

# Import Vendor Compliance Guide



TPS Group Holdings, LLC.

## Revision History

Revision History The Paper Store reserves the right to change, add or modify this document at any time. Any changes made will supersede all previous terms and conditions set forth in this document. It is the responsibility of the vendor, and any 3rd party representative, to periodically review this chart for changes and reach out with any questions.

Section	Revision	Change Date	Effective Date
Fabric Performance Property Requirements	1.1	6-19-2024	6-19-2024

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## Import Vendor Compliance Guide

Effective April 2024

Dear Vendor,

Thank you for being a partner in The Paper Store's growth. We will not be able to do it without your products and support.

As we grow, we need to ensure our supply chain is "Best in Class," by ensuring products flows efficiently and accurately to our customers. **The Import Vendor Compliance Manual is for product that TPS Group Holdings, LLC owns and controls movement from the foreign port of origin to the United States.**

The following pages contain our updated Vendor Agreement and Routing Guide. It references our terms & conditions, how to pre-ticket, shipping/billing requirements, and other important information. Read through the packet carefully and forward it to all responsible areas of your company including Sales, Shipping and Accounting.

Although it is more inclusive than our previous Guide, it is basic and standard in the industry. We ask for your support by adhering to these requirements. This will allow us to develop a world class supply chain that will benefit both your organization and our customers. Violations will require enforcements via our chargeback process. However, it is our sincere wish that will not be necessary and we will work with our Vendors to fix issues.

TPS Group Holdings, LLC Import Operations staff is available to help with any questions you may have regarding the use of this guide. To streamline the process, we request you to e-mail [import@thepaperstore.com](mailto:import@thepaperstore.com) With the large number of vendors we have it is almost impossible to return phone calls in a timely manner.

Thank you for your compliance and continued partnership.

Sincerely,

**TPS Group Holding, LLC Compliance Team!**

## Vendor Requirements

This section details the policies to which all Vendors must adhere for ALL The Paper Store shipments.

### 1. Purchase Orders

A vendor may ship only against a written The Paper Store purchase order. A purchase order shall be considered acceptance of any offer to sell by the Vendor. Shipment in response to a purchase order is acceptance of the purchase order and of these standard terms:

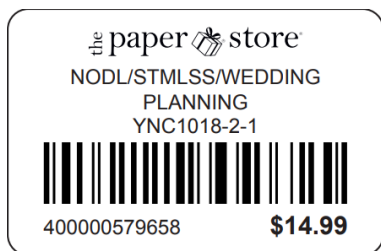
- All items must pass California Prop 65 Lead Test and be BPA Free
- All wood items must be Carb Compliant Phase 2 and labeled accordingly.
- If any item is made of wood or any part of wood the Lacey Act Form must be attached
- All items pass the FDA requirements for their applicable product class.
- All textile shipments must include a Montmorillonite Clay desiccant pack. Silica Gel packs are not to be used in TPS shipments.
- All Packaging must pass the Master Carton Drop Test Standard outlined in Vendor Routing Guide
- All products must be indelibly marked with the country of origin.
- ISF Form (ICF filing to be received by OCEANAIR 72 hours (3 business days) prior to sailing. Penalties will be enforced if it is not sent out on time:
  - \$5000 per late ISF
  - \$5000 per inaccurate ISF
  - \$5000 for the first inaccurate ISF update
- For every day that a shipment is late there will be a 1% discount per day deducted from the total PO amount unless the TPS Buyer has confirmed delay in writing
- Vendor and or Factory must comply with The Paper Store Supplier Code of Conduct
- All orders must be shipped via the standards and requirements established in The Paper Store International Vendor Routing Guide
- List TPS Group Holdings, LLC on the BOL
- TPS Group Holdings, LLC DBA The Paper Store does not tolerate forced or involuntary labor of any kind at any point throughout the supply chain. Vendors cannot supply goods made in the Xinjian Uighur Autonomous region (XUAR) or made from materials produced in XUAR. Vendors are expected to take reasonable precautions that ensure that their supply chain does not include any cotton from entities that have been sanctioned by the U.S. Government.

### 2. Item Ticketing

All individual units must minimally be marked with the vendor item number and an approved bar code (UPC-A), and retail.

Vendor must supply The Paper Store with its 10-digit manufacturer assigned UPC number at the time the purchase order is written. If the vendor fails to place an accurate/scannable UPC on any merchandise, The Paper Store may assess vendor for The Paper Store's internal costs and any associated fines, expenses or attorney fees levied.

Examples of approved standard layout for item ticketing:



Example of item ticket to be used when the country of origin cannot be indelibly marked on the product:



### 3. General Packing Labeling Requirements and Outer Marking requirements

All products must be packed in a way that ensures they arrive free of damage or wear. All cartons must protect inner cartons and individual selling units.

The master carton must meet the minimum single wall corrugated fiberboard carton construction to be able to sustain floor loading within containers. Sufficient internal packing material must be used to ensure protection during transportation and handling.

All packaging is to be designed to comply with all applicable US and International standards. Cartons that are used to package goods transported within the United States must conform with Item 222 of the National Motor Freight Classification Rules. The chart below is a simplified version of Item 222 applicable to the TPS maximum carton weight for single wall corrugated cartons. Please review Appendix 4, pages 25 through 30.

Maximum Box Gross Weight (pounds)	Maximum Outside Dimensions Length, Width & Depth Added (inches)	Minimum Burst (lbs./sq.in.)	Minimum Combined Weight of Facings (lbs./1000 sq.ft.)	Or Minimum Edge Crush Test (ECT) (lbs./in.)
20	40	125	52	23

35	50	150	66	26
50	60	175	75	29

MAXIMUM WEIGHT SHOULD NOT EXCEED 50LBS WITHOUT PRIOR APPROVAL

Carton dimensions shall be no longer than 30" long by 20" wide and 20" tall to adequately convey through our material handling equipment.

All cartons need to be sealed securely with reinforced paper tape or pressure sensitive poly tape. The tape cannot cover any labels or carton markings.

Cartons should be designed with the corrugation direction vertical to the pallet or loading surface when stacked. Use a full overlap design for cartons with narrow widths that are likely to be stacked on their broadest face for stability. For the full overlap the major flaps need to fully cover the width opening of the carton. This will increase the compression strength of the package to reduce damage.

**3.1** All master cartons must be labeled with the following information marked as per examples Appendix 4, pages 25 through 30.

- TPS 10-digit style number
- TPS item description
- TPS purchase order number.
- TPS address
- Carton Quantity (cartons without full quantity must be clearly marked on the carton and pallet as "PARTIAL")
- Carton numbering sequence (i.e. 1 of 3, 2 of 3, etc.) BY TPS Purchase Order, NOT BY CONTAINER LOAD.
- Special Handling Required (i.e., Weight, Fragile, etc.)
- **For mixed packs of apparel**, the case must be marked with a yellow label **MIXED. Example Pg. 29**
- **All packing for E-COM must use RED tape to seal cases.**
- **All packing for Reserve must use GREEN tape to seal cases.**

## 3.2 Inner Packs

Cartons containing inner packs must maintain consistent inner pack quantities:

- Inner pack quantities must comply with the quantities specified on the purchase order.
- Changes in inner pack quantities must be approved by the merchant and clearly indicated on the Packing List
- Master cartons that have partial quantities must be clearly marked on the carton and pallet as "Partial."
- Product that is packed in a color photo or acetate box must use a protective cellophane or plastic that can be removed at store level to minimize scuffing or damage while in transit.

See appendix 4, pages 25 – 30.

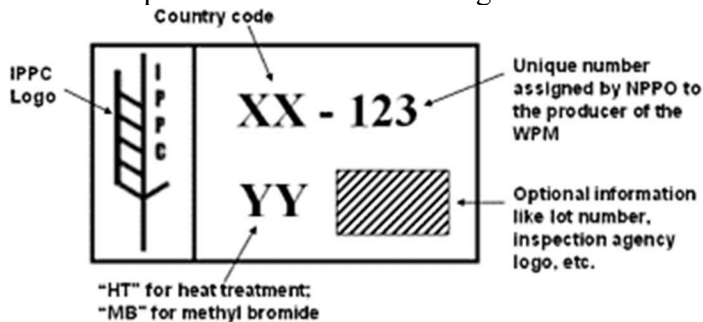
## 3.3 Palletized Shipments

**DO NOT** mix purchase orders on one pallet. Each purchase order should be on its own pallet. If approved for consolidation, purchase orders need to be segregated so that the delineation of each PO is easily defined.

