

GABRIEL BROTHERS INC.

VENDOR GUIDE FOR PACKING, ROUTING AND SHIPPING INSTRUCTIONS

**THIS GUIDE IS IN EFFECT FOR BOTH DIVISIONS
GABRIEL BROTHER'S
RUGGED WEARHOUSE**



Since 1961



EFFECTIVE July, 2007

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IMPORTANT:

ADVANCE SHIPPING NOTICE:

It is imperative that all vendors provide an ASN (advance shipping notice) at the time of shipping to Gabriel Brothers Inc. See page 22 for the required information. The ASN may be faxed to (304) 292-2614 or e-mailed to traffic@gabes.net .

AN ASN IS NOT A REQUEST FOR ROUTING



July, 2006

Dear Valued Business Partner:

Attached is the Gabriel Brother's Inc. vendor packing, shipping and routing guide. This guide is applicable to all garment, domestics and accessory vendors supplying merchandise to Gabriel Brothers Inc. and any of its divisions. This guide was written to communicate and support compliance with Gabriel Brother's merchandising, distribution and logistics policies. The enclosed procedures and guidelines will guarantee the smooth and timely flow of goods from your warehouse to our sales floor.

It is our mission at Gabriel Brother's to provide our customers with the highest quality, service and value possible. As the retail industry becomes increasingly competitive, we recognize that maintaining a solid vendor partnership is the best method to uphold this mission. Your cooperation ensures that our customers will continue to shop at our stores.

Gabriel Brothers has established policies that are in alignment with normal retail industry standards. We strongly suggest that you become familiar with the contents of this guide. If you have specific questions regarding these instructions, please direct your calls to the contacts on page 5.

We would like to thank you for your continued support and look forward to a continued mutually successful business relationship.

Sincerely,

Paul Gabriel
Chief Operating Officer

John Gabriel
Chief Merchandising Officer

TO: Traffic/ Shipping Manager

FROM: MB Kimball, Vice President of Distribution

SUBJECT: Packing, Routing, Shipping Guide
Effective July, 2006

Sir/ Madame,

Attached, please find a current traffic routing guide to be used when shipping to Gabriel Brothers Inc. or Rugged Wearhouse Inc.

On July 1, 2006 this routing guide is effective for **ALL** shipments to Gabriel Brothers Inc. Distribution Centers located at:

55 Scott Avenue	3 Hoult Road	3 Franklin Street
Morgantown, WV 26508	Fairmont, WV 26554	Hepzibah, WV 26369

Anex Wearhouse
362 Brick Yard Road
Ruffsedale, PA 15679

This guide has been developed to assist and provide you with the most complete, yet simple guidelines necessary to prepare and deliver our merchandise.

Non compliance with any part of this procedure or unauthorized deviation from the attached routing guide will result in charges to your company to cover any handling and/ or freight charges incurred by Gabriel Brothers Inc due to shipper error.

Sincerely,

M.B. Kimball
Vice President of Distribution
Gabriel Brothers Inc.

GABRIEL BROTHERS DISTRIBUTION CENTER KEY CONTACTS

PHONE NUMBER (304) 292-6965

POSITION	RESPONSIBILITY	EXTENSION
Vice President Distribution	All Logistics/ Distribution Functions	228
Director Distribution	Distribution Center Operations	126
Traffic Manager	Preparing Shipments/ Routing Instructions	304-225-7147

FEDERAL REGULATIONS

CONTENT AND CARE LABEL GUIDELINES:

In accepting this order vendor agrees to furnish a guarantee that all textile fiber products specified therein are labeled in accordance with the **FEDERAL TEXTILE FIBER PRODUCTS IDENTIFICATION ACT, PERMANENT CARE LABELING REGULATIONS** and are in compliance with all other federal and state laws and regulations.

The labels must include the following information:

- GARMENT SIZE
- FABRIC CONTENT BY % IN DESCENDING ORDER (I.E. 65% cotton,35% polyester)
- COUNTRY OF ORIGIN
- RN NUMBER
- GARMENT CARE INSTRUCTIONS

IN ADDITION, ALL CONTENT AND CARE LABELS MUST MEET THE FOLLOWING SPECIFICATIONS.

- THE LABEL **MUST** BE IN ENGLISH
- THE LABEL **MUST** BE SECURLY AND PERMANENTLY ATTACHED
- ITEMS SOLD AS SETS (I.E. jog suits, 2pc dresses, etc.) **MUST** HAVE CARE LABELS ATTACHED TO **ALL PIECES** IN THE SET

PREPARING THE MERCHANDISE

Merchandise that has been correctly packed and is accompanied by a detailed packing list is essential to Gabriel Brothers ability to receive and ship goods to our stores in a timely manner. The following information will help you to prepare and pack merchandise according to our specifications.

