

International Vendor's Manual Ripley Chile & Perú



OBJECTIVE OF THIS MANUAL

The purpose of this manual is to be a detail guideline for our suppliers in the process of selling, packing and delivering to Ripley Chile & Ripley Perú.

Please note that we aim to operate under three main concepts:

- 1) Ready to sell methodology, meaning that we intend that the products we receive from our vendors are ready to send to our stores without any additional processes.
- 2) Sustainability and commitment to our environment in all our packaging and operations. Our goal is to increase our products with certificated sustainable attributes. Please find our objectives related to this goal here [\(Download here 1. Ripley Corp R-Compromise goals 2026\)](#). We thank you in advance for your help in achieving our goals.
- 3) Business ethics in accordance with applicable local- international laws and respect to the rights of the workers who manufacture our products. Please find the complete Ripley International vendor code of business conduct and ethics in the following link.
[\(Download here 2.Ripleys vendor code Nov 20\)](#)

We strongly value and commit to the relationships that we have developed with our vendors and that have been decisive throughout our company's history. These relationships have been built on a foundation of trust, support, and a commitment to ethical business practices.

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CHAPTER 1: PURCHASING PROCESS AND SHIPMENT DOCUMENTS REQUIREMENTS

1. Payment conditions & vendor creation forms

1.1 Payment conditions

For both payment methods conditions must be established BEFORE the request of creation of the vendor in Ripley's Corporate Systems.

1. Wire Transfer (TT): this is Ripley's official payment term. Purchase orders will be paid against original documents (Commercial invoice, Packing List, and/or any other Certificate requested, Forwarder Cargo Receipt).
2. Letter of Credit(L/C): As this is not Ripley's standard payment method, Ripley's buyer and supplier must obtain a written authorization from Ripley's finance department **before** the request of the creation of the vendor in Ripley's Systems.

Negotiations under Letter of Credit terms will be accepted against Forwarder Cargo Receipt (FCR) issued by our Logistics Operators. The issue date of FCR must be consider as shipment date.

Ripley does NOT negotiate with B/L copies

Documents and information that Vendor submit for shipment must be the same to the one that it submits to bank negotiation of L/C.

If documents presented do not comply with the terms and conditions of Letter of Credits, a discrepancy fee will apply if it is stated or detailed in the Letter of Credit itself. Each discrepancy fee will be deducted from the agreed payment to the beneficiary under this Letter of Credit expenses.

All banking operation charges outside of Chile will be covered by the beneficiary, not Ripley.

Ripley's buyers are not authorized to exempt vendors from complying with any Ripley's compliance standards.

L/C Negotiation

The period for presentation of any negotiation must be within 0 to 21 days from FCR date. If vendor doesn't negotiate within the 21-day period, he will be penalized with a percentage of the invoice and a negative Vendor score for future purchases. Below is the penalty table:

#	Delay Range	Penalty
1	1-2 days	2% of Invoice
2	3-5 days	5% of Invoice
3	6-10 days	10% of Invoice
4	10+ days	15% of Invoice

This penalty will not be deducted from the L/C, but will be charged by bank wire transfer.

MANDATORY: After each negotiation, Vendor must send the full detail by e-mail to Ripley's import coordinator who will control the KPIs and negotiation lead-times. This will help to assure the payment on time from Ripley's local banks.

The details that should be sent to Ripley's Import Coordinator are:

- Date of negotiation
- Copy of swift of negotiation
- FCR number

If the Vendor does not send this important information within 7 days after negotiation, it will be accountable for extra penalty of \$100 USD per day delayed. This penalty will not be deducted from the L/C, but will be charged by bank wire transfer.

1.2 Vendor creation form

[Download here \(3. Vendor's creation form\)](#)

Sending this form to Ripley's buyer is mandatory and is required to register as supplier in our systems (Payment system, Orders system and COMEX system)

All fields must be completed, even if you do not have the AEO certification (*Authorized Economic Operator*) concept based on the *Customs-to-Business partnership introduced by the World Customs Organization (WCO)*, indicate "NO", also if the vendor has another similar certification, please specify the name as appropriate.

It is mandatory to submit the supplier creation form together with the bank letter signed by the bank agent according to the letter template on the second page of the Vendor Creation Form. Without this requirement, the vendor will not be accepted or created under any circumstance.

If vendor/supplier changes its bank account or company name, a new vendor Ripley ID must be created, the vendor creation form must be submitted again to Ripley's buyer.

2. Pi & Po creation process

A vendor that is not part of the C1 Web Purchase System, must follow the Manual PI and PO Process. If Ripley's commercial team determine the vendor should be part of the C1 Web Purchase System, he must be trained in the process and Ripley will generate an account to be use by the supplier.

***If you are a new vendor**, please check with Ripley's buyer whether you should follow the manual or automatic PI-PO process.

2.1 Manual PI & PO Process

PI (Proforma Invoice):

The PI is the first step after negotiations with Ripley's buyer and requesting the creation as a supplier of our company. When the purchase is verbally confirmed, the Proforma Invoice must be filled completely and signed by the vendor; then it has to be sent via email to Ripley's buyer for the purpose of generate the new SKUs for each product or input old SKUs if the product already exists; after this process the PO will be generated in Ripley's systems.

When the PO number is generated, the buyer must sign the PI and send it to the vendor; The PI should include the PO, Style and SKU numbers.

It's responsibility of the Vendor to get the most updated format of the PI. Please download the latest PI Format here: [Download here \(4.PI Format\)](#)

PO (Purchase Order):

You will receive a unique purchase order number (PO) in the PI Form after it passes through creation process in the hands of Ripley's buyer. You need a valid PO number prior to book with Freight Forwarders or ship goods to our company. Verbal orders and/or "house orders" will not be valid unless confirmed with a written or electronic PO number. The PO will be sent to our vendors along with the SKUs, subsequently, vendors will receive barcodes and hangtag RFID forms via email.

Vendors must ensure to review the PO, paying close attention to final quantities, pcs per box (master pack), unit cost, payments terms, Ripley's retail price and the certificates needed.

2.2 Automatic PI & PO Process

For this process vendors must request a login name and password to manage their POs in the C1 web system. Please find the link to the system here → <https://compra.ripley.com/>

Once the access to C1 web system is available please read the following process manual: [Download here \(5.Auto PI PO Process Manual\)](#)

The Automatic PO generation process is only available for Chile Orders in the C1 web system. For Peru Orders, Vendors must download the auto-generated PI form from C1 web in module 3, and

send via email directly to commercial responsible so they generate SKUs and PO number and send back the form with the PO number and SKUs

After a PO for Ripley Chile is auto generated by the C1 system; the vendor can download from the module 4 in the C1 web system: Packing instructions, Carton LPN Labels, Hangtag RFID information, and the packing list template according to the packing instruction.

After a PO for Ripley Peru is manually generated; the vendor can download from the module 4 in the C1 web system: Packing instructions, Carton LPN Labels and the packing list template according to the packing instruction. The Hangtag RFID information will be sent via email to each vendor.

In the coming months Ripley's Perú POs will be auto-generated, same as Ripley's Chile POs (Hangtag and RFID information will be available to download in module 4)

2.3 Compliance & Tolerance of PO's:

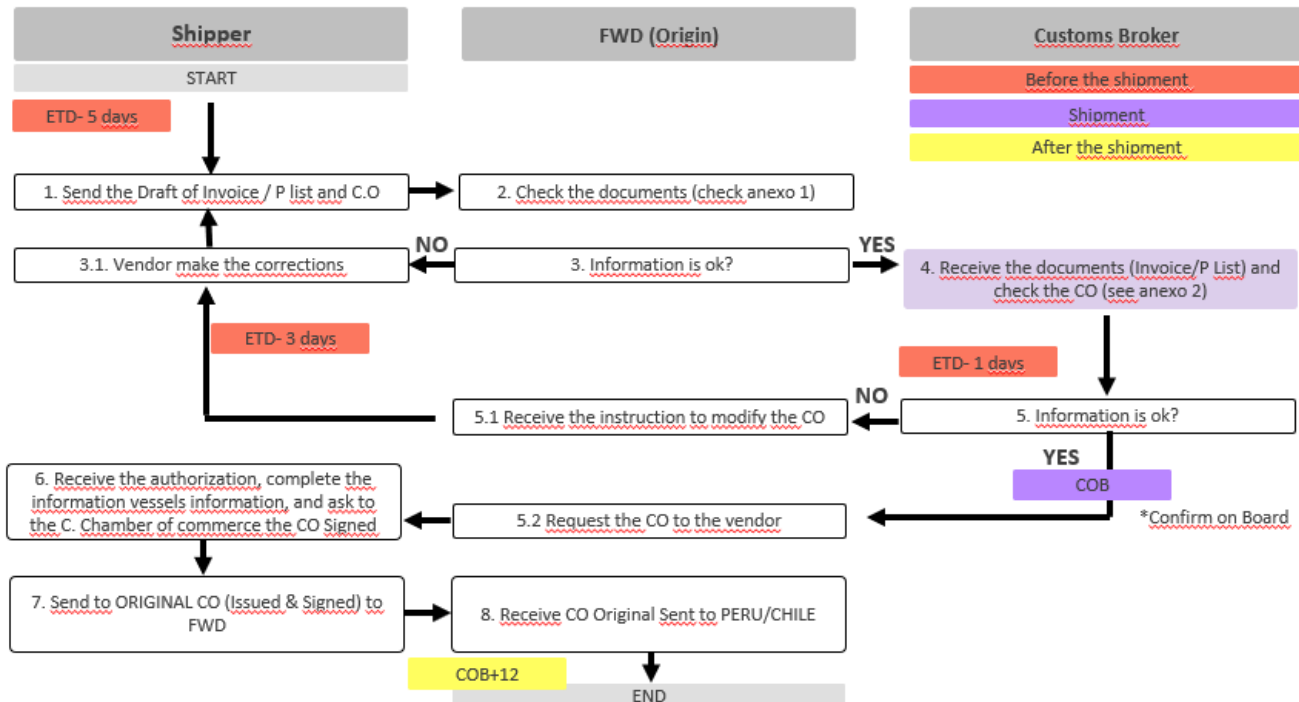
Ripley's purchase orders allow a maximum and minimum 3% of tolerance in units from the original quantity at SKU Level. Partial orders are not acceptable.

If you are unable to fulfill Ripley's POs as ordered: substitutions, quantity changes, style eliminations, retail discrepancies and/ or date changes, must be approved by our Foreign Trade Coordination Department ([IVM List of contacts](#))

Our corporate buyers are not authorized to exempt vendors from Ripley's compliance standards.

3. Shipment documentation

3.1 Flow of shipment documentation



When the cargo is ready to be shipped, vendors must also consider uploading an update the autogenerated.xlsx packing list into the C1 web system:

- 1- Open the downloaded packing list template from module 4 of C1 web system
- 2- Update the real units, and box distribution that will be shipped
- 3- Upload the updated.xlsx packing list into the C1 system **before COB**

For more details of the packing list structure and the guidelines to upload it in the C1 web system: [Download here \(6. Packing list and uploads\)](#)

You can refer as well to [the section 7.2.7 of this manual](#).

Important: Not uploading the packing lists on time will entitle Ripley to apply the correspondent Vendor's Compliance Penalty (please refer to chapter **5. Penalty policy**)

Remark: the **number of characters** of the **invoice and packing list name** cannot exceed **15 characters**.

***If the information provided in the final shipping documents is wrong or different to the one that was already approved, Ripley will be entitled to apply a penalty (please refer to chapter **5. Penalty policy**)**

3.2 Documents - timing

Please make sure that you fully understand the **Flow of shipment documents** and the following considerations. If you have any doubt, please contact us immediately for clarification. Actions, submitting the wrong documents and missing the deadlines for its submission will entitle to apply our (please refer to chapter **5. Penalty policy**)

- For CFS cargo, vendor is required to use the Order Cargo Management (OCM) receiving data (total package and volume) to prepare the packing list.
- For CY cargo, vendor is required to use the Shipping Instructions data (total package, volume and gross weight) to prepare the packing list.

When documents required by Ripley are not correctly delivered to our nominated Forwarder Ripley will be entitled to apply the corresponding penalty. (Please refer to chapter I/ V. Penalty policy)

The documents received by our forwarder are those we will use for custom clearance in Chile and Peru. If you change quantities or prices in the commercial invoice after the delivery to our Forwarder, we will have problems with customs, our banks and in consequence we will have problems to pay the commercial invoice to our vendor's, we will be subject to be penalized by the customs authorities and we will be entitled to apply our Vendor's Compliance Penalty. (Please refer to chapter **5. Penalty policy**)

3.3 Shipment without royalties (Chile & Perú)

Commercial invoice and packing list have a specific format in our Vendor Compliance Handbook, please consider this format for the shipments to Peru and Chile [Download here \(7. Autoriced commercial invoice format\) & \(8. Autoriced packing list format\)](#).

All items must be listed in the same sequence as the purchase order.

Draft documents (Invoice, packing list, CO) should be sent to our Logistic Operator (Depending on the nominated Forwarder) **at least 5 days before ETD** date (Estimate Time of Departure)

3.4 Shipment with royalties (only for Perú)

The following brands have royalties and must adhere to the subsequent instructions

- | | |
|--------------|----------------|
| • Colloky | • Penguin |
| • Gotcha | • Pepe Jeans |
| • Mothercare | • River Island |
| • Next | |

Commercial invoice:

Once the vendor receives the PO, they must check the brands showed in the PO, consequently if one of them is in the master of licensed brands (attached) the vendor must issue invoices separately for each type of products:

1. One invoice for Licensed brands (subject to royalty payment)
2. One invoice for brands without royalties.

REMARK: THE NUMBER OF CHARACTERS IN THE INVOICE MUST BE MAXIMUM 15.

