

### Terrain Import Vendor Shipping Procedures:

All POs should ship to the address indicated on the Purchase Order.

Terrain ships to two different URBN Distribution Centers.

#### **Retail DC: GAP**

Address:

Terrain

755 Brackbill Road

GAP, PA 17527

#### **Direct DC: GFC**

Address:

Terrain

766 Brackbill Road

GAP, PA 17527

Please remember to include the packing list inside a packing slip on the outside of the *lead* carton of your shipment in order to avoid delays in processing the PO and receiving payment. Please write Terrain and your PO # on your boxes as well to avoid delays.

If you are shipping samples or a PO to the Home Office please ship to:

5000 S. Broad Street

Bldg: 18 Mezz

Philadelphia, PA 19112

To book shipment please send your Tradestone invoice and packing list to your specific freight forwarder. To find your forwarder go to the below links and look for your forwarder based on where the PO will be shipping from. You will need to let them know you have an Urban Outfitters PO ready to ship. Please send them the below info. If your terms are Ex-Works, list that under your freight terms so they can arrange the pickup.

For Air Shipments: <http://www.urbnvendor.com/us/wp-content/uploads/sites/2/2015/02/URBN-Air-Booking-Contacts-Effective-6-24-19.pdf>

For Ocean Shipments: <http://www.urbnvendor.com/us/wp-content/uploads/sites/2/2015/02/Ocean-Forwarder-Contact-List-June-2019.pdf>

What to send to book shipping:

- Packing List #
- PO#
- Carton Quantity
- FOB Port of Lading
- Gross Weight Kgs
- Net Weight Kgs
- Carton Dimensions
- CBM's (Cubic Meters)
- Mode of transport (as listed on PO) **Ocean or Air**

- Freight Terms
- Cargo Ready Date