PREPARING THE MERCHANDISE:

Merchandise comes to Gabriel Brothers in several ways. It can be prepared as prepacks (grouped) or as units (bulk shipments), as instructed by the Buyer on the purchase order. If no instructions are given **ALL** shipments must be shipped as units (bulk).

Merchandise that is purchased to be sold as sets **must** be matched by size and packaged as a set. Each piece of the set must be clearly marked with a visible label or hang tag indicating the size (see page 6).

PREPARING MERCHANDISE FOR UNIT (BULK) SHIPMENTS:

Unit merchandise is bulk packed by style or as the PO requires.

EXAMPLE: 100 pieces style 2645
 300 pieces style 2930
 200 pieces style 6800

PREPARING MERCHANDISE FOR PRE PACKED (GROUPED) SHIPMENTS:

If instructed by the buyer to ship in prepacks **ALL** merchandise must be bundled by style in a size range and predetermined piece breakdown.

EXAMPLE: style 2645 in a 6,8,10,12 size range in a 1-2-2-1 breakdown, must be bundled in one poly bag carton.

If you have any questions regarding these instructions please contact your buyer immediately for clarification.

VENDOR PRICE TICKETING

ATTACHED ARE THE PLACEMENT INSTRUCTIONS FOR PRICE TICKETS / LABELS WHEN APPLIED BY THE VENDOR. OUR BUYER WILL REQUEST FROM OUR DISTRIBUTION CENTER THAT TICKETS BE PRINTED AND SENT TO A PERSON AND LOCATION PROVIDED BY THE VENDOR.

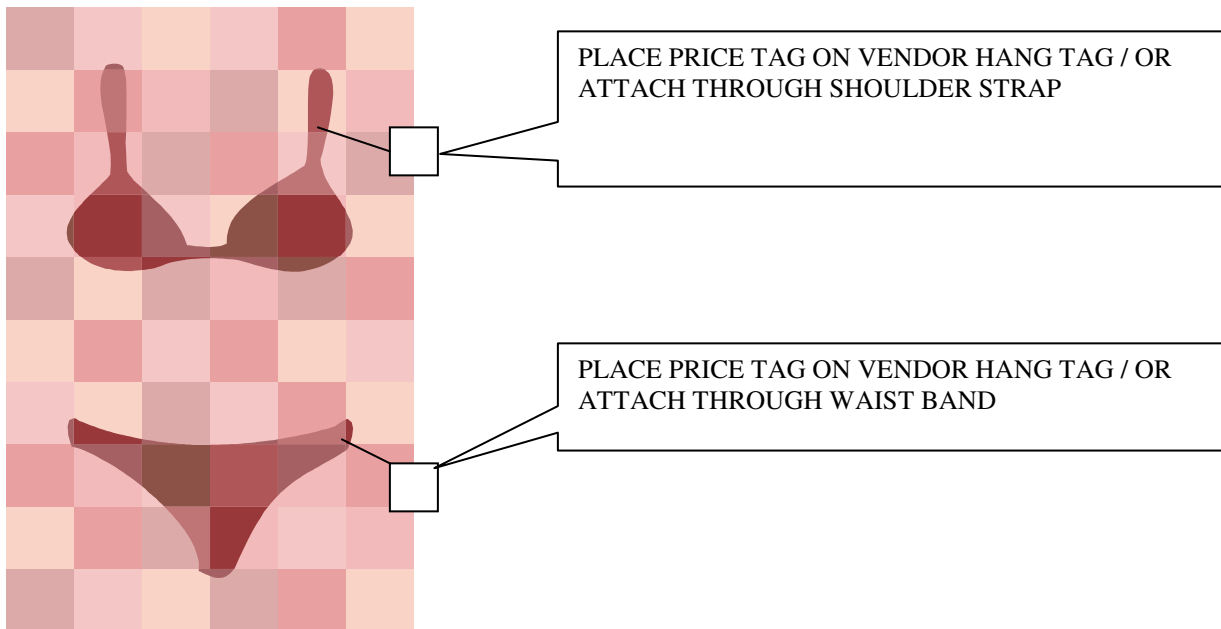
VENDOR PRE-TICKETING PROCEDURE:

WHEN POSSIBLE, AND NEGOTIATED BY THE BUYER. VENDOR TICKETING WILL NEED TO BE IN THE FOLLOWING MANNER:

VENDOR PRE-TICKETING PROCEDURE

ON ALL BRAS AND SWIM WEAR TOPS PLACE THE PRICE TAG IN THE STRAP. ON PANTIES AND SWIM WEAR BOTTOMS PLACE THE “PRICE TAG” IN THE WAIST BAND. IF YOU RECEIVE PRESSURE SENSITIVE STICK ON LABELS PLACE THEM ON THE VENDOR HANG TAG. **DO NOT COVER ANY VENDOR SUGGESTED PRICING OR GARMENT CONTENT AND CARE INFORMATION.** IF YOU RECEIVE HANG TAGS ATTACH THEM THROUGH THE WAIST BAND.