Ocean and Air shipments normally ship as loose cartons. If palletizing is needed, please contact The Paper Store Import Operations Department at [import@thepaperstore.com](mailto:import@thepaperstore.com) for approval and follow the instructions listed below:

- Internationally approved pallets (plastic or properly treated) must be industry standard 40 in.

- 48 in. and not exceed the maximum height of 60 in. (152 cm) measured from floor to top of pallet unless authorized by The Paper Store Logistics Department.
- Wood Packaging Materials Statement
- If Wood Packaging Material is used in any shipment, it must be stamped with the appropriate IPPC markings.
- The required format of the marking is shown below:



- Current regulations do not prohibit the recycling or re-use of compliant wood packaging material if it is not refurbished or repaired by replacing one or some part of it with non-treated wood. Useful link: <https://www.ispm15.com/>

### 3.4 All pallets must be labeled with the following information in addition to the carton marking requirements:

- The Paper Store purchase order number
- The Paper Store 10-digit SKU number
- Pallet Sequence Number
- The Paper Store's name and address listed below, or other specified destination address stated on the purchase order:

The Paper Store Corporate Office  
20 Main Street  
Acton, MA 01720 USA

The Paper Store Distribution Center  
46 Industrial Road UPPER LEVEL  
Leominster, MA 01453 USA

### 3.5 Hazardous Materials

- All Vendors must adhere to local, state, and federal hazardous materials regulations that require special labels and markings on cartons, air bills, bills of lading or certifications.
- Your ASN must be received prior to the delivery showing clearly HAZADOUS MATERIAL and the description for shipping purposes.

### 3.6 Country of Origin



- All products, packaging and shipping cartons must be marked with the country of origin in accordance with United States Customs guidelines. A statement indicating the actual manufacturer name and address must accompany all textile shipments.
- All carton markings must be legibly written and in English INK PRINTED or THERAM ADHESIVE LABEL. **All Carton markings must be sent to [import@thepaperstore.com](mailto:import@thepaperstore.com) for approval prior to shipping.**
- 
- The Country of Origin of a product is generally the last country in which the product was manufactured or significantly altered/transformed, which may be different from the country in which the supplier or manufacturer is located or where you purchased the product.
- Customs laws also require that the marking be in a conspicuous place as legibly, indelibly, and permanently as the nature of the article permits.
- Goods processed in USMCA are subject to special country of origin marking rules that can be found in 19 CFR 102 at <https://www.ecfr.gov/current/title-19/chapter-I/part-102>. A guide for n USMCA: is available at <https://www.cbp.gov/trade/priority-issues/trade-agreements/free-trade-agreements/USMCA>

### 3.7 Master Carton Standards *(All master cartons must meet the following standards)*

- Master carton quantities must comply with the quantities specified in the purchase order or approved communication with the Buyer.
- Master cartons that fall within the common carrier guidelines of maximum weight (65lbs) and dimensions (length and girth no greater than 130 inches) must meet common carrier standards for processing in the small package environment.
- For products that weigh over 35lbs but under 65lbs, choosing a corrugated material with a burst test rating of 175# or 200# (29 ECT, 32 ECT respectively), is imperative to ensuring the safety of your packaging and products.
- Each master carton must pass the basic NSTA and environmental tests conducted by the National Safe Transit Association. Master cartons that are over the common carrier guidelines should be packaged to withstand the Less Than Truckload (LTL) environment.

## 4. Booking/Shipping Overview

- The **From Delivery Date** is defined as the latest date the goods must be on board a vessel.
- The **Shipping Window** is defined as the 7-day window the goods are allowed to ship. This is calculated by taking the latest ship date on the PO and counting back 7 calendar days. Our freight forwarder, in country, will work with the vendor to manage shipments accordingly.
- The **To Delivery Date** is the last date that the goods are expected to be received in the TPS Distribution Center.
- The factory/supplier is required to book each PO with the freight forward a minimum of 21 days prior to the anticipated ship date. The booking is to facilitate planning and guarantee space on a specific vessel to support the PO ship date.
- The factory/supplier must supply the freight forwarder with all applicable documents within 3 days of the carrier CY cut-off. At minimum, packing list, commercial invoice, and completed ISF form are required for standard shipments. (See Appendix 1)

### 4.1 Booking Procedures for Ocean Shipments

- The factory/supplier must contact the Freight Forwarder a minimum of 21 days prior to the PO ship date for booking.) Contact the freight forwarder in the country for instructions (Appendix 1).
- The factory/supplier must work directly with The Paper Store freight forwarder, not with the ocean carrier. Delivery of full containers, LCL, and air freight is coordinated between the factory/supplier and the freight forwarder.

The Freight Forwarder will issue a “Vendor Factory Load Letter” upon booking. Please follow these guidelines to avoid penalties related to non-compliance. (See Appendix 1)

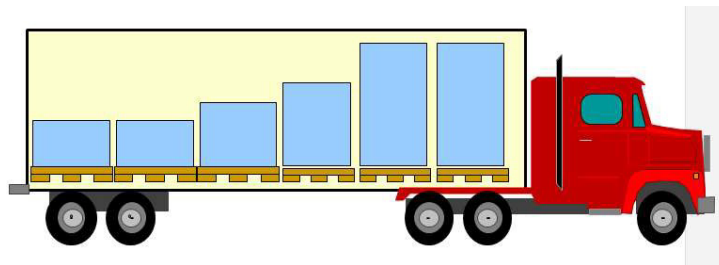
## 4.2 Ocean Freight Transportation Factory Packed Container Instructions

- Vendors, or their representatives, are responsible to inspect all containers “before loading” for any damages/defects including the and completing a C-TPAT 7 Point Container Inspection (Appendix 2). If the container is damaged, the shipper should request a replacement container from the Freight Forwarder.
- Vendors, or their representatives, are also responsible for loading TPS cargo properly to avoid damage and shifting of product. The weight must be evenly distributed and arranged throughout the container to assist in conforming with the over the road weight limitations set in the United States for offloading and movement from the piers to our distribution facilities. A performance chargeback may be issued to a Vendor for all excess charges or damages incurred by TPS for factory packed containers which are found to be overweight and/or loaded improperly.

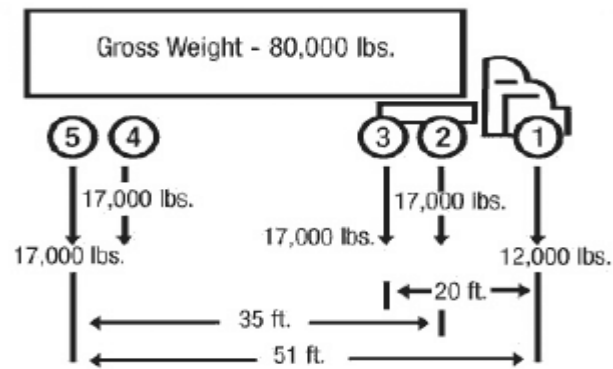
## 4.3 Damage Free Ocean Container Loading

- When floor loading ocean containers, always load tight, bottom to top and side to side.
- Always load heavy freight on bottom with light freight on top to prevent crushing and load instability.
- When loading a product on an ocean container that will not be filled, stack down the product on the rear of the trailer to resemble stair steps. This should minimize product from falling while the trailer is in motion, thus reducing the chance of damage. (See diagram below)

Side view of the container from tail (left) to nose (right).



- A factory loaded container must be loaded in accordance with US weight limits as follows while the whole container weight must still be within the above overall weight limit, failure to load within these specs with result in a chargeback to the vendor. (Appendix 3)



- Please Note: Any costs which TPS Group Holdings, LLC. incurs because containers that do not meet guidelines will be withheld from the final invoice.