Bill of lading (BL):

The FWD must check the invoices, if the vendor issue 2 invoices (the brands with royalties in one invoice and the brands without royalties in another invoice), the FDW must coordinate to issue one BL per each commercial invoice (LCL shipments and FCL shipments), One BL for Licensed brands (subject to royalty payment), One BL for own brands (not subject to royalty payments)

4. Certificates**4.1 Certificates of Origin**

Depending on the type of product Ripley requires the Certificate of Origin.
One certificate per Commercial Invoice is needed.

4.1.1 [Process Flow: Documents + Certificate of Origin](#)

From China to Chile read:

- [Download here \(9. Certificate of Origin Form M \(for Chile\) and procedure\)](#)

From China to Peru read

- [Download here \(10. Certificate of Origin FTA \(for Peru\) and procedure\)](#)

Entities authorized to issue the Certificate of Origin from the main countries of origin of Ripley's orders.

China:

- Council for the Promotion of International Trade (CCPIT)
- China Customs Administration.

India:

- Council for the Promotion of International Trade (CCPIT)

Bangladesh:

- Council for the Promotion of International Trade (CCPIT)

In order to avoid the invalidity of the certificate of origin you must field the certificate in accordance to these instructions, otherwise the origin certificate will be invalid by the Chilean and Peruvian Customs, and consequently, **RIPLEY will apply to the vendor a penalty** according to the Chapter I/ V. Penalty policy/c. Penalty policy for vendor compliance

For Ripley Chile and Perú: The original CO must be obtained and sent to the Freight Forwarder maximum on COB + 12. If the original CO is obtained after that time, the vendor must send it by courier under their cost directly to RIPLEY Chile or Perú Office.

Ripley Peru Additional Considerations:

For the following countries a Direct Expedition Documents that accredit direct expedition is needed:

Country	Download the formats for each origin:
Chile	1. CHILE - Certificado Ingreso y Custodia de Mercancías en Tránsito
Hong Kong	2. Formulario de la Aduana de Hong Kong
Panama	3. Panama – Certificado especial de la Autoridad Aduanera
Korea	4. Sample Korea – Document Transhipment
Hong Kong	5. Sample HK – Document Transhipment
USA	6. Usa Transportation Entry and Manifest of Goods Take note the following conditions to issue

Transshipment Document specifications:

- Issue date: After loading and before arriving to Peru.
- Authorized Entity to issue the format: Customs Entity
- Kind of format: It must be original, and it must be sent along with the origin certificate, or in otherwise directly to Ripley Peru office.

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. (Please refer to chapter I/ V. Penalty policy)

Only PERU:

If the merchandise is of Chinese origin, even if it will depart from other country, you must check the tariff code table [Download here \(IDENTIFICACION DE SUBPARTIDAS A 6 DIGITOS QUE SIEMPRE DEBEN CONTAR CON CO.xlsx \(live.com\)\)](#) in this cases the vendor must manage the Certificate of Origin as per the origin certificate follow up of in order to be able to benefit from the FTA.

When one CO is not necessary: If the Customs broker confirms that the CO is not necessary, the vendor must not send the original CO to Lima by courier.

4.2 Phytosanitary and veterinary certificates

A Phytosanitary Certificate is a document required by Customs and Local Health Authorities for the import of non-processed products.

For Chile is required for Duvet feather, cushion feather, pillow feather, dry flowers decoration, dry fruits decoration, bamboo, craftsmanship of wood, wood figures, wood masks and wood decoration and bone pieces in general.

For Peru is required for Decoration, bamboo, craftsmanship of wood, wood figures, wood masks and wood decoration and Vegetal pieces in general.

[Download here \(11. Phytosanitary and veterinary certificate\)](#)

4.3 Plants origin products (for Perú only)

Please send a manufacturer letter about the kind of processing, this information is very important due to with it the customs will define the risk category and if it require SENASA certificate.

Risk categories:

CRF 1: Not require anything

CRF 2: Require SENASA inspection

CRF 3: Require SENASA inspection and Import phytosanitary certificate

[Download here \(12. Risk categories\)](#)

4.4 Fumigation certificate

The Fumigation Certificate provides evidence of the fumigation of furniture of wood and flowers and it is required by Customs Authorities from Chile and Peru for the import of non-processed furniture and for pallet merchandise with no treatment.

[Download here \(13. Fumigation certificate\)](#)

4.5 Bioavailability & toluene certificate (for toys)

A Toluene Certificate is a document required by Customs Authorities for the import of all toys products, with no exception.

[Download here \(14. Bioavailability & toluene certificate\)](#)

4.6 Material safety data sheet (msds)

The Material Safety Data Sheet is a document required by Customs Authorities for the import of cosmetics products in order to classify the quantities of alcohol used in a cosmetic product. MSDS is required for the following products: cosmetics, perfumes, creams, lotions and suntan lotions.

For Peru: The Material Safety Data Sheet is a document required by Customs for the import of goods with batteries, for example some toys and laptops.

[Download here \(15. Material safety data sheet\)](#)

4.7 Free sale certificate food, drug, elaborate products

If any of the products are considered food, drug or elaborate products, then the supplier must send to Ripley's Merchants and COMEX coordinators a Free Sale Certificate also known as "Export Certificate". This certificate validates that the product has been distributed and commercialized legally.

[16.Download here \(Example: Free Sale Certificate\)](#)

4.8 Lab test food and drug safety sheet

If any of the products are considered food and drug, then the supplier must send to Ripley's Merchants and COMEX coordinators, a copy of the Food and Drug Safety Lab tests.

4.9 Sustainable Certificates

All products that have a sustainable attribute according to our list of attributes must have the certificate issued by the institution that validates this attribute.

The certificate must contain PO number or style name if applicable.

Certificate must be sent to HK office before the shipment.

Current list of sustainable attributes:

- 100% organic cotton
- product contains organic fibers
- responsible cotton farming
- product contains organic cotton
- 100% Lyocell
- product contains Lyocell
- product contains recycled fibers
- product filled with recycled plastic
- product contains fibers ecologically produced
- product toxic components free
- produced with less water

The certificates must be issued by one of the following institutions:



BETTER COTTON



GLOBAL RECYCLED
STANDARD

Jeanologia

JEANOLOGIA



GLOBAL ORGANIC
TEXTILE STANDARD



REPREVE



OEKOTEX



LENZING

5. Penalty Policy

Ripley's main goal is to receive the orders on time, in the correct quality and in the agreed terms to improve its performance.

However, if this objective is not accomplished Ripley will charge penalties when the delay or the error is **vendor responsibility**.

Please consider that a penalty is the worst possible scenario because affects sales, profitability, and business relationship from both sides.

5.1 Penalty policy for ship on time vs delays:

Vendor's must deliver the orders according with the negotiated terms in the PI.

The penalty policy is written in the PI, therefore when a Vendor accept to take the order and sign the PI is accepting the terms of the Penalty Policy.

#	Delay Range	Alt 1	Alt 2	Alt 3
1	1 - 10 days	5% discount		
2	11 - 15 days	20% discount		
3	16 - 30 days	50% by air	Starting from 30% at day 16, 1% discount per additional day of delay	Order can be cancelled
4	31 + days	100% by air		

- The number of days is taken from the last shipment date of the assigned shipment window.
- A penalty will apply only when the delay is caused by Vendor's responsibility
- Late shipments caused by the following situations **are considered as vendor's responsibility**:
 - Failure to comply the production calendar of a style due to late submissions (color lab dips, trims and accessories, fabric swatches, fitting samples, etc)
 - Failure to reach the quality standards agreed when the order was confirmed either related to fabric, workmanship and/or fit
 - Late booking of the cargo, that should be submitted 26 days before the last shipment date of the assigned shipment window
 - Late delivery of the cargo, that should be delivered within the assigned delivery window.
- The following situations are **not considered as vendor's responsibility**:
 - Late order confirmation from Ripley based on the production calendar
 - Late comments and approvals from Ripley based on the production calendar
 - Any changes on the agreed terms of the order that could affect the production calendar (for exchange of the style original agreed quality)
 - Late barcodes submission from Ripley based in the production calendar
 - Failure from the nominated Freight Forwarder to confirm on-time booking and provide proper delivery and shipment window from the shipment date.
- Only for delays within range #1, Ripley could consider to waive the penalty if the Vendor give notice to Ripley 30 days before the date.

- For the ranges #3 and #4 the final decision between Alt 1 and Alt 2 will be taken after discussion with the vendor of the best alternative for Ripley

Warning:

If a vendor has any problem with a style and that could cause a late shipment, it must let Ripley know about the situation and never skip the production procedure and the necessary approvals trying to win time back, be able to ship on time and avoid penalties. It is always preferable to discuss the best possible solution rather than to take the risk of shipping goods that could not be up to the quality standards.

5.2 Penalty police related to terms of payment

Vendors must present the letter of credit negotiation 21 days from FCR date.

If vendor doesn't negotiate within the 21 day period, he will be penalized with a percentage of the invoice and a negative Vendor score for future purchases. The following is the delay table:

#	Delay Range	Penalty
1	1-2 days	2% of Invoice
2	3-5 days	5% of Invoice
3	6-10 days	10% of Invoice
4	10+ days	15% of Invoice

This penalty will not be deducted from the L/C, but will be charged by bank wire transfer.

MANDATORY: After each negotiation, Vendor must send full detail by mail to Ripley's import coordinator who will control KPI and negotiation leadtimes, so we can assure on time payment from Ripley's local banks.

The detail that should be sent to Ripley's Import Coordinator is:

- Date of negotiation
- Copy of swift of negotiation
- FCR number

If Vendor does not send this important information within 7 days after negotiation, it will be accountable for extra penalty of \$100 USD per day delayed. This penalty will not be deducted from the L/C, but will be charged by bank wire transfer.

5.3 Penalties related to production and arrival

If products arrive with problems and/or differences to what was accorded penalties could apply. These penalties will be discussed case by case in order to determine the correct amount of penalty for each case.

5.4 Penalty policy for vendor compliance - [Download here \(7. Vendor compliance penalty police\)](#)

VENDOR COMPLIANCE	DESCRIPTION	PENALTY POLICY
1 Product Problem	Workmanship problem	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Fabric problem	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Measurement problem	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Damaged by VST	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Damaged by wrong Size Sticker	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
2 Size Sticker	Others	Case by case
	Missing SS	USD 0.2 per piece
	Fake SS	USD 0.5 per piece
3 VST	Missing VST	USD 0.5 per piece
	Fake VST	USD 0.50 per piece
	Wrong location	USD 0.50 per piece
4 CO	Without (At least 9 days before ETA)	(TAX benefits not recovered) + (10% of the TAX not recovered)
	Wrong (At least 9 days before ETA)	(TAX benefits not recovered) + (10% of the TAX not recovered)
5 Polybag	Without	USD 0.1 per piece
	Damaged	USD 0.1 per piece **
	Wrong	USD 0.1 per piece **
5.1 Polybag - bedding and bathroom department	Without	USD 0.25 per piece
	Damaged	USD 0.25 per piece
	Wrong	USD 0.25 per piece
6 Wrong Qty	Less Qty compared with ordered	The bigger amount between USD 200 or 150% of the value FOB of the difference
	More Qty compared with ordered	The bigger amount between USD 200 or 150% of the value FOB of the difference
	Real less Qty compared with Invoiced	The bigger amount between USD 200 or 150% of the value FOB of the difference
	Real more Qty compared with Invoiced	The bigger amount between USD 200 or 150% of the value FOB of the difference
	More than Master Pack	USD 2.00 per carton
7 Hanger	Without	USD 0.34 per piece
	Wrong	USD 0.34 per piece
8 SKU	Wrong price	USD 0.34 per piece
	Wrong currency	USD 0.34 per piece
	Wrong description	USD 0.34 per piece
	Wrong SKU	USD 0.34 per piece
	Without SKU	USD 0.34 per piece
9 Import Label	Wrong Import label (Care Label)	USD 0.34 per piece
	Without Import label (Care Label)	USD 0.34 per piece
LPN	Wrong Format	USD 5 per box
	Not Readable	USD 5 per box
	Without	USD 5 per box
Shipping Mark	Wrong location	USD 1.0 per box
	Wrong store name / code	USD 1.0 per box
	Without store name / code	USD 1.0 per box
Packing Instructions	PO's with Curved Packing instruction but packed and shipped as Solid	USD 10 for each CURVED BOX that wasn't packed correctly
	PO's solid shipped as curved	USD 10 for each SOLID BOX that wasn't packed correctly
	Goods are packed inconsistent to the packing instructions given	USD 10 for each BOX that wasn't packed correctly
Booking with Forwarders	Cancellation or modification within 15 days prior to ETD	USD 200 per container
10 Others	Without or Wrong hangtag	USD 0.34 per piece
	Damaged packing	USD 13 per Carton
	Container Problems	Based on Quotation
	TBA	TBA
	Re-labeling RFID	USD 0.50 per piece
	Re-labeling RFID + Hang Tag	USD 0.70 per piece
	Only for Peru.	USD 0.34 per piece
	Sanitary Registry Label for Toys	USD 0.34 per piece
	Only one SKU per Carton	USD 10.00 per carton
	Complement Mark	USD 1.00 per carton
100% packaging of each piece of the high volume products	Without	USD 23.00 per carton
Final Documents (Invoice + PL)	Late / Wrong at least 3 days after COB date	1.3% of FOB, or minimum USD 150 per commercial invoice until day 8. From day 9 the penalty will be calculated according to following formule: = ((FOB value * \$1,625) / \$1,000,000) * N * of days from the COB \$1,000,000 = Base amount of shipment \$1,625 = Base penalty per day

* This % might change depending on reprocess costs or the impact in lost sales due to the missing product.