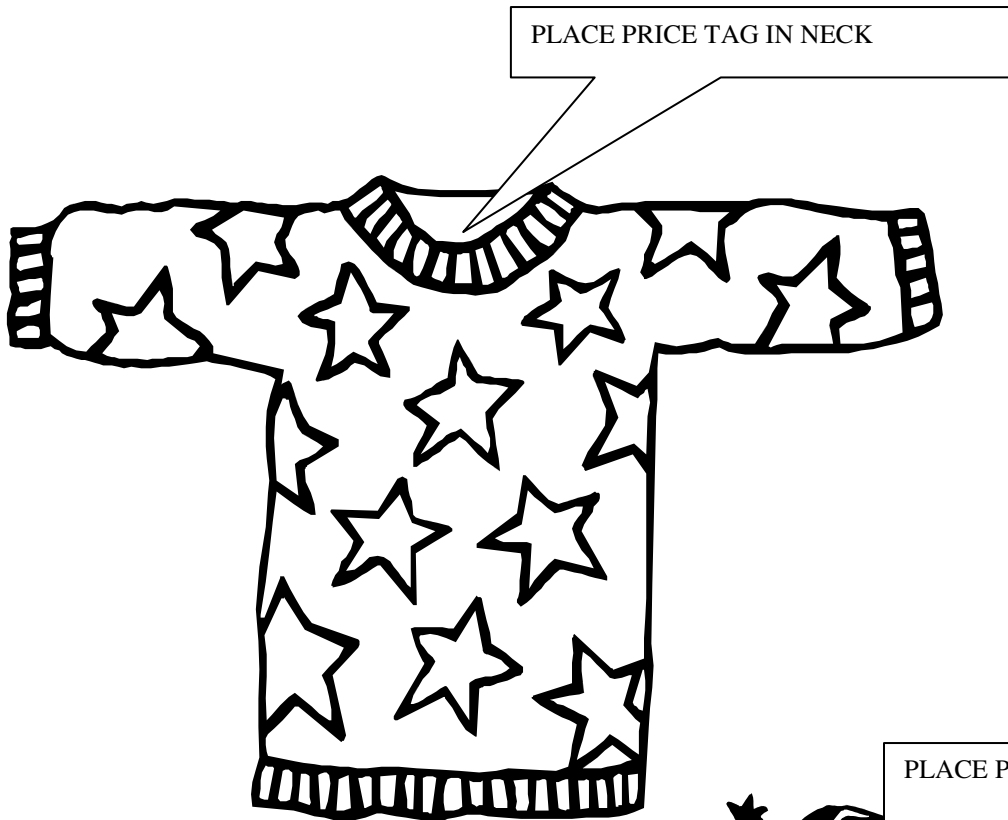
BRAS



PANTIES

VENDOR PRE-TICKETING PROCEDURE

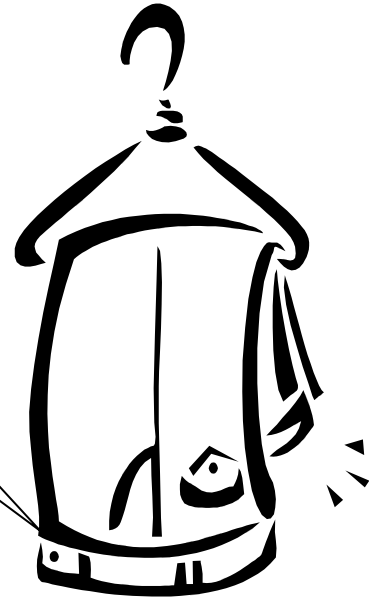
ON ALL SHIRTS, TOPS, JACKETS, BLOUSES AND SWEATERS PLACE THE “PRICE TAG” IN THE NECK. IF YOU RECEIVE PRESSURE SENSITIVE STICK ON LABELS PLACE THEM ON THE VENDOR HANG TAG. **DO NOT COVER ANY VENDOR SUGGESTED PRICING OR GARMENT CONTENT AND CARE INFORMATION.**



VENDOR PRE-TICKETING PROCEDURE

ON ALL TROUSERS, SLACKS, PANTS, SHORTS, SKIRTS AND CAPRI'S THAT HAVE A VENDOR HANG TAG PLACE THE PRICE TAG WITH THE VENDOR HANG TAG IN THE WAIST BAND. IF YOU RECEIVE PRESSURE SENSITIVE STICK ON LABELS PLACE THEM ON THE VENDOR HANG TAG. **DO NOT COVER ANY VENDOR SUGGESTED PRICING OR GARMENT CONTENT AND CARE INFORMATION.**

