

**TOYS “Я” US**

# **2017 IMPORT SHIPPING MANUAL**

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# INTRODUCTION

This shipping manual contains information for shipments to all Toys “R” Us countries, except the franchises of Hong Kong, Indonesia, Malaysia, Singapore, Taiwan, Egypt and United Arab Emirates. Please read all information carefully.

In order to help you to get started with Toys “R” Us, we have compiled in condensed form the most important information on the following two pages. Please note that these two pages are for your quick reference and overview only. For details, please refer to the respective sections in the manual.

If you have any questions, please contact the respective department at APL Logistics & Warehouse Management Services Hong Kong, Limited. Details as follows:

<u>Division</u>	<u>Person In Charge</u>	<u>Direct Telephone No.</u>	<u>Email Address</u>
USA	Joyce Moy	2302 7431	joyce_moy@apllogistics.com
Australia, Canada, Japan and Europe	Mandy Lo	2302 7461	mandy_lo@apllogistics.com
Accounts Payable Dept	Crystal Chan	2302 7516	crystal_chan@apllogistics.com

**For shipments to China, Hong Kong, Indonesia, Philippine, Malaysia, Singapore, Taiwan and Thailand please contact Toys “R” Us (Asia) Ltd. directly for further information. Contact information as follows:**

Toys“R”Us (Asia) Limited  
3/F., LiFung Tower  
888 Cheung Sha wan Road,  
Lai Chi Kok, Kowloon,  
Hong Kong

Phone: 852- 2991 6166  
Contact: Katherine Siau (Logistics)  
Email: [katherine.Siau@toysrus.com](mailto:katherine.Siau@toysrus.com)

Phone: 852- 2991 6850  
Contact: Pheony Chau (Finance & Account)

Email: [Pheony.chau@toysrus.com](mailto:Pheony.chau@toysrus.com)

# GETTING STARTED WITH TOYS “R” US

## GENERAL PROCEDURES

- 1) Review all details on the official purchase orders upon receipt from APL Logistics & Warehouse Management Services Hong Kong, Limited (APLL). You are responsible to inform APLL for any discrepancies within 7 days after receipt of order (except USA orders). Note: All orders from Toys “R” Us, USA are transmitted via EDI, no printed copies are issued from APLL. Should there be any discrepancies for USA order, process PO change via EDI. All orders from Toys R Us International are transmitted via Trade Gateway™ since July 6, 2009. Should there be any discrepancies for International order, please submit PO Change to POCMS at [www.truchinaportal.com](http://www.truchinaportal.com)
- 2) Refer to the Packaging Instruction for details of packaging requirements for different countries (on page 36).
- 3) Vendors must review the Toys “R”Us Inc. Global Product, Safety, Quality & Compliance Manual. In the United States this can be found on the Vendor Extranet. Internationally, vendors may contact their local QA representatives. Vendors may also email [GlobalQA@toysrus.com](mailto:GlobalQA@toysrus.com)
- 4) When goods are ready, contact our consolidator, APL Logistics SCS Hong Kong Limited (APLL), to make bookings for delivery. You must submit all required shipping documents to consolidator when you sign the shipping order. Note that all goods must be delivered within the shipping window as specified on the purchase order. Any extension or late delivery is subject to penalty per item, per purchase order basis. Please refer to Section 10 for details.
- 5) All export cartons must be clearly marked with the required information (on page 102) before you deliver to the consolidator. APLL will refuse delivery if improper marking is found.
- 6) In order to collect payment, please prepare full set of negotiation documents, including original cargo receipt, and send to APLL in Yantian office. TRU payment terms are open account only. Please refer to section 7 (on page 119) for details.
- 7) Contact information for APLL and Toys “R” Us offices, consolidator and testing laboratories can be found at Section 8 (see on page 131).
- 8) Global Private Label Vendors: for information and guidelines to become a Private Label Vendor go to our Vendor Extranet site at <https://vendorconnect.toysrus.com>. Private Label Vendor Set-up is being managed by our Toys “R” Us China Sourcing office
- 9) Vendors must review the C-TPAT Global Verification Certificate Requirements found on page 27 of this manual.

## IMPORTANT NOTES

- ◆ TRU Japan will switch CFS in S. China from Yantian to QianHaiWan in Western Shenzhen with effective on/from shipping window – July 29, 2012 therefore, please deliver your LCL cargo to QianHaiWan CFS produced in S. China since the above start-up date. For the detail of delivery, please contact APLL.

CMBL warehouse location as below:

China Merchants Bonded Logistics Co., Ltd  
No. 611 Qianhai Bonded Logistics Park, Linhai Road, Nanshan District,  
Shenzhen, China

招商局保稅物流有限公司  
地址：深圳市南山區臨海大道前海灣保稅港區（園區）  
TRUJ project 計畫存儲的倉庫：611 倉庫

**For shipment with Shipping Window on/after July 29, 2012 please make sure to deliver your LCL shipment to the above new warehouse, NOT Yantian warehouse.**

If you have any questions related Chinese Customs Clearance and/or questions related to delivery of cargo, please contact the following:

### Shekou CMBL Warehouse:

Chinese Customs clearance: Ms. Luan Tel: 86-755-2689 5357  
Shekou CMBL Warehouse: Mr. Zhang Tel: 86-755-2688 7856

- ◆ For TRU Japan shipment, FCL loadability are as follows: (For the detail, please see on page 68)
  - 20'STD: Not allowed except Bicycle
  - 40'STD: 58 - 63 CBM
  - 40'H: 68 - 71 CBM
- ◆ Toys "R" Us has outsourced its operational support functions to **APL Logistics SCS Hong Kong Limited** (APLL) since May 28, 2007. Please contact APLL for any issues related to purchase orders, shipment and payables from now on.
- ◆ Toys "R" Us, USA has changed some of the terminology to reflect the new merchandising system that has been implemented. We have noted the new words to be used by U.S. only in the manual. Please read the information carefully.
- ◆ Price label is only required for shipments of certain categories to U.K. and USA. Orders that are destined for Toys "R" Us.com are not to be pre-priced.

- ◆ When shipping licensed products, make sure you have a valid copyright release letter on hand.
- ◆ All goods manufactured in southern part of China are to be delivered to APLL warehouse in Yantian, Shenzhen for consolidation, except TRU Japan and Australia shipment are to be delivered to APLL warehouse in QianHaiWan, western Shenzhen.
- ◆ Extension, cancellation or any unauthorized late delivery is subjected to penalty per item, per purchase order basis.
- ◆ Payment will only be made to the exact company name as stated on the purchase order. In case there is a change to your company name, notify APLL immediately.
- ◆ Open account payment will normally be settled by telegraphic transfer. You are required to set up a bank account in U.S. Dollars and provide detail bank information to APLL.
- ◆ Open account document for TRU countries (USA, Australia, Canada, Japan, Germany, France, Spain, U.K. and EIC) are to be sent to APLL office in Yantian, China for checking.
- ◆ TRU Japan has changed the database system. **Purchase orders are issued with a 10-digits (not 6 digits) PO number. Please see the purchase order and indicate correct PO# on all shipping documents & carton marks accordingly.**
- ◆ TRU Japan has switched shipping point for FCL cargo from Yantian to Shekou. Therefore, vendors have to book and mention in your shipping documents that the shipping point is Shekou if your cargo is FCL.
- ◆ Japanese government amended its Import Plant Quarantine Regulation regarding wood packaging material. For the detail, please refer to page 21, Solid Wood Packing Material, TRU Japan.
- ◆ **For TRU Japan**, new tests are required when there is a manufacturing or product specification change, such as country of origin, factory, design or material components. In this case, please fill out "TRU JAPAN Specification Change Notice" SPECIMEN FORM (on page 164) and submit to TRU Japan Merchandise Department or a buyer.
- ◆ Prior to get starting business with TRU Japan, you need to sign the **"BASIC AGREEMENT FOR SALE AND PURCHASE"**. As the agreement will be sent by our buyer, please read carefully and send back the Agreement with your signatory to TRU Japan buyer.
- ◆ If storage battery or rechargeable lithium battery is included in your products, please submit the Material Safety Data Sheet (MSDS) to PIC in TRU Japan Import Section and APLL booking team per origin in advance as we need to check with shipping company if it will be classified as Dangerous Goods or not.
  - \*\* Regarding the detail of MSDS and its format, please access the following HP address.  
<http://www.prtr.nite.go.jp/english/pdf/mspmfe.html>
  - \*\* For contact list of Import section, please see the Section 8 (on page 134) – TRU ADDRESS & CONTACT INFORMATION.
- ◆ For **TRU Australia**, a special sticker / label is required to be placed on the export carton for any item that weights more than 20kgs. Please refer to page 107 for details.

- ◆ **TRU USA** takes the lead in ensuring CTPAT Compliance for vendors. CTPAT is a security program between the U.S. government and key components of the supply chain conducting international trade. It was created after the attacks on the U.S. in 2001 to deter terrorism. For details, please refer to page 27.
- ◆ TRU USA the current partner, Easylink Services, will extend their Trade Gateway™ portal to support “**R**” **US International**. If you do business with Toys R Us International, vendor needs to register to receive purchase orders on Trade Gateway™. Registration begins July 6, 2009. Once registered, vendor will be provided with a secure user ID and password and all of you existing purchase order, new purchase order and purchase order changes (POC) will be transmitted to Trade Gateway™.

◆ **Weight Limitation for TRU Japan shipment**

According to Japan Road-Traffic Law, any cargo with weight over the below standard cannot be moved in Japan. Therefore, please make sure to check if your cargo weight per equipment size is over the below standard or not when you receive Purchase Order from our buyer.

If TRU Japan found that cargo volume is over the above limitation when cargo arrive at Japan, we will ask vendor to take responsible for all additional charges for delivery incurred at destination side.

**Max Cargo Weight per container equipment based on Japan Road-Traffic Law:  
(Gross Weight-KGS)**

20' container --- 17000 KGS

40 STD & 40H container --- 20000 KGS

- ◆ **TRU Global Imports BV** – Beginning in 2014, Toys R Us will coordinate and consolidate purchasing for European local markets through a new entity, TRU Global Imports, B.V.

TRU Global Imports, BV, incorporated in the Netherlands, will operate the European Import Center with administrative teams located both in Rotterdam and in the Toys “R” Us Global Sourcing Office in China. The new entity will employ new and streamlined processes and technology to achieve cost savings and economies of scale through coordinated ordering and shipping for the following markets: Central Europe, France, Iberia, Poland and the United Kingdom.”

- ◆ Effective starting from sw 2015/08/15-2015/08/22, TRU France requires bar code of the SKN (same as sales packaging) to be printed / labelled on the master carton next to shipping marks. p.s. Please put lead UPC in case of assortment.
- ◆ **For Japan shipment**, if your order is applicable to the following deductions related to volume, please show the detail of the deduction on invoice correctly, NOT show just “VOLUME” or “VOL” because the correct description of the deduction is required for customs clearance in Japan.
  - **VOLUME STANDARD**
  - **VOLUME INSTORE**
  - **VOLUME/YEAR END**
  - **VOLUME-ROTO/DM/**

Ex) If your PO is applicable to “VOLUME INSTORE”, please show “VOLUME INSTORE” on invoice correctly. “VOL” or “VOLUME” is not acceptable.

## **SECTION 1                      PURCHASE ORDER INFORMATION**

Following pages are the Trade Gateway™ specimen of the Toys “R” Us, International orders. Note that the order is marked with detail explanation. Please read them carefully.

For Toys “R” Us USA, purchase orders are transmitted through Electronic Data Interchange (EDI). As a result, EDI replaces all paper P.O. copies.

All Private Brand Vendors must be able to receive purchase orders through Electronic Data Interchange (EDI) utilizing Trade Gateway service. For any new Vendors, please see the Vendor Extranet for instructions on being set up on EDI on <https://vendorconnect.toysrus.com>. “

## INTERNATIONAL PURCHASE ORDER (on Easylink)



If you are aware of any internal issues, which may lead you to miss the Delivery Date, you must communicate this to your Senior Inventory Analyst.

<b>(5) PO Number:</b>	3501488888	<b>(4) Purchaser:</b>	Toys Int'l - Canada
<b>Enable ID:</b>	123456	<b>(1) Vendor Number:</b>	11428
<b>PO Date:</b>	05/26/2009	<b>(1) Vendor Name:</b>	ABC COMPANY
<b>Currency:</b>	USD	<b>PO Type:</b>	00 Original Order
<b>Exchange Rate:</b>	0.785	<b>Supplier Contact:</b>	IMPORT ORDER
<b>(2) Country of Origin:</b>	YNT YANTIAN	<b>(3) FOB Location:</b>	YTN YANTIAN
<b>(6) Total FOB Cost:</b>	5208.00	<b>Total Cubic Feet:</b>	70.00
<b>Total Weight:</b>	1.00	<b>(23) Buyer Name / ID:</b>	S.KAI 075
<b>Total Cartons:</b>	100.00		

### other PO Info and Notes:

PO: 350188888

ATTN A/P: F.O.B. PRICES IN U.S. DOLLARS, EXCHANGE RATE 1.27389 = 1.00 US

FOR COMPLETE SHIPPING INFO, DOCUMENTATION & PROCEDURES SEE TRU CDA'S SHIPPING MANUAL. IF YOU REQUIRE A COPY CONTACT TRU HKG OR TRU CDA.

PREPRICE WITH OUR REGULAR LABELS ONLY ITEMS IN CATEGORIES 13 (BOOKS), 49 (HOSIERY/FOOTWEAR/UNDERWEAR), 51 (SLEEPWEAR). IF TICKETING COMPLIANCE IS NOT ADHERED TO, IT WILL RESULT IN A CHARGEBACK TO YOUR ACCOUNT.

ALL ITEMS ON THIS ORDER MUST SHOW THE COUNTRY OF ORIGIN OF THE ITEM ("MADE IN") MARKED PERMANENTLY ON THE ITEM OR PACKAGE IF ANY SKN PURCHASED ON THIS ORDER REQUIRES A TRADEMARK/COPYRIGHT RELEASE LETTER, THIS LETTER MUST ACCOMPANY YOUR SHIPPING DOCUMENTS AND INVOICE PACKAGE.

FAX CONSOLIDATOR NO LESS THAN 15 DAYS PRIOR TO SHIP DATE TO ADVISE DELIVERY DATE. ALL MERCHANDISE BEING DELIVERED TO OUR CONSOLIDATOR MUST BE ACCOMPANIED BY A FULL SET OF EXPORT DOCUMENTS AS DESCRIBED IN THE TRU - CDA SHIPPING MANUAL.

ALL GOODS PER CANADIAN PACKAGING REGULATIONS MUST BE BI-LINGUAL (FRENCH/ENGLISH) PACKAGING OR COMMON MARKET MULTI LINGUAL PACKAGING. VENDOR IS RESPONSIBLE FOR ANY NON COMPLIANCE OF THIS REGULATION.

ALL UPHOLSTERED AND STUFFED ARTICLES MUST COMPLY WITH THE UPHOLSTERED AND STUFFED ARTICLES ACT FOR EACH PROVINCE. YOU MUST REGISTER ANNUALLY WITH THE APPROPRIATE GOVERNMENT BRANCH AND APPLY APPROVED CONTENT LABELS.

ALL MERCHANDISE MUST COMPLY TO CANADA'S HAZARDOUS PRODUCTS (TOYS) ACT AND REGULATIONS AND ALL POLY OR PLASTIC BAGS MUST HAVE FRENCH/ENGLISH SUFFOCATION WARNING LABELS, - REFER TO CDN SHP'G MANUAL.

FORM 'A' CLAUSE APPLIES TO THIS ORDER. REFER TO THE CDN SHIPPING MANUAL, FAILURE TO COMPLY WILL RESULT IN THE L/C OR INVOICE BEING NON-NEGOTIABLE AND ALL EXTRA CHARGES INCURRED BY APPLYING A HIGHER RATE OF DUTY WILL BE CHARGED TO VENDOR.

ALL VENDORS MUST CHECK PURCHASE ORDER FOR ACCURACY. ANY/ALL ERRORS MUST BE REPORTED WITHIN 7 DAYS OF RECEIPT. VENDOR WILL BE RESPONSIBLE FOR ANY CHARGES ASSOCIATED WITH INCORRECT INFORMATION IF NOT REPORTED

ATTENTION A/P: LES 1.0 IS 1.05 % RGD OFF INVOICE ALLOWANCE

GARY WEISS P; 212-620-8377 FAX# 212-620-8399

**Ship To Address**

Location ID: 3501  
Location Name/Address: TOYS R US (CANADA), LTD  
2777 LANGSTAFF ROAD  
CONCORD, ON L4K 4M5  
CANADA

**Terms**

Terms Type	Discount Percentage	Discount Amount	Discount Days	Discount Date	Net Date	Net Days	Description
ZZ - Mutually Defined	0	0.00	0			0	ROI (7)

**Summary Charges and Allowances (8)**

Type	Handling Description	Description	Percent	Amount
A - Allowance	02 - Off Invoice	DIV D INI OD	2.50%	797.84
A - Allowance	02 - Off Invoice	RETURN GOODS	0.57%	181.91

## Order Summary

Line Items (1 to 1) of 1 Line Summary | Details

Line Item (1 to 1) of 1 Line Summary | [Detail](#)

Line#	Model # / UPC-GTIN / Retailer SKU	IND	UoM	Product Name	Pack Size	Ordered Qty	Status	Allowance	FOB Unit Cost Retail Price	Extended Amount
1	ABC123 (10) 0027084753233 685550 (9)	UP	EA	FL -TOY CARS	8 (11)	800 (18)	Open		\$ 6.51 (14) \$ 9.1512	\$ 5,208.00

Extended Unit: 800

Extended Total: \$ 5,208.00

## Order Detail

Line Items (1 to 1) of 1 Line Summary | Details

Line Items (1 to 1) of 1 Line [Summary](#) | [Details](#)

Line #	Model # / UPC-GTIN / Retailer SKU	Product Name / Other Details	Tariff Number	Weight	Volume	Pack Size	Shipped	Ship No Later	ETA Period Start	ETA Period End	Ordered Qty	FOB Unit Cost Retail Price	Extended Amount
1	ABC123 (10) 0027084753233 685550 (9)	FL – TOY CARS FAST LANE (20) Ticket Type: N (15) Category: 11 (19) Sub Category: 33 Country of Manufacture: CN (22)	9503.00.90.54 (21)	0.01 (12)	0.70 (13)	8 (11)	08/10/2010 (16)	08/14/2010 (17)	09/12/2010	09/25/2010	800	\$ 6.51 \$ 9.15	\$ 5,208.00

### PO' field explanation

- (1) Vendor Code and Name
- (2) Country of Origin
- (3) Shipping point Port of Loading
- (4) Country Purchasing
- (5) Purchase Order Number
- (6) Total FOB Value of Order
- (7) Payment Term
- (8) Discount Allowance
- (9) Toys "R" Us International Stock Keeping Number (SKN)
- (10) Vendor's Item Number
- (11) Carton Pack (in pieces)
- (12) Gross Weight Per Carton (in kilograms, except Canada and Japan are in pounds)
- (13) Carton Cube (in cu.ft.) –TRU system allows one decimal point only.

- (14) F.O.B. Value Per Piece –TRU accept 2 decimal point only
- (15) Ticket Code (on page 55 for definition) - applicable to TRU Canada and U.K.
- (16) Earliest Delivery Date to Consolidator
- (17) Latest Delivery Date to Consolidator
- (18) Total Pieces Purchased Per SKN
- (19) Toys “R” Us Category Number
- (20) Master Price Book Name
- (21) H.S. Tariff Number (not necessary to show on the shipping documents for TRU European countries)
- (22) Actual Country of Origin
- (23) Buyer Number

## **TERMS AND CONDITIONS**

### **TOYS “R” US – USA**

All vendors doing business with Toys “R” Us in the United States are required to sign a Master Purchase Order Agreement. The Master Purchase Order Agreement is available on our Vendor Extranet website <https://vendorconnect.toysrus.com>. Vendors are required to register on the Vendor Extranet prior to receiving a copy of the Master Purchase Order Agreement.

### **INTERNATIONAL (NON-USA)**

All orders of merchandise for ultimate resale in an "R" Us store shall be subject to the terms and conditions set forth by the operating company for country that placed the order. Please contact the appropriate operating company for such terms and conditions.

### **GLOBAL PRIVATE LABEL VENDORS**

All Private Label Vendors are required to sign the Global Master Purchase Order Agreement (GMPOA). Contact the China Sourcing Office to request a copy. When making the request, please provide the types of products you will sell to Toys R Us. They use this information to determine the version of the GMPOA to provide you as different lines of product require different levels of Product Liability Insurance (PLI).

## SECTION 2 SPECIAL INSTRUCTIONS AND PROGRAM

### GENERAL INSTRUCTIONS FOR ALL COUNTRIES

	ALL COUNTRIES	
<b>PURCHASE ORDER CONFIRMATION</b>	Please review all information on the purchase order. Should there be any changes, please contact APLL immediately. We consider a purchase order is confirmed if we do not hear from you within 7 days after receipt of order.	
<b>CARTON PACK ON PURCHASE ORDER</b>	All cartons must be of equal piece count and conform to the “carton pack” section listed on our purchase order. If there are any changes, you must notify APLL prior to shipment. You must also advise revised carton cube and dimension (in inches).	
<b>CARTON CUBE</b>	Make sure carton cube you stated on offer sheet is correct and matches TRU’s system. We will charge back additional freight if carton cube at time of shipment is greater than carton cube on offer sheet and will reduce FOB on unshipped orders.	
<b>PRODUCT LIABILITY INSURANCE – USA</b>	LIMITS CHART	LIMITS IN USD
	Product Type (Including, but not limited to)	Required amount per occurrence
	Magazines	\$2 MILLION
	Stationary	\$2 MILLION
	Puzzles	\$2 MILLION
	Games	\$2 MILLION
	Storage Bins	\$2 MILLION
	Wrapping Paper/Gift Bags/Bows	\$2 MILLION
	Greeting Cards	\$2 MILLION
	Kids Room Décor (clocks/wall hangings/posters/calendars)	\$2 MILLION
	Souvenir Novelty	\$2 MILLION
	Books	\$2 MILLION
	Party Plates/Balloons/Candles/Favors	\$2 MILLION
	Card Collectibles/Trading Cards	\$2 MILLION
	Reusable Bags	\$2 MILLION
	Car Seat Accessories	\$2 MILLION
	Stroller Accessories	\$2 MILLION
	On the Go Accessories	\$2 MILLION
	Holiday Stockings/Baskets	\$2 MILLION
	Diaper Bags/Accessories	\$2 MILLION

Infant/Preschool Toys	\$5 MILLION
Video Game/Accessories/Movies	\$5 MILLION
Bikes	\$5 MILLION
Balls/Gloves/Nets/Racquets/Bats	\$5 MILLION
All Apparel	\$5 MILLION
Core Toys	\$5 MILLION
Electronics	\$5 MILLION
Jewelry/Watches/Accessories	\$5 MILLION
Food/Candy	\$5 MILLION
Musical Instruments	\$5 MILLION
Batteries (9V/AAA/AA/C/D)	\$5 MILLION
Dress Up/Role Play/Costumes	\$5 MILLION
Plush	\$5 MILLION
Skates/Skateboards	\$5 MILLION
Science	\$5 MILLION
Diapers/Wipes/Formula/Baby Food	\$5 MILLION
Lamps	\$5 MILLION
Kids Furniture (Excluding Mattresses)/Table & Chair Sets/Desks	\$5 MILLION
Infant Bottles/Feeding/Toddler Feeding	\$5 MILLION
Potties/Step Stools/Gates/Diaper Pails	\$5 MILLION
Pacifiers/Teethers	\$5 MILLION
Bibs/Bath Towels/Changing Pads & Covers	\$5 MILLION
Infant Bedding/Bumpers/Pillows	\$5 MILLION
Hampers	\$5 MILLION
Breast Pumps/Accessories	\$5 MILLION
Nursing Pillows	\$5 MILLION
Water Toys/Pool Accessories (Non-Flotation)	\$5 MILLION
Arts/Crafts/Molding Clay	\$5 MILLION
Housewares & Appliances	\$5 MILLION
HBA	\$5 MILLION
Helmets/Protective Gear	\$5 MILLION
Remote Control Toys	\$5 MILLION

Battery Operated Ride Ons	\$10 MILLION
Outdoor Environmental Playsets (Swing Sets)	\$10 MILLION
Trampolines	\$10 MILLION
Motorized Scooters	\$10 MILLION
Inflatable Slides	\$10 MILLION
Inflatable Ball Pits	\$10 MILLION
Tents/Tunnels	\$10 MILLION
Climbers	\$10 MILLION
Flotation Devices	\$10 MILLION
Pools	\$10 MILLION
Water Slides	\$10 MILLION
Sleds/Snow Boards/Inflatables	\$10 MILLION
Grill/Fire Pits	\$10 MILLION
Cribs/Dressers/other Infant Furniture/Changing Tables	\$10 MILLION
Gliders/Ottomans	\$10 MILLION
Mattresses	\$10 MILLION
Tall Shelving/Storage Units	\$10 MILLION
Infant Positioners	\$10 MILLION
Baby Seats	\$10 MILLION
Baby Gear (Strollers/Jogging Strollers/ Car Seats)	\$10 MILLION
Monitors	\$10 MILLION
Hi Chairs	\$10 MILLION
Bassinets/Co-Sleepers	\$10 MILLION
Infant Swings	\$10 MILLION
Travel Yards	\$10 MILLION
Baby Walkers/Entertainers/Bouncers/Jumpers	\$10 MILLION
Infant Carriers/Slings/Moses Baskets	\$10 MILLION
Bath Tubs	\$10 MILLION

GMPOA/MPOA-Toys R Us, Inc. and all its direct and indirect subsidiaries including, but not limited to, TRU Global Imports B.V. must be the certificate holder and additional insured

Vendors located outside the US must provide worldwide territory/jurisdiction

“US Designation”

All certificates and endorsements should be emailed to APL Logistics and they will forward to [RiskManagementSetup@toysrus.com](mailto:RiskManagementSetup@toysrus.com)

<b>PRODUCT LIABILITY INSURANCE – International Countries</b>	All items that are shipped must be covered by Product Liability Insurance (PLI) at a minimum insured amount of US\$3,000,000 per occurrence with the TRU entity ordering the goods named as an additional insured. PLI coverage, and presentation of acceptable proof of such coverage, is a non-negotiable condition of TRU purchasing the products.
<b>PRODUCT LIABILITY INSURANCE – GLOBAL PRIVATE BRANDS</b>	All Private Brand Vendors are required to provide to their contact within the Toys “R” Us China Sourcing office a certificate of insurance evidencing compliance with the insurance requirements outlined in section 5 of the Global Master Purchase Order Agreement with a copy to <a href="mailto:RiskManagementSetup@toysrus.com">RiskManagementSetup@toysrus.com</a>

## SPECIAL INSTRUCTIONS FOR INDIVIDUAL COUNTRY

Following chart indicates some special instructions and information that you have to pay attention to when you ship the goods to Toys “R” Us. ✓ means the instruction is applicable to a particular country. Please also refer to the following pages, which outlined details of the procedures you have to follow when goods are being shipped to those countries.

	USA	AUS	CDA	FRA	GER	JPN	SPN	UK	EIC
<b>COUNTRY / DC CODE TO BE ADDED IN FRONT OF PO NUMBER</b>		✓		✓	✓	✓	✓	✓	✓
<b>FUMIGATION CERTIFICATE</b>	✓	✓	✓		✓				
<b>RADIO CONTROLLED ITEM</b>	✓								
<b>SOLID WOOD PACKING MATERIAL</b>	✓	✓	✓		✓	✓			
<b>GREEN POINT FEES</b>				✓	✓		✓	✓	✓
<b>SPLIT SHIPMENTS</b>			✓						
<b>SPARE PARTS DELIVERY</b>					✓	✓		✓	
<b>SAMPLES FREE OF CHARGE</b>					✓	✓		✓	
<b>CERTIFICATE of CONFORMITY (CoC/GCC/CPC/DoC)</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>GLOBAL SECURITY VERIFICATION (GSV) CERTIFICATE</b>	✓								
<b>EU Declarations of Conformity</b>				✓	✓		✓	✓	✓
<b>Essential Point Of Sale information &amp; warnings</b>				✓	✓		✓	✓	✓

## **COUNTRY / DC CODE TO BE ADDED IN FRONT OF PURCHASE ORDER NUMBER**

For shipments to all International countries (except Canada), you are required to show the country / DC code number in front of the purchase order number on all documents and carton markings (e.g. PO# 49-xxxxxx for Australia). For details of the code number, please refer to page 100.

## **FUMIGATION CERTIFICATE FOR IMPORT SHIPMENTS TO**

### **A) TRU USA**

If you are shipping Easter Baskets or any type of baskets which are made of bamboo, bamboo & vinyl, or rattan, those baskets **MUST BE FUMIGATED** by a Pest Control Company.

A copy of the Certificate of Fumigation **MUST** be submitted to APLL together with other shipping document.

### **B) TRU AUSTRALIA**

Australia Customs have a very strict fumigation regime. The following points must be fully complied for acceptance of fumigation certificate for products with wood components:

- Fumigation **must be** exercised within 21 days of the vessel sailing. Certificates with older dates will not be accepted.
- Fumigation must be carried out **BEFORE** the product is packed and plastic wrapped. A statement (Plastic Wrapped Declaration) to this effect must be included on a vendor's letterhead. It must supply enough information to enable cross-reference to the Fumigation Certificate (e.g. Fumigation certificate number, goods description, number of cartons, number of pieces, etc.). See Specimen Form section on page 160.
- Vendor must submit **the "ORIGINAL Fumigation Certificate (NOT a photocopy of the original certificate) and Plastic Wrapped Declaration, along with the shipping document to APLL when signing the shipping order. (AUSTRALIAN CUSTOMS DO NOT ACCEPT PHOTOCOPY OF ORIGINAL FUMIGATION CERTIFICATE AND ALL FUMIGATION CERTIFICATE ARE WATERMARK TESTED BY AUSTRALIAN CUSTOMS AUTHORITY.)**

**IF FUMIGATION IS NOT CARRIED OUT OR THE ABOVE STATEMENT IS NOT RECEIVED, THE GOODS WILL BE SUBJECTED TO GAMMA RAY TREATMENT UPON ARRIVAL IN AUSTRALIA.**

Failure to supply a Fumigation Certificate, or failure in compliance to the required Fumigation Certificate procedure, you are responsible for all the claims from TRU Australia Quarantine Authority. For details, please refer to page 97 - 98.

- ❖ If original Fumigation Certificate and Plastic Wrapped Declaration cannot be presented when signing the shipping order, vendor has to present a statement (on vendor's letterhead) stating that Fumigation Certificate will be presented within 3 days after delivery.
- ❖ In order to comply this regulation, at the time of documentations, **all shippers are required to make declaration onto the shipping order and commercial invoice that if FUMIGATION is required for the shipment or not.**

## **RADIO CONTROLLED ITEMS FOR IMPORT SHIPMENTS TO**

### **TRU USA**

A copy of the Grant of Certification issued by FCC (Federal Communication Commission) must be submitted to TRU USA, attention: Maureen Ford, Customs Compliance Senior Analyst, International Logistics, when you receive order to ship that item first time. For details, please refer to page 79.

## **SOLID WOOD PACKING MATERIALS**

The United States and Canadian government are enforcing an interim ban that prevents shipments from China that contain solid wood packing material (SWPM) entry into the United States and Canada. This ban is intended to prevent the import of the Asian Longhorn Beetle into the United States and Canada. In order to comply with this new import regulation, at time of documentation, all shippers are required to make declaration for:

### **TRU USA**

- 1) Shipper's load and count (Factory Load, CY) shipments to carrier yard –
  - A) **If Solid Wood Packing Materials are used** in loading of the container that documentation required to receive a APLL Forwarders Cargo Receipt (FCR) must include certification that material was properly treated.
  - B) **In the event that No Solid Wood Packing Material was used** then a statement "No Solid Wood Packing Materials were used in the loading of this container # \_\_\_\_\_" must be submitted before CY closing intended vessel for inclusion of documents to be sent to APLL. The statement must be on the shipper's letterhead.
- 2) CFS shipment to APLL warehouse - ALL shippers are required to make SEPARATE declaration for each shipment on the Commercial Invoice, Packing List and Forwarder's shipping order form stating that "The shipment does not contain solid wood packing material."

### **TRU CANADA**

- A) **If Solid Wood Packing Materials are used** – Fumigation Certificate is required to present to APLL prior to the cargo delivery. A SEPARATE declaration for each shipment is required on the Commercial Invoice, Packing List and Forwarder's shipping order form that "The shipment does contain solid wood packing material and which was properly treated"
- B) **In the event that No Solid Wood Packing Material was used** - A SEPARATE declaration for each shipment is required on the Commercial Invoice, Packing List and Forwarder's shipping order form that "The shipment does not contain solid wood packing material."

### **TRU AUSTRALIA**

The Australian Quarantine and Inspection Service has introduced a policy requiring packing declarations (see Specimen Form on page 160 - on page 161) to be used for **ALL** shipments. THIS IS FOR ALL SHIPMENTS IRRESPECTIVE OF WHETHER TIMBER PACKING HAS OR HAS NOT BEEN USED. PACKING DECLARATIONS MUST BE SOURCED FROM THE SUPPLIER OR PACKER OF THE GOODS.

## TRU Germany

The port authority demands more often our confirmation, regarding the fumigation of our import containers at origin for Customs examination. If a container has been fumigated by a pest control Company, **a copy** of the Certificate of Fumigation MUST be submitted to Forwarder together with other shipping document. In order to comply with this import regulation, at time of documentation, all shippers are required to make declaration for:

All shippers are required to make declaration for:

- A) **If Solid Wood Packing Materials are used** – Fumigation Certificate is required to present to APLL prior to the cargo delivery. A SEPARATE declaration for each shipment is required on the Commercial Invoice, Packing List and Forwarder's shipping order form that "The shipment does contain solid wood packing material and which was properly treated"
- B) **In the event that No Solid Wood Packing Material was used** - A SEPARATE declaration for each shipment is required on the Commercial Invoice, Packing List and Forwarder's shipping order form that "The shipment does not contain solid wood packing material"

## TRU JAPAN

### **Implementation of ISPM No.15 for wood packaging material with effective April 2007**

The ministry of Agriculture, Forestry and Fisheries (MAFF) of Japan announced to implement the ISPM No. 15 to restrict the Wooden Packaging Material (WPM) with effective April 2007.

The new regulation will be applied to all the import cargoes arriving at Japan ports on or after April 1, 2007.

The new rule is based on the international standard so called ISPM NO.15 which has already adopted by many countries such as USA, Canada, China and EU countries.

**From April 1, 2007, the wood packaging material (such as cases, boxes, crates, drums, pallets) can only be imported into Japan If they meet the following requirements:**

- (1) be subject to one of the approved measures as specified in ISPM No. 15, and
- (2) display the IPPC Marking as specified in Annex 2 of the ISPM No. 15.

\*\*Regarding the IPPC Marking, please refer the following web-site:

<http://www.pps.go.jp/english/woodpack/index.html>

**If vendors ship wood packaging material, which does not meet the above requirement, TRU Japan will dispose the cargo in Japan or ship them back according to Japanese Quarantine Regulation.**

**Furthermore, please note all expense for disposal or ship back should be at vendor's expense.**

\*\*Basically, TRU Japan does not allow using Wood Packing Material for shipment.

If you need to use Wood Packing Material for special reason, please ask TRU Japan in advance.

## **GREEN POINT FEES (WASTE PACKAGING) FOR TRU GERMANY, FRANCE, SPAIN & U.K.**

According to the European directive 94/62/EC, the authorities in the European Community are levying a fee on all retail products – commonly referred as “Green Point” fee – which they use to finance the recycling or disposal of packaging materials. Since the authorities usually do not know the original manufacturers, they hold the retailers accountable for these payments.

All TRU markets in Europe will charge you back for these fees. The amounts will be deducted once at the end of the year (except UK which is twice a year) and are based on the weight of each component of your packaging as listed below plus a base fee.

Regarding TRU Global Imports BV shipment, vendor will be charged back once a year, based on volume shipped to different country (information will be provided.)

### **Weight Fees (US\$ per KG)\***

	<b>Paper / Cardboard</b>	<b>Plastics</b>	<b>Others</b>
Germany	\$0.14 per kg	\$0.92 per kg	\$1.1846 per kg
France	\$0.23 per kg	\$0.37 per kg	\$0.31 per kg
UK	\$0.20 per kg	\$0.40 per kg	\$1.1846 per kg
Spain	\$0.1013 per kg	\$0.5030 per kg	\$0.6298 per kg
Poland	\$0.000193548 per kg	\$0.000258 per kg	\$0.000188 per kg

Base Fee (US\$ per item): \$0.01 per piece for Spain; \$0.10 per piece for UK and \$0.02 per piece for France

**For all shipments except TRU Global Imports BV:** Our testing laboratories will issue a “Packaging Material Weight Report” to you stating the weight data of your product’s packaging, which they will determine during the normal testing procedures. If you are exempted from testing, you are required to weigh your packaging and prepare the “Packaging Weight Material Report” on your own. Such report should be made available upon request. (on page 99 for more details). If you have any questions, please contact the following people directly.

TRU Germany – Joachim Felix at [felixj@toysrus.com](mailto:felixj@toysrus.com)

TRU France – Sylvie Colomb at [colombs@toysrus.com](mailto:colombs@toysrus.com)

TRU Spain – Sonia Poveda Gonzalez at [povedas@toysrus.com](mailto:povedas@toysrus.com)

TRU UK – Amersh Kalia at [kaliaa@toysrus.com](mailto:kaliaa@toysrus.com)

TRU Poland – Patrycja Miernik at [patrycja.miernik@toysrus.com](mailto:patrycja.miernik@toysrus.com)

**For TRU GLOBAL Imports BV, the Quote Sheet, including Eco Data elements, has to be sent on time and complete to TRU. It will be used for Green Point fees chargeback.**

## SPLIT SHIPMENTS FOR CANADA

**Split shipments only apply to freight that is consolidated by APLL at Yantian.** Most factory loads and all freight consolidated at other ports are unaffected.

Toys “R” Us Canada has split certain product between their Delta, British Columbia and Concord, Ontario DCs. Please note that only one purchase order will be written. Please apply booking according to the quantity of each DC (2401/3501) from the purchase order.

Carton Markings – Carton numbers on the physical carton will remain unchanged regardless of destination (note all shipments are received through the port of Vancouver). However carton numbers must start from 1 for each destination on the **documentation**. For example if there are 50 cartons in total for one PO and SKN, and the shipment is to be split with 20 cartons going to Delta and 30 cartons for Concord, the Delta, B.C. portion must be numbered 1 of 20, 2 of 20 etc and the Concord, Ontario portion must be numbered 1 of 30, 2 of 30 etc.

Documentation – Separate documentation per DC is required. Those documents are a commercial invoice, packing list, cargo receipt (issued by APLL), certificate of origin “Form A” (or Exporter’s statement of origin), certificate of compliance, visaed invoice (if required) and Canada customs invoice. The port of discharge, consignee and notify party information shown on the documents that you prepare should be the same regardless of destination (**see page 109**).

FCR Charges – A separate Forwarder Cargo Receipt is issued for each destination and the relevant charges are for vendor’s account.

Open Account payment - Vendor must submit two sets of payment documents to APLL Yantian, China Account Payable Department at the same time.

p.s. Some Factory Load shipment may be split and split quantity will be reconfirmed by APLL consolidation team when you make a booking.

**\*\* In case of multiple containers with 2 SKNS, goods must be proportionally spread over the total number of containers.**

For example: Booking with 3 x 45’ for SKN 123456 – 900 cartons and SKN 234567 – 600 cartons. After split, TRU Canada would like to send 1 x 45’ to DC2401 and 2 x 45’ to DC3501.

Vendor should make the loading as below.

1 x 45’ to DC2401

- SKN 123456 with 300 cartons
- SKN 234567 with 200 cartons

2 x 45’ to DC3501

- SKN 123456 with 600 cartons
- SKN 234567 with 400 cartons

## **SPARE PARTS DELIVERY FOR GERMANY & UK**

For spare parts delivery to Germany & UK, spare part description, SKN # and vendor's item # of spare parts must be indicated on the invoice. All spare parts delivery must be approved by TRU Germany & UK for shipment. And shipping order must be obtained from APLL prior to delivery.

Carton Markings – Spare parts description must be shown on the carton and indicate the SKN # and vendors' item #. Please add the comment: "Spare part delivery". Please refer to page 103 (Instruction for marking export cartons) for details.

Documentation – You will need to submit relevant shipping documents including Proforma invoice with real value amount and remark: "Only for custom clearance" and packing list. The container manifest must also list up the spare part delivery.

## **SAMPLES FREE OF CHARGE DELIVERY FOR GERMANY & UK**

For free of charge samples to Germany & UK, SKN #, vendor item #, Cat # and buyer code # must be indicated on the invoice.

All free of charge samples must be approved by TRU Germany & UK for shipment. And shipping order must be obtained from APLL prior to delivery.

Carton Markings – Please add the comment: "Sample free of charge". Please refer to page 103 (Instruction for marking export cartons) for details.

Documentation – You will need to submit relevant shipping documents including Proforma invoice with real value amount and remark: "Only for custom clearance" and packing list.

## **SPARE PARTS or SAMPLE FREE OF CHARGE DELIVERY FOR TRU JAPAN**

For spare parts or the free of charge sample delivery to Japan, spare part description, vendor's item # of spare parts or SKU must be indicated on the invoice.

All spare parts or the free of charge sample delivery must be approved by TRU Japan for shipment. And shipping order must be obtained from APLL prior to delivery.

Documentation – You will need to submit relevant shipping documents including Proforma invoice with real value amount and remark: "Only for custom clearance" and packing list.

## PRIVATE LABEL PROGRAM

Following are the private label brands to Toys "R" Us USA, Canada or any other International countries. Any vendor shipping any of these brands needs to comply with all Private Brand Requirements noted throughout this manual:

<u>License</u>		<u>License</u>		<u>License</u>	
<u>Code</u>	<u>Brand Name</u>	<u>Code</u>	<u>Brand Name</u>	<u>Code</u>	<u>Brand Name</u>
A2	AIR ZONE	F2	FISHER-PRICE LEARN TO SWIM	P9	PRIVATE OUTDOOR (UK)
A4	ANIMAL ZONE	FA	FAO SCHWARZ	PB	BIKES (INTL)
AA	ANIMAL ALLEY	FL	FAST LANE	PU	PARTIES R US (INTL)
AC	AMY COE	FR	FRIGHT SITE (INTL)	PV	PAVILION
AK	ARTS & CRAFTS (INTL)	FW	FILLED WITH LOVE	PY	PLAY ON
AN	ANIMAL PLANET	GF	GEOFFREY / BABY GEAR	RB	RALLYE BIKES
AO	AVIGO	GK	GEOFFREY'S CANDY COMPANY	RF	REAL FRIENDS
AX	AVIGO EXTREME	GN	TOYS "R" US – GREEN	RM	ROOM MOODZ
B3	BRUIN PRESCHOOL	HC	R HOLIDAY	RN	ROBONATION
B5	BRUIN KIDZ ROOM DÉCOR	HF	HIGH FREQUENCY (INTL)	RW	TRU BRANDS WHEELS
B7	BERTINI	HY	HARLEY DAVIDSON	S1	SMART TRIKE
B8	BRU	HZ	HUMANS VS ZOMBIES	S4	SESAME STREET DTR
BI	BEST FRIENDS	IM	IMAGINARIUM (U.S.)/ UNIVERSE OF IMAGINATION (INTL)	S7	SNO PLAY
BJ	BOO!	IN	IMAGINARIUM BABY	SA	STATS
BP	BRUIN INFANT	JE	JESSICA	SZ	SIZZLIN COOL
BR	BRU (INTL)	JG	JOURNEY GIRLS	T5	TRUE HEROES
BU	BRUIN JUVENILE (INTL)	JH	JUST LIKE HOME	TG	TRUE GIRLZ (GS-CANADA)
C4	Cheer!	KB	KOALA BABY	TL	TOTALLY ME!
CK	CABBAGE PATCH	KH	KOALA HOME	TM	TM!
CN	CANDY BON BON (CANADA ONLY)	KK	KOALA KIDS	TR	TOYS "R" US
CR	CHESTNUT RIDGE	KU	KIDS R US	TU	TOURISMO (INTL)
CV	CYNTHIA ROWLEY	L5	LITTLE TECHIE	WA	WHEEL WORX ACCESS (INTL)
D1	DISNEY DTR	L6	TRUE LEGENDS	WB	WENDY BELLISSIMO
D3	DISNEY PREMIER	MKB	MIYABI KOBO	WW	WHEEL WORX (INTL)
DD	DREAM DAZZLERS	ML	MINIWEAR CLASSIC (CANADA)	YM	YOU & ME
E1	HOP	MW	MINIWEAR (CANADA)	Z2	ZOBO
ED	EDUSCIENCE	MY	MY HOME (INTL)		
EM	ESPECIALLY FOR MOM	NP	NORTH POLE (INTL)		
ET	E.T.	NS	NESTINO		

If you are not shipping any of the above mentioned brand names, please skip this section.