** extra charges may apply if the product is damaged.

CHAPTER 2: PACKING INSTRUCTIONS AND CARTON PACKAGING

6. Glossary

STYLE OR PARENT CODE	It's the code that groups sizes and colors of the same product style	
SKU OR CHILD CODE	It's the specific code of each sized and colored product	
STYLE OPTION	It's the group of SKU's under the same style and color	
PURE PRODUCT	Is a product that doesn't have sizes and colors so the style number it's the same as SKU number (Frequently used in technology, appliances and furniture)	
MASTERPACK (SOLID)	Standard determined quantities per carton. This means the same number of units per carton. Usually referred to the total units in a solid type carton/box	
CURVED BOX/CARTON MASTERPACK	Total quantity of units of different sizes in the same box	
INNERPACK	The sum of units of one curve	
SIZE BREAKDOWN	Quantities per size of each curve. A size breakdown of a curve composed of 1xS, 2xM, 2xL, 1xXL is 1,2,2,1	
TOTAL NUMBER OF CURVES	The number of curves to be delivered	
CURVES PER CARTON	The number of curves per carton	
SOLID BOX/CARTON	A carton with units of same style, color and size	
CURVED BOX/CARTON	SIMPLE CURVE BOX/CARTON	A carton with units of same style and color but different sizes
	MULTICURVED BOX/CARTON	A carton with units of same style but different colors and sizes
BALANCE OR PARTIAL BOX/CARTON	It's a box that contains the remaining units that can't get into a solid or curved box with a determined masterpack. Each balance box must contain units of the same size, color and style. Example: from your hole production you	
LPN License Plate Number	It's a unique number for each box	

LPN Label	It's a label containing the "License Plate Number" and other information of the content that visually identifies each box
LABEL DATA	Is the document that contains the complete set of information of all LPN labels
HANDLING TYPE	how the goods should be packed and delivered (Ex: With or Without Hanger in a box, or hanged in container)
SIZE STICKER	The long sticker indicating the size of the product and pasted on garments for exhibition purposes
NON CON LABEL	Is a label that alert when a carton are heavier and/or bigger than permitted by Ripley standards
BOX OR CARTON MARKING	Are the markings that a carton should have printed or labelled on the outside to comply Ripley standards.

7. Packing Instructions

7.1 Manual Pos

1.1.1. Solid Packaging

When the POs are generated manually all products must be packed into Solid Cartons following the defined masterpack limit for each kind of product (i.e. 36, 24, 12, etc).

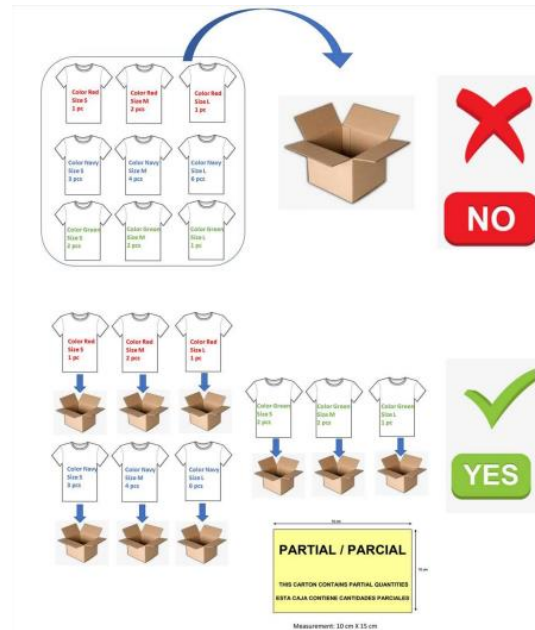
[Download here \(18. Master pack quantities Chile\) \(Pending\).](#)

[Download here \(19. Master pack quantities Peru\)](#)

7.1.2 Balance or partial units packaging

In case you have remaining quantities, pack them by SKU (only same SKU per box). It doesn't matter some boxes are partially empty, the important thing is to don't mix SKU's in one single box otherwise the distribution warehouse has to reprocess each box which has a very high cost. The box must be labelled as "Partial" or "Balance" box.

Example: Having remaining quantities as below example (22 pcs), and the master pack is 24pcs. Please note that Assorted SKU is not allowed, and you should pack 1 SKU per 1 Partial Box. The example has 9 total carton boxes and the space inside the carton box is acceptable.



7.1.3 Shipping marks

Ripley Chile Stores Shipping Mark

It must be placed on one of the two shorter sides of the box and on one of the two longest sides of the box. The product hang tag or sticker must go on the shipping mark that goes on the shorter side of the box.

Measurement: 24 cm x 14 cm

IMPORTADO POR COMERCIAL ECCSA S.A. 83.382.700-6 Ripley CD MADE IN CHINA			 30021508 M 9.34.000
Vendor ID:			
PO N°:			
Box No. Of		Name Depto:	
N° Depto:			
Line:			
Style:			
SKU:			
Color:			
Size:			
Qty:			
Weight:	N. W Kg:	G. W Kg:	
Length:	Width:	Height:	

Ripley Perú Stores Shipping Mark

It must be attached on one of the WIDTH of the box.

Measurement: 19.5 cm X 11 cm

Vendor:				
IMPORTADO POR TIENDAS POR DEPARTAMENTO RIPLEY S.A.C.				
20337564373				
PURCHASE ORDER	INVOICE	STYLE	QUANTITY	BOX NUMBER OF
1187563	001 - 000562	M931/07	15	1/100

7.2 Automatic Po's

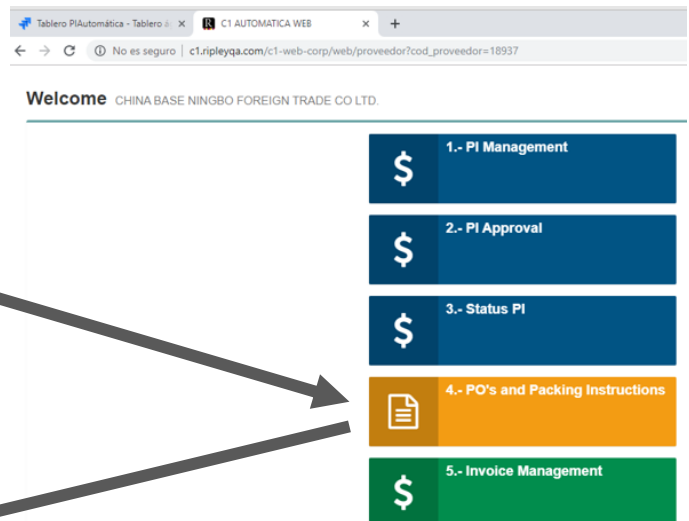
The following instructions must be followed strictly.

Pack types solid or curved, number of curves per box, size breakdowns, quantities and units of the packages **cannot be changed**.

Not complying will incur in penalties → [Download here \(6. Automatic PO's Penalty Policy\)](#)

If any doubt or inconvenience with packing instructions please contact Ripley's buyer.

When the POs are generated automatically from C1 web system, the packing instructions will be downloadable from the system in module 4 of vendor management system.



Search:

Country	PO Date	PO Number	PI Vendor	PI Number	Total Units	Total Amount	Packing Instructions	Label Data	Packing List Template	RFID
	31-07-2018	9176831		NCTW181018	570	5939.4	Download	Download	Download	Download

This is the module for file downloads. Here you can download all the information from each PO generated by the system. This are auto-filled documents that will help you during the packaging process, Label data for printing and uploading Packing Lists of each invoice when the goods are ready to ship.

The packing instructions Download file will bring different fields with information of how should the goods be packed in cartons.

7.2.1 Packing instructions fields

Each section of the "Packing Instructions" file contains information that can be explained as follows: [Download here \(20. Packing Instructions Guideline\)](#)

Header:

PI Number	42959-200827-40
PO Number	10086554
Dpto Code	D159
Dpto Description	REGATTA MUJER

Details:

Product description: Each row of the file has the packing instruction of each style-color (style option).

PRODUCT DESCRIPTION							
Evento	Brand	Line Description	Subline Description	Subline Code	Style Name	Sizes	Style Code (Ripley)
NULL	REGATTA	POLERAS	MANGA LARGA	S054002	PO ML COSA CO RGT C SS20	S,M,L,XL	37841948
NULL	REGATTA	POLERAS	MANGA LARGA	S054002	PO ML COSA CO RGT C SS20	S,M,L,XL	37841948

The instruction can be different for each option within the same style

The instruction is given in the order of the column size list, so in this example:

S = Size 1, M = Size 2, L = Size 3, XL = Size 4

Total Units: Total units in curved boxes + Total units in solid boxes

Total Units			
Color	Total Units	Total Curved Size Units	Total Solid Size Units
Petroleo	564	540	24
Ecru	564	540	24

Total Percentual Purchase: Percentage of units per size for each style-color (style option)

TOTAL PORCENTUAL PURCHASE					
% Size 1	% Size 2	% Size 3	% Size 4	% Size 5	% Size 6
15.96	31.91	31.91	20.21		
15.96	31.91	31.91	20.21		

Total Units Purchase: Quantities per size for each style-color (style option)

TOTAL UNITS PURCHASE					
Qty Size 1	Qty Size 2	Qty Size 3	Qty Size 4	Qty Size 5	Qty Size 6
90	180	180	114		
90	180	180	114		

Curved Carton instructions: Are the packing instructions for the curved cartons of the style option (remember an option can have solid + curved cartons)

Curved Carton Instructions						
Group	Size Breakdown	Inner Pack Qty	Total # Curves	Curves Per CTN	Curved Box Master Pack (Units per Carton)	Number of Cartons
	1,2,2,1	6	90	2	12	45
	1,2,2,1	6	90	2	12	45

Here we have the following fields: Multicurve Group, the Size Breakdown, Inner pack Qty, Total number of curves, Curves per carton, curved box master pack (Inner pack Qty x Curves per carton) and the number of cartons

Solid Carton instructions: Are the packing instructions for the solid cartons of the style option (remember an option can have solid + curved cartons)

Solid Carton Instructions												
Solid Box Master Pack	# Units Size 1	# Units Size 2	# Units Size 3	# Units Size 4	# Units Size 5	# Units Size 6	# Cartons Size 1	# Cartons Size 2	# Cartons Size 3	# Cartons Size 4	# Cartons Size 5	# Cartons Size 6
24	0	0	0	24			0	0	0	1		
24	0	0	0	24			0	0	0	1		

Here we have the following fields: Solid Box Master pack, number of units per size, and the number of cartons per size

7.2.2 Solid carton Instructions:

The solid packaging instructions for an automatically generated PO will be detailed in the “Solid Carton Instructions” section of the Packing Instructions file that can be downloaded from the module 4 of the vendor portal

To understand the solid part of the instructions we set a clear example of how this information should be interpreted:

Example:

Solid Carton Instructions												
Solid Box	# Units Size 1	# Units Size 2	# Units Size 3	# Units Size 4	# Units Size 5	# Units Size 6	# Cartons Size 1	# Cartons Size 2	# Cartons Size 3	# Cartons Size 4	# Cartons Size 5	# Cartons Size 6
Master Pack	1	2	3	4	5	6						
24	0	0	0	24			0	0	0	1		
24	0	0	0	24			0	0	0	1		

In this example the number of solid boxes is: 1 solid box of 24 units master pack containing size XL.

SOLID BOX PACKING

Total Units			
Color	Total Units	Total Curved Size Units	Total Solid Size Units
Petroleo	564	540	24
Ecu	564	540	24

Example:

Solid Carton Instructions												
Solid Box	# Units Size 1	# Units Size 2	# Units Size 3	# Units Size 4	# Units Size 5	# Units Size 6	# Cartons Size 1	# Cartons Size 2	# Cartons Size 3	# Cartons Size 4	# Cartons Size 5	# Cartons Size 6
24	0	0	0	24			0	0	0	1		
24	0	0	0	24			0	0	0	1		

Example:

- Total Solid Units: 24
- 0 x S, 0 x M, 0 x L, 24 x XL
- Masterpack (Units per box) = 24 units
- S SIZE = $0/24 = 0$ boxes
- M SIZE = $0/24 = 0$ boxes
- L SIZE = $0/24 = 0$ boxes
- XL SIZE = $24/24 = 1$ box

Solid boxes should always have 1 Polybag per unit

Example:

- Inner pack 6 Units (1 x S, 2 x M, 2 x L, 1 x XL)
- 24 masterpack = 24 units per box
- 24 polybags, 1 for each unit



7.2.3 Curved packaging (simple curve)

The curved packaging instructions for an automatically generated PO will be detailed in the “Curved Carton Instructions” section of the Packing Instructions file that can be downloaded from the module 4 of the vendor portal

In order to understand the curved part of the instructions we set a clear example of how this information should be interpreted.

Example:

Curved Carton Instructions					
Size Breakdown	Inner Pack Qty	Total # Curves	Curves Per CTN	Curved Box Master Pack (Units per Carton)	Number of Cartons
1,2,2,1	6	90	2	12	45
1,2,2,1	6	90	2	12	45

This instruction indicates that each curved box should contain 2 curves of 6 units (12 units in total) with a distribution of: 2 units of size1 (S), 4 units of size2 (M), 4 units of size3 (L), 2 units of size4 (XL). In total there are 90 curves packed on 45 boxes (2 curves of 1,2,2,1 per box).

