

## **MARTIN'S WAKEFIELD'S ROUTING GUIDE**

THIS GUIDE TAKES PRECEDENCE OVER ANY PREVIOUS ROUTING GUIDE OR PURCHASE  
ORDER.

THE EFFECTIVE DATE OF THIS GUIDE IS June 28, 2018

REVISED DATE OF: June 28, 2018

### **Contact Information:**

Wakefield's / Martin's Family Clothing

Attn: Distribution Center

1401 Sentinel Drive

Anniston AL 36207

DC Manager or Freight/Traffic Manager

Telephone: 256-835-0214

Fax: 256-835-1189

E Mail: sclark@wakefields.com / trafficmgr@wakefields.com

### **Distribution Center Hours of Operation:**

Monday – Thursday 6:00am – 2:30pm CST - Excluding normal holidays

Friday - 7:00 am until 12:00 p.m. CST - Excluding normal holidays

### **Receiving Hours**

7:00 am CST– 11:00 am CST

### **Corporate Hours of Operation:**

Monday-Friday 8:00am – 5:00pm

256-237-9521 (your buyer's ext.) or email address

### **Packing Requirements:**

- A packing slip must be attached to the outside of lead carton of the shipment.
- A packing slip which requires the carton to be cut to be removed is not acceptable.
- Each packing slip must include purchase order number, store number, department number (class), Quantity, style number, and color.
- Each carton in a shipment must be labeled with all above information for that carton.

- Each label should indicate the total of cartons shipped on that P.O. Also, include the total of cartons shipped on the packing slip.
- Do not pack more than one order or one store per carton unless separately inner packed and identified by store number or purchase order number.
- Pallets should be 48" X 40" and not stackable.
- A master packing slip is requested for each shipment and must be on the lead box.
- If the purchase order is a pre-ticketed order, it must contain an outside label on the carton containing the following: purchase order number, class, quantity, and store number. Improper labeling will be considered non-compliant.

#### **FedEx Ground Shipments:**

- Please contact the DC for FedEx account # or utilize FedEx Ground Collect for packages under 150 lbs.
- The six (6) digit purchase order number must be in the first reference # on the packing slip provided by FedEx.
- All vendors should be familiar with FedEx Ground Shipping guidelines including dimensional Weight calculations as described on page 20 of the FedEx Rate and Service Guide. Any additional shipping charges incurred as a result of packing irregularities will be charged back to the vendor.

#### **Ticketing:**

- Tickets must not be mixed between style, color, and size.
- If purchase order designates ticketing, all items must arrive ticketed. Partial ticketing will be considered non-compliant.

#### **Shipping:**

- All shipments over 150 lbs. and 8 pallets or less use YRC Freight. ANY shipment 9 pallets or more call/email the Traffic Manager for routing instructions at (256) 835-0214 during hours of operation listed above.
  - Failure to do so can result in full freight being charged back.
  - Failure to follow carrier routings instructions will result in full freight being charged back.
- Each BOL must have the proper commodity description, NMFC item number, sub, and class listed for proper LTL carrier rating.
- All shipments under 150 lbs. must be shipped FedEx Ground, for FedEx account number call the DC for routing instructions during hours of operation listed above.
- All shipments must be Freight Collect.
- All Consignee and Third Party shipments will be considered non-compliant and a chargeback will be issued.
- All shipments should be addressed as follows:

#### **Wakefield's / Martin's Family Clothing**

**Attn: Distribution Center**

**1401 Sentinel Drive**

**Anniston AL 36207**

- Any variation from this address will be considered non-compliant and a chargeback will be issued.
- All shipments made on the same day must be on the same Bill of Lading.
- All orders shipped from the following states will have 1/2 of the freight charges deducted from the invoice: **California, Oregon, Washington - a chargeback notice and copy of the freight bill will be provided.**
- Any Air Freight must be pre-approved by Wakefield's and will be paid by the vendor.