#### 4.4 Container Seal Requirements

- All containers arriving into the US are required by US Customs and Border Protection (CBP) to be sealed with a seal meeting the ISO/PAS 17712 standard. This statute requires each seal be clearly and legibly marked with a unique ID number and be durable enough to prevent accidental breakage during container transport. Vendors are required to use seals supplied by the Steamship line supplying the container. For more information, please visit <http://www.iso.org/iso/home.htm>.

#### 4.5 Consolidated Freight Instructions (CFS)

- A CFS (Consolidated Freight Station) or LCL (Less than Container Load) must be delivered to the appropriate CFS by the vendor.
- Freight Forwarder will advise vendors at time of booking, of the facility to deliver merchandise to. Vendors are responsible for proper loading of merchandise to avoid damage in transit. Damage reported by the CFS facility at the time of receipt can be subject to refusal of merchandise. In the event of the merchandise being refused due to damage, the vendor will be responsible for collection or repair of the merchandise.
- All ocean shipments will be booked based on the destination on the purchase order, delivery date, and vessel estimated time of arrival.
- Equipment size selection, Full Container Loads (FCL) and Less Than Container Loads (LCL) recommendations are made by our freight forwarder.

### 5. Documentation Requirements

- The Paper Store and its affiliates require that certain detailed information be present on all international shipping invoices for all products purchased from you to ensure compliance with U.S. trade laws.
- In general, a commercial invoice should contain enough information for a Customs and Border Protection (CBP) Officer to determine if the goods being imported are admissible, and if so, what correct Harmonized Tariff Schedule ([HTS](#)) classification and rate of duty are applicable.
- The preferred format for an invoice is on Page 29 of this manual.

[http://www.ecfr.gov/cgi-bin/text-idx?SID=e41b7acfea08cd33bac094198f5466b5&mc=true&node=se19.2.141\\_186&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=e41b7acfea08cd33bac094198f5466b5&mc=true&node=se19.2.141_186&rgn=div8)

Please review your current invoice format and ensure that your invoices provide all the data elements detailed below. Please note that the commercial invoice and packing list must be in **English**.

NOTE: Any information required on an invoice may be set forth either on the invoice or on an attachment thereto. For example, some of the data elements such as marks & numbers or weights might be more appropriately located on the Packing List.

**At a minimum, to be compliant with CBP regulations, invoice should include:**

- 1) Date of the invoice
- 2) A Unique Invoice number.
- 3) The Paper Store Purchase Order Number.
- 4) A detailed English description of the merchandise, including The Paper Store 10-digit style number if assigned.
- 5) The Quantity and Unit of measure for each line-item.
- 6) The Marks, Numbers, and weights of the cartons in which the merchandise is packed.
- 7) The value in the currency of the purchase (Typically the price paid or payable, or if no payment will be rendered, a reasonable and supportable value based on other considerations.) The value should be provided for each line item and extended to the total amount.
- 8) The complete INCO term 2010, with named place.
- 9) Country of Origin = where the item was MADE. The country of origin on the invoice must match the Country of Origin stated on any Certificate of Origin provided.
- 10) The appropriate Harmonized Tariff Schedule (HTS) classification
- 11) Full Name and address of the business or person selling the merchandise.
- 12) Full Name and address of the entity buying the merchandise.
- 13) Full name and address of the consignee (if different than the buyer)
- 14) Any other discounts, rebates, drawbacks or other considerations taken in determination of the declared value, including charges such as shipping and packing.
- 15) Any Buying Agency Commission separated out from the FOB cost as a line item.
- 16) If known at time of invoice preparation, the U.S. Port of Entry to which the goods are destined.

- 17) The name of an employee of the shipper who has knowledge, or who can readily obtain knowledge, of the transaction.
- 18) The Name and address of the actual Manufacturer of who produced the product.
  - a. If there are multiple Manufacturers covered under same invoice group items by the Manufacturer.
  - b. If the HTS number is available list the HTS number by line items on the commercial invoice.

## 5.1 Additional Documents if Required May Include

- Certificate of Origin (Form A) (If applicable)
- Export License - FOB Hong Kong (If applicable)
- Lacey Act Declaration – (Required for all Wood Product)
- TSCA Statement – Toxic Substance Control Act (Required for all Wood Product)
- Shell declaration (Required for any product containing real whole shells or pieces)
- CITES Certificate – Convention on International Trade in Endangered Species (If applicable)
- Interim Footwear Invoice form 5523 (If applicable)
- GSP Declaration (If applicable)
- Trademark Release Letter (If applicable)
- Ceramic Affidavit (If applicable)
- Wood Packaging Material Statement ([see section 3.3](#)) for additional details);

*(Separate or on Vendor invoice, whichever applies)*

\* This Shipment does not contain Wood Packaging Material (WPM)

or

\* If WPM is used: a statement certifying that the WPM is stamped with the approved IPPC markings. (See section 3.3)

- Fumigation Certificate (If applicable)
- General Certification of Conformity/Children's Product Certificate – (If applicable)
- Textile Declaration (If applicable)– NDC/CTS reserves the right to require this document for textile goods.
- MSDS (Material Safety Data Sheet) (If applicable)
- IMDG (IMO Dangerous Goods Declaration) (If applicable)
- EPA Establishment Registration (If applicable)
- FCC Form – Federal Communication Commission (If applicable)
- Visa (if required) \* Quota Charge Statement (required only when Visa required)
- Ceramic Tableware from China – CCC Chinese Ceramicware Factory Code
  - CCC Chinese Ceramicware Factory Code. This affirmation and qualifier should be used to indicate that shipments of ceramicware are produced by a manufacturer certified as part of an FDA/Peoples Republic of China (PROC) Memorandum of Understanding (MOU). The code requires a qualifier consisting of the factory code assigned to the individual manufacturer. This code will have to be obtained from the manufacturer by the filer or their client. Paper certificates (CCIB) will no longer be used in FDA's evaluation of these entries. The qualifier is the factory code assigned to the individual manufacturer. Example: CCC 13X005

NOTE – When more than one invoice is included, or if an invoice has more than one page, each page must be numbered consecutively.

## 6. Quality Control Guidelines

To ensure that our customers continually receive a quality product, free of defects, poor workmanship or color shading discrepancies, the quality control auditing (QC) of all items will be conducted by The Paper Store, or its agents. The Paper Store reserves the right to return any goods to the vendor at the expense of the vendor if the goods do not comply with the standards set forth within these QC guidelines.

- The Paper Store will review a sample of every style and color of each product from the vendor.
- The Paper Store reserves the right to issue a chargeback to the vendor for all costs resulting from any item that fails to pass the quality check. The vendor will be responsible for both the inbound and outbound freight charges when merchandise is returned to them.
- If inconsistencies occur within a shipment and the vendor is needed to QC the shipment, the vendor will be charged for all freight outbound and inbound.
- In the Vendor is unable to QC, the vendor will be charged for the cost of the inspection.

## 6.1 Quality Inspections

- At TPS discretion and expense, third party quality inspections may be imposed. The vendor must contact TPS when 80% of the production is complete to initiate an inspection. TPS will make the appointment with the appointed Inspection Agency. TPS will verify the inspection date with the vendor. If the scheduled appointment for inspection is not satisfactory and it will not affect the ship dates, the vendor must provide an alternate date. If the ship window is impacted due to a change, the seller must contact the TPS Buyer for approval.



## 7. Supplier Code of Conduct & Responsible Sourcing Policy

TPS Group Holdings, LLC (TPS) is committed to conducting its operations with a high standard of business ethics, in compliance with applicable laws and with a regard for human rights and fair labor practices, environmental stewardship and animal welfare. While we recognize and respect the cultural differences that exist throughout the world, TPS expects its suppliers and agents to share and uphold these values.

The TPS Supplier Code of Conduct & Responsible Sourcing Policy defines minimum expectations. Since the policy cannot be all-inclusive, suppliers and agents are expected to ensure that no abusive or exploitative conditions and practices or unsafe working conditions exist at the facilities where TPS merchandise is manufactured. TPS will not tolerate any supplier or agent that directly or indirectly, through its subcontractors, violates the laws of the country where the merchandise is manufactured.