CURVED BOX PACKING

Total Units			
Color	Total Units	Total Curved Size Units	Total Solid Size Units
Petroleo	564	540	24
Ecru	564	540	24

Example:

Curved Carton Instructions					
Size Breakdown	Inner Pack Qty	Total # Curves	Curves Per CTN	Curved Box Master Pack (Units per Carton)	Number of Cartons
1,2,2,1	6	90	2	12	45
1,2,2,1	6	90	2	12	45

Example:

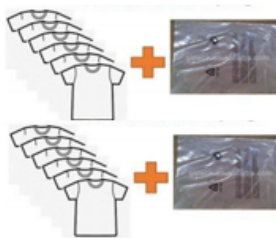
- Total Curved Units: 540
- Curve = 6 Units (1 x S, 2 x M, 2 x L, 1 x XL)
- 540 units/ 6 units per curve = 90 curves
- 2 Curves per Box = 12 units per box
- 540 units / 12 units per box = 45 cartons

Curved boxes should always have 1 Polybag per Inner Pack

Example:

- Inner pack 6 Units (1 x S, 2 x M, 2 x L, 1 x XL)
- 2 Innerpacks (or 2 curves) per box
- 2 polybags, 1 for each inner pack

For formal men's shirts there should always be a polybag per unit



7.2.4 Multicurved packaging

The multicurved packaging instructions for an automatically generated PO will be detailed in the “Curved Carton Instructions” section of the Packing Instructions file that can be downloaded from the module 4 of the vendor portal. In order to understand when the instruction is actually to pack as multicurved instead of a simple curve, we set a clear example of how this information should be interpreted. Example:

PRODUCT DESCRIPTION				Total Units
Style Name	Sizes	Style Code (Ripley)	Color	
PANTALON VS TERRYFP HVT CR 123	3,4,6,8,10	38525254	Azul Marino	
PANTALON VS TERRYFP HVT CR 123	3,4,6,8,10	38525254	Pastel	

Curved Carton Instructions						
Group	Size Breakdown	Inner Pack Qty	Total # Curves	Curves Per CTN	Curved Box Master Pack (Units per	Number of Cartons
19	1,2,3,3,2	22	88	1	11	88
	1,2,3,3,2				11	88

Here the curved boxes of the style “TERRYFP HVT” should have 1,2,3,3,2 curves of both colors “Azul Marino” and “Pastel” in each box. The group number is 19, 22 units per box, 11 unites per color, in total 88 curves and 88 cartons. Each curved box should have in it all of this:

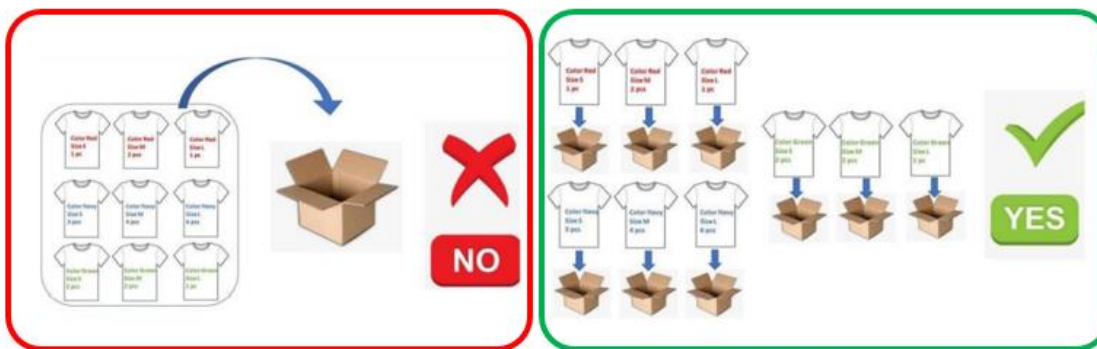
- Azul Marino: 1unit of size3 + 2 units of size4 + 3 units of size6 + 3 units of size8 + 2 units of size10
- Pastel: 1unit of size3 + 2 units of size4 + 3 units of size6 + 3 units of size8 + 2 units of size10

7.2.5 Balance or partial boxes

In case you have remaining quantities, pack them by SKU (only same SKU per box). It doesn’t matter some boxes are partially empty, the important thing is to don’t mix SKU’s in one single box otherwise the distribution warehouse has to reprocess each box which has a very high cost. The box must be labelled as “Partial” or “Balance” box.

Balance / Partial Boxes

Balance units of different sizes or colors should’nt be packed into same box. The units must be packed in each box with the same size and color.



Balance/Parcial Boxes should have “balance” label on the box

7.2.6 LPN (shipping marks)

In the case of Automatic PO's, the boxes and carton should have a LPN sticker instead of a regular marking.

A LPN is a special sticker label, that should be pasted on the with a license plate number for each box. **This identity number is unique for each box, and must never duplicate.**

This label has critical information to our logistics process and are used as a way to identify individual orders on single and multiple carton orders during the picking and fulfillment process.

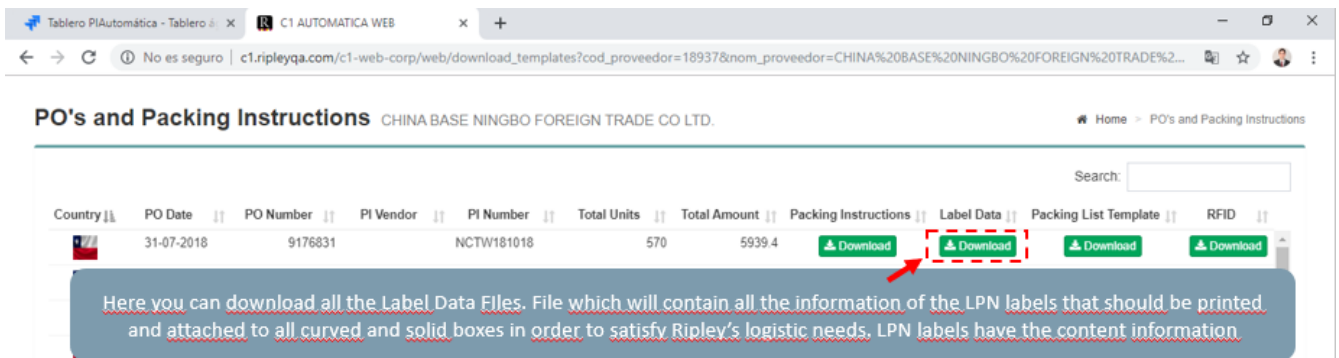
LPN's are very useful for several reasons including pick verification, label verification (pass/fail barcode read), and consolidating orders if they were picked in zones, batches, or have multiple cartons. In order to maximize our efficiencies throughout our Distribution Center all vendors will be required to apply an LPN bar-coded label to all cartons. This LPN label will contain info about the Purchase Order, Vendor ID; SKU, Department, Events etc.

Ripley uses this label to scan the carton upon receipt to our Distribution Center and immediately incorporating it to our available inventory. Vendors will apply this LPN label to each carton within a Purchase Order and will provide us with the LPN correlative numbers applied to each carton which will be associated with delivery date and transportation information enabling us to have this data available in our systems in advanced to the receipt of the PO at our facilities.

This is the latest LPN label models:

- [Download here \(21. Curved carton LPN - Guideline\)](#)
- [Download here \(22. Multicurved carton LPN - Guideline\)](#)
- [Download here \(23. Solid carton LPN - Guideline\)](#)

To get the LPN's you have to download the file called "Label Data" from the module 4 of vendors portal.



In the first page file, the supplier can find a list of all LPN ranges for each color option and box type. And on the second page the supplier can find a list of all LPN's and Extra LPN's.

Here is the link with the use instructions → [Download here \(24.LPN Instructions Guideline\)](#)

If a vendor has changes in production and runs out of LPN's, then he may use the extra LPN range column in the label data file. Those LPN numbers are extra LPN's in case they need to use them for extra boxes.

It is very important that suppliers and factories, know the exact same LPN's labels that they used physically in cartons and declare this in the packing list they need to upload when shipment is done → PURCHASING PROCESS AND SHIPMENT DOCUMENTS REQUIRED → 3. SHIPMENT DOCUMENTATION → a. FLOW OF SHIPMENT DOCUMENTATION

In case a supplier needs to make any changes, he must contact the Ripley's merchant, buyer or category managers in order to get help. Not complying with LPN's will incur in penalties → [Download here \(6. Automatic PO's Penalty Policy\)](#)

7.2.7 Packing List Upload guidelines for the C1 System

Packing List must be uploaded in the Module 5 of the C1. The following are a set of training and most frequent issues faced by our suppliers when preparing and uploading their Packing List.

7.2.7.1 [Ripley C1 LPN PL Template Manual Eng](#)

7.2.7.2 [Ripley C1 PL DataValidation Manual Eng](#)

7.2.7.3 [Ripley C1 Multi Curve Packing Eng Revised](#)

7.2.8 LPN (only for PERU)

For Peru, please download the following information

[Download here \(25. LPN Label only Perú \)](#)

7.2.9 RFID

It is mandatory that all products bring their RFID tag

Please find the complete manual instructions here:

[Download here \(26. RFID Instructions Guideline\)](#)

PO's and Packing Instructions CHINA BASE NINGBO FOREIGN TRADE CO LTD. Home > PO's and Packing Instructions

Search:

Country	PO Date	PO Number	PI Vendor	PI Number	Total Units	Total Amount	Packing Instructions	Label Data	Packing List Template	RFID
	31-07-2018	9176831		NCTW181018	570	5939.4	Download	Download	Download	Download
Here you can download the RFID Excel file										
	29-10-2018	9250994		NCTW181159	600	7308	Download	Download	Download	Download

8. Packaging Standards

8.1 List of materials to use and avoid in packaging

As declared in the objective of this manual, Ripley is committed to improve the relationship with our environment. It is our goal to reduce the impact we have in our planet by opting for sustainable materials that are recyclable in the destination countries, favoring the circularity of the wastes of our operations.

Please join us in this goal following the permitted and forbidden materials indicated below.

General indications






Prefer mono-materials and avoid mixed material as they are difficult to manage.



Always print the symbol of the material so materiality of the packaging is easy distinguish.



Permitted materials for packaging:

The following list have all the materials permitted by Ripley and their most common uses.








	PET (1): Polyethylene Terephthalate	Carton bundles should be avoided if needed please use a carton bundle made of PET (1)
	HDPE (2): High-Density Polyethylene	Plastic ties
	LDPE (4): Low-Density Polyethylene	Plastic bags (unit or inner)
	PP (5): Polypropylene – rigid format	Hangers
	Paper and carton	Cartons, adhesive tapes, labels, fillers, except newspaper

  Metallic	Only to be used in specific cases, approval must be obtained before hand
--	--



Forbidden materials:

These materials mustn't be use, as they cannot be managed in the destination countries. If need please get authorization from HK Office.

	PVC (3): Polyvinyl Chloride Should not be used under any circumstances. It is not possible to recycle it in destination countries.
	PP (5): Polypropylene – Flexible format Should not be used under any circumstances. It is not possible to recycle it in destination countries.
	PS (6): Polystyrene Should not be used under any circumstances. It is not possible to recycle it in destination countries.
	Other (7) All plastic mixtures, elastomers (elastic), "gums", PC (polycarbonate), PMMC (acrylic), among other polymers, cannot be recycled in destination countries, and therefore should be avoided as much as possible.
 	Metal clamps for closing boxes are not recommended please get autorizathion from HK.
	Newspaper is not an acceptable as a packing material. Any shipment using newspaper will not be accepted.

8.2 Carton Sizes and standards

Box quality type of cardboard to use is 200 ECT

The box must be made of double / triple-walled corrugated cardboard to allow recycling.

The box must be appropriate according to size, weight and quantity of the products inside.

Carton stapling and straps to affirm the boxes are not accepted, the carton should be perfectly sealed with the adhesive kraft tape.

Damaged cartons or edges are not accepted.

All cartons of the same SKU should have same dimensions

Carton sizes must be chosen to closely fit the volume of contents within.

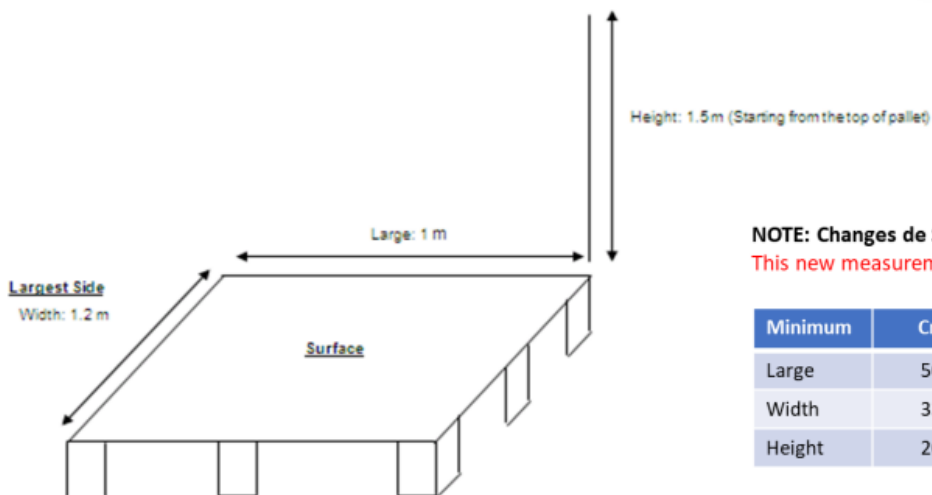
Weight

Minimum weight of the boxes: 2.5 kg

Maximum weight of the boxes: 20 kg

If the Carton Weight is bigger than 25 KG a Shipping Mark indicating the weight MUST be included in the Carton.