PLACE PRICE TAG ON/ OR WITH
VENDOR HANG TAG IN WAIST BAND



PLACE PRICE TAG ON/ OR WITH VENDOR
HANG TAG IN WAIST BAND

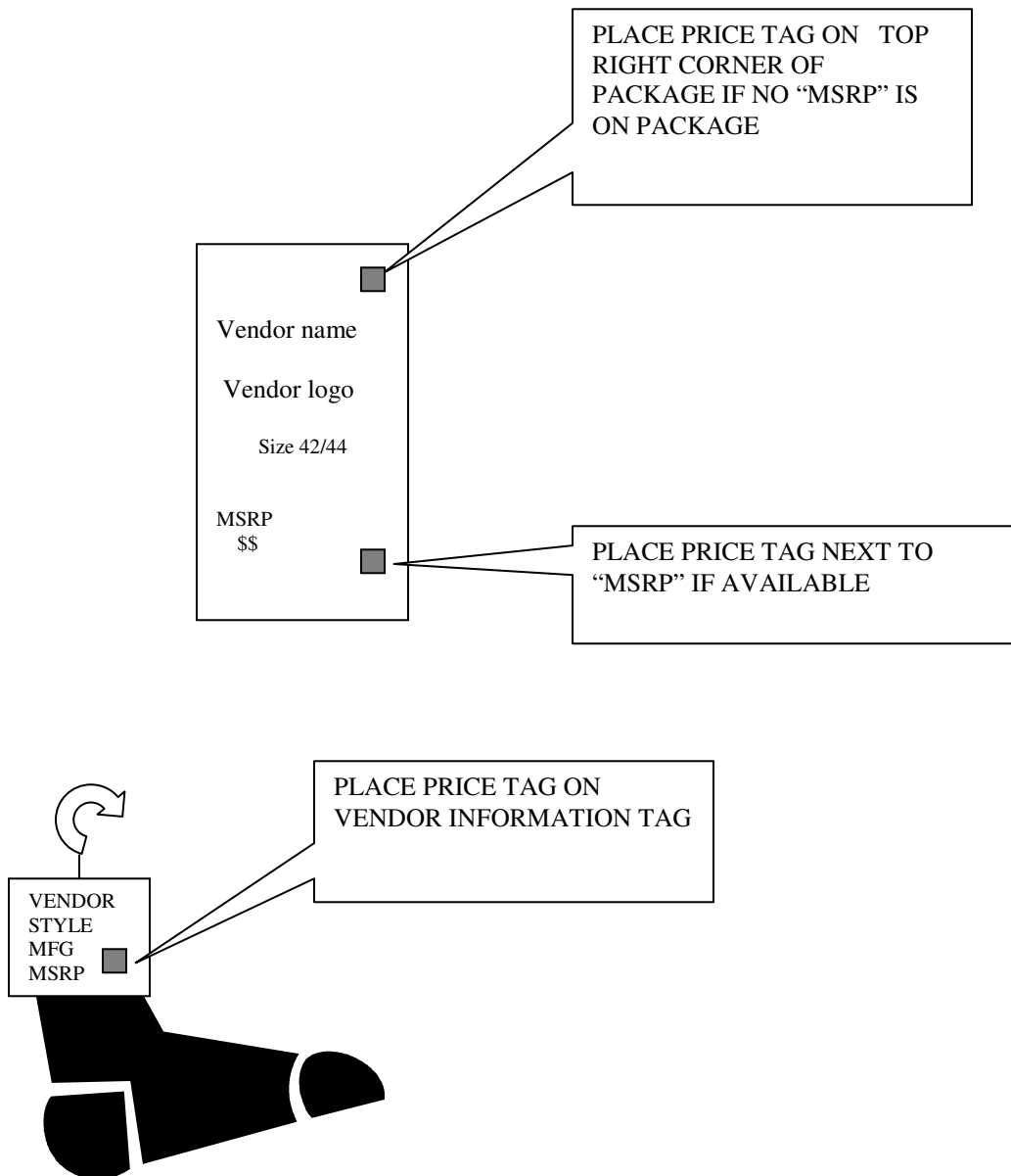


PLACE PRICE TAG ON/ OR WITH
VENDOR HANG TAG IN WAIST BAND



VENDOR PRE-TICKETING PROCEDURE

ON ALL PACKAGED SOCK AND UNDERWEAR PLACE THE “PRICE TAG” ON THE UPPER RIGHT HAND CORNER OF THE PACKAGE. ON INDIVIDUAL SOCKS PLACE THE TAG ON THE VENDOR LABEL. IF YOU RECEIVE PRESSURE SENSITIVE STICK ON LABELS PLACE THEM CLOSE TO THE “MSRP” IF APPLICABLE. **DO NOT COVER ANY VENDOR SUGGESTED PRICING OR GARMENT CONTENT OR**



VENDOR PRE-TICKETING PROCEDURE

ON ALL SHOES PLACE ONE “STICKY PRICE LABEL” ON THE INSIDE OF THE RIGHT SHOE IN THE HEEL. PLACE THE SECOND “STICKY PRICE LABEL” ON THE END OF THE BOX IF SHOES ARE SHIPPED IN INDIVIDUAL BOXES. DO NOT COVER ANY VENDOR SUGGESTED PRICING OR THE SIZE MARKING ON THE END OF THE BOX.