TPS requires, as a condition of doing business, that all suppliers and agents comply with the Supplier Code of Conduct & Responsible Sourcing Policy, as well as the Fair Labor Standards Act, the Occupational Safety and Health Act, and other applicable laws for merchandise produced within the United States. The California Transparency in Supply Act of 2010 requires large manufacturers and retailers to disclose their efforts to eliminate the risk of slavery, forced labor and human trafficking from within their supply chains. While we do not operate stores in the State of California, TPS is committed working to eliminate these risks in our supply chain through the following efforts:

1. **Verification and Risk Assessment:** TPS's Supplier Code of Conduct & Responsible Sourcing Policy ("the policy") requires suppliers to comply with applicable laws, including laws regarding forced labor. Each supplier agrees to comply with the code prior to becoming a TPS Supplier. TPS suppliers undergo evaluations to ensure compliance with the code, and the local health, safety and labor laws. Risk assessments of the supply chain are conducted to identify areas of potential risk and remediation plans developed to address any risk identified.
2. **Auditing:** TPS conducts both announced and unannounced social compliance program audits, which include review of standards related to forced labor and human trafficking in the supply chain. These audits are performed by third party auditors, as well as TPS internal personnel. Factory management is expected to address issues identified in the audit. A supplier's failure to comply with any of TPS's terms, conditions, requirements, policy or procedure may result in the cancellation of existing orders and/or termination of the business relationship.
3. **Certification:** TPS Supplier Code of Conduct requires its suppliers to comply with applicable laws, including laws strictly prohibiting forced labor. Each supplier agrees to comply with the policy prior to becoming a TPS supplier. Additionally, each supplier reaffirms its compliance with the policy and TPS requirements regarding forced labor through acceptance of TPS purchase orders and shipment of merchandise to TPS.
4. **Accountability:** TPS associates are required to comply with The Paper Store Employee Handbook, which is regularly updated and located on SharePoint. Associate training and certification of compliance is conducted periodically. Associates with production, sourcing or quality control responsibilities are informed of the policy and the requirements regarding forced labor. Allegations of violations of the TPS Employee Handbook by TPS associates and/or the policy by its suppliers are investigated and appropriate action taken, up to and including termination of associates and termination of agents and/or suppliers.

5. **Training:** TPS believes that the success of its supply chain accountability program requires effective education and training of our employees, suppliers, and agents. Accordingly, TPS conducts periodic training for our employees, suppliers, and agents regarding social compliance issues, including human rights and fair labor practices.

Suppliers must comply with all applicable national and/or local laws and regulations which govern their operations, including those governing labor, health, safety, the environment, corruption, and bribery. Suppliers must also procure their raw materials and/or components for TPS products solely from sources who comply with the below standards:

### Employment

- **No Child Labor:** Suppliers will not use child labor. A "child" refers to a person under the minimum age for employment established by local law, or the age at which compulsory school has ended, whichever is greater, but in no case under the age of 15.
- **Voluntary Labor:** All labor must be voluntary. Forced, bonded, prison, or indentured labor is not allowed. Workers must be allowed to maintain control over their identity documents. Slavery and human trafficking are prohibited throughout the TPS supply chain.
  - **Uzbekistan Cotton:** TPS does not knowingly carry products that use cotton originating from Uzbekistan. TPS does not knowingly source any private label or own-brand products from Uzbekistan and continues to take measures to ensure that cotton in TPS's products is not sourced from Uzbekistan.
  - **XUAR Sourcing:** TPS does not knowingly carry products originating from Xinjiang Uighur Autonomous Region (XUAR). TPS does not knowingly source any private label or own-brand products from XUAR and continues to take measures to ensure that cotton in TPS's products is not sourced from XUAR.
    - Vendors cannot supply goods made in XUAR or made from materials produced in XUAR. Vendors are expected to take reasonable precautions to ensure that their supply chain does not include any cotton from entities that have been sanctioned by the U.S. government.
- **Health and Safety:** Suppliers must provide a safe and sanitary working environment in order to prevent avoidable work-related injuries. Suppliers must ensure at a minimum reasonable access to potable water and sanitary facilities, fire safety, and adequate lighting and ventilation. This applies to dormitory and/or eating facilities where provided.
- **No Harassment or Coercion:** Each worker will be treated with dignity and respect. Corporal punishment, threats of violence or other forms of physical, sexual, psychological, or verbal harassment, intimidation, or abuse will not be used or tolerated. Suppliers must not use monetary fines as discipline.
- **Freedom of Association:** Suppliers must respect the right of workers to choose whether to lawfully and peacefully form or join associations of their choosing, as allowed by local law.



- **Nondiscrimination:** Suppliers will not, in violation of applicable local law, discriminate with regard to hiring and employment practices on the basis of race, religion, age, nationality, social or ethnic origin, gender, sexual orientation, political opinion, disability or union membership.
- **Wages and Benefits:** Suppliers must compensate all workers with wages, overtime premiums, and benefits that meet or exceed applicable local law, local industry standards, or collective agreements, whichever are higher.
- **Hours of Work/Overtime:** Suppliers will maintain reasonable employee work hours in compliance with applicable law, provide workers with rest periods and ensure that working hours are not excessive. Suppliers should be working toward maintaining a 60-hour work week. Employees shall not work more than 72 hours per 6 days or work more than a maximum total of 14 hours in a continuous 24-hour day. Except for extraordinary business circumstances, workers should be permitted to at least 1 day off in every 7-day period, or the rest period required by applicable law if greater than 1 day a week. Workers shall not be asked or required to take work off premises.

## Environment

Applicable laws regarding protection and preservation of the environment in the Supplier's country should be complied with. All manufacturing materials and components must be obtained from permissible sources as allowed by applicable law. The Supplier is responsible for maintaining procedures for notifying local authorities in the event of an environmental accident resulting from their own operations.

TPS encourages suppliers to reduce excessive packaging and to use non-toxic, environmentally friendly materials whenever possible.

TPS requires compliance with the United States Endangered Species Act of 1973.

## Anti-Corruption

Suppliers must comply with and adhere to the local laws and regulations concerning bribery, corruption, or unethical practices whether in dealings with public officials or individuals in the private sector. TPS does not allow any exchange of favors, money, or gifts, with our team members with the intent to influence business decisions.

## Monitoring, Documentation and Compliance

Suppliers will permit TPS and its designated representatives to engage in the assessment of supplier activities to confirm compliance with this policy, including unannounced onsite inspections of production facilities, reviews of books and records relating to labor matters, and private interviews with workers. Suppliers will maintain on site all documentation that may be needed to demonstrate compliance with this policy.

## Communication of Standards

Suppliers will take appropriate steps to ensure that the provisions of this policy are communicated to workers, and any subcontractor, and its workers, including the prominent posting of a copy of this policy, in the local language and in a place readily accessible to all workers, always. All standards set forth in this policy are subject to applicable local law. All suppliers must operate in compliance with the laws in which they manufacture. If any standard set forth in this policy is, in the supplier's judgement, deemed to violate an applicable local law it must advise TPS in writing immediately.

## 8. Social Compliance Audits

At TPS' discretion and expense, a third-party random Social Compliance Factory Audit may be initiated. The factory must agree to and allow the Social Compliance Audit Team to visit the physical factory site.

- **Five Key Procedures in a Social Compliance Audit**
  1. Opening Meeting
  2. Health & Safety Tour
  3. Employee Documentation Review
  4. Employee Interviews
  5. Closing Meeting
- **What Issues Will Result in a Failed Audit for Social Compliance?**
  1. Child Labor
  2. Forced Labor
  3. Safety Hazards
  4. Physical Abuse
  5. Bribery

TPS will review the audit results to determine if there are corrective measures to be implemented or if TPS will not pursue business with this factory.

## 9. Supplier Code of Conduct & Responsible Sourcing Policy Agreement

TPS Group Holdings, LLC (TPS) requests that you acknowledge your receipt and understanding of the Supplier Code of Conduct & Responsible Sourcing Policy, which is effective June 6, 2022, by completing this form.

