

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 August 31, 2009

Changes from the October 15, 2008 Routing Guide are indicated in RED

Contact Information :

Wakefield's / Martin's Family Clothing
attn: Distribution Center
1401 Sentinel Drive
Anniston AL 36207

Traffic Manager / Asst. Manager :

Sharon Taylor / Deanna Lackey
Telephone : 256-835-0214
Fax : 256-835-1189
E Mail : staylor@wakefields.com / dlackey@wakefields.com

Distribution Center Hours of Operation :

Monday - Friday from 6:00 am until 1:30 p.m. Central Time excluding normal holidays

Packing Requirements :

- A packing slip must be attached to the outside of the lead carton of each shipment
- A packing slip which requires the carton to be cut to remove 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
- 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
- Do not pack on pallets unless specifically requested by Wakefield's; when requested, pallets should be 48" X 48" and not stackable. [Read letter from YRC regarding pallets here.](#) [Read Letter from ABF regarding pallets here.](#)

UPS Ground Shipments:

- The six (6) digit purchase order number must be in the **first reference #** on the packing slip provided by UPS Ground.
- All vendors should be familiar with UPS / Ground Shipping guidelines including **Dimensional Weight** calculations as described on page 20 of the **UPS 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 : call the Traffic Manager for routing at (256) 835-0214 during hours of operation listed above
- All shipments under 150 lbs must be shipped UPS Ground. For UPS account number call the Traffic Manager
- All shipments must be Freight Collect
- All Consignee and Third Party shipments will be considered non compliant
- 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
- 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 eaches, 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 addressed as follows:

Wakefield's / Martin's Family Clothing
 attn: Accounts Payable
 PO Box 400
 Anniston AL 36202

- 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.

Non Compliance Chargeback Schedule :

Transportation	Internal Code	Amount
West coast 1/2 freight	1	
Shipment over 150 lbs 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 & Martin's Family Clothing	6	1/2 Freight + \$50.00

Any shipment not properly addressed	7	\$100.00
Any partial shipment	8	\$100.00
Purchase order number not included as First Reference number on UPS / Ground label	9	\$25.00
Detention Charges / Failure of shipper to load and count freight	10	Charges incurred by carrier + \$50.00
Packing		
Incorrect packing slip	24	\$50.00
Missing packing slip with physical 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
ASN / UCC 128 Shipping Label		
Late ASN or ASN not 100% accurate	17	\$100.00
Incorrect or Incomplete Information on UCC 128 Shipping Label	18	\$100.00
Invoicing		
Invoice included with shipment and not mailed separate	19	\$100.00
No purchase order number or multiple purchase orders on one invoice	20	\$100.00
Pre Ticketing (if applicable)		
Goods arrived without tickets, ticketed partially or ticketed improperly	21	\$250 + .20 per item incorrect
Bills of Lading		
Multiple Bills of Lading for same day shipments	22	\$100.00
Incorrect information on Bill of Lading	23	\$50.00 + all associated fees