

EBP Supply Solutions

**Vendor Shipping & Routing
Compliance Guide**

**Effective 5/1/06
Revised 3.11.13**

EBP Supply Solutions

Vendors please forward to your traffic or shipping managers immediately.

The following instructions, along with those appearing on our purchase orders apply to all merchandise shipped to EBP Supply Solutions. These instructions **supersede** all previously issued instructions and will continue in effect until cancelled or modified in writing by EBP Supply Solutions.

Compliance with these instructions along with the terms and conditions set on the EBP Supply Solutions Purchase Orders is mandatory. Any deviation from this guide or any other shipping instructions contained herein will result in the refusal of the shipment at EBP Supply Solutions dock. In addition, EBP Supply Solutions may take a debit against the price of the merchandise reflecting any additional charges, charged by the carrier along with an administration fee of \$50.

Purchase Orders

All Purchase orders will have the shipping information on the top of the Purchase Order. If a Purchase Order is shipped to the wrong location the shipment will be refused and an administration fee of \$50 and / or a penalty fee \$50 may be charged back to the Purchase Order.

Packaging Requirements

Packaging must conform to the freight carrier requirements and able to withstand the normal hazards of transportation. Claims and costs resulting from poorly packaged merchandise will be charged back to your company along with administrative fees of \$50.

Packaging must withstand normal warehouse storage conditions. Warehouse damages and associated costs resulting from poorly packaged merchandise will be charged back your company for the full cost of the damaged case along with an administrative fee of \$50.

A packing slip must be presented upon delivery of your product. The packing slip must include the following information:

- **Item Description including pack & size**
- **Item code number**
- **Item Design / Color / flavor**
- **Expiration date if applicable**
- **Quantity shipped**

Failure to provide a packaging slip upon delivery will result in a charge back to your company for an administration fee of \$50 and a penalty fee of \$50.

Marking Requirements

All cartons shipped into EBP Supply Solutions must be in, compliance with State & Federal regulations, easily identified and in English. All cartons should have the following basic information:

- Complete description
- Manufacture Item code number
- Case pack & size
- Expiration date if applicable
- Marked in accordance with all Federal codes (Hazmat / Hazcom)

Cartons that are not marked as stated above may cause delays in the receiving & put-away functions. In these situations EBP Supply Solutions may charge back your company to cover associated costs, in addition to an administration fee of \$50 and penalty fee of \$50.

Bill of Lading Requirements

On inbound LTL shipments to EBP Supply Solutions all merchandise must be described fully in accordance with National Motor Freight Classifications. This will ensure the lowest possible transportation cost for the shipment.

The following information must be found in the body of the Bill of Lading.

- Correct ship to location
- EBP Supply Solutions Purchase Order number
- Number of cartons shipped
- Gross weight
- All information required to be in compliance with State & Federal Regulations
- Shipper Number / Load Number
- Carrier Name
- Seal number if applicable
- Trailer number
- **Delivery Appointments Required**
- **Carrier driver is required to unload, sort segregate and palletize product to consignee's block and tier specifications. Carrier driver may employ OSHA certified unloading service to perform unloading service.**

Note 1

All import shipments must be accompanied with proper documentation including but not limited to all documentation required by any governmental agency, import declarations, and / or other customs clearance documentation so as to enable timely receiving of the product. Import shipments that hold up receiving production due to improper documentation will result in charge backs against your company for lost dock time at a rate of \$100 per hour in addition to an administrative fee \$50 and penalty fee of \$50.

Note 2

All Truckload shipments, in order to minimize overage, shortage, and damage claims, the shipper is required to verify that the pick up carrier has sealed their trailer prior to leaving the shippers dock, by way of the shippers representative initials on the shipping "Bill of Lading" near where the carriers driver or shipper has written the seal number. In the event of a shortage, failure to comply with the above will result in a charge back to your company for the cost of goods of any short or damaged merchandise. In addition, EBP Supply Solution will charge an administrative fee of \$50 for each occurrence.

Shipments Timing Requirements

EBP Supply Solutions issues a delivery date with all Purchase Orders. All shipments should be shipped to arrive for the requested arrival date.

All carriers are requested to call EBP Supply Solutions to schedule a delivery appointment. Shipments that show up with out a delivery appointment will be refused. Shipments that show up between 1 hour and 2 hours late may be charged a penalty fee of \$100. Shipments over 2.5 hours late for their scheduled appointment will be refused and will be charged a penalty fee of \$100. In addition, any charges billed to EBP Supply Solutions by the carrier will be charged back to the vendor with a \$50 administrative fee.

All shipments that do not show up on the assigned delivery day will result in a charge back to the vendor for \$500 for a missed appointment fee. This is to cover the cost of warehouse workers and administrative people schedule to move the product from the dock into the warehouse.

Before shipping backorder merchandise please verify with EBP Supply Solutions purchasing department that the back order will be accepted. In most cases once a Purchase Order is received the Purchase Order is then closed out.

EBP Supply Solutions does not accept freight before the appointed date & time. Any charges such as detention or storage charges will be charged back to the vendor with a \$50 administrative fee.

Shipment Requirements

All LTL shipments that EBP Supply Solutions is paying the freight on must be shipped via ABF freight.

All shipments where the vendor is prepaying the freight should be shipped in accordance with this routing document. Any additional charges billed to EBP Supply Solutions will be charged back to your company. In order to prevent any charge backs, EBP Supply Solutions has identified potential carrier problems at each of our divisions. Attached please find a list of carriers that are currently non-compliant to EBP Supply Solutions shipment requirements.

EBP Supply Solutions Non-Compliant Carriers by Division

#	Carrier Name	Division	Reason
1	Central Trans	Milford	Does not adhere to appointment times
2	Overnite Trans	Milford	Does not adhere to appointment times
3	Core Transportation	Milford	Consistently misses appointment days
4	Severance Trucking	Milford	Does not adhere to appointment times
5	Saratoga	Milford	Consistently misses appointment days
6	Crete	Milford	Consistently misses appointment days
7	Central Trans	Tewksbury	Does not adhere to appointment times
8	Rapid Freight	Tewksbury	Does not adhere to appointment times
9	Sun Transit	Tewksbury	Does not adhere to appointment times
10	GTO 2000	Tewksbury	Does not adhere to appointment times
11	Old Dominion	Cranbury	Does not adhere to appointment times
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