## INSTRUCTIONS FOR U.S.A. INTERNET ORDERS

- ◆ All internet orders should **not** be pre-priced. **Do Not** affixes price labels to these products.
- ◆ If the merchandise in a carton is part of an assortment, please label the carton with the word “ASSORTMENT” clearly legible.
- ◆ Individual items should be packaged such that no part of the Product is exposed, using shrink-wrap, polybag, etc.
- ◆ Products to be sold as sets (for example, NASCAR set of six unique Hot Wheels cars sold as one item) should be marked as sets on cartons and packaging

## CTPAT PROGRAM

### What CTPAT Is...

CTPAT is a security program between the U.S. government and key components of the supply chain conducting international trade. It was created after the attacks on the U.S. in 2001 to deter terrorism. CTPAT is intended to push back borders to bolster U.S. national security as well as protect global commerce from unlawful disruptions that can adversely affect a country's trade operations and safety of its citizens.

### How CTPAT Works...

The program is voluntary for the business community engaged in cross-border transactions, and operates on the assumption of security through cooperation of eligible partners such as importers, manufacturers, air, rail, and sea carriers, freight forwarders, brokers and non-vessel operating common carriers, certain motor carriers, U.S. domestic port authorities, and marine terminal operators. The program contains two phases. The first part comprises the preparation and signing of a "voluntary agreement" with U.S. Customs that is the de facto application to participate in CTPAT. A company should then form a cross-functional implementation and project team to assist the organization in conducting a "self-assessment of its supply-chain security" in the areas of procedural security; physical security; access control; personnel security; education and training; manifest procedures; and conveyance security. Based on the findings, a "security profile questionnaire" is also completed and submitted to U.S. Customs. Concurrently, a corporate procedure manual, with minimum security requirements, should be established and maintained.

The second phase consist of "validating phase one," and includes factory visits and audits to test the integrity of the security practices, by auditors and by U.S. Customs, as well as monitoring and assessing new and current vendors, employees, and other germane facilities. Moreover, improvement plans and training programs for divisions or key individuals need to be developed to ensure the understanding of and compliance with the organization's security practices.

Participants will receive tangible benefits such as expedited processing time at the border because of reduced cargo inspections and detentions as well as less U.S. Customs intrusions where companies will rely more on self-policing. In addition, a secure supply chain translates into safety for employees as well as an additional degree of protection for the vital brand of companies.

### TRU Takes The Lead In Ensuring CTPAT Phase Two Compliance For Vendors...

This memo is important to all vendors, and it is essential that you read this text - from beginning to end - to ensure that we can continue to work together as responsible members of the trade community.

Most of you are familiar with the CTPAT program that was created after the attacks on the U.S. in 2001 to deter terrorism. And, you should already have received a request for information from TRU or another corporate buyer in regards to the first phase of this security program

between the U.S. government and key components of the supply chain conducting international trade. Even if you have not, you should continue to read this memo.

As you recall, the first phase included questions from a U.S. importer, like TRU, and was part of a “self-assessment of its supply-chain security” in the areas of procedural security; physical security; access control; personnel security; education and training; manifest procedures; and conveyance security. Based on the findings and responses from vendors like your, a “security profile questionnaire” was concluded and submitted to U.S. Customs.

The second phase consist of “validating phase one,” and includes factory visits and audits, by an auditing firm and by U.S. Customs, to test the integrity of the security practices as well as monitoring and assessing new and current vendors, employees, and other germane facilities. Moreover, improvement plans and training programs for vendors, divisions or key individuals need to be developed to ensure the understanding of and compliance with the organization’s security practices.

To complete the second phase of CTPAT, TRU has chosen Intertek – a global leader in security consulting, investigations and business risk services with offices in Hong Kong and China mainland – to perform validations through each active factory annually. Intertek will issue a Global Security Verification (GSV) certificate upon audit completion and a passing score. The GSV certificate is a required document to be presented to our consolidator at the time of booking. Toys “R” Us will only accept a GSV certificate from Intertek.

Intertek, the designated C-TPAT Vendor Audit Partner for Toys “R” Us, Inc., is a world leader in security consulting, investigations, and business risk services. The partnership with Intertek represents advancement in the evolution of the Toys “R” Us, Inc C-TPAT Vendor Audit Program as we maintain focus on continuously improving the audit processing, execution and communication for all vendor participants. All vendors, as stated on the purchase order, *must* participate in this compliance programs so Toys “R” Us, Inc. can execute its business and legal requirements so your partnership and cooperation with Intertek in executing the C-TPAT Vendor Audit Program at your designated manufacturing locations is vitally important to our mutual business success. Vendors are required to revalidate themselves through this program on an annual basis in order to ensure and demonstrate minimum security practices continue to exist, thrive and be effective.

### Who To Contact

Toys “R” Us, Inc. provides two contact options to assist its vendors with questions regarding C-TPAT. For specific questions regarding C-TPAT program and vendor requirements and expectations, as well as activity between the vendor and Intertek, the vendor can email our Vendor Partnership Group at our Wayne, NJ office: [vendorsupport@toysrus.com](mailto:vendorsupport@toysrus.com) or contact:

Toys “R” US Customs Compliance Department  
[dlimportoperations@toysrus.com](mailto:dlimportoperations@toysrus.com)

## **Frequently Asked Questions**

### **1. Why do I have to participate in the validation audit?**

In an effort to protect our borders and be a “best-in-class importer,” Toys “R” Us, Inc. has made the decision to become C-TPAT validated.

### **2. Who will perform the validation audits and where will they take place?**

Toys “R” Us, Inc. has chosen Intertek to execute the audits. They are an experienced company in the area of U.S. Government compliance. All validation audits will take place at the factory facility by employees of Intertek, Hong Kong, China or local country operation depending on the respective factory location. Vendors will be notified by e-mail or telephone call of the intent to schedule required C-TPAT audits by Intertek.

**3. Do I need to contact Toys “R” Us, Inc. to schedule a validation audit; how will I be selected?**

Intertek will perform all audits for Toys “R” Us, Inc. All vendors/factories are required to contact Intertek directly to schedule an audit.

**Please contact Intertek:**

**Megan Mok**

Account Executive

Audit

Intertek China

Direct line: +769 2723 1385

Fax: +769 2313 3725

Email add: [megan.mok@intertek.com](mailto:megan.mok@intertek.com)

Intertek China

8/F, Fumin Plaza, 98 Qifeng Road, Dongguan City, Guangdong, China, 523000

**4. When should I need to contact Intertek to schedule an audit?**

Intertek should be contacted as soon as you complete the new vendor on boarding process and you confirm purchase orders will be placed. Audits need to be completed and a GSV certificate provided to our consolidator at the time of booking, **prior** to shipping. Depending on the time of year, the audit could take a while to complete. **DO NOT WAIT UNTIL YOU HAVE AN UPCOMING ORDER TO CONTACT INTERTEK. THIS COULD RESULT IN DELAY OF YOUR PRODUCT SHIPPING.**

**5. When should I contact Intertek to schedule a re-audit for GSV re-newel?**

An audit should be scheduled with Intertek **prior to the expiration** of the existing GSV certificate. If not, this could result in delay of your product shipping.

**6. How much will a validation audit cost and how long does it take?**

Intertek charges \$550, excluding travel expenses, and this is a discounted price for Toys “R” Us, Inc. vendors. Intertek has committed to only use the necessary time and resources to complete the validation accurately and thoroughly.

**7. What can I expect when Intertek audits me? Are there Forms involved?**

The validation process includes an on-site visit as well as certain forms and documents. The Intertek auditor will explain the process in full prior to and during the process, and share with you all relevant forms and details.

**8. Who will receive the results of the validation audit?**

Since phase two is being performed as part of Toys “R” Us, Inc.’s compliance with C-TPAT, results of the validation audit will be sent to factory and also uploaded into TRU Database.

#### 9. What is the outcome if I fail the validation audit or refuse to participate?

Toys “R” Us, Inc., with the help of Intertek, will discuss the specific shortcomings and security failures and issue the vendor an improvement plan. The plan will have a set time frame within which all issues must be resolved. All factories for the vendors, as stated on the purchase order, *must* participate in compliance programs so Toys “R” Us, Inc. can execute its business and legal requirements.

TRU extends our gratitude to our vendor community for helping us to increase the safety of both of our employees, and for providing TRU an additional degree of protection of our brand as well as expedited processing through U.S. Customs.

Effective for January 01, 2008, each supplier exporting merchandise to Toys “R” Us, USA will be required to present a valid Global Security Verification (GSV) Certificate (See Specimen on page 165) issued by Intertek to APLL at the time of shipment booking that certifying the CTPAT compliance status for the designated MANUFACTURING SITE of that Purchase Order. **If a valid GSV certificate is not presented, the booking will be rejected and product could be delayed.**

A photocopy of the GSV certificate should be submitted with other shipping documents to APLL (consolidator) for booking for ship windows starting January 1, 2008.

## EC DECLARATIONS OF CONFORMITY

All products being imported by Toys R Us to countries within the EU must have a Declaration of Conformity (EC DoC) available in the national language of the destination country; **a single, multilingual EC DoC is preferred**. The EC DoC must contain as a minimum the information specified within Annex III of EU directive 2009/48/EC.

## ESSENTIAL POINT OF SALE INFORMATION & WARNINGS

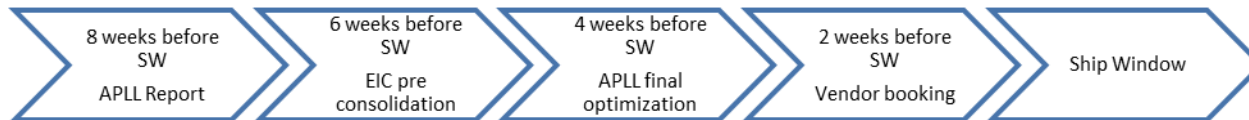
The essential warning information required to be visible at the point of sale of the product being imported by Toys R Us countries within the EU, must be supplied prior to shipment to the relevant buying contact in each TRU country.

# Shipment Process of EIC SHIPMENT

## Shipping

### Summary

- 8 weeks ahead of Ship Window, APLL issues Bulk PO report with local PO associated
- 8-6 weeks before Ship-Window, EIC review Bulk PO with vendors to anticipate final consolidation and communicate to APLL
- 4 weeks out, APLL confirm final Breakdown and destination of the Bulk PO to vendor
- 2 weeks out, vendor will contact APLL for booking.
- Vendor issue a Bulk PO invoice with breakdown by destination to TRU Global Imports BV



Weeks before Ship Window / Retro Calendar								
8	7	6	5	4	3	2	1	Ship Window week
APLL report	EIC pre consolidation			APLL Final Optimization		Vendor Booking		



### 8 Weeks ahead of Ship Window – APLL report

- APLL issues weekly report to EIC with PO's shipping in 8 weeks' time
- Report includes Bulk & Local PO associated in an agreed format that EIC will use to check Data and anticipate final consolidation.
- After EIC reviewed with Vendor, this report will be used to inform APLL

### 8- 6 weeks ahead of ship window

- EIC final check MOQs & PO Data, work with Vendor to anticipate final consolidation and maximize Full container loads
- EIC & Vendors proceed with PO Changes via APLL POC Portal as today
- Note: when a price must be changed to LCL due to CFS shipment, EIC will issue a new Bulk PO for QTY shipping CFS
- EIC update system, Bulk & Local PO changes are transmitted to Vendor, APLL as today.
- EIC issue final Report to APLL at least 6 weeks before SW with final QTY, equipment & breakdown by destination
- Vendor can prepare Export documentation and process to clear China Customs

- With some specific vendors APLL is issuing Report 6 weeks before the ship window, EIC confirms final consolidation 4 weeks before shipment

Weeks before Ship Window / Retro Calendar								Ship Window week
8	7	6	5	4	3	2	1	
APPL report	EIC consolidation		Vendor prepare Export Documentation			Vendor Booking		

#### **4 weeks out, Final Destination & Breakdown**

- APLL triggers an alert to vendors notifying them that they have an open PO scheduled to ship in ~30 days” and to contact APLL
- APLL use EIC report and breakeven cost / CBM to optimize consolidation.  
Any issue generating CFS, 20' or empty space in container is reported to EIC to validate.

*Note: Target is to ship as much as possible as factory load (95%/CY) but keeping high level of container utilization*

- APLL then inform Vendor of final QTY and breakdown of Bulk PO by destination; APLL confirm also equipment.
- APLL will confirm CY and CFS shipments in the breakdown;
- When price must be changed to LCL due to CFS shipment, vendor will request a POC.  
EIC will cancel QTY from Bulk PO and will issue a new Bulk PO just for QTY ship CFS.
- Vendor can start process & documentation to clear Chinese Customs

#### **2 weeks out, Booking**

- Vendor contact APLL to book Equipment and CFS delivery according to breakdown provided.
- Vendor issues 1 set of Document per Bulk PO so that APLL can book to multiple destinations (EIC and direct shipments to local markets)
- If a new Bulk PO has been issued due to LCL price, vendor will have to book separately.
- APLL issues booking report to EIC - Booking report includes breakdown by destination, highlighting discrepancies with original Equipment committed and Vessels leaving later than 7 days after Ship-window
- EIC validates booking report
- After EIC validating, APLL distributes booking report to Local Markets

*Note: For direct shipment shipped CFS, APLL may mix EIC vendors with NON-EIC vendors into one container  
At the same time, vendor must present PLI-certificate to APLL HK prior to booking*

### **Documents required by APLL for Booking**

The following documents need to be prepared by vendor and delivered complete to APLL to proceed the booking/shipping order.

- APLL shipping form to be filled in by vendor/electronically via APLL portal
- Commercial invoice /packing list (can be combined in one document)
- Certificate of Compliance (CoC/GCC/CPC/DoC)
- Origin (only for non-China-origins/Form-A) Vendor issue Form-A based on the breakdown per destination
- APLL will send the Forms-A to EIC and local markets in case of direct shipments

**Note:** if a part of the Bulk PO is shipping later than the rest of the PO, vendor will have to issue a new set of documents, new invoice but keeping same Bulk PO number (same as today)

### **Shipment**

- Vendor must deliver merchandise within the ship window
- When all merchandise from the Bulk PO is received by APLL at Terminal, APLL issues 1 FCR document to vendor for the complete bulk PO– FCR is issued after delivery of the last container to terminal – local charges will be charged same as today
- Vendor presents PLI-document to APLL prior to booking
- APLL will issue an additional FCR-document for an additional CFS Bulk PO created at LCL price
- Vendor forward shipping documents, Bulk PO invoice and Forwarder's Cargo Receipt to APLL to start payment procedure

*Note: Cut-off week for carrier will be same week as Ship-window  
Vessel will leave latest 3 or 4 days after Ship-window.*

### **Late PO Changes**

- 6/5 weeks before shipments Local market can still request to postpone shipment
- Buyers issue POC request into APLL portal as today, same for Vendor.
- EIC validate , review consolidation , inform vendor & APLL
- Bulk PO & local PO associated is updated & transmitted to vendor via easylink and via EDI flat file to APLL
- 4 weeks and below, POC are requested by Vendor only.
- Vendor issues Bulk PO change request to EIC through APLL portal as today
- EIC review, update Bulk & local PO as above.
- If any impact on Costs, EIC will apply vendor Compliance program to charge back vendor.

## Direct Shipments

### **Objective:**

Centralize FOB invoicing & payments for both EIC and Direct shipments.  
Reduce administration on both TRU & vendor side.

### **Reminder:**

- PO /direct shipments from local market system no longer exist
- EIC issues 1 Bulk PO by ship window without selecting EIC or Direct shipments
- APLL confirms final destination and break down to vendor 4 weeks before shipments
- Bulk PO with multiple Destination is keeping same PO number

### **Vendor invoice the Bulk PO to Toys R Us Global Imports BV**

- Vendor issues new Bulk PO Invoice/packing list format (Reference Section 9 for Specimen forms) that includes breakdown by destination (in case of direct shipments)
- The breakdown on the invoice must contain the quantities shipped to UK (3601), Spain (3401), France(9701), Germany-Harbke (3101), Germany-Trossingen (3301), No Poland as these quantities are shipped to Rotterdam
- Quantities for Poland must be debited to TRU Global Imports B.V. – destination is Rotterdam
- Purpose of the breakdown is to provide information related to direct shipments
- Bulk PO invoice is addressed (“bill to”) Toys R Us Global Import BV.
- Final destination is indicated as “ship to”
- Vendor use only 1 document by Bulk PO / shipments for all Europe
- Invoice must include all legal and regulatory terms requested to import merchandise from China & other Asian countries to Europe
- Vendor should issue Forms-A (from Non- China origins) which is issued based on the breakdown per destination – see bullet two; quantities for Poland are  
Shipped to Rotterdam
- APLL will send the Forms-A to EIC and to local markets in case of direct shipments

*Note: if a part the Bulk PO is shipping later than the rest of the PO, vendor will have to issue new set of documents, new invoice but keeping same Bulk PO number (same as today)*

### **Local markets use new Vendor Bulk PO invoice/packing list to clear Customs**

- EIC sends ASN by container to local markets at time of shipments from China.
- Local markets receive Shipping Documents from APLL as today
- Shipping docs includes APLL manifest, Bill of Lading and new Bulk PO invoice/packing list
- Local markets use break down by destination to clear customs, pay duties and declare VAT.

TRU Global Imports BV invoices local markets of both EIC & Direct shipments.


- EIC uses ASN to generate Direct shipment Invoice to local markets (1 invoice/ container)
- EIC will apply same average allowances of invoice for Direct Shipments & EIC deliveries.
- Invoicing is processed through Oracle as today to local markets Finance
- Local market pays direct shipments to TRU Global Imports BV.



EIC collect all vendor allowances and charge back Vendors.

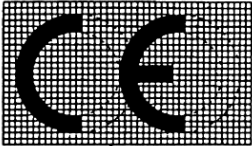
- As 100% of FOB orders are invoiced to TRU BV. EIC will collect and distribute 100% of vendor allowances applied of Invoice and at the end of the Year
- Local market will apply charge back to EIC only, EIC will then charge back vendor.

## SECTION 3      PACKAGING & PRE-PRICING INSTRUCTIONS

### GENERAL PACKAGING INSTRUCTIONS FOR ALL COUNTRIES

	ALL COUNTRIES		
MANUFACTURER'S ITEM NUMBER	Must be printed on packages. (known as <u>Style number</u> for TRU USA)		
COUNTRY OF ORIGIN	Must be printed on packages and shown on the item (except Europe). For <b>Europe</b> , it must be printed on packages and / or shown on the item.		
	<u>U.S.A.</u> <ul style="list-style-type: none"><li>- Must appear on the front panel of the packaging, wherever possible</li><li>- The lettering must be the same size or larger than the type of the company name and address</li><li>- Must be printed on one (same) panel with the company name and address</li><li>- Do not print company name, address &amp; country of origin on more than one panel</li><li>- Do not put country of origin on bottom of the package</li><li>- if U.S. Customs determines that the package or item is not legally marked and require further manipulation to bring goods into compliance, Toys “R” Us will charge back your account for these fees</li></ul>	<u>INTERNATIONAL</u> <ul style="list-style-type: none"><li>- must be in close proximity to, and in the same type as, your company name</li></ul> <u>Canada</u> <ul style="list-style-type: none"><li>- The minimum type size requirement is 1/16 inch for lettering</li><li>- Do not put country of origin on bottom of the package</li><li>- Must be printed on one panel with the full TRU Canada company name and address preceded by the words "imported by/ importé par" or "imported for/importé pour".</li></ul> <div><div>IMPORTS PAR/IMPORTED BY TOYS “R” US (CANADA) LTD., 2777 LANGSTAFF ROAD, CONCORD, ONTARIO L4K 4M5, CANADA</div></div>	
COMPANY NAME & ADDRESS	If you have an office in the destination country, please print your overseas company name and address on the packaging. If you do not have an overseas company, please print your company name and local address on all packaging, except for <b>Europe</b> . (Please refer to page 41 for details)  For <b>Japan</b> , you do not have to print your overseas company name and address on the package.		
UPC / EAN CODE	<ul style="list-style-type: none"><li>- either one is acceptable</li><li>- must be printed on the packaging</li><li>- paper adhesive label are not acceptable</li></ul> refer to page 54 for details		
MEASUREMENT REFERENCE	<u>U.S.A.</u> Inches, feet, pounds etc. are to be used as the unit of measurement	<u>CANADA &amp; JAPAN</u> Centimeters (cm), kilograms (kg) etc. are to be used as the unit of measurement	<u>INTERNATIONAL</u> measurement in inches and cubic feet; <b>weight in kilograms</b>

	ALL COUNTRIES		
<b>WEIGHT OF CARDS, HEADERS &amp; BOXES</b>	<ul style="list-style-type: none"> <li>- cards and headers up to 5" x 7" - 450 lb. board minimum</li> <li>- cards and headers over 5" x 7" - 500 lb. board minimum</li> <li>- individual boxes must be of 450 lb. board minimum</li> </ul>		
<b>BLISTER FILM</b>	Must be a minimum of 0.01 inch (0.254 mm) in thickness.		
<b>AGE GRADING &amp; WARNING CLAUSE</b>	<div> <div> <b><u>U.S.A. &amp; CANADA</u></b> <ul style="list-style-type: none"> <li>- appropriate age grading must be printed on packages</li> <li>- for product which is not suitable for children under 3, a warning statement indicating that the article contains small parts which pose a hazard to children under 3 must be printed on the packages</li> <li>- the warning statement is only required when the product actually contains a small part</li> </ul> </div> <div> <b><u>INTERNATIONAL</u></b> <ul style="list-style-type: none"> <li>- appropriate age grading must be printed on packages</li> <li>- EN71, Part 1, "Graphical Symbol for Age Warning Labeling" specifies requirement for the use and design of a graphical symbol for age warning labeling on toys not suitable for children under three years of age</li> <li>- The Graphical symbol (shown below) and statement of hazard must be clearly shown at the point of sale of the product</li> <li>- correct colors and sizes can be found in EN71, Part 6</li> </ul> </div> </div>		
	<div>  <div>Written warning (i.e. <b>warning clause with reason</b>) must be printed with the symbol</div> </div> <p><b>Note that the above information is not applicable for shipping PLUSH TOY to France. Both the graphical symbol &amp; warning clause <u>must not be printed</u> on the package. Please refer to page 45 for details.</b></p>		
<b>GREEN POINT MARKING</b>  	<ul style="list-style-type: none"> <li>- color combination can be either in dark green (100% Cyan, 70% Yellow, 60% Black) and light green (20% Cyan, 50% Yellow), in black and white or in any other colors as long as it is readable from the background color.</li> <li>- smallest reproduction size: diameter 10mm</li> </ul>		
	<b><u>U.S.A. &amp; CANADA</u></b> Not applicable	<b><u>AUSTRALIA</u></b> Not applicable  <b><u>JAPAN</u></b> Need to print unique recycle marks defined by the Japan Recycle Law. The marks are included in the artwork provided by Japan PD team.	<b><u>EUROPE</u></b> <ul style="list-style-type: none"> <li>- Applicable for shipments to <b>FRANCE, GERMANY, SPAIN, U.K., POLAND &amp; NETHERLANDS</b></li> <li>- the marking must be printed on the packaging</li> </ul>

	ALL COUNTRIES		
<b>CE MARKING</b>  	<p>Certain goods must carry the “CE” mark on the package. The TRU types of products covered by a directive and requiring CE marking are toys, electric and battery operated items covered by the EMC Directive, and personal protective equipment (PPE).</p> <p>The marking is illustrated on the left. It may not be smaller than 5 mm in its vertical height, and the proportion of the diagram must be maintained whatever its size, <b>though the grid does not form part of the marking and is for information only</b>. This mark looks the same as some previous marks, but there are subtle changes, and the diagram should be studied closely. It should be noted, for example, that the C and E are not formed by perfect semi-circles, i.e. the top and bottom arms extend one square beyond the semi-circles, and the middle arm of the E stops one square short.</p>		
	<u><b>U.S.A. &amp; CANADA</b></u> Not applicable	<u><b>AUSTRALIA &amp; JAPAN</b></u> Not applicable	<u><b>EUROPE</b></u> <ul style="list-style-type: none"> <li>- “CE” mark must be shown on the package</li> <li>- must be legible, visible &amp; indelible</li> </ul>
<b>POLY BAGS</b>	<u><b>U.S.A.</b></u> <ul style="list-style-type: none"> <li>- all poly bags with an opening perimeter of 14” or larger must have a “suffocation warning”</li> <li>- the film of the bag is made of must be at least 0.0015 inch (0.0381 mm) in nominal thickness</li> <li>- actual thickness of the poly bag is 0.00125 inch (0.03175 mm)</li> </ul>	<u><b>CANADA</b></u> <ul style="list-style-type: none"> <li>- all plastic bags with an opening perimeter of 14” or larger must have a “suffocation warning” in both <b>French &amp; English</b></li> <li>- the film of the bag is made of must be at least 0.00075 inch (0.01905 mm) in thickness</li> </ul>	<u><b>INTERNATIONAL</b></u> <ul style="list-style-type: none"> <li>- all plastic bags with an opening perimeter of 380 mm or more (whether sealed or not) must have the “suffocation warning” in the <b>appropriate language</b> printed in black ink</li> <li>- the bags must be of a minimum thickness of 0.05 mm (50 Microns)</li> </ul>
<b>PEG HOOK HOLES</b>	Must be a minimum of 3/8” in diameter, leaving a minimum of ½” space from the top of hole, to the top of card.		
<b>J-HOOK</b>	A reinforced J-hook must be used if the item is an assortment.		
<b>NON TOXIC MARKING</b>	Never affix “non-toxic” marking on a toy. Such a marking could be misleading to consumers and is strictly prohibited by the Trading Standard Officers who consider that such a product should be non toxic by nature.		

<b>STUFFED TOY</b>	<p><b><u>U.S.A.</u></b></p> <ul style="list-style-type: none"><li>- each stuffed toy shall have securely affixed to it a tag or label</li><li>- the form, design, color or size of the label is at the discretion of the manufacturer or importer</li><li>- the label must be clearly legible &amp; in sufficient size type and shall bear the following information:<ul style="list-style-type: none"><li>➤ a statement that all new material or all new (type) material was used in the manufacture of the stuffed toy</li><li>➤ a statement identifying the stuffing material contents</li><li>➤ the registration number of the manufacturer or importer assigned by the U.S. preceded by the abbreviations “REG.NO.PA –“</li><li>➤ name and principal place of business (city &amp; state) of the manufacturer or vendor</li></ul></li></ul> <p>Refer to the testing section for details.</p>	<p><b><u>CANADA</u></b></p> <ul style="list-style-type: none"><li>- products that contain stuffing material may be required to comply with Canada’s Stuffed Articles Act</li><li>- you must registered with both Ontario and Quebec</li><li>- only one Reg. No. has to be appeared on the tag</li><li>- after registering with TSSA you must display the material content label by sewing onto the product itself, NOT onto the package. (see examples below). Note that either one of the following labels are acceptable.</li></ul> <p>Sample Label 1 - minimum size 7 cm x 2.5 cm – it does not include sewing edges or contents to be declared.</p> <table><tr><td>Not to be removed until delivered to the consumer</td><td>Ne pas enlever avant la livraison au consommateur</td></tr><tr><td>This label is affixed in compliance with Provincial Law</td><td>Cette étiquette est apposée conformément à la loi de la province</td></tr><tr><td>This article contains <b>NEW MATERIAL ONLY</b></td><td>Cet article contient des <b>MATÉRIAUX NEUFS SEULEMENT</b></td></tr><tr><td>Made by Reg. No.</td><td>Fabriqué par N° de permis :</td></tr><tr><td>Content</td><td>Contenu</td></tr></table> <p>Sample Label 2 – actual size 5.5 cm x 1.3 cm</p> <table><tr><td>NEW MATERIAL ONLY REG. NO. CONTENT</td><td>MATÉRIAUX NEUFS SEULEMENT N° DE PERMIS: CONTENU</td></tr></table> <p>Technical Standards and Safety Authority provides a label approval service at a cost of Canadian\$70.00 plus GST (6%). Use of this service is optional. This service will reduce non-compliance issues at the retail sector. Please call Eva Izzo at (416) 734-3461 or email her at <a href="mailto:eizzo@tssa.org">eizzo@tssa.org</a> for more information about Label Approval Service.</p> <p>Labels must be made of a white durable fabric or synthetic material (not paper and printed in black ink only).</p> <p>Labels must be securely affixed to the article in a conspicuous area.</p> <p>Such label is required on clothing and miscellaneous articles.</p>	Not to be removed until delivered to the consumer	Ne pas enlever avant la livraison au consommateur	This label is affixed in compliance with Provincial Law	Cette étiquette est apposée conformément à la loi de la province	This article contains <b>NEW MATERIAL ONLY</b>	Cet article contient des <b>MATÉRIAUX NEUFS SEULEMENT</b>	Made by Reg. No.	Fabriqué par N° de permis :	Content	Contenu	NEW MATERIAL ONLY REG. NO. CONTENT	MATÉRIAUX NEUFS SEULEMENT N° DE PERMIS: CONTENU	<p><b><u>INTERNATIONAL</u></b></p> <ul style="list-style-type: none"><li>- must comply with the regulations and requirements set forth in each individual country</li><li>- you may consult the testing laboratory for detail information</li></ul>
Not to be removed until delivered to the consumer	Ne pas enlever avant la livraison au consommateur														
This label is affixed in compliance with Provincial Law	Cette étiquette est apposée conformément à la loi de la province														
This article contains <b>NEW MATERIAL ONLY</b>	Cet article contient des <b>MATÉRIAUX NEUFS SEULEMENT</b>														
Made by Reg. No.	Fabriqué par N° de permis :														
Content	Contenu														
NEW MATERIAL ONLY REG. NO. CONTENT	MATÉRIAUX NEUFS SEULEMENT N° DE PERMIS: CONTENU														

	ALL COUNTRIES
<b>BATTERY OPERATED 'TRY-ME' PRODUCTS</b>	<p>The batteries in toys with a "Try-Me" facility are subject to power loss during the time they are on the shelf. In order to let the customer be aware of this situation, you are recommended to put the following clause in the appropriate language to your packaging.</p> <p>"THE BATTERIES INCLUDED IN THIS TOY ARE INTENDED FOR IN-STORE DEMONSTRATION PURPOSE ONLY'.</p>
<b>BIKES</b>	All bikes being shipped must have a plastic covering over the wheel axles to ensure that they do not damage distribution center conveyor equipment.


## SPECIAL PACKAGING INSTRUCTION FOR INDIVIDUAL COUNTRY

### IMPORTER NAME & ADDRESS REFERENCE FOR IMPORT SHIPMENT TO

#### TRU EUROPEAN COUNTRIES

- If you have an EEC subsidiary or Authorized Representative, that representative's name and European address has to be printed on the CE label.
- If you do not have an authorized representative, Toys "R" Us will act as the Importer of Record. All toys, electrical products, protective equipment or medical devices shipped to Toys "R" Us must bear the "CE" mark and TRU address label as shown below.
- With the exception of the proportion of the size of the "CE" marking as shown on page 38 there is no overall size or layout requirement for this label – but it must be legible. It may be placed anywhere on the outside of the package, preferably on the back of or the bottom.

#### Layout A

	Imported by:	Toys R Us
		<u>Maidenhead Berkshire SL6 3QH UK</u>
		50827 Koeln (Cologne), Germany
		8305 Dietlikon, Switzerland
		77310 Saint-Fargeau-Ponthierry France
		Ctra. de Barcelona, KM 26,550
		28812 Alcala de Henares, Madrid
		NIF: A 79/520.656
		Ikea Platz 4, 4021 Haid, Austria
		Sp. zo.o. ul. Marynarska 19a, 02-674 Warszawa
 Customer information: Please keep address for future reference. Kundeinformation: Gem adressen for senere reference eller henvendelse. Kundinformation: Spara adressen for senere referenser eller henvisninger. Bitte fuer spaetere Rueckfragen aufbewahren. Conserver cette adresse, au cas ou vous voudriez nous contacter ulterieurement. Bewaar dit adres, voor het geval U ons later wenst te kontakteren. Conserve esta direccion para futuros contactos. Agradeco que guarde esta direccao para referencias futuras. Informazione cliente: Per favore conservi questo indirizzo per future reference. Informacje dla Klienta: Proszę zachować adres do późniejszego wykorzystania.		

<p>Imported by: Toys R Us  <u>Maidenhead Berkshire SL6 3QH UK</u>  50827 Koeln (Cologne), Germany  8305 Dietlikon, Switzerland  77310 Saint-Fargeau-Ponthierry France  Ctra. de Barcelona, KM 26,550  28812 Alcala de Henares, Madrid  NIF: A 79/520.656  Ikea Platz 4, 4021 Haid, Austria  Sp. zo.o. ul. Marynarska 19a, 02-674  <u>Warszawa</u></p>	<p>Customer information: Please keep  address for future reference.  Kundeinformation: Gem adressen for  senere reference eller henvendelse.  Kundinformation: Spara adressen for  senare referenser eller hanvisningar.  Bitte fuer spaetere Rueckfragen  aufbewahren.  Conserver cette adresse, au cas ou vous  voudriez nous contacter ulterieurement.</p>	<p>Bewaar dit adres, voor het geval U ons  later wenst te kontakteren.  Conserve esta direccion para futuros  contactos.  Agradeco que guarde esta direccao para  referencias futuras.  Informazione cliente: Per favore conservi  questo indirizzo per future referenze.  Informacje dla Klienta: Proszę zachować adres  do późniejszego wykorzystania</p>
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#### **BUBBLE SETS & REFILL FOR IMPORT SHIPMENTS TO TRU GERMANY & TRU GLOBAL IMPORTS BV**

In addition to the packaging requirements stated on page 36 to page 38, you are required to put the following warning clause on the packaging when you ship bubble sets and refill to TRU Germany. **Merchandise not containing this warning is not allowed to ship to Germany.**

“Not suitable for children under 36 months. Risk of suffocation as suds could be swallowed.”

“Nicht geeignet für Kinder unter 36 Monaten. Erstickungsgefahr durch Verschlucken der Seifenblasenlösung.”

## SPECIAL PACKAGING INSTRUCTION FOR TRU JAPAN

Following is the procedure for preparing Japanese packages for TRU JAPAN.

- 1) You need to submit the following materials to TRU JAPAN, Product Development Staff after receiving the PO
  - Package artwork data in AI format (Adobe Illustrator) in English text
  - Instruction manual sheet data in AI format (Adobe Illustrator) in English text
  - MIS (Material Information Sheet) must be reliable, otherwise testing would be failed at pre-shipment test.
- 2) After receipt of English text package data, TRU Japan Product development Staff will prepare the Japanese package and send it back to you.
- 3) You need to submit the package artwork data with barcode in JPEG (150 dpi) or PDF format to TRU JAPAN for approval.
- 4) First approval for making wet print proof will be released by TRU JAPAN, if there are no problems in layout, Japanese text, and color.
- 5) You need to submit "Wet print proof" to TRU JAPAN for getting "Final approval" to proceed to mass printing.
- 6) Once you receive "Final approval" from TRU Japan, you need to submit the production sample with Japanese package to testing laboratories for the pre-shipment test.
  - If failed in the pre-shipment test, COC will not be issued and order would be canceled.

**As for licensed products (ex. Disney, Snoopy, Thomas, Sanrio, etc), additional approval process is requested by each licensor**

Please ask our contact person for the details

If you have any inquires and questions on the packing instruction, please contact the following.

### Contact person

- |  |                              |
|--|------------------------------|
| - Saho Tadakuma : Sr. Manager, Baby goods, Apparel   | Saho.Tadakuma@toysrus.com    |
| - Ai Tokunaga : Asst. Manager, Infant & Pre-school toys, Girls toys (excluding dolls & plush) , Home furnishings       | Ai.Tokunaga@toysrus.com      |
| - Yukiko Matsunobu : Asst. Manager, Games, Craft toys, Dolls, Plush, Wheel goods                                       | Yukiko.Matsunobu@toysrus.com |
| - Asahi Takaba : Assistant, Boys toys, Halloween & Xmas goods, Pools, Sports goods, Promotional toys, Educational toys | Asahi.Takaba@toysrus.com     |

As for carton mark, please see on page 112-113 of this manual. If you have any inquiry, please contact our Import Section.

Email: japan-import@toysrus.com

## ADDITIONAL PACKAGING INSTRUCTION FOR SHIPMENT TO FRANCE

In addition to the packaging requirement stated on page 36 there is some special information and warning clauses that have to be printed on packages, for shipment to TRU France, according to the type of toys. This list is not exhaustive – You need to refer to the applicable relevant norms – Please contact your testing laboratory. TRU will not accept any excuse for missing marking, on the basis that the missing marking was not mentioned in the shipping manual.

Please note that the following French wordings are compulsory, if you have shipment to France. However it would be advisable if you can also put the clauses in other languages on package as well.

According to the **1994 Act** (which supersedes the 1975 Act) which is much stricter than the former (as far as markings and penalties are concerned), the following points must be **properly** translated into French:

- description\* / denomination of the product
- contents (if any)
- warning clauses
- recommendations
- instructions
- selling messages

\* Concerning the description:

If it is a window box:

- ◆ there is a trademark + a description on packaging: **the description only must be translated into French**
- ◆ there is a trademark only on packaging: **there is no need translating the trademark, nor add a French description**

If it is not a window box (plain box):

- ◆ there is trademark + description on packaging: **the description only must be translated into French**
- ◆ there is a trademark only on packaging: **a description in French must be added**
- ◆ there is a description only on packaging: **it must be translated into French**

Generally speaking, the **whole packaging** need to be translated into French and we would advise vendors to avoid (as much as possible) mentioning **selling messages** in French or any other languages (they could use photos instead) on packaging so that they only concentrate on translation of **recommendations, compulsory wordings and instructions**.

Following are the specific wordings that have to be printed on packages, if applicable. Please note that the English in parentheses are for reference only.

### CARRY ALONG CASSETTE AND CD PLAYER AND OTHER PRODUCTS WHICH CAN BE USED WITH HEADSET

- the items must not exceed 100 decibels
- Output tension must not exceed 150mV
- A PLEINE PUISSANCE, L'ECOUTE PROLONGEE DU BALADEUR PEUT ENDOMMAGER L'OREILLE DE L'UTILISATEUR – **this warning must be stick on the item itself and on the packaging.**
- instruction in French (in the packaging) advising of the risks on the health issued of the use of this product, and giving specific advice concerning the headset to be used in respect of the regulation.

### TOYS WITH DANGEROUS SUBSTANCE

- the wording has to follow conditions mentioned in the European directives which refer to packaging, labeling for dangerous substance and chemical experiments.
- instruction in French (in the packaging) which specify the level of risks caused by the substance according to the type of products,
- it is necessary to specify first aid care in case of accidents,
- MAINTENIR HORS DE PORTEE DES JEUNES ENFANTS.  
(Keep away from young children.)

### BICYCLES - Decree 95-973 of 24/08/1995 - Prevention of Risks from the use of Bicycles

All bicycles with a Maximum saddle height >435mm must satisfy the requirements of the decree, comply with the relevant standards and bear the marking "Conforme aux exigences de sécurité"

### STUFFED TOY (e.g. plush)

You must display the material content label by sewing onto the product itself, NOT onto the package, or hangtag tied up to the product. Information on the material content label **MUST** includes the following:

- washing instructions (e.g. LAVER A LA MAIN – hand washing)
- CE marking (with a size superior to 5 mm)
- recommendations (if any)
- a statement indicating that all new material was used in the manufacture of the stuffed toy.

All information on the material content label must be in FRENCH.

Note that: For all plush toys, the age graphical symbol and the warning clause must not be shown on both the package and the item according to the information set forth by the French Administration. However, it is optional that you can show the “age recommendation” on the package (e.g. 3+ or 8+ etc.).

## VIDEO GAMES

ATTENTION! CHEZ CERTAINES PERSONNES, L'UTILISATION DE CE JEU NÉCESSITE DES PRÉCAUTIONS D'EMPLOI PARTICULIÈRES QUI SONT DÉTAILLÉES DANS LA NOTICE JOINTE.

Instruction in French (in the packaging) with the following text:

### **Avertissement sur l'épilepsie**

A lire avant toute utilisation d'un jeu vidéo par vous même ou votre enfant.

Certaines personnes sont susceptibles de faire des crises d'épilepsie ou d'avoir des pertes de conscience à la vue de certains types de lumières clignotantes ou d'éléments fréquents dans notre environnement quotidien. Ces personnes s'exposent à des risques lorsqu'elles regardent certaines images télévisées ou lorsqu'elles jouent à certains jeux vidéo. Ces phénomènes peuvent apparaître alors même que le sujet n'a pas d'antécédent médical ou n'a jamais été confronté à une crise d'épilepsie.

Si vous-même ou un membre de votre famille avez déjà présenté des symptômes liés à l'épilepsie (crises ou pertes de conscience) en présence de stimulations lumineuses, veuillez consulter votre médecin avant toute utilisation.

Nous conseillons aux parents d'être attentifs à leurs enfants lorsqu'ils jouent avec des jeux vidéo. Si vous-même ou votre enfant présentez un des symptômes suivants : vertiges, troubles de la vision, contraction des yeux ou des muscles, perte de conscience, trouble de l'orientation, mouvement involontaire ou convulsion, veuillez immédiatement cesser de jouer et consulter un médecin.

### **Précautions à prendre dans tous les cas pour l'utilisation d'un jeu vidéo**

Lorsque vous utilisez un jeu vidéo connectable à un écran, jouez à bonne distance de l'écran de télévision et aussi loin que le permet le cordon de raccordement.

Utilisez de préférence les jeux vidéo sur un écran de petite taille.

Evitez de jouer si vous êtes fatigué ou si vous manquez de sommeil.

Assurez-vous que vous jouez dans une pièce bien éclairée.

En cours d'utilisation, faites des pauses de dix à quinze minutes toutes les heures.

- name or trade mark to easily identify the CEE responsible
- identification of the model
- Size of the protection
- Number of this norm and level of performance
- Clear indication of the side for fixation
- International washing pictograms
- Manufacturing date
- "book" pictogram

A user notice in French must be delivered with the product – please refer to the norm for list of informations to be supplied.

### COSMETICS, HYGIENE PRODUCTS

Legal requirements applicable to cosmetics intended for children are double since they are classified as toy and as make-up products.

#### **A. The French regulation (decree of April 28, 1995)**

Cosmetics manufacturers are submitted to a number of requirements before launching a new product on the French market.

- the Marketing Department must at first compile a making file. The file must be compiled by manufacturers, packaging makers and importers and must include the following information: nature of the product, making formula in full, manufacturing and checking conditions, instructions and testing results. A copy of the file must be kept all the time ready for presentation to the proper authorities (D.A.S.S.). The making file must be written in French.
- the making formula in full must be submitted to Poisons Units of Paris, Lyon or Marseille.
- the following markings must be affixed on the product :
  - . name of the product
  - . name or trade name and address or head office of the manufacturer, or company responsible for marketing of the product
  - . weight or volume
  - . expiration date (period under which the product remains functional and don't affect health). Month and year with the mention "A UTILISER DE PREFERENCE AVANT FIN..." (best use before end of...). For products having a life duration over 30 MONTHS, the mention is not required
  - . lot number or reference
  - . quality and quantity for all the components
  - . special cautions

## PERCUSSION CAPS SPECIFICALLY DESIGNED FOR USE IN TOYS

ATTENTION! NE PAS TIRER EN LIEU CLOS, OU PRES DES YEUX ET DES OREILLES. NE PAS LAISSER D'AMORCES DANS LES POCHEs.  
(Warning: do not fire indoors or near eyes and ears. Do not carry caps loose in pocket.)

## 'NON-TOXIC' MARKING

Never affix the above "non-toxic" marking on a toy. Such a marking could be misleading to consumers and is therefore strictly prohibited by the Trading Standard Officers who consider that such a product should be non toxic by nature.

