
FORMAN MILLS DISTRIBUTION CENTER
PENNSAUKEN, N.J.

To: All Forman Mills Vendors
Attn: Distribution and Shipping Department

From: DC Routing Department

Subject: Routing Guide

Effective Date: July 2009

Attached please find the Forman Mills Distribution Center Routing Guide. Please use this guide for all shipments to our Distribution Center located on Thomas Busch Memorial Highway in Pennsauken, New Jersey. Pre-notification, packing, carton identification, packing slip preparation and routing requirements are listed within this guide. It is imperative that these instructions be followed to ensure timely and efficient processing of your order.

Our routing guide requirements are industry standards and must be complied with. **Any violations to the routing guide will result in deductions from your invoice.** Violation charges are listed in the routing guide. For your benefit we are available for any questions you may have.

Thank You,

Loretta Simpson
DC Services Manager
856-910-7136

Jonathan Turner
DC Manager
856-773-5161

Forman Mills Inc.
1070 Thomas Busch Memorial Highway
Pennsauken, NJ. 08110
856-486-1447

Please Review page 4 for Style Separation. Violation charges for this requirement will not be in effect until October 1st 2009.

Forman Mills

Routing Guide



Update: July 2009

**1070 Thomas Busch Memorial Hwy.
Pennsauken, NJ. 08110**

FORMAN MILLS, INC. ROUTING GUIDE

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PURPOSE

This routing guide has been designed to enable FORMAN MILLS, INC. to process significantly increasing quantities of your merchandise quickly and efficiently. Every effort has been made to simplify our requirements to ensure that our vendors are also able to prepare our shipments quickly and efficiently.

It is imperative that all guidelines are followed regardless of carrier; violations to this routing guide will result in charge backs.

**Updated versions of our Routing Guide are available on our Web site:
www.formanmills.com**

Shipment Preparation:

1. Cartons

To survive shipment, we require a carton of at least 200 pounds burst strength be sealed with a 3” tape seal or equivalent. Packed carton must not exceed 60 lbs. No bagged, hanging or loose goods are acceptable.

2. Packing

Only one purchase order allowed per carton.

Only one style per carton

Cartons must be packed with the number of units per carton detailed on the purchase order.

Each carton must be packed by the color / size assortment detailed on the Forman Mills purchase order.

Styles, Sizes and Colors must not be substituted.

All Coordinate groups must be shipped complete.

3. Carton Labeling

Each carton's contents need to be labeled on the cartons exterior. The label must be legible and must include the following information:

- a.) Forman Mills, Inc. "Ship To" address
- b.) A Return Address
- c.) Forman Mills purchase order number (one PO # per ctn.)
- d.) Vendor Style Number
- e.) Forman Mills style number if available
- f.) Number of Units
- g.) Size Scale (if requested per PO)
- h.) Color Assortment (if requested per PO)

► **UPS ONLY:** Total number of cartons and sequential number of specific Carton. Example: 1 of 3, 2 of 3, and 3 of 3.

4. Style Separation

One Style per pallet. Multiple styles on a pallet are acceptable only if separated by a divider sleeve.

Example: Cardboard or Kraft paper are acceptable to use.

5. Packing Slip

A packing slip must be prepared and placed in a sealed envelope and attached to the outside of the "Lead Carton" or bill of lading. This carton must be prominently marked "Lead Carton".

The packing slip, which must be **LEGIBLE** and must be prepared for each Forman Mills, Inc. purchase order and must include the following:

- a.) Forman Mills purchase order number (one packing slip per PO)
- b.) Vendor Style Numbers
- c.) Quantities, Size Range, and Color Assortment per Style as per the purchase order.
- d.) Total number of cartons being shipped for the Specified purchase order

Advance Shipment Notification:

Warning Routing will not be granted unless Forman Mills ASN is received and approved. Visit www.formanmills.com to submit your ASN Form.

If you have any problems submitting your form, please call 856-910-7136.

48 Hours Prior to shipment, the ASN must be submitted via our web site www.formanmills.com and a copy of the packing slip must be e-mailed to: dcrouting@formanmills.com E-mailed packing slips and site submitted ASNs will receive an auto reply as confirmation.

Shipping Instructions:

All shipments must be shipped to the final destination indicated on the Forman Mills, Inc. purchase order.

<p>Ship To Address: Forman Mills, Inc. 1070 Thomas Busch Memorial Highway Pennsauken, NJ 08110</p>

- **Vendor is responsible for the following:**
 - Correctly describing shipment commodity
 - Correct Classification
 - National Motor Freight Classification#
 - Correct Weight (Dimensional weight if required)
 - When shipping more than one Bill of Lading on the same day the particular Bill of Ladings must be incorporated onto one master Bill of Lading.
- **All Shipments must be palletized and Tightly Double wrapped. Each pallet must be able to be easily counted.**
- **Note: Forman Mills will not accept ambiguous notations such as STC (Said to Contain) or SLC (Shipper Load and Count).**

Designated Carrier:

All shipments must be shipped via the carrier designated in the Routing Guide or by Forman Mills Traffic Department. Shippers must follow size, pallet count, cube or linear foot set by Forman Mills. Forman Mills will not be responsible for any unauthorized freight pre-paid by vendor.