Sizes for Chile and Perú




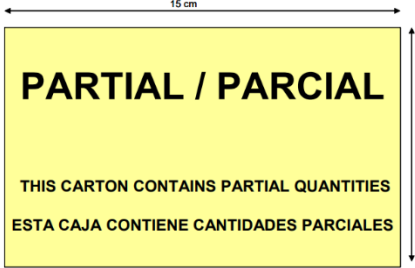

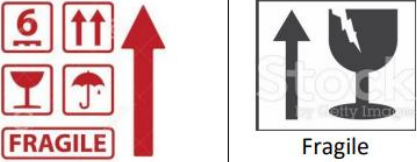


NOTE: Changes de Sizes of the Boxes




This new measurements apply after Sept 26 2019

Minimum	Cm	Maximum	Cm
Large	50	Large	60
Width	33	Width	33
Height	20	Height	33

Type of Boxes (Cm)			
Type 1		Type 2	
Boxes in the largest side	2	Boxes in the largest side	3
Boxes in the total surface	4	Boxes in the total surface	6
Boxes to pile up	4	Boxes to pile up	4
Total Boxes	16	Total Boxes	24
Large	49	Large	33
Width	59	Width	59
Height	37	Height	37
Type 3		Type 4	
Boxes in the largest side	3	Boxes in the largest side	3
Boxes in the total surface	9	Boxes in the total surface	9
Boxes to pile up	4	Boxes to pile up	5
Total Boxes	36	Total Boxes	45
Large	33	Large	33
Width	40	Width	40
Height	37	Height	30

8.3 Carton marking requirements

 <p>Measurement: 10 cm X 15 cm</p>	<p>NON_CON Label:</p> <p>This label MUST be applied when the carton does NOT meet our carton required dimensions, weight and/or if the contents are FRAGILE.</p>
 <p>Measurement: 10 cm X 15 cm</p>	<p>This label MUST apply when the carton contains FEW units than those indicated on the Master Pack Authorized Quantities.</p> <p>Be aware that the label MUST be yellow.</p>
 <p>Maximums Cartons in Up</p>	<p>Indicates how many cartons can be put in top of another in order to not damage the products inside.</p>
	<p>Indicates that cargo is fragile and must be handle with care.</p>
 <p>Take by Hand</p>	<p>This mark must be added in case products are fragile and must be carried by hand.</p>
 <p>Keep Dry</p>	<p>Indicates carton must be kept dry.</p>

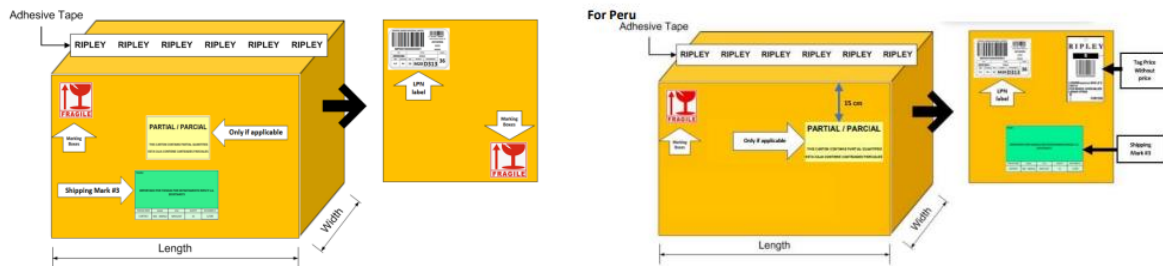
 <p>Position</p>	<p>Indicates the position the carton must keep at all times.</p>
 <p>Don't use Forklift</p>	<p>Indicates the cargo can not be handle by forklift.</p>
 <p>Keep Away From Heat</p>	<p>Indicates carton must be kept out of extreme heat.</p>

8.4 Adhesive tape



All boxes must be sealed with reinforced Environmental-friendly Kraft Paper Sealing Tape with the Ripley Logo printed. The width of this adhesive tape is 76mm

We highly encourage the use of more environmentally friendly packing materials.

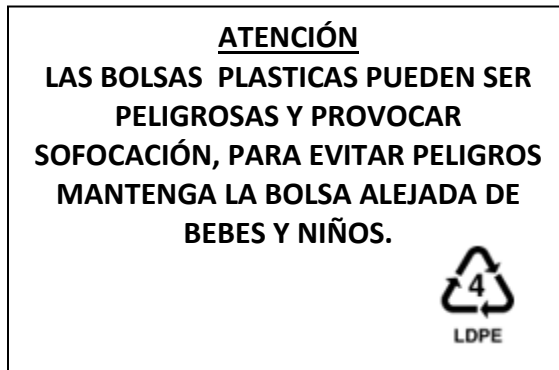


Information and Cost of Suggested Suppliers: [New Speed](#) and [Junlong](#).
The size of the tape should be as follows:



8.5 Polybag

All plastic bags (unit or inner) must be made from LDPE (4): Low-Density Polyethylene 100% recyclable, transparent and with an adhesive flap (no cello tape accepted). Implemented also air perforations to reduce the volume, plus each bag must contain the following printed warning message:



Plastic bag should cover the complete garment from the top to the end.



8.6 Garment on hanger in a box

Consider a special bag that **covers complete garment, making sure that's is covered since the top until end of garment** protected from dust and it should cover the hanger as well. (Please consider 10 centimeters additional from long's bag and 3 centimeters additional from the top bag):



9. Packaging guideline for big ticket/ big volume products

There are a group of big products that have irregular parts and for this reason they will have to be packaged without the use of cartons.

Please follow the instructions: [Download here \(27. Ripley Packing guideline for big tickets\)](#)

In the packing guideline, you will find specifications for all Ripley vendors of how the structure must be packaged. The standards of the packaging structure are designed to ensure the integrity of the cargo during shipping and storage.

In order to meet the standards, appropriate packaging material and right type of master carton should be applied.

Packaging guidelines were divided into several categories:

- Table Packaging
- Chair Packaging
- KD Packaging
- Sofa Packaging
- KD Sofa Packaging
- TV Rack Packaging

Not complying will result in penalties.

[Download here \(7. Vendor compliance penalty policy\)](#)

9.1 Each part of product must be wrapped 100%

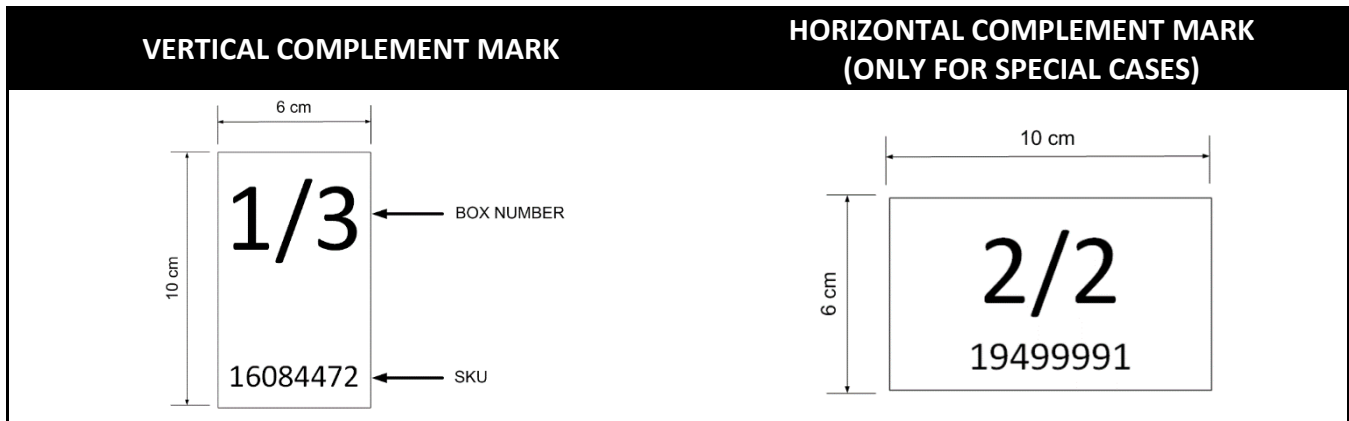
Number Box	Type	Contain	Notes
1/3	Main Part	Rattan hanging sofa	Vendor normally making mistakes because not compliance with wrapped to 100%.
2/3	Complement Part	Steel base	Vendors frequently wrapped to 100%
3/3	Complement Part	Steel stand	



9.2 Complement mark

This is a special label which describes clearly the box number per each SKU. It must be placed on the four lateral sides of the box.

Vertical complement mark is preferred, horizontal complement mark is only for cases when the area is smaller. (For example, mirror or painting boxes)



IMPORTANT:

The table below include all details per each field that have to be considered in the complement mark.

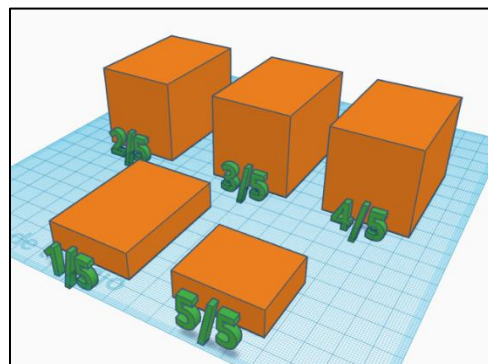
N°	Type	Field	Font Style	Font Size
1	Vertical	Box number	Calibri	110
2	Vertical	SKU	Calibri	36
3	Horizontal	Box number	Calibri	90
4	Horizontal	SKU	Calibri	36

9.3 Main and complement boxes marks

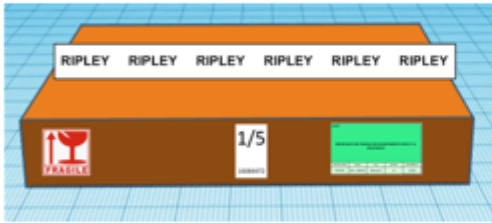


Boxes for this kind of products always will be dividing in two: Main Box and Complement Boxes. Main box must include all shipping marks and complement marks, meaning this labels always will be in 1/n (n=total boxes per SKU).

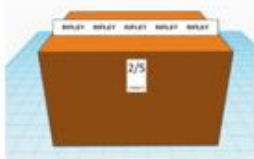

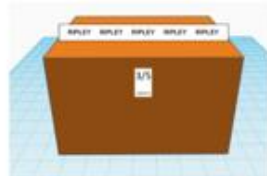





Complement boxes only must have complement marks and marking boxes.

Example: 1 Table + chairs will transform in five boxes



Number Box	Type	Contain
1/5	Main Box	Table Top
2/5	Complement Box	Two Chairs
3/5	Complement Box	Two Chairs
4/5	Complement Box	Two Chairs
5/5	Complement Box	Table Legs

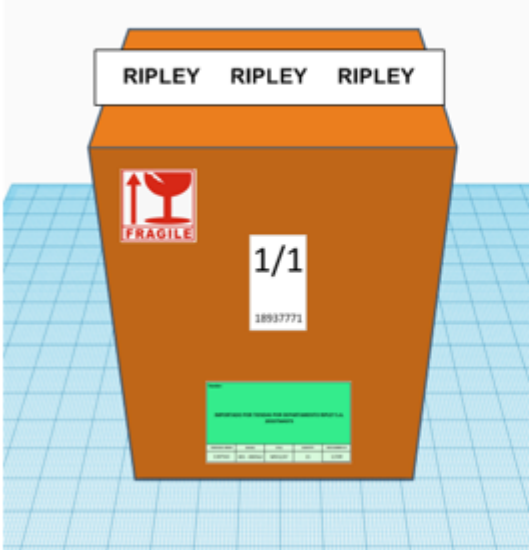


MAIN BOX	
Length	Width
	
	These three labels must be placed only in one of the shorter sides.
	
These three labels must be placed on the two longer sides.	These two labels must be placed only in one of the shorter sides.

COMPLEMENT BOXES	
Length	Width
This one label (complement mark) must be placed on the four lateral sides of each complement carton.	
	
	
	
	

Example: 2 Chair will transform into one box

Example: 2 Chair will transform into one box



MAIN BOX	
Length	Width
	
	<p>These three labels must be placed only in one of the shorter sides.</p> 
<p>These three labels must be placed on the two longer sides.</p>	<p>These two labels must be placed only in one of the shorter sides.</p>

9.4 Maximums Cartons in up

You must add the sign with the number of cartons that can be pile up without damaging the product. Examples:



Maximums Cartons in Up



CHAPTER 3: SHIPMENT INSTRUCTIONS

10. Sea shipments

Vendor is required to notify end of production and book a space in the vessel **from 21 to 14 days before the first date of the Forwarder Delivery Window**. The notification must be sent to:

[Download here \(A.- IVM List of contacts\)](#)

Depending on the forwarder mentioned in the L/C.

Early deliveries and late deliveries without a proper management approval will be refused. It is strongly suggested that you verify the order dates with our Logistic Operator provided prior to delivery.

Deliveries from your warehouse to the terminal or to the Logistic Operator have to be transported by vendor at vendor's expense. Ripley will not pay any charges for services to vendors or logistics operators.

Ripley must receive all final and accurate shipping documents within the cargo departed from your factory. Depending on Vendor locations in China, the authorized ports to ship Ripley's cargo can be check with the forwarder.

11. Air shipments

You will not ship by air unless you are **pre authorized by ripley's COMEX DEPARMENT and supported by a written authorization**.

Prepaid freights must be paid in origin, do not add charges to the commercial invoice.

All air shipments must be managed by our Logistic Operators (APLL, Expeditors or Robinson), for both collect and prepaid, no exceptions will be accepted.

ALL AIR SHIPMENTS TO PERU MUST ARRIVE TO DESTINATION ONLY FROM MONDAY TO THURSDAY.

If the PO indicates OCEAN as via of transport, however the vendor must send the goods by air due to it is delayed, the shipment must be coordinated by Ripley's FWD of the ocean shipment (APLL, Expeditors or Robinson). It is imperative.

In these situations, the freight must be prepaid; it means it must be paid by the vendor.