PLACE STICKY LABEL INSIDE ON THE BOTTOM OF THE HEEL OF THE RIGHT SHOE



PLACE STICKY LABEL INSIDE ON THE BOTTOM OF THE HEEL OF THE RIGHT SHOE

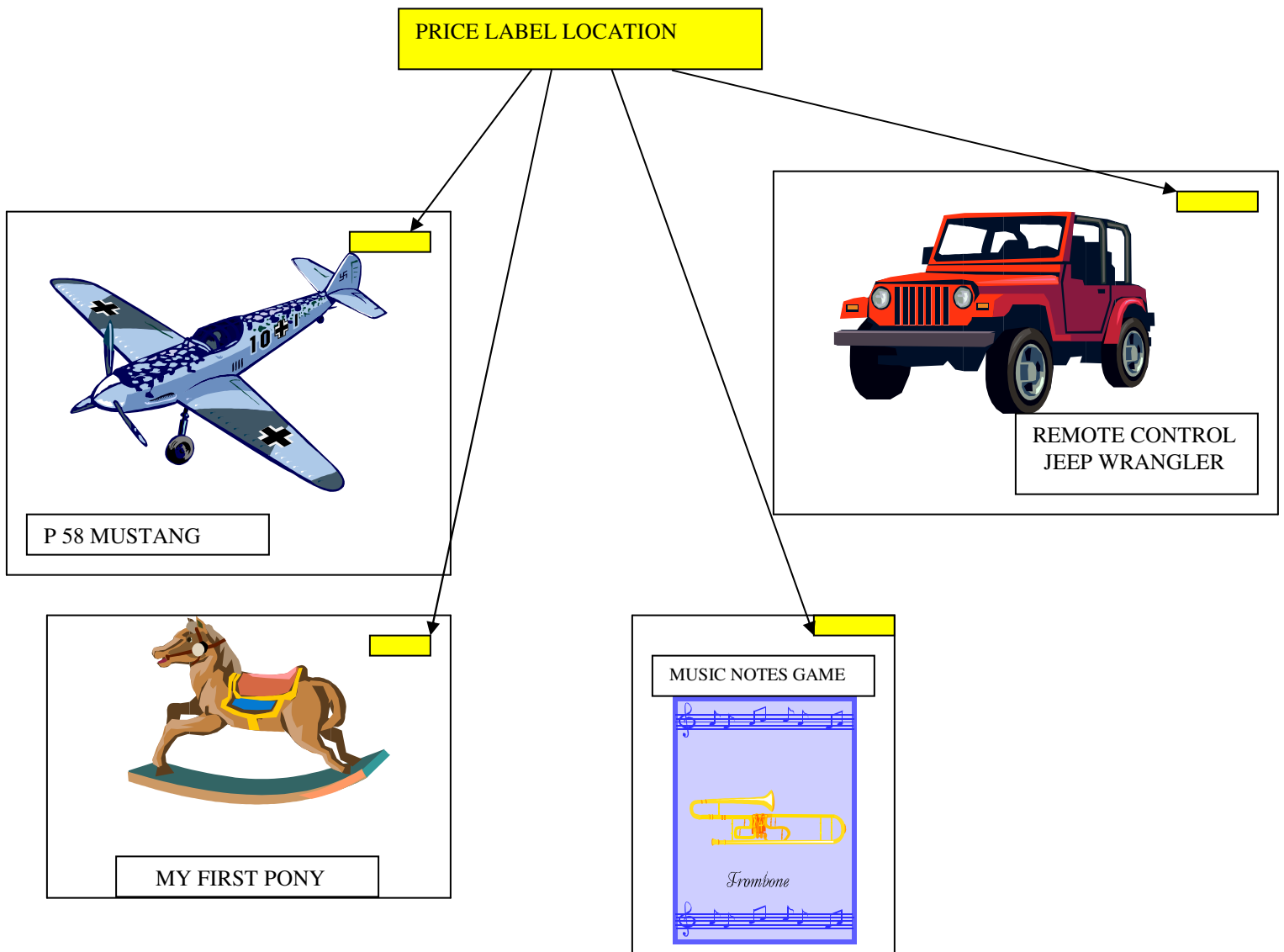


PLACE “STICKY PRICE LABEL” ON END OF EACH BOX DO NOT COVER ANY VENDOR PRICING OR SIZE MARKINGS WRITE SIZE ON LABEL IN DESIGNATED LOCATION

