

# VARIETY WHOLESALERS, INC.

## ROUTING INSTRUCTIONS

*January 19, 2018*



VARIETY WHOLESALERS, INC.  
1000 FACET ROAD  
P.O. BOX 947  
HENDERSON, NC 27536

VARIETY WHOLESALERS, INC.  
60 HERRING ROAD  
NEWNAN, GA 30263

# **ROUTING INSTRUCTIONS**

## **PART I: INTRODUCTION**

### **PURPOSE**

To provide instructions for handling carrier freight and improve our “Traffic” proficiency in routing & freight pick up within our purchase order ship window.

### **APPLIES TO**

All Variety Wholesalers, Inc., Vendors and Distribution Centers.

### **PROCEDURE**

In order to minimize receiving and handling costs, while reducing the delay in the receipt of merchandise delivered to Variety Wholesalers, Inc., a vendor compliance program has been established. These requirements (revised: 11-10-17) supersede all other routing, shipping, and packaging instructions issued by Variety Wholesalers, Inc. unless specific instructions are noted on the Purchase Order.

Variety Wholesalers, Inc. currently has two Distribution Centers:

<b>Variety Wholesalers Distribution Center (9001)</b>	<b>Variety Wholesalers Distribution Center (9002)</b>
<b>1000 Facet Road</b>	<b>60 Herring Road</b>
<b>P.O. Box 947</b>	<b>Newnan, GA 30263</b>
<b>Henderson, NC 27536</b>	<b>Telephone: (770) 304-1223</b>
<b>Telephone: (252) 430-2600</b>	

Any cartons mis-shipped to a DC will result in a charge back to the vendor/shipper for handling and transportation charges. See Part III, Non-Compliance Charges, found in Shipping and Packaging Instructions.

Periodically, we may use satellite facilities in support of our DC. The Variety Wholesalers satellite facilities are listed below. Information regarding any other satellite facility will be provided as needed.

<b>Variety Wholesalers Distribution Center (9006)</b>	<b>Variety Wholesalers Distribution Center (9007)</b>
<b>1000 Facet Road</b>	<b>60 Herring Road</b>
<b>P.O. Box 947</b>	<b>Newnan, GA 30263</b>
<b>Henderson, NC 27536</b>	<b>Telephone: (770) 304-1223</b>
<b>Telephone: (252) 430-2600</b>	

## **PART II: COLLECT PURCHASE ORDERS**

### **ROUTING PROCEDURES**

Unyson will continue to provide our web based routing portal. Collect vendors are required to use this web portal for the routing of all shipments and this process has replaced all other methods for routing and scheduling transportation.

**\*\*PLEASE SEE APPENDIX “A” ON PAGE 8 – IT IS AN IMPORTANT DOCUMENT THAT RELATES TO UNYSON. ALSO SEE PAGES 9 AND 10 FOR EXAMPLES OF PROPER LABELING OF PALLETS AND CARTONS**

**IMPORTANT: EACH PALLET SHOULD BE CLEARLY LABELED WITH THE DESTINATION DC LOCATION – EITHER HENDERSON OR NEWNAN. CARTON LABELS SHOULD BE PLACED ON THE TOP OR ON THE SIDE OF EACH CASE. SEE EXAMPLES OF PROPER PALLET AND CARTONS LABELS ON PAGES 9 and 10.**

**VENDORS FAILING TO COMPLY WITH USING UNYSON BILL OF LADING, UNYSON MASTER BILL OF LADING, PROPER PALLET LABELING AND CARTON LABELING WILL BE SUBJECT TO A \$250 PER ORDER PENALTY.**

Vendors receiving Collect Purchase Orders are to route PO’s through the Unyson routing portal. <https://www.myunyson.com> PO’s are to be routed 7 days prior to the ship date. **Important:** Please note if the PO is not routed prior to the cancel date, vendors will be required to contact their buyer at Variety Wholesalers to get approval for an extended routing window. It will be **imperative** that you contact your Buyer before the routing deadline for an approved extension. Variety Wholesalers has been very flexible in our cancellation requirements in the past. There will be few exceptions without penalty after April 25<sup>th</sup>, 2016 if ‘routing’ is not requested by the PO ship date. Again, it will be critical to work with your Buyer for an extension before your purchase order is cancelled.

