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**FORMAN MILLS DISTRIBUTION CENTER**  
**CINNAMINSON, N.J.**

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**To:** Our Valued Merchandise Suppliers  
Attn: Distribution and Shipping Department

**From:** Forman Mills

**Subject:** Routing Guide

**Effective Date:** July 1, 2019

Attached please find the Forman Mills Routing Guide.

Please use this guide for all shipments to our Distribution Center located at 3000 Cindel Drive, Cinnaminson, New Jersey 08077.

The purpose of this routing guide is to have you, our valued business partners, help us efficiently and effectively move product through our supply chain, from shipment inception until goods are in the store and ready for sale. By following the instructions in this guide, you will help insure that we can meet our peak inventory demands and scale for growth as we open new stores and new markets.

Pre-notification, purchase order accuracy, packing, carton identification, packing slip preparation and routing requirements are listed within this guide.

Your compliance is critical to our efficient processing of merchandise into and out of our distribution center for timely arrival to our stores.

Any violations to the routing guide cause unnecessary and disruptive delays in processing receipts, delaying shipment to our stores and as such negatively impact our sales. Accordingly, we have no choice but to charge for any such violations.

Chargeback violations will result in deductions from your invoice.  
A detailed Violation chargeback table is listed in Section E of this routing guide.

Please do not hesitate to contact us with any clarifying questions. We appreciate your business partnership and attention to this matter.

Thank You,  
Fred Long  
Director Supply Chain  
856-324-3530

Keith Steck  
Asst Director Supply Chain  
856-324-4739

Loretta Simpson  
Transportation Mgr  
856-324-4713

# *Forman Mills, Inc.*

## *Routing Guide*

Update and Effective: July 01, 2019

Forman Mills Distribution Center  
3000 Cindel Drive  
Cinnaminson, NJ 08077

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

# **FORMAN MILLS, INC.**

## **ROUTING GUIDE**

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## A. Shipment Preparation:

### 1. Cartons

To survive shipment, we require a carton of at least 200 pounds burst strength, sealed with a 3” tape seal or equivalent.

Packed carton must not exceed 50 lbs.

No bagged, hanging or loose goods are acceptable.

### 2. Packing

Only one purchase order allowed per carton.

Only one style per carton, unless specifically enumerated on the purchase order requesting a “complex pack” of more than 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 may not be substituted without the prior written approval of the Forman Mills buyer. With changes made to the Forman Mills PO and appropriately reflected on the Packing Slip/ASN before arrival at the DC

Merchandise that is purchased to be sold as sets **must** be matched by size and packaged as a set and arrive together at the DC.

### 3. Carton Labeling

- Each carton is required to have a label [L] [SEP]
- Use standard size 4 x 6 labels
- Use Arial 12 point font or equivalent and not smaller

Mark each carton with the following information:

- Forman Mills “Ship To” Address
- A Return Address
- Forman Mills PO Number (
- Forman Mills Style Number (
- Vendor Style Number
- Quantity in each carton as noted per PO
- Size Range as requested per PO
- Color Assortment as requested per PO (
- Indication that Packing List is on the lead carton

**Please note if quantity, size range, or color assortment do not match with PO, you must contact your buyer immediately and prior to shipment to gain written approval. Otherwise, receipt of your product may be delayed and will be subject to chargeback!**

Label Placement Guidelines:

- Labels must be placed on the short side of the carton in the lower left hand corner. Labels must be facing out and visible upon receipt of goods to the DC.
- For cartons with equal width and length dimensions, the shortest side of the carton is considered to be the panel, which does not run parallel to the top flap seam of the carton.
- Place carton in an upright position.
- Label must be read left-to-right as if reading a book.
- Do not place tape or packing materials over any label.
- Place only one label on a carton.
- Do not cover valid carton markings with a printed label

Please note: If using cartons stamped with shipping information and printed labels, please ensure that the information matches exactly. If it does not match, please cross out the stamped information on the carton. This includes any incorrect pictures or symbols.

#### 4. Style Separation

- Place only one style per pallet, whenever possible
- Multiple styles on a pallet are acceptable only if separated by a divider sleeve, such as cardboard or Kraft paper, styles must be grouped together (top/bottom) not co-mingled on the pallet.

#### 5. Packing Slip

A packing slip must be prepared and placed in a sealed envelope and attached to the outside of the “Lead Carton.” The lead carton is the one on the top left row of the pallet, easily accessed and prominently marked “Lead Carton”.

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

- Forman Mills purchase order number (one packing slip per PO)
- Vendor Style Numbers
- Size Range and Quantities per Carton
- Color Assortment per style
- Total number of cartons and units being shipped

24 hours prior to shipment, contact the consolidator listed in this guide specific to your area. If your order is not approved, contact your buyer immediately.

