Factory Load Procedures & Requirements

*Due to additional freight costs, URBN **strongly** prefers not to use shipments of 20-foot containers with the exception of weight-restricted freight or special handling freight.*

In order to be approved to ship factory loaded containers, vendors must have the following in place:

- Maintain a high level of compliance during the business relationship with URBN.
- Have a minimum amount of freight to ship in each container size
- Factory must have on hand and use only those seals that meet or exceed PAS ISO17712 standards.
- Be in a position to complete the forwarder's electronic booking application for each shipment and complete the container stuffing location at time of booking so URBN can complete the container stuffing location at time of booking so URBN can complete their Importer Security Filing (ISF).
- Vendors are responsible for collecting containers from their container depot, loading and sealing the container at the factory and returning the container to port, customs cleared in time to meet the vessel cutoff time.
- When shipping Direct and Retail orders in a single factory load, the DIRECT orders must be tail loaded with the labels facing out.
- No mixed-factory loads are allowed.

All cargo will be floor loaded and block stowed from nose to tail (unless approval is provided to ship on pallets).

Vendor is required to pre-sort and segregate cargo by PO and line number and in the following sequence:

1. POs with the same "Cancel Date"
2. Completion of a PO
3. URBN Container Loading Process Nose to Tail in the following sequence while also maintaining a serpentine fashion.
4. Loading must always start in the lower left corner of the nose of the container and move to the right corner.
5. PO/LINES must be loaded left to right and right to left (Serpentine), floor to ceiling sequentially and throughout the whole container from nose to tail.
   - In cases where a PO has to be split across multiple containers because of overflow, please load by PO number into as few containers as possible. PO line integrity must be retained in each container.