10.5
ATHLETIC TRAINER

VENDOR PRE-TICKETING PROCEDURE

ON ALL PRE PACKAGED TOYS AND SPORTING GOODS PLACE THE PRESSURE SENSITIVE STICK ON “PRICE LABEL” IN THE UPPER RIGHT HAND CORNER OF THE PACKAGE. **DO NOT COVER ANY SUGGESTED VENDOR MSRP OR SAFETY COMMENTS**



PACKING INSTRUCTIONS

All goods must be packed to conform to the requirements of the National Motor Freight Classification. Failure to collect loss and damage claims from the carrier due to poor packing will result in such losses being claimed against you and deducted from your invoice.

CARTONS: Merchandise may come packed in cartons in the following two ways.

Flat: The merchandise is laid flat in either pre packs or in units according to the PO.

PACKING UNIT (BULK) MERCHANDISE:

Pack one style per carton. Do **not** pack different styles into the same carton.(exception: **only** orders with individual style quantities **less than 20 units** may be combined for shipping purposes, but there must be a separator or divider inside the cartons to separate the styles that are packed together).

PACKING PRE PACKED(GROUPED) MERCHANDISE:

These instructions are for pre packed orders only.

Each pre packed bundle must be labeled with a stick on lable contaning the STYLE NUMBER.

EXAMPLE: PRE PACKED BUNDLE LABEL

(stick on label 2”X 4” Minumum)

Vendor style XXXXXXXX						
Gabriels style XXXXXX						
Size breakdown						
4	6	8	10	12	14	
TOTAL						
1	2	3	2	1	0	9

Bundles may be packed together for shipping purposes. **Cartons must be packed with bundles of the same style breakdowns only.**

If you have any questions regarding these instructions please contact your buyer immediately for clarification.

THE PACKING LIST

A detailed packing list **MUST** accompany all shipments to the Gabriel Brothers Distribution Centers.

The packing list must be attached to the bill of lading to prevent possible loss or damage. "PACKING LIST ENCLOSED" must be printed on **all** sides of the lead carton.

As specified below, the packing list should contain information based on whether the merchandise is pre packed or in units. Vendor's packing lists may vary in format, but they must include the standard information listed below. This information must be legible and complete.

UNIT (BULK) PACKING LIST INFORMATION:

- Purchase order number
- Quantities by style or as PO requires
- Item Description
- Total purchase order quantity in pieces

SAMPLE PACKING LIST FOR UNIT (BULK) MERCHANDISE:

GABRIEL BROTHERS
PO 100-235321

CUSTOMER	GABRIEL BROS.		
STYLE	ITEM #	DESCRIPTION	TOTAL SHIPPED
12135	004000123456	DECK	300 PR
12536	004000123457	TASSLE	300 PR
25632	004000123458	OPEN TOE	200 PR
Assorted	004000123459	PENNY	200 PR
TOTAL			1000

PRE PACK PACKING LIST INFORMATION:

- Purchase order number
- Gabriels Style number
- Breakdown of Pre Packs by style
- Total PO Quantity in units

SAMPLE PACKING LIST FOR PRE PACK MERCHANDISE:

GABRIEL BROTHERS

PO 200-256354

		TOTAL SHIPPED BY SIZE						BREAKDOWN
STYLE	DESCRIPTION	16	16.5	17	17.5	18	18.5	
1215	SOLID DRESS SHT	100	200	200	200	100	100	2-4-4-4-2-2
1217	FANCY SPT SHT	100	200	200	200	200	200	2-4-4-4-4-4
1218	ASSORTED SPT SHT	100	300	300	300	200	200	2-1-1-2-1-1
TOTAL		300	700	700	700	500	500	

GUIDE LINES FOR PACKING AND MARKING CARTONS:

UNIT MERCHANDISE:

Pack one purchase order style in a carton. Style substitutions are not permitted.

Keep in mind that if you are not instructed in writing to pre pack that, ALL shipments must be bulk packed as units or a packing violation will occur.

PRE PACKED MERCHANDISE:

Bundle by style in the size range(s) as stated on the purchase order. No size substitutions are permitted in a prepack.