TPS requires, as a condition of doing business, that all suppliers and agents comply with the TPS Supplier Code of Conduct & Responsible Sourcing Policy, as well as the Fair Labor Standards Act, the Occupational Safety and Health Act, the Foreign Corrupt Practices Act, and other applicable laws for merchandise produced within the United States. The California Transparency in Supply Act of 2010 requires large manufacturers and retailers to disclose their efforts to eliminate the risk of slavery, forced labor and human trafficking from within their supply chains. While we do not operate stores in the State of California, TPS is committed to working to eliminate these risks in our supply chain.

Requirements in this policy apply to the whole supply chain, including sub-suppliers, sub-contractors, and farms. Kindly refer to this publication regarding UFLPA Entity List.

<https://www.federalregister.gov/documents/2023/12/11/2023-26984/notice-regarding-the-uyghur-forced-labor-prevention-act-entity-list>

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

If you have questions about the policies contained in this document, please contact  
Import@thepaperstore.com.

## Appendix 1

### Forwarder Contacts

Country	Origin Port	Agent	Email
CN	Fuzhou	Cohesion Freight Fuzhou	<a href="mailto:ivy_zheng@cohesionfreight.com.cn">ivy_zheng@cohesionfreight.com.cn</a> Phone +86 591 87804957
CN	Ningbo	Cohesion Freight Ningbo	<a href="mailto:tony_wang@cohesionfreight.com.cn">tony_wang@cohesionfreight.com.cn</a> Phone +86 574 87203448
CN	Qingdao	Cohesion Freight Qingdao	<a href="mailto:Nancy_fang@cohesionfreight.com.cn">Nancy_fang@cohesionfreight.com.cn</a>
CN	Qingdao	Cohesion Freight Qingdao	<a href="mailto:zoe_zhu@cohesionfreight.com.cn">zoe_zhu@cohesionfreight.com.cn</a> Phone +86 532 88698120
CN	Shanghai	Cohesion Freight Shanghai	<a href="mailto:Rachel_jiang@cohesionfreight.com.cn">Rachel_jiang@cohesionfreight.com.cn</a> Phone +86 21 60259628
CN	Xiamen	Cohesion Freight Xiamen	<a href="mailto:Nancy_Liuxh@cohesionfreight.com.cn">Nancy_Liuxh@cohesionfreight.com.cn</a> Phone +86 592 5768713
CN	Shenzhen	Cohesion Freight Shenzhen	<a href="mailto:Carrie_ding@cohesionfreight.com.cn">Carrie_ding@cohesionfreight.com.cn</a> Phone +86 755 82388768-8401
HK	Hong Kong	Cohesion Freight Hong Kong	<a href="mailto:sea-hkg@cohesionfreight.com.hk">sea-hkg@cohesionfreight.com.hk</a> Phone +85 221975349
ID	Jakarta	PT M+R Forwarding Indonesia	<a href="mailto:christina.desna@id.mrspedag.com">christina.desna@id.mrspedag.com</a> Phone 62 21 7919 0640
IN	Mumbai	TVS SCS Global Freight Solutions	<a href="mailto:exports.india@tvsscs.com">exports.india@tvsscs.com</a>
IN	Delhi	TVS SCS Global Freight Solutions	<a href="mailto:exports.india@tvsscs.com">exports.india@tvsscs.com</a>
IN	Garhi Harsaru	TVS SCS Global Freight Solutions	<a href="mailto:exports.india@tvsscs.com">exports.india@tvsscs.com</a>
IN	Moradabad	TVS SCS Global Freight Solutions	<a href="mailto:exports.india@tvsscs.com">exports.india@tvsscs.com</a>
IN	Mundra	TVS SCS Global Freight Solutions	<a href="mailto:exports.india@tvsscs.com">exports.india@tvsscs.com</a>
IN	Noida	TVS SCS Global Freight Solutions	<a href="mailto:exports.india@tvsscs.com">exports.india@tvsscs.com</a>
VN	Hanoi	M+R FORWARDING CO., LTD	<a href="mailto:M+R HAN - Hai Nguyen &lt;hai.nguyen@vn.mrspedag.com&gt;">M+R HAN - Hai Nguyen &lt;hai.nguyen@vn.mrspedag.com&gt;</a>
VN	Hanoi	M+R FORWARDING CO., LTD	<a href="mailto:M+R HAN - My Pham &lt;my.pham@vn.mrspedag.com&gt;">M+R HAN - My Pham &lt;my.pham@vn.mrspedag.com&gt;</a> Phone +84 4 62 78 37 88

## Appendix 2

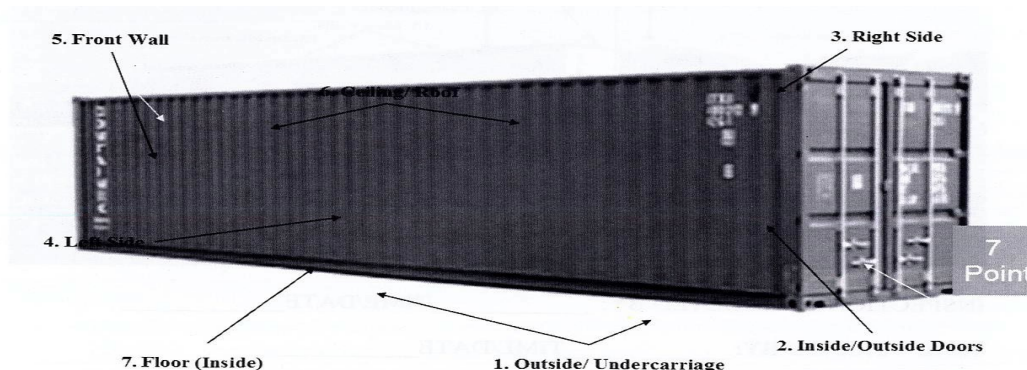
### 7-Point Inspection Checklist for Containers

Date: \_\_\_\_\_ Supplier: \_\_\_\_\_  
 \_\_\_\_\_ Facility: \_\_\_\_\_  
 \_\_\_\_\_ Container#: \_\_\_\_\_  
 \_\_\_\_\_ Seal#: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Is the seal  
 a High Security Seal? \_\_Y \_\_N  
 Is the seal affixed properly to the container? \_\_Y \_\_N

Instructions: Fill out the checklist by referring to the drawing below and the instructions provided on the next page.

Inspection Point	Condition: Indicate whether condition is good or bad; add comments as needed.
1. Outside / Undercarriage	
2. Inside and outside doors	
3. Right side	
4. Left side	
5. Front wall	
6. Ceiling / roof	
7. Floor (inside)	
Container reviewed by:	
Date/time of review:	
Seal reviewed by:	
Date/time of review:	



1. Outside / Undercarriage (before entering facility)
  - a. Inspect prior to entering facility.
  - b. Support beams should be visible.
2. Inside / Outside Doors
  - a. Make sure secure and reliable locking mechanisms are attached to the container.
  - b. Be on the lookout for different color bonding material.
  - c. Be on the lookout for loose bolts.
  - d. Be on the lookout for plates and repairs. Solid plates should not cover standard container cavities.
3. Right Side
  - a. Look for unusual repairs to structural beams.
  - b. Repairs to walls on the inside must be visible on the outside.
  - c. Use tool to tap side walls. Listen and feel for hollow sound.
4. Left Side
  - a. Look for unusual repairs to structural beams.
  - b. Repairs to walls on the inside must be visible on the outside.
  - c. Use tool to tap side walls. Listen and feel for hollow sound.
5. Front Wall
  - a. Check to see if blocks and vents are visible.
  - b. Use tool to tap front wall. Listen and feel for hollow sound.
  - c. Use a ranger finder, measuring tape, or even string to determine if the l
  - d. Make sure the length of the interior of the container is correct.
6. Ceiling / Roof
  - a. Check to make sure ceiling height from floor is accurate. Blocks and vents should be visible.
  - b. Repairs to the ceiling on the inside of the container should be visible on the outside.
  - c. Use tool to tap ceiling. Listen for hollow sound.
  - d. Determine if there is an uncomfortable feeling inside the container. If so, the interior ceiling height may be incorrect.
7. Floor (inside)
  - a. Check to make sure the floor is the correct height from the ceiling.
  - b. Make sure the floor is flat. Do not need to step up to get inside.
  - c. Make sure the floor is uniform height.
  - d. Be on the lookout for unusual repairs.