The commercial invoice and packing list must be sent max. ETD -3, in order, if these documents are sent delayed by the vendor or with mistakes, the customs warehouse costs will be charged to the vendor, starting in the second day of warehouse.

If the PO indicates AIR as via of transport, RIPLEY must define the FWD and will send you FWD's contact details for coordination purposes.

If the vendor ships the goods with another FWD, although they received our instruction to ship with our FWD, RIPLEY will charge to you all charges at destination. Consequently, the vendor must pay them by: Bank transfer or credit note, and if although of that you refuse pay these charges, RIPLEY will

Shipment via an unauthorized carrier or a different Logistic Operator must be consulted with our **COMEX DEPARTMENT** before shipping. The non-accomplishment of this instruction will result in an expense offset and chargeback to your company.

Ripley's purchase orders will be considered cancelled on the date indicated on the purchase order if not delivered complete within the Forwarder Delivery Window.

The diagram illustrates the timeline for a flight booking. It starts with the **RESERVA / LAST BOOKING DATE** on **July 13th**. This is followed by the **ENTREGA / DELIVERY WINDOW**, which spans from **July 16th** to **July 20th**, lasting **5 days**. Finally, the **EMBARQUE / SHIPPING WINDOW** begins on **July 20th** and continues until **July 27th**, lasting **7 days**. A **2 days** gap is shown between July 13th and July 16th.

1. Solid PO; all cartons contain ONLY ONE SKU.
2. Curve PO; all cartons contain several SKUs with the same Line/Style and Color. So, the only difference between each one is the size.

[illegible]

This diagram is the one that Vendors should use to reference the position of a PO inside a container.

R I P L E Y

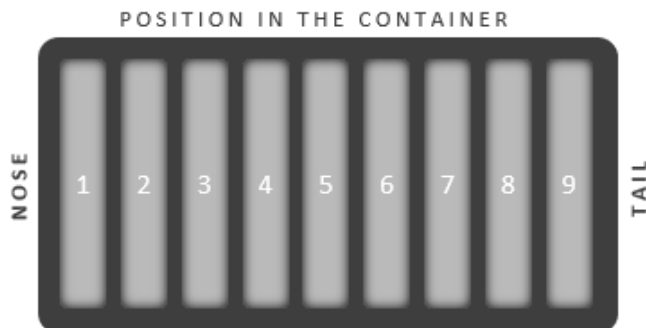
before unloading the goods. NOT COMPLYING WILL RESULT IN CHARGEBAGS.

[\(Download here \(7. Vendor compliance penalty police\)\)](#)

IMPORTANT:

If you are a vendor shipping any items belonging to Ripley Department's numbers listed below; we ask you to please load these items at the **TAIL** of the ocean container:

- D101 Accesorios
- D113 Computación
- D115 Corsetería
- D123 Electrónica menor
- D126 Fotografía
- D130 Instrumentos Musicales
- D134 Lencería
- D160 Relojería
- D162 Ropa interior Niños
- D163 Ropa Interior
- D170 Tiempo libre
- D171 TV Video
- D172 Video Juegos
- D191 Telefonía Móvil
- D200 Cuidado Personal
- D201 Optica
- D315 Textil Marcas
- D327 Perfumería Selectiva
- D328 Perfumería Semi Selectiva



13. The Stowed of the goods

Taken in consideration the Container Loading Instructions, the Stowed of the goods or merchandised per PO depends on the TYPE PO as detailed:

1. Solid PO should come by style. This implies that same style per PO should be allocated together, such as it is illustrated in the following diagram.

S1			
STYLE1	STYLE2	STYLE3	STYLE4

2. Curve PO should come by store. This implies that same store per PO should be allocated together, such as it is illustrated in the following diagram.

C1			
JOCKEY PLAZA	LOS OLIVOS	SAN ISIDRO	MIRAFLORES

14. Check the status of the container

It is important your commitment ensuring the quality of the goods during the whole process, where it is essential to check the container conditions:

- The container must be in good conditions (no holes)
- Make sure that the export container has no leaks in the roof and the floor is dry
- This must come dry

If one of these conditions is not achieved by the container, it is necessary to reject it and take pictures of the status and send them to HKO, otherwise, you are assuming the risk of the quality of the goods once those arrive to destination.

14.1 NOR Container Shipments

This format does not affect your operational costs at all, neither increase the number of containers. It is used only if the cubic capacity allows it, as a cost savings alternative. i.e; if you have a 40' STD this can be replaced by a 40' NOR.

The details of booking in origin is still controlled by RIPLEY's Freight Forwarders, who will be informing about the alternatives in case you have the opportunity to change STD to NOR containers.

Consequently, our forwarders will coordinate with you the shipment in these containers, which must be dry, clean, without holes and without rust. Therefore, you will have the right to refuse any container that does not comply with any of these 4 requirements, attaching photographs of the container as proof, (the photographs are imperative to refuse a NOR container) without accepting any cost overrun that could be generated by the delay in the change of the container in poor condition.

Please consider that maximum volume capacity for NOR containers is 65.00 m3, therefore when cargo nature and origin port mix are compatible, you must request in your booking a 40' NOR container, instead of a 40'STD.

If your cargo volume is over 65.00 m3, you must request a container according container utilization rules.

Exceptions: NOR Containers can't be used for shipments which contain following type of cargo:

- Leather apparel
- Leather purses / bags
- Any kind of shoes
- Furniture
- Eco-leather jackets
- Electronic products

14.2 Maximum of containers per shipment

Please be informed that in order to improve and make our local logistic supply chain processes more efficient, we need your support in a new shipment instruction: Please consider that a maximum of 2 containers per shipment will be allowed.

This new way of working will permit us:

- Improve logistics planning & reception of merchandise at our local distribution center.
- Flexibility for programming our containers.
- Availability of merchandise in our distribution center and stores, according to our sales plans.
- Improve our local accounting & finance processes.

Origin availability: Origin ports with container NOR availability, according to below detail:

COUNTRY	PORTS	COUNTRY	PORTS
CHINA	CHIWAN	CHINA	QINGDAO
CHINA	DALIAN	CHINA	SHANGHAI
CHINA	FOSHAN	CHINA	SHANTOU
CHINA	FUZHOU	CHINA	SHEKOU
CHINA	HONG KONG	CHINA	SHENZHEN
CHINA	HUANGPU	CHINA	TIANJIN
CHINA	LIANYUNGANG	CHINA	XIAMEN
CHINA	NANJING	CHINA	XINGANG
CHINA	NANSHA	CHINA	YANTIAN
CHINA	NINGBO	TURQUIA	ESTAMBUL

15. Ensuring the quality of the goods during the whole process

Given the importance to seek the quality of the goods during the whole shipping, our vendors must have in mind:

- Check that the material is dry when delivered to the factory.
- Do not pack moist or wet merchandise.
- Do not pack merchandise when still warm.
- Make sure that boxes are dry before packing.
- Keep cartons off of the floor and avoid loading under the rain.
- Use dehumidifiers in the material and finished goods warehouses.
- Leave 15 cm between cargo and the roof of a container.
- Avoid loading humid items.
- You must add micro pack and silica inside of the boxes and DRY DESICCANT inside of each container.

Dry desiccant procedure:

The Dry Desiccant has an extremely powerful absorption capacity and can remove up to 150% its own weight of moisture from an atmosphere (depending on the specification of the product). It is effective in areas up to 10m³ and will remain effective for up to six weeks. It Absorb 150% its own weight of water - 1.5L of moisture.

One Dry Desiccant is ideal for areas up to 10m³

- For Containers of 20', it is needed to use at least 4 Dry Desiccant
- For Containers of 40' and 40 HQ, it is needed to use at least 8 Dry Pole Desiccant



16. Security of containers (AEO requirements)

[Download - OEA STANDARD - CARGO INTEGRITY MAINTAINING](#)

Review the empty container before filling the cargo, this inspection seeks to detect that it has not been modified or is being used to move restricted or illicit goods camouflaged. In case of finding indications, they must be clarified by the logistics operator before loading them or, alternatively, request the change of the container.

The places where the fillings of the container, own or third parties are made, must have minimum safety measures that prevent the entry of unauthorized personnel, the personnel participating in the activity must be identified.

Photographs must be taken during the filling of the cargo to the container:

- A) Photo of the container filled with the final configuration of the cargo and the doors open.
- B) Photo of the container closed with the high security seals placed.
- C) Photo of the seals high security placed

The vendor must keep the photos for 6 months from the shipment date (only for shipments in FCL/FCL conditions), due to RIPLEY can request them at any time for customs purposes

RECOMMENDATIONS TO BE FOLLOWED BY THE FOREIGN SUPPLIER UNDER CERTIFICATION AS
AUTHORIZED ECONOMIC OPERATOR – RIPLEY OEA

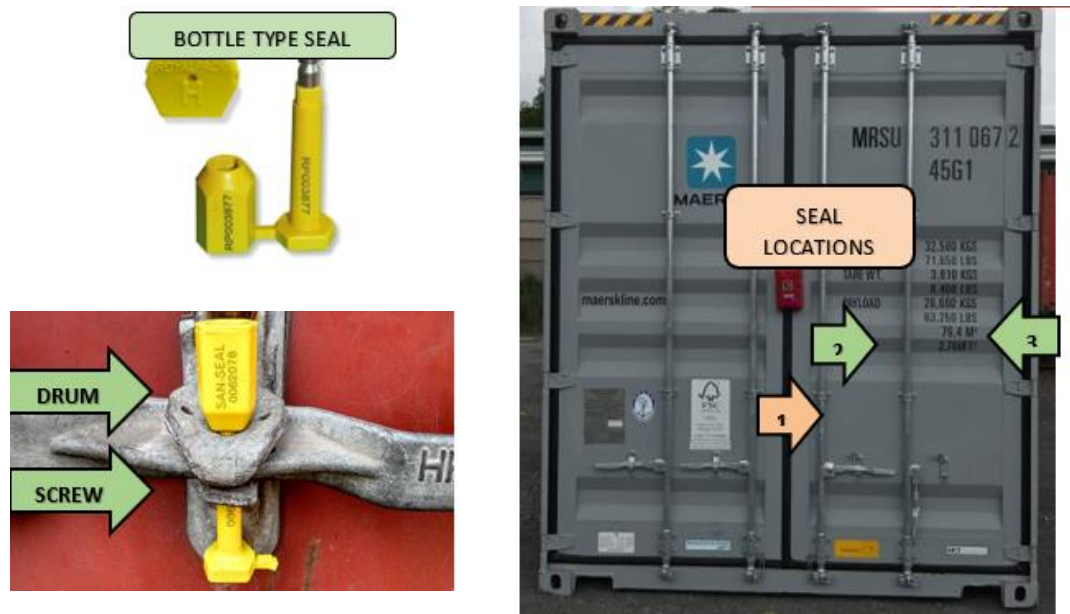
THE OEA STANDARD REFERS TO 3 LEVELS OF INTEGRITY :

	CARGO INTEGRITY <ul style="list-style-type: none">• Maintain cargo integrity to protect against the introduction of unauthorized materials
	CONTAINER INTEGRITY <ul style="list-style-type: none">• Maintain the integrity of containers to protect against the introduction of unauthorized materials.
	INTEGRITY OF THE TRANSPORTATION MEANS <ul style="list-style-type: none">• Maintain the integrity of the vehicle (trucks, vans, etc.) in order to prevent the introduction of unauthorized materials.

17. Security in the seals

High Security seals must be used for the closure of containers which must comply with the ISO 17712 standard "Freight Containers - Mechanical Seals".

A bottle-type seal should be placed on the right door of the container, in locations 1, 2 and 3, when a single seal is used it should be placed in position 1. The bottle-type seal with the drum on top should be placed and the bolt on the bottom.



CHAPTER 4: ESPECIFICS INSTRUCTIONS FOR GARMENTS

18. VST Alarms

The Security Tag must be applied for FOB price USD 5.00 or above in following items:

- All Garments
- INDEX brand for Ladies division when the unit price is equal or above FOB \$ USD 3.5
- Shoes only packed with polybag + hanger; or for ZP's styles
- Bags & Accessories

In order to assure the correct conditioning and dispatch of our Products, we kindly ask you to read carefully VST Tagging instructions shown in this section.

[Download here \(28. VST Instructions for garments\)](#)

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. (Please refer to chapter I/ V. Penalty policy)

Nominate VST / Security TAG Supplier and Contacts

Nominate Supplier: Hangzhou Century Smart Co., Ltd

杭州嘉潔科技有限公司

1197 Bin'an Road, Binjiang District, Hangzhou, P.R. China 310020

Contact Person:

Mr. Sean Xiao

Email: ripley@century-smart.com or sourcetagging@century-smart.com ;

Tel: 13588308219 & 13819145698

19. Ticketing Instructions – Tags

All garments must have at least 2 tags (1 and 2 are mandatory), numbers 3 and 4 are optional depending on the product.

- 1) **Price Tag:** This is the RFID Tag, [please check the section number 7.2.9](#) of this manual for specifications or [Download here \(26. RFID Instructions Guideline\)](#)
- 2) **Brand Tag:** Please check individual product spec sheet for the specifications of the brand tag.
- 3) **Sustainable Tag:** [Download here our Sustainable Manual Tag](#)
- 4) **Additional tags:** Please check individual product sheet for the specifications of additional tags.