MARKING THE CARTONS:

Correctly marked cartons help us to quickly identify and verify merchandise. Please mark cartons as specified below. **CARTON LABELS ARE TO BE NO SMALLER THAN 3”X 5”.**

UNIT MERCHANDISE: Mark each carton with the following information:

- Gabriel Brothers P.O. Number
- Gabriel Brother Style Number
- Quantity by carton
- Carton Number- (i.e. 1 of 10, 2 of 10, 3 of 10 etc.)
- Indication that Packing List is in the carton.(lead carton only)

SAMPLE CARTON LABEL FOR UNIT PACK:

Minimum Label Size 3”X 5”

GABRIELS PO #	1200-25632
GABRIELS STYLE #	1254
QUANTITY	30
CARTON NUMBER	1 OF 10

PRE PACK MERCHANDISE: Mark each carton with the following information:

- Gabriel Brothers P.O. Number
- Vendor Style Number or as PO requires
- Gabriel Brothers Style Number
- Pre pack breakdown by size
- Total number of bundles in the carton
- Carton Number- (1 of 8, 2 of 8 etc.)
- Indication that packing list is in the carton.(lead carton only)

SAMPLE CARTON LABEL FOR PRE PACK CARTONS:

Minimum label size 3” x 5”

GABRIELS P.O. #	200-52365
VENDOR STYLE #	1254638
GABRIELS STYLE #	2536
QUANTITY	35
CARTON NUMBER	2 OF 180

CARTON WEIGHT MUST NOT EXCEED 50 POUNDS EACH

Cartons exceeding 50 pounds pose potential handling and safety problems.

BILLING INSTRUCTIONS

INVOICING:

It is important that your invoice information is accurate and legible.

Please send invoices to:

Gabriel Brothers Inc,
55 Scott Avenue
Morgantown, WV 26508
Attn. Accounts Payable

INVOICE INFORMATION:

Invoice dating begins at the date of receiving by Gabriel Brothers.

All invoices must include the following:

- Invoice number
- Invoice date
- Gabriel Brothers PO number
- Total number of units by style
- Cost (per piece and extended)
- Payment terms
- Address to where checks/correspondence should be sent
- Factor name and address (if applicable)

Direct any questions regarding billing instructions to Accounts Payable Manager, Extension 121.

ROUTING INSTRUCTIONS

IT IS IMPERATIVE THAT YOU CONTACT GABRIEL BROTHERS TRAFFIC DEPARTMENT PRIOR TO SHIPPING @ (304) 225-7147. FAILURE TO DO SO COULD RESULT IN YOUR SHIPMENT BEING REFUSED AT OUR DOCK.

***AT LEAST 24 HOUR NOTICE for pick-up**

BILL OF LADING:

The bill of lading is a legal contract, which permits the transportation of merchandise from your facility to one of our Distribution Centers or to one of our consolidators.

Ship against one bill of lading, making sure the following information is listed:

- GABRIEL BROTHERS NAME AND ADDRESS
- SHIPPERS NAME AND ADDRESS
- PURCHASE ORDER NUMBER
- QUANTITY SHIPPED BY STYLE OR AS P.O. REQUIRES
- CARTON NUMBER SEQUENCE
- TOTAL NUMBER OF CARTONS BY PURCHASE ORDER
- TOTAL SHIPMENT WEIGHT
- APPROPRIATE NMFC ITEM #, CLASSIFICATION AND DESCRIPTION

Any shipment under 5000 lbs., ship as FAK49860 sub 3, class 77.5

IMPORTANT: For all purchase orders, you must call the traffic dept. @ (304) 225-7147. This way we can arrange a more cost-effective method of transportation.

TRANSPORTING METHODS:

Following is the routing information needed to transport goods to the Gabriel Brothers Distribution Centers. Please adhere to the guidelines on the following pages to ensure proper delivery.

SHIPPING DIRECT TO THE GABRIEL BROTHERS:

When shipping merchandise directly to Gabriel Brothers refer to your purchase order for the correct DC address.

Gabriel Brothers Dist. Ctr. 1	Gabriel Brothers Dist. Ctr. 2	Gabriel Brothers Dist. Ctr. 4	Gabriel Brothers Dist Ctr. 5
55 Scott Avenue	3 Hoult Road	3 Franklin Street	Anex Wearhouse
Morgantown, WV 26508	Fairmont, WV 26501	Hepzibah, WV 26369	362 Brick Yard Road
(304) 225-7147	(304) 225-7147	(304) 225-7147	Ruffsedale, PA 15679
			(724)925-3121



REQUEST FOR ROUTING



PLEASE FILL IN ALL INFORMATION REQUESTED. WE CANNOT ROUTE YOUR ORDER WITHOUT THE INFORMATION BELOW.

