

Open Account

Standard Document Checking Requirements

For

Jones Apparel Group Canada, LP.

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Required Documents

Where indicated, Citibank will examine documents for the existence of “Items to be checked”. Except as specifically required below, Citibank will not compare information in one document to information in any other documents.

Vendors can only combine documents in a presentation for one purchasing organization appearing on our JAG Purchase Orders. Presentations with more than one purchasing organization will be split into multiple presentations.

An e-copy is a scanned or image document sent via email or other electronic means.

Document 1: Commercial Invoice in U.S. Dollar (USD) Only

- Required for all countries
- Signed commercial invoice (photocopy or e-copy, stamped original)
- Payment Remit To full name and address must be clearly defined

Document 2: Bill of Lading or Airway Bill or Non-Negotiable Sea Waybill or Non-Negotiable Waybill or Delivery Order or Cargo Receipt

- Required for all countries
- A copy or e-copy of either is acceptable
- Foreign to foreign shipments: Third party consignee is acceptable – Cargo Receipt as transport document – transport document can be dated no more than 20 days after x-factory date listed on our SAP purchase order.
- Courier receipt may have different address. Only for consignee.
- For LDP/DDP vendors – Delivery order or TIR as the transport document.
- Deliver Order should be dated no more than 15 days after x-factory date listed on our SAP purchase order.
- Must be consigned to:
Jones Apparel Group Canada LP
388 Applewood Crescent, Vaughan, Ontario L4K 4B4 Canada

Document 3: Inspection Certificate or Notification of Goods Inspection

- Required for all countries (signed original or signed copy or e-copy)