



ROUTING GUIDE/SHIPPING INSTRUCTIONS

In efforts to help our vendors comply with Associated Food Stores, Inc. shipping instructions we provide the following information:

TRUCKLOAD SHIPMENTS

The driver **MUST** provide a BOL – Loads that arrive without a BOL will be rejected until one is provided.

The Bill of Lading **MUST** include:

- Indicate pieces, weight and description of product being transported.
- Include total shipped pallet and carton count.
- Include Associated Food Stores' purchase order number and due to arrive date.
(Purchase Order has an expected delivery date on it. This is the date for product to arrive at the appropriate AFS facility.)
- Include directions for carrier to provide this information on the freight bill.
- Vendor name, contact info (Address, phone # & point of contact) shipping address.

Failure to accurately provide this information will result in a vendor chargeback with an additional administrative fee up to \$350.00.

LTL SHIPMENTS

The driver must arrive with a Delivery Receipt & BOL **MUST** be provided or attached to the pallet.

The Bill of Lading **MUST**:

- Be addressed for delivery to the appropriate Associated Food Stores facility.
- Include AFS purchase order number and delivery due date.
(Purchase Order has an expected delivery date on it. This is the date for product to arrive at the appropriate AFS facility.)
- Include directions for carrier to provide this information on the freight bill.
- Include a notation that delivery appointments are required.
- Be tendered in a sorted and segregated manner – AFS is a driver Sort & Segregate facility or they are welcome to hire the current onsite unloading

service. Drivers must wear a safety vest & wear closed toe/heel shoes while on dock unloading/in the AFS warehouse.

- Include pieces, weight, cube, description, case quantities, and National Motor Freight Classification (NMFC) numbers on all palletized goods.
- Indicate the ACCURATE weight and class.

Our preferred LTL carrier is Old Dominion. We request the use of Old Dominion on all LTL shipments. **YRC, Central Transport, Central Freight Lines & Conway Freight/Xpo Logistics, LTL carriers are prohibited to deliver to AFS. If you use these carriers the freight will be rejected at the time of arrival. The vendor will be responsible for any storage or re-consignment fees if occurred.**

- The vendor should tender all freight to the carrier in a **Sorted and Segregated** manner according to sizes, brands, or any other distinguishing characteristics and certified on the Bill of Lading. AFS is a driver S&S facility or they are welcome to hire our onsite 3rd Party Unloading Partner. Failure to do so will result in a chargeback to the vendor for any sorting and segregating charges, detention charges and additional administrative fees up to \$350.00.

Delivery appointments are required at all Associated Food Stores warehouses. When making a delivery appointment each purchase order number and case count are required. This date is required on both the Bill of Lading and the freight bill.

To Schedule Appointments 24/7 go to:

<http://MGDREC.CAPSTONELOGISTICS.COM>. This is a FREE service AFS offers to all Inbound Customers. If you need guidance on how to schedule a delivery apt, Directions to the facilities or scheduling assistance, please call 801-786-8888.

Delivery is FOB AFS dock. Meaning: Drivers are responsible to unload product according to item Ti X Hi, or hire our 3rd party onsite unloading Partner. Any product that weighs over 45 pounds per case must arrive on pallets. Associated Food Stores does not participate in a pallet exchange.

All labels must be addressed to Associated Food Stores, Inc. at the appropriate address and provide both the Shipper and Associated Foods purchase order number.

FARR WEST DISTRIBUTION CENTER
1850 West 2550 North
Farr West, UT. 84404

SALT LAKE CITY SEASONAL STORAGE WAREHOUSE
2035 S Industrial Road
Salt Lake City, UT. 84119

For additional information, please contact Associated Food Stores Inbound
Logistics Department:

Brent Rutledge	801-978-8297
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Shelly Wayman	801-786-8884
3 rd Party Unloading Partner	801-786-8745