. 1 of 5, 2 of 5, 3 of 5)

**4) The Pallet Load Size / Height Do Not Meet Requirements – 8.62% of All Discrepancies Noted**

Please see the Palletizing / Unitizing Requirements contained in the Packaging and Labeling Requirements Section of the Swiss Colony Supplier Compliance Manual.