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Required Documentation

Properly completed, accurate documentation is an essential time saving in the shipping and receiving process at our RDC.

This section defines the information required on each of the listed documents:

- **CMR** Contract of shipment from vendor/supplier to carrier
- **ASN** Advanced Shipping Notification (ASN)
- **Packing List** An itemized list of goods actually shipped by Purchase order
- **Invoice** To be sent to Account Payable at the RHQ for payment
- **Manufactures Safety Data Sheets (MSDS)** Required on all hazardous commodities handled by the RDC for merchandise and supplies.

CMR

A complete and accurate CMR is required for each shipment received by the Runners Point RDC.

Following content has to be mentioned on the CMR:

- Carton and pallet amount
- Shipment number
- Appointment date
- Appointment time

When a shipment is divided over more than 1 trailer or container we require a clear overview of what has been loaded in which container/trailer.

ASN

Advanced shipping notice (ASN) is a document that provides detailed information about a pending delivery.

The ASN should contain the following information at minimum:

- Delivery note/s
- Pallet amount
- Carton amount
- Units
- Ship ID

The ASN must be mailed to the following email address at the Runners Point RDC:

rdc.inboundadmin@runnerspoint.com

Packing List

A packing list itemizes the goods in each individual package and indicates the type of package. A packing list should be provided for each individual Purchase Order and contains the following at minimum:

- invoice number
- vendor name and address
- vendor style number
- P.O. number
- description of merchandise including SKU number
- total number of cartons
- sizes
- quantity being shipped per size
- total number of pallets
- carrier name
- actual ship date
- delivery date

All packing lists per shipment must be fixed together on one outer carton. The documents should be fixed on the first pallet to unload (rear pallet).

In addition the Packing lists must be mailed to the following email address at the Runners Point RDC: rdc.inboundadmin@runnerspoint.com

Example of packing list:

Company Name Company Address Company Tel and Fax															
<u>PACKING SLIP/LIST</u>															
SHIPPER/EXPORTER :				INVOICE NO.		ETD DATE :		INTERNAL CONTROL NO.							
CONSIGNEE :				COMMERCIAL DATE :		COUNTRY OF ORIGIN :									
				SHIP MODE :		DISCHARGE PORT :									
SELLER :				FOB POINT		FINAL DESTINATION :									
				PAYMENT TERM											
Style # _____ Description : _____ _____ _____															
CARTON NO.		NO. OF CTNS.	TOTAL SHIPPED QTY (PCS)	MEAS. (CBM)	N. WT. (KGS)	G. WT. (KGS)	PURCHASE ORDER#	CRS SKU/ EB SKU NUMBER(S) :							
TOTAL :		0	0	0.00	0.00	0.00									
CTN MEASUREMENT(S) :								CMS X		CTNS					
ATTACHMENT TO PACKING SLIP/LIST INVOICE NO : MARKS & NO. AS PER COMMERCIAL INVOICE TOTAL COLORS AND SIZES BREAKDOWN :															
PURCHASE ORDER NO.		COLORS	CASELOTS/ BIN NO.	RATIO	910 XS	920 S	930 M	SIZES :		950 L	960 XL	970 XXL	980 XXXL	985 XXXXL	TOTAL QTY (PCS)
TOTAL					0	0	0	0	0	0	0	0	0	0	0

Invoices

The following information must be included on each paper invoice to ensure that your invoices are paid on a timely basis:

- Full Vendor's name, remittance address, Tax or VAT-ID-Number and Bank details
- Recipient VAT number, if recipient is VAT-registered
- If invoice is factored: Factor's name, remittance address and bank details
- Invoice to be made out to **RUNNERS POINT B.V. & Co. KG**
- Purchase order number
- Do not combine multiple purchase orders on an invoice if possible
- Invoice date, this date must not be earlier than the shipment date
- Total cartons shipped and CMR number
- The payment terms
- SKU number with the following itemized for each sku
 - Description
 - Unit of measure, invoice unit of measure must be the same as the purchase order unit of measure
 - Quantity shipped
 - Color and size
 - Unit cost for the stated unit of measure in agreed currency
 - Extended item cost in agreed currency
- Total merchandise costs, excluding other charges and credits
- The amount of VAT and the rate applied. If VAT does not apply, a legal statement explaining why (like for Reverse Charge Supply)
- On multi page invoices indicate total cost on last page
- Send only one original invoice
- Hand written changes, duplicate/carbon copies are not acceptable
- All form feed perforations must be removed and invoices grouped by purchase order

All original invoices and credit memos are to be mailed to:

RUNNERS POINT B.V. & Co. KG
Finanz- u. Rechnungswesen
Tiroler Str. 26
45659 Recklinghausen
Germany

The invoices should never be sent with merchandise or to alternate addresses. Any changes pertaining to remit address, start, change or discontinuance of a Factor arrangement, or changes in the Vendor's name must be sent in writing to the above address.

Any questions or concerns about account status should also be sent in writing to the same address.

Material Safety Data Sheets

The following instructions must be followed when shipping hazardous materials:

- One digital copy of the MSDS must be sent to the RDC in the languages listed below
Attn: Benjamin Schloßmacher, benjamin.schlossmacher@runnerspoint.com

Languages:

Czech
Danish
Dutch
English
Finnish
French
German
Greek
Hispanic
Hungarian
Italian
Norwegian
Polish
Portuguese
Swedish
Turkish

All MSDS have to be compliant to the latest version of REACH regulations. In case a new version of the MSDS will be released this new version will be sent to the RDC
attn: Benjamin Schloßmacher

- A letter must accompany the MSDS certifying that packaging used to the hazardous materials complies with United Nations “Performance Oriented Packaging” (POP) requirements for HazMat goods.
- Proper HazMat labeling must be affixed to any materials that fall within the applicable classes

ADR

The following instructions must be followed when shipping hazardous materials:

All transport packaging material needs to be compliant with ADR regulations for road transport, or other transport means when explicitly announced.

This includes labeling, packaging quality, documents and all other applicable instructions.