19.1 Label Product (Spanish)

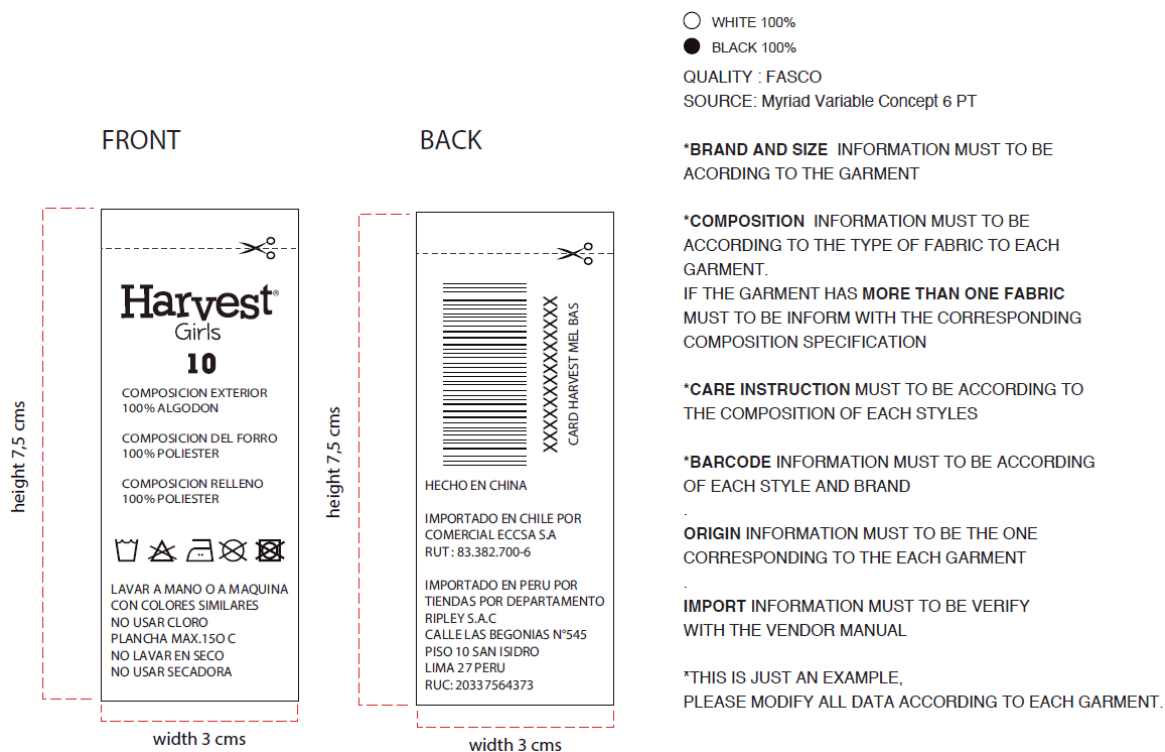
All products must bring stuck in the seam of the garment one unique label that contains the following information: (please check diagram for clear instructions)

Front of the label:

Brand and Size: (according to the garment)
Composition: (according to the type of fabric)
Care instructions:
(according to the composition of each style)

Back of the label:

Barcode: (according to each style)
Origin: (corresponding to each style)
Import Information:
(for Chile and Peru the same label with this information)



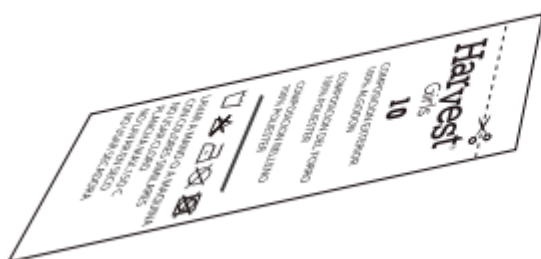
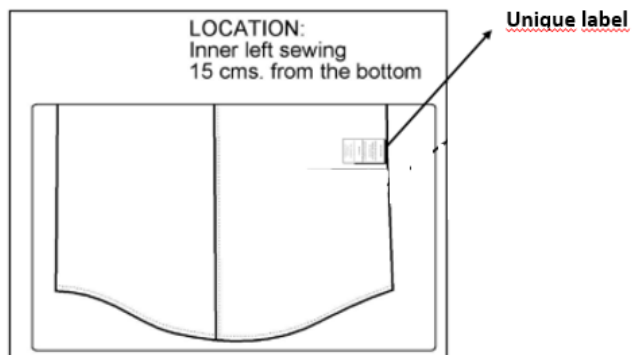
**IMPORTADO EN CHILE POR
COMERCIAL ECCSA S.A.
RUT: 83.382. 700-6**

**IMPORTADO EN PERÚ POR
TIENDAS POR
DEPARTAMENTO
RIPLEY S.A.C.**

**CALLE LAS BEGONIAS N°545
PISO 10 SAN ISIDRO
LIMA 27 PERU
RUC: 20337564373**

Size of the label:
Size: 3 cm x 7,5 cm

Position of the label:



*LABEL

FIXED ON RIGHT SIDE .

AT FRONT - BRAND / COMPOSITION/ CARE LABEL

AT BACK- BARCODE / ORIGIN LABEL

20. Hangers

Hangers must be exclusively sourced from our nominated supplier. Vendors are required to reference the Hanger Code provided in the Technical Sheet to ensure the correct hanger type is ordered and used.

The full list of Hanger Codes is available for download here:

[Download here \(30. Hanger specifics\)](#)

Important specification that might apply for all hangers, please downloaded as well.

[Anexo Fichas Nuevos Colgadores Ripley Dic 2024 Final](#)

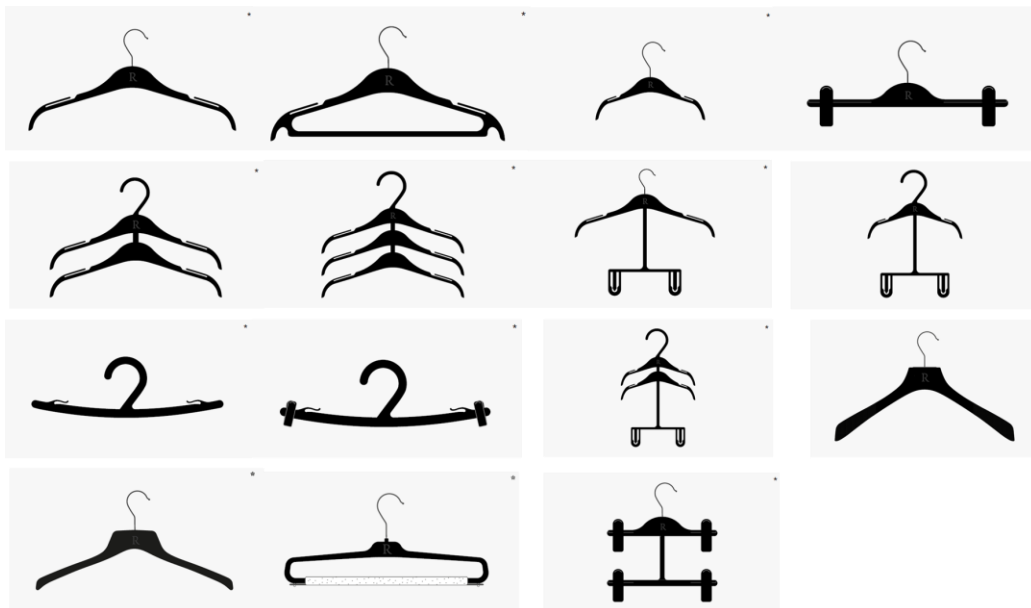
Failure to comply with these requirements may result in additional penalties, including but not limited to financial charges, due to non-compliance, rework, or delays caused using incorrect or non-approved hangers.

Vendors are responsible for ensuring full compliance with this directive to avoid any disruptions or additional costs.

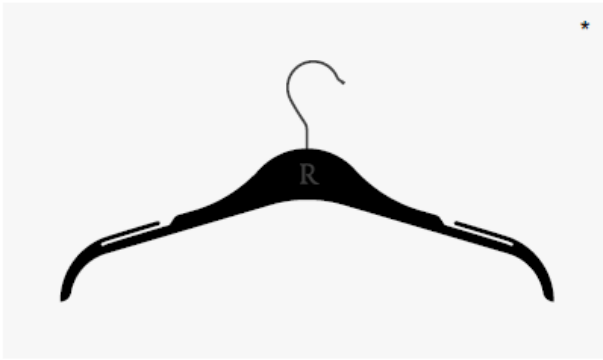
All hangers must be exclusively sourced from our nominated supplier. Vendors are strictly prohibited from using hangers from any other source.

Nominated Supplier Details:

- UTU International Limited Shenzhen Cantor Plastic Manufacturer
- 803-806. Shenghua Bldg. Shennan Road East. Shenzhen. China
- Tel: 86-755-82149558 82203857 Fax: 86-755-82433506
- Email: austin@utu-intl.com



1. SAMPLE /MUESTRA



2. MATERIAL /MATERIALIDAD

100% Recycled Polypropylene

100% Polipropileno Reciclado

Black Matte Plastic

Plástico Negro Mate

Magnetic Metal *Metal imantable*

*Take this for reference, never as fabrication guidance.

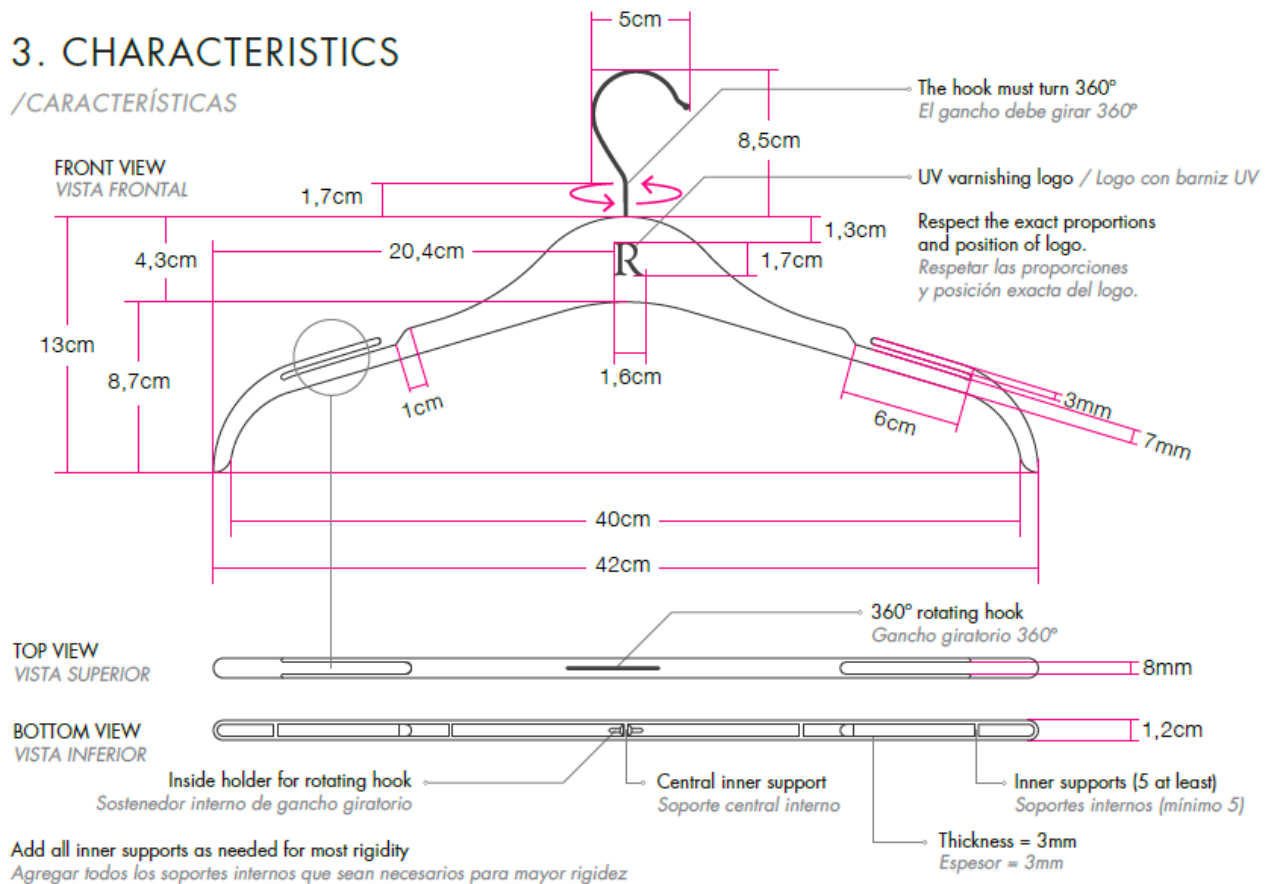
*Usar como referencia, no como guía de fabricación.

Note: Make as identical possible as the draw.

Nota: Fabricar lo más idéntico posible al dibujo.

3. CHARACTERISTICS

/CARACTERÍSTICAS



21. General Measures Book for Women's Garments

The General Measures Book for Women's Garments is the guideline for measuring the women's garments. The index of General Measures Book for Women's Garments is shown below and the full book is available to be [downloaded here](#):

22. Size Sticker and Folding Instructions

Size Sticker: FOR ALL FLAT PACK IN BOX garments.