Freight Terms within the New York/New Jersey/Connecticut Commercial Zones are:

FOB Forman Mills Distribution Center – New Jersey. All LTL and Truckload Shipments from the Commercial Zone are required to ship through our consolidator (**Jay-Dee**) collect to the Forman Mills Distribution Center in New Jersey. Each vendor will be charged a freight deduction equal to the cost to ship freight from their facility to our distribution center in New Jersey. Email Dispatch@Jaydeetrucking.com or call Jay-Dee directly to schedule shipping and drop-off appointments.

Designated Carrier/Consolidator:

Within the New York, New Jersey, and Connecticut Commercial Zones:

S. Eastern Connecticut – Zip Codes 068-069

NY -Long Island, 5 Boroughs, Westchester and Rockland Counties – Zip Codes 100-119

NJ- All shipments within the state of New Jersey are FOB Forman Mills Distribution Center.

**Jay Dee Fast Delivery
480 Duncan Avenue
Jersey City, NJ 07306
Email: Dispatch@Jaydeetrucking.com
Telephone: 201-332-7200
Fax: 201-332- 8456
ATTN: Eric, Frankie, or Sue
www.jaydeetrucking.com for order validation.**

UPS: Vendor must call Forman Mills routing at 856-910-7136 for order validation prior to shipping. UPS shipments without order validation are subject to penalties.

**No Total UPS shipment should weigh more than 100 lbs
No UPS carton should weigh more than 60lbs**

ALL SHIPMENTS WITHIN THE STATE OF CALIFORNIA

All shipments originating in California are FOB Pacific Logistics Warehouse.

CONTACTS

**Pacific Logistics Corp. laxdispatch@pacific-logistics.com
7255 Rosemead Blvd.
Pico Rivera , CA. 90660
Ph: (562) 478-4700
Fx: (562) 809-0413 www.pacific-logistics.com**

Instructions:

Vendor should notify PLC dispatch a minimum of 1 day prior to shipping whether dropping product or requesting a pick-up.

Please provide full shipment details including: Pieces, Weight, P.O.# and tender on a properly filled out PLC bill-of-lading.

All purchase orders will be verified for authenticity prior to dispatch or acceptance.

Shipments weighing 500 lbs. or more must be tendered on shrink-wrapped pallets.

All shipments must be sorted by P.O. # and tendered with labels facing out.

All California shipments will move via PLC regardless of weight, cube, or origin.

**ALL OTHER POINTS CONTACT FORMAN MILLS
ROUTING AT:**

856-910-7136

Freight terms are collect Forman Mills Distribution Center

For latest update: www.formanmills.com

All Freight must be palletized and tightly double wrapped. Each pallet must be able to be easily counted.

Vendor Pre-ticketing:

Orders pre-ticketed by vendors are to follow the ticket format and ticket position as stated in our pre-ticketing guide that is provided with requested tickets. This guide can also be requested from Forman Mills DC Services. (856-910-7136)

Shipment Violations:

One or more of the following charges will be applied in the event of a failure to follow the procedures defined in this Routing Guide:

Cartons in excess of 60 lbs. ***** \$50.00 per Carton Minimum (No Max).

Incomplete Coordinate groups ***** \$100.00 per order

More than one style in a carton ***** \$50.00 per carton unless store pre-packed.

Unapproved style/size/color substitutions ***** \$100.00 per order

Carton Labeling Violation *****\$100.00 per Carton Label Minimum (No Max).

Packing Slip Preparation *not prepared as per routing guide instructions* \$100.00 charge

Packing slip/ASN not submitted or e-mailed or prior to shipment
** \$200.00 per order

Failure to ship within PO “Ship – Cancel Dates” ***** \$200.00 charge

Failure to use designated carrier per routing guide without authorization***\$200.00 charge

Vendor pre-ticketing errors *****.25 per unit + FedEx cost (\$200.00 minimum charge)

Failure to separate styles on pallets***** \$100.00 per pallet

**Failure to shrink wrap, palletize and make easily countable
pallets*****\$50.00 per pallet**

Failure to ship order complete without prior written approval*\$100 charge**

Styles not packed as per Purchase Order***\$50 Per Carton**

NOTE:

****VIOLATION NOTIFICATION WILL BE INCLUDED WITH PAYMENT****

**Challenges to Routing violations must be made within 30 days of
receipt of violation notice. NO EXCEPTIONS.**

Email inquiries to:

vendorviolations@formanmills.com

**All inquires must contain vendor name, date of the violation and the
Forman Mills purchase order number that the violation occurred
on.**

Forman Mills Distribution Center DC Services

Verification of Receipt

Please E-mail this page to the below address to confirm receipt of the Routing Guide.

Company Name: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

**I am in receipt of the Forman Mills Routing Guide.
I have reviewed the guide and accept these requirements.
I have also been informed to visit www.formanmills.com to
Review the guide on line for any new updates.**

Signature: _____ **Date:** _____

**Forman Mills DC Services
E-Mail the completed form to
dcrouting@formanmills.com**