

# VARIETY WHOLESALERS, INC.

## ROUTING INSTRUCTIONS

*February 17, 2017*



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

VARIETY WHOLESALERS, INC.  
60 HERRING ROAD  
P.O. BOX N/A  
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: 12-6-16) 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>P.O. Box N/A</b>
<b>Henderson, NC 27536</b>	<b>Newnan, GA 30263</b>
<b>Telephone: (252) 430-2600</b>	<b>Telephone: (770) 304-1223</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 VI, Non-Compliance Charges.

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

Variety Wholesalers Distribution Center (9006)  
1000 Facet Road  
P.O. Box 947  
Henderson, NC 27536  
Telephone: (252) 430-2600

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

### **ROUTING PROCEDURES**

Dear Variety Wholesalers Supplier,

As previously communicated by Unyson on behalf of Variety Wholesalers, effective April 25, 2016 Variety Wholesalers will be transitioning to a new routing portal. Vendors will be required to use the new web portal for the routing of all shipments and this new process will replace all other methods for routing and scheduling transportation. This process will be used for all orders with a start ship window of 5/2 or later.

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 and **NO LATER THAN THE NOTED CANCEL DATE ON THE PURCHASE ORDER.** **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 or 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 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 call or email the Appointment Clerk for a pre-set delivery appointment as soon as possible.

2. To receive or confirm a delivery appointment for either DC, the vendor/shipper or carrier should call or 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 and telephone number listed below:

Variety Wholesalers, Inc.  
1000 Facet Road  
Henderson, NC 27536  
Telephone: (252) 430-2503

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

Variety Wholesalers, INC 9002 & 9007  
60 Herring Road  
Newnan, GA 30263  
Telephone: 770-304-1223 then dial 9 then ext. 3235  
followed by the # sign

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. Telephone numbers or email addresses are on the preceding pages.

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 are to be shipped** prepaid to the consolidator. Our current consolidator Avrio Logistics is located in Linden, New Jersey 07036. The telephone number is **(800)935-6320** . You must call 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.
1. 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.
- 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. Freight charges for FEDEX GROUND shipments should be collect if the buyers 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