**Appendix 3**

**Maximum Payload for Ocean Containers**

<b>Container Size Type</b>	<b>Maximum Weight</b>	<b>Capacity</b>
<b>20' Container</b>	<b>19,000KG</b> <b>41,900LBS</b>	<b>28CBM</b> <b>1000CBF</b>
<b>40 'Standard Container</b>	<b>20,400KG</b> <b>45,00LBS</b>	<b>58CBM</b> <b>2000CBF</b>
<b>40'High Cube</b>	<b>20,400KG</b> <b>45,000LBS</b>	<b>68CBM</b> <b>2400CBF</b>
<b>45'High Cube</b>	<b>20,400KG</b> <b>45,000LBS</b>	<b>78CBM</b> <b>2800CBF</b>

## Appendix 4 –











### Carton Marking Design Template – STANDARD

	CANDLE	EVENT ICON KEY					<div>CARTON MARKING FOR STANDARD</div>	
	HALLOWEEN		EASTER		SPRING			WINTER
	CHRISTMAS		VALENTINE'S DAY		SUMMER	<div>FRAGILE</div> <div>HANDLE WITH CARE</div>		
	BLACK FRIDAY		PROMO		FALL			

FRONT		SIDE 1		BACK		SIDE 2	
FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED
<b>UPC: BOLD LARGE FONT</b> <b>SKU NO. - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: - BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.:		<b>UPC: - BOLD LARGE FONT</b> <b>SKU NO.: - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.:	













## Carton Marking Design Template – PACKS, NON-FASHION

	CANDLE	<b>EVENT ICON KEY</b>				<b>CARTON MARKING FOR PACKS NON-FASHION</b>		
	HALLOWEEN		EASTER		SPRING			WINTER
	CHRISTMAS		VALENTINE'S DAY		SUMMER		<b>FRAGILE</b> HANDLE WITH CARE	
BLACK FRIDAY	BLACK FRIDAY		PROMO		FALL			











FRONT		SIDE 2		BACK		SIDE 4	
FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED
<b>UPC: BOLD LARGE FONT</b> <b>SKU NO. - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: - BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.: <div> <div>FPO SCANNABLE PACK CODE</div> <div>PACK CODE</div> </div> <div> <div></div><div></div><div></div><div></div><div>TTL</div> </div>		<b>UPC: - BOLD LARGE FONT</b> <b>SKU NO.: - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.: <div> <div>FPO SCANNABLE PACK CODE</div> <div>PACK CODE</div> </div> <div> <div></div><div></div><div></div><div></div><div>TTL</div> </div>	

## Carton Marking Design Template – FASHION WITH PACKS

EVENT ICON KEY						CARTON MARKING FOR APPAREL/FASHION PACKS		
	HALLOWEEN		EASTER		SPRING			WINTER
	CHRISTMAS		VALENTINE'S DAY		SUMMER		<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>FRAGILE</b> HANDLE WITH CARE         </div>	
	BLACK FRIDAY		PROMO		FALL			

FRONT		SIDE ONE		BACK		SIDE TWO																					
FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED																				
<b>PACK CODE: BOLD LARGE FONT</b> <b>SKU NO. - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: - BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.: <div style="display: flex; justify-content: space-between;"> <div>FPO SCANNABLE PACK CODE</div> <div>PACK CODE</div> </div> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>S</td> <td>M</td> <td>L</td> <td>XL</td> <td>TTL</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		S	M	L	XL	TTL						<b>PACK CODE - BOLD LARGE FONT</b> <b>SKU NO.: - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.: <div style="display: flex; justify-content: space-between;"> <div>FPO SCANNABLE PACK CODE</div> <div>PACK CODE</div> </div> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>S</td> <td>M</td> <td>L</td> <td>XL</td> <td>TTL</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		S	M	L	XL	TTL					
S	M	L	XL	TTL																							
S	M	L	XL	TTL																							

## Carton Marking Design Template FASHION– NO PACKS,

EVENT ICON KEY						CARTON MARKING FOR APPAREL/FASHION WITHOUT PACKS		
	HALLOWEEN		EASTER		SPRING			WINTER
	CHRISTMAS		VALENTINE'S DAY		SUMMER		<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>FRAGILE</b> HANDLE WITH CARE         </div>	
	BLACK FRIDAY		PROMO		FALL			

FRONT		SIDE ONE		BACK		SIDE TWO																					
FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED	FPO SCANNABLE UPC	EVENT ICON IF REQUESTED																				
<b>UPC: BOLD LARGE FONT</b> <b>SKU NO. - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: - BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.: <table border="1" style="width: 100%; text-align: center;"> <tr> <td>S</td> <td>M</td> <td>L</td> <td>XL</td> <td>TTL</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		S	M	L	XL	TTL						<b>UPC: - BOLD LARGE FONT</b> <b>SKU NO.: - BOLD LARGE FONT</b> ITEM NAME: <b>PO NO: BOLD LARGE FONT</b> TPS GROUP HOLDINGS, LLC DISTRIBUTION CENTER 46 INDUSTRIAL ROAD, UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: CARTON NO: MADE IN: Country of Origin		<b>SKU NO. BOLD LARGE FONT</b> QUANTITY: N.W.: G.W.: MEAS.: <table border="1" style="width: 100%; text-align: center;"> <tr> <td>S</td> <td>M</td> <td>L</td> <td>XL</td> <td>TTL</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		S	M	L	XL	TTL					
S	M	L	XL	TTL																							
S	M	L	XL	TTL																							

Carton Marking Design Template – NON -MERCH

<div>ICON KEY - NON-MERCH</div> <div><div>FRAGILE</div><div>HANDLE WITH CARE</div></div>	<div>CARTON MARKING NON-MERCH</div>
--	-------------------------------------

FRONT	SIDE 1	BACK	SIDE 2
<div>NON MERCH</div> <div>SKU NO. - BOLD LARGE FONT</div> <div>ITEM NAME:</div> <div>PO NO: - BOLD LARGE FONT</div> <div>TPS GROUP HOLDINGS, LLC</div> <div>DISTRIBUTION CENTER</div> <div>46 INDUSTRIAL ROAD, UPPER LEVEL</div> <div>LEOMINSTER, MA 01453 UNITED STATES</div> <div>QUANTITY:</div> <div>CARTON NO:</div> <div>MADE IN: Country of Origin</div>	<div>NON MERCH</div> <div>SKU NO. BOLD LARGE FONT</div> <div>QUANTITY:</div> <div>N.W.:</div> <div>G.W.:</div> <div>MEAS.:</div>	<div>NON MERCH</div> <div>SKU NO.: - BOLD LARGE FONT</div> <div>ITEM NAME:</div> <div>PO NO: BOLD LARGE FONT</div> <div>TPS GROUP HOLDINGS, LLC</div> <div>DISTRIBUTION CENTER</div> <div>46 INDUSTRIAL ROAD, UPPER LEVEL</div> <div>LEOMINSTER, MA 01453 UNITED STATES</div> <div>QUANTITY:</div> <div>CARTON NO:</div> <div>MADE IN: Country of Origin</div>	<div>NON MERCH</div> <div>SKU NO. BOLD LARGE FONT</div> <div>QUANTITY:</div> <div>N.W.:</div> <div>G.W.:</div> <div>MEAS.:</div>

Master Carton Front Mark (Print 2 sides)

