



Requirements for all Direct Import Shipments to Irvine PA Distribution Center

(A Bluestem Brands Company is the Importer of Record)

eSPS Bar Coded Carton Labels

All shipments are required to have eSPS carton labels. You should have already been provided these instructions. The process starts at least 30 days prior to the shipment. If you have not already begun this process you should review the instructions which are available on our website <http://orchardhomeservices.com/vendor-relations/>.

Ocean Freight Shipments

The Import Transportation Team will handle all bookings and shipments together with our designated freight forwarder/consolidator, Global Transportation Services, Inc. Freight bookings for all origins must be done to bsbbooking@shipglobal.com. The appropriate Bluestem Brands Company (ex. Blair LLC, Wintersilks LLC, etc.) will remain the consignee on the Bill of Lading.

Global Transportation Services, Inc. will act as the Customhouse Broker for all import shipments. Original documents will be sent directly to their office:

Global Transportation Services Inc.
18209 80th Ave. South, Suite A
Kent, WA 98032
PH: 425-207-1490
BSBchb@shipGLOBAL.com

Air Freight Shipments

Air freight shipments are handled separately. The nominated air forwarder for collect shipments over 100 kilos will be advised monthly for each origin. If you are not advised, contact customs-shipping@bluestem.com to request the nominated air forwarder.

Prepaid air shipments are acceptable using **Bluestem approved air forwarders only**. If you need a list of approved air forwarders for your origin, please e-mail customs-shipping@bluestem.com. Non-compliance will result in a penalty of US\$500.

Shipments less than 100 kilos should be sent via **UPS** addressed to the appropriate address on the UPS instructions on page 2.

All Shipments

Global Transportation Services Inc. is the notify party for US Customs clearance. Their address is:
18209 80th Ave. South, Suite A
Kent, WA 98032
PH: 425-207-1490
BSBchb@shipGLOBAL.com

A complete set of shipping documents including GCC's & a copy of the Bill of Lading is to be emailed to customs-shipping@bluestem.com and BSBchb@shipGLOBAL.com as a single email attachment within 5 days of departure date vessel sailing and within 2 days for air shipments

The Bluestem Transportation Team is not involved in the payment process. You will need to follow the instructions provided by the individual company for payment to be arranged.



UPS Instructions

Air shipments under 100 kilos are to be shipped UPS using UPS account #3YX224. This account number is to be used **ONLY** for shipments for inventory being shipped to the Bluestem Brands Distribution Center on a pre-approved collect basis. The Purchase Order Number must be shown on the AWB.

UPS shipments require an ASN to avoid charge-backs from the Distribution center for non-compliance. You must update eSPS shipment packing if you are trained in eSPS or send the carton listing report to Labels-IN@bluestem.com detailing the contents of the carton(s) being UPS'd so that the eSPS ASN can be sent prior to the shipment arriving. The documents including a copy of the UPS AWB need to be e-mailed to customs-shipping@bluestem.com the day of the shipment.

Any unauthorized shipments on this account will be billed back to the shipper and include a penalty of US\$500.

Listed below are the correct addresses for each of the companies to be shown on the AWB for UPS only. The below address are ONLY FOR UPS SHIPMENTS.

Johnny Appleseeds Inc.
c/o Bluestem Brands
100 Murray Drive, Dock A
Irvine, PA 16329
ATTN: Receiving Department
PH: 814-726-6353

Draper's & Damon's, LLC
c/o Bluestem Brands
100 Murray Drive, Dock D
Irvine, PA 16329
ATTN: Receiving Department
PH: 814-726-6353

Blair LLC
c/o Bluestem Brands
100 Murray Drive, Dock B
Irvine, PA 16329
ATTN: Receiving Department
PH: 814-726-6353

Wintersilks, LLC
c/o Bluestem Brands
100 Murray Drive, Dock W
Irvine, PA 16329
ATTN: Receiving Department
PH: 814-726-6353

Norm Thompson Outfitters, Inc.
c/o Bluestem Brands
100 Murray Drive, Dock N
Irvine, PA 16329
ATTN: Receiving Department
PH: 814-726-6353