To: All Forman Mills Vendors  
Attn: Distribution and Shipping Department  
From: DC Routing Department  
Subject: Routing Guide  
Effective Date: June 2017  

Attached please find the Forman Mills Distribution Center Routing Guide. Please use this guide for all shipments to our Distribution Center located on Cindel Drive in Cinnaminson, 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  
856-324-4713

Jonathan Turner  
DC Manager  
856-324-3530

Forman Mills Distribution Center  
3000 Cindel Drive  
Cinnaminson, NJ. 08077

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

*Please Review page 7, 8, and 9 for California consolidator changes.*
FORMAN MILLS, INC.
ROUTING GUIDE

A. Shipment Preparation
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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; no exceptions.

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 GROUND 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
Packing Slip Instructions:

Packing Slip must match your order.

48 Hours Prior to shipment, a copy of the packing slip must be e-mailed to: dcrouting@formanmills.com the ASN must be submitted via our web site www.formanmills.com

24 Hours prior to shipping you can call the consolidator listed in this guide for your area. If your order is not approved by the consolidator you must contact the buyer.

Only one style per pallet when available. Multiple styles per pallet must be organized by style and have cardboard of craft paper between. All labels must be facing out on the pallets.

No substitutions or incomplete orders will be accepted. If you have substitutions or are unable to ship complete, please call 856-486-1447. And ask for one of the following departments. You will be transferred to that area.

Men’s, Ladies, Boy’s, Girl’s, Infant’s, Toddler’s, Footwear, and Home.

Shipping Instructions:

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

Ship To Address:
Forman Mills, Inc.
3000 Cindel Drive
Cinnaminson, NJ 08077
• 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](mailto: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 Ground: Vendor must call Forman Mills routing at 856-324-4713 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 REGARDLESS OF WEIGHT

All shipments originating in California are FOB

*City Logistics & Transport Inc. Warehouse. *

City Logistics & Transport Inc.
2888 East El Presidio Street
Carson, CA 90810
On line scheduling
http://CityxForms.activeTrac.net
User Name: cityx
Password: forms$7

CONTACTS

CSR's 310-223-1010

Cammie x222 (8:30 am to 5:00 pm) lleroy@cityx.com
Marsha x223 (9:30 am to 5:30 pm) mwickli@cityx.com
Sofia Rivas x214 (8:30 am to 4:00 pm) data10@cityx.com
Laurie Clark x224 (7:00 am to 4:30 pm) laurie@cityx.com
Ruby x240 (10:00 am to 5:00 pm) ruby@cityx.com

Instructions:

Vendors are responsible for all consolidation/handling charges.

Vendor should notify City 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 city bill-of-lading.

Vendor is responsible for all Re-weigh charges. Please make sure your weight is accurate.

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 City regardless of weight, cube, or origin.

ALL OTHER POINTS CONTACT FORMAN MILLS ROUTING AND LEAVE A MESSAGE AT:
856-324-4713

Include the Forman Mills order number, number of cartons, weight, number of pallets, cube, zip code, contact name and phone number.

Your call will be returned within 24 hours.
We do not route via e-mail.
Freight terms are collect Forman Mills Distribution Center

Additional Instructions:

Vendors should not Direct Deliver or use their own carrier to deliver to Forman Mills Warehouse. Deliveries that are Direct from Vendor without notification or prior approval will be refused at the Door.

There may be some exceptions for Vendor Deliveries but it will be at the discretion of Forman Mills. High Volume Peak Seasons for the Warehouse will also determine approvals for Direct Deliveries.

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. (856-324-4713)

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 inquiries must contain vendor name, date of the violation and the Forman Mills purchase order number that the violation occurred on. Only the original sent e-mail that contains the order number and date sent will be accepted as proof of e-mailing the packing slip.
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