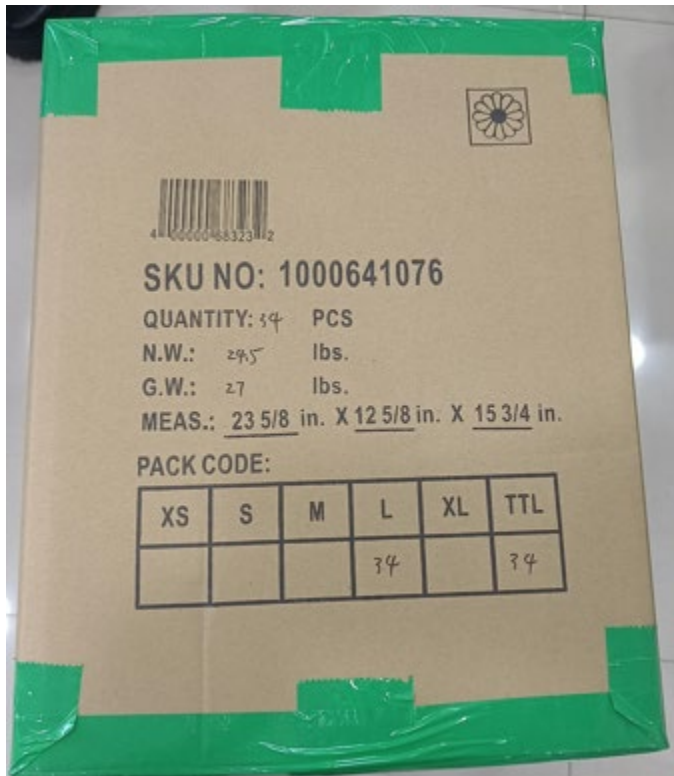
Master Carton Side Mark (Print 2 sides)

PREPACK	MIXED	PREPACK	MIXED										
<b>PACK CODE:101722</b> <b>SKU NO: 1000651031</b> ITEM NAME: JUSTDO/PJPANT/LLAMA/HACCI <b>PO NO: 10088479</b> TPS GROUP HOLDINGS, LLC <b>0099 RESERVE</b> 46 INDUSTRIAL ROAD UPPER LEVEL LEOMINSTER, MA 01453 UNITED STATES QUANTITY: 32 PCS CARTON NO: 1 OF 10 MADE IN CHINA		<b>SKU NO: 1000651031</b> QUANTITY: 32 PCS N.W.: lbs. G.W.: lbs. MEAS: in X in X in <div>第 1 页</div> <div>PACKS INSIDE: 4</div> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>L</th> <th>XL</th> <th>TTL</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>12</td> <td>8</td> <td>8</td> <td>32</td> </tr> </tbody> </table>		S	M	L	XL	TTL	4	12	8	8	32
S	M	L	XL	TTL									
4	12	8	8	32									

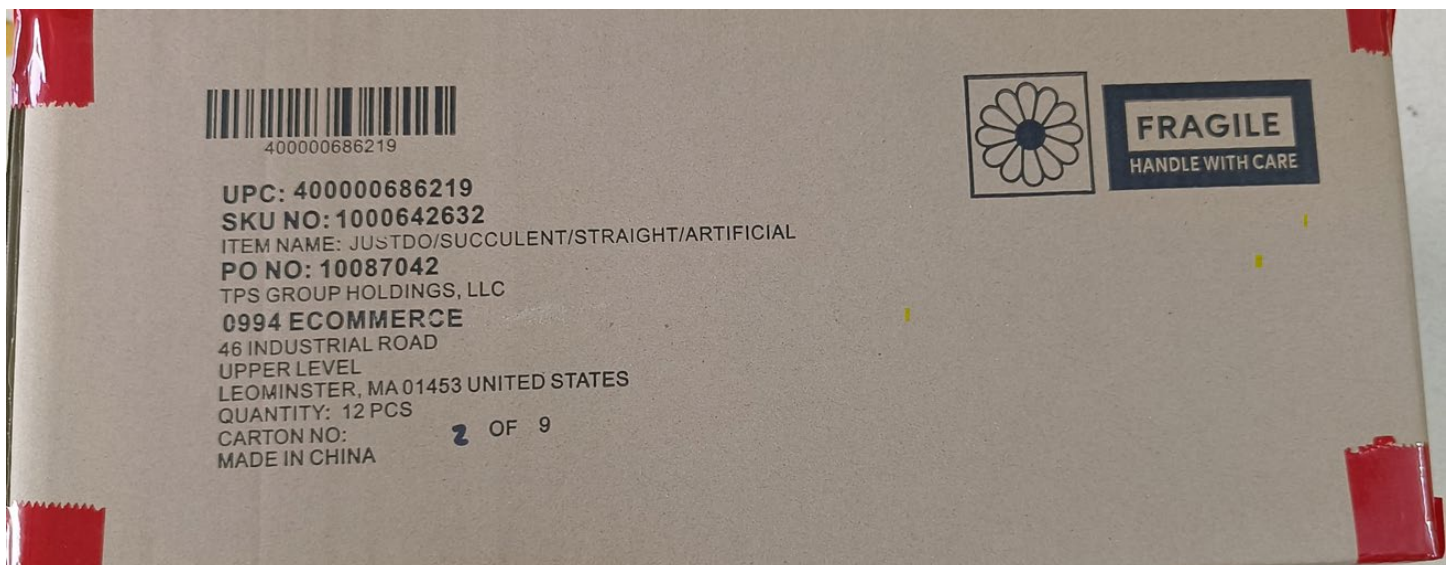
## Inner Carton Marking Template

FPO SCANNABLE UPC		FPO SCANNABLE UPC	
<div>FRAGILE</div> <div>HANDLE WITH CARE</div>			
UPC BARCODE:    ITEM NAME: TPS ITEM #: QTY: MADE IN CHINA	UPC BARCODE:    ITEM NAME: TPS ITEM #: QTY: MADE IN CHINA	UPC BARCODE:    ITEM NAME: TPS ITEM #: QTY: MADE IN CHINA	UPC BARCODE:    ITEM NAME: TPS ITEM #: QTY: MADE IN CHINA