**Vendors receiving prepaid orders are to route their shipments through the portal for visibility purposes only. Unyson will not manage the freight**

Unyson Logistics operations team can be reached at:

Unyson Operations Team

Telephone: 866-722-0291

Email: [VarietyWholesalers@Unyson.com](mailto:VarietyWholesalers@Unyson.com)

- A. The following information must be provided in the routing portal:
1. Location ID (Provided when location is created in web portal).
  2. NMFC Class (Freight Class)
  3. Ship Date (PO ready to ship)
  4. Total Pallets, Weight, Cube, and Pieces

5. Is the PO a full TL
6. Stackable pallets
7. Number of unique SKU's on PO

**B. All California Vendors are required to pay 1/2 the freight charges on all loads from California, unless otherwise approved by the buyer.**

- C. When two or more purchase orders to the same location have the same or overlapping ship/cancel dates (ships within one week of each other), they are to be combined and shipped on a single bill of lading. If a vendor ships more than one LTL shipment to the same location within five working days, a charge back will be written for all of the LTL shipments except the first one.
- D. Back orders are not accepted unless purchase order is marked authorizing back order. All other purchase orders must be shipped complete. Failure to do so will result in a vendor being assessed a \$250.00 flat handling and processing charge plus the full freight cost on the second shipment.
- E. In the event that merchandise is not shipped complete the vendor should call in the information to the Unyson operations team at the telephone numbers listed above. One of the reasons listed below should be used as to why the order was not shipped complete:
- a. Manufacture Back Order
  - b. Product Recall
  - c. Product Not Available
  - d. Carrier Not Available
  - e. Product Overflow (product would not fit on trailer)
- F. All purchase orders that are not routed by the cancel date will go into suspense (PO will not be available for routing). In order to route those PO's vendors will need to call their buyer and get an extension approved.
- G. All vendors are required to load and count the merchandise on the carrier's trailers. Failure to comply will result in charge backs to the vendor. Charge backs will be assessed in the amount of:

\$100.00 for up to 500 cartons  
\$150.00 for 501 cartons to 700 cartons  
\$200.00 for 701 cartons to 1000 cartons  
\$50.00 increments for every 200 cartons thereafter

- H. The following is the required information for vendor's bill-of-lading and carriers freight bills:
- a. Shipper's name, street address, city, state, and zip code.
  - b. Consignee's name, street address, city, state, and zip code.
  - c. Variety Wholesalers' purchase order numbers and department number or sku number.
  - d. Accurate description of items, including freight classification (i.e. Class 70), SKU numbers, and number of cartons being shipped.
  - e. Total number of cartons and total weight.
  - f. Bill of Lading date (ship date).
  - g. Freight terms: prepaid or collect.
  - h. Carrier name, trailer number, and PRO number on LTL shipments.
  - i. Driver's signature on Bill Of Lading.

- j. Copy of Packing List attached to paperwork.
- I. Risk of Loss: The risk of any damage, destruction, or loss of goods remains with the vendor until the goods are delivered to VW's premises in good condition.
- J. If the product to be shipped is not prepared and ready to load at the time of the carrier's scheduled pickup any resulting charges for delay billed to Variety Wholesalers' Stores by the carrier will be charged against the shipper/vendor plus an additional \$250 special processing fee.
- K. If a driver is held up longer than time is allowed for loading the vendor will be charged the carrier's detention charge plus a \$250.00 handling fee.
- L. Failure to follow the aforementioned procedures may result in Variety Wholesalers assessing a chargeback to the vendor for all freight charges and assessorial charges that are applied plus \$250.00 handling charge.**

**PART III: PREPAID PURCHASE ORDERS**

**PREPAID VENDOR INSTRUCTIONS**

1. Vendors are never authorized to Prepay shipments and add freight cost to invoice. Variety Wholesalers does not allow Prepaid Freight to be added to an invoice.