## PRODUCT CONCERNING CHILD CARE

For the following product, the vendor must respect the French or European standard.

- Perambulator, pushchair, convertible carriage : NF-S-54-001.
- Cribs : NF-EN-716-1 and NF-EN-716-2.
- Cradle : EN 1130
- Dressing table : EN 12221
- Bassinet : NF-EN-1466.
- Carrycot : NF-S-54-006.
- Children-chair : NF-S-54-007.
- Table Mounted Seats : NF-EN-1272.
- Second hand : NF-S-54-008.
- Playpen : EN 12227
- Safety gate : EN 1930.
- Car seat : ECE R44.04 or ECE R129 "iSize"
- Baby's dummy : NF-S-54-003.
- Duvet : LES COUETTES SONT DANGEREUSES POUR LES ENFANTS DE MOINS DE 9 MOIS.
- Bath Thermometers NF S 54-042
- Rain Covers - NF S 54-043
- Baby Walkers EN 1273
- Reclined cradles EN 12790
- Carriers EN 13209
- Harnesses EN 13210
- Baby Bouncers EN 14036
- Highchairs EN 14988
- Child Bicycle seats EN14344

## BATTERY

Battery requirement / standard printed on the package / instruction manual must be shown in the European version. Below is a table indicates the battery standard in European version.

U.S. Standard	European Standard
AA	R6 or LR6
AAA	R03 or LR03
C	R14 or LR14
D	R20 or LR 20
9V	6LR61 or 6F22

## STUFFED BEDDING

French decree for STUFFED BEDDING: 2000-164 dated 23 feb.2003 for cushions, duvets, pillows, stuff blankets, neck pillows for children or adults  
**Cigarette ignition test** plus the mention “ conforme aux exigences du décret 2000-164 » plus name of the importer.

## CHILDCARE PRODUCTS

French Decree for Childcare products n° 91-1292 dated 20 December 1991 - all childcare products for sitting, sleeping (except car beds) , transportation (except car seats) , and physical protection for children below 4 years must bear the marking “ conforme aux exigences de sécurité” – This marking must be present on the item itself or on its packaging.

## **NEW AUSTRALIA CONSUMER LAW EFFECTIVE 1<sup>ST</sup> JANUARY 2012 WARRANTIES AGAINST DEFECTS**

Any product sold within Australia that contains a document which evidences a warranty/warranty against defects must state:

- What you as the business (giving the warranty) must do if goods are faulty or defective – e.g. repair or replace the goods
- What the consumer must do to claim under the warranty—e.g. not misuse the goods
- The following information about the business giving the warranty:
  - name
  - business address
  - telephone number
  - email address (if any)
- The warranty period—i.e. how long the warranty lasts for
- What a consumer must do to claim under the warranty—i.e. how to contact you and where to send the claim
- Whether you or the consumer are responsible for expenses associated with a warranty claim and how the consumer can claim back any expenses incurred
- That the benefits provided to the consumer by the warranty are in addition to other rights and remedies available to the consumer under the law.

### **Mandatory text**

In addition to the requirements above, a document evidencing a warranty against defects must include mandatory text to ensure consumers are aware that any warranty against defects operates in addition to consumers' rights under the ACL. This mandatory text is:

**Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.**

**Remember this only needs to be present where Warranty information is provided, if there is no warranty information provided (for any country) on the product then the above is not required.**

**Document template is available at Section 9 – Specimen Forms. The document must be included in the manual of the product.**

**Warranty Statement information needs to be submitted to the Buyer for approval prior to production giving sufficient time to rectify and reprint the information should changes be needed.**

**Failure to do so, vendor will be charged for the penalty (Administrative charge to cover the costs incurred to have stock reworked prior to distribution to stores to ensure compliance with Australia Regulations).**

You can access further information on the below link;

<http://www.accc.gov.au/content/index.phtml/itemId/996742#toc6>

## LANGUAGE REQUIREMENT

Definition of each language type:

- English - Typical U.S. package with all **English** text, instructions and warnings (if any).
- Japanese - All **Japanese** text, instructions and warnings (if any).
- Bi-lingual
  - **English & Spanish** on instructions and packaging. (Note: *not* on item itself.) All text, instructions and warnings (if any) must be printed in both languages. English should be larger. *Spanish can be 50 – 60% of the lead English copy.*
  - **English & Canadian French** on *item*, instructions and 2L packaging. All text, instructions and warnings (if any) must be printed in both languages that are *of equal size and prominence.*
- Tri-lingual
  - 3 languages on item, packaging, warnings and instructions. There are 2 types of tri-lingual packages, based on the language order. (Tri-Lingual packaging uses Canadian French.)
    - Toys“R”Us: English, Canadian French and Spanish
    - Babies“R”Us: English, Spanish and Canadian French
- Multi-lingual
  - There are **2** types of multi-lingual packages:
    - Type A - **8** languages on package in the following order:  
**English, French, German, Spanish, Portuguese, Polish, Italian & Dutch**  
Descriptive wordings, including product title, warning statement, instructions (if any) and CE label (where required) must be printed in all 8 languages which are *of equal size and prominence.*
    - Type B – **Polybag** Language Requirement: **12** languages in the following order:  
English, Canadian French, Provincial French, German, Spanish, Portuguese, Italian, Polish, Dutch, Swedish, Japanese, Chinese. (Must be used for all polybags for all Private Label items where any warnings are required.)

## **Package Preference for Private Brand Product**

Please note that the package preference listed below refers to shipment of **Private Brand items only**. If you are shipping non-private brand items, any type of packaging is acceptable as long as it meets the local language requirement of the destination country.

<b>Country</b>	<b>1<sup>st</sup> Preference</b>	<b>2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Preference</b>	<b>Comments / Notes</b>
U.S.A.	<ul style="list-style-type: none"> <li>▪ Tri-lingual:</li> <li>- English/Canadian French/Spanish (TRU)</li> <li>- English/Spanish/Canadian French (BRU)</li> </ul>	<ul style="list-style-type: none"> <li>▪ English/Spanish</li> <li>▪ English/Canadian French</li> <li>▪ English-only</li> </ul>	English-only packages are determined by U.S. Product Development Manager.
Canada	Bi-lingual: English / French	Multi-lingual Type A	English packaging is only accepted as a last resort with prior approval by TRU Canada. Order quantities may be reduced since English-only packaging is not allowed in Quebec. However, even in the case of English-only packaging, all legals, cautions and warnings must be bi-lingual English and French, with equal size and prominence.
U.K.	Multi-lingual Type A	English	—
France	Multi-lingual Type A	Local Language(Provincial French)*	—
Germany	Multi-lingual Type A	Local Language*	—
Spain	Multi-lingual Type A	Local Language*	—
Portugal	Multi-lingual Type A	Local Language*	—
TRU Global Imports BV	Multi-lingual Type A	--	--
Australia (usually pick up whatever is available)	Bi-lingual: English / Spanish	Bi-lingual: English / Canadian French	Third preference for this region: Multi-lingual Type A
Japan	Japanese	N/A	Instructions (if any) must be in Japanese.
All Countries - Polybags	Multi-lingual type B	N/A	On all polybags where warnings are required.

It is our intention to consolidate purchase orders and to arrive at final packaging, which is most beneficial to our ability to sell your products successfully. We likewise hope to make the packaging requirements as easy as possible for you, by remaining as flexible as we can.

\*Based on country of distribution

## **TRANSLATION SERVICES**

If you require translation services, we recommend that you contact the following companies for details:

NOTE: TRU **Canada** provides its own French translations for private label packaging only.

### **Donnelley Financial Solutions**

55 Water Street

New York, NY 10041

Account Manager: Anna Gargiulo

Tel: 212-658-5033

Fax: 212-658-5090

Email: [toysrus.translations@rrd.com](mailto:toysrus.translations@rrd.com)

Web Address: [www.dfsc.com/languagesolutions](http://www.dfsc.com/languagesolutions)

## UNIVERSAL PRODUCT CODE (UPC)

Toys “R” Us is committed to the use of the Universal Product Code (UPC). The management of product information through the UPC is crucial to the integrity and exchange of EDI documents. Toys “R” Us requires all Vendors to assign UPC/EAN numbers and label all merchandise with a UPC/EAN barcode. For additional information regarding UPC assignment and requirements, please go to Section 3 of the Vendor Manual on the Vendor Extranet. Go to <https://vendorconnect.toysrus.com>.

### UPC CODES

- it should be printed in black on a white background only
- it should be printed directly on the package
- it must be 12 digits
- it cannot be reduced more than 20%

Preferred placement of the UPC code on the package is as follows:

- Boxes - mark on the back or the bottom
- Blisters and header cards, polybag - mark on the back
- Books - mark on the back

Either UPC or EAN codes are acceptable for shipments to **all** Toys “R” Us countries.



12 DIGIT UPC



13 DIGIT EAN

## **PENALTY CHARGES FOR MISSING AND WRONG MARKINGS**

TRU will penalize vendors for shipping goods with improper, incomplete, wrong and missing markings on packaging. They have implemented a penalty policy with all the different kinds of non-compliance packaging. It is extremely important that you follow all the instructions that are outlined in the shipping manual for shipments to all countries. For details of penalty policy, you can contact Miss Mandy Lo at APLL.

TRU will penalize vendors for shipping goods with improper, incomplete, wrong or missing markings on packaging. In addition, vendors will be charged back for shipping merchandise in an incorrect pack size (applies to inner and outer pack). TRU often remove inners from master cartons for furtherance to stores. Therefore, inner packaging must be in sturdy cartons that can endure handling and transport to stores. Vendors will be penalized for shipping flimsy inner cartons. The penalty is:

First charge 5% of gross purchase price of the SKU

Second charge 10% of gross purchase price of the SKU

Third charge 15% of gross purchase price of the SKU

## PRE-PRICING INSTRUCTION

### PRICE LABELS

- Some products purchased directly by us are required to be pre-priced with our retail price labels.
- Price labels for FOB Orient shipment to the U.S. and Canada will be produced by Avery Dennison Hong Kong B.V.
- The price labels will be printed 30 days prior to the scheduled ship date.

Only the following countries require pre-price labeling:

- U.S.A. - Orange adhesive label or yellow cardboard tickets – only department #62 and 69 non-private label goods may be pre-priced at the discretion of the buyers. In those cases, vendors would need to order the Avery Dennison label.  
**For product destined for Toys R Us.com, pre-price labeling is not required. Please refer to page 26 for special internet orders instruction.**

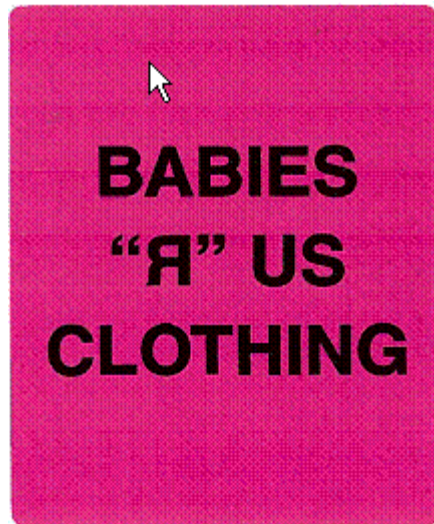
For Categories 40, 41, 42 and 44 apparel white cardboard tickets are required.

### **BRU Labeling Requirement for Apparel shipment to TRU Canada**

The label should show anywhere on at least one side of the carton (**never on top**) and preferably the narrowest side. If inners are used, the label should also show on the inner cartons using the same criteria.

Size: 4" x 5"

Color: 225 – Pink



U.K. - Yellow cardboard tickets (for category# 94) are no longer required. The price will be confirmed by the UK buying team. Vendors should always confirm this by contacting the UK Buying Team or the European Brand Manager.

Ticket code as follows (see following page for more details):

- R - Regular adhesive price label.
- CS - Cardboard swiftach price tickets (for plush, stuffed dolls or any toys which are bulk pack).
- CL - Cardboard loop (for rackets, shoes, sandals, helmet which are bulk pack).
- N - No tickets (shelf marked merchandise, security items – Item # (SKN) beginning with 70 – 79, 87 & 88).
- MA - Mechanical.

For any current item, if the price mechanical was given to you prior to this year, please check details on mechanical again before you print the package, as information, especially retail price, may have changed already.

- NOTE:
- NEVER USE ANY LABELS THAT WERE LEFT OVER FROM PREVIOUS SHIPMENTS.
  - Do not lose any labels that we send to you. Any request for re-printing of the retail price labels 3 days after receipt will be at your expense. We will charge you HK\$0.10 each label for any request of re-printing.
  - on page 57 illustrated how labels should or should not be placed on package.

## Pre-pricing Instruction

# PREPRICING INSTRUCTIONS WITH TOYS 'R' US® CARDBOARD TICKETS

1. ONE LABEL MUST APPEAR ON EACH PIECE OF MERCHANDISE.

2. PUT THE RIGHT LABEL ON THE RIGHT ITEM.

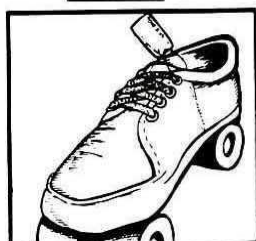
3. TO ATTACH OUR CARDBOARD TICKETS YOU HAVE BEEN SUPPLIED WITH (A). "T-BARS" WHICH ARE ATTACHED WITH A "SWIFTACHER GUN" OR (B). "LOOPS" WHICH ARE PUT ON BY HAND.

ITEM #  
(STYLE # - U.S. ONLY)  
SKN #  
(ITEM # - U.S. ONLY)

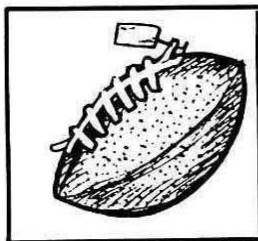
TOYS 'R' US	TOYS 'R' US
1012019	21 2
210285	PRICE \$5.97



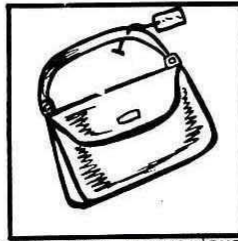
4. THE TICKETS MUST BE ATTACHED DIRECTLY TO THE MERCHANDISE: NEVER TO THE PACKAGE OR HANG TAG.



SHOES & SHOE SKATES  
LOOP THROUGH EYELET  
OF ONE.



FOOTBALLS T-BAR THROUGH  
END OF LACE.



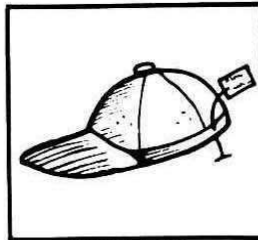
SCHOOL BAGS, DIAPER & PURSES,  
T-BAR THROUGH HANDLE.



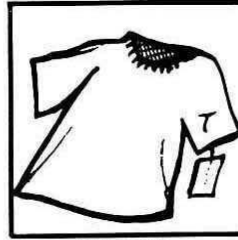
STUFFED ANIMALS T-BAR  
THROUGH EAR.



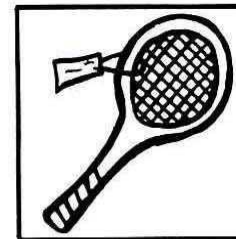
UMBRELLAS  
THROUGH TIP END OF  
MATERIAL.



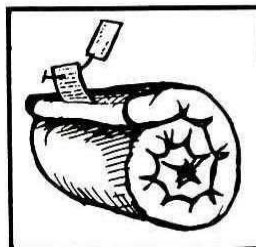
CAPS & HATS  
T-BAR THROUGH BAND



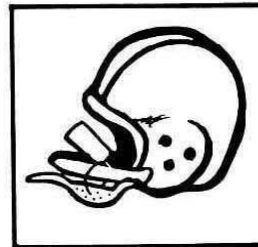
CLOTHING  
LEFT SLEEVE



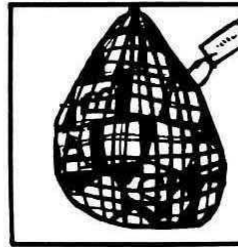
RACKETS



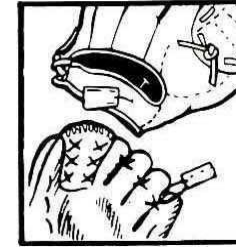
SLEEPING BAGS  
THROUGH LAW TAG.



FOOTBALL HELMET  
THROUGH CHIN STRAP.



NETBAG TOYS  
NO HEADER



BASEBALL GLOVE  
LOOP THROUGH LACES OR  
THROUGH WRIST STRAP.

**PLEASE!**

DO NOT: CHANGE OR DAMAGE THESE LABELS IN ANY WAY!  
FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL RESULT IN A CHARGE BACK

# PREPRICING INSTRUCTIONS WITH **TOYS 'R' US®** STICK-ON LABELS

1. ONE LABEL MUST APPEAR ON EACH PIECE OF MERCHANDISE.

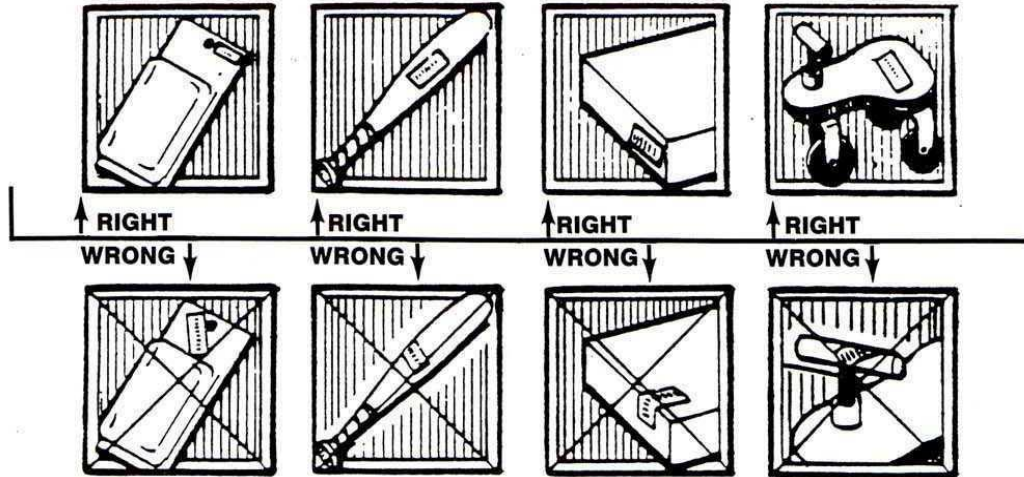
ITEM #  
(STYLE # - U.S. ONLY)

SKN #  
(ITEM # - U.S. ONLY)

TOYS 'R' US	TOYS 'R' US
1012019	21 2
210285	PRICE \$5.97

2. PUT THE RIGHT LABEL ON THE RIGHT ITEM.

3. PUT LABEL ON THE FLAT, STRAIGHT, SMOOTH PART OF THE PACKAGE.



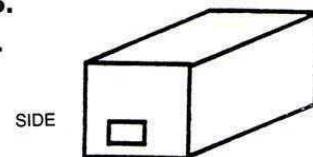
4. DO NOT COVER ANY DIRECTIONS, DESCRIPTIONS, OR WARNINGS ON THE PACKAGE.



5. **DO NOT COVER THE UPC SYMBOL.**

THE UPC SYMBOL IS USED FOR SCANNING PURPOSES.

6. WHEN LABELING ANY ITEM IN A BOX, PUT THE LABEL ON THE SMALLEST SIDE OF THE BOX. IF THE BOX CONTAINS A WINDOW, PLACE THE LABEL ON THE WINDOW SIDE OF THE BOX, NOT ON THE WINDOW.



7. WHEN LABELING A 'RACK' OR 'PEG' ITEM, PUT THE LABEL IN THE UPPER RIGHT HAND CORNER. DO NOT COVER THE HOLE!



THESE ARE ALL O.K.

8. ALWAYS PUT THE LABEL ON THE OUTSIDE OF THE BLISTER, SKN, OR SHRINK, NOT UNDERNEATH.

**PLEASE!**

**DO NOT: CHANGE OR DAMAGE THESE LABELS IN ANY WAY!**

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL RESULT IN A CHARGE-BACK.

## SECTION 4                      SHIPPING & DELIVERY INSTRUCTIONS

### OCEAN SHIPMENT TO ALL COUNTRIES

- ◆ All cargoes must be delivered to our consolidator, APL Logistics SCS Hong Kong Limited (APLL), no earlier than the “earliest ship date” or no later than the “cancel date”, as specified on our purchase order.
- ◆ Delivered date is the date the ‘cargo is delivered in full AND customs cleared. This is the date that will appear on the forwarders cargo receipt.
- ◆ A shipping order must be obtained from APLL prior to delivery.
- ◆ For **all European countries and Japan**, the vendors must make the booking with APLL 2 weeks before the ship date.
- ◆ All **purchase orders** are based on FOB basis, CFS delivery to our consolidator (APLL). All **delivery** and **CFS** charges are for your account.  
USA Shipments: Only purchase orders with Yantian origin are based on CFS delivery to our consolidator (APLL). All other origins are not based on CFS delivery to our consolidator (APLL)
- ◆ APLL will not accept any partial deliveries of an Item (SKN for International countries). Vendor must deliver complete quantity per item within 3 days. If they fail to do so, APLL will bill storage charges for every week beyond the third day based on total CBM of that item.
- ◆ APLL will not accept any cargo that is not delivered within the shipping window, as listed on your purchase order, without APLL’s prior approval.
- ◆ If you are not able to deliver goods on time, you are responsible to contact APLL for extension prior to delivering any cargo to APLL.
- ◆ USA shipments: Purchase orders are written with “*Early Ship Date*” and “*Late Ship Date*” – this is the ship window in which vendors must have cargo ready to ship.

For consolidation – goods must be in the CFS warehouse in this week.

For Factory Load – goods must be delivered to the port in this week\*

- APLL gives S/I Cut instructions within the ship window
- Vendor Cargo Ready date will determine S/I Cut instructions

Failure to execute the shipment of the purchase order complete and on-time within the purchase order ship window will result in non-compliance chargebacks. Please refer to Section 10 for non-compliance chargebacks USA, Toys “R” Us Inc.

International shipments except TRU Global Import BV: Please refer to page 15 for non-compliance chargebacks International countries: Failure to execute the shipment of the purchase order complete and on-time within the purchase order ship window will result in non-compliance chargebacks which is US\$500 per item per order per extension.

TRU Global Imports BV shipments: *Details will be communicated shortly.*

- ◆ Any warehouse charges incurred at APLL while waiting to complete your order will be for your account.
- ◆ Upon acceptance of your cargo at APLL and submission of mate's receipt to APLL, a Forwarder's Cargo Receipt (FCR) will be issued to you.
- ◆ Vendor must submit all relevant documents as specified on page 65 to APLL when you sign the shipping order.
- ◆ The **original** and only the original cargo receipt will be accepted for payment processing. If you lose the original cargo receipt, please contact your local APLL office for details.

## CHINA DELIVERY FOR SHIPMENT TO ALL COUNTRIES

### YANTIAN, SHENZHEN

- ◆ Vendors should deliver goods to APLL warehouse in Yantian, Shenzhen\* if goods are made in southern part of China, country code “YNT” on our purchase order.
- ◆ Vendors must submit required shipping documents to APLL Shenzhen office to obtain a shipping order.

For required COPY documents for TRU shipment, please send the copy of documents by email to APLL GSSC team:

Shipped to US: GSSC\_CQ\_TRU\_VDoc1@apllogistics.com

Shipped to other destinations: GSSC\_CQ\_TRU\_VDoc2@apllogistics.com

**NOTE:** Vendors must use the booking transaction email to send the document to APLL GSSC team. Vendors must add more information in email subject as follows:

Customer Name;Port of Loading code;Destination Country;PO#  
(Eg: Cust: US Apparel; POL:YTN;Dest:US;PO#XXXXXX)

- ◆ APLL will provide booking confirmation to vendor for all booked POs subjected to completion of required documents and no discrepancy noted.
- ◆ Vendor must apply for customs clearance documents in China before delivering cargo to APLL warehouse in Yantian, Shenzhen as it's a bonded warehouse.
- ◆ Upon your cargo delivery, please submit proof of cargo delivery to APLL Shenzhen in order to get the Forwarder's Cargo Receipt (FCR).
- ◆ For detailed procedures, please contact APLL Shenzhen CSR team to get the on boarding documents and vendor manual.
- ◆ For detail address and contact information of APLL's office and warehouse, please refer to page 136.
- ◆ USA DESTINATION ONLY- All purchase orders that are FOB Yantian, should be quoted with CFS pricing (LCL). If volume and product warrant FCL pricing, please contact TRU Logistics for approval. (Reference Section 8 for contact information).

## Factory Load Shared Cost Savings Program – US Destination only

### Toys “R” Us Direct Import Program-Yantian Origin

- Toys “R” Us (TRU) Yantian direct import model is based on consolidation direct to DC.
- 80% of total import volume moves through this program.
- As a result, 100% of Yantian FOB pricing should be quoted as CFS (consolidation)
  - CFS pricing will account for the cost of the CFS receiving fee and incremental logistics expense.
  - Vendors will be charged a CFS receiving fee by APLL as per origin tariff.

### What Qualifies

- The expectation is that vendors utilize our consolidation process with APLL via the CFS for better container utilization, better cost per cube, and Direct-to-DC shipping ---- faster to market.
- Factory Load Program is only applicable for orders with high volume.
  - Minimum of 9,000 cu ft.
  - Combination of all items, same ship window, same factory
  - Ultimately, factory load quantities will be determined by TRU's final DC allocations
- Any product that is overflow and cannot go factory load Direct-to-DC, vendors must deliver cargo as consolidation (CFS) to APLL's facility.
  - Overflow cargo must be delivered to APLL within 3 business days after the last container is delivered to the port.
- If there is an opportunity to factory load vendors must contact APLL (3 – 4 weeks prior to ship window).
- If vendors are interested in the Factory Load Shared Cost Savings Program, vendors must sign and submit to APLL:
  - Factory Load Request Form
  - Factory Load Blanket Agreement

### Shared Cost Savings Program

- Because vendors have quoted CFS pricing, there is a savings to the cost of goods on factory loaded quantities.
- The cost saved by shipping factory load compared to delivering through the consolidator is shared with TRU and the vendors.
- Vendors agree to share their factory load cost savings with TRU (70%) Vendor (30%).

### NOTE

If the volume and cube of product warrants factory load (CY) pricing, this needs to be reviewed by TRU Logistics for approval.

\*\*Please contact TRU Logistics for further details on the program and assistance with CFS and CY pricing:  
[Sundra.Glennon@toysrus.com](mailto:Sundra.Glennon@toysrus.com) and [dimportoperations@toysrus.com](mailto:dimportoperations@toysrus.com)

\*\*Vendors should contact Joyce Moy at APLL Hong Kong for further details on participation in the program.  
[Joyce\\_Moy@apllogistics.com](mailto:Joyce_Moy@apllogistics.com)

Example: Yantian

Calculation of Shared Factory Load Cost Saving					
<b>VENDOR:</b> Example Toys PO# 123456 item# 065432					
<b>PORT CODE:</b> YTN					
<b>TOTAL CBM:</b> 551.60					
<b>USD/RMB RATE:</b> 6.2458					
<b>VIP (USD):</b> 11					
A) If vendor deliver 100% cargo to APLL as CFS, the amount for vendor pays to APLL for CFS charges is:					
			Charge/ CBM	CBM	Total Charge
			(RMB)		(RMB)
	CFS receiving		132.00	551.6	72811.20
	Prorated Port Construction Charge		2.30	551.6	1268.68
	Port Facilities Security Charge		0.70	551.6	386.12
	CFS OTHC		27.00	551.6	14893.20
	VGM		3.00	551.6	1654.80
	BL Issuance		8.25	551.6	4550.70
	FCR issuance (per set)				200.00
	VGM Admin Fee (per set)				102.00
				Total:	95866.70
					Vendor Pays to APLL
B) Actual Charges you paid to APLL for factory load shipments (as per Cargo Receipt):					
Factory Load: 2X40' + 3X40'HQ (306.26 CBM)					
Deliver balance 245.337 CBM to APLL as CFS					
	Total Charges from APLL:	Charge	# Con/Doc	Charge/ CBM	CBM
		(RMB)		(RMB)	
CY	CY admin per container (RMB300 x 5)	300	5		1500.00
CY	ORC Charge for 2X40' + 3X40'HQ				9800.00
CY	CY (TOADS) admin per container (RMB220 x 5)	220	5		1100.00
CY	VGM Admin Fee (per set)	136	1		136.00
CY	BL Issuance	450	1		450.00
CFS	CFS receiving			132	245.34
CFS	Prorated Port Construction Charge			2.3	245.34
CFS	Port Facilities Security Charge			0.7	245.34
CFS	CFS OTHC			27.00	245.34
CFS	VGM			3.00	245.34
CFS	BL Issuance			8.25	245.34
CFS	VGM Admin Fee (per set)	102	1		102.00
CFS	FCR issuance (per set)	200	1		200.00
				Total:	55792.64
					Vendor Pays to APLL
C) Total amount of saving for factory load (in RMB):					
			(A -	B)	=
			95866.70	55792.64	40074.06
D) Shared Factory Load Cost Saving:					
Shared Cost Saving for TRU (70%):					
(TRU deduct this amount from vendor's payment)					
RMB40074.06/6.2458 x 70%:					
\$ 4,491.31					
Total Savings to TRU					
\$ 4,491.31					
Shared Cost Saving for vendor (30%):					
(Vendor keeps this amount)					
RMB40074.06/6.2458 X 30%:					
\$ 1,924.85					
Update: 12.1.16					

## **SHEKOU, SHENZHEN**

- ◆ **TRU Japan has switched shipping point of southern China from Yantian to Shekou for both CFS and FCL shipment.** Therefore, vendors have to book and mention in your shipping documents that the shipping point is Shekou.
- ◆ **TRU Australia and Japan CFS shipment**, vendor should deliver goods to APLL warehouse in **QianHaiWan, Western Shenzhen** if the goods are made in southern part of China, country code “SHE” on our purchase order.

## **NORTHERN AND CENTRAL PART OF CHINA**

- ◆ Other than Yantian, you can also deliver goods to various ports located in northern and central parts of China. Contact APL Logistics or [dlimportoperations@toysrus.com](mailto:dlimportoperations@toysrus.com) for a current list of valid ports.
- ◆ FOB pricing for these origins can be quoted as CY/Factory Load.
- ◆ For minimum acceptable load per container, please refer to page 67. If you have further questions, please contact the respective department at APLL.
- ◆ Container Loading- Containers should be loaded by purchase order by item sequence. Non- compliance may result in chargeback if sort and segmentation fees apply upon destination unload.
- ◆ If you are shipping goods to TRU UK & TRU Canada from origin other than Yantian or Shanghai, vendor must ship FCL or vendor will be liable to pay the freight difference.

## **OTHER ORIGINS**

- ◆ Goods can be delivered to various ports in countries located outside of China. Contact APL Logistics or [dlimportoperations@toysrus.com](mailto:dlimportoperations@toysrus.com) for a current list of valid ports.
- ◆ FOB pricing for these origins can be quoted as CY/Factory Load.
- ◆ For minimum acceptable load per container, please refer to page 67. If you have further questions, please contact the respective department at APLL.
- ◆ Container Loading- Containers should be loaded by purchase order by item sequence. Non- compliance may result in chargeback if sort and segmentation fees apply upon destination unload.

## DOCUMENTATION REQUIRED BY APLL

The following documents are to be prepared by you and delivered complete to APLL when you sign the shipping order. APLL will not sign the shipping order without these documents in hand.

COUNTRY DOCUMENT	U.S.A. & TOYS RUS.COM	CANADA	TRU GLOBAL IMPORTS BV	FRANCE	GERMANY	U.K.	SPAIN	AUSTRALIA	JAPAN
	original copy	original copy	original electronic copy copy	original copy	original copy	original copy	original copy	original copy	original copy
COMMERCIAL INVOICE	1 0	0 1	0 1	0 1	0 1	0 1	0 3	0 1	0 1
PACKING LIST	1 0	0 1	0 1	0 1	0 1	0 1	0 2	0 1	0 1
COMMERCIAL INVOICE/PACKING LIST (Combined on one document)	1 0	N/A	0 1	0 1	0 1	0 1	0 3	N/A	N/A
CERTIFICATE OF COMPLIANCE (CoC/GCC/CPC/Doc) - Regular items - For retest items Or LETTER OF EXEMPTION (for Australia only )	0 1 0 1	0 1	0 1	0 1	0 1	0 1	1 1	0 1	0 1
FORM A / EXPORTER STATEMENT (where applicable)	N/A	0 1	0 <sup>1</sup> 1	1 1	1 2	1 2	1 2	N/A	N/A
CERTIFICATE OF ORIGIN or CERTIFICATE OF ORIGIN – without transit / with transshipment (where applicable)	N/A	N/A	1 1	1 1	1 2	1 2	1 2	0 1	N/A
COPYRIGHT RELEASE LETTER (where applicable)	N/A	N/A	0 1	0 2	0 3	N/A	N/A	0 3	0 2
INTERIM FOOTWEAR INVOICE (where applicable)	1 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
IMPACT RESISTANCE TEST REPORT (sunglasses only)	0 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<sup>1</sup> Ex China, copy Form-A is sufficient, other origins original Form-A required for TRU Global Imports B.V. EIC

COUNTRY DOCUMENT	U.S.A. & TOYS RUS.COM	CANADA	TRU GLOBAL IMPORTS BV	FRANCE	GERMANY	U.K.	SPAIN	AUSTRALIA	JAPAN
	original copy	original copy	original electronic copy copy	original copy	original copy	original copy	original copy	original copy	original copy
GLOBAL SECURITY VERIFICATION (GSV) CERTIFICATE	0 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CUSTOMS INVOICE	N/A	0 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FUMIGATION CERTIFICATE (where applicable)	0 3	0 1	N/A	N/A	1 2	N/A	N/A	1 3	N/A
FCL/LCL PACKING DECLARATION	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0 1	N/A
PLASTIC WRAPPED DECLARATION (where applicable)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0 3	N/A
COUNTRY OF ORIGIN FORM B255E (where applicable)	N/A	1 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BOOKING DECLARATION FORMS (contains/ does not contain Lithium batteries)	0 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- ◆ For countries (except TRU Global Imports BV) that require Form A - **failure to submit an original Form A to APLL on or before the cargo delivery date will result in a chargeback of duty if the item is dutiable. For TRU Global Imports BV, shipment cannot be made until receipt of Form A.**
- ◆ For shipment to **Australia** – both Fumigation Certificate and Plastic Wrapped Declaration are required for shipping wooden / timber products.
- ◆ For Form A for shipment to Japan, you don't need submit Form A for all products from all origins of shipment.

## **FACTORY LOADS - only permitted to: CANADA & ALL OTHER INT'L COUNTRIES, USA NON-YANTIAN ORIGINS**

- ◆ Factory loads are only allowed for vendors who calculated their FOB prices on CY/CY and not on CFS/CFS basis.
- ◆ If you have enough cargo to load full containers (FCL), you should contact APLL. APLL will arrange for container(s) with steamship companies.
- ◆ All delivery, THC (Terminal Handling Charge) or ORC (Origin Receiving Charge) charges are for your account.
- ◆ You **must** submit a complete set of documents to include invoice, packing list and Certificate of Compliance (CoC/GCC/CPC/DoC) (or LOE – Australia shipment only) etc. to APLL before they release the container(s) to you.
- ◆ You then will be able to pick up a shipping order that is available at APLL's office.
- ◆ Minimum acceptable loads per container are as follows (except for Canada – please see the special note for Canada on page 69)

20' container	28 CBM (for Germany and Australia*) (* Please see the special note for Australia on page 68)
Regular 40' container	58 CBM
Reefer	58 CBM
Jumbo 40' container	68 CBM
45' container	78 CBM (not applicable for Asian countries and Germany DC-33)
- ◆ Vendor who performs bad loadability (i.e. the actual volume being loaded in the container is less than the minimum acceptable loads as stated above), will result in a chargeback by the destination countries.
- ◆ The destination country will charge you the freight difference between the actual loading volume versus the minimum acceptable loads. For shipments to Europe, the chargeback is US\$53.00 per CBM. For shipment to Australia, the chargeback is US\$70 per CBM. For other countries, the chargeback varies, and it will depend on the most current freight rates at the time of shipping.
- ◆ You should inspect, clean and remove all foreign material from containers prior to loading. Also make sure to remove any envelopes / placards taped to the interior walls or doors of the container.
- ◆ Load complete order quantities of an item in the same container.
- ◆ Overflow quantities should be delivered to APLL as CFS cargo. You must advise APLL to ship the overflow cargo on the same vessel.
- ◆ For TRU Canada: Overflow quantities should be delivered to APLL as CFS cargo. This option is only available for Yantian and Shanghai shipments.
- ◆ Do **not** short-ship an item because the complete quantity is more than a container load, unless prior approval is given by APLL.
- ◆ Each purchase order shipped is to be invoice separately even when two or more orders are shipped in the same container.
- ◆ As with all of our orders, all items must be shipped complete. Contact APLL for instructions if it is impossible to ship full quantity of an item.
- ◆ You should arrange to pick up containers at least 7 days before cancel date.

p.s. Container Optimization tool "Loadmaster" is available with service fee US\$25 per container, please contact APLL origins for service if needed.

**IMPORTANT** – Load one carton of each item (two cartons of each item for EIC shipment) shipped in the container at the rear door of each container for Customs inspection.

If you do not comply with the above requirements, APLL will not to release any containers to you in the future.

**Special Note for Australia:**

- Vendor will be charged US\$300 on approval of factory load for 20' container for orders raised on CFS basis.

**Special Note for Japan:**

TRU JAPAN will accept FCL if the orders are placed on CY/CY basis and meet MQC condition on your offer sheet.

20'STD: Not allowed except Bicycle

40'STD: 58 – 63 CBM

40'H: 68 - 71 CBM

**Special note for France:**

- For custom control, one carton of each reference (item) must be placed at opening door of the container – In case of failure to this rule a penalty of 200 USD will be applied.
- If you are going to ship a 20' container to **TRU FRANCE** ex Yantian, please contact Sowell So at APL Logistics for re-confirmation from TRU France Imports before submit FCL booking to APLL

**Special note for TRU GLOBAL IMPORTS BV:**

Orders will be planned for factory load shipment. Other consolidation via CFS will be exception based and require approval by TRU Global Import.

**Special Note for Canada:**

**New minimum acceptable loads per container are as follows of Factory Load for Canada :**

20' container - not allowed  
Regular 40' container – 59 CBM  
Reefer Dry container – 59 CBM  
Jumbo 40' container – 69 CBM  
45' container – 79 CBM  
48' container – not applicable

Reefer Dry containers represent a significant savings for TRU Canada. Factory load vendors who meet the minimum load requirements of 59 CBM and refuse to accept an available reefer for loading, will be charged the freight differential of \$250.00

When shipping from any origin other than Yantian or Shanghai, vendor must ship FCL or vendor pays freight difference. It is the vendor's responsibility to ensure that they ship the minimum acceptable factory load CBM's as shown below

All factory loads in one ship window must be booked with APLL at the same time.

## AIR FREIGHT SHIPMENT

- ◆ PO must be approved by TRU planner to ship air.
- ◆ Once approved, please contact Joyce Moy/APLL for airfreight forwarder details.
- ◆ Please note that TRU uses multiple air freight forwarders, which will be chosen by TRU Logistics.
- ◆ You will be notified via email of the freight forwarder on a shipment by shipment basis.
- ◆ Once air freight forwarder information is provided, APLL will also provide booking instructions advising who to contact to make the booking.
- ◆ Please follow instructions provided by APLL to book with the correct forwarder via Shipping Order as per Airfreight Routing form via email or fax.
- ◆ Cargo should be delivered in full quantity within the ship window.
- ◆ Nine (9) full set of document must be submitted before delivering cargo to the air freight forwarder as total quantity per item is being split into nine (9) DC's.
- ◆ Documents to be submitted are:
  - Commercial invoice – DC name and # must be listed
  - Packing list
  - SWPM statement
  - Certificate of compliance issued by TRU Nominated laboratories.
  - Copy of GSV Certificate issued by Intertek
- ◆ Origin charges are for your account regardless of air freight payment terms
- ◆ If there is a variance in the actual carton dimensions at the time of delivery versus the approved air freight routing form which results in additional air freight charges, those additional charges are for your account.
- ◆ Standard import carton markings are required for all air freight shipments. Please reference page 109- section “Carton Markings for Individual Country”.

If you have any further questions, please contact Joyce Moy at APLL.

For AIR freight shipments to **INTERNATIONAL** countries, including Canada, it is important for you to contact the respective department at APLL for airfreight instruction.

**Shipping information for shipment to TRU France**

1) Vendor must use one of the following forwarder:

- APLL
- UPS
- On Time Express Ltd. c/o Qualitair & Sea CDG

***P.S. Please advise your choice to Sowell So at APLL HK***

2) Airport destination: CDG, Paris

3) TRU France has assigned APLL as a middleman to handle Air Freight shipment, vendor is required to email 1 complete set shipping document (same requirement as sea freight shipment) to APLL for checking and approve before sending booking to Air Freight forwarder.

4) Upon receipt booking document approval from APLL, vendor can make booking with Air Freight forwarder for the shipment.

5) Vendor is required to advise the freight details and email commercial invoice, HAWB to APLL HK (Sowell at [sowell\\_so@apllogisticds.com](mailto:sowell_so@apllogisticds.com)) for reference once available.

## SHIPMENT FROM AUSTRALIA TO TOYS “R” US, INTERNATIONAL

For shipments from Australia to **EUROPE**, procedures are the same as shipping from other Orient countries, except that the consolidator will be Fritz Fliway Pty. Ltd. For details, please contact Mandy Lo at APLL.

Contact information for Fritz Fliway is as follows:

### Sydney

Fritz Fliway Pty. Ltd.

The Lakes Business Park,  
13 Lord Street, Units 1 & 2,  
Botany, NSW 2019,  
Australia

Phone : (2) 9394 0200

Fax : (2) 9394 0222

Contact : Paul Arnold – OCN Manager  
David Preston – Branch Manager

### Melbourne

Fritz Fliway Pty. Ltd.