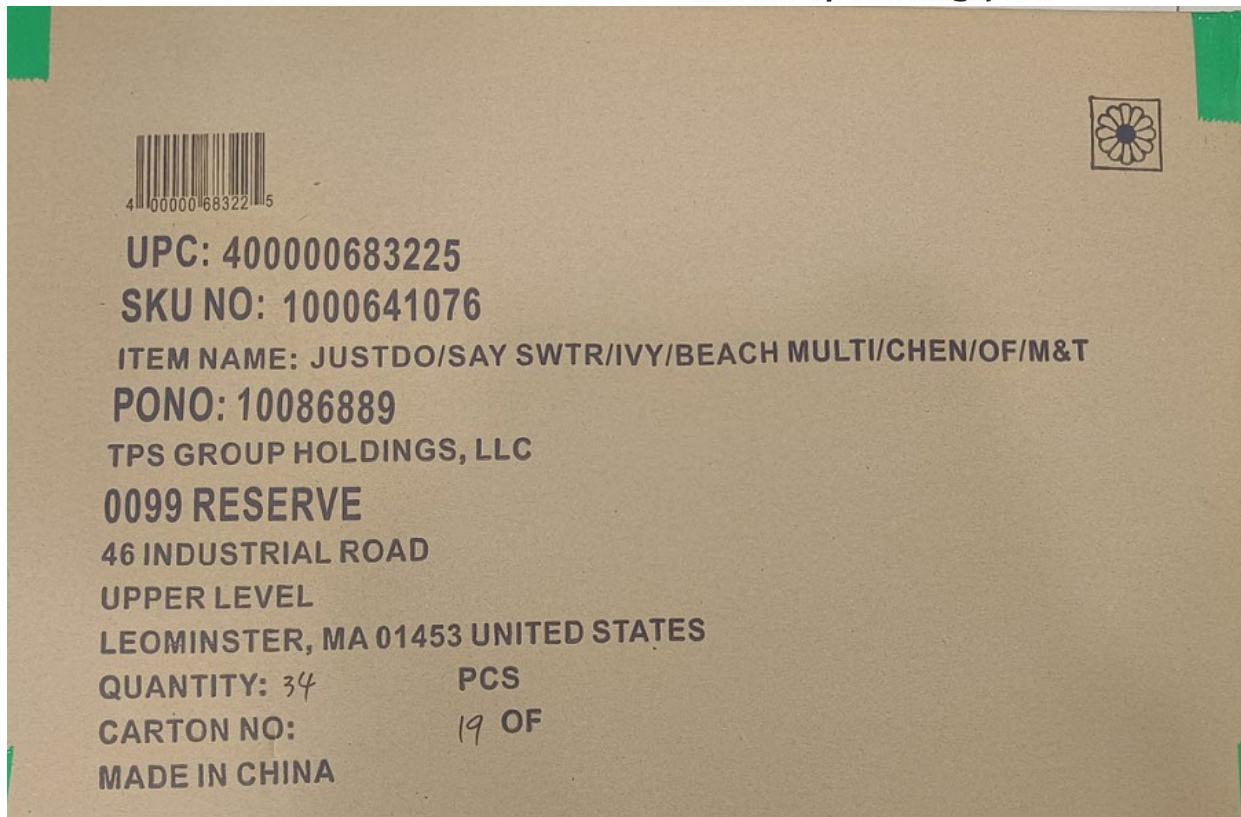
## Example Carton Marking , RESERVE



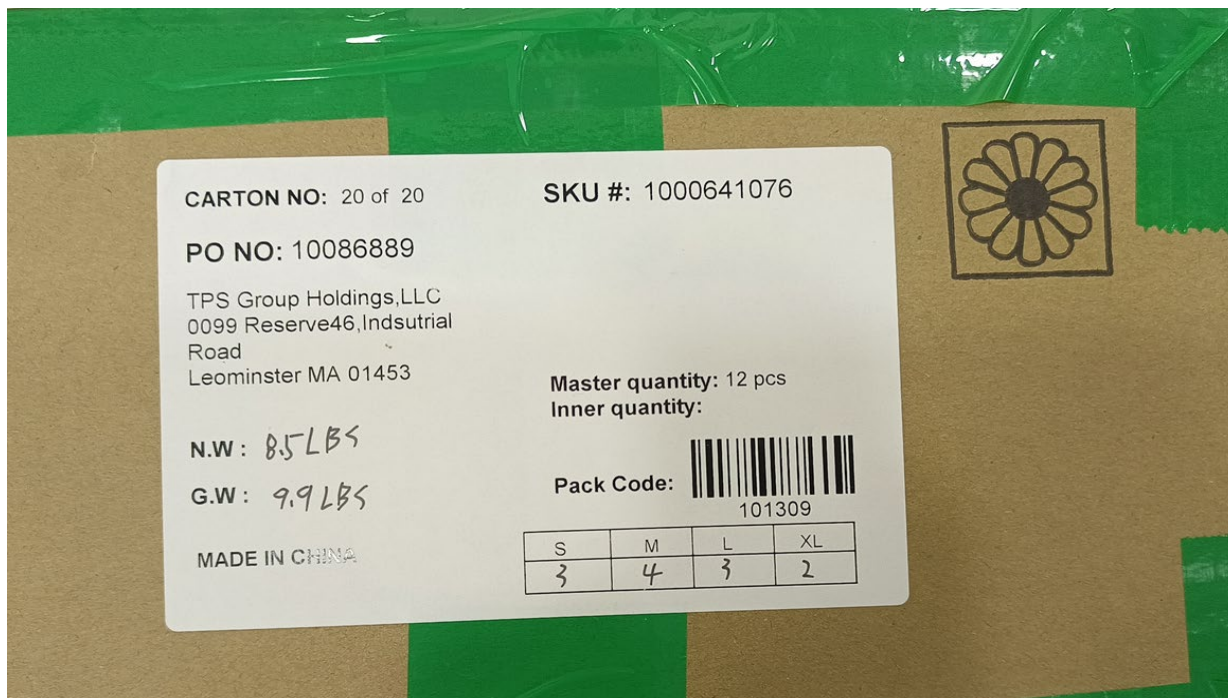
## ECOMMERCE RED TAPE TO SEAL CARTONS







**Example of Pack**



Fabric Performance Property Requirements 5/29/24  
Please test with Intertek, SGS or Bureau Veritas  
(1610 exemptions added 1/26/24)

Fabric Performance Property	Test Method	Requirements	Product
<b>1. Quality</b>			
Fiber Content	AATCC 20/20A	Tolerance +/- 3%	adult/children 7-16
Fabric Weight	ASTM D3776	Tolerance +/- 5% of spec	adult/children 7-16
<b>2. Dimensional Stability</b>			
Dimensional Stability/Shrinkage to Laundering/washing (3 X wash)	AATC 135	Woven fabric +/- 3% Knit Fabric +/- 5%	adult/children 7-16
Dimensional Stability to Dry Cleaning (3 cycles)	AATC 158	Tolerance +/- 3%	adult/children 7-16
Skew test (initial state)	ASTM D3882	no skew	adult/children 7-16
Torque Test (3 X Wash)	AATCC 179	Max 3%	adult/children 7-16
Appearance Rating	Visual/AATCC 179 Method 2	Satisfactory, including no shape distortion, no cross staining and skewing 3% max for wovens and 5% max for knits	adult/children 7-16
<b>3. Strength</b>			
Seam Slippage	ASTM D434	Lightweight<100g/m2: 20 Mid weight 101-200 g/m2: 25 Heavy weight >201 g/m2: 30 psi	adult/children 7-16
Bursting Strength	ASTM D3786	Lightweight<100g/m2: 35 psi Mid weight 101-200 g/m2: 55 psi Heavy weight >201 g/m2: 60 psi	adult/children 7-16
<b>4. Colorfastness</b>			
Colorfastness to laundering	AATCC61	Color change: 4, color staining: 3, self staining: 4.5	adult/children 7-16
Colorfastness to Crocking	AATCC 8	Dry: 4, Wet: 3	adult/children 7-16
Colorfastness to Perspiration	AATCC 15	Color change: 4, Color Staining: 3	adult/children 7-16
Colorfastness to Water	AATCC 107	Color change: 4, Color Staining: 3	adult/children 7-16
Colorfastness to Light	AATCC 16	20 hour test 3.5	adult/children 7-16
<b>5. Other Tests:</b>			
Pilling Resistance, Random Tumble	ASTM 3512 (30 minutes)	3.5	adult/children 7-16
Formaldehyde Content	JIS L 1041	Garments with contact to skin < 75 ppm other garments <300 ppm	adult/children 7-16
Flamability Plain or Brushed Surface Exemptions: - plain surfaced fabrics, regardless of content, weighing 2.6 oz/yd <sup>2</sup> or more (no pile, nap or tuft) -all fabrics, regardless of weight made entirely from: acrylic, modacrylic, nylon, olefin, polyester or wool - hats the do not cover the neck, face or shoulders - Gloves that are 14" in length or shorter - Footwear (socks) not attached to a garment	Title 16 CFR 1610	Class 1 Normal	adult/children 7-16
Children's products: lead testing	15 U.S.C. 1278a	100 ppm	children 7-16
children's products: painted components such as buttons, surface coatings, screen printing inks	16 CFR 1303	90 ppm	children 7-16





TPS STANDARD  
PL & Invoice template

## Appendix 6

### Sample Invoice & Packing List

ADD:RM ##, XX/X , BLDG, ## STREET, TOWN, PROVINCE, COUNTRY ZIP

TO: TPS GROUP HOLDINGS,  
LLC  
20 Main  
Street  
Acton, Ma 01720 USA

INVOICE NO.:

DATE:

B/L NO:

	ITEM #	DESCRIPTION		QTY	FOB		TOTAL
				PCS	COS T		AMOUNT
<b>PO#</b>							
<b>MANUFACTURER: NAME AND ADDRESS</b>							
1	TPS STYLE NO	DESCRIPTION					#VALUE!
2	TPS STYLE NO	DESCRIPTION					#VALUE!
3	TPS STYLE NO	DESCRIPTION					#VALUE!
4	TPS STYLE NO	DESCRIPTION					#VALUE!
5	TPS STYLE NO	DESCRIPTION					#VALUE!
<b>2ND PO#</b>							