**Advance Ship Notice Requirements \*: (this section applies to Wakefield's EDI ASN trading partners only)**

- Advance Ship Notice (856) should be received in advance of the shipment arrival. All cartons should contain merchandise for only **one purchase order and one store destination.**
- Wakefield's requires an ASN (856) with item information, unit of measure in each, for every carton shipped.
- All Advance Ship Notices must be 100% accurate.
- All shipments to Wakefield's Distribution Center require UCC-128 shipping container labels based on Uniform Code Council Guidelines.
- Wakefield's requires the following information on UCC-128 Shipping Container Labels:

Ship from name and address

Ship To name and address

Mark For store number and name

Purchase Order number

Department (Class) number

A unique UCC-128 carton number (sscc-18)

- You may include any additional information as necessary to comply with the carton labeling requirements of the **Packing Requirements** section above.
- UCC data must be included in your ASN transmission.

**Invoicing:**

- **All invoices** must be mailed separate and not included with the shipment.
- All invoices must be sent using **ONE** of the following methods below:

1. Emailed to [apinvoices@wakefields.com](mailto:apinvoices@wakefields.com)

**OR**

2. Addressed as

Wakefield's / Martin's Family Clothing

Attn: Accounts Payable

PO Box 400

- Each invoice should be for one purchase order
- No "prepaid and add" freight charges or handling charges can be added to the invoice.

**Vendor Compliance:**

Non-compliance to any of the above requirements will result in a chargeback based on the following schedule. Any and all disputes or discrepancies regarding a chargeback must be addressed in writing or by e-mail to the addresses listed at the top of this guide within **ninety (90) days of receipt** of the chargeback notice. After ninety (90) days all chargebacks will be deemed valid and accurate.

<u>Transportation</u>	<u>Internal Code</u>	<u>Amount</u>
West Coast Half Freight	1	½ Dollar Amount on Freight Invoice
Shipping 9 pallets or more without contacting Traffic Manager for routing	2	Full Freight + \$50.00
Shipping by non-designated freight carrier	3	Full Freight + \$50.00
Shipment not shipped standard freight collect	4	Full Freight + \$50.00
Non-compliant packing incurred surcharges including dimensional weight	5	Full Surcharge + \$50.00
Any shipment on pallets not requested by Wakefield’s and Martin’s Family Clothing	6	Half Freight + \$50.00
Any shipment not properly addressed	7	\$100.00
Any partial shipment	8	\$100.00
<b><u>PACKING:</u></b>		
Pre-ticketed order not properly labeled with store number on carton	10	\$100.00
Incorrect packing slip	24	\$50.00
Missing packing slip with shipment	11	\$100.00
Packing slip not properly attached to lead carton	12	\$100.00
Required information not included on packing slip	13	\$100.00
Carton contains more than one purchase order or one store	14	\$100.00

Label information missing from outside of carton	15	\$100.00
Mixed or incorrect SKU or UPC	16	\$250.00 + .20 per item included
<u>ASN/UCC 128 Shipping Label</u>		
Late ASN or ASN not 100% accurate	17	\$100.00
Incorrect or incomplete information on UCC 128 shipping label	18	\$100.00
<u>Invoicing</u>		
Invoice included with shipment and not mailed separate	19	\$100.00
No purchase order or multiple purchase orders on one invoice	20	\$100.00
<u>Pre-Ticketing (if applicable)</u>		
Goods arrived without tickets, ticketed partially, or ticketed improperly	21	\$250.00 + .20 per incorrect item
<u>Bills of Lading</u>		
Multiple bills of lading for same day shipments	22	\$100.00
Incorrect information on bill of lading	23	\$50.00 + all associated fees
Shipment overweight and shipped small package	24	\$50.00 + Full Freight
BOL's not properly completed with the commodity description, NMFC item number, Sub, and Class	25	\$100 up to Full Freight charge
Vendor must send all UPC's to Buyer PRIOR to shipping merchandise. If applicable.	26	\$50 per PO