AFCAB Complex, Room 132,  
Melbourne Airport Tullamarine,  
Victoria 3045,  
Australia

Phone : (3) 9267 8700

Fax : (3) 9267 8733

Contact : Rachael Healey – Forwarding Manager  
Paul Wensor – Branch / Regional Manager

## 2017 SHIPPING WINDOWS - YANTIAN origin

### USA

Earliest Delivery Date	Latest Delivery Date	ETA WEEK
1/1/2017	1/7/2017	4
1/8/2017	1/14/2017	5
1/15/2017	1/21/2017	6
1/22/2017	1/28/2017	7
<b>1/29/2017</b>	<b>2/4/2017</b>	<b>*8</b>
2/5/2017	2/11/2017	9
2/12/2017	2/18/2017	10
2/19/2017	2/25/2017	11
2/26/2017	3/4/2017	12
3/5/2017	3/11/2017	13
3/12/2017	3/18/2017	14
3/19/2017	3/25/2017	15
3/26/2017	4/1/2017	16
4/2/2017	4/8/2017	17
4/9/2017	4/15/2017	18
4/16/2017	4/22/2017	19
4/23/2017	4/29/2017	20
4/30/2017	5/6/2017	21
5/7/2017	5/13/2017	22
5/14/2017	5/20/2017	23
5/21/2017	5/27/2017	24
<b>5/28/2017</b>	<b>6/3/2017</b>	<b>25</b>
6/4/2017	6/10/2017	26
6/11/2017	6/17/2017	27
6/18/2017	6/24/2017	28
6/25/2017	7/1/2017	29

Earliest Delivery Date	Latest Delivery Date	ETA WEEK
7/2/2017	7/8/2017	30
7/9/2017	7/15/2017	31
7/16/2017	7/22/2017	32
7/23/2017	7/29/2017	33
7/30/2017	8/5/2017	34
8/6/2017	8/12/2017	35
8/13/2017	8/19/2017	36
8/20/2017	8/26/2017	37
8/27/2017	9/2/2017	38
9/3/2017	9/9/2017	39
9/10/2017	9/16/2017	40
9/17/2017	9/23/2017	41
9/24/2017	9/30/2017	42
<b>10/1/2017</b>	<b>10/7/2017</b>	<b>*43</b>
10/8/2017	10/14/2017	44
10/15/2017	10/21/2017	45
10/22/2017	10/28/2017	46
10/29/2017	11/4/2017	47
11/5/2017	11/11/2017	48
11/12/2017	11/18/2017	49
11/19/2017	11/25/2017	50
11/26/2017	12/2/2017	51
12/3/2017	12/9/2017	52
12/10/2017	12/16/2017	*1
12/17/2017	12/23/2017	*2
12/24/2017	12/30/2017	*3

- \*\*Week 8 – Shipping Window is closed due to Chinese New Year  
 \*\*Week 43 – Shipping Window is closed due to National Day in China  
 \*\*Week 1-3 – Shipping Window is the 1<sup>st</sup> – 3<sup>rd</sup> ETA week of Year 2018

## 2017 SHIPPING WINDOWS - CANADA

Window#	Earliest Delivery Dates	Latest Delivery Dates
1	4-Jan-16	10-Jan-17
2	11-Jan-17	17-Jan-17
3	18-Jan-17	24-Jan-17
4	25-Jan-17	31-Jan-17
5	1-Feb-17	7-Feb-17
6	8-Feb-17	14-Feb-17
7	15-Feb-17	21-Feb-17
8	22-Feb-17	28-Feb-17
9	1-Mar-17	7-Mar-17
10	8-Mar-17	14-Mar-17
11	15-Mar-17	21-Mar-17
12	22-Mar-17	28-Mar-17
13	29-Mar-17	4-Apr-17
14	5-Apr-17	11-Apr-17
15	12-Apr-17	18-Apr-17
16	19-Apr-17	25-Apr-17
17	26-Apr-17	2-May-17
18	3-May-17	9-May-17
19	10-May-17	16-May-17
20	17-May-17	23-May-17
21	24-May-17	30-May-17
22	31-May-17	6-Jun-17
23	7-Jun-17	13-Jun-17
24	14-Jun-17	20-Jun-17
25	21-Jun-17	27-Jun-17
26	28-Jun-17	4-Jul-17

Window#	Earliest Delivery Dates	Latest Delivery Dates
27	5-Jul-17	11-Jul-17
28	12-Jul-17	18-Jul-17
29	19-Jul-17	25-Jul-17
30	26-Jul-17	1-Aug-17
31	2-Aug-17	8-Aug-17
32	9-Aug-17	15-Aug-17
33	16-Aug-17	22-Aug-17
34	23-Aug-17	29-Aug-17
35	30-Aug-17	5-Sep-17
36	6-Sep-17	12-Sep-17
37	13-Sep-17	19-Sep-17
38	20-Sep-17	26-Sep-17
39	27-Sep-17	3-Oct-17
40	4-Oct-17	10-Oct-17
41	11-Oct-17	17-Oct-17
42	18-Oct-17	24-Oct-17
43	25-Oct-17	31-Oct-17
44	1-Nov-17	7-Nov-17
45	8-Nov-17	14-Nov-17
46	15-Nov-17	21-Nov-17
47	22-Nov-17	28-Nov-17
48	29-Nov-17	5-Dec-17
49	6-Dec-17	12-Dec-17
50	13-Dec-17	19-Dec-17
51	20-Dec-17	26-Dec-17
52	27-Dec-17	2-Jan-18

\*\* Window 4 - shipping window is blocked due to Chinese New Year holidays in China.

\*\* Window 39 - shipping window is blocked due to National Day holidays in China.

\*\* Window 48 & 49 - shipping window are blocked for Inventory Control in TRU Canada.

## 2017 SHIPPING WINDOWS - AUSTRALIA / JAPAN / FRANCE / GERMANY / SPAIN / TRU GLOBAL IMPORTS BV (EIC)

Window#	Earliest Delivery Dates	Latest Delivery Dates
1	1-Jan-17	7-Jan-17
2	8-Jan-17	14-Jan-17
3	15-Jan-17	21-Jan-17
4	22-Jan-17	28-Jan-17
5	29-Jan-17	4-Feb-17
6	5-Feb-17	11-Feb-17
7	12-Feb-17	18-Feb-17
8	19-Feb-17	25-Feb-17
9	26-Feb-17	4-Mar-17
10	5-Mar-17	11-Mar-17
11	12-Mar-17	18-Mar-17
12	19-Mar-17	25-Mar-17
13	26-Mar-17	1-Apr-17
14	2-Apr-17	8-Apr-17
15	9-Apr-17	15-Apr-17
16	16-Apr-17	22-Apr-17
17	23-Apr-17	29-Apr-17
18	30-Apr-17	6-May-17
19	7-May-17	13-May-17
20	14-May-17	20-May-17
21	21-May-17	27-May-17
22	28-May-17	3-Jun-17
23	4-Jun-17	10-Jun-17
24	11-Jun-17	17-Jun-17
25	18-Jun-17	24-Jun-17
26	25-Jun-17	1-Jul-17

Window#	Earliest Delivery Dates	Latest Delivery Dates
27	2-Jul-17	8-Jul-17
28	9-Jul-17	15-Jul-17
29	16-Jul-17	22-Jul-17
30	23-Jul-17	29-Jul-17
31	30-Jul-17	5-Aug-17
32	6-Aug-17	12-Aug-17
33	13-Aug-17	19-Aug-17
34	20-Aug-17	26-Aug-17
35	27-Aug-17	2-Sep-17
36	3-Sep-17	9-Sep-17
37	10-Sep-17	16-Sep-17
38	17-Sep-17	23-Sep-17
39	24-Sep-17	30-Sep-17
40	1-Oct-17	7-Oct-17
41	8-Oct-17	14-Oct-17
42	15-Oct-17	21-Oct-17
43	22-Oct-17	28-Oct-17
44	29-Oct-17	4-Nov-17
45	5-Nov-17	11-Nov-17
46	12-Nov-17	18-Nov-17
47	19-Nov-17	25-Nov-17
48	26-Nov-17	2-Dec-17
49	3-Dec-17	9-Dec-17
50	10-Dec-17	16-Dec-17
51	17-Dec-17	23-Dec-17
52	24-Dec-17	30-Dec-17
53	31-Dec-17	6-Jan-18

\*\* Window 4 & 5 - shipping window is blocked due to Chinese New Year holidays in China.

\*\* Window 40 - shipping window is blocked due to National Day holidays in China.

## 2017 SHIPPING WINDOWS – UK

Window#	Earliest Delivery Dates	Latest Delivery Dates
1	29-Jan-17	4-Feb-17
2	5-Feb-17	11-Feb-17
3	12-Feb-17	18-Feb-17
4	19-Feb-17	25-Feb-17
5	26-Feb-17	4-Mar-17
6	5-Mar-17	11-Mar-17
7	12-Mar-17	18-Mar-17
8	19-Mar-17	25-Mar-17
9	26-Mar-17	1-Apr-17
10	2-Apr-17	8-Apr-17
11	9-Apr-17	15-Apr-17
12	16-Apr-17	22-Apr-17
13	23-Apr-17	29-Apr-17
14	30-Apr-17	6-May-17
15	7-May-17	13-May-17
16	14-May-17	20-May-17
17	21-May-17	27-May-17
18	28-May-17	3-Jun-17
19	4-Jun-17	10-Jun-17
20	11-Jun-17	17-Jun-17
21	18-Jun-17	24-Jun-17
22	25-Jun-17	1-Jul-17
23	2-Jul-17	8-Jul-17
24	9-Jul-17	15-Jul-17
25	16-Jul-17	22-Jul-17
26	23-Jul-17	29-Jul-17

Window#	Earliest Delivery Dates	Latest Delivery Dates
27	30-Jul-17	5-Aug-17
28	6-Aug-17	12-Aug-17
29	13-Aug-17	19-Aug-17
30	20-Aug-17	26-Aug-17
31	27-Aug-17	2-Sep-17
32	3-Sep-17	9-Sep-17
33	10-Sep-17	16-Sep-17
34	17-Sep-17	23-Sep-17
35	24-Sep-17	30-Sep-17
36	1-Oct-17	7-Oct-17
37	8-Oct-17	14-Oct-17
38	15-Oct-17	21-Oct-17
39	22-Oct-17	28-Oct-17
40	29-Oct-17	4-Nov-17
41	5-Nov-17	11-Nov-17
42	12-Nov-17	18-Nov-17
43	19-Nov-17	25-Nov-17
44	26-Nov-17	2-Dec-17
45	3-Dec-17	9-Dec-17
46	10-Dec-17	16-Dec-17
47	17-Dec-17	23-Dec-17
48	24-Dec-17	30-Dec-17
49	31-Dec-17	6-Jan-18
50	7-Jan-18	13-Jan-18
51	14-Jan-18	20-Jan-18
52	21-Jan-18	27-Jan-18

\*\* Window 1 - shipping window is blocked due to Chinese New Year holidays in China.

\*\* Window 36 - shipping window is blocked due to National Day holidays in China.

## SECTION 5 DOCUMENTATION

Following are the detail information that required on each of the documents. All documentation must conform to the requirements listed in this section.

### U.S.A.

- 1) COMMERCIAL INVOICE (covering one purchase order)\*
  - a) Invoice number and date
  - b) Port of Delivery
  - c) Port of Discharge
  - d) Toys R Us- Delaware, Inc. DBA Toys R Us name and address
  - e) Purchase order number
  - f) Country of origin
  - g) Terms of payment
  - h) Export carton marking (see Carton Markings section on page 102)
  - i) Item number, style number and **complete** description of each item \*
  - j) Total pieces of each Item number
  - k) HTS number per Item number
  - l) Manufacturer name and address per Item number
  - m) Unit FOB price of each Item number in US Dollars
  - n) Extended unit price of each Item number in US Dollars (i.e. Total quantity x Unit price = Total FOB Value per Item number)
  - o) Total FOB in US Dollars
  - p) Applicable deductions (e.g. less 6.2%) – Note that **type** of allowances / deductions should not be shown on the invoice.
  - q) Total value of invoice (after deductions)
  - r) Total value of invoice typed in capital letters in printed words (not numbers)
  - s) Declaration for “No Solid Wood Packing Material” (refer to page 20 for details)
  - t) Your company name with authorized signature

Note: Please make sure to include the manufacturer’s (factory) name and address on the commercial invoice. This information will be used to create the Manufacturer’s Identification (MID) code that is required on the US Customs entry document.

\* U.S. Customs regulations dictate that the commercial invoices clearly and completely define the transaction. Information contained on the invoice and supporting document must be accurate.

Invoices must contain sufficient information to enable the Customs Service to examine, release, appraise and classify the merchandise.

**Commercial invoices must be in English.**

**ANY DELAYS CAUSED BY INACCURATE, OR INCOMPLETE INFORMATION, WOULD RESULT IN SOME TYPE OF CHARGEBACK TO YOUR ACCOUNT.**

A complete, detailed description will include the name by which the item is known (trade or retail name), number under which it is sold in the country of origin (style number [manufacturer number]), and the marks and numbers of the package in which it is packed (carton marks). The description must also include what the item is, how it operates (battery-operated, wind-up, etc.), what material(s) it is made of. If the item is a set, the individual components need to be listed. Where the components would be classified under different tariff classifications if sold separately, a value breakdown is required.

Descriptions of textile items and articles of clothing must state material components (cotton, polyester), type of material (knit, woven), and exactly how the item is constructed.

**Please make sure that the invoice you submit to our consolidator or for payment negotiation must be typed on your company's letterhead, and must reflect the same FOB price indicated on our purchase order. Invoice under your manufacturer's letterhead showing ex-factory price is not acceptable.**

**Effective immediately, a new penalty system is applied to all vendors who make any errors on their commercial invoice. The penalty is on a per invoice basis. You will be charged for US\$250.00 per invoice on any discrepancies found. Please ensure that all information on your invoice is correctly typed before you submit to our consolidator or for payment negotiation.**

You can combine Invoice and Packing List on one document (refer to specimen page 156)

2) PACKING LIST

- a) Invoice number and date
- b) Port of Delivery
- c) Port of Discharge
- d) Consignee
- e) Purchase order number
- f) Item number
- g) Item number brief description
- h) Carton numbers of each Item number
- i) Total number of pieces in each carton\*
- j) Total number of pieces per Item number
- k) Total number of cartons and pieces
- l) Grand total of cartons and pieces
- m) Gross weight per export carton in **pounds**
- n) Total gross weight of shipment in **pounds**
- o) Carton dimension in **inches** (length x width x height)
- p) **Cubic feet** per carton
- q) Total measurement per shipment in **cubic feet**

- r) Export carton marking (see Carton Markings section on page 103)
- s) Declaration for “No Solid Wood Packing Material” (refer to page 20 for details)
- t) Your company name with authorized signature

\* All cartons must be of equal pack and must conform to the carton pack listed on purchase order. In the event the packing is changed, notify Toy R Us and APLL at once.

### 3) CARGO RECEIPT - This will be issued by APLL.

### 4) COPYRIGHT OR PATENT RELEASE LETTER

For any item under copyright or patent protection, a letter is required authorizing the same for distribution. Do **not** ship without copyright release, if applicable.

Please submit one copyright release letter covering each item to APLL when you receive order to ship that item that time, so APLL can keep it on file. APLL Hong Kong will advise operation team once we have received copyright release letter from you.

Once a copyright release letter is submitted, it is good till the expiry date. A new copyright release letter is only required to be submitted unless the old one expires. Please make sure to renew your copyright release letter before expiry date. Please write Item number, style number, and your company name on each copyright release letter.

It is **not necessary** to submit copyright release letter to our consolidator, APLL. Also **do not** submit copyright release letter with your document package for payment purpose, once you have submitted one copyright release letter covering that particular item number to APLL.

### 5) CERTIFICATE OF COMPLIANCE (CoC/GCC/CPC/DoC)

A Certificate of Compliance issued by A Toys”R”Us approved 3<sup>rd</sup> party laboratory.

p.s. A copy of the Global Product Safety, Quality and Compliance Manual can be found on the Vendor Extranet.  
(<https://vendorconnect.toysrus.com/vendorextranet/>) (See Specimen Form section 9 on page 166).

### 6) FCC LICENSED TRANSMITTING ITEMS

Special requirements for Radio Control Toys, Walkie Talkies, etc.

- a) When shipping Walkie Talkies or any other transmitting apparatus, your invoice should indicate the original trade name, model number, and maker the FCC license was issued to. Following are the most frequently cited HTS numbers where FCC documentation is required.

<u>Tariff No.</u>	<u>Product Description</u>
8423.10.0010	DIGITAL ELECT PERS WEIGH M
8423.81.0010	CTN SCAL, DIG,MAX WT NT O/
8423.82.0010	WEIGH MACH,DIGITAL ELC,30-
8443.31.0000	MACHINES PERFORM 2 OR MORE
8443.32.1010	LASER, PRINT >20 PAGES PER
8443.32.1020	PRINTER UNITS, LASER, OTHE
8443.32.1030	PRINTER UNITS, LIGHT BAR E
8443.32.1040	PRINTER UNITS, INK JET
8443.32.1050	PRINTER UNITS,THERMAL TRAN
8443.32.1060	PRINTER UNITS, IONGRAPHIC
8443.32.1070	PRINTER UNITS, DAISY WHEEL
8443.32.1080	PRINTER UNITS, DOT MATRIX
8443.32.1090	PRINTER UNITS, LASER, OTHE
8443.32.5000	PRINTER UNITS, OTHER
8443.39.1000	COPYING MACHINES,DIRECT PR
8443.39.2000	COPYING MACH'NES,INDIRECT
8443.39.3000	OTH PHOTO APPARATUS,OPTICA
8443.39.4000	OTHER PHOTOCOPYING,CONTACT
8443.39.5000	THERMOCOPYING APPARATUS
8443.39.6000	COPYING MACHINES, OTHER
8443.39.9000	COPYING MACHINES, OTHER,OT
8443.99.1000	PRINT MACHINE, OTH, ACCESS
8470.10.0040	ELEC CALC, DISPLAY ONLY
8470.10.0060	ELEC CALC,W/OUT EXTER POWE
8470.21.0000	ELEC CALC MACH,INCOR PRINT
8470.29.0000	ELEC CALCULATING MACH, OTH
8470.30.0000	CALCULATING MACHINES, OTHE
8470.50.0020	CASH REGISTERS, POINT-OF-S
8470.50.0060	CASH REGISTERS, OTHER
8470.90.0190	MACH INCORP A CALC DEVICE,
8471.50.0110	DGTPRCSS UNT CRT,847141/49
8471.50.0150	DGTPRCSS UNT NO CRT,847141/49,
8471.60.1010	CMBND IN/OUTPUT UNTS,WITH CRT
8471.60.1050	CMBND IN/OUTPUT UNTS,W/OUT
8471.60.2000	KEYBOARD,NT COMBO IN/OUTPUTUT
8471.60.7000	SUITABLE FOR PHYS INCORP A
8471.60.8000	OPTICAL SCAN & MAGNET INK
8471.60.9030	CARDKEY/MAGNET MEDIA ENTRY
8471.60.9050	OTHER UNITS NSPF,N/OUTPT DEVIC
8471.70.1000	MAG DISK DRV,DISC>21CM,SEP

8471.70.2000	MAG DSK DRV,DISC>21,INC TO
8471.70.3000	MAGNT DISK DRV, DISC> 21CM
8471.70.4035	FLEX MAGNET DISC DR,NO CAB/POW
8471.70.4065	HARD MAGNET DISC DR,NO CAB/POW
8471.70.4095	OTHR MAGNET DISC DR,NO CAB
8471.70.5035	FLEX MAGNET DISC DR UNITS,
8471.70.5065	HARD MAGNET DISC DR UNITS,
8471.70.5095	OTHR MAGNET DISC DR UNITS,
8471.70.6000	OTH STOR UNIT NOT FOR TABL ETC
8471.70.9000	OTHER STORAGE UNITS, NSPF
8471.80.1000	OTHER CONTROL & ADAPTER UNITS
8471.80.4000	OTH UNIT TO BE INC TO ADP
8471.80.9000	OTH UNIT TO BE INC TO ADP MACH
8471.90.0000	OTH AUTO DATA PRC MCH/UNT,NSPF
8472.10.0000	DUPLICATING MACHINES
8473.30.1140	MCH PRT F/8471,N/CATH,MEM
8473.30.1180	MCH PRT F/8471,N/CATH,CRAS
8519.81.1000	SOUND RECORD,TRANSCRIBE MA
8519.81.2000	CASSETTE TYP UNIT F/AUTO I
8519.81.2500	CASSETTE TYPE UNITS, OTHER
8519.81.3010	OPTICAL DISC PLAYERS INCL
8519.81.3020	SOUND RECORDING, OTHER, OT
8519.81.4010	MICROCASSETTE RECORDER W/R
8519.81.4020	MAG RECRDS, OPTICAL DISK R
8519.81.4050	MAGNET TAPE & SOUND RECRDS
8519.89.1000	RECORD PLAYERS W/O LOUDSPR
8519.89.2000	RECORD PLAYERS, OTHER, NSP
8519.89.3000	SOUND REPRODING EQUIP, OT
8521.10.3000	VIDEO RECORDER,NOT RECORD,
8521.10.6000	VIDEO RECORD, COLOR ETC, O
8521.10.9000	VIDEO RECORDER,MAGNET TYPE
8521.90.0000	VIDEO RECORDING ETC, OTHER
8522.10.0000	PICKUP CARTRIDGES
8525.50.1000	TV TRANS AP,SET TP W/COM F
8525.50.3015	MACH REC SATLITE TELVSNSIGNALS
8525.50.3035	CONVERTER,DECODER,PREAMPS
8525.50.3040	TELEVISION TRANSMIS EQUIP,
8525.50.7010	TRNSMISSION APPRT:TRANSMIT
8525.50.7050	TRANSMISN APPARATUS,RADIO,
8525.80.4000	DIGITAL STILL IMAGE VIDEO C
8525.80.5010	CAMCORDERS, 8 MM
8525.80.5020	CAMCORDERS, NOT 8MM

8525.80.5050	STILL IMAGE VIDEO CAMERAS,OTHR
8526.10.0020	RADAR EQUIP, FOR BOATS & SHIPS
8526.10.0040	RADAR APPARATUS, OTHER
8526.91.0020	RADIO NAVIGA AID RECEPTION EQU
8526.91.0040	RADIO NAVIGA AID EQUIP, OTHER
8526.92.0000	RADIO REMOTE CONTROL APPAR
8527.12.0000	POCKET-SIZE RADIO CASSETTE
8527.13.1100	RDIOBRDCT RC'VRS W/NREC,W/
8527.13.2015	RAD-CASSETTE COMBO,CASSETT
8527.13.2025	RAD-CASSETTE TAPE COMBO, OTHER
8527.13.4000	RADIO-PHONOGRAPH COMBINATI
8527.13.6040	RAD BRD RC,W/SND AP,OPT DSC-CD
8527.13.6080	RADIO BROAD REC,W/SOUND AP
8527.19.1000	RADIO BROAD REC,W/CLOCK/TI
8527.19.5010	RADIO BROAD REC,FM OR AM/F
8527.19.5025	RADIO BROAD RECEIVERS, OTH
8527.21.1010	RAD/CASS PLYRS,OPTICAL DIS
8527.21.1025	RADIO-TAPE PLAYERS, OTHER
8527.21.4040	RDIO BRD REC,OTH,OPTICL DS
8527.21.4080	RADIO BROAD REC,OTHER, REC
8527.29.4000	RADIO BROAD REC,FM/AM ONLY
8527.29.8000	RADIO BROAD REC, OTHER
8527.91.0500	ART F/CONN TELEGRAPHIC/PHO
8527.91.4000	COMBO,TAPE PLAY, INCAPE OF
8527.91.5000	RAD-TAPE PLAYER, ETC, OTHE
8527.91.6040	RAD BROAD REC,INC OPTICAL
8527.91.6080	RAD BROAD REC W/SOUND REC
8527.92.1000	RDIOBCST REC,W/O RECOR,W/D
8527.92.5000	RADIOBCST REC,OTH,W/O RECO
8527.99.1000	INF. NURS. MON. SYS., INCL
8527.99.2010	CB RECEIVERS NOT OVER 30 M
8527.99.2020	RADTLEPHC REC ETC,FRQ30<X=
8527.99.2030	RDO PAG REC,OTH,O/400MHZ
8527.99.5020	RAD BROD REC OTH, ETC, W/O
8527.99.5040	RAD BROAD REC,OTHER,NSPF
8528.12.7201	FLAT PANEL SCREEN,TV,N/VID
8528.13.0005	B/W TV RECV,COMB W/RECR,<=
8528.13.0010	B/W TV RECEIVER W/VIDRECRD
8528.13.0020	B/W TV RECEV,W/PICT,N/OV 1
8528.13.0025	B/WTV RECEIVER,W/TB,O/17,N
8528.13.0030	B/W TV RECEV,W/PICT,22<X=<
8528.13.0035	B/W TV RECEV,W/PICT,26<X=<

8528.13.0040	B/W TV RECEV,W/PICT,33<X=<
8528.13.0045	B/W TV RECEV,W/PICT,45<X=<
8528.13.0050	B/W TV RECEV,W/PICT,OVER 4
8528.13.0075	B/W TV RECEIVERS,OTHER
8528.21.7001	FLAT PANEL SCRNM,VDMN,N/VID
8528.41.0000	CATH-RAY MONITORS, UNDER 8
8528.49.0500	INCMPLT VID MON W/VIDEO RE
8528.49.1000	INCMPLT VID MON, NO VID RE
8528.49.1500	VID MON,VID DIS,DIAG<=34.2
8528.49.2000	VID MON,DIS,DIAG<=33.02CM,
8528.49.2500	VID MON,N/RECRD,DIAG<=34.2
8528.49.3000	VID MON,N/RECRD,DIAG>33.02CM
8528.49.3500	VID MON,VID DIS,DIAG>35.56
8528.49.4000	VID MON,N/RECRD,DIAG>35.56
8528.49.4500	N/HI,PR,VD MN CTD/TV/VDEO
8528.49.5000	N/HI,PRJ W/CTHD/N/VDRCD,V
8528.49.6000	HI,N/PR,VD MN CTD/TV/VDEO
8528.49.6500	HI,N/PRJ W/CTHD/N/VDRCD,V
8528.49.7000	HI,PR,VD MN CTD/TV/VDEO RC
8528.49.7500	HI,PRJ W/CTHD/N/VDRCD,VDM
8528.49.8000	VID MN,BLACK/WHITE OR OTH
8528.51.0000	OTHER MONITORS, AUTO DATA
8528.59.0500	INCMPLT VID MON W/VIDEO RE
8528.59.1000	INCMPLT VID MON, NO VID RE
8528.59.1500	VIDMON,C,FLTSCRN,DI<=34.29
8528.59.2000	VIDMN,COLOR,FLTSCRN,REC/RE
8528.59.2500	VIDMN,COLR,VDEO DSPLY<=34.
8528.59.3010	FLTPNL SCRNM, VDMN,N/VRCD,PLSMA
8528.59.3050	FLTPNL SCRNM, LCD TYPE,DIR
8528.59.3070	FLTPNL SCRNM, VDMN,N/VRCD,O
8528.59.3500	VIDEO MONITR,INC.VIDEO RCR
8528.59.4000	VDEO MONITR,VID REC/RPR,OT
8528.59.4500	VDEO MONTR,OTH,VID.DISP<=3
8528.59.5000	VID MN,OTHER,NO VIDEO REC.
8528.59.6000	VID MN,BLACK/WHITE OR OTH
8528.61.0000	PROJECTORS: USED IN DATA P
8528.69.0500	INCMPLT VID PRJ W/VIDEO RE
8528.69.1000	INCMPLT VID PRJ W/VIDEO RE
8528.69.1500	N/HI,CTD/TV/VDEO RCRD,VID
8528.69.2000	N/HI,W/CTHD/N/VDRCD,VDEO
8528.69.2500	HI,CTD/TV/VDEO RCRD,VID PR
8528.69.3000	HI,W/CTHD/N/VDRCD,VDEO PR

8528.69.3500	VIDPRJ,C,FLTSCRN,DI<=34.29
8528.69.4000	VDPRJ,COLOR,FLTSCRN,REC/RE
8528.69.4500	VDPRJ,COLR,VDEO DSPLY<=34.
8528.69.5000	FLAT PANEL SCR,N,VD
8528.69.5500	VDEO PRJCTR,VID REC/RPR,OT
8528.69.6000	VIDPRJ,OTHER,NO VIDEO REC.
8528.69.7000	VIDPRJ,BLACK/WHITE OR OTH
8528.71.1000	COL.TV RCV,W/VID REC/RPR A
8528.71.2000	COL.TV,N/VIDEO REC,SET W/C
8528.71.3000	COL.TV,N/VD RC,ASSM USE W/
8528.71.4000	COL.TV,OTHER,NO VIDEO REC.
8528.71.4500	B/W/MONOC;W-W/O OTHER EQU
8528.72.0400	INCMPLT TV RECV W/VIDEO RE
8528.72.0800	INCMPLT TV RECV, NO VID RE
8528.72.1200	VID REC,VID DIS,DIAG<=34.2
8528.72.1600	VID REC,DIS,DIAG<=33.02CM,
8528.72.2000	TE REC,W/VID DIS N/< 34.29
8528.72.2400	TEL REC W/VID DISPLAY,OTHE
8528.72.6200	TV REC,C,FLTSCRN,DI<=34.29
8528.72.6400	TVREC,COLOR,FLTSCRN,REC/RE
8528.72.6800	TVREC,COLR,VDEO DSPLY<=34.
8528.72.7210	FLAT PANEL SCR,TV,N/VR,PLA
8528.72.7250	FLAT PANEL SCR,TV,N/VR,LCD
8528.72.7270	FLAT PANEL SCR,TV,N/VR OTH
8528.72.7600	COL.TV RCVRS,INC.VIDEO RCR
8528.72.8000	COL.TV RCV,W/VID REC/RPR,O
8528.72.8400	COL.TV RCV,OTH,VID.DISP<=3
8528.72.9700	COL.TV,OTHER,NO VIDEO REC.
8528.73.0000	B/W/MONOC;W-W/O OTHER EQU
8529.10.2020	TV ANTENAS: RECEIVING ONLY
8529.10.2050	TV ANTENNAS, OTHER
8529.10.2090	ANTENA REFLECTERS/PARTS, O
8529.10.4080	PARTS...RADR/RADIO NV/REMO
8530.10.0000	ELEC SIGN EQU F/RAILWAYS,
8530.80.0000	ELEC SIGN EQU F/SAFTEY ETC
8531.10.0015	SMOKE DETECTORS, BATTERY P
8531.10.0025	SMOKE DETECT,OTH THN BATT
8531.10.0035	BURGLAR ALARMS,OTH THN 851
8531.10.0045	BURGLAR/FIRE ALARMS ETC, O
8531.20.0020	INDICATOR PANEL,W/LCD'S,SIGNAL
8531.20.0040	INDICATOR PANELS INC LIGHT
8531.80.0010	INDICATOR PANELS,INC ELEC

8531.80.0025	INDICATOR PANEL,F/SIGN DEV
8531.80.0030	OTHER APPARATUS, HORNS
8531.80.0040	OTHER SOUND SIGNALING DEVI
8531.80.0050	OTHER OTHER APPARATUS INDI
8536.41.0005	ELEC RELAYS,N/O60V,AUTO SI
8536.41.0020	ELECMECH RELAYS,N/O60V,<10
8536.41.0030	OTHER RELAYS,N/O60V,<10 A
8536.41.0045	OTHER RELAYS,N/O60V,CONTAC
8536.41.0050	OTHER RELAYS,N/O60V,ELECTR
8536.41.0060	OTHER RELAYS,N/O60V,OTHER
8536.49.0050	ELECMECH RELAYS OTH,CONT U
8536.49.0055	RELAY CONT<10A OTH, 60<V<=
8536.49.0065	CONTACTOR,RELAY OTH,60<V<=
8536.49.0075	ELECTROMECH RELAYS,OTH,NSP
8536.49.0080	RELAYS OTHER, NSPF,60<V<=1000
8536.50.4000	MOTOR STARTERS, VOLT NT O/
8536.50.7000	ELEC AC SWITCHES,OPTICALY
8542.32.0001	DYNAM DRAMS NT>128MGB
8542.32.0021	EIC-MIC,DRAM,>256< 512 MGA
8542.32.0022	EIC-MIC,DRAM,>512 <1 GIGAB
8542.32.0023	EIC-MIC,DRAM, OVER 1 GIGAB
8542.32.0040	MEMORIES: SRAM
8542.32.0050	MEMORIES: ELECTRIC ERASE E
8542.32.0060	ERASEABLE EXCEPT ELECT EPR
8542.32.0070	MOS TRAN,OTHER MEMORY
8542.33.0000	AMPLIFIERS
8542.39.0000	INTG CIRCT-MOUNT,OTHER,OTHER
8542.90.0000	PART:ELEC CIRCUIT/MICROASSE
8543.10.0000	PART ACCELERATOR, OTHER
8543.20.0000	SIGNAL GENERATOR NSPF
8543.30.0000	MACH,APPAR:ELECTRO-PLAT,-L
8543.70.2000	PHYS VAPOR DEPOS APPAR,OTH
8543.70.4000	TRANSDUCER;FLIGHT RECORDER
8543.70.6000	ARTICLE:CONNECT TELE NETWO
8543.70.8000	MICROWAVE AMPLIFIERS
8543.70.8500	ELEC.MACH/APPAR.OTH,ELEC.N
8543.70.9200	ELEC MACH,TRANSLATE,FLT,N/
8543.70.9610	AMPLIFIERS NSPF
8543.70.9620	SPECIAL FX PEDALS MUSICL I
8543.70.9650	ELECTRIC MACHINE,APPARTUS
8543.90.1100	ELEC MACH,PARTS,PHYSICAL V
8802.60.3000	SPACE COMMUNICATIONS SATELLITE

9006.10.0000	CAMERAS FOR PREPARING PLAT
9006.40.4000	FIXD FOCUS INSTANT CAMERAS
9006.40.6000	INSTANT CAMERAS:N/FIXED: <
9006.40.9000	INSTANT CAMERAS:N/FIXED: >
9007.11.0040	SILENT <16MM CINE CAMERAS
9007.11.0080	SOUND CAMERAS <16MM OR DBL
9007.19.4000	GYROSTABILIZED CINEMATIC C
9007.19.8040	16 MM CINEMATOGRAPHIC CAME
9007.19.8080	OTHER CINEMATIC CAMERAS,N/
9007.20.2000	SOUND PROJECTOR FOR FILM <
9007.20.4000	OTHER PROJECTORS: FILM < 1
9007.20.6040	16 MM SOUND PROJECTORS
9007.20.6080	OTHER SOUND PROJECTORS: >1
9007.20.8000	PROJECTORS >=16 MM:W/O/SOU
9007.91.4000	PARTS FOR CINE. CAMERAS
9007.91.8000	ACCESSORIES FOR CINE. CAME
9007.92.0000	PARTS&ACCS FOR CINE PROJEC
9008.10.0000	SLIDE PROJECTORS
9008.20.4000	READER/PRINTERS FOR MICROF
9008.20.8000	OTHER MICROFILM FICHE READ
9008.30.0000	OTHER IMAGE PROJECTORS:N/C
9008.40.0000	PHOTO ENLARGERS & REDUCERS
9010.10.0000	AUTO.PHOTO.DEV.EQUIP.
9010.50.1000	CONTACT PRINTERS: PHOTO LA
9010.50.2000	DEVELOPING TANKS:PHOTOGRAP
9010.50.3000	EDITORS&ED/SPLICERS:CINE F
9010.50.4000	OTHR APP W/DESIGNED FOR LE
9010.50.5000	PHOTO VIEW/TIT/SPL/ED W/O/
9010.50.6000	APPARTS/EQUIP FOR PHOT LAB
9011.10.4000	STEREOSCOPC MICROSCOPS W/P
9011.10.8000	OTHER STEREOSCOPIC MICROSC
9011.20.4000	OTHR MICROSCOPE:MICROPHOT
9011.20.8000	OTHR MICROSCOPE:M.PROJECT
9011.80.0000	OTHER MICROSCOPES,COMPOUND
9011.90.0000	PARTS&ACC COMPOUND MICROSC
9012.10.0000	MIRCROSCPE,DIFFRACTN APP:N
9013.20.0000	LASERS, OTHR THAN LASER DI
9013.80.2000	HAND MAGNIFIERS,LOUPS/THRD
9013.80.4000	DOOR VIEWERS (DOOR EYES)
9013.80.7000	FLAT PANEL DISPLS,N/8528,D
9014.10.1000	OPTCL INSTRS DIR FNDNG COM
9014.10.6000	GYROSCOPIC COMPASSES,N/ELE

9014.20.2000	OPTCL INST&APPL:AERO/SPACE
9014.20.4000	AUTOMATIC PILOTS, FOR AEROS
9014.80.1000	OTHR OPTICAL INST. FOR NAV
9014.80.4000	OTHR ELECT NAVIGATN INST&A
9014.90.2040	PARTS&ACC 90142080 CIVIL
9014.90.2080	PARTS&ACC 90142080 OTHER
9014.90.4000	PARTS & ACC 90148050
9031.49.1000	PROFILE PROJECTORS: NSPF
9031.49.4000	COORDINATE MEASURING MACHI
9031.49.7000	OTH INSTRU, INSPCT MASK F/S
9031.49.9000	OTH INSTRUMENTS, APPLIANCES
9031.80.4000	ELCTR N BM MICRO, F/SMCNDCTR
9207.10.0005	MUSIC SYNTHSIZRS, ELEC, U/\$1
9207.10.0010	MUSIC SYNTHSIZRS, EL, \$100/O
9207.10.0045	OTH ELEC INSTR >1 KEYBRD, <
9207.10.0055	OTH ELEC INSTR >1 KEYBRD, >=
9207.10.0060	ELEC HND HELD, 1 KEYBRD MUS
9207.10.0065	ELEC INSTRMT, 1 KEYBORD, <\$1
9207.10.0075	ELEC MUS INSTR, 1 KEYBRD, >=
9504.10.0000	VIDEO GAME USED W/TV REC, PARTS
9504.30.0010	VIDEO GAMES: COIN/TOKEN OPERATD
9504.30.0020	PINBALL MACHINES & BELL: CO
9504.30.0040	OTHR COIN-OP GAMES NSPF

b) A copy of the Grant of Certification issued by FCC (Federal Communication Commission) must be submitted to Toys R Us (attn: Maureen Ford at [maureen.ford@toysrus.com](mailto:maureen.ford@toysrus.com)). Please write Item number, style number and your company name on each FCC Grant of Certification before submission.

It is **not necessary** to submit FCC Grant of Certification to APLL. Also **do not** submit FCC Grant of Certification with your document package for payment purpose, once you have submitted one copy of such certification covering that particular item to APLL.

If the FCC Grant of Certification is not available, you must submit a copy of the test report issued by the lab who determined that the item meets all FCC requirements.

7) INTERIM FOOTWEAR INVOICE

An Interim Footwear Invoice is to be completed and submitted with shipments of footwear.

8) IMPACT RESISTANCE TEST REPORT

If you are shipping **eyeglasses** or **sunglasses**, you **MUST** submit an Impact Resistance test report in addition to our regular test report. You must have a FDA registration number and ensure that this number appears on all invoices. Please contact APLL regarding sample size for testing validity of Impact Resistance test report.

9) CERTIFICATE OF FUMIGATION

If you are shipping Easter baskets or any type of baskets which are made of bamboo, bamboo & vinyl, or rattan, those baskets **MUST BE FUMIGATED** by a Pest Control Company.

A copy of the Certificate of Fumigation must be submitted to APLL together with other shipping documents.

10) PENCILS (MADE IN CHINA) – NORMAL VALUES

Pencils which are made in China, \$0.14 per gross plus 4.3% duty, additional 53.4% duty for anti-dumping. Please contact Joyce Moy of APLL for further details if you are shipping pencils from all origins.

11) TOXIC SUBSTANCES CONTROL ACT (TSCA) CERTIFICATIONS

TSCA regulates any products containing a chemical substance that are shipped into the U.S. Compliance is mandatory and requires that manufacturers and importers meet the notification, reporting, and labeling requirements specified within the Act. While TSCA has been in effect since October 11, 1976, increased monitoring by US Customs has created delays for manufacturers and importers of products without proper documentation.

Generally, any product that is intended to release a chemical substance must comply. A few examples of common consumer products include:

Pens		Caulking tubes	Detergents
Markers	Lighter fluids	Household cleaners	
Inks	Transmission fluids	Metal ingots	
Paints	Toner cartridges	Plastic Pellets	

Bureau Veritas Hong Kong Limited can review and evaluate products for compliance with TSCA requirements preventing delays and facilitating the importation of regulated products for clients.

12) GLOBAL SECURITY VERIFICATION (GSV) CERTIFICATE

Effective for January 01, 2008, each supplier exporting merchandise to Toys "R" Us, USA will be required to present a valid Global Security Verification (GSV) Certificate issued by Intertek to APLL at the time of shipment booking that certifying the C-TPAT compliance status for the designated MANUFACTURING SITE of that Purchase Order.

A photocopy of the GSV certificate should be submitted with other shipping documents to APLL (consolidator) for booking for ship windows starting January 1, 2008 (see Specimen Form section on page 165).

13) HAZARDOUS MATERIALS – USA SHIPMENTS

**Common Questions regarding shipping Hazardous Materials as a TRU Direct Import:**

***What are Hazardous Materials?***

*Hazardous materials are substances or materials that the Secretary of Transportation has determined to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. These items can be flammable or explosive.*

***What are some examples of hazardous materials?***

*Some common examples of hazardous materials that are sold in Toys R Us stores (but not imported) are: lithium batteries, aerosol cans (i.e., Silly String), nail polish that is not water based and helium tanks.*

*Other common examples of restricted or hazardous materials are listed below, but not limited to:*

*Seeds, Agricultural items*

*Paintball guns and paintballs*

*Non-water based paints*

*Perfumes*

***Import Shipping Concerns:***

*Even small quantities of these items can pose a danger if transported.*

*Due to the added risk, transportation expense, HazMat certification and training needed to ship Hazardous Goods, **hazardous materials may not be imported.***

*If there is any question on whether or not your item is considered Hazardous Materials, please contact the Import Logistics team – [dimportoperations@toysrus.com](mailto:dimportoperations@toysrus.com)*

*Effective February 2015, the U.S. Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) updated the shipping procedures for Air and Vessel Shipments of toys containing excepted Lithium (lithium ion, lithium metal and lithium polymer ion) batteries. Excepted meaning the batteries shipped within the article and contain only a limited number of cells.*

*Updated Procedures:*

*The outer carton must have a label to identify the lithium (lithium ion, lithium metal and lithium polymer ion) battery*

*The label should be printed directly on the master carton panels*

*A safety document must be attached to the master carton.*

*Telephone number to be provided on the safety document for additional information if needed.*

*Please refer to Section 6- Carton Markings for more detail on label placement and safety document requirement.*

## CANADA

### 1) COMMERCIAL INVOICE (covering one purchase order)

- a) Invoice number and date
- b) Port of Delivery
- c) Port of Discharge
- d) TRU Canada's name and address
- e) Purchase order number
- f) Country of origin
- g) Terms of payment
- h) Export carton marking (see Carton Markings section on page 103)
- i) SKN, item number and **complete** description of each item
- j) Total pieces of each SKN
- k) Canadian HTS number (customs tariff schedule) per each sku number as shown on your purchase order
- l) Unit FOB price of each SKN in US Dollars (except for orders issued in Canadian Dollars)
- m) Extended unit price of each SKN in US Dollars (i.e. Total quantity x Unit price = Total FOB Value per SKN)
- n) Total FOB in US Dollars (except for orders issued in Canadian Dollars)
- o) Applicable deductions (you must show breakdown of each allowance)
- p) Total value of invoice (after deductions) including currency (example USD)
- q) Total value of invoice typed in capital letters in printed words (not numbers)
- r) Declaration for "No Solid Wood Packing Material" (on page 20 for details)
- s) Your company name with authorized signature

\* Canada Border Service Agency regulations mandate that the commercial invoices clearly and completely define the transaction. Information contained on the invoice and supporting documentation must be accurate. Invoices must contain sufficient information to enable the Customs Service Agency to examine, release, appraise and classify the merchandise.

**ANY DELAYS CAUSED BY INACCURATE, OR INCOMPLETE INFORMATION, WILL RESULT IN A CHARGEBACK TO YOUR ACCOUNT.**

**Commercial invoices must be in English.**

**Please make sure that the invoice you submit to our consolidator and for payment negotiation must be typed on your company's letterhead, and must reflect the same FOB price indicated on our purchase order. Invoices under your manufacturer's letterhead showing ex-factory price is not acceptable.**

**Effective immediately, a new penalty system is applied to all vendors who make any errors on their commercial invoice. The penalty is on a per invoice basis. You will be charged US\$500.00 per invoice for any discrepancies found. Please ensure that all information on your invoice is correctly typed before you submit to our consolidator and for payment negotiation.**

**Additional Note:** A complete, detailed description will include the name by which the item is known (trade or retail name), number under which it is sold in the country of origin (style number [manufacturer number]), and the marks and numbers of the package in which it is packed (carton marks). The description must also include what the item is, how it operates (battery-operated, wind-up, etc.), what material(s) it is made of. If the item is a set, the individual components need to be listed. Where the components would be classified under different tariff classifications if sold separately, a value breakdown is required.

Descriptions of textile items and articles of clothing must state material components (cotton, polyester), type of material (knit, woven), and exactly how the item is constructed by weight percentages of each material. Infant and Toddler garments must indicate whether the article(s) would or would not fit a body height exceeding 86 cm.

**This identical information must be included on your quotation/offer sheet for your buyer or representative to submit to TRU Canada, Import Coordinator.**

2) PACKING LIST

Same information as U.S.A. except that unit of measurement must be shown in metric equivalent. Please refer to page 78 for details.

3) CARGO RECEIPT - This will be issued by APLL.

4) COPYRIGHT OR PATENT RELEASE LETTER

Same information and procedure as U.S.A. Please refer to page 79 for details.

5A) CERTIFICATE OF ORIGIN "FORM A" or Exporter's Statement of Origin

I. An Exporter's Statement may be submitted instead of a Form 'A'. The requirement of the Exporter's Statement is that it is signed by the exporter in the country of export or the producer/manufacturer. The Exporter's Statement (see Specimen Form section on page 159) may be typed directly on your commercial invoice or submitted as a separate document.

II. Failure to submit a Certificate of Origin "Form A" or Exporter's Statement of Origin will result in TRU Canada paying a higher rate of duty which will be charged back to your account, in addition to any additional costs incurred such as correctional fee's, penalties or fines.

III. The Form 'A' or Exporters Statement must be signed and submitted to APLL. Do not forward directly to TRU Canada.

5B) COUNTRY OF OFIGIN FORM B255E

I. Shipment ex Bangladesh and Cambodia fall under LDCT – Least Developed Countries Tariff. Due to high rate of duty on children's clothing in Canada, vendor has to provide a form B255E.