No substitutions or incomplete orders will be accepted.

However, as soon as you are aware of your inability to complete the purchase order as placed, you are required to contact the buyer named on your Forman Mills PO.

Please call 856-486-1447 to gain her/his approval on how best to handle the discrepancy. Approval must be in writing, and include a modification to the PO prior to receipt at our distribution center.

Shipments that do not match issued PO’s will cause delays on our receiving dock and accordingly are subject to chargebacks.

## **B. Advance Shipment Notification and Purchase Order Accuracy**

48 Hours Prior to shipment, a copy of the packing slip must be e-mailed to: [dcrouting@formanmills.com](mailto:dcrouting@formanmills.com)

Packing Slip must match your Forman Mills Purchase Order.  
If not, please contact the buyer to ensure the PO accurately reflects the items shipped.

Shipments that do not match purchase orders cause delays at receipt and will be subject to chargebacks.

## C. Shipment Instructions

All shipments must be shipped via the carrier designated in this Routing Guide or as separately directed, in writing, by Forman Mills Transportation Department.

Forman Mills will not be responsible for any unauthorized freight pre-paid by vendor.

The designated carrier will verify all purchase orders for authenticity prior to dispatch or acceptance.

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

Ship To Address: Forman Mills, Inc. 3000 Cindel Drive Cinnaminson, NJ 08077
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Vendor is responsible to correctly identify the following:

- Shipment commodity
- Freight Classification: National Motor Freight Classification #
- Number of Pieces
- Weight (Dimensional weight if required)
- Forman Mills PO #
- 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 weighing 500 lbs or more must be palletized and tightly double wrapped.

Each pallet must be able to be easily counted and each carton's labels must be outward facing for easy visibility

Note: Forman Mills will not accept ambiguous notations such as Said to Contain "STC" or Shipper Load and Count "SLC".



## **FREIGHT TERMS WITHIN THE NY-NJ-CT COMMERCIAL ZONES:**

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 NY-NJ-CT 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](mailto:Dispatch@Jaydeetrucking.com)  
Telephone: 201-332-7200  
Fax: 201-332- 8456  
ATTN: Jimmy, Frankie, Sue or Wayne  
[www.jaydeetrucking.com](http://www.jaydeetrucking.com) for order validation.  
Receiving Hours: 8:00am – 3:00pm

**Special Instructions: Vendors must complete the Jay Dee pick-up / drop off template at time of service request. Vendor will receive acknowledgement of request along with tracking number prior to servicing request.**

Container Shipments to Ports of NJ-NYC-CT Commercial Zone

Vendor must email Packing Slip and DO, and put container request in heading of e-mail, 48 hours prior to the container arriving in port to:

[lsimpson@formanmills.com](mailto:lsimpson@formanmills.com)

If order is valid, approval for delivery will be sent to our consolidators to retrieve container before the end of free days has expired from the port.

## ALL SHIPMENTS WITHIN THE STATE OF CALIFORNIA

### Designated Carrier/Consolidator:

City Logistics & Transport Inc. Warehouse  
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

Pacific Standard Time

Cammie x222 (8:30 am to 5:00 pm )

[lleyroy@cityx.com](mailto:lleyroy@cityx.com)

Marsha x223 (9:30 am to 5:30 pm)

[mwickli@cityx.com](mailto:mwickli@cityx.com)

Sofia Rivas x214 (8:30 am to 4:00 pm)

[data10@cityx.com](mailto:data10@cityx.com)

Laurie Clark x224 (7:00 am to 4:30 pm)

[laurie@cityx.com](mailto:laurie@cityx.com)

Ruby x240 (10:00 am to 5:00 pm)

[ruby@cityx.com](mailto:ruby@cityx.com)

### **Special Instructions:**

Vendors are responsible for all consolidation/handling charges.

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

Container Shipments to Ports in California Commercial Zone

Vendor must email Packing Slip and DO, and put container request in heading of e-mail, 48 hours prior to the container arriving in port to:

[lsimpson@formanmills.com](mailto:lsimpson@formanmills.com)

If order is valid, approval for delivery will be sent to our consolidators to retrieve container before the end of free days has expired from the port.

### **DIRECT TO STORE / STORE READY PALLET SHIPMENTS:**

All direct-to-store shipments and Store Ready shipments that are to be cross-docked through Forman Mills distribution center must be shipped complete as per the original Forman Mills PO.

Store Ready shipments are designated on the PO with an “SR”

No split ships will be accepted.

Store addresses are to be confirmed by the vendor at PO issuance.

Shipping charges are vendor responsibility and will not be reimbursed unless other written arrangements were made prior to PO shipment.

