
Sampling Guidelines

To ensure the timely receipt of samples to our Buying Offices, it is important to properly label cartons and sample items.

Shipping Labels

- Affix the correct box label to the outside of the box/carton – see [Box / Carton Label](#).
 - There are two tabs – one for samples going to the New York Buying Office and one for samples going to the LA Buying Office. Please be sure to use the correct label.
 - All required fields are in red – input Buyer Name, Vendor Name / Address.
 - Your Buyer will inform you if the “Recipient” dropdown field should be “Buyer” or the “PTS/Sample Processor.”

Item Labels

- Affix the item label to each sample – see [Sample Item Label](#).
 - There are 3 tabs – please use the correct item label based on the product you are sending:
 - Tab 1 - Apparel/Accessories/Cosmetics
 - Tab 2 – Shoes
 - Tab 3 – Home.