II. Failure to submit a Country of Origin Form B255E will result in TRU Canada paying a higher rate of duty which will be charged back to your account, in addition to any additional costs incurred such as correctional fee's, penalties or fines.

III. The Country of Origin Form B255E must be signed and submitted to APLL. Do not forward directly to TRU Canada.

6) CERTIFICATE OF COMPLIANCE (CoC/GCC/CPC/DoC)

A Certificate of Compliance issued by A Toys"R"Us approved 3<sup>rd</sup> party laboratory.

p.s. A copy of the Global Product Safety, Quality and Compliance Manual can be found on the Vendor Extranet.

(<https://vendorconnect.toysrus.com/vendorextranet/>) (See Specimen Form section 9 on page 166).

7) CANADA CUSTOMS INVOICE

Vendor can use commercial invoice if all data requirements are met (please refer to page 155). Note: for vendors unable to include ALL data elements on their commercial invoice (example: discount allowance) a Canada Customs Invoice (CCI) MUST be completed in addition to the commercial invoice.

Please make sure to state subtotal FOB amount, applicable deductions (you must show breakdown of each allowance, e.g. 5% ADV, 1% NSA) and total value of invoice (after deduction). It is mandatory that the HS# shown on your P.O. is to be shown on the Canada Customs Invoice.

Incorrect and missing information are commonly found on the Canada Customs Invoice. Please see Specimen Form section on page 155 where we have highlighted certain areas that you need to pay special attention.

8) BICYCLES - NORMAL VALUES

**BICYCLES - NORMAL VALUES**

Due to Anti Dumping and Countervailing Regulations interim normal values (actual manufacturing costs) must be provided to Canada Border Service Agency according to regulations. Prior to shipping, every bicycle that is exported to Canada requires a copy of the normal values assessed (Appendix A) to be documented and on file. Please forward this information to [can\\_traffic@toysrus.com](mailto:can_traffic@toysrus.com) prior to booking the shipment. For further information visit <http://cbsa-asfc.gc.ca/sima-lmsi/contact-eng.html>

**Important Note:**

Canada Border Service Agency audit system inclusive of the Administrative Monetary Penalty System (AMPS) mandates complete and accurate customs documentation. Any incorrect or missing information on the Canada Customs Invoice, Form "A" or Exporters Statement of Origin (Country of Origin) will be charged back to the vendor. If we find that the exporter is at fault, we will be charging back an administration fee of US\$500.00 plus any penalties assessed or costs incurred.

## ALL OTHER INTERNATIONAL COUNTRIES

### 1) COMMERCIAL INVOICE (covering one purchase order only)

- a) Invoice number and date
- b) Port of Delivery
- c) Port of Discharge
- d) Consignee and notify party's name and address
- e) Purchase order number (Please add country code # in front of purchase order #, e.g. 49-xxxxxx for Australia and 33-xxxxxx for DC# 33 in Germany and 46 or 47-xxxxxxxxxx for DC#46 or 47 in Japan)
- f) Country of origin
- g) Terms of payment
- h) Export carton marking (see Carton Markings section on page 102)
- i) SKN, item number and **complete** description of each item
- j) Total pieces of each SKN
- K) Unit FOB price of each SKN in US Dollars (For TRU Japan, Japanese yen is acceptable if the currency is shown on purchase orders as Japanese yen (JPY).)
- l) Extended unit price of each SKN in US Dollars (i.e. Total quantity x Unit price = Total FOB Value per SKN)
- m) Total FOB in US Dollars
- n) Applicable deductions (you should show breakdown of each allowance, e.g. 5% RGD, 1% NSA)
- o) Total value of invoice (after deductions)
- p) Total value of invoice typed in capital letters in printed words (not numbers)
- q) Your company name with authorized signature
- r) Declaration for "No Solid Wood Packing Material" except France, UK, Spain & EIC.
- s) Declaration for Fumigation (applicable to Australia, please refer to page 19 for details)
- t) **For all European countries (including TRU GLOBAL IMPORTS BV)**, please state the following clauses on invoice.
  - If goods are of China Origin, please state: "We hereby certify that the shipment of this invoice is Origin from China."
  - If goods are of Thailand Origin, please state: "We hereby certify that the shipment of this invoice is Origin from Thailand."
- u) Declaration for Origin – For Germany only  
Please state on invoice "The Exporter of the products covered by this document declares that, except where otherwise clearly indicate, these products are of...(Country of Origin)...origin according to the rules of origin of the Generalized System of the European Community.  
Place and date:  
Signature of the Exporter in Block Letters:"

**If there is any mistake on the invoice that you submitted, please send revised copy to both our consolidator and APLL immediately.**

**Failure to submit revised invoice to the consolidator for custom clearance may result the destination country to pay excess duty. Vendor is to be responsible for all the administration costs including the overpaid VAT.**

## 2) PACKING LIST

- a) Invoice number and date
- b) Port of Delivery
- c) Port of Discharge
- d) Consignee
- e) Purchase order number (Please add country code # in front of purchase order #, eg. 49-xxxxxx for Australia and 33-xxxxxx for DC# 33 in Germany and 46 or 47-xxxxxxxxxx for DC#46 or 47 in Japan)
- f) SKN (Stock Keeping Number)
- g) SKN brief description
- h) Carton numbers of each SKN
- i) Total number of pieces in each carton\*
- j) Total number of pieces per SKN
- k) Total number of cartons and pieces
- l) Grand total of cartons and pieces
- m) Gross weight per export carton in **KGS** (No showing POUNDS)
- n) Total gross weight of shipment in **KGS** (No showing POUNDS)
- o) Measurement per carton in **inches** [except TRU Japan which should be in Centimeter(cm)]
- p) Total measurement per shipment in **cubic feet** [except TRU Japan which should be in cubic meter (CBM)]
- q) Export carton marking (see Carton Markings section on page 102)
- r) Your company name with authorized signature
- s) Net weight per export carton in KGS (for TRU Japan shipment)
- t) Total net weight of shipment in KGS (for TRU Japan shipment)

\* All cartons must be of equal pack and must conform to the carton pack listed on purchase order. In the event the packing is changed, notify APLL at once.

If the data on packing list is not the same as shipment, it will cause delay of importation. It may result to Chargeback which we put on your account.

REMARK: Invoice and Packing List can be combined on one document for shipment to TRU FRANCE, TRU GERMANY, TRU SPAIN, TRU UK and TRU GLOBAL IMPORTS BV individually. This is an optional program NOT mandatory. However we encourage vendor to join this program as it would save time, manpower and the environment.

## 3) CARGO RECEIPT - This will be issued by APLL.

## 4) COPYRIGHT OR PATENT RELEASE LETTER

All licensed products must have a copyright / patent release letter. If you are unable to obtain the necessary release, please notify APLL HK to cancel order.

5) CERTIFICATE OF ORIGIN "FORM A" (COVERING ONE PURCHASE ORDER ONLY)

The following must be included on this form in order for it to be negotiable and acceptable by the Customs.

- a) Full name and address of exporter and/or manufacturer
- b) Full name and address of consignee
- c) Means of transport and route
- d) All SKN numbers with complete description of each SKN
- e) Your invoice number
- f) Quantities per SKN
- g) Document must be duly certified by the Governmental Agency in the Country of Origin attesting to its authenticity and dated accordingly.
- h) A declaration by the exporter certifying that all data on this form is true and correct and that the merchandise is to be entered for consumption into the country.
- i) Purchase order number

**For TRU GLOBAL IMPORTS BV, FRANCE, GERMANY, SPAIN & UK:**

- ◆ Goods with country of origin either China or Thailand, **Form A is not required**. However you must state the required clause on commercial invoice (please refer to page 94 of this section for details).

Failure to supply a valid Form A upon arrival of merchandise at destination will result in a chargeback of the additional duty to your account.

**For Japan:** you don't need to submit Form A for all products from all origins of shipment.

Remarks for EIC shipment

- 1) When the complete PO is shipped to Rotterdam / EIC, then TRU Global Imports B.V. should be addressed to the Form A.
- 2) When part of the PO is shipped directly to local market, separate Form A should be issued per destination.

Below is an example to clarify.

PO# 123456 total 800 pieces

- 200 pieces to Rotterdam / EIC
- 200 pieces to France
- 200 pieces to UK
- 200 pieces to Germany

Then total four (4) Form A should be issued separately.

6) CERTIFICATE OF ORIGIN

If goods are shipped without Form A, you must apply for a Certificate of Origin or a Certificate of Origin - without transit / with transshipment which is issued by the Chamber of Commerce or Federation of Hong Kong Industries and present it as part of your document package

For Europe: If the goods are classified as **HTS95 items** and its country of origin is either China or Thailand, **Certificate of Origin is not required**. However you must state the required clause on commercial invoice (please refer to page 94 for details).

For Australia: If goods are CHINA origin, Certificate of Origin (Form for China-Australia Free Trade Agreement) is compulsory and issued by the right authority. AQSIQ (General Administration of Quality Supervision, Inspection and Quarantine). The certificate is issued by provincial Entry-Exit Inspection and Quarantine Bureaus, which are administered by AQSIQ; and the China Council for the Promotion of International Trade. Certificate of Origin must specify the Product Code and Harmonized System Code clearly.

#### 7) CERTIFICATE OF COMPLIANCE (C.O.C.)

A Certificate of Compliance issued by A Toys”R”Us approved 3<sup>rd</sup> party laboratory.

A copy of the Global Product Safety, Quality and Compliance Manual can be found on the Vendor Extranet.

(<https://vendorconnect.toysrus.com/vendorextranet/>)

#### 8) LETTER OF EXEMPTION (L.O.E.) – Australia shipment only

This document is to be used in place of the 'CERTIFICATE OF COMPLIANCE' and must be submitted to our consolidator (APLL) when you sign the shipping order. By using this certificate you confirm that you:-

- 1) Have proof of authorization by the destination country or any other authorized TRU department to circumvent current TRU testing procedures as detailed in this manual and all other related publications
- 2) Have performed all necessary tests applicable to the item(s) to be shipped and that the items comply with all applicable product safety standards in the country/countries of destination
- 3) Assume full responsibility for all possible legal consequences brought against, and monetary damages (actual or through loss of sales or damage to our public image) inflicted on TRU and all its subsidiaries.

#### 9) QUARANTINE REQUIREMENTS – FUMIGATION CERTIFICATE AND PACKING DECLARATION FOR AUSTRALIA

Use of straw packing **is not permitted under any circumstance** in either cartons or use in container packing. Straw packing includes straw, cereal, rice hulls and other unprocessed plant materials. Timber packing is acceptable as long as the container is correctly fumigated once the container has been packed. Timber packing used **MUST** be free of bark. Bark is the external natural layer covering trees and branches. This material is distinct and separable from processed timber.

Vendor must submit the \*Fumigation Certificate, Plastic Wrapped Declaration and **either** an individual container packing or an Annual Packing Declaration along with the shipping documents to APLL when the vendor sign the shipping order. Annual Packing Declarations and individual packing declaration **MUST** be submitted on ORIGINAL vendor letterhead.

Failure to supply a Fumigation Certificate, or if you ignore the fumigation certificate procedure, you will be responsible for all the claims from TRU Australia Quarantine Authority.

\* If original Fumigation Certificate / Plastic Wrapped Declaration cannot be presented when signing the shipping order, vendor has to present a statement (on vendor's letterhead) stating that Fumigation Certificate will be presented within 3 days after delivery.

## TREATMENT CERTIFICATES

All **Methyl Bromide** treatment fumigation certificates **must** now include a plastic wrapping declaration stating that

- a) the goods are not wrapped in plastic OR
- b) the goods were wrapped in plastic after fumigation OR
- c) If they were wrapped in plastic prior to fumigation the plastic has been perforated to allow the fumigant to penetrate the plastic.

## NEWLY MANUFACTURED PLYWOOD DECLARATION.

The current Newly Manufactured Plywood Declaration document is **no longer** valid. Plywood, chipboard etc **must** be considered as solid timber and treated accordingly. However, ISPM15 treatment is **not acceptable** for these products

### A) PACKING USED IN THE CARTONS

**No straw packing is to be used as packing.** See above for definition of straw packing.

### B) CONTENTS OF CARTON IS WOODEN PRODUCT

Wooden/Timber products for sale will have to be covered by the Fumigation Certificate. Again, if the product is sealed in plastic and the fumigation was done after the product was sealed, then the plastic will have to be removed and the product re-fumigated, or if it remains sealed it will have to be treated with gamma rays.

### C) PACKING MATERIAL USED FOR PACKING THE CONTAINER

The **Packing Declaration** will cover the actual material used when packing the container and not the cartons or their contents. The Packing Declaration will have to be completed in **all** cases to report if Timber / Straw has been used in the packing of the container itself, or if neither has been used. Again, **no straw packing is allowed** (Straw packing includes straw, cereal, rice hulls and other unprocessed plant materials).

Due to high incidence of bark contaminated timber packing entering Australia, the Australian Quarantine and Inspection Service has added another element to the packing declaration use to clear timber in Full Container Loads (FCL). Bark is prohibited import into Australia. It presents a quarantine risk in that it may carry disease spores that have the potential to introduce pathogenic and stain fungi into the forestry industries and natural environment.

If timber has been used in the container then the packer supplier must make a declaration to state whether the timber has been inspected and found free of bark contamination.

If a packing declaration has timber declared and there is not a Bark Statement then the container will be ordered for an unpack inspection at an approved premises or tailgate at a break bulk depot.

- \* An **Annual Packing Declaration** is only required to be submitted once a year unless there is a change in the packing material used in a particular shipment. It must be completed and forwarded to our customs broker who will seek for approval from the Australian customs. Once it is approved, the declaration is valid for a twelve month period. (See Specimen Form Sec on page 69). Annual Packing Declarations are only **acceptable** when presented as an original document. Photocopies or fax copies **will not** be approved.

#### **DOCUMENTATION REQUIREMENT FOR LEGAL LOGGING**

Australian Government introduced a new Customs regulation regarding source of wooden products. As an importer, TRU Australia required to carry out due diligence for the source of the timber used for the imported merchandise to ensure that they are legally logged. Effective 1<sup>st</sup> January 2016, TRU Australia are obliged to keep the record of proper sourcing certifications. The guidance given by customs agents is that TRU Australia should receive one of the three certifications listed below from all suppliers who supply TRU wooden products:

- FSC – Forest Management Certification or,
- PEFC – International Forest Certification or,
- EU FLEGT Licensing

Please note the following important points:

- The certification is required for wooden product itself, not for the packaging material.
- The certificate should be submitted to TRU Australia through APLL HK office.
- The certificate does not need to be provided as a part of shipping documentation.
- Original document is preferred, but a copy is acceptable provided that the original can be provided in case of Australian Customs' inquiry.

#### **10). PACKAGING MATERIAL WEIGHT REPORT**

**For shipments to Europe (except TRU Global Imports BV)**, you must prepare a Packaging Material Weight Report (see Specimen Form on page 154) for each of your item. This enables the countries to calculate the Green Point fee that is to be deducted from your payment.

If you do not have any subsidiary or authorized representative in EEC, you have to test your items through our nominated laboratory. Our laboratory will at the same time weigh your product's packaging material and issue the Packaging Material Weight Report to you.

If you have a subsidiary or authorized representative in EEC **or** if you are shipping Private Label items, you have to weigh the product's packaging material and prepare the Packaging Material Weight Report on your own.

If your item is an assortment, make sure to calculate the average weight among the number of assortment.

Note that the Packaging Material Weight Report should be made available upon request.

## CONSIGNEE & NOTIFY PARTY INFORMATION FOR ALL COUNTRIES

The following information is required to be shown on the **invoice**, **packing list** and **Form A / Certificate of Origin** for shipment to each individual country.

COUNTRY / CODE #	PORT OF DISCHARGE	CONSIGNEE	NOTIFY PARTY
Australia / # 49	Sydney	Toys "R" Us (Australia) Pty Ltd. Block G, Commercial Drive Regents Park Estate 391 Park Road Regents Park, N.S.W. 2143 Australia	DHL Global Forwarding Unit 1, Building 1 Millennium Court 33-41 Military Road Matraville NSW 2036 Contact : Linda Wang Phone : (61) 02 9333 0122 Fax : (61) 02 9333 0047 Linda.wang@dhl.com
Canada / # 35  <i>Refer to split shipment Information on page 23</i>	Vancouver	Toys "R" Us (Canada) Ltd. 2777 Langstaff Road Concord, Ontario, L4K 4M5 Canada	Schenker of Canada Ltd. 6555 Northwest Drive Mississauga, Ontario, L4V 1K2 Canada Contact : Kruti Bhoi Phone : (905) 293 8619 Fax : (905) 673 1806
TRU GLOBAL IMPORTS BV / # 71	Rotterdam	TRU Global Imports B.V. Transitoweg 1 4782 SM Moerdijk, The Netherlands Contact: Stephan De Baan Stephan.debaan@toysrus.com Phone: (+31) 168-334411 Fax: (+31) 168-334419	TRU Global Imports B.V. Transitoweg 1 4782 SM Moerdijk, The Netherlands Contact: Stephan De Baan Stephan.debaan@toysrus.com Phone: (+31) 168-334411 Fax: (+31) 168-334419
France / # 97	Le Havre	Toys "R" Us France SARL 1 allée des Lutins 77310 Saint-Fargeau-Ponthierry France	Toys "R" Us France SARL 1 allée des Lutins 77310 Saint-Fargeau-Ponthierry France Contact : Sylvie Colomb Phone : (33) 1 6076 8342 Fax: (33) 1 6086 2448

<b>COUNTRY / CODE #</b>	<b>PORT OF DISCHARGE</b>	<b>CONSIGNEE</b>	<b>NOTIFY PARTY</b>
Germany / # 31 # 33	Bremerhaven / Hamburg	Toys "R" Us GmbH Koehlstrasse 8 50827 Koeln Germany	Toys "R" US GmbH Koehlstrasse 8 50827 Koeln Germany Contact : Gregor Schmitz Phone : (49) 221 597 2160 Fax : (49) 221 597 2171
Japan / # 46 # 47 # 45 # 16	Kobe Tokyo/Kawasaki Hakata Tomakomai	Toys "R" Us – Japan Ltd. Muza Kawasaki Central Tower, 25 <sup>th</sup> Floor 1310 Omiya-Cho, Saiwai-Ku Kawasaki, Kanagawa 212-8566 Japan	Toys "R" Us – Japan Ltd. Muza Kawasaki Central Tower, 25 <sup>th</sup> Floor 1310 Omiya-Cho, Saiwai-Ku Kawasaki, Kanagawa 212-8566 Japan Phone : (81) 44 388 8035 Fax : (81) 44 549 9103
Spain / # 34	Algeciras / Barcelona / Valencia	Toys "R" Us Iberia, S A N-II Salida 23-Ctra. N-300 Km. 29,800 28802 Alcala De Henares Madrid Spain	SERGU SA Edificio BERGE Alcarria, 5 – 1 <sup>a</sup> planta 28820-Coslada (Madrid), Spain Contact : Eloina Gutierrez
United Kingdom / # 36	Felixstowe / Southampton / Thames port	Toys "R" Us Ltd. Geoffrey House Maidenhead Office Park Westacott Way Maidenhead Berkshire UK SL6 3QH	Jag-Ocean & Freight Ltd. Suite 6B, Unit 2, Orwell House, Ferry Lane Felixstowe, Suffolk England IP11 3QQ Contact : James Hazelwood Phone : (44) 1 394 673585 Fax : (44) 1 394 673057
U.S.A.	Any US Port	Toys R Us - Delaware, Inc. DBA Toys R Us One Geoffrey Way Wayne, NJ 07470 - 2030 U.S.A.	UPS Supply Chain Solutions 19701 HAMILTON AVENUE #250 TORRANCE, CA 90502 ATTN: BEVERLY KANSAS, CHB DEPT PHONE: 310-404-2855 FAX: 310-404-2951

## SECTION 6 CARTON MARKINGS

## INSTRUCTIONS FOR MARKING INNER CARTONS

**FOR ALL COUNTRIES**

Inner carton marks are necessary and the **SAME** for shipments to **ALL** Toys “R” Us countries. All inner cartons / boxes are to be marked on one side as below:

- ◆ Item number (Manufacturer's style number for TRU USA)
- ◆ SKN (TRU Item number for TRU USA)
- ◆ Price Book Name (where applicable)
  - For International: Private Label item – Private Label Brand name (i.e., Fast Lane, Bruin...)
  - Branded item – Brand name
- ◆ Description

(International)

ITEM NUMBER	_____
SKN	_____
PRICE BOOK NAME	_____
DESCRIPTION	_____

(USA)

STYLE NUMBER	_____
ITEM NUMBER	_____
RESOURCE NAME	_____
DESCRIPTION	_____

## INSTRUCTIONS FOR MARKING EXPORT CARTONS

- ◆ All markings must be stenciled, or printed, on front and/or back of cartons.
- ◆ Side marks are to be printed on at least one side of the cartons.
- ◆ Do **not** use paper labels as they can be peeled off easily from export cartons. Both our consolidator and TRU warehouse are not able to identify merchandise if paper labels peel off.
- ◆ Strong Adhesive labels for Europe markets are acceptable.
- ◆ For shipments to **U.S.A. & Canada**, category (department for TRU USA) name is required as part of the marking. You should refer to the purchase order to check the category (department for TRU USA) number of your merchandise first and then refer to page 115 in this section to find the category (department for TRU USA) names.
- ◆ Import purchase order number should NOT contain 9101 prefix. Purchase order should only be 6 digit number for TRU USA
- ◆ For shipment of spare parts delivery to Germany & UK, spare parts description and “Spare part delivery” must be shown on the cartons
- ◆ For shipment of sample free of charge to Germany & UK, “Sample free of charge” must be shown on the cartons

## EXPORT CARTON QUALITY

Each Vendor is responsible for the quality of packing used to transport product. This includes utilizing high quality packaging as it relates to cartons, tape and dunnage. Each carton must sufficiently protect merchandise from damage during transportation.

- **“R”Us recommends the use single wall corrugate with the following attributes: Single Wall C-Flute\*200Burst\*40ECT**

Any defects of merchandise caused by the poor quality of export carton will also be considered as defective goods, which will be claimed to your account.

**CARTON STRAPS ARE NOT ALLOWED TO BE USED ON ANY CARTONS FOR SHIPMENT TO ANY OF THE TOYS “R” US COUNTRIES.**

Under the European Directive 94/62/CE, for shipments to Europe, all inner and export cartons **cannot contain more than 100 ppm of heavy metals** (including the paint on carton markings).

## SPECIAL REQUIREMENT

Vendors are not allowed to ship on pallets.

For Canada: Inner carton quality must be durable enough to be removed from masters at distribution centers for transport to stores.

## SPECIAL REQUIREMENT FOR USA SHIPMENT

### CARTON DIMENSIONS & WEIGHT

#### **Conveyable Carton Dimensions**

The Toys “R” Us, Inc. Distribution Centers are configured to support automatic conveyance of cartons within the following size and weight limitations: Unacceptable size cartons will be subject to chargebacks.

	Length (in.)	Width (in.)	Height (in.)	Weight (lbs.)
<b>Minimum</b>	<b>9”</b>	<b>6”</b>	<b>2”</b>	<b>No less than 1 lb.</b>
<b>Maximum</b>	<b>39”</b>	<b>30”</b>	<b>31”</b>	<b>No more than 50 lbs.</b>

**\*\*Any item falling below minimum dimensions will be processed using a conveyable tray.\*\***

**\*\*All cartons must be large enough to support a shipping label and the inner pack label.\*\***

### **LITHIUM BATTERY REQUIREMENT**

*Effective February 2015, the U.S. Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) updated the shipping procedures for Air and Vessel Shipments of toys containing excepted Lithium batteries (lithium ion, lithium metal, lithium polymer ion). Excepted meaning the batteries shipped within the article and contain only a limited number of cells.*

*Lithium **button** batteries do not need to follow these procedures. A button battery is a small round battery where the height is less than the diameter, also commonly referred to as “coin batteries.” Examples can be found in watches, calculators, electronic clocks, toys and other applications.*

#### *Updated Procedures:*

*The outer carton must have a label to identify the lithium battery*

*The label should be printed directly on the master carton panels*

*A safety document must be attached to the master carton.*

*Telephone number to be provided on the safety document for additional information if needed.*

*Please refer to Section 6- Carton Markings for more detail on label placement and safety document requirement.*

#### *Updated Procedures:*

- The outer carton must have a label to identify the lithium batteries (lithium-ion, lithium polymer ion or lithium metal).
- Lithium-Ion batteries (rechargeable batteries) should have Cells equal to or less than 20Wh; and batteries should be equal to or less than 100Wh. If these are contained in the equipment, these are acceptable to ship to all locations. If the Watt Hours are higher than this, the batteries would be considered “Dangerous Goods” and we would be unable to ship.

- Lithium-Metal batteries (non-rechargeable) should have cells equal to or less than 1g; and batteries should be equal to or less than 2g. If these are contained in the equipment, these are acceptable to ship to all locations. If the grams are higher than this, the batteries would be considered “Dangerous Goods” and we would be unable to ship.
- The label should be printed directly on the master carton panels
- A safety document must be attached to the master carton in a clear plastic sleeve.
- Telephone number to be provided on the safety document for additional information if needed.

1- Label placement on carton

- One (1) label on the main master carton panel.
  - Minimum dimensions for label: 120 x 110 mm
  - Label should be printed directly on the outer packaging provided that there is sufficient contrast between the elements of the lithium battery label and the colour of the packaging material. Please use appropriate label for lithium ion or lithium metal battery.
- Examples below.

**For Lithium Ion and Lithium Polymer Ion batteries:**



**Complete phone number portion of label.**

For Lithium Metal Batteries:



Complete phone number portion of label.

2- Safety Document

- Document should state:
  - "The package contains lithium batteries. Handle with care as that a flammability hazard exists if the package is damaged. Special procedures must be followed in the event the package is damaged, to include inspection and repacking if necessary. "
  - Document should be secured on carton in a clear plastic sleeve, in such a way as to not separate from the carton.

## **SPECIAL REQUIREMENT FOR AUSTRALIA**

It is now required that any item that weights more than 20kgs is to be delivered with a sticker or label (similar to below) affixed to side mark of the export carton.

The sticker must be 100 mm x 100 mm in size and needs to be printed in yellow background and black wordings.

In addition, the sticker must be placed on the export carton in a way so that it is clearly visible to anyone who handles the item.

Specimen of the label as below:



## SPECIAL REQUIREMENT FOR EUROPE

Weight warnings must be placed on any products over certain weights for manual handling purposes.  
Please see guidelines below:

Weight	Warning Label
Below 10kg	Not needed
10kg - 15kg	Yellow Warning Triangle and indication of weight
15kg - 25kg	Yellow Warning Triangle and indication of weight and wording "take care when handling".
25kg +	Yellow Warning Triangle and indication of weight and wording "two person handling".

Any item with a single dimension exceeding 75cm must carry the yellow warning triangle and indication of weight, if necessary.









**XX KG**  
TAKE CARE WHEN  
HANDLING



**XX KG**  
TWO PERSON HANDLING

## CARTON MARKINGS FOR INDIVIDUAL COUNTRY

COUNTRY	FRONT AND/OR BACK MARKS	SIDE MARKS
<b>U.S.A.</b>  Refer to Appendix SCC-14 for requirements for use of Shipping Container Codes (SCC-14's) Page 168   = SCC-14 Barcode  <b>NOTE:</b> The SCC-14 barcode is only required on one side of a master carton - <b>Either Front or Side</b>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>TOYS "R" US IMPORT</b>         U.S. IMPORT  DEPARTMENT NAME  RESOURCE NAME  DESCRIPTION   DATE CODE:  ITEM NUMBER  STYLE NUMBER  NUMBER OF PIECES   PURCHASE ORDER NUMBER  CARTON NUMBER  COUNTRY OF ORIGIN </div>	<div style="border: 1px solid black; padding: 10px;"> DEPARTMENT NAME   RESOURCE NAME   DESCRIPTION   ITEM NUMBER   STYLE NUMBER   NUMBER OF PIECES    </div>
<b>CANADA</b>  Refer to split shipment information on page 23	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>TRU CANADA IMPORT</b>      PORT OF VANCOUVER  PRICE BOOK NAME  DESCRIPTION   DATE CODE  CBM  GR. WT. (KGS)  NUMBER OF PIECES  COUNTRY OF ORIGIN   PURCHASE ORDER NUMBER  CARTON NUMBER OF  SKN NUMBER  ITEM NUMBER </div>	<div style="border: 1px solid black; padding: 10px;"> CATEGORY NAME   PRICE BOOK NAME   DESCRIPTION   SKN NUMBER   ITEM NUMBER   NUMBER OF PIECES </div>
<b>AUSTRALIA – for all items <u>except</u> bicycles</b>  For marking of bicycle items, please see on page 110.	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>TRU AUSTRALIA IMPORT</b>      4901 SYDNEY, AUSTRALIA  PRICE BOOK NAME  DESCRIPTION   DATE CODE  CU. FT.  GR. WT.  NUMBER OF PIECES  COUNTRY OF ORIGIN   PURCHASE ORDER NUMBER 49-  CARTON NUMBER OF  SKN NUMBER  ITEM NUMBER </div>	<div style="border: 1px solid black; padding: 10px;"> PRICE BOOK NAME   DESCRIPTION   SKN NUMBER   ITEM NUMBER   NUMBER OF PIECES </div>

[Reference APPENDIX – SCC14 on page 168](#)

**AUSTRALIA - for  
BICYCLES only**

FRONT & BACK MARKS:

SIDE MARK  
(2 SIDES OF CARTON)

**THIS IS A PARTIALLY ASSEMBLED BICYCLE REQUIRING THE ATTACHMENT OF THE FOLLOWING PARTS IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS.**

- \* FRONT WHEEL \* HANDLEBAR & STEM 10mm 1. STANDARD SLIP JOINT PLIERS  
 \* TRAINING WHEELS (16" & 18" MODELS ONLY)  
 \* PEDALS \* HAND BRAKE LEVER (S)  
 \* SAFETY PADS OR OTHER ACCESSORIES  
 \* REFLECTORS \* BELL

6. ADJUSTABLE WRENCH SET

THE FOLLOWING TOOLS ARE NECESSARY 10mm  
TO ASSEMBLE THE BICYCLE.

2. STANDARD 7" FLAT-BLADED SCREWDRIVER  
 3. STANDARD 7" PHILLIPS-HEAD SCREWDRIVER  
 4. AIR PUMP  
 5. OPEN-ENDED SPANNER SET (8mm /9mm /10mm)  
 7. FLAT PEDAL WRENCH 14/15 mm  
 8. TORQUE WRENCH SET

**TRU AUSTRALIA IMPORTS**

**TAI**

**4901 SYDNEY, AUSTRALIA  
MASTER PRICE BOOK NAME  
DESCRIPTION**

PURCHASE ORDER NUMBER	.....	CU. FT.	.....
CARTON NUMBER	..... OF .....	GR. WT.	.....
SKN NUMBER	.....	NUMBER OF PIECES	.....
ITEM NUMBER	.....	COUNTRY OF ORIGIN	.....

CATEGORY NAME


PRICE BOOK NAME

DESCRIPTION



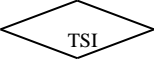
SKN #


ITEM #

NUMBER OF PIECES

COUNTRY	FRONT AND/OR BACK MARKS	SIDE MARKS
FRANCE (DC – ST FARGEAU – 9701)	<div><div>Bar code of the SKN (same as on the sales packaging)</div><div><div>TRU FRANCE IMPORT</div><div>TFI</div><div>9701 ST FARGEAU, FRANCE VIA LE HAVRE, FRANCE PRICE BOOK NAME DESCRIPTION      DATE CODE PURCHASE ORDER NUMBER 97-      CU. FT. CARTON NUMBER      GR. WT. SKN NUMBER      NUMBER OF PIECES ITEM NUMBER      COUNTRY OF ORIGIN</div></div></div>	<div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>SKN NUMBER</div><div>ITEM NUMBER</div><div>NUMBER OF PIECES</div></div>
GERMANY (DC – HARBKE - 3101)	<div><div>TRU GERMANY IMPORT</div><div>TGI</div><div>3101 HARBKE, GERMANY VIA BREMERHAVEN / HAMBURG PRICE BOOK NAME DESCRIPTION      DATE CODE PURCHASE ORDER NUMBER 31-      CU. FT. CARTON NUMBER      GR. WT. SKN NUMBER      NUMBER OF PIECES ITEM NUMBER      COUNTRY OF ORIGIN</div></div>	<div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>SKN NUMBER</div><div>ITEM NUMBER</div><div>NUMBER OF PIECES</div></div>
GERMANY (DC – TROSSINGEN - 3301)	<div><div>TRU GERMANY IMPORT</div><div>TGI</div><div>3301 TROSSINGEN, GERMANY VIA BREMERHAVEN / HAMBURG PRICE BOOK NAME DESCRIPTION      DATE CODE PURCHASE ORDER NUMBER 33-      CU. FT. CARTON NUMBER      GR. WT. SKN NUMBER      NUMBER OF PIECES ITEM NUMBER      COUNTRY OF ORIGIN</div></div>	<div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>SKN NUMBER</div><div>ITEM NUMBER</div><div>NUMBER OF PIECES</div></div>

JAPAN (DC - KOBE - 4601)	<div><div>TRU JAPAN IMPORT</div><div><div>TJI</div><div>4601 KOBE, JAPAN</div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>PURCHASE ORDER NUMBER 46- CARTON NUMBER           OF SKN NUMBER ITEM NUMBER</div><div>DATE CODE CBM. GR. WT. NUMBER OF PIECES COUNTRY OF ORIGIN</div></div></div>	<div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>SKN NUMBER</div><div>ITEM NUMBER</div><div>NUMBER OF PIECES</div></div>
JAPAN (DC - TOKYO - 4701)	<div><div>TRU JAPAN IMPORT</div><div><div>TJI</div><div>4701 TOKYO, JAPAN</div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>PURCHASE ORDER NUMBER 47- CARTON NUMBER           OF SKN NUMBER ITEM NUMBER</div><div>DATE CODE CBM. GR. WT. NUMBER OF PIECES COUNTRY OF ORIGIN</div></div></div>	<div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>SKN NUMBER</div><div>ITEM NUMBER</div><div>NUMBER OF PIECES</div></div>
JAPAN (Depot – HAKATA - 4501)	<div><div>TRU JAPAN IMPORT</div><div><div>TJI</div><div>4501 HAKATA, JAPAN</div><div>VENDOR NAME</div><div>DESCRIPTION</div><div>PURCHASE ORDER NUMBER 45- CARTON NUMBER SKN NUMBER ITEM NUMBER</div><div>DATE CODE CBM GR. WT. NUMBER OF PIECES COUNTRY OF ORIGIN</div></div></div>	<div><div>PRICE BOOK NAME</div><div>DESCRIPTION</div><div>SKN NUMBER</div><div>ITEM NUMBER</div><div>NUMBER OF PIECE</div></div>

<p><b>JAPAN</b> (Depot – <b>TOMAKOMAI - 1601</b>)</p> <p><i>p.s. “4901” is an original DC code for Sapporo depot, however it is duplicated with TRU Australia. To avoid any misunderstanding, it is changed to “1601”. Please note.</i></p>	<div data-bbox="745 121 1456 451"> <p><b>TRU JAPAN IMPORT</b></p>  <p>1601 TOMAKOMAI, JAPAN VENDOR NAME DESCRIPTION</p> <div> <div> PURCHASE ORDER NUMBER 16- CARTON NUMBER SKN NUMBER ITEM NUMBER </div> <div> DATE CODE CBM GR. WT. NUMBER OF PIECES COUNTRY OF ORIGIN </div> </div> </div>	<div data-bbox="1742 121 2013 373"> PRICE BOOK NAME  DESCRIPTION  SKN NUMBER  ITEM NUMBER  NUMBER OF PIECES </div>
<p><b>TRU GLOBAL IMPORTS BV</b></p> <ul style="list-style-type: none"> <li>- Common shipping mark to be used for all shipments to Europe (Rotterdam &amp; Direct to local markets)</li> <li>- Non Private Brand vendor can keep their own existing format to proceed</li> </ul>	<div data-bbox="745 520 1456 850"> <p><b>TOYS R US GLOBAL IMPORTS</b></p>  <p>ITEM DESCRIPTION</p> <div> <div>SKN NUMBER</div> <div>CBM.</div> </div> <div> <div>MFR NUMBER</div> <div>GR. WEIGHT.</div> </div> <div> <div>COUNTRY OF ORIGIN</div> <div>PACKING</div> </div> </div> <p><b>Note: PO number, Carton Number are no longer requested</b></p>	<div data-bbox="1742 520 2013 772"> BRAND NAME  ITEM DESCRIPTION  SKN  MFR  PACK </div>
<p><b>SPAIN</b></p>	<div data-bbox="745 1002 1456 1351"> <p><b>TRU SPAIN IMPORT</b></p>  <p>3401 MADRID, SPAIN VIA VALENCIA PRICE BOOK NAME DESCRIPTION</p> <div> <div> PURCHASE ORDER NUMBER 34- CARTON NUMBER SKN NUMBER ITEM NUMBER </div> <div> DATE CODE CU. FT. GR. WT. NUMBER OF PIECES COUNTRY OF ORIGIN </div> </div> </div>	<div data-bbox="1742 1002 2013 1256"> PRICE BOOK NAME  DESCRIPTION  SKN NUMBER  ITEM NUMBER  NUMBER OF PIECES </div>

<b>UNITED KINGDOM</b>	<div data-bbox="763 129 1456 489"> <p style="text-align: center;"><b>TRU UK IMPORT</b></p> <div style="text-align: center;">  <p>TUK</p> </div> <p style="text-align: center;">3601 MAIDENHEAD, UNITED KINGDOM VIA PORT OF FELIXSTOWE / SOUTHAMPTON, UK</p> <p style="text-align: center;">PRICE BOOK NAME DESCRIPTION</p> <div style="display: flex; justify-content: space-between;"> <div> <p>DATE CODE</p> <p>PURCHASE ORDER NUMBER 36-</p> <p>CARTON NUMBER</p> <p>SKN NUMBER</p> <p>ITEM NUMBER</p> </div> <div> <p>CU. FT.</p> <p>GR. WT.</p> <p>NUMBER OF PIECES</p> <p>COUNTRY OF ORIGIN</p> </div> </div> </div>	<div data-bbox="1749 129 2011 371"> <p>PRICE BOOK NAME</p> <p>DESCRIPTION</p> <p>SKN NUMBER</p> <p>ITEM NUMBER</p> <p>NUMBER OF PIECES</p> </div>
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## LISTING OF DEPARTMENT NAMES For USA

The following listing is used as a reference for marking export carton purpose.

<u>DEPT#</u>	<u>NAME</u>	<u>DEPT#</u>	<u>NAME</u>	<u>DEPT#</u>	<u>NAME</u>
01	Imaginarium	34	Fashion Dolls	70	Junior Wheel Goods
02	Licensed Electronics	36	Tween & Licensed T-Shirts	71	Bikes
03	TRU Direct Only	37	Food & Formula	72	Dotcom Unique Furniture
04	Video Game Systems	38	Infant Care & Safety	73	Large Dolls
05	Store Direct	39	Infant Bedding	74	Gear On The Go
06	Movies / Music	40	Softhome /Gift/Room decor	75	Dotcom Unique Gear
07	Environmental Playsets	44	Dotcom Unique Apparel	76	Kids Furniture
08	Musical Instruments	45	Infant Basics	77	Dotcom Unique Consumables
09	Video Game Accessories	46	Sleepwear	78	Dotcom Unique Learning
10	ASOTV	47	Infant NB Boy	79	Battery Powered Vehicles
11	Action Figures	48	Infant NB Girl	80	Dotcom Unique Seasonal
12	Boy's Action Play	49	Bags	81	Sports Equipment
13	Books Are Us	50	Check Lanes	82	Game / Sport Card Collectibles
14	Portable Electronics	52	Infant Furniture	83	Toy Sports
15	Batteries	53	Maternity	84	Skating
16	FAO	54	Preschool	85	Express Unique
17	Diecast Cars / Action Vehicles	55	Construction Toy	86	Healthcare & Toddler Feed
18	Trucks	56	Dotcom Unique E & E	87	Dotcom Unique Core
20	Toys To Life/VG Toys	57	Infant Toys	88	Small Toy Markdown
22	Educational Electronics	58	Gear In Home	89	Science
23	Games	59	Feeding and Mom Accessories	90	Bike Accessories
24	Candy	60	Easter / Valentines	91	Party Favors
25	Video Game Software	61	Halloween	92	Puzzles
26	Diapers & Wipes	62	Pool / Water Toys	93	Preschool Activities
27	Seasonal Candy	63	Creative Activities	94	R Us Plush
29	Collectibles & Dollhouses	64	Snow	95	Promo Plush
30	Girls Role Play & Dress Up	65	Outdoor Play Equipment	96	Radio / Remo / Batt Op Vehicle
31	Kitchens and Food Play	67	Christmas & Chanukah	97	Premiums
32	Barbie & Accessories	68	Dotcom Unique Softhome	98	Times Square Store
33	Cards-Wrap-Ensembles	69	Garden & Sand Toys		

## LISTING OF CATEGORY NAME FOR CANADA

The following listing is used as a reference for marking export carton purpose.

<b><u>Category#</u></b>	<b><u>NAME</u></b>	<b><u>Category#</u></b>	<b><u>NAME</u></b>	<b><u>Category#</u></b>	<b><u>NAME</u></b>
01	Imaginarium	36	Girls Lifestyle Toys	74	Baby Gear
02	Home Electronics	37	Food & Formula	76	Bulk Furniture
04	Video Game Systems	38	Infant Care	79	Battery Powered Vehicles
06	Videos	39	Bedding	81	Sportsballs / Outdoor Games
07	Environmental Playsets	40	Bath & Misc.	82	Sports Cards / Collectibles
09	Video Game Accessories	41	Spring / Summer Clothing	83	Toy Sports
11	Action Figures	42	Fall / Winter Clothing	84	Skates
12	Boys Playsets	43	Carter's	86	HBA
13	Books R Us	44	Sleepwear & Layette	89	Science
15	Batteries	49	Thyme Maternity	90	Bike Accessories
17	Diecast / Action Vehicles	52	Wood Furniture	91	Party Favours
18	Trucks	53	Gifts	92	Puzzles
20	Crafts	54	Preschool	93	Preschool Activity
21	TV Games	55	Construction Toys	94	Non-licensed Plush
22	Educational Electronics	57	Infant Toys	95	Licensed Plush
23	Games	58	Room Décor	96	Radio / Remote / Gas V
24	Candy	59	Miscellaneous Juvenile	98	Register / Promotional
25	Video Game Software	60	Easter / Valentines		
26	Diapers / Wipes	61	Halloween		
27	Robotics	62	Pool / Water Toys		
28	Computer Software	63	School Supplies		
29	Collectibles	64	Snow		
30	Infant / Toddler Dolls	65	Outdoor Play Equipment		
31	Dishes / Food / Appliances	67	Christmas & Chanukah		
32	Barbie & Accessories	69	Garden & Sand Toys		
33	Greeting Cards	70	Junior Wheel Goods		
34	Basic Fashion Dolls	71	Bicycles		
35	Tween / Licensed Electronics	73	Promoted Infant / Toddler Dolls		

## LISTING OF CATEGORY NAME FOR AUSTRALIA

The following listing is used as a reference for marking export carton purpose.