DATE: _____

CONTACT NAME: _____

PHONE NUMBER: _____

FAX NUMBER: _____

VENDOR NAME _____

PICK UP ADDRESS _____

EMAIL ADDRESS: _____

P.O. #	CARTONS/ BOXES	WEIGHT	CUBE	SKIDS/ PALLETS	UNITS/ PIECES

PLEASE FAX THIS COMPLETED FORM TO GABRIEL BROTHERS TRAFFIC DEPT. AT (304)292-2614

PICKING UP THE SHIPMENT:

Drivers of the transportation companies which carry merchandise from your facility to one of our Distribution Centers must verify the number of cartons loaded onto their trailers. The merchandise quantity on the Bill of Lading and the drivers carton count agree. **If the driver delivers less than the bill of lading quantity, a claim will be filed against the carrier for the shortage.**

If the driver is not permitted to count the merchandise, he/she should sign the bill of lading with “shipper load and count”(SLC) and have a representative of the shipper sign the bill. The driver must seal the trailer and list the seal number on the bill of lading. In this case, if the driver delivers less than the bill of lading quantity, **the vendor will be charged back for the shortages.**

SCHEDULING AN APPOINTMENT:

LTL, LESS THAN TRUCKLOAD SHIPMENTS:

Instruct all carriers to call Gabriel Brothers Traffic Dept. 24 hours in advance for a delivery appointment. Appointments may be requested by calling (304) 292-6965 ext. 147 between 8:00AM and 2:00PM, Monday through Friday. The carrier should leave his/ her name and telephone number, the purchase order number and the number of cartons to be delivered. We will return the call to schedule an appointment. Our receiving hours are from 6:00 AM to 3:00 PM Monday through Friday.

TL, TRUCKLOAD SHIPMENTS:

All shipments considered full trailer load either by weight or volume must have prior routing instructions from our traffic department. You may get these instructions by calling (304) 225-7147.

IMPORTANT: When preparing to ship pay special attention to the “ ship date” and “cancel date” on the purchase order. Attempted delivery of merchandise before the ship date or after the cancel date will be rejected by our Distribution Center.

OVERAGES/SHORTAGES:

Any order that is over or short in excess of 5% of the PO quantity must have pre-approval from the buyer prior to shipping, Call (304) 225-7147. If you are shipping from multiple locations you must notify our traffic department at the time of routing.

FREIGHT PAYMENT TERMS:

COLLECT:

Freight terms are collect, you are **required** to follow the shipping instructions provided by the Gabriel Brothers traffic department.. Use of unauthorized carriers will result in full freight chargebacks to your company plus a \$50 handling charge.

CONSOLIDATION PROGRAM:

USE THIS LIST FOR OUR CONSOLIDATION PROGRAM. NOTE: YOU MUST USE OUR CONSOLIDATOR IF YOU ARE SHIPPING FROM THE SPECIFIED DESTINATIONS LISTED BELOW. **YOU MUST CONTACT GABRIEL BROTHERS TRAFFIC DEPARTMENT (304- 292-6965 ext 147) FOR SHIPPING AUTHORIZATION AND INSTRUCTION PRIOR TO ANY CARRIER CONTACT.**

FROM: A) **CALIFORNIA**, You will call Gabriel Brothers traffic department for shipping authorization. (304-292-6965 x 147) Once the PO is verified you will be given a “shipping authorization” number for each purchase order. You will then be contacted by CITY GARMENT CARRIERS to verify the authorization number and to schedule a pick up time at your location.

B) **NEW YORK/ NEW JERSEY**, You will call Gabriel Brothers traffic department for shipping authorization. (304-292-6965 x 147) Once the PO is verified you will be given a “shipping authorization” number for each purchase order. You will then be contacted by JAY DEE TRUCKING to verify the authorization number and to schedule a pick up time at your location.

IMPORTANT ADVANCE SHIPPING NOTICE

It is imperative that all vendors provide an ASN (advance shipping notice) at the time of shipping to Gabriel Brothers Inc. See page 22 for required information. The ASN may be faxed to (304) 292-2614 or e-mailed to traffic@gabes.net.



ADVANCE SHIPPING NOTICE

NUMBER OF
CARTONS:

NUMBER OF UNITS/CARTONS SHIPPED BY STYLE:

STYLE NUMBER	UNITS	CARTONS	CASE PK
TOTAL UNITS SHIPPED			

STYLE NUMBER	UNITS	CARTONS	CASE PK
TOTAL UNITS SHIPPED			

SHIPPED TO:

ASN MUST BE FAXED TO GABRIEL BROTHERS DISTRIBUTION CENTER AT
(304) 292-2614 OR E-MAILED TO traffic@gabes.net WHEN ORDER IS SHIPPED



REQUEST FOR ROUTING



PLEASE FILL IN ALL INFORMATION REQUESTED. WE CANNOT ROUTE YOUR ORDER WITHOUT THE INFORMATION BELOW.

DATE: _____

CONTACT NAME: _____

PHONE NUMBER: _____

FAX NUMBER: _____

VENDOR NAME _____

PICK UP ADDRESS _____

EMAIL ADDRESS: _____

P.O. #	CARTONS/ BOXES	WEIGHT	CUBE	SKIDS/ PALLET	UNITS/ PIECES

PLEASE FAX THIS COMPLETED FORM TO GABRIEL BROTHERS TRAFFIC DEPT. AT (304)292-2614

COMMENTS:

