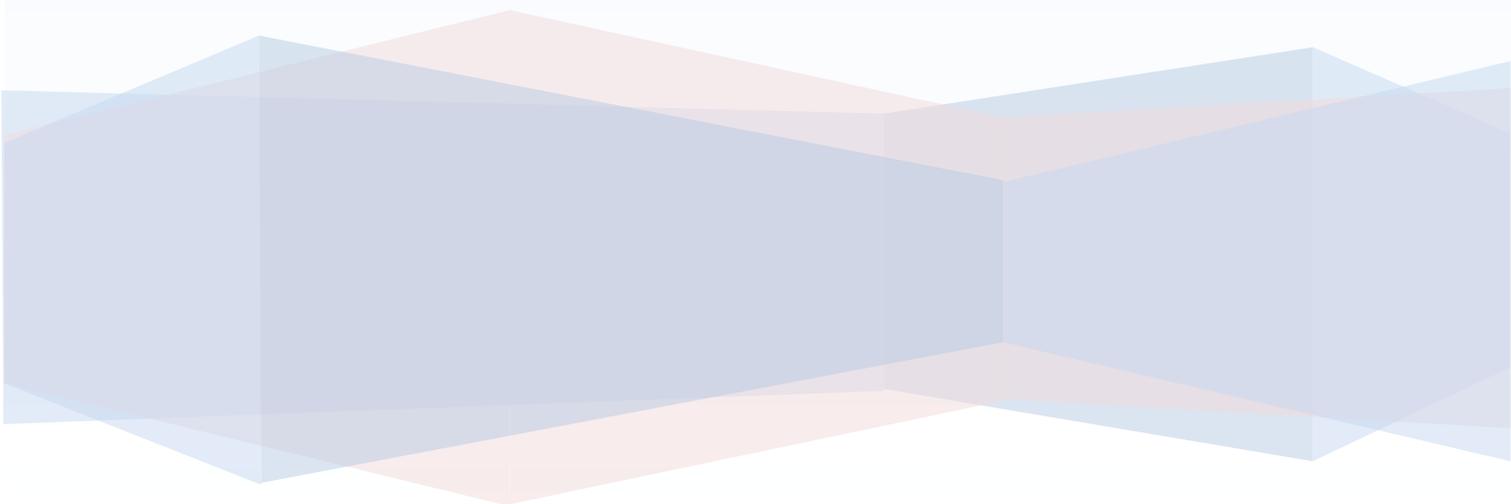# SHOPPERS WORLD

Always New, Always for Less!

Shoppers World Vendor Guide

Shoppers World Vendor Guide

It is Shoppers World intent to establish good working relationships with all our vendors. Please take the time to read our requirements carefully; failure to follow instructions will result in charge backs with the first receipt of merchandise. It is our sincere hope that our vendors will ticket, pack and ship our merchandise. When merchandise is not shipped per specifications, we all lose! Let's work together to ensure that we both operate efficiently and profitably.

Shoppers World requires that all vendors pre-ticket orders before shipping to our stores unless previous consent to do otherwise was obtained and granted by Shoppers World. Please see ticketing guide for placement instructions. In cases where the vendor is making the tickets for Shopper's World, they must conform to Shoppers World standards. Please see ticketing guide for specifications of tickets.

Purchase Order Requirements

There should be (1) one invoice per Purchase Order.

All shipments must be accompanied by a packing list. It should be attached to the outside of the box marked number 1 and the box should be marked "Packing List Enclosed". There should be (1) one invoice per Purchase Order, each Purchase order should have its own invoice.

Shoppers World must be notified in writing of any changes to our Purchase Orders before the merchandise is shipped.

Invoices must be sent to 9 East 40th Street (Mezzanine), New York, NY 10016

Bill & ship each store separately. Warehouse shipment (SW Retail Group) gets one invoice.

Packing Instructions

All Cartons must have:

1. The complete vendor's name that appears on the Purchase Order
2. Purchase Order number
3. Style number & quantity.
4. All cartons must be numbered and should be packed as indicated on the Purchase Order. Cartons should state carton number of total number of cartons shipped:
   i.e. 1 of 4, 2 of 4, 3 of 4, 4 of 4
5. If merchandise is pre-ticketed all cartons must state, the type of Pre-Ticket it is:

A. Pre-Ticket with Shoppers World Tickets Must State:
"SW Tickets on Each Item".

B. Pre-Ticket by having each carton seeded with Shoppers World Tickets:
"Seeded Tickets in Carton".

C. Pre-Ticket using Vendor UPC codes: **"Tickets are Vendor UPC".**

The following information must be included on the packing list:

1. Purchase Order Number
2. Vendor Name
3. Number of units by style
4. Total number of pieces being shipped
5. Total number of cartons being shipped
6. Pre-Ticketed

Additional Packing Instructions

1. Vendors must print all ASN labels before delivering to the Shoppers World warehouse.

2. ASN labels must be on the smallest perimeter of the box. They should also be positioned facing the outside and remain visible when on the pallet.

3. ASN Labels should not cover any preprinted information on the box, such as style or quantity.

4. All vendors must