CAT#	CATEGORY NAME	CAT#	CATEGORY NAME	CAT#	CATEGORY NAME
1	LEARNING CENTRE	32	BARBIE	79	BATT.POWER/PEDAL VEHICLES
2	MUSICAL INSTRUMENTS	33	GREETING CARDS	80	REAL SPORTS
4	VIDEO GAME SYSTEMS	34	FASHION DOLLS	81	SPORTSBALLS
5	CLOCKS AND WATCHES	35	TWEEN GIRLS WORLD	83	TOY SPORTS
6	DVD'S	36	GIRLS LIFESTYLE TOYS	84	SCOOTERS/SKATES
7	ENVIRONMENTAL PLAYSETS	37	FOOD & FORMULA	86	WIPES HEALTH & BEAUTY AIDS
8	DOLLAR WALL	38	INFANT FEEDING & SAFETY	89	SCIENCE
9	INTERACTIVE TOYS	39	INF BED/PAD/LAYETTE LE	90	BIKE ACCESSORIES
10	PREPAID ONLINE CARDS	40	NAPPY BAGS\BIBS\TOWELS	91	PARTY
11	ACTION FIGURES	41	INFANT CLOTHING	92	PUZZLES
12	BOYS PLAYSETS/GUNS	52	NURSERY WOODEN FURNITURE	93	PRESCHOOL ACTIVITY
13	BOOKS	53	GIFTWARE	94	ANIMAL ALLEY
14	ROADRACE & TRAINSETS	54	PRESCHOOL	95	PLUSH
15	BATTERIES	55	LEGO	96	RADIO/REMOTE/GAS VEHICLES
16	TRAIN SETS & ACCESSORIES	57	INFANT TOYS	98	REGISTER/PROMOTIONAL
17	DIECAST CARS/ACTION	59	MISCELLANEOUS JUVENILE		
18	TRUCKS	60	EASTER/VALENTINES		
19	ELECTRONIC GAMES	61	HALLOWEEN		
20	CRAFTS	62	POOL/WATER TOYS		
21	FILM AND CAMERAS	63	SCHOOL SUPPLIES		
22	EDUCATIONAL ELECTRONICS	65	OUTDOOR PLAY EQUIP		
23	GAMES	67	CHRISTMAS		
24	CANDY AND DRINKS	69	GARDEN & SAND TOYS		
25	VIDEO GAME SOFTWARE	70	JUNIOR WHEEL GOODS		
26	NAPPIES	71	BIKES /TRIKES		
27	MODELS	73	LICENSED INFANT TODDLER DOLLS		
28	COMPUTER SOFTWARE	74	INFANT TICKET HARDGOODS		
29	COLLECTIBLES	76	TODDLER FURNITURE		
30	YOU & ME DOLLS & ACCESSORIES	77	NTH QLD BIKES/HOBBIES		
31	HOUSEKEEPING ROLEPLAY	78	OTHER CONSTRUCTION		

**LISTING OF CATEGORY NAME (For International Countries (except Australia & Canada))**

The following listing is used as a reference for marking export carton purpose.

<b><u>Category#</u></b>	<b><u>NAME</u></b>	<b><u>Category#</u></b>	<b><u>NAME</u></b>	<b><u>Category#</u></b>	<b><u>NAME</u></b>
01	Imaginarium	30	Infant / Toddler Dolls	65	Outdoor Play Equipment
02	Consumer Electronics	31	Dishes / Food / Appliances	67	Christmas & Chanukah
03	TRU Direct Only	32	Barbie & Accessories	69	Sand and Garden Toys
04	Video Game Systems	33	Greeting Cards and Wrap	70	Junior Wheel Goods
05	Store Direct	34	Basic Fashion Dolls	71	Bikes
06	Movies / Music	36	Girls Lifestyle Toys	72	Buyback Software
07	Environmental Playsets	37	Food & Formula	73	Promoted Inf / Tod Dolls
08	Music and Audio	38	Infant Care	74	Baby Gear
09	Video Game Accessories	39	Infant Bedding	76	Kids Furniture
11	Action Figures	40	Bath/Bags/Bibs/Gift	79	Battery Powered Vehicles
12	Boy's Playsets	41	Non Combo Stores	81	Sports Equipment
13	Books Are Us	42	For Item Moves	82	Game / Sport Card Collectibles
14	Electronic Accessories	44	Clothing	83	Toy Sports
15	Batteries / Film	49	Team Apparel	84	Skating
16	Kidsruscom	50	Check Lanes	85	Outdoor Activities
17	Diecast Cars / Action Vehicles	52	Wooden Furniture - BRU	86	HBA
18	Trucks	53	Giftware Baby - BRU	88	Small Toy Markdown
20	Handhelds	54	Preschool	89	Science
21	TV Game	55	Construction Toy	90	Bike Accessories
22	Educational Electronics	57	Infant Toys	91	Party Favors
23	Games	58	Juvenile Room Decor	92	Puzzles
24	Candy	59	Baby & Toddler Accessories	93	Preschool Activities
25	Video Game Software	60	Easter / Valentines	94	Animal Alley
26	Diapers & Wipes	61	Halloween	95	Promo Plush
27	Models & Hobbies	62	Pool / Water Toys	96	Radio / Remo / Batt Op Vehicle
28	Computer Software	63	Creative Activities	97	Premiums
29	Collectible	64	Snow	98	Register / Promotion

## SECTION 7                      PAYMENT INSTRUCTIONS

### U.S.A.

#### 1) OPEN ACCOUNT

Submit the following negotiable documents along with covering letter (on page 153) to the address below as early as possible:

APL Logistics Shenzhen Branch  
3/F, Administrative Building, Lot 15B, Mingzhu Road  
Yantian Port, Shenzhen, China  
Postal Code: 518083  
Attn: TRU team

Chinese address: 美集物流运输(中国)有限公司深圳分公司  
深圳市盐田港明珠大道 15 号区 B 行政楼三楼  
邮政编码 518083  
操作部 - TRU team 收

	<u>ORIGINAL</u>	<u>COPIES</u>
a) Commercial Invoice	1	0
b) Packing List	1	0
c) Forwarder Cargo Receipt	1	0

- Please sort the required payment documents as per following order (from top to bottom):

1) Cover Letter 2) Original Commercial Invoice 3) Packing List 4) Original FCR

- Please sort payment documents according to ascending order of PO number if you send more than one set of payment documents to us at a time. (please also list PO number in ascending order on cover letter)
- Kindly ensure the invoice number and amount for presenting to APLL for shipment booking and APLL for payment settlement are the SAME and do not use duplicate invoice number.
  - Combine Invoice & Packing List on one document is acceptable (see specimen on page 156).
- Please ensure all information on Forwarder's Cargo Receipt (FCR), Commercial Invoice and Packing List is correct before sending to APLL for payment settlement. If any error is found on FCR, APLL will email vendors for FCR errors. Vendors have to communicate with APLL GSSC office to correct the FCR and bear FCR amendment fee. After FCR amendment fee is settled, corresponding booking office sends email notification to APLL - Felix Lin ([Felix\\_Lin@apllogistics.com](mailto:Felix_Lin@apllogistics.com)) & Susan Wei ([Susan\\_Wei@apllogistics.com](mailto:Susan_Wei@apllogistics.com)) to manually correct the original FCR.
- If there is more than one item on the invoice / packing list and FCR, please organize the item no. in numerical order.

- TRU will telegraphically transfer (TT) payment directly to vendor's bank account according to the agreed payment terms. Payment terms are calculated based on the receipt of clean payment documents at APLL China Yantian office. To obtain the payment and deduction details, please click this link: [www.truchinaportal.com](http://www.truchinaportal.com).
- For new and current vendors who need to provide new / changes of bank information, please contact Grace Chan: [grace\\_chan@apllogistics.com](mailto:grace_chan@apllogistics.com) who will provide specific coded bank information specimen form to fill in bank details. Please do not send bank information to APLL repeatedly unless there is an update.
- Kindly note that the PO vendor name must match the beneficiary name. Any vendor name discrepancy may lead to delay of payment.
- Should there be any vendor name changes for the US; please find the below requirements for either a legal entity name change or correction of name within the TRU system.
- **Legal Entity Vendor Name Change:**
  - Letter on company letterhead providing:
    - a legal explanation for the name change
    - the new legal entity name
    - and the TRU Resource Number (vendor number) of the account.
  - Certificate of Name Change from jurisdiction of incorporation
  - Certificate of Merger (if name change is result of merger transaction)
  - Updated Certificate of Insurance showing legal entity name
- **Correction of Vendor Name:**
  - Letter on company letterhead stating:
    - why the name is incorrect
    - the correct legal entity name
    - and the TRU Resource Number (vendor number) of the account.
  - Certificate of Insurance showing the correct legal entity name.

Please return the required documents to:

**Toys "R" Us  
Vendor Request  
Terrace Building 2<sup>nd</sup> Floor T2N031  
One Geoffrey Way  
Wayne, NJ 07470**

Should you have any questions or need further assistance, please contact [vendor\\_request@toysrus.com](mailto:vendor_request@toysrus.com).

- In accordance with TRU shipping manual, we charge vendors for the additional ocean freight charges if the actual loading volume is greater than what vendor has quoted. Here is the formula:

Additional ocean freight chargeback per piece:

US\$(cu.ft. on FCR – cu.ft. on Item Master) x Ocean F. Rate / no. of piece in each carton  
= US\$ per piece (correct to 2 decimal places)

The Total Add. Ocean F. C/B:

US\$ per piece x total quantity  
= US\$ sum (correct to nearest dollar)

- To avoid the additional ocean freight chargeback in the future, please go into TRU Enterprise Data Quality (EDQ) to update the correct carton dimensions. Afterwards, follow up with TRU buyer for carton cube change approval while planner issue PO Change to update the current PO with the new cube dimensions from EDQ.
- If you have any dispute against Additional Ocean Freight Chargeback and/or Late Shipment Penalty, please send email to Vendor Compliance Department at [VendorCompliance@toysrus.com](mailto:VendorCompliance@toysrus.com).
- Should you have any inquiries on Outstanding Balance (OB) Letter, please contact RGD offshore team at [RGDSupport@toysrus.com](mailto:RGDSupport@toysrus.com).
- OB Deductions including the prefix of ASN, ETA, ITC, ITV, CVR, & GS1 represent non-compliance to TRU Supply Chain programs. The supporting details for chargeback deductions are found within the Delivery Performance System (DPS), accessible via TRU Vendor Extranet (<https://vendorconnect.toysrus.com>).
- For details of ITM / ITC deduction, please use Enterprise Data Quality (EDQ) and forward all questions and concerns to [item@toysrus.com](mailto:item@toysrus.com) for further assistance.
- Should you have any inquiries on deduction allowance, please contact Janice Wong: [Janice\\_wong@apllogistics.com](mailto:Janice_wong@apllogistics.com).
- TRU US launched a new program that allows approved invoices to be eligible for early payment at a discount. If there is an interest in utilizing this program, please contact [quickpay@toysrus.com](mailto:quickpay@toysrus.com) or call 1-888-543-8480.
- \$38.00 bank fee is standard for USA Open Account processing, per transaction, applied to all vendors.
- TRU only accept 2 decimal points on unit price and invoice amount.

- APLL A/P Team contact information:  
Susan Wei – susan\_wei@apllogistics.com  
Tel# 86-755-22171171

Felix Lin – felix\_lin@apllogistics.com  
Tel# 86-755-22171098

Nichole Huang - Nichole\_Huang@apllogistics.com  
Tel#86-755-22171060

APLL GSSC office contact information:  
GSSC\_CQ\_TRU\_PRO1@apllogistics.com  
GSSC\_CQ\_TRU\_PRO2@apllogistics.com  
GSSC\_CQ\_TRU\_PRO3@apllogistics.com

## INTERNATIONAL COUNTRIES:

### CANADA

#### 1) OPEN ACCOUNT

Submit the following negotiable documents along with covering letter (on page 153) to the address below as early as possible:

APL Logistics Shenzhen Branch  
3/F, Administrative Building, Lot 15B, Mingzhu Road  
Yantian Port, Shenzhen, China  
Postal Code: 518083  
Attn: TRU team

Chinese address: 美集物流运输(中国)有限公司深圳分公司  
深圳市盐田港明珠大道 15 号区 B 行政楼三楼  
邮政编码 518083  
操作部 - TRU team 收

	<u>ORIGINAL</u>	<u>COPIES</u>
a) Commercial Invoice	1	0
b) Canada Customs Invoice (see Specimen Form Section 10)	1	0
d) Original Cargo Receipt	1	0

- Please sort the required payment documents as per following order (from top to bottom):

1) Cover Letter 2) Original Commercial Invoice 3) Original of Canada Customs Invoice 4) Original FCR

- Please sort payment documents according to ascending order of PO number if you send more than one set of payment documents to us at a time. (please also list PO number in ascending order on cover letter)
- Kindly ensure the invoice number for presenting to APLL for shipment booking and APLL for payment settlement is the SAME, and do not use duplicate invoice number and punctuation “ ” ; ‘ ’ , as part of invoice number. Invoice number with more than 10 characters is not allowed.
- Combine Invoice & Canada Customs Invoice on one document is acceptable, but please make sure all required information on CCI must be included on commercial invoice. For more details, please refer to specimen on page 157)
- Please ensure all information on Forwarder's Cargo Receipt (FCR), Commercial Invoice and Canada Customs Invoice (CCI) is correct before sending to APLL for payment settlement. If any error is found on FCR, APLL will email vendors for FCR errors. Vendors have to communicate with APLL GSSC office to correct the FCR and bear FCR amendment fee. After FCR amendment fee is settled, corresponding booking office sends email notification to APLL - Felix Lin ([Felix\\_Lin@apllogistics.com](mailto:Felix_Lin@apllogistics.com)) & Susan Wei ([Susan\\_Wei@apllogistics.com](mailto:Susan_Wei@apllogistics.com)) to manually correct the original FCR.
- If there is more than one item on the invoice / packing list and FCR, please organize the item no. in numerical order.

- Please provide separate covering letter for different TRU countries. One covering letter can show multiple sets of payment documents in ascending order.
- Please DO NOT send open account payment documents to TRU CANADA for payment directly.
- For new and current vendors who need to provide new / changes of bank information, please contact Sonia Jiang: [sonia\\_jiang@apllogistics.com](mailto:sonia_jiang@apllogistics.com) who will provide specific coded bank information specimen form to fill in bank details. Please do not send bank information to APLL repeatedly unless there is an update.
- Kindly note that the PO vendor name must match the beneficiary name.
- If the beneficiary name is different from the PO Company name, please indicate “Invoice is payable to the Beneficiary Company.” and show the Beneficiary Name, Beneficiary Address on the invoice.
- TRU will telegraphically transfer (TT) payment directly to vendor’s bank account according to the agreed payment terms. Payment terms are calculated based on the receipt of clean payment documents at APLL China Yantian office. To obtain the payment and deduction details, please click this link: [www.truchinaportal.com](http://www.truchinaportal.com).
- TRU only accept 2 decimal points on unit price and invoice amount.
- APLL TRU A/P Team contact information:  
Sonia Jiang – [sonia\\_jiang@apllogistics.com](mailto:sonia_jiang@apllogistics.com)  
Tel# 86-755-22171197

APLL GSSC office contact information:  
[GSSC\\_CQ\\_TRU\\_PRO1@apllogistics.com](mailto:GSSC_CQ_TRU_PRO1@apllogistics.com)  
[GSSC\\_CQ\\_TRU\\_PRO2@apllogistics.com](mailto:GSSC_CQ_TRU_PRO2@apllogistics.com)  
[GSSC\\_CQ\\_TRU\\_PRO3@apllogistics.com](mailto:GSSC_CQ_TRU_PRO3@apllogistics.com)

## JAPAN

### 1) OPEN ACCOUNT

Submit the following negotiable documents along with covering letter (on page 153) to the address below as early as possible:

APL Logistics Shenzhen Branch  
3/F, Administrative Building, Lot 15B, Mingzhu Road  
Yantian Port, Shenzhen, China  
Postal Code : 518083  
Attn: TRU team

Chinese address: 美集物流运输(中国)有限公司深圳分公司  
深圳市盐田港明珠大道 15 号区 B 行政楼三楼  
邮政编码 518083  
操作部 - TRU team 收

	<u>ORIGINAL</u>	<u>COPIES</u>
a) Commercial invoice	1	0
b) Packing list	1	0
c) Cargo receipt	1	0

- Please sort the required payment documents as per following order (from top to bottom):  
1) Cover Letter 2) Original Commercial Invoice 3) Original Packing List 4) Original FCR
- Please sort payment documents according to ascending order of PO number if you send more than one set of payment documents to us at a time.  
(Please also list PO number in ascending order on cover letter)
- Kindly ensure the invoice number for presenting to APLL for shipment booking and APLL for payment settlement is the SAME and do not use duplicate invoice number. Invoice number with more than 10 characters is not allowed.
- Please ensure all information on Forwarder's Cargo Receipt (FCR), Commercial Invoice and Packing List is correct before sending to APLL for payment settlement. . If any error is found on FCR, APLL will email vendors for FCR errors. Vendors have to communicate with APLL GSSC office to correct the FCR and bear FCR amendment fee. After FCR amendment fee is settled, corresponding booking office sends email notification to APLL - Felix Lin ([Felix\\_Lin@apllogistics.com](mailto:Felix_Lin@apllogistics.com)) & Susan Wei ([Susan\\_Wei@apllogistics.com](mailto:Susan_Wei@apllogistics.com)) to manually correct the original FCR.
- If there is more than one item on the invoice / packing list and FCR, please organize the item no. in numerical order.

- Please show the agreed payment terms on the invoice. The payment terms can be found on the Web Portal.
- Please provide separate cover letter for different TRU countries. One covering letter can show multiple sets of payment documents in ascending order.
- Please DO NOT send open account payment documents to TRU Japan for payment directly.
- For new and current vendors who need to provide new / changes of bank information, please contact Liki Li: [liki\\_li@apllogistics.com](mailto:liki_li@apllogistics.com) who will provide specific coded bank information specimen form to fill in bank details. Please do not send bank information to APLL repeatedly unless there is an update.
- Kindly note that the PO vendor name must match the beneficiary name.
- TRU will telegraphically transfer (TT) payment directly to vendor's bank account according to the agreed payment terms. Payment terms are calculated based on the receipt of clean payment documents at APLL China Yantian office. To obtain the payment and deduction details, please click this link: [www.truchinaportal.com](http://www.truchinaportal.com).
- TRU only accept 2 decimal points on unit price and invoice amount.
- APLL TRU A/P Team contact information:  
Liki Li – [liki\\_li@apllogistics.com](mailto:liki_li@apllogistics.com)  
Tel# 86-755-22171172
- APLL GSSC office contact information:  
[GSSC\\_CQ\\_TRU\\_PRO1@apllogistics.com](mailto:GSSC_CQ_TRU_PRO1@apllogistics.com)  
[GSSC\\_CQ\\_TRU\\_PRO2@apllogistics.com](mailto:GSSC_CQ_TRU_PRO2@apllogistics.com)  
[GSSC\\_CQ\\_TRU\\_PRO3@apllogistics.com](mailto:GSSC_CQ_TRU_PRO3@apllogistics.com)

## 2) LETTER OF CREDIT

If a Letter of Credit is issued for payment, the L/C will be opened to the exact name and address supplied to us on your offer sheet. You must adhere to conditions and terms as indicated on the L/C.

## AUSTRALIA

### 1) OPEN ACCOUNT

Submit the following negotiable documents along with covering letter (on page 153) to the address below as early as possible:

APL Logistics Shenzhen Branch  
3/F, Administrative Building, Lot 15B, Mingzhu Road  
Yantian Port, Shenzhen, China  
Postal Code: 518083  
Attn: TRU team

Chinese address: 美集物流运输(中国)有限公司深圳分公司  
深圳市盐田港明珠大道 15 号区 B 行政楼三楼  
邮政编码 518083  
操作部 - TRU team 收

	<u>ORIGINAL</u>	<u>COPIES</u>
a) Commercial invoice	1	0
b) Cargo receipt	1	0

- Please sort the required payment documents as per following order (from top to bottom):

1) Cover Letter 2) Original Commercial Invoice 3) Original FCR

- Please sort payment documents according to ascending order of PO number if you send more than one set of payment documents to us at a time. (please also list PO number in ascending order on cover letter)
- Kindly ensure the invoice number for presenting to APLL for shipment booking and APLL for payment settlement is the SAME and do not use duplicate invoice number. Invoice number with more than 10 characters is not allowed.
- Please ensure all information on Forwarder's Cargo Receipt (FCR) and Commercial Invoice is correct before sending to APLL for payment settlement. If any error is found on FCR, APLL will email vendors for FCR errors. Vendors have to communicate with APLL GSSC office to correct the FCR and bear FCR amendment fee. After FCR amendment fee is settled, corresponding booking office sends email notification to APLL team - Felix Lin ([Felix\\_Lin@apllogistics.com](mailto:Felix_Lin@apllogistics.com)) & Susan Wei ([Susan\\_Wei@apllogistics.com](mailto:Susan_Wei@apllogistics.com)) to manually correct the original FCR.
- If there is more than one item on the invoice / packing list and FCR, please organize the item no. in numerical order.
- Please provide separate cover letter for different TRU countries. One covering letter can show multiple sets of payment documents in ascending order.
- Please DO NOT send open account payment documents to TRU Australia for payment directly.

- TRU will telegraphically transfer (TT) payment directly to vendor's bank account according to agreed payment terms. Payment terms are calculated based on the receipt of clean payment documents at APLL China Yanitan office. To obtain the payment and deduction details, please click this link: [www.truchinaportal.com](http://www.truchinaportal.com).
- For new and current vendors who need to provide new/changes of bank information, please contact Rainie Zhang: [rainie\\_zhang@apllogistics.com](mailto:rainie_zhang@apllogistics.com) who will provide specific coded bank information specimen form to fill in bank details. Please do not send bank information to APLL repeatedly unless there is an update.
- Kindly note that the PO vendor name must match the beneficiary name.
- TRU only accept 2 decimal points on unit price and invoice amount.
- APLL A/P Team contact information:  
Liki Li – [liki\\_li@apllogistics.com](mailto:liki_li@apllogistics.com)  
Tel# 86-755-22171172

APLL GSSC office contact information:  
GSSC\_CQ\_TRU\_PRO1@apllogistics.com  
GSSC\_CQ\_TRU\_PRO2@apllogistics.com  
GSSC\_CQ\_TRU\_PRO3@apllogistics.com

## 2) LETTER OF CREDIT

If a Letter of Credit is issued for payment, the L/C will be opened to the exact name and address supplied to us on your offer sheet. You must adhere to conditions and terms as indicated on the L/C.

## TRU GLOBAL IMPORTS BV, France, Germany, Spain and UK

### 1) OPEN ACCOUNT

Submit the following negotiable documents along with covering letter (on page 153) to the address below as early as possible:

APL Logistics Shenzhen Branch  
3/F, Administrative Building, Lot 15B, Mingzhu Road  
Yantian Port, Shenzhen, China  
Postal Code : 518083  
Attn: TRU team

Chinese address: 美集物流运输(中国)有限公司深圳分公司  
深圳市盐田港明珠大道 15 号区 B 行政楼三楼  
邮政编码 518083  
操作部 - TRU team 收

	<u>ORIGINAL</u>	<u>COPIES</u>
a) Commercial invoice	1	0
b) Cargo receipt	1	0

- Please sort the required payment documents as per following order (from top to bottom):

1) Cover Letter 2) Original Commercial Invoice 3) Original FCR

- Please sort payment documents according to ascending order of PO number if you send more than one set of payment documents to us at a time. (please also list PO number in ascending order on cover letter)
- Kindly ensure the invoice number for presenting to APLL for shipment booking and APLL for payment settlement is the SAME and do not use duplicate invoice number.
- Combine Invoice & Packing List on one document is acceptable.(see specimen on page 156)
- Please ensure all information on Forwarder's Cargo Receipt (FCR) and Commercial Invoice is correct before sending to APLL for payment settlement. If any error is found on FCR, APLL will email vendors for FCR errors. Vendors have to communicate with APLL GSSC office to correct the FCR and bear FCR amendment fee. After FCR amendment fee is settled, corresponding booking office sends email notification to APLL - Felix Lin ([Felix\\_Lin@apllogistics.com](mailto:Felix_Lin@apllogistics.com)) & Susan Wei ([Susan\\_Wei@apllogistics.com](mailto:Susan_Wei@apllogistics.com)) to manually correct the original FCR.
- If there is more than one item on the invoice / packing list and FCR, please organize the item no. in numerical order.
- Please provide separate cover letter for different TRU countries. One covering letter can show multiple sets of payment documents in ascending order.
- Please DO NOT send open account payment documents to TRU country for payment directly.

- TRU will telegraphically transfer (TT) payment directly to vendor's bank account according to agreed payment terms. Payment terms are calculated based on the receipt of clean payment documents at APLL China Yantian office. To obtain the payment and deduction details, please click this link: [www.truchinaportal.com](http://www.truchinaportal.com).
- For new and current vendors who need to provide new / changes of bank information, please contact Felix Lin: [felix\\_lin@apllogistics.com](mailto:felix_lin@apllogistics.com) who will provide specific coded bank information specimen form to fill in bank details. Please do not send bank information to APLL repeatedly unless there is an update.
- Kindly note that the PO vendor name must match the beneficiary name.
- TRU only accept 2 decimal points on unit price and invoice amount.
- APLL TRU A/P Team contact information:

TRU UK  
Wendy Zeng – [wendy\\_zeng@apllogistics.com](mailto:wendy_zeng@apllogistics.com)  
Tel# 86-755-22171183

TRU Germany  
Liki Li – [likeli\\_li@apllogistics.com](mailto:likeli_li@apllogistics.com)  
Tel# 86-755-22171172

TRU France & Spain  
Wendy Zeng – [wendy\\_zeng@apllogistics.com](mailto:wendy_zeng@apllogistics.com)  
Tel# 86-755-22171183

TRU GLOBAL IMPORTS BV –  
Felix Lin – [Felix\\_lin@apllogistics.com](mailto:Felix_lin@apllogistics.com)  
Tel# 86-755-22171098

Sonia Jiang – [sonia\\_jiang@apllogistics.com](mailto:sonia_jiang@apllogistics.com)  
Tel# 86-755-22171197

APLL GSSC office contact information:  
[GSSC\\_CQ\\_TRU\\_PRO1@apllogistics.com](mailto:GSSC_CQ_TRU_PRO1@apllogistics.com)  
[GSSC\\_CQ\\_TRU\\_PRO2@apllogistics.com](mailto:GSSC_CQ_TRU_PRO2@apllogistics.com)  
[GSSC\\_CQ\\_TRU\\_PRO3@apllogistics.com](mailto:GSSC_CQ_TRU_PRO3@apllogistics.com)

## **SECTION 8 ADDRESS & CONTACT INFORMATION**

### **APLL & TOYS “R” US OFFICES**

<b>COUNTRY</b>	<b>ADDRESS</b>	<b>CONTACT INFORMATION</b>		
APLL HONG KONG OFFICE	<b>APL Logistics SCS Hong Kong Limited</b> Suite No. 1908, 19/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong.	Fax : 852-2827-9786		
		<b>Export Team:</b>		
		<b>Name</b>	<b>APLL Direct line</b>	<b>Email Address</b>
		<b>USA Division:</b>		
		Joyce Moy (Manager)	(852) 2302 7431	joyce_moy@apllogistics.com
		Kathy Chan (Asst. Manager)	(852) 2302 7438	kathy_chen@apllogistics.com
		Maggie Chan	(852) 2302 7440	maggie_chen@apllogistics.com
		<b>International Division:</b>		
		Mandy Lo (Manager)	(852) 2302 7461	mandy_lo@apllogistics.com
		Kezia Kan (Supervisor)		
		– TRU Australia, Canada and Japan	(852) 2302 7459	kezia_kan@apllogistics.com
		Sowell So (Supervisor)		
		– TRU EU & EIC	(852) 2302 7451	sowell_so@apllogistics.com
		<b>Accounts Payable Team</b>		
		Crystal Chan (Manager)	(852) 2302 7516	Crystal_chen@apllogistics.com
		Janice Wong (Supervisor) - USA Payment	(852) 2302 7522	janice_wong@apllogistics.com
		Grace Chan -USA Payment	(852) 2302 7536	Grace_chen@apllogistics.com

**APLL SHENZHEN  
OFFICE**

APL Logistics Shenzhen Branch  
4/F, Administrative Building, Lot 15B, Mingzhu  
Road, Yantian Port, Shenzhen, China. Postal  
Code : 518083

**Address in Chinese:**

美集物流运输(中国)有限公司深圳分公司  
深圳市盐田港明珠大道 15 号区 B 行政楼 4 楼 邮  
政编码 518083

Fax: 86-755-2528 0797

**Accounts Payable Team**

<b>Name</b>	<b>APLL Direct line</b>	<b>Email Address</b>
Felix Lin (Asst.Manager) All countries	86-755-2217 1098	felix_lin@apllogistics.com
Susan Wei - USA Payment	86-755-2217 1171	Susan_wei@apllogistics.com
Sonia Jiang- Canada & EIC Payment	86-755-2217 1197	sonia_jiang@apllogistics.com
Rainie Zhang –Australia & UK Payment	86-755-2217 1173	rainie_zhang@apllogistics.com
Wendy Zeng –France & Spain Payment	86-755-2217 1183	wendy_zeng@apllogistics.com
Sylvia Zeng –USA Payment	86-755-22171194	sylvia_zeng@apllogistics.com
Liki Li – Germany & Japan Payment	86-755-2217 1172	liki_li@apllogistics.com

**Toys R Us  
(USA Head Office)**

Toys R Us – Delaware, Inc DBA Toys R Us  
One Geoffrey Way, Wayne,  
New Jersey 07470 - 2030, U.S.A.

Phone : (973) 617-5931  
Fax : (973) 617-4017  
Contact: Jennifer Bohaty-Yelle – Director Quality Assurance

**Franchise Division**

Phone : (973) 617-5162  
Fax : (973) 617-4012  
Contact: Scott Bruffy - Director - Franchise Operation

**Logistics Department**

Phone : (973) 617-4812  
Fax : (973) 617-4025  
Contact : Sundra Glennon-Manager, International Transportation and Customs  
Compliance

**Return Goods  
Department**

Phone : (973) 617-3897  
Fax : (973) 617-3028  
Contact: George Leuchs – RGD Manager

<b>COUNTRY</b>	<b>ADDRESS</b>	<b>CONTACT INFORMATION</b>
Toys R Us (China) Ltd	7/F CTS Tower, No. 4011 Shennan Boulevard, Futian District, Shenzhen, P.R. China 518048	Phone : (86) 755 3698 5380 ext. 383 Contact: Yvonne Chen – Logistics Supervisor Email: DL-CSO-Logistics@toysrus.com
Toy R Us CANADA	Toys “R” Us (Canada) Ltd. 2777 Langstaff Road, Concord, Ontario L4K 4M5, Canada	Phone : (905) 660-2046 Contact: Wayne Griffiths - Transportation Manager Email: griffitw@toysrus.com  Phone : (905) 660-2047 Contact: Ziva Atlas – A/P Merchandise Manager Email: atlasz@toysrus.com
Toy R Us AUSTRALIA	Toys “R” Us (Australia) Pty Ltd. Block G, Commercial Drive, Regents Park Estate, 391 Park Road, Regents Park, N.S.W. 2143, Australia	Phone : (61) 2-9794-8522 Fax: (61) 2-9794 8992 Contact: Jeanine Pillai – Inventory Control Manager Email: pillaij@toysrus.com  Contact: Violeta Rodriguez – Imports Coordinator Email: ausimp@toysrus.com  Phone: (61) 2-9794 8977 Fax: (61) 2 9794 8991 Contact: Accounts Payable Department Email: Ausmap@toysrus.com
Toy R Us FRANCE	Toys “R” Us France SARL 1, allée des Lutins 77310 Saint-Fargeau-Ponthierry France	Phone : (33) 1 6998 8300 Contact: Sylvie Colomb - Import & Quality Assurance Manager  Phone : 01628 414321 Contact: TRU France A/P Team Email: accountsFRA@toysrus.com

COUNTRY	ADDRESS	CONTACT INFORMATION
Toy R Us GERMANY	Toys "R" Us GmbH Koehlstrasse 8, 50827 Koeln, Germany	<p>Phone : (221) 597 20 Fax : (221) 597 2170 Contact: Frank Jonke - Director Logistics Michael Pfeiffer - Import Department Gregor Schmitz - Manager <a href="#">Customs</a></p> <p>Phone : (221) 597 2467 Fax : (221) 597 2177 Contact: Joachim Felix - Quality Assurance Manager</p> <p>Phone : (91) 887 8353 Fax : (91) 887 8334 Contact: Maite Colmenero - Accounts Payable Manager Email : colmenem@toysrus.com</p> <p>Phone : 01628 414321 Contact: TRU Germany A/P Team Email: accountsCE@toysrus.com</p>
Toy R Us JAPAN	Toys "R" Us - Japan Ltd. Muza Kawasaki Central Tower 25th Floor 1310 Omiya-Cho, Saiwai-Ku, Kawasaki-Shi, Kanagawa, 212-8566 Japan	<p>Phone : 81 (44) 388 8035 Fax : 81 (44) 549 9103 Contact: Natsuko Miyamoto - Import Manager Junko Ohyama – Assistant Manager Emiko Takashiro – Import Coordinator Email : japan-import@toysrus.com</p> <p>Phone : 81 44 549 9074 Fax : 81 44 549 9035 Contact : Yumi Yasokawa - Accounts Payable Manager Email: Yumi.Yasokawa@toysrus.com</p> <p>Contact: Masumi Inoue - Accounts Payable supervisor E-mail: Masumi.Inoue@toysrus.com</p>
Toy R Us SPAIN	Toys "R" Us Iberia, S A N-II Salida 23-Ctra., M-300 Km. 29.800, Alcalá De Henares, Madrid, Spain	<p>Phone : (91) 887 8313 Fax : (91) 887 8273 Contact: Sonia Poveda - Import Manager (Phone: 91 887 8299) Anna Corral - Import Coordinator (Phone: 91 887 8274)</p> <p>Phone : 01628 414321 Contact: TRU Spain A/P Team Email: accountsIB@toysrus.com</p>

COUNTRY	ADDRESS	CONTACT INFORMATION
Toy R Us UNITED KINGDOM	Toys "R" Us Ltd. Geoffrey House, Maidenhead Office Park, Westacott Way, Maidenhead, Berkshire SL6 3QH, United Kingdom	Phone : (1628) 41 41 41 Fax : (1628) 41 05 65 Contact: Neil Croffey - Import Manager  Phone : 01628 414321 Contact: TRU UK A/P Team Email: accountsUK@toysrus.com
Toys R Us Global Import B.V.	TRU Global Imports B.V. Weena 327, 3013 AL Rotterdam, Netherlands	Phone : (+31) 168 334411 Fax : (+31) 168 334419 Contact: Richard Paquette – Director TRU New Import Supply Chain Email: paquettr@toysrus.com  Stephan de Baan – Import Manager TRU New Import Supply Chain Janet Appleton – QA Europe Email: Stephan.DeBaan@toysrus.com  Maria Emilia Perez – Accounts Payable Email: MariaEmilia.Perez@toysrus.com

## APL LOGISTICS CONSOLIDATION LOCATIONS

COUNTRY	ADDRESS	CONTACT INFORMATION
HONG KONG Office	APL Logistics SCS Hong Kong Limited	Fax : 8204 1125 Phone : 2302 7468 Contact: Angus Tang Email : angus_tang@apllogistics.com
CHINA PORTS: Yantian	APLL China Ltd. 深圳盐田港物流服务有限公司 Shenzhen Yantian Port Logistics Service Co. Ltd 深圳市盐田区东海道 432 号盐田港集团监管仓 432 Donghai Road , Yantian district , Shenzhen	Fax: (755) 2528 5369 Phone: (755) 2217 1029 Contact: Tiffany He Email: tiffany_he@apllogistics.com
Xiamen	APL Logistics China, Limited Xiamen Branch 5F Baodi Logistics Center No.23 Xiangxing Si Road Xiangyu FTZ, Xiamen China 361006	Fax: (592) 5698671 Phone: (592) 5698621 Contact: Yuan Hong Email: Yuan_Hong@apllogistics.com
Fuzhou	APL Logistics China, Limited Fuzhou Branch Room 2305 - 2306, World Wide Plaza, No.158, Wu Si Road, Gulou Fuzhou, China	Fax: (591) 8801 3351 Phone: (591) 8801 7037 Contact: Delia Liu Email: Delia_Liu@apllogistics.com
Dalian	APL LOGISTICS CHINA, LTD. DALIAN BRANCH Unit 01-02,28FL Tian An Int'l Tower, 88 Zhongshan RD, ZHONGSHAN DISTRICT, DALIAN 116001 PRC	Fax :86-411-82506191 Phone: 86-411-82506990 EXT.: 6191 Contact : serena zhang email : serena_zhang@apllogistics.com

COUNTRY	ADDRESS	CONTACT INFORMATION
Ningbo	APL Logistics China Ltd-Ningbo Branch Room 908, 9th Floor, Raffles City, 99 South Daqing Road, Jiangbei District, Ningbo, 315020	Phone : +86 574 87341199-5117 Contact: Ruby pan Email: ruby_pan@apllogistics.com  Phone : +86 574 87341199-5183 Contact: May chen Email: may_chen@apllogistics.com
Qingdao	APL Logistics China, Limited Qingdao Branch 12F, Flagship Tower, New World Cyber Port, 40 Xianggang Zhong Road, Qingdao 266071, PRC	Fax : + 86 532 85976789 Tel : +86 532 85977979-5961 Contact: Johnny Mu Email: Johnny_mu@apllogistics.com
Shanghai	APL Logistics China, Ltd. 22F, Baohua International Plaza No. 555 West Guangzhong Road Shanghai China	Tel : (21) 26105851 Contact: Cindy Shao Email : Cindy_Shao@apllogistics.com  Tel : (21) 26105873 Contact: Peggy Luo Email : Peggy_luo@apllogistics.com
Xingang, Tianjin	APL Logistics China, Limited Tianjin Branch Room 2010 Tianjin International Building, 75 Nanjing Road, Tianjin, China 300050	Fax : 86 22 23306 Tel : 86 22 23395020 ext.5682 Contact: Peggy Zhao Email: Peggy_zhao@apllogistics.com

COUNTRY	ADDRESS	CONTACT INFORMATION
Bangladesh	Suvastu Imam Plaza, 5th Floor, 65, Gulshan Avenue, Dhaka 1212	Tel: +880-1755-540124 Contact: Jashim Khan Email: Jashim_Khan@apllogistics.com
INDONESIA	PT APL Logistics Masterpiece Building 3rd Floor, Jl. Tanah Abang IV No. 23-25	Fax : (+62) (21 3836170/72) Tel : (+62) (21 3861238) Contact: Bimo Wicaksono Email: bimo_wicaksono@apllogistics.com
INDIA	<p>Tuticorin 106F/4C &amp; 106F/4D, IIInd Floor, Visaka Trade Centre, Opp. City Hospital, Palai Road West, Millerpuram Jn, Tuticorin</p> <p>Chennai Calavalas Aditya, 2nd Floor, New # 8, Old # 15, Whannels Road, Egmore, Chennai</p> <p>Cochin 24/1463, Pierce Lesile Building, PO Box 689, Bristow Road, Willingdon Island, Cochin</p>	<p>Tuticorin &amp; Chennai Tel : 91-461-3051551 Contact: S, Jesudasan Email: Jesudasan_S@apllogistics.com</p> <p>Cochin Tel : 91-484-3072951 Contact: Thomas, Leemol Email: Leemol_Thomas@apllogistics.com</p>
KOREA	APL Logistics Korea, Ltd. 13th Floor, Sewoo Building, 115, Yeouigongwon-ro, Yeongdeungpo-gu, Seoul, Korea 150-868	<p>Tel : 82-2-772-0615 Fax : 82-2-313-2982 Contact: Youngju Seo Email : Youngju_Seo@apllogistics.com</p> <p>Tel : 82-2-772-0613 Fax : 82-2-313-2982 Contact: TH Lee Email : TH_Lee@apllogistics.com</p>

COUNTRY	ADDRESS	CONTACT INFORMATION
MALAYSIA	APL LOGISTICS SDN BHD, 3RD FLOOR, EAST WING, WISMA CONSPLANT 2, 7 JALAN SS16/1, 47500 SUBANG JAYA, SELANGOR	Fax: +60 3 56389900 Tel: +60 3 5638 9000 Contact: NURAIZA ISMAIL Email: Nuraiza_Ismail@apllogistics.com
PHILIPPINES	APL LOGISTICS PHILS., INC. 9F ONE E-COM CENTER HARBOR DRIVE, MALL OF ASIA COMPLEX PASAY CITY	Fax : (632) 556-2718 Tel : (632) 479-5099 Contact : Liezl Delmo Email : liezl_delmo@apllogistics.com
SRI LANKA	ACE CONTAINERS PVT LTD 775/5 NEGOMBO ROAD,MABOLE, WATTALA	Tel: 94-11-4728600 x8682 Contact: Silva, Derance B Email: Derance_Brisley_Silva@apllogistics.com  Tel: 94-11-4728600 x8675 Contact: Gunetilake, Jeevantha V Email: Jeevantha_Gunetilake@apllogistics.com
TAIWAN	APL LOGISTICS TAIWAN LTD. 6FL NO. 168 TUN HWA N. ROAD, TAIPEI 10548 TAIWAN	Fax: (886) 2-2514 0507 Tel: (886) 2 2514 5930 Contact: Kelly Liu Email: Kelly_Liu@apllogistics.com
THAILAND	APL Logistics Svcs (Thailand), Ltd. 5th floor, Vibulthani Tower I, 3195/10 Rama IV Rd., Klong Ton, Klong toey, Bangkok 10110, Thailand	Fax: 66-2-664 5091 Tel: 66-2-664 5064 Contact: Sompit Thongkum Email: Sompit_Thongkum@apllogistics.com

COUNTRY	ADDRESS	CONTACT INFORMATION
VIETNAM	<p>Green Logistics Center Warehouse (GLC) CN3.2G, Dinh Vu Industrial Zone, Dong Hai 2, Haiphong, Vietnam</p> <p>SUNRISE, Saigon CFS Warehouse, 27B Highway 1A, Linh Xuan Ward, Thu Duc District, Hochiminh City, Vietnam</p>	<p>Tel: 84-8-38221166 x6226 Contact: Kim Huynh Email: kim_huynh@apllogistics.com</p>

APL Logistics to be contacted for shipments with a ship date effective 7/3/2016 forward, unless otherwise instructed.

Please contact one of the following APLL Hong Kong office team members if you are unsure.

Name	APLL Direct line	Email Address
<b>USA Division:</b>		
Joyce Moy (Manager)	(852) 2302 7431	joyce_moy@apllogistics.com
Kathy Chan (Asst. Manager)	(852) 2302 7438	kathy_chan@apllogistics.com
<b>International Division:</b>		
Mandy Lo (Manager)	(852) 2302 7461	mandy_lo@apllogistics.com

## WAREHOUSE/OFFICE HOURS AND CONTACTS

COUNTRY	CITY PORT	OFFICE / WAREHOUSE	ADDRESS	CONTACT INFORMATION	EMAIL	PHONE
China	HONG KONG	office	<b>Office address:</b>  APL Logistics (China) Co.,Ltd. Shenzhen Branch 4/F, YPLS Bonded Warehouse, No. 432, Donghai Road, Yantian district, Shenzhen, China postal code: 518083  Office hour: 8:30-12:30 13:30-17:30	Tiffany He	<a href="mailto:tiffany_he@aplogistics.com">tiffany_he@aplogistics.com</a>	86-755-25480063
				Angela Jin	<a href="mailto:angela_jin@aplogistics.com">angela_jin@aplogistics.com</a>	86-755-25489121
				Pauline Luo	<a href="mailto:pauline_luo@aplogistics.com">pauline_luo@aplogistics.com</a>	86-755-25490782
				Steffens Liang	<a href="mailto:steffens_liang@aplogistics.com">steffens_liang@aplogistics.com</a>	86-755-25495655
				Cici Cao	<a href="mailto:cici_cao@aplogistics.com">cici_cao@aplogistics.com</a>	86-755-25489926
				Ben Chen	<a href="mailto:ben_chen@aplogistics.com">ben_chen@aplogistics.com</a>	86-755-25823183
				Sunny He	<a href="mailto:sunny_he@aplogistics.com">sunny_he@aplogistics.com</a>	86-755-25669311
		warehouse	<b>YPLS (US, EU, EIC and Canada cargo)</b> Warehouse name : Yantian Port Logistics Service (YPLS) Warehouse address : 432, Donghai Road, Yantian district, Shenzhen Working Hour : Monday to Saturday 8:30-12:00 13:00-17:30 Customs clearance cut off : Monday to Saturday 16:00	Fu Jinghui (Manager)		0755-25219735
				Li Ying (Manager)		0755-25219726
		warehouse	<b>CMBL (Japan &amp; Australia cargo)</b> Warehouse name : China Merchants Bonded Logistics (CMBL) Warehouse address : 53 Linhai Road, Nanshan district, Qianhaiwan, Free Trade Port Area, Shenzhen Working hour : From Monday to Sunday 8:00-12:00 AM 13:00-17:30 PM Custom clearance cut-off : Mon.to Sun. 16:00 PM	Ms.Luan		0755-26895357
				Mr.Zhang		0755-26887856

China	Dalian	office	<b>Office hours:</b> Monday - Friday 08:30-17:30 <b>APL LOGISTICS China LTD. Dalian Branch</b> F2801, Tianan international building, zhongshan road, Dalian City .Postal code,116001 China			
				claudia sun	claudia_sun@apllogistics.com	86-411-82506975
				harvon hu	harvon_hu@apllogistics.com	86-411-82506978 x6978
				max wu	max_wu@apllogistics.com	86-411-82506979
				serena zhang	serena_zhang@apllogistics.com	86-411-82506973
		warehouse	<b>Opening hours</b> Monday - Friday 08:30 – 17:30 Cargo receiving cut off time: Monday - Friday 16:00  <b>Dalian Sinotrans Logistics Co.,Ltd .</b> 16 Chuangye Rd, Da Yao Wan Harbour Dalian Free Trade Zone,Dalian China 20340	Mr.wang wei Tel : 86-411-88012104		

China	Xiamen	office	<b>Office working hours</b> Monday - Friday 08:30-17:30  <b>Limited Xiamen Branch</b> 5F, Baodi Logistics Center, No.23 Xiangxing Si Road, Xiangyu FTZ Xiamen, China P.C:361006  <b>APL Logistics China,</b>	Hong Yuan	<a href="mailto:Yuan_hong@apllogistics.com">Yuan_hong@apllogistics.com</a>	86-592-5698621
				Annie Lin	<a href="mailto:Ya_xiu_annie_lin@apllogistics.com">Ya_xiu_annie_lin@apllogistics.com</a>	86-592-5698610
		warehouse	<b>Warehouse working hours</b> Monday - Friday 08:30 – 17:30 Saturday 12:00 Warehouse name / Address <b>XIAMEN HAITOU LOGISTICS CO., LTD.</b> NO. 111 JIANGANG ROAD, HAICANG, XIAMEN,FUJIAN,CHINA P.C.	Mr He	-	Tel no.: 86-592-6896185
China	Fuzhou	office	<b>Office hours</b> Monday - Friday 09:00AM-18:00PM <b>APL Logistics China, Limited Fuzhou Branch</b> - CJ2 Office 23F, Worldwide Place, 158# Wusi Road, Fuzhou, Fujian, China	Delia Liu	<a href="mailto:Delia_liu@apllogistics.com">Delia_liu@apllogistics.com</a>	86-591-88017037
				Nina Chen	<a href="mailto:Nina_chen@apllogistics.Com">Nina_chen@apllogistics.Com</a>	86-591-88017047
		warehouse	<b>Warehouse working hours</b> Monday - Friday 08:00AM-17:00PM Saturday: 08:00AM-12:00PM Cargo receiving cut off time: Monday – Friday 16:00pm Saturday 11:00am  Warehouse name / Address: <b>FUZHOU XUNHUI WAREHOUSE</b> FUZHOU INTERNATIONAL CONTAINER TERMINAL, JIANGYIN TOWN, FUQING. FUJIAN, PRC	MR. WANG	-	0591-85966811/ 0591-85966812

China	Ningbo	office	<b>APL LOGISTICS</b>  <b>Office hours</b> Monday - Friday 08:30-17:30  <b>China LTD. Ningbo Branch</b> 9F, Raffles City, 99 Daqing South Road, Jiangbei District, Ningbo 315020, China	May Chen	<a href="mailto:May_Chen@apllogistics.com">May_Chen@apllogistics.com</a>	86-574-87341199 x5183
				Will Dai	<a href="mailto:Will_Dai@apllogistics.com">Will_Dai@apllogistics.com</a>	86-574-87341199 x5175
				Titi Xu	<a href="mailto:Titi_Xu@apllogistics.com">Titi_Xu@apllogistics.com</a>	86-574-87341199 x5160
				Ruby Pan	<a href="mailto:Ruby_Pan@apllogistics.com">Ruby_Pan@apllogistics.com</a>	86-574-87341199 x5117
		warehouse	<b>Sinotrans Ningbo</b>  <b>Opening hours</b> Monday - Sunday 08:00 – 21:00 Cargo receiving cut off time: Monday - Sunday 20:00  <b>logistics co.,ltd</b> NO.55 yongding river road xiapu international logistics park beilun ningbo.	Cao Xuejun	<a href="mailto:caoxuejun@sinotrans.com">caoxuejun@sinotrans.com</a>	Tel:0574-27689348
China	Qingdao	office	<b>APL LOGISTICS</b>  <b>Office hours</b> Monday - Friday 08:30-17:30  <b>China LTD. Qingdao Branch</b> 12F, Flagship Tower, New World Cyber Port, 40 Xianggang Zhong Road, Qingdao 266071, PRC	Allan wang	<a href="mailto:allan_wang@apllogistics.com">allan_wang@apllogistics.com</a>	86-532-85977979 x5881
				Johnny mu	<a href="mailto:Johnny_mu@apllogistics.com">Johnny_mu@apllogistics.com</a>	86-532-85977979 x5961
		warehouse	<b>QINGDAO OCEAN &amp; GREAT ASIA</b>  <b>Opening hours</b> Monday - Saturday 08:30 – 17:30 Cargo receiving cut off time: Monday - Saturday 15:30  <b>LOGISTICS CO.,LTD.</b> NO.101 Qian Wan Port Road Economic and Technology Development Zone, QINGDAO, CHINA, 266000	Liu Jie YI		Tel : 86-532-86823651

China	Shanghai	office	<b>Office hours</b> Monday - Friday 08:30-17:30  APL LOGISTICS China LTD. Shanghai Branch 19F, Baohua International Plaza, No. 555 West Guangzhong Road, Shanghai, 200072, PRC	Jojo Zhu	<a href="mailto:JoJo_Zhu@apllogistics.com">JoJo_Zhu@apllogistics.com</a>	86-21-26105761
				Minnie Zou	<a href="mailto:Minnie_Zou@apllogistics.com">Minnie_Zou@apllogistics.com</a>	86-21-26105879 x5879
				Icy Cen	<a href="mailto:Icy_Cen@apllogistics.com">Icy_Cen@apllogistics.com</a>	n/a
				Tracy Tang	<a href="mailto:Tracy_Tang2@apllogistics.com">Tracy_Tang2@apllogistics.com</a>	86-21-26105800 x5812
				Cindy Shao	<a href="mailto:cindy_shao@apllogistics.com">cindy_shao@apllogistics.com</a>	86-21-26105851
				Peggy Luo	<a href="mailto:Peggy_Luo@apllogistics.com">Peggy_Luo@apllogistics.com</a>	86-21-26105873
		warehouse	<b>Opening hours</b> Monday – Sunday 24hrs Cargo receiving cut off time: Monday – Sunday 24hrs receiving , normally working time 8:00 to 17:30 <b>SHANGHAI CHINEX LOGISTICS CO.,LTD.</b> NO.675 JIEXUN ROAD, PUDONG DISTRICT SHANGHAI 201306	Cargo receiving: Ling Jun		
					<a href="mailto:herman.ling@chinex.com.cn">herman.ling@chinex.com.cn</a>	Tel:021-60977926
				CSR: Huang Haiyan	<a href="mailto:coco.huang@chinex.com.cn">coco.huang@chinex.com.cn</a>	Tel: 021-60977916
				CSR: Zhou Yawei	<a href="mailto:Emma.zhou@chinex.com.cn">Emma.zhou@chinex.com.cn</a>	<a href="tel:021-60977918">Tel:021-60977918</a>
China	Xingang, Tianjin	office	<b>Office hours</b> Monday - Friday 08:30-17:30 <b>APL LOGISTICS China LTD. Tianjin Branch</b> Room 2010, Tianjin International Building, 75 Nanjing Road, Tianjin 300050 China			
				Susan Chai	<a href="mailto:Susan_chai@apllogistics.com">Susan_chai@apllogistics.com</a>	86-22-23321752 x5670
				Peggy Zhao	<a href="mailto:Peggy_zhao@apllogistics.com">Peggy_zhao@apllogistics.com</a>	86-22-23321752 x5682
		warehouse	<b>Opening hours</b> Monday - Friday 08:30 – 17:30 Saturday - Sunday 08:30 – 15:30 Cargo receiving cut off time: Monday - Friday 15:30 Cargo receiving cut off time: Saturday - Sunday 13:30 <b>TIANJIN ZHENHUA LOGISTICS GROUP</b> No.158 Jingmen Road, Xingang Port, Tianjin, China			
				Feng MengYing		Tel: 86-22-25762168

INDIA	Cochin	office	<b>Office hours</b> Monday -Friday : 09:30-17:30 <b>APL LOGISTICS INDIA PVT LTD.</b> 24/1463, Pierce Leslie Building, PO Box 689, Bristow Road, WillingdonIsland, Cochin, 682003	Thomas, Leemol	<a href="mailto:Leemol_Thomas@aplogistics.com">Leemol_Thomas@aplogistics.com</a>	91-484 –3072951
				Sukumaran S	<a href="mailto:Sukumaran_S@aplogistics.com">Sukumaran_S@aplogistics.com</a>	
		warehouse	<b>Opening hours</b> Monday -Friday 10:00 –18:00 Warehouse name / Address: <b>Container Freight Station</b> CFS Q10 , Cochin Port , Willingdon Island, 682003, Cochin, India	Mr. Sukumar	<a href="mailto:Sukumaran_S@aplogistics.com">Sukumaran_S@aplogistics.com</a>	
INDIA	Tuticorin	office	<b>Office hours</b> Monday -Friday : 09:30-17:30  <b>INDIA PVT. LTD.</b> 106F/4C & 106F/4D, II Floor, VisakaTrade Centre, Opp. City Hospital, PalaiRoad West, MillerpuramJn; Tuticorin–628008, INDIA	S, Jesudasan	<a href="mailto:Jesudasan_s@aplogistics.com">Jesudasan_s@aplogistics.com</a>	91-461-3051551
				Nishanth Thomas	<a href="mailto:Nishanth_thomas@aplogistics.com">Nishanth_thomas@aplogistics.com</a>	
		warehouse	<b>Working hours</b> Monday -Saturday 10:00 –18:00 Warehouse name / Address: <b>St. John CFS Park Pvt Ltd</b> 1663/2B, HarbourExpress Road, Tuticorin-628008, INDIA	Rama Subramaniam	<a href="mailto:M_Rama_Subramanian@aplogistics.com">M_Rama_Subramanian@aplogistics.com</a>	Tel no.: 91-99406 17999

KOREA	Busan	office	<b>Office hours</b> Monday -Friday 09:00-18:00 <b>APL LOGISTICS KOREA LTD</b> 3thFloor, SewooBuilding, 115,Yeouigongwon-ro, Yeongdeungpo-gu,Seoul, Korea 150-868	Youngju Seo	<a href="mailto:Youngju_Seo@apllogistics.com">Youngju_Seo@apllogistics.com</a>	82-2-772-0615
				TH Lee	<a href="mailto:TH_Lee@apllogistics.com">TH_Lee@apllogistics.com</a>	82-2-772-0613
		warehouse	<b>Opening hours</b> Monday -Friday 09:00 –18:00 Cargo receiving cut off time: Monday -Friday 17:00 <b>APL Logistics Korea, Ltd c/o PanStarBNGD</b> 56, Sinhang7-Ro, Jinhae-Gu, Changwon Kyung Nam, Korea 645-370		-	82-51-620-0946
PHILIPPINES	Manila	office	<b>Office hours</b> Monday -Friday 08:00-17:00 <b>APL LOGISTICS PHILIPPINES, INC.</b> 9THFloor One E-com Center Harbor Drive, Mall of Asia Complex Pasay City 1300, Philippines	Lina Esteban	<a href="mailto:Lina_Esteban@apllogistics.com">Lina_Esteban@apllogistics.com</a>	(632) 4795090
				Liezl Delmo	<a href="mailto:Liezl_Delmo@apllogistics.com">Liezl_Delmo@apllogistics.com</a>	632) 4795084
		warehouse	Monday –Friday 08:00-17:00 Cargo receiving cut off time: Wed, 17:00 <b>APL Logistics Phils, Inc.</b> Goldwin CFS, Inc. 19thcor. A.C. Delgado Sts., Port Area, Manila		-	Tel no.: +632 9178733241

TAIWAN	Taipei (N. Taiwan)	office	<b>Office hours</b> Monday -Friday 09:00 -17:30 <b>APL LOGISTICS Taiwan LTD. Taiwan Branch</b> -Taipei Office 6th Fl., No. 168, TunHwaN. Road, Taipei 105, Taiwan			
				Linda Chen	<a href="mailto:Linda_Chen@apllogistics.com">Linda_Chen@apllogistics.com</a>	886-2-25145947
				Karin Lai	<a href="mailto:Karin_Lai@apllogistics.com">Karin_Lai@apllogistics.com</a>	886-2-25145960
				Kelly Liu	<a href="mailto:Kelly_Liu@apllogistics.com">Kelly_Liu@apllogistics.com</a>	886-2-25145930
		warehouse	<b>Opening hours</b> Monday -Friday 08:00 –17:00 Cargo receiving cut off time: Monday -Friday 16:30 倉庫名稱:桃園長榮貨櫃場 倉庫住址:桃園縣蘆竹鄉新南路 2段100號			886-3-3261508
	Taipei (S. Taiwan)	office	<b>Office hours</b> Monday -Friday 09:00-17:30 <b>APL LOGISTICS Taiwan LTD. Taiwan Branch</b> -Taipei Office 6th Fl., No. 168, TunHwaN. Road, Taipei 105, Taiwan			
				Linda Chen	<a href="mailto:Linda_Chen@apllogistics.com">Linda_Chen@apllogistics.com</a>	886-2-25145947
				Karin Lai	<a href="mailto:Karin_Lai@apllogistics.com">Karin_Lai@apllogistics.com</a>	886-2-25145960
				Kelly Liu	<a href="mailto:Kelly_Liu@apllogistics.com">Kelly_Liu@apllogistics.com</a>	886-2-25145930
		warehouse	<b>Opening hours</b> Monday -Friday 08:00 –17:00 Cargo receiving cut off time: Monday -Friday 16:30 倉庫名稱:高雄高鳳貨櫃場 倉庫住址:高雄市草衙區草衙2路3庫			886-7-8211342

Bangladesh	Dhakar	office	<b>Office hours</b> Sunday –Thursday 09:00-17:00 BDT <b>APL LOGISTICS LTD.</b> 5th Floor, Suvastulmam Square, 65, Gulshan Avenue, Dhaka-1212, Bangladesh. ☎880-2-5881 3705, 5881 3591	Islam, Zahidul	<a href="mailto:Zahidul_Islam@apllogistics.com">Zahidul_Islam@apllogistics.com</a>	880-1730-730494
				Ahmed, Zahir	<a href="mailto:Zahir_Ahmed@apllogistics.com">Zahir_Ahmed@apllogistics.com</a>	880-1711-401073
		warehouse	<b>Opening hours</b> Sunday –Thursday 09:00-17:00 BDT Cargo receiving cut off time: Thursday 17:00 Warehouse name / Address: <b>Summit Alliance Port Ltd (SAPL)</b> Katghar, South Patenga, Chittagong-4222, Bangladesh.			880 31 2501501-8
THAILAND	Laem Chabang	office	<b>APL Logistics Svcs (Thailand), Ltd.</b> 5th Floor, Vibulthani Tower I, 3195/10 Rama IV Rd., Klong Ton, Klong Toey, Bangkok 10110 Tel: 66 2 664 5050 Fax: 66 2 664 5094	Somruthai Likhitkitwoerakul	<a href="mailto:Somruthai_l@apllogistics.com">Somruthai_l@apllogistics.com</a>	Rep, Customer Service
				Varaporn Suttayanukul	<a href="mailto:Varaporn_Suttayanukul@apllogistics.com">Varaporn_Suttayanukul@apllogistics.com</a>	Sup, Customer Service
				Sasitorn Boonthaworn	<a href="mailto:Sasitorn_Boonthaworn@apllogistics.com">Sasitorn_Boonthaworn@apllogistics.com</a>	Sup, Service Quality & CS,
				Suthida Kooharrattanachai	<a href="mailto:Suthida_Kooharrattanachai@apllogistics.com">Suthida_Kooharrattanachai@apllogistics.com</a>	Mgr, Customer Services
	Laem Chabang	warehouse	<b>APL Logistics (Lat Krabang) C/o Thai Hanjin Logistics</b> Lat Krabang ICD Terminal 5, 33/4 Moo 1 Chaokhun Tahan Rd., Klongsam, Pravet, Lat Krabang, Bangkok 10520	Apiwat Promlum	<a href="mailto:Apiwat_Promlum@apllogistics.com">Apiwat_Promlum@apllogistics.com</a>	Sr Analyst, Warehouse
				Isoon Thantawiroon	<a href="mailto:Isoon_Thantawiroon@apllogistics.com">Isoon_Thantawiroon@apllogistics.com</a>	Mgr, Warehouse & Distr-CNS

VIETNAM	Ho Chi Minh	office	Office hours Monday - Friday 08:30-17:30	Duong Nhu N	<a href="mailto:Nhu_Duong@apllogistics.com">Nhu_Duong@apllogistics.com</a>	84-8-38221166 (ext 6290)
			APL LOGISTICS VIETNAM CO., LTD 17 Ba Huyen Thanh Quan Str., Dist. 3, Hochiminh City, Vietnam	Pham Rose Anh	<a href="mailto:Rose_anh_pham@apllogistics.com">Rose_anh_pham@apllogistics.com</a>	84-8-38221166 (ext 6256)
				Cao Duyen T	<a href="mailto:Duyen_Cao@apllogistics.com">Duyen_Cao@apllogistics.com</a>	84-8-38221166 (ext 6245)
		Warehouse		Mr Phan Phung Tien		0907.337.013
			Opening hours Monday - Saturday 08:30 – 17:30 Cargo receiving cut off time: Monday - Saturday 15:30	Mr Hoang Eric Luu		0983.446.625
			SAIGON CFS WAREHOUSE 27B HIGHWAY 1A, LINH XUAN WARD, THU DUC DISTRICT, HOCHIMINH CITY, VIETNAM	Mr Nguyen Daniel Quoc Dinh		0908.340.745
INDONESIA	Jakarta	office	PT. APL Logistics Masterpiece Building 3rd floor Jl. Tanah Abang IV No. 23-25 Jakarta 10160, Indonesia Friday: 08.30 – 17.30	Steve Rumahlewang	<a href="mailto:steve_rumalewang@apllogistics.com">steve_rumalewang@apllogistics.com</a>	62 21 3836156
			Office hours: Monday –	Irlambang Pribadi	<a href="mailto:Irlambang_pribadi@apllogistics.com">Irlambang_pribadi@apllogistics.com</a>	62 21 3836158
				Mohd. Hafiz	<a href="mailto:mohd_hafiz@apllogistics.com">mohd_hafiz@apllogistics.com</a>	62 21 3836456
		warehouse	PT. Glorious Interbuana Freight Forwarder Jl. Pangkal Pinang Block C.III/47, KBN Marunda North Jakarta, Indonesia  Warehouse hours: Monday: close Tuesday – Friday: 08.00 – 17.00 Saturday: 08.00 – 12.00	Denny Kurniawan	<a href="mailto:denny_kurniawan@apllogistics.com">denny_kurniawan@apllogistics.com</a>	62 21 44854469
MALAYSIA	Port Klang	office	APL Logistics Sdn Bhd 3rd Floor, East Wing, Wisma Consplant 2, No 7 Jalan SS16/1, 47500 Subang Jaya, Selangor, Malaysia	Lay Peng Goh	<a href="mailto:apll.yshcsr@apll.com">apll.yshcsr@apll.com</a>	603 56389000
					<a href="mailto:apll_yshcsr@apllogistics.com">apll_yshcsr@apllogistics.com</a>	
		warehouse	APL Logistics SDN BHD warehouse D4, Distripark, Jalan Pelabuhan, Pelabuhan Utara, 42000 Port Klang, Selangor	Xiu Ling		012 2378461
				Adham		012 2378260
				Siva		016 2404124

## TESTING LABORATORIES

For a complete listing of all Testing Laboratories, please go to our the Global, Product Safety and Compliance Manual located in US Domestic Vendor Reference guide, found our Vendor Extranet. Go to <https://vendorconnect.toysrus.com> .

## SECTION 9                      SPECIMEN FORMS

This section contains following specimen forms:

- ◆ Covering letter
- ◆ Vendor Creation and Maintenance Form - Australia
- ◆ Canada Customs Invoice - Canada
- ◆ Commercial Invoice/Packing List
- ◆ Commercial Invoice
- ◆ Toy Safety EC Declaration of Conformity - Europe
- ◆ Exporter's Statement of Origin - Canada
- ◆ Fumigation Statement – Australia
- ◆ Non-Compliance Chargebacks - Global
- ◆ Packing Declaration (Annual) - Australia
- ◆ Packaging Material Weight Report – Europe
- ◆ Specification Change Notice - Japan
- ◆ Global Security Verification (GSV) Certificate - USA
- ◆ Certificate of Conformity Certificate (CoC/GCC/CPC/DoC)– Global
- ◆ Use of Shipping Container Codes (SCC) – USA
- ◆ Warranty - Australia
- ◆ Invoice/Packing list - EIC

## Must Be On Your Letterhead

### Document Cover Sheet (Sample)

Date :

To: APL Logistics – TRU Team

Attn: Accounts Payable Department

**Re: Payment Documents Submission for TRU** \_\_\_\_\_.  
(Please add the Country Name)

**PO#**

**Invoice #**

XXXXXX

XXXXXXXXXX

XXXXXX

XXXXXXXXXX

XXXXXX

XXXXXXXXXX

XXXXXX

XXXXXXXXXX

---

**Enclosed please find the following payment documents:**

(Please select the documents that you submitted in below table)

<input type="checkbox"/>	<b>1 Original Invoice</b>
<input type="checkbox"/>	<b>1 Original Packing List</b> (USA & Japan ONLY)
<input type="checkbox"/>	<b>1 Original Invoice/Packing List</b> (USA, TRU GLOBAL IMPORTS BV & Europe Countries ONLY)
<input type="checkbox"/>	<b>1 Canada Customs Invoice</b>
<input type="checkbox"/>	<b>1 Original Forwarder Cargo Receipt</b>

**If there is any question, please feel free to contact:**

Name:\_\_\_\_\_.

TEL#:\_\_\_\_\_.

Email Address:\_\_\_\_\_.

Encl.



## Vendor Creation / Maintenance



Merch Vendor: ☐ Yes Expense Vendor: ☐ Yes Employee / Customer Refunds: ☐ Yes Date: 29-November-2016

New Vendor: ☐ Yes Change Existing Vendor: ☐ Yes

Vendor Name: \_\_\_\_\_ AS400 Vendor No: \_\_\_\_\_ MPB No: \_\_\_\_\_  
MAX 25 CHARACTERS

Name of PORT and COUNTRY where Goods will be SHIPPED FROM: \_\_\_\_\_

### Purchase Order Address:

Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
Suburb/ City: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Merch Vendor

Buyer No: \_\_\_\_\_

#### Allowances:

	MPA	AP	%
CASH DISCOUNT	PLA	C	
NEW STORE ALLOWANCE	NSA	DB	
WAREHOUSE ALLOWANCE	WHS	B9	
FREIGHT	FRT	B4	
RANGE	RNG	DA	
ADVERTISING	ADV	D1	
BABIES INITIATIVE #2350	B/O	BI	
RETURN GOODS DEFECTIVE	RGD	D8	
VOLUME ALLOWANCE	VOL	DC	
END OF YEAR VOL. REBATE	EOY		
OTHER			

RGD YearEnd True Up Will Apply

#### Please Note:

Toys R Us will deduct all term allowances on invoice prices quoted. Prices quoted to the buying team must exclude such discounts.

#### Insurance Details:

Insurer Company: \_\_\_\_\_  
Public Liability Value Insured: \_\_\_\_\_  
Policy Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

### Accounts Details:

Australian Business Number (A.B.N): \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
BSB or SWIFT No: \_\_\_\_\_  
Bank Account No: \_\_\_\_\_  
Bank Account Name: \_\_\_\_\_  
Bank Branch Address: \_\_\_\_\_  
Email Address (Remittance Advice) \_\_\_\_\_

Please note \$20 bank fee will apply to every foreign currency payment

Currency Code: \$AUS ☐ - Local Vendor \$US ☐ - Import Vendor

Payment Terms: \_\_\_\_\_ Days (EOM) End of Month

Please note EOM (End of Month) if invoice is dated the 14/07 invoice will be paid the 31/08

Other Terms Please Specify: \_\_\_\_\_

<http://www.toysrus.com.au/vendor-terms/w1/1192144/>

### Comments:

Special Allowances, CAs  
Eg. Coupons, roto, free goods.

VENDOR'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

BUYER'S / MANAGER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

D.M.M.'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

G.M.M.'s or EXECUTIVE SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCE'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Only - Oracle No: \_\_\_\_\_

ATTACHED: ☐ - Liability Form

ATTACHED: ☐ - ABN

Check ABN & Entity name from website then Print & Attach  
<http://www.abr.business.gov.au/SearchIndex.aspx>

ATTACHED: ☐ - Banking Details Verification

Verification of banking details required Eg. Bank deposit slip, bank statement header, formal letter or vendor invoice showing banking details



of  
de  
of  
-

Revenue Canada Revenue Canada CANADA CUSTOMS INVOICE  
Customs and Excise Douanes et Accise **FACTURE DES DOUANES CANADIENNES**

1. Vendor (Name and Address) / Vendeur (Nom et adresse).  <b>VENDOR THAT STATED ON PURCHASE ORDER</b>		2. Date of Direct Shipment to Canada / Date d'expédition directe vers de Canada	
4. Consignee (Name and Address) / Destinataire (Nom et adresse) <b>TOYS "R" US (CANADA) LTD. 2777 LANGSTAFF ROAD, CONCORD, ONTARIO L4K 4M5, CANADA</b>		3. Other References (Include Purchaser's Order No.) Autres références (inclure le n° de commande de l'acheteur) <b>TRU CANADA'S PURCHASE ORDER NUMBER</b>	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et point d'expédition directe vers le Canada		5. Purchaser's Name and Address (If other than Consignee) Nom et adresse de l'acheteur (S'il diffère du destinataire)	
		6. Country of Transshipment / Pays de transbordement	
		7. Country of Origin of Goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISER LEUR PROVENANCE EN 12.
		9. Conditions of Sale and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) <b>NET 90 DAYS (FOR EXAMPLE)</b>	
		10. Currency of Settlement / Devises du paiement <b>U.S. DOLLARS</b>	
11. No. of Pkgs Nbre de Colis	12. Specification of Commodities (Kind of Packages, Marks and Numbers, General Description and Characteristics, i.e. Grade, Quality) Désignation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (State Unit) Quantité (Préciser l'unité)	14. Unit Price Prix unitaire
5 ctns	<b>MFR# 2131 SKN# 102345 PLASTIC TOY BASEBALL HS# 9503.90.0089</b>	1000 PCS.	\$0.30
1 ctn.	<b>MFR# 5666 SKN# 809332 PLUSH STUFFED DOG HS# 9503.41.0010</b>	345 PCS.	\$4.50
<b>LESS ALL DISCOUNT EX. Advertising Allowance 3% Warehouse Allowance 2%</b>			
			15. Total
			\$300.00
			\$1,552.00
			\$1,852.50
			Sub-total Amount
			55.58
			37.05
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box. Si les renseignements des zones 1 à 17 figurent sur la facture commerciale, cocher cette boîte  Commercial Invoice No. / N° de la facture commerciale <b>Your invoice number</b>		16. Total Weight/Poids Total Net 120 KGS Gross/Brut 140 KGS	
19. Exporter's Name and Address (If other than Vendor) Nom et adresse de l'exportateur (S'il diffère du vendeur) <b>EXPORTER = FACTORY</b>		17. Invoice Total Total de la facture <b>\$1,759.87</b>	
20. Originator (Name and Address) / Expéditeur d'origine (Nom et adresse) <b>ORIGINATOR = COMPANY THAT COMPLETES THIS FORM. AUTHORIZED SIGNATURE AND COMPANY CHOP ARE ALSO REQUIRED.</b>			
21. Departmental Ruling (if applicable) / Décision du Ministère (S'il a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette boîte	
23. If included in field 17 indicate amount: Si compris dans le total B la zone 17, préciser: (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances B partir du point d'expédition directe vers le Canada <b>FREIGHT CHARGES WHEN SHIPPING PREPAID</b> \$ _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'rection et d'assemblage après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount: Si non compris dans le total B la zone 17, préciser: (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
		25. Check (If applicable): Cocher (S'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production des marchandises <input type="checkbox"/>	

DEPARTMENT OF NATIONAL REVENUE – CUSTOMS AND EXCISE  
ACCISE

MINISTÈRE DU REVENU NATIONAL – DOUANES ET

REMARKS: 1) ALL CIRCLED FIELDS **MUST** BE COMPLETED. 2) SHIPPING MARKS IS NOT REQUIRED.  
3) HS# **MUST** BE INDICATED AS ABOVE. (PLEASE REFER TP PO SHEET)


# A B C COMPANY LIMITED

Room 1805 New World Office Bldg., East Wing,  
24 Salisbury Road, TSIM SHA TSUI, Kowloon, Hong Kong  
Telephone: 2765 4321 Facsimile: 2765 1233

## INVOICE/PACKING LIST

**Sold to Messrs.** Toys R Us – Delaware, Inc  
DBA Toys R Us  
One Geoffrey Way  
Wayne, NJ 07470-2030, USA  
**Shipped from** Yantian, China **to** Any U.S. Port  
**Shipped via** A vessel on or about April 20, 2007

**Invoice No.** 008750  
**Date** Jan 2, 2010  
**Payment Terms** Net 30 Days  
**Order No.** 120055

Marks & Nos.	Description	Quantity	Unit Price	Amount
TOYS "R" US IMPORT 	TOYS AS PER PO 120055		F.O.B. YANTIAN, CHINA	
U.S. IMPORT PRESCHOOL ABC COMPANY B/O PORTABLE PHONE	ITEM # 556231 (STYLE # 1234) B/O PORTABLE PHONE HTS# 9503.90.60.00	2,400 pcs	US\$ 1.50	US\$ 3,600.00
P.O. 120055 CTN. NO. 1-100 MADE IN CHINA	DATE CODE ITEM # 556231 STYLE # 1234 24 PCS		Less 2%.....	72.00
	24 PCS PER CARTON TOTAL NO OF CTNS: 100 TOTAL NO OF PCS : 2,400 GROSS WEIGHT PER CTN: 9.52 LBS TOTAL GROSS WEIGHT: 952 LBS CTN DIMENSION IN INCH: 14.5 x 18.5 x 14" CUBIC FEET PER CTN: 2.17 CU FT TOTAL CUBIC FEET: 217 CU FT		TOTAL	3,528.00
	MANUFACTURER NAME: ABC TOYS FACTORY ADDRESS: NO. 160, HUANG CHENG SOUTH ROAD PING DI TOWN, LONGGANG DISTRICT SHENZHEN, CHINA			
	TOTAL UNITED STATES DOLLARS THREE THOUSAND FIVE HUNDRED TWENTY EIGHT ONLY.			
	COUNTRY OF ORIGIN: CHINA			
	THE SHIPMENT DOES NOT CONTAIN SOLID WOOD PACKING MATERIAL.			

**\*\* For USA:**  
Please show total allowance rate. i.e. Less 2%.

**\*\*For International Countries:** Please show allowance by type. i.e. Less 1% RGD 1% ADV

**ABC Company Limited**

\_\_\_\_ Authorized Signature


**A B C COMPANY LIMITED**

Room 1805 New World Office Bldg., East Wing,  
24 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong  
Telephone: 2765 4321 Facsimile: 2765 1233

**INVOICE**

**Sold to Messrs.** Toys "R" Us (Australia) Pty Ltd.  
Block G, Commercial Drive  
Regents Park Est 391 Park Road  
Regents Park, N.S.W. 2143, Australia  
**Shipped from** Yantian, China **to** Sydney  
**Shipped via** A vessel on or about April 20, 2011

**Invoice No.** TRU-123  
**Date** April 20, 2011  
**Payment Terms** Net 30 days  
**Order No.** 4901-123456

Marks & Nos.	Description	Quantity	Unit Price	Amount
TRU AUSTRALIA IMPORT	TOYS AS PER PO 4901-123456		F.O.B. YANTIAN, CHINA	
 4901 SYDNEY, AUSTRALIA ABC COMPANY B/O PORTABLE PHONE  P.O. 4901-123456 DATE CODE CTN. NO. 1-100 skn # 556231 MADE IN CHINA STYLE # 1234 CU. FT. GR. WT. (KGS) NUMBER OF PIECES 24 PCS COUNTRY OF ORIGIN CHINA -DITTO- P.O. 4901-123456 DATE CODE CTN NO. 1-100 SKN# 556232 MADE IN CHINA STYLE# 5678 CU. FT. GR. WT. (KGS) NUMBER OF PIECES 24 PCS COUNTRY OF ORIGIN CHINA	SKN # 556231 (STYLE # 1234) B/O PORTABLE PHONE HTS# 9503.90.60.00  SKN # 556232 (STYLE # 5678) B/O PORTABLE PHONE HTS# 9503.90.60.01	2,400 pcs  2,400 pcs	US\$ 1.50  1.50	US\$ 3,600.00  3,600.00
			Gross Total:	7,200.00
			Less 1% RGD	72.00
			1% ADV	72.00
			Net Total	7,056.00
			=====	=====
	<div> <p><b>** For USA: Please show total allowance rate. i.e. Less 2%.</b></p> <p><b>**For International Countries: Please show allowance by type. i.e. Less 1% RGD 1% ADV</b></p> </div>			
	MANUFACTURER NAME: ABC TOYS FACTORY			
	ADDRESS:			
	NO. 160, HUANG CHENG SOUTH ROAD			
	PING DI TOWN, LONGGANG DISTRICT			
	SHENZHEN, CHINA			
	TOTAL UNITED STATES DOLLARS SEVEN THOUSAND AND FIFTY SIX ONLY.			
	COUNTRY OF ORIGIN: CHINA			
	THE SHIPMENT DOES NOT CONTAIN SOLID WOOD PACKING MATERIAL.			
			<b>ABC Company Limited</b>	
			Authorized Signature	

## 2009/48 TOY SAFETY EC DECLARATION OF CONFORMITY

The content of the EU declaration of conformity to directive 2009/48 EC Safety of Toys must contain the following information as a minimum **and be provided in the language of the country/countries of distribution; single, multi-language DOC is preferred.**

1. No ... (unique identification of the toy(s))
2. Name and address of the manufacturer or his authorised representative:
3. This declaration of conformity is issued under the sole responsibility of the manufacturer:
4. Object of the declaration (identification of toy allowing traceability). It shall include a colour image of sufficient clarity to enable the identification of the toy.
5. The object of the declaration described in point 4 is in conformity with the relevant Community harmonisation legislation:
6. References to the relevant harmonised standards used, or references to the specifications in relation to which conformity is declared:
7. Where applicable: the notified body ... (name, number)... performed ... (description of intervention)... and issued the certificate:
8. Additional information:  
Signed for and on behalf of:  
(place and date of issue)  
(name, function)(signature)

*This is to be typed on your company's letterhead*

## EXPORTER'S STATEMENT OF ORIGIN

I certify that the goods described in this invoice or in the attached invoice # \_\_\_\_\_  
were produced in the beneficiary country of \_\_\_\_\_ and that at least \_\_\_\_\_  
per cent of the ex-factory price of the goods originates in the beneficiary country / countries of\_.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Corporation name and address

\_\_\_\_\_  
Telephone and fax numbers

\_\_\_\_\_  
Signature and date (day/month/year)

**SPECIMEN OF VENDOR'S STATEMENT WHICH IN PLACE OF FUMIGATION CERTIFICATE**

This is to be typed on your company's letterhead

Date :

To : Toys "R" Us (Australia) Pte Ltd.  
Attn : Mr. Levent Nuhoglu

Covering : PO number:  
Skn number:  
Goods description:  
Number of carton:  
Number of Piece  
Fumigation Certificate number:

<b>PLASTIC WRAPPED DECLARATION</b>
------------------------------------

We hereby certifying that fumigation was carried out before the goods are individually packed and plastic wrapped.

\_\_\_\_\_  
Vendor's company chop &  
Authorized signature

## **For Toy R US Australia (Annual Packing Declaration)**

### **Company letterhead**

**(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)**

### **ANNUAL PACKING DECLARATION**

**Exporter's name:** (This information combined with the importer's name may be used as consignment link)

**Importer's name:**

### **UNACCEPTABLE PACKAGING MATERIAL STATEMENT**

(Packaging material such as straw, bamboo, peat, hay, chaff, used fruit & vegetable cartons are not permitted)

Q1 Have unacceptable packaging materials or bamboo products been used as packaging dunnage in the consignment covered by this document?

A1 YES ☐ NO ☐

### **TIMBER PACKAGING/DUNNAGE STATEMENT**

(Timber packaging/dunnage includes: crates, cases, pallets, skids, and any other timber used as a shipping aid)

Q2a Has solid timber packaging/dunnage been used in consignments covered by this document?

A2a YES ☐ NO ☐

### **TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2)**

Q3 All timber packaging/dunnage used in the consignment has been (Please Indicate below)

**Treated and marked in compliance with ISPM 15** ☐

Or

**Treated in compliance with Department of Agriculture and Water Resources treatment requirements** ☐  
(With accompanying treatment certificate)

Or

**Not treated** ☐

**CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when not relevant)**

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed: .....  
(Company representative)

Printed name:.....

Date of issue:.....  
(DD/MM/YYYY)

## For Toy R US Australia

### Company letterhead

(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)

### PACKING DECLARATION

Vessel name:..... Voyage number:.....

Consignment identifier or numerical link.....

### UNACCEPTABLE PACKAGING MATERIAL STATEMENT

(Packaging material such as straw, bamboo, peat, hay, chaff, used fruit & vegetable cartons are not permitted)

Q1 Have unacceptable packaging materials or bamboo products been used as packaging dunnage in the consignment covered by this document?

A1 YES ☐ NO ☐

### TIMBER PACKAGING/DUNNAGE STATEMENT

(Timber packaging/dunnage includes: crates, cases, pallets, skids, and any other timber used as a shipping aid)

Q2a Has solid timber packaging/dunnage been used in consignments covered by this document?

A2a YES ☐ NO ☐

### TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2)

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Treated and marked in compliance with ISPM 15 ☐

Or

Treated in compliance with Department of Agriculture and Water Resources treatment requirements ☐  
(With accompanying treatment certificate)

Or

Not treated ☐

**CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when not relevant)**

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed: ..... Printed name:.....  
(Company representative)

Date of issue:.....  
(DD/MM/YYYY)

## (LABORATORY / VENDOR COMPANY LETTERHEAD)

**Packaging Material Weight Report**

Date:

Lab Ref #

Vendor:

Item #

Description:  
(# of assortment if any)

<b>Type of Packaging Material</b>	<b>Weight in KILO GRAM</b>		
	<i>Asst. Style #</i>	<i>Weight Individual</i>	<b>Average Weight</b>
<b>Paper</b>			
Printed Color Box			
Insert Card			
Blister Card / Header Card			
Hang Tag			
Miscellaneous			
<b>Sub-total</b>			
<b>** Average Weight</b>			

<b>Plastic</b>				
Window on the Printed Color Box				
Blister / Clear Box				
Foam				
Plastic tie				
Bag				
Miscellaneous				
<b>Sub-total</b>				
<b>** Average Weight</b>				

<b>Other</b>				
<b>Sub-total</b>				
<b>** Average Weight</b>				

**\*\* Average Weight = Sum up of Sub-total weight divided by # of assortments (if any)**  
 No need to fill in grey  area

**For vendor use only:**

Testing Laboratory / Vendor Company

Chop and Signature

Order Country	Invoice #	TRU SKN

# Specification Change Notice

Date: \_\_\_\_\_

Vendor Name:

Vendor Address:

Vendor Phone:

Fax:

E-mail:

Description of Item:

TRU-Japan SKN# :

Change :	<input type="checkbox"/> Factory	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Color paint	(!) Please describe details of change in below box with pictures.
	<input type="checkbox"/> Component	<input type="checkbox"/> Specification	<input type="checkbox"/> Others	
Date of Change:			PO# :	

Detail Please attache photo.

Current Specification

Please attache photo

New Specification

If you need more space to describe chnages, please use the extended sheet

Vendor's Signature: \_\_\_\_\_

## Testing Information:

(Please note that you must get an approval from TRUJ buyer and product development section for your change first.)

1. When you change anything related to production ( material, componet, specification, factory, country of origin etc...) , please submit this form with BOM to TRUJ immediately. We will ask you to retest the item for new COC.
2. If change is not related to product quality itself but others. It may not be request to take re-test.  
But, please announce it in advance for approval. (For example, Change of product number, change of bar codes, etc...)
3. If there is any change without prior notice which cause serious effect or accident on safety of products, TRUJ will ask you to compensate all expense that related to recall.

For any question on testing that related to specification change, please contact to TRUJ QC.

Quality Control Office Phone 81-44-388-8034, Fax 81-44-544-3144

E-mail Address : Quality-Control@fun.toysrus.co.jp



GLOBAL  
SECURITY  
VERIFICATION

## RECORD OF PARTICIPATION

Company Name

Street Address  
City, State, Country

公司名稱

國家省份城市  
街道地址


Global Security Verification Registration Number:  
XXXXX-XXXXXX

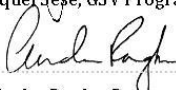
This document verifies that the named facility has voluntarily participated in the Global Security Verification program. A comprehensive supply chain security verification of the named facility was conducted by an independent third-party to determine appropriate minimum security measures, as published by the U.S. Bureau of Customs and Border Protection and other international mutually recognized supply chain security programs, are implemented and maintained throughout the facility. Specifically, this verification focused on existing processes, procedures and infrastructure related to the following areas of supply chain security:

1. Export logistics
2. Physical Security
3. Shipment Information Controls
4. Personnel Security

5. Storage and Distribution
6. Information Access Controls
7. Record and Documentation
8. Contractor Controls

This independent verification of security measures was performed using a process driven approach, based on risk, which incorporates a weighted and scored data collection instrument to provide objective results on the facility's level of adherence across the eight critical supply chain security areas.

