

# VARIETY WHOLESALERS, INC.

## ROUTING INSTRUCTIONS

*June 6, 2024*



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: 1-31-24) 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**

HUB Group 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 HUB. 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 HUB GROUP BILL OF LADING, HUB GROUP MASTER BILL OF LADING, PROPER PALLET LABELING AND CARTON LABELING WILL BE SUBJECT TO AN ORDER PENALTY.***

Vendors receiving Collect Purchase Orders are to route PO's through the HUB Group routing portal.

[www.hubconnect.hubgroup.com](http://www.hubconnect.hubgroup.com)

PO's are to be routed 7 days prior to the ship date. It will be **imperative** that you contact your buyer before the routing deadline for an approved extension or the order will be subject to cancellation. Variety Wholesalers has been very flexible in our cancellation requirements in the past. There will be few exceptions without penalty going forward if 'routing' is not requested 7 days prior to the start 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. HUB Group will not manage the freight**

HUB Group operations team can be reached at:

HUB Group Operations Team

Telephone: 866-722-0291

Email: [VarietyWholesalers@hubgroup.com](mailto:VarietyWholesalers@hubgroup.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) - **ENSURE THIS IS ACCURATE**
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.
- D. Back orders are not accepted. All other purchase orders must be shipped complete.
- E. In the event that merchandise is not shipped complete the vendor should call in the information to the HUB Group operations team at the telephone numbers listed above. HUB Group will select the carrier and VW will deduct ½ freight from the invoice.
- F. 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)
- G. 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.
- H. All vendors are required to load and count the merchandise on the carrier's trailers. Failure to comply could result in charge backs to the vendor.
- I. 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.
- J. 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.
- K. 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.

L. If a driver is held up longer than time is allowed for loading the vendor will be charged the carrier's detention charge.

**M. 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.**

## **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 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.
- C. 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 125 James Ave, Jersey City, New Jersey 07306. You must call or email Avrio Logistics 24 hours prior to delivery. (LTL shipments **10,000lbs/10 pallets** or less). HUB Group 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 HUB Group 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 HUB Group 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 HUB Group 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 HUB Group 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 – Sarah Davis – phone contact 908-662-5355 ext., and e-mail address ([sarah@avriologistics.com](mailto:sarah@avriologistics.com)).

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

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, HUB will route that PO with the appropriate mode.

## **PART IV: 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 **Expeditors** by email ([Logan.Hammill@expeditors.com](mailto:Logan.Hammill@expeditors.com)) & ([Connor.Hellmann@expeditors.com](mailto:Connor.Hellmann@expeditors.com)) of cargo port departure and expected arrival date.

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. Shipper
2. PO#
3. Consignee
4. Hazmat Y or N
5. Origin Port
6. Carrier SCAC
7. Vessel Name
8. Voyage #
9. Weight
10. Master Bill
11. House Bill
12. Container Number
13. Piece Count
14. Container type
15. Origin Port Code
16. ETA to Port
17. Destination Port Code
18. Last Free day

**Variety Wholesalers requires no less than 3 free days at port and no less than 10 free days after freight pick up from port. Expeditors** 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.

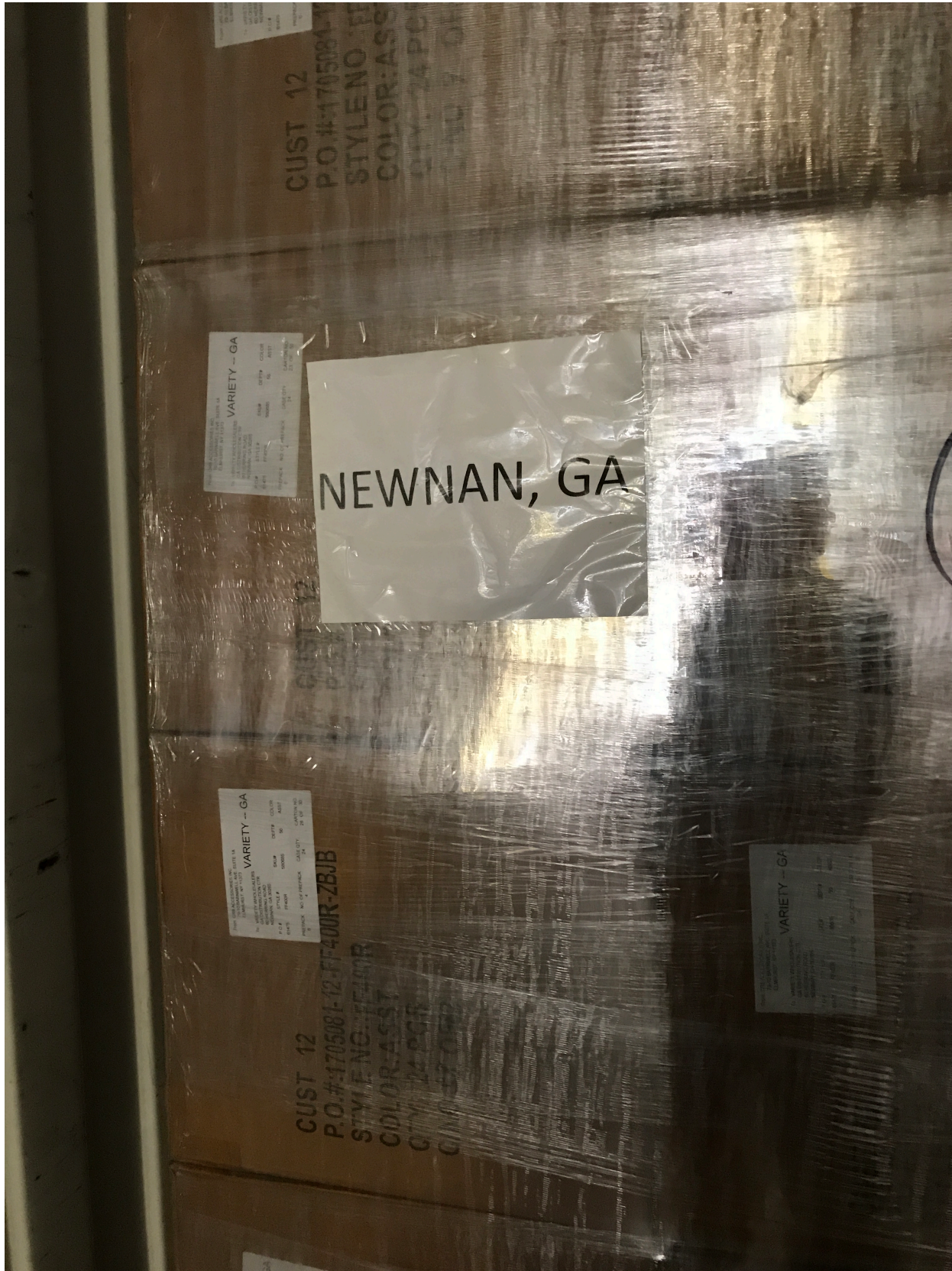
## Appendix “A”

### 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
- Ensure Freight Classifications are correct
- Use of the Unyson provided BOL is required
- Multiple PO's consolidated to ship together require the use of the HUB Group 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