Please note, if vendor ticketing is required, please ensure you follow Forman Mills ticketing guidelines (available on [www.FormanMills.com](http://www.FormanMills.com) website) when adhering tickets onto merchandise.

Pallet build guidelines are as follows:

- Only one store per pallet
- Pallet must be inclusive of all merchandise for that specific store. No shortages or substitutions will be accepted
- Pallet must clearly marked with store # & Forman Mills PO #
- Pallet must be tightly double shrink wrapped
- Store Ready pallets being shipped to Forman Mills Distribution Center must be clearly marked as “Store Ready”

## **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.
- UPS shipments should not weigh more than 100lbs

**ALL OTHER POINTS  
CONTACT FORMAN MILLS ROUTING AT:  
856-324-3128 AND LEAVE A MESSAGE**

Your message must include:

- Forman Mills PO number
- Number of cartons
- Freight Class
- Total 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.

Please note it is critical that the vendor quote accurate freight class and freight weight when routing through FM. Otherwise, extra freight costs may be incurred that will be billed back to the vendor.

**Additional Instructions:**

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

Vendors approved for Direct Delivery shipments to Forman Mills Distribution Center are to call 856-324-3128 to schedule the appointment and to be advised of rules, times, availability etc.

**For latest update: [www.formanmills.com](http://www.formanmills.com)**

## **D. 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 accessed online at [www.formanmills.com](http://www.formanmills.com) or requested from Forman Mills Transportation Dept by calling: (856-324-4713).

## **E. Shipment Violations**

All Purchase Orders must be shipped as written:

Approval for substitutions, quantity changes, or ship date changes must be obtained from the buyer in writing prior to shipment and update to the Purchase Order prior to arrival. A verbal approval or confirmation is never sufficient.

All Purchase Orders must be shipped complete:

Subsequent shipments against the same purchase order will be considered split shipments and should be shipped pre-paid at the vendors' expense.

All Purchase Orders must be shipped within the order windows:

All goods ordered will be shipped complete in accordance with the dates on the purchase order. The Start ship date is the first day that you are authorized to tender the goods to the designated carrier. The cancel date is the last date that that you are authorized to tender the goods to the designated carrier.

## **Shipment Violations:**

Your compliance is critical to efficient movement of merchandise through our supply chain.

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

**Cartons in excess of 50 lbs.** \*\*\*\*\* \$50.00 per Carton  
Minimum (No Max)

**Incomplete Coordinate groups** \*\*\*\*\* 5% of PO value for impacted PO lines

**More than one style in a carton** \*\*\*\*\*\$250.00 handling charge plus \$.25 per unit

**Unapproved style/size/color substitutions** \*\* 5% of PO value for impacted PO lines

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

**Packing Slip Preparation** *not prepared as per routing guide instructions*\*\*\*\$250.00 charge

**Packing slip/ASN not submitted prior to shipment**\*\* \$250.00 per order

**Failure to ship within PO “Ship – Cancel Dates”** \*\*\*\*\***If accepted, 5%** of PO value

**Failure to use designated carrier per routing guide without authorization**\*\*\*\$250.00 handling charge plus freight differential

**Vendor pre-ticketing errors** \*\*\*\*\*\$250.00 handling charge plus .25 per unit + FedEx cost

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

**Failure to shrink wrap, palletize and make easily countable pallets**\*\*\*\*\*\$100.00 per pallet

**Failure to ship order complete without prior written approval**\*\*\*\*\*\$5% of PO value

**Shipments in excess of ordered quantities will not be returned and will not be paid.**

**Styles not packed as per Purchase Order**\*\*\*\*\*5% of PO value

NOTE:

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

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

Email inquiries to:

[vendorviolations@formanmills.com](mailto:vendorviolations@formanmills.com)

All inquiries must contain:

- Vendor name
- Date of the violation
- Nature of violation
- Forman Mills purchase order number

Note: 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.

## **F. RETURN TO VENDOR:**

All merchandise deemed not sellable (regardless of nature) will be marked as Return to Vendor.

The vendor will be notified when the goods are readied for pickup.

The vendor is responsible for all return shipping charges and return of goods will be deducted from vendor invoice. Vendor will also be charged back the original freight costs for merchandise if Forman Mills originally paid for the freight.

If the vendor chooses to not pick up goods within seven days of notification, it is at Forman Mills discretion to destroy, dispose, or donate. If the vendor chooses the later, original receipt of goods will still be deducted from vendor invoice.



# ***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](http://www.formanmills.com) to  
review the guide online for any new updates.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-Mail the completed form to  
[dcrouting@formanmills.com](mailto:dcrouting@formanmills.com)**