  
Raquel Sese, GSV Program Manager

  
Andre Raghu, Program Director

XX XXXX, 2014

Issue Date

XX XXXX, 2015

Expiration Date

This document confirms that an independent verification of the security processes and procedures of the named facility was performed against pertinent security criteria to determine the level of adherence. This document should not be relied upon as a demonstration of security standards beyond the expiry date. Periodic verifications of the facility's ongoing processes should be conducted based on risk, to ensure sustaining adherence to security standards.  
Enquiries on current status and details of verifications can be made online at [www.importsecurity.com](http://www.importsecurity.com)

Intertek

**Toys "R" Us Certificate of Compliance**



**CERTIFICATE OF COMPLIANCE "COC" / GENERAL CONFORMITY CERTIFICATE "GCC"**  
**CHILDREN'S PRODUCT CERTIFICATE "CPC" / DECLARATION OF CONFORMITY "DOC"**  
**CERTIFICAT DE CONFORMITÉ / KONFORMITÄTSBESCHEINIGUNG / CERTIFICADO DE CONFORMIDAD**

**Countries of Distribution:**

*Pays de Distribution / Vertriebsländer / Países de distribución:*

**Issuer Name:** Toys"R"Us – Delaware, Inc.  
**Issuer Address:** One Geoffrey Way  
Wayne, NJ 07470-2030  
**Phone #:** 973-617-3300

**Email Address:**  
[US\\_QA\\_Hardlines@toysrus.com](mailto:US_QA_Hardlines@toysrus.com) [US\\_QA\\_Softlines@toysrus.com](mailto:US_QA_Softlines@toysrus.com)

**Issue Date: m/d/y**

*Date d'émission  
/Ausstellungsdatum / Fecha de emisión*

**\*Expiration Date: m/d/y**

*Date d'expiration  
/ Ablaufdatum / Fecha de caducidad*  
**\*For TRU internal purposes ONLY**

**Issued As:** Own/Private Labeler: ☐ **AND/OR** Importer: ☐

*Émis par: Licencié Privé ET/OU Importateur  
Ausgestellt als: Own/Private Etikettierer UND/ODER Importeur  
Emitido como: Marca del distribuidor Y/O Importador*

**Under no circumstances may this form ever be used when Toys"R"Us is not the Own/Private label or importer of the product.**

*(En aucun cas, cette forme jamais être utilisé lorsque Toys "R" Us n'est pas l'étiquette privée ou de l'importateur du produit)  
(Unter keinen Umständen darf diese Form immer verwendet, wenn Toys "R" Us ist nicht das Own/Private Label oder Importeur des Produkts werden)  
(En ningún caso este formulario cada vez se utiliza cuando Toys "R" Us no es la marca de distribuidor o importador del producto)*

**Vendor Name:**

*Nom du déclarant:  
Ausstellername:  
Nombre del emisor:*

**Factory Name:**

*Nom de l'usine  
Factory –nomen  
Nombre de la farica*

**Address:**

*Adresse du déclarant:  
Ausstelleradresse:  
Dirección del emisor:*

**Phone #:**

*Nº de téléphone:  
Telefon:  
N.º de teléfono:*

**Email Address:**

*Adresse Email:  
E-Mailadresse:  
Dirección de correo electrónico:*

**Address:**

*Adresse du déclarant:  
Ausstelleradresse:  
Dirección del emisor:*

**Phone #:**

*Nº de téléphone:  
Telefon:  
N.º de teléfono:*

**Email Address:**

*Adresse Email:  
E-Mailadresse:  
Dirección de correo electrónico:*

**Product Description:**

*Description du produit / Produktbeschreibung / Descripción del producto:*

**Style/MFR#:**

*Modèle/Mfr#:  
Style/Mfr#:  
N.º Estilo/Fabricante:*

**Item/SKN/SKU:**

*Article #  
Artikelnr.  
N.º de artículo*

**UPC #**

**Insert Image(s) of Item(s)**

*Insérer une image (s) de l'article (s)  
Bild einfügen (n) der Artikel (s)  
Insertar Imagen (s) de artículo (s)*

**Add Image(S) here or add too end of this document.**

**Date of Manufacture:**

*Date de fabrication:  
Herstellungsdatum:  
Fecha de fabricación:*

**Final Test Report #:**

*Nº de rapport final de tests:  
Prüfberichtsnr  
N.º de informe de la prueba final:*

**Date:**

*Date des derniers résultats de tests:  
Datum des Prüfberichtes:  
Fecha del informe de la prueba final:*

**Test Lab/Notified Body:**

*Laboratoire de tests:  
Prüflabor:  
Laboratorio de pruebas:*

**Address:**

*Adresse:  
Adresse:  
Dirección:*

**Phone #:**

*Nº de téléphone:  
Telefon:  
N.º de teléfono:*

☐ **Shipping Release:** This product meets all applicable Toys "R"Us requirements for shipping to the countries of distribution listed above.

*Approbation d'embarquement: Ce produit est conforme aux conditions de Toys R Us et peut être embarqué vers les pays de distribution de la liste ci-dessus.*

<p><i>Lieferfreigabe: Dieses Produkt erfüllt alle Anforderung von Toys R Us für den Versand in die oben genannten Vertriebsländer.</i>  <i>Entrega de envío: Este producto cumple con todos los requisitos de Toys R Us para el envío a los países de distribución mencionados anteriormente.</i></p>																								
<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <b>US Children's Product Certificate/ General Conformity Certificate: Toys"R"Us hereby certifies that the product described above complies with the following applicable rules, bans, regulations and standards enforced by the CPSC (<a href="#">CPSC list of product regulations</a>):</b>  <b>List appropriate regulations/standards:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 16 CFR 1303 Total Lead Content in Paint</li> <li><input checked="" type="checkbox"/> 16 CFR 1501 Small Parts</li> <li><input checked="" type="checkbox"/> 16 CFR 1500.48 &amp; 49 Sharp Point &amp; Sharp Edge</li> <li><input checked="" type="checkbox"/> 16 CFR 1500.3 (c)(6)(vi) Flammability</li> <li><input checked="" type="checkbox"/> ASTM F963 Standard Consumer Safety Specification for Toy Safety</li> <li><input checked="" type="checkbox"/> Federal Hazardous Substance Act §3: Total lead content (CPSIA H.R. 4040 Title I section 101)</li> <li><input checked="" type="checkbox"/> Consumer Product Safety Act §8: Phthalate content (CPSIA H.R. 4040 Title I section 108 )</li> </ul> </div>																								
<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <b>EU Declaration of Conformity: EU Declaration of Conformity:</b> The object of the declaration described above is in conformity with the relevant Community harmonisation legislation.  <b>Déclaration de conformité européenne :</b> le produit décrit ci-dessus est en conformité avec la législation européenne harmonisée.  <b>EU Konformitätserklärung:</b> Der oben beschriebene Gegenstand der Erklärung erfüllt die einschlägigen Harmonisierungsrechtsvorschriften der Gemeinschaft  <b>Declaración CE de conformidad:</b> El objeto de la declaración descrita anteriormente es conforme a la legislación comunitaria de armonización pertinente:   <div style="color: blue;"> &lt;List appropriate directives and harmonized standards&gt;  &lt;Insert globally approved test names from "TEST" section of Non-COC report&gt; </div> <b>Directives:</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td><input checked="" type="checkbox"/> Directive 1999/5/EC</td><td>Radio and Telecommunication Terminal</td></tr> <tr><td><input checked="" type="checkbox"/> Directive 2001/95/EC</td><td>General product safety( note this applies in the absence of a specific European regulation)</td></tr> <tr><td><input checked="" type="checkbox"/> DIRECTIVE 2004/108/EC</td><td>Electromagnetic compatibility</td></tr> <tr><td><input checked="" type="checkbox"/> Directive 2006/95/EC</td><td>Electrical Equipment Designed for Use with Certain Voltage Limits</td></tr> <tr><td><input checked="" type="checkbox"/> Directive 2009/48/EC</td><td>Toy safety</td></tr> <tr><td><input checked="" type="checkbox"/> Directive 2011/65/EU</td><td>Restriction of use of certain hazardous substances in Electrical and electronic Equipment ( RoHS)</td></tr> <tr><td><input checked="" type="checkbox"/> Directive 89/686/EEC</td><td>Personal protective equipment (PPE)</td></tr> <tr><td><input checked="" type="checkbox"/> Directive 93/42/EEC</td><td>Medical Devices</td></tr> <tr><td><input checked="" type="checkbox"/> Directive 94/61/EC</td><td>Packaging and packaging waste</td></tr> <tr><td><input checked="" type="checkbox"/> Regulation 1223/2009</td><td>Regulation of cosmetic products</td></tr> <tr><td><input checked="" type="checkbox"/> Regulation 1907/2006</td><td>Registration, Evaluation, Authorization and Restriction of Chemicals ( REACH)</td></tr> </table> <p><b>Harmonized Standards:</b> List all applicable standards by directive.</p> </div>			<input checked="" type="checkbox"/> Directive 1999/5/EC	Radio and Telecommunication Terminal	<input checked="" type="checkbox"/> Directive 2001/95/EC	General product safety( note this applies in the absence of a specific European regulation)	<input checked="" type="checkbox"/> DIRECTIVE 2004/108/EC	Electromagnetic compatibility	<input checked="" type="checkbox"/> Directive 2006/95/EC	Electrical Equipment Designed for Use with Certain Voltage Limits	<input checked="" type="checkbox"/> Directive 2009/48/EC	Toy safety	<input checked="" type="checkbox"/> Directive 2011/65/EU	Restriction of use of certain hazardous substances in Electrical and electronic Equipment ( RoHS)	<input checked="" type="checkbox"/> Directive 89/686/EEC	Personal protective equipment (PPE)	<input checked="" type="checkbox"/> Directive 93/42/EEC	Medical Devices	<input checked="" type="checkbox"/> Directive 94/61/EC	Packaging and packaging waste	<input checked="" type="checkbox"/> Regulation 1223/2009	Regulation of cosmetic products	<input checked="" type="checkbox"/> Regulation 1907/2006	Registration, Evaluation, Authorization and Restriction of Chemicals ( REACH)
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<input checked="" type="checkbox"/> Directive 93/42/EEC	Medical Devices																							
<input checked="" type="checkbox"/> Directive 94/61/EC	Packaging and packaging waste																							
<input checked="" type="checkbox"/> Regulation 1223/2009	Regulation of cosmetic products																							
<input checked="" type="checkbox"/> Regulation 1907/2006	Registration, Evaluation, Authorization and Restriction of Chemicals ( REACH)																							
<div style="border: 1px solid black; padding: 5px;"> <p><b>A technical file for the product described above, containing the documentation specified in EU Directive, may be obtained upon request to: Toys "R" Us, Geoffrey House, Maidenhead Office Park, Maidenhead, Berkshire, SL6 3QH, UK.</b>  <i>Vous pouvez demander un dossier technique du produit décrit plus haut, contenant le détail des conditions des Directives EU en adressant votre demande à l'adresse suivante: Toys R Us, Geoffrey House, Maidenhead Office Park, Maidenhead, Berkshire, SL6 3QH, UK.</i>  <i>Eine technische Datei für das oben beschriebene Produkt mit der entsprechenden Dokumentation nach EU-Richtlinie kann hier angefordert werden: Toys R Us, Geoffrey House, Maidenhead Office Park, Maidenhead, Berkshire, SL6 3QH, UK..</i>  <i>Prevía solicitud, se puede obtener una ficha técnica del producto descrito anteriormente con la documentación especificada en la Directiva de la UE: Toys R Us, Geoffrey House, Maidenhead Office Park, Maidenhead, Berkshire, SL6 3QH, UK.</i></p> </div>																								
<div style="border: 1px solid black; padding: 5px;"> <p><b>This declaration of conformity is issued under the sole responsibility of Toys"R"Us – Delaware, Inc.</b></p> <p><i>Cette declaration de conformité est émise sous la seule responsabilité de Toys R Us.</i>  <i>Diese Konformitätserklärung wird in der alleinigen Verantwortung von Toys R Us UK.</i>  <i>Esta declaración de conformidad se emite bajo la única responsabilidad de Toys R Us.</i></p> </div>																								
<b>Signatur</b> <b>e:</b> <i>Signature:</i> <i>Unterschrift:</i> <i>Firma:</i>	<b>Typed Name:</b> <i>Nom:</i> <i>Ausgeschriebener Name:</i> <i>Nombre:</i>	<b>Title:</b> <i>Poste:</i> <i>Titel:</i> <i>Título:</i>																						

## **APPENDIX – SCC14: For Toy R US United States: Use of Shipping Container Codes**

**\*\* Applies to Hardlines / Softlines Direct Import product (TRU Import Orders)**

**\*\* Apparel operations (KRU Orders) are NOT affected by this initiative**

The use of Shipping Container Codes / Barcodes will be a requirement for Hardlines Direct Import cartons shipped to the United States.

Immediately below is a summary of expectations related to the use of Shipping Container Codes.

### **Shipping Container Code (SCC-14)**

The Shipping Container Code is a **14-digit** barcode assigned to fixed content shipping containers enabling the ready identification of a carton's contents and quantities.

The barcode is expected to be placed on the outside of your shipping carton and is referred to by multiple names, including SCC-14, GTIN-14, ITF-14, Master Carton Code, etc.

- NOTE: the barcode is constant and is specific to the particular Item/Pack combination

The SCC-14 symbol contains the following general information:

- Digit 1: Packaging indicator
- Digits 2-3: UPC numbering system or EAN prefix
- Digits 4-8: Manufacturer identification number
- Digits 9-13: Item identification number
- Digit 14: Check digit

### **Barcode Representation:**

The Shipping Container Code can have two barcode representations which will be accepted by Toys"R"Us.

- **UCCEAN-128 format with an application identifier of (01) | Preferred**



(01) 3 0 012345 67890 6

- **ITF-14 (which is based on Interleaved 2 of 5)**

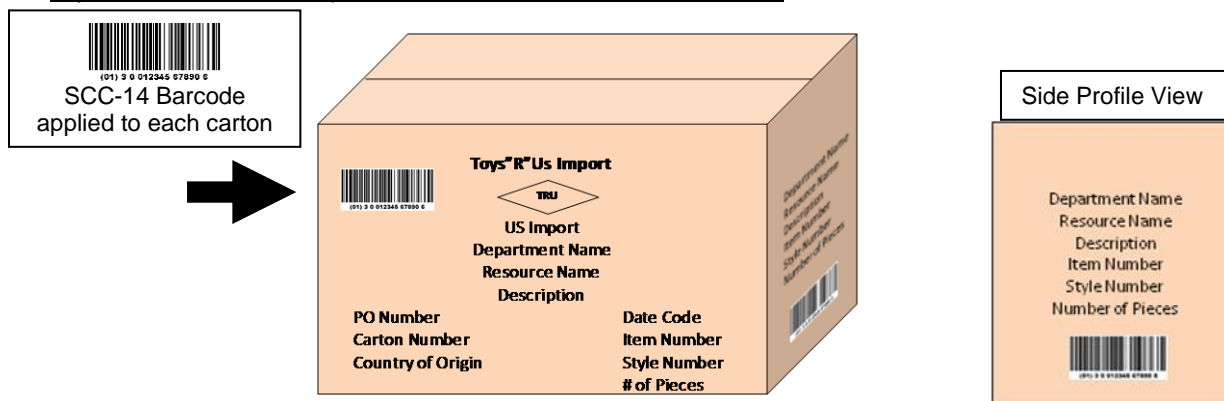


3 0 012345 67890 6

**NOTE:** For any item with a **PACK 1**, the Product UPC will be accepted in place of the SCC-14 Barcode (an SCC code is not required)

### **Carton Illustration:** Master Carton Example: Utilizing an SCC-14 Barcode

**\*\* Physical barcode is ONLY required on 1 side of carton – either Front OR Side**



For more information: There are multiple resources online to support utilization of SCC-14 shipping container codes or you may also consult [www.gs1us.org](http://www.gs1us.org)

## AUSTRALIA - WARRANTY (SAMPLE)

\_\_\_\_\_ (*Insert "Name of Business" providing Warranty*) warrants that your \_\_\_\_\_ (*Insert "name" of product being covered under warranty*) will be free from defects \_\_\_\_\_ (*Insert what is being covered under warranty i.e. the whole product/the frame/parts etc*) for a period of \_\_\_\_\_ (*Insert period of warranty*), from the date of purchase. This warranty only applies where the product is completely and correctly assembled and used in accordance with all accompanying recommendations and users instructions. This warranty is in addition to your rights under the Australia Consumer Law.

\_\_\_\_\_ (*Insert "Name of Business" providing Warranty*) will provide you with a \_\_\_\_\_ (*Insert what you are offering i.e. refund, repair, replacement etc*) for this product if the \_\_\_\_\_ (*Insert the product part or product name*) becomes defective within the warranty period. \_\_\_\_\_ (*Insert "Name of Business" providing Warranty*) will bear the reasonable expense of claiming the warranty. This warranty will no longer apply where the defect is a result of \_\_\_\_\_ (*Insert what could void the warranty i.e. alternation, accident, misuse, abuse or neglect*).

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

Please retain your receipt as proof of purchase and contact \_\_\_\_\_ (*Insert "Name of Business" providing Warranty*) for further assistance on how to process any warranty claims.

Business name: \_\_\_\_\_ (*Insert Business Name*)  
Business address: \_\_\_\_\_ (*Insert Business Address*)  
Telephone number: \_\_\_\_\_ (*Insert Telephone Number*)  
Email address: \_\_\_\_\_ (*Insert email address if there is one*)

**INVOICE / PACKING LIST**

<b>Vendor</b>	Vendor name
---------------	-------------

<b>Sold To :</b> Toys R Us Global Import Weena 327, 3013AL Rotterdam, Netherlands VAT No.NL853048836B01	<b>Ship To :</b> Any EU ports
--	-------------------------------

Invoice no : Date : PO : 71-XXXXXX	Country of Origin : Shipping Terms : Payment terms :
--	--

Ship To		Toys R Us Global Imports B.V. Weena 327, 3013 AL Rotterdam (7101)								
Port of Discharge:										
SKN	MFR	Description	Cartons	Pcs/carton	Gw./Carton (Kgs)	Nw./Carton (Kgs)	HTS Code	Qty	Price/Unit	Total amount
123456	A12345	Radio control car	2000	6	400	320	9503 004990	12000	\$1.50	\$18,000.00
222333	B22233	Road champ	1000	10	120	96	9503 004990	10000	\$4.00	\$40,000.00
444555	C44455	Maxi Race track	500	4	150	120	9503 004990	2000	\$10.00	\$20,000.00
678910	D67891	Racing team garage	200	5	200	160	9503 004990	1000	\$7.50	\$7,500.00
<b>Total</b>			3700	25	870	696		25000		\$85,500.00
Defectives									-2.00%	-\$1,710.00
other allow.									-3.50%	-\$2,992.50
<b>Net Invoiced</b>										<b>\$80,797.50</b>

Ship To		Toys R Us Ltd. Geoffrey House, Maidenhead Office Park, Westacott Way, Maidenhead, Berkshire SL6 3QH (3601)								
Port of Discharge:										
SKN	MFR	Description	Cartons	Pcs/carton	Gw./Carton (Kgs)	Nw./Carton (Kgs)	HTS Code	Qty	Price/Unit	Total amount
123456	A12345	Radio control car	450	6	400	320	9503 004990	2700	\$1.50	\$4,050.00
222333	B22233	Road champ	220	10	120	96	9503 004990	2200	\$4.00	\$8,800.00
444555	C44455	Maxi Race track	240	4	150	120	9503 004990	960	\$10.00	\$9,600.00
678910	D67891	Racing team garage	180	5	200	160	9503 004990	900	\$7.50	\$6,750.00
<b>Total</b>			1090	25	870	696		6760		\$29,200.00
Defectives									-2.00%	-\$584.00
other allow.									-3.50%	-\$1,022.00
<b>Net Invoiced</b>										<b>\$27,594.00</b>

Ship To		Toys R us Germany, Koehstrasse 8, D-50827, Koeln (3101 Harbke)								
Port of Discharge:										
SKN	MFR	Description	Cartons	Pcs/carton	Gw./Carton (Kgs)	Nw./Carton (Kgs)	HTS Code	Qty	Price/Unit	Total amount
123456	A12345	Radio control car	400	6	400	320	9503 004990	2400	\$1.50	\$3,600.00
222333	B22233	Road champ	200	10	120	96	9503 004990	2000	\$4.00	\$8,000.00
444555	C44455	Maxi Race track	200	4	150	120	9503 004990	800	\$10.00	\$8,000.00
678910	D67891	Racing team garage	120	5	200	160	9503 004990	600	\$7.50	\$4,500.00
<b>Total</b>			920	25	870	696		5800		\$24,100.00
Defectives									-2.00%	-\$482.00
other allow.									-3.50%	-\$843.50
<b>Net Invoiced</b>										<b>\$22,774.50</b>

Ship To		Toys R us Germany, Koehstrasse 8, D-50827, Koeln (3301 Trossingen)								
Port of Discharge:										
SKN	MFR	Description	Cartons	Pcs/carton	Gw./Carton (Kgs)	Nw./Carton (Kgs)	HTS Code	Qty	Price/Unit	Total amount
123456	A12345	Radio control car	400	6	400	320	9503 004990	2400	\$1.50	\$3,600.00
222333	B22233	Road champ	200	10	120	96	9503 004990	2000	\$4.00	\$8,000.00
444555	C44455	Maxi Race track	200	4	150	120	9503 004990	800	\$10.00	\$8,000.00
678910	D67891	Racing team garage	120	5	200	160	9503 004990	600	\$7.50	\$4,500.00
<b>Total</b>			920	25	870	696		5800		\$24,100.00
Defectives									-2.00%	-\$482.00
other allow.									-3.50%	-\$843.50
<b>Net Invoiced</b>										<b>\$22,774.50</b>

Ship To		Toys R Us France SARL, L1 allée des Lutins 77310 Saint-Fargeau-Ponthierry (9701)								
Port of Discharge:										
SKN	MFR	Description	Cartons	Pcs/carton	Gw./Carton (Kgs)	Nw./Carton (Kgs)	HTS Code	Qty	Price /Unit	Total amount
123456	A12345	Radio control car	150	6	400	320	9503 004990	900	\$1.50	\$1,350.00
222333	B22233	Road champ	110	10	120	96	9503 004990	1100	\$4.00	\$4,400.00
444555	C44455	Maxi Race track	120	4	150	120	9503 004990	480	\$10.00	\$4,800.00
678910	D67891	Racing team garage	90	5	200	160	9503 004990	450	\$7.50	\$3,375.00
Total			470	25	870	696		2930		\$13,925.00
Defectives									-2.00%	-\$278.50
other allow.									-3.50%	-\$487.38
Net Invoiced										\$13,159.13

Ship To		Toys R us Iberia SA ,N-II Salida 23-Ctra. N-300 Km. 29,800 28802 Alcala De Henares Madrid Spain (3401)								
Port of Discharge:										
SKN	MFR	Description	Cartons	Pcs/carton	Gw./Carton (Kgs)	Nw./Carton (Kgs)	HTS Code	Qty	Price /Unit	Total amount
123456	A12345	Radio control car	150	6	400	320	9503 004990	900	\$1.50	\$1,350.00
222333	B22233	Road champ	110	10	120	96	9503 004990	1100	\$4.00	\$4,400.00
444555	C44455	Maxi Race track	120	4	150	120	9503 004990	480	\$10.00	\$4,800.00
678910	D67891	Racing team garage	90	5	200	160	9503 004990	450	\$7.50	\$3,375.00
Total			470	25	870	696		2930		\$13,925.00
Defectives									-2.00%	-\$278.50
other allow.									-3.50%	-\$487.38
Net Invoiced										\$13,159.13

TOTAL										
SKN	MFR	Description	Cartons	Pcs/carton	Gw./Carton (Kgs)	Nw./Carton (Kgs)	HTS Code	Qty	Price /Unit	Total amount
123456	A12345	Radio control car	3150	30	2000	1600	9503 004990	18900	\$1.50	\$28,350.00
222333	B22233	Road champ	1640	50	600	480	9503 004990	16400	\$4.00	\$65,600.00
444555	C44455	Maxi Race track	1180	20	750	600	9503 004990	4720	\$10.00	\$47,200.00
678910	D67891	Racing team garage	680	25	1000	800	9503 004990	3400	\$7.50	\$25,500.00
			6650	125	4350	3480		43420		\$166,650.00
Defectives									-2.00%	-\$3,333.00
other allow.									-3.50%	-\$5,832.75
Net Invoiced										\$157,484.25

\*The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of China origin according to the rules of origin of the generalized system of the European Community

\*We hereby certify that the shipment of this invoice is origin from China under HTS95

\*The shipment does not contain solid wood packing material

TOTAL USD ONE HUNDRED FIFTY-SEVEN FOUR HUNDRED AND EIGHTY FOUR AND TWENTY FIVE CENTS ONLY

\* Company name with authorized signature

\* HTS codes must be mentioned

## SECTION 10 Vendor Compliance & Supply Chain Expectations (US Shipments)

### **VENDOR COMPLIANCE | SUPPLY CHAIN** **PERFORMANCE PROGRAMS**

Toys"R"Us US supply chain programs for direct import items & purchase orders

#### **Supply Chain Expectations | Programs & Compliance**

Overview of "R"Us supply chain expectations for "direct import" shipments destined for Toys"R"Us US.

Toys "R" Us, Inc. has business rules for effective management of our purchase orders shipping to the U.S. Your understanding and adherence to those requirements is critical for our mutual supply chain performance. Upon receipt of the purchase order from "R" Us, it is imperative that you verify all information on the purchase order for accuracy and to ensure that you are able to fulfill the order on time and complete, as required.

The intention of the sections below is to create awareness to delivery expectations, to ensure our partners understand requirements, and to communicate eligibility for non-compliance when requirements are not met.

#### **Section 10.1 – Import Ship Window Delivery Policy**

##### **10.1.1 – Non-Compliance to Import Ship Window**

##### **10.1.2 – Purchase Order Cancellation Policy | Late Shipments**

#### **Section 10.2 – Additional Ocean Freight**

#### **Section 10.3 – Item Verification & Compliance Programs**

#### **Section 10.4 – UPC Compliance Program**

#### **Section 10.5 – Vendor Appeals**

#### **Section 10.6 – Vendor Extranet**

#### **Section 10.7 – Product Return(s) to Vendor (RTV)**

#### **Program Applications:**

**The SCP sections and business rules apply solely to US Direct Import Purchase Orders/Items, --- where Toys"R"Us assumes possession of the goods overseas for delivery to US locations**

**\*\*\*\*For US Domestic Purchase Orders** (orders written with intention of originating and being fulfilled from locations found within the US), please consult TRU's **Domestic Vendor Guide – Section 11**

#### **Special Notes:**

**\*\* Supply Chain rules cited below apply solely to TRU/BRU US Hardlines / Softlines orders ONLY.**

**\*\* KRU Apparel requirements – Refer to KRU Import Apparel Guide**

## Section 10.1 – Import Ship Window Delivery Policy

The purpose of the Import Ship Window Delivery Policy is to ensure that all direct import purchase orders are delivered complete & on-time within the identified ship window on the PO.

Toys "R" Us, Inc. expects 100% fulfillment of our purchase orders within the purchase order ship window.

**Failure by the vendor to execute the shipment of the purchase order complete and on-time within the purchase order ship window will result in non-compliance chargebacks and potential for the cancellation of the purchase order.**

Compliance will be measured by comparing the FCR date and quantities shipped to the purchase order ship window and quantities ordered. Variance in either date or quantity will be subject to a deduction from payment. The value of this deduction will increase as severity of the violation increases, as indicated below. This policy is in addition to our current requirements for cube, quality, and safety compliance.

The vendor's responsibility is to ensure that product is confirmed as received by TRU within the PO ship window

**Expectations of Vendor Partners** – PO Shipments MUST be received within PO ship window

- “Received” is defined as having an FCR receipt date within the ship window
- Proper documentation & Customs Clearance remain the responsibility of the vendor and is required before the final receipt of goods and FCR may be issued.
- Failure to have product received by TRU within the PO ship window will result in non-compliance

SAMPLE:

Vendor name	PO #	SKN #	Unit_FOB (US\$)	Order_FOB (US\$)	Order Qty	Received Qty	Ship Qty# variance %	Cargo received date	Ship date	Cancel date		Days late	Time charge %
IMPORT VENDOR A	123456	111222	\$20.00	\$20,000.00	1000	1000	0.00%	05/14/2013	05/05/2013	05/11/2013	=	LTE	3 5.00%
IMPORT VENDOR B	987654	555999	\$5.00	\$8,000.00	1600	1600	0.00%	05/13/2013	05/05/2013	05/11/2013	=	LTE	2 5.00%

**NOTE: There is no “Grace Period” beyond the Purchase Order Ship Window for compliance – Any orders received after the ship window has expired will be considered non-compliant**

### 10.1.1 – Non-Compliance to Import Ship Window

Compliance will be measured by comparing the FCR “Cargo Received” date and quantities shipped to the purchase order ship window and quantities ordered.

Variance in either date or quantity will be subject to non-compliance and deduction from payment. The value of this deduction will increase as severity of the violation increases, as indicated below:

**Late shipments will be measured, and chargebacks enforced, according to the schedule below:**

- Purchase order line item received after PO ship window ..... 5% X extended cost of late shipment
- Minimum chargeback..... \$500 US
- If there is sufficient proof that the timeline above has been satisfied, and chargebacks should not have been generated, an appeal may be submitted to the TRU Vendor Performance team for review.  
See Section 10.5 related to appeals

\*\* Questions related to these programs may be directed to [vendorcompliance@toysrus.com](mailto:vendorcompliance@toysrus.com)

### Best Practices for Avoidance of Non-Compliance

- Ensure Booking Occurs Early: At least 2 weeks prior to beginning of ship window
- Deliver Early within the PO Ship Window – target deliveries in first half of ship window week
- Consider Customs Clearance – recommend allowing minimum 48 hrs for customs clearance
- Consider Holidays – in the event of a Holiday occurring within your ship window, ensure deliveries occur at least 48 hrs prior to the start of the holiday to allow ample time for Customs Clearance

### 10.1.2 – Purchase Order Cancellation Policy | Late Shipments

**ALL direct import purchase orders must be received within three (3) business days of the end of PO ship window, else risk cancellation of the order by TRU**

- **Undelivered Purchase Orders beyond this 3 business day period may be canceled due to inability to deliver the product on-time as required.**

## **Section 10.2 – Additional Ocean Freight**

Toys”R”Us relies on accurate item dimensions to properly plan for the transport of product and ensure orders move efficiently through our supply chain.

Additional freight expenses for product found to be larger than what was identified in TRU’s item master will be the responsibility of the vendor.

**Additional Ocean Freight:** At time of cargo tender, the freight forwarder will measure cartons to confirm dimensions.

- Any variances found in excess of Toys”R”Us tolerances will result in additional ocean charges
- Additional expenses will be the responsibility of the vendor

Variance is determined by the measurements taken from the FCR vs. the measurements found in the TRU item master

Date of FCR	Vendor	PO#	SKN#	Item#	Country of origin	Cu.ft per TRU Item Master	Cu.ft per FCR	variance %	Additional freight per piece
01/03/13	Vendor A	123456	987654	VA ItemA	NGB	2.67	5.47	104.9%	Variance over Tolerance Eligible for AOF
01/03/13	Vendor A	333444	999111	VA ItemB	NGB	1.25	1.25	0.0%	No Variance No Add'l Ocean Freight

\*\* Variances Greater Than **7.5%** are eligible for Additional Ocean Freight (AOF) assessments

### **Best Practices for Avoidance of Deductions:**

As long as the data in TRU systems does not match what is tendered to our forwarder, there remains opportunity for these charges to apply.

- EDQ needs to be updated with accurate dimensions
- Complete the item verification process
- Ensure that cartons produced & shipped match what was originally submitted for verification
- Avoid low quality tape, corrugate, bowing and bulges with your cartons
- Review EDQ to confirm dimensions regularly | Any changes should be updated immediately with notification to your merchant partner

## **Section 10.3 – Item Verification & Compliance Program**

### **10.3.0 - New Item Initiation Fee - \$250**

Effective August 3, 2008, a \$250 item initiation fee is charged for every new item set up and purchased. This fee covers administration and maintenance of the item.

This fee will be automatically deducted from the next payment to the vendor, following the initial purchase order for the item. These deductions will be noted on the remittance advice with a Deduction Reference ID beginning with ITM0 and ending with the Toys “R” Us item number (example – ITM0123456).

### **10.3.1.2 – New Item Sample Verification**

Toys“R”Us requires that one (1) full Master production carton sample (**should be the same as the full master carton setup in EDQ**) be submitted to one of our Item Verification Center for item attribute quality assurance. This policy is only for items for which an RUs item number has been assigned. A supplemental e-mail alert requesting the samples will be sent to those individuals subscribed to receive “Item Sample Required” notifications through the Vendor Extranet.

While all new samples will be reviewed and recommended optimized results automatically communicated, a vendor also has the option to submit previously existing items for Carton Optimization at no additional fee. This potential cost-savings service is **only** offered at our **Asia Item Verification Center**. After indicating your participation, Paccess will contact vendor with recommended optimized results. Upon receipt, please review carton specifications and, if in agreement with results, complete redesigns, ensuring all aforementioned requirements are met.

#### **SCP3.1.2.1 - Policy for Shipping Samples**

Upon receipt of a purchase order for an item set up on, or after, August 3, 2008, a production sample must be sent at the vendor’s expense to one of the following addresses:

Toys “R” Us Item Verification Center  
2829 Rohr Road  
Groveport, OH 43125

OR

Toys ‘R’ Us Asia Item Verification Center  
PACCESS International Trading (Shenzhen) Ltd.  
2nd floor  
North Changxing Building  
4002 Huaqiang Road North  
Futian District  
Shenzhen 518028, PRC

Attention: Rolin Yang  
杨柳

E-mail: [TRU-Team@paccessglobal.com](mailto:TRU-Team@paccessglobal.com)

O: +86-755-82075411

+86-755-83597960-2411

F: +86-755-83594397

公司名称: 全包通国际贸易(深圳)有限公司

地址: 深圳福田区华强北路 4002 号  
聖廷苑酒店北区裙楼二楼

邮政编码 : 518028

The carton MUST be labeled with a minimum 3” X 5” fluorescent pink label with “Item Verification Sample” printed on the label in English.

In addition, the packing list must indicate the Toys “R” Us item number and quantity shipped.

Due to customs restrictions, when shipping samples to the Shenzhen Verification Center, please use an express carrier such as DHL, FedEx or UPS in order to automate customs clearance, as our Shenzhen Verification Center is not authorized to clear customs on our behalf. Toys “R” Us will not forgive chargebacks caused by delays in customs. In addition, any item that is delayed in customs will need to be destroyed or returned to the vendor at the vendor’s expense.

### **10.3.1.2.2 - Returning Samples to Vendors**

#### **US Verification Center:**

All carton samples are expected to be submitted with return instructions and a prepaid shipping label included within the packing list envelope. The carton will be processed and shipped within three business days following completion of verification. If prepaid return instructions are not provided, then you acknowledge and agree that we may resell the samples subject to the terms and conditions of our Master Purchase Order Agreement or otherwise dispose of the samples in our discretion.

#### **China Verification Center:**

If the carton of product is to be returned to the vendor from the Shenzhen facility, the vendor must arrange to have the item picked up, at the vendor's expense, from the PACCESS office no later than 10 business days following item verification. The carton must be labeled with a 3 inch x 5 inch white label that states "PLEASE RETURN." If the carton is not marked, or if it is marked, but not picked up within 10 business days following item verification, the item will be disposed at the discretion of Toys "R" Us.

The program supports the vital need to have accurate information related to the items that we carry. The focus is data accuracy for item attributes, such as item and carton dimensions, carton weight, and pack configuration. Vendors control the information associated with their items.

### **10.3.1.2.3 - COMPLIANCE PROGRAMS | ITEM VERIFICATION**

Two infraction types were initiated to promote timely and accurate item management. These infractions result from circumvention of the required item sample verification process and/or item verification variance from the item master file.

#### **1. UNVERIFIED ITEM**

If a new item is received at an "R" Us DC prior to verification at one of the Item Verification Centers in Shenzhen or Ohio, the vendor will be charged \$250 per item number (SKN). This includes:

1. Samples not available at Item Verification Center before arrival at DCs
2. Shipping less than a full carton of product for verification
3. Not clearly identifying the sample according to Toys "R" Us guidelines (see "Policy for Shipping Samples" above)

The deduction for the unverified item chargeback will be coded with a prefix of "ITC" on the remittance advice.

**Important Note:** All sample requests should arrive at the verification center at minimum 2 business days prior to arrival at the DC. This will allow Toys "R" Us sufficient time to complete the verification process. If physically shipping product prior to the completion of verification, the vendor must ensure that all item attributes are as accurate as possible or risk potential for Item Variance Non-Compliance

#### **2. ITEM VARIANCE**

At time of item verification, when variances are detected outside of Toys "R" Us tolerances, and the vendor has already introduced product in the "R" Us supply chain (actively shipped product electronically and physically), then a item variance fee will apply to every carton shipped that contains incorrect item information.

Attribute	Tolerance Allowed	Infraction charge
<b>Sellable Item Cube</b>	12% variance or less	\$1 per carton shipped
<b>Carton Cube</b>	12% variance or less	\$1 per carton shipped
<b>Carton Weight</b>	20% variance or less	\$1 per carton shipped
<b>Pack and Inner Pack Configuration</b>	None	\$1 per carton shipped

The deduction for the item variance chargebacks will be coded with a prefix of "ITV" on the remittance advice.

**Important Note:** It is strongly recommended that all sample requests arrive at the verification center at least one week prior to the physical shipment of the item (at minimum 2 business days prior to the shipment of the

item pending verification). This will allow the verification process to be completed and avoid potential for any variances.

We have recognized that a **Best Practice** is to update the item file in EDQ as soon as you have the final shipping cartons and item packaging from your packaging supplier. We encourage you to follow this practice to ensure accurate and timely data in our item master.

**For full description, please refer to section 11.8 of Domestic Vendor Guide**

#### **10.3.1.2.4 - PACKAGING OPTIMIZATION**

Toys “R” Us has established a relationship with PACCESS (a packaging services company) to develop an optimized packaging program with focus on introducing efficient packaging solutions and removing costs from companies’ supply chains.

Our program is designed to provide both economic and environmental benefit to both Toys “R” Us and our vendor partners with the goal of optimizing the amount of products per cubic meter of shipping space through improvements in carton sizing, carton materials, and the quality of shipping cartons in our supply chain.

##### **What is package optimization?**

Package optimization is the review of the materials and layout of a carton to determine if space and orientation improvements can be made. For example, using a different corrugate type, and/or altering the arrangement of the items in the carton, may significantly reduce carton cube and import costs.

##### **What is the process?**

All master carton samples received at **Paccess** (our **Asia Item Verification Center**) will be reviewed to determine if there is an opportunity to optimize the current setup.

- If the master carton is a candidate,
  - Paccess will notify you directly with the new optimized data (corrugate type, dimensions, etc.).
  - Paccess will also provide a physical sample carton demonstrating these new dimensions for your reference.

#### **FOR CARTONS IDENTIFIED FOR OPTIMIZATION**

Vendor partners will be responsible for:

1. Physically updating your current master cartons to the optimized carton specifications provided by Paccess, in time for the next Purchase Order.

**Failure to update your current master cartons to Paccess’ optimized carton specifications in time for the next Purchase Order will result in a \$250usd chargeback (per occurrence).**

**APL Logistics Hong Kong will be administering this program and is responsible for following up with our vendors on packaging optimization opportunities.**

2. Submitting a maintenance request through the EDQ Portal.

**The new optimized dimensions must be submitted through EDQ in time for any new shipment that will utilize the aforementioned optimized cartons.** Item Maintenance

Training can be found at →

\* - Vendor Extranet Homepage (<https://vendorconnect.toysrus.com/>) > EDQ Training & Documents > EDQ University > EDQ Item Maintenance

## **Section 10.4 – UPC Compliance Program**

Toys “R” Us established a policy to support the elimination of all UPC Not on File situations. This program is designed to deliver improved performance through item accuracy, specifically, to improve our POS integrity, support in-stocks, and enhance the shopping experience. We rely upon having complete and accurate UPC’s for all products within our assortments and the responsibility for ensuring the accuracy of the item UPC information rests with our vendor partners

**The detection of a UPC Not on File at any of our DC’s or Stores will result in a \$2,500 vendor chargeback per UPC.**

It is imperative that you verify the accuracy of the item information included within our item master for your products. Vendor partners are encouraged to frequently review their Toys “R” Us item file to validate both the presence and accuracy of UPC’s for all your products in our assortment. As necessary, updates and corrections must be made through the Enterprise Data Quality (EDQ) system on the Toys“R”Us Vendor Extranet.

## **Section 10.5 – Vendor Appeals**

Toys "R" Us does allow appeals for Import relation violations & deductions under the following conditions.

1. The appeal must be submitted through the Toys”R”Us Vendor Performance group (US based)
2. The appeal must be submitted within 14 days of receiving notification of the violation.

Notification of the violation begins once the violation & deduction information has been communicated by APL Logistics.

### **Appeal Submissions:**

Appeals are to be submitted in writing to [vendorcompliance@toysrus.com](mailto:vendorcompliance@toysrus.com)

### **Mandatory Documentation Required for Appeals:**

- Reason for appeal in body of email
- Extension Chargeback Notice & Invoice from APL Logistics
- Copy of Certificate of Compliance (CoC/GCC/CPC/DoC)
- Copy of Forwarder’s Cargo Receipt (FCR)
- Additional documentation, as needed, to support claim

## **Section 10.6 – Vendor Extranet**

This website allows our vendor community to easily find and access information about how to conduct business with Toys “R” Us, Inc. Contained within this site are Vendor Reference Guides, links to collaborative applications, key contacts for your questions, and valuable information about our operations, processes, and policies. We continually develop this site to be more dynamic and supportive of your information needs.

**Bookmark this site!** <https://vendorconnect.toysrus.com>

The only source you need to access important information! Designed for effortless navigation, our site hosts an abundance of material to assist you, our vendor partner, in your daily business needs.

### **Extranet SA User Guide & Extranet User Guide:**

- **Go To the TRU Domestic Vendor Guide – REFER to Section 9 for User Guides & details**

### **10.6.1 Notifications / Subscriptions**

Subscriptions are used to manage your email messages and ensure that your team members are informed of issues specifically related to their job functions.

- Note: The Security Administrator will receive copies of all messages distributed

#### **Vendor User:**

To add **Subscriptions**, please follow these directions:

(Also located in your Vendor Extranet Vendor User Guide).

1. Log into your account.
2. Click on **Subscriptions**.
3. Check the box(es) you wish to subscribe to.
4. Click on **Save**.

\*You will receive subscriptions via an automated email message.

#### **Security Administrator:**

To add/modify **Users**, please follow these directions:

(Instructions also located in your Vendor Extranet Security Administrator User Guide).

1. Go to **My Account**.
2. Click on **List Users**.
3. Click on **Edit** icon. (This will pull of the Edit Vendor User screen.)
4. Add/change necessary information.
5. Click **Submit** to save changes.

\*If you do not click on “**Submit**”, the changes will not be saved.

### **10.7.1 Product Return(s) to Vendor (RTV)**

Upon occasion, Toys”R”Us will identify a need to return product to vendors. Product Returns to vendors will be based on the terms of the Master Purchase Order Agreement, unauthorized shipments, invalid orders, cancelled shipments, defective, damaged or recalled product.

Product Returns are to be facilitated by the TRU Business Teams in order to identify the items, quantities, and locations requiring the return. Once the Product Return has been authorized by the Vendor (including Return Authorization Number or RA number), and the return request has been created, the RA# and return instructions will be communicated to the appropriate TRU facilities for execution per the Return Process SOPs and approved RA instructions.

#### **Special Note:**

- Toys”R”Us will not be responsible for exporting any product returns. Vendors must provide a domestic location to return the goods OR the goods will be subject for field destroy.

\*\*\* See “R”Us Domestic Vendor Guide – Section 11.13 for details on the RTV Process

## SECTION 11 Vendor Compliance (EIC Shipment)

### EIC Vendor Compliance Program

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Dear Vendors,

Starting Feb 2015, The EIC implemented a Vendor Compliance Program as an additional tool to improve TRU Supply Chain to reduce PO administration and optimize TRU shipments from Asia.

With this program EIC wants to create awareness to ensure that our partners will take action to improve the Quality of Data they are providing and better follow TRU shipping requirements to avoid charge back.

Quarterly vendors will receive a Report showing performance related to indicators stated below.

#### 1.0 Item maintenance & PO Administration

Target	Reduce PO changes & late updates impacting consolidation Reduce additional administration generated (Factory, Packing, Cbf, item dropped ...)
Vendor Responsibility	Provide complete & correct information according to the EIC purchasing calendar communicated. (Range Plan , Master Range Plan & Quote Sheets)
Tracking	APLL Report / EIC approval
Charge back	\$10,00 per SKN when impacting PO, \$2.50 in case of maintenance only

#### 2.0 Booking

Target	Secure consolidation & equipment committed , Reduce risk of late shipment
Vendor Responsibility	Process the booking with APLL 14 days ahead of the Ship Window Starting Date Follow APLL process
Tracking	APLL Report / EIC approval
Charge back	TBA

#### 3.0 Container Loading

Target	Reduce additional work load generated at Arrival in Europe , Facilitate Customs Control
Vendor Responsibility	when shipping CY, ensure merchandise is grouped by SKN and 2 cartons of each SKN are loaded at the opening door of the container.
Tracking	3PL DC in Europe / EIC approval
Charge back	SKN grouped : \$75 for each SKN which is not grouped Customs Control : \$200 per Container

#### 4.0 Utilization

Target	Optimize Ocean Freight
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Vendor Responsibility	factory load must comply with <b>minimum</b> container utilization and final consolidation committed with EIC <b>20'</b> : 28 cbm <b>40HC</b> : 68 Cbm <b>40' &amp; 40 NOR</b> : 58 cbm <b>45'</b> : 78 Cbm
Tracking	APLL report / EIC approval
Charge back	\$28 per lost cbm (empty space) <u>Example:</u> 40' loaded with 50 Cbm , Charge Back : 8 Cbm X \$28 = \$224

## 5.0 Shipments

Target	Ship in Time
Vendor Responsibility	Deliver CY Container to the Terminal & CFS merchandise to 3PL facility within the PO ship window Quantity & Equipment delivered must match with final consolidation
Tracking	APLL report / EIC approval
Charge back	For CFS & Factory loads 5% of the FOB value (with a minimum of \$500,-) for each SKN which is received after PO ship window. When merchandise is not shipped latest two weeks after <b>current</b> ship window penalty will be doubled (10% of fob value – with a minimum of \$1000,- per SKN)