[Download the Size Sticker Guideline](#)

Nominated supplier: Avery Dennison

Dick Wong (Hong Kong)

Office: + 852 3146 8500

dick.wong@ap.averydennison.com

Mr.Sankalp Agnihotri (India)

Sankalp.Agnihotri@ap.averydennison.com

Folding Instructions:

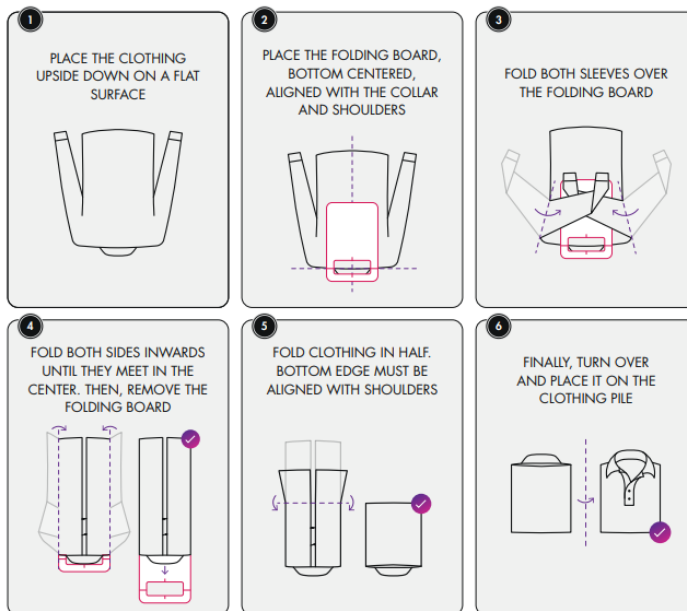
There are different types for folding each garment. This depends of the product line and category and the way the garment is going to be display in the store. Garments must be packed in origin ready to be exhibit with the correct type of folding and with or without a size sticker.

The correct folding and the exact location of the size sticker, will be found in the spec sheets, it will be specificized with a code.

[Download Folding Instructions All Divisions](#)

PROCESO DE DOBLAJE

FOLDING PROCESS



CHAPTER 5: ESPECIFICS INSTRUCTIONS FOR SHOES AND ACCESORIES

23. VST Alarms

The Security Tag must be applied for FOB price USD 5.00 or above in following items:

- Bags

All shoes that have hanger or for the ZP's styles, independent of the unit cost.

All Accessories, independent of the unit cost.

In order to assure the correct conditioning and dispatch of our Products, we kindly ask you to read carefully VST Tagging instructions shown in this section.

[Download here \(29.a VST Instructions for shoes\)](#)

[Download here \(29.b VST Instructions for accessories\)](#)

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. [Download here \(7. Vendor compliance penalty police\)](#)

Nominate VST / Security TAG Supplier and Contacts

Nominate Supplier: Hangzhou Century Smart Co., Ltd

杭州嘉潔科技有限公司

1197 Bin'an Road, Binjiang District, Hangzhou, P.R. China 310020

Contact Person:

Mr. Sean Xiao

Email: ripley@century-smart.com or sourcetagging@century-smart.com ;

Tel: 13588308219 & 13819145698

24. Ticketing Instructions - Tags

All shoes and accesories must have at least 1 tag (1 is mandatory), numbers 2,3 and 4 are optional depending on the product.

1. **Price Tag:** This is the RFID Tag, [please check the section number 7.2.8](#) of this manual for specifications or [Download here \(26. RFID Instructions Guideline\)](#)
2. **Brand Tag:** Please check individual product spec sheet for the specifications of the brand tag.
3. **Sustainable Tag:** [Download here our Sustainable Manual Tag](#)
4. **Additional tags:** Please check individual product sheet for the specifications of additional tags.

25. Boxes

Please read carefully the following instructions shown in this section.

[Download here \(29. Shoe Boxes\)](#)

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement.

[Download here \(7. Vendor compliance penalty police\)](#)

26. ONLY for PERU: Additional Requirements

26.1. [Labeling instructions for shoes – Only for Peru](#)

26.2. [INSTRUCTIONS FOR CASUAL OR DRESS FOOTWEAR \(WITH SHAFT\)](#)

CASUAL OR DRESS FOOTWEAR:

Penalty for errors in the information:

26.3. [INSTRUCTIONS FOR THE “casual or dress” BOOT and BOOT](#)

CASUAL OR DRESS FOOTWEAR:

Penalty for errors in the information

Measurements must be taken and declared in the second page of the Packing List.

Kindly contact our Shoes & accessories Divisional in Hong Kong for details or questions.

Michael Chung. mcung@ripleyhk.com

CHAPTER 6: SPECIFIC INSTRUCTIONS FOR HOME DECO AND BIG TICKETS

27. Packing Guideline for big Tickets

Please follow the instructions: [Download here \(27. Ripley Packing guideline for big tickets\)](#)

The packing guideline outlines Ripley's vendor packaging standards to protect cargo during shipping and storage. It requires proper materials and master carton types, with guidelines divided into several categories: Table Packaging, Chair Packaging, KD Packaging, Sofa Packaging, KD Sofa Packaging, TV Rack Packaging

- ✓ [Brand Logo on Furniture location guideline](#)
- ✓ [Bag packing instructions for bed and bath products - Polybags](#)

28. VST Alarm for Home Deco Products

VST Alarm must to be included for the all the bedding items. Consider the following items:

Duvet, White Duvet, Blanket, Sham, Cushion, Pillow Sham, Pillow, Sheet Set, Duvet Cover, Quilts, Throw

- Chile: VST Alarm - Super Tag
 - [29.b VST Instructions for bedding Linett - Alarm Super Tag](#)
 - [29.b VST Instructions for bedding RH - Alarm Super Tag](#)
- Peru: VST Alarm – Mini Pencil
 - [29.b VST Instructions for bedding Linett - Alarm Mini Pencil](#)
 - [29.b VST Instructions for bedding RH - Alarm Mini Pencil](#)

Nominate VST / Security TAG Supplier and Contacts

Nominate Supplier: Hangzhou Century Smart Co., Ltd

杭州嘉潔科技有限公司

1197 Bin'an Road, Binjiang District, Hangzhou, P.R. China 310020

Mr. Sean Xiao

Email: ripley@century-smart.com or sourcetagging@century-smart.com ;

Tel: 13588308219 & 13819145698

29. Product Label (Spanish)

For non-Textile products a transparent label with black letters must be stuck direct on the product.

For Textile products the labels must be sewed.

1) Import Label:

All products must state the following IMPORT label:

Example: "Hecho en China"

Size: 2.5 cm x 5 cm aprox.



2) Care Label/Composition (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:

BRAND LOGO

50 cm x 70 cm

Composición Exterior
100% ALGODÓN

Composición del Forro
100% POLIÉSTER

Composición del Relleno
100% POLIÉSTER

LAVAR A MANO O A MAQUINA
CON COLORES SIMILARES
NO USAR CLORO
PLANCHA MAX. 150 C
NO LAVAR EN SECO
NO USAR SECADORA

○ WHITE 100%
● BLACK 100%

QUALITY: FASCO
Composition it's only for reference.
Make the appropriate Composition Label
in accord with the fabrics composition.

Follow fabric and draw
Instructions from standard
Care Label file.

Font:
- Myriad Bold 7 pts.
- Myriad Bold 7 pts.
- Myriad Roman 6.5 pts.

Composición Exterior:
Shell fabric composition
Composición del Forro:
Lining fabric composition
Composición del Relleno:
Fill composition

***Styles that have more than one material
should specify each one on composition label.**

height 8 cms

width 3 cms

For washing instructions, the correct values depends on the current garment.
ALL information must be in **Spanish**.

Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label
(textiles sewed and non textiles stuck).

Printed barcode Placement
Goes sewing under the
Care/Composition Label

care label

**CHANGE NUMBER BARCODE
ACCORDING TO THE GARMENT**

XXXXXXXXXXXXX
CARD, AZIZ MELANGE BAS
CAMEL S

This bar code is an example. Print the appropriate code according to is indicated in the label (Dimensions according to each brand)

3 cm x 8 cm
Fabric: 100% Cotton

**GARMENT SPECIFICATIONS:
ARTICLE TYPE, BRAND, COLOR, SIZE
CHANGE ACCORDING TO EACH GARMENT.**

CHAPTER 7: Specific Instructions for Electronics and Musical Instruments

30. Packaging

Merchandise not shipped according to these specifications can experience delays in processing and lose time on the selling floor. The order also can be subject to expense offsets.

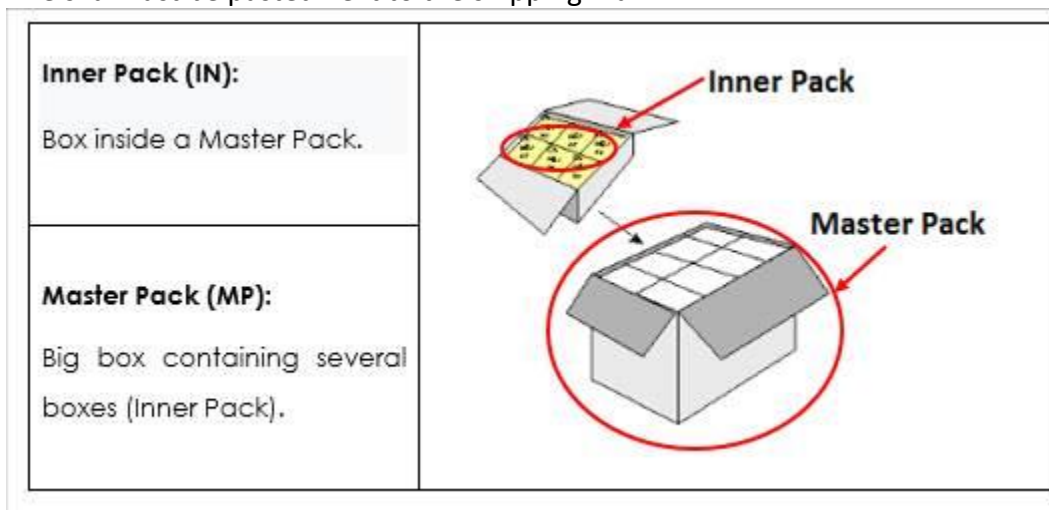
For electronic goods, please make sure the product and packing arrive in good conditions to our selling floor. You must select at least one of the following alternatives:

- A) Use any anti humidity product inside the container and/or
- B) Use a master carton and / or
- C) Send extra carton boxes (at least 1 % from the container)
- D) You must put black stretch film in each pallet

For this kind of merchandise, besides protecting the item, the carton is part of the product. The good presentation to our customers is a **MUST**.

LPN label in small electrical appliances

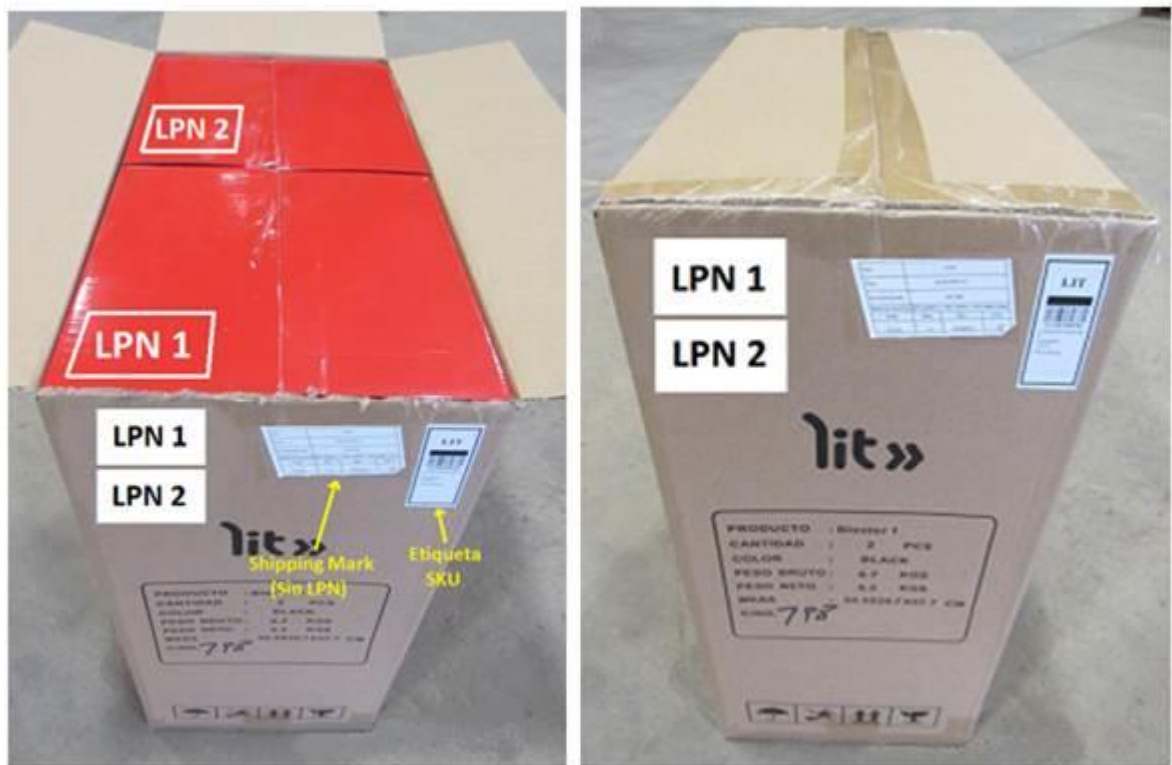
- Each You must consider for each article a correlative of LPN and these same correlatives must be pasted outside the box, it means, must duplicate LPN's (one of them for the inner pack and other must be pasted in the master pack) see the picture N° 1 y 2.
- The shipping mark must not contain the LPN
- The sku must be pasted next to the shipping mark



Picture N°1



Picture N°2



TV: Place the LPN label and the SKU label on only one of the sides (narrow side) as per the following image:



CHAPTER 8: Specific Instructions for Toy and Cosmetics

31. Packaging

In the case of Department D-328 PERFUMERIA SEMI-SELECTIVA, the Rule max & min (*) mean the following:

Units or sets must be packed:

96 units per box if the product or set of it weight < 200 grs

48 units per box if the product or set of it weight < 400 grs

12 units per box if the product or set of it weight < 1.6 kg

Maximum weight of the boxes permitted: 20 kg

32. ONLY PERU - Labeling Instructions for Toys and Office Supplies

[Download the guideline here.](#)