A. Vendors/shippers or carriers receiving a Prepaid Purchase Order requiring a trailer load shipment must email the Appointment Clerk for a pre-set delivery appointment as soon as possible.

B. To receive or confirm a delivery appointment for either DC, the vendor/shipper or carrier should email the appointment desk at the destination specified on the purchase order and provide the information contained on the attached form to the corresponding Variety Wholesaler delivery address listed below:

Variety Wholesalers, Inc. 9001 & 9006  
1000 Facet Road  
Henderson, NC 27536

Variety Wholesalers, Inc. 9002 & 9007  
60 Herring Road  
Newnan, GA 30263

Email: [appointments@vwstores.com](mailto:appointments@vwstores.com)

Email: [ngaappointments@vwstores.com](mailto:ngaappointments@vwstores.com)

The following is the information that needs to be provided when scheduling a delivery appointment:

1. Purchase Order Number(s)
2. Destination DC
3. Number of Cartons and Skids (Pallets)
4. Carrier Name
5. Trailer Number
6. Contact Person and Telephone Number or Email Address

A. Variety Wholesalers shall provide the vendor/carrier with a pre-set delivery appointment within two (2) business days of the request.

- B. The vendor/shipper should email [inbound@vwstores.com](mailto:inbound@vwstores.com) the carrier's name, trailer number, and Variety Wholesalers' Purchase Order Number for each delivery "confirmation" to the appropriate destination no later than 24 hours prior to the scheduled appointment. Email addresses are on page 5 of this document.
- C. The following is the required information for vendor's bill of lading and carriers freight bills:
1. Appointment confirmation numbers must show on the carrier's freight bill.
  2. Shipper's name, street address, city, state, and zip code.
  3. Consignee's name, street address, city, state, and zip code.
  4. Variety Wholesalers purchase order number and department number or sku number.
  5. Accurate description of the item and SKU number and number of cartons being shipped.
  6. Total number of cartons and total weight.
  7. Bill of Lading date (ship date).
  8. Freight terms, carrier name, trailer number, and PRO number for LTL shipments.
  9. Driver's signature with date and carton count.
  10. Copy of Packing List attached to paperwork.
- D. Variety Wholesalers will not be responsible for any additional charges on prepaid shipments including, but not limited to: a.) detention or demurrage, b.) sorting and segregating, c.) notification charges, and d.) unloading.

#### **LESS THAN TRUCKLOAD (LTL) SHIPMENTS:**

**\*NOTE: Variety Wholesalers does not pay for samples or transportation cost associated with samples.**

**A. All Collect LTL shipments from New Jersey and New York metro:**

These shipments are to be shipped prepaid to the consolidator. Our current consolidator Avrio Logistics is located at 549 Mill Road, Edison, New Jersey 08837. You must call or email Avrio Logistics 24 hours prior to delivery. (LTL shipments 6000lbs/6 pallets or less). Unyson will determine what will be prepaid to the consolidator based on the shipment size.

#### ***Vendors – Important Information for your planning process for Avrio shipments***

- All shipments assigned to Avrio will be tendered in the Unyson system within 2 business days of the vendor routing the PO. Please reach out to Avrio immediately after they're assigned to avoid scheduling delays.
- Vendors should not be shipping freight to Avrio unless Unyson has assigned them as the carrier.
- Vendors should ensure the shipping labels and pallet labels have the correct Variety DC clearly visible so that the freight gets to the correct destination.
- The Variety Wholesalers' PO Number and Unyson Bill of Lading Number both need to be used to schedule a delivery to Avrio. Please do not list just one of these numbers twice when scheduling a delivery on Avrio's website.

- Vendors must use the Unyson provided bill of lading when shipping freight. Avrio also requires the vendor to use a Avrio BOL – vendors should attach the 2 BOLs together
- Avrio contact information - Ricky Partab – phone contact 1-800-935-6320 ext. 205 or 908-662-5355, and e-mail address (rickyp@avriologistics.com).

### **Another Important Note Regarding Prepaid Shipments**

When two or more purchase orders to the same location have the same overlapping ship / cancel dates (ship within 5 working days of each other), they are to be combined and shipped on a single bill of lading. Failure to do so will result in assessment of \$250 per PO flat charge plus full freight cost on all shipments other than the first. **Avrio requires the vendor to ship by PO number and POs cannot be mixed on the pallet.**

#### **B. Parcel Shipments:**

Shipments that are **10 cartons and 200 lbs or less** and meet other FEDEX GROUND guidelines should be shipped by FEDEX GROUND **direct to store or to the correct DC**. Freight charges for FEDEX GROUND shipments should be collect if the buyer's purchase order is written "collect." If the LTL shipment is more than 10 cartons and 200 lbs and does not meet FEDEX GROUND guidelines, Unyson will route that PO with the appropriate mode.

## **PART III: DOMESTIC PORT SHIPMENTS**

Collect shipments purchased FOB at POE (port of entry) must arrive at these ports according to the Variety Wholesalers destination.

- Wilmington, NC
- Norfolk, VA
- Charleston, SC
- Savannah, GA

### **Vendor Instructions:**

Vendors are responsible to notify Unyson by email or phone of cargo arrival due dates when the shipment has arrived from the foreign port. The arrival notice should be accompanied by a copy of the customs clearance, packing list and delivery order and should contain the following information:

1. Purchase Order number(s)
2. Cartons per container load
3. Container number
4. Hazmat Y or N
5. Steamship line and estimated arrival date and time (ETA)
6. Request for delivery appointment date and time

7. Request for carrier assignment for collect shipments
8. Expiration of free time

Unyson will, to the best of their ability, schedule the delivery appointment within that free time. If an appointment cannot be scheduled within the free time due to customs holds, agriculture holds or processing errors, the vendor is responsible for all per diem, detention, and demurrage charges. The vendor or their assigned broker must communicate any vessel ETA changes and delays.

Any vendors who ship collect and do not follow the prior instructions will be subject to charge backs for the full freight charges incurred by Variety Wholesalers, plus \$250 of the additional charges as an administration charge.

Unyson Operations Team  
Phone#866-722-0291  
Email: [varietywholesalers@Unyson.com](mailto:varietywholesalers@Unyson.com)

## Appendix “A”

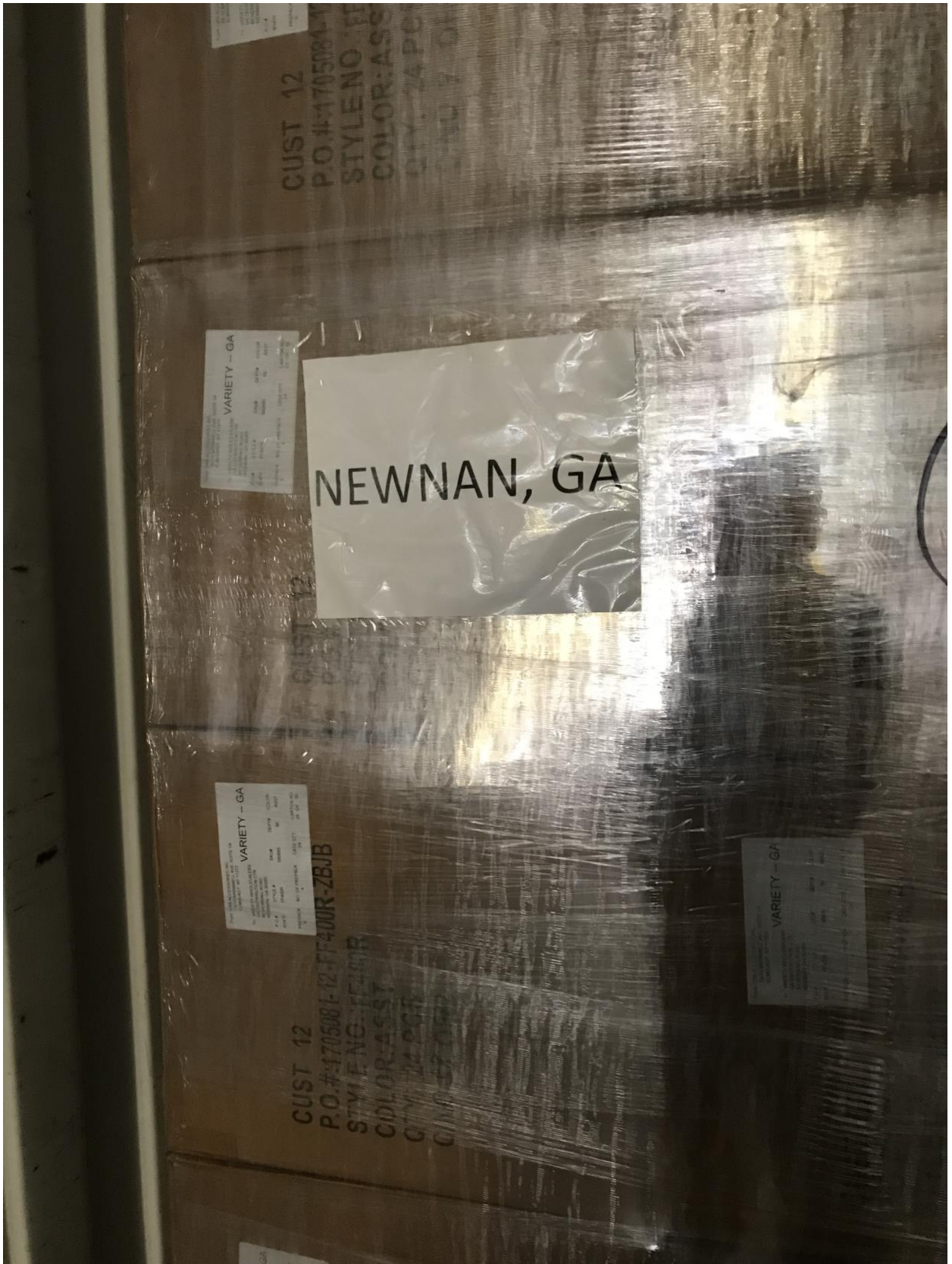


### Frequent Vendor Reminders

- Route using the correct weight, cube/volume and pallet information.
  - Cube/Volume calculation- length x width x height / 1728
- Carton and Pallet labeling is required
- Use of the Unyson provided BOL is required
- Multiple PO's consolidated to ship together require the use of the Unyson Master BOL

**EXAMPLE OF PALLET LABEL – CLEARLY IDENTIFIES WHICH DISTRIBUTION CENTER THIS PALLET IS DELIVERING TO**





**EXAMPLE OF CARTON LABEL – CLEARLY IDENTIFIES WHICH DISTRIBUTION CENTER THIS CARTON IS DELIVERING TO AND THE CONTENTS OF THE CARTON**

From: GR8 ACCESSORIES INC.  
79-10 BARNWELL AVE, SUITE 1A  
ELMHURST, NY 11373

To: VARIETY WHOLESALERS  
GA DISTRIBUTION CTR  
60 HERRING ROAD  
NEWNAN, GA 30265

VARIETY -- C

P.O.#	STYLE #:	SKU#	DEPT#	COLOR
85174	HE-090	349388	6	SILVER

PREPACK	NO. OF PREPACK	CASE QTY:	CARTON NO.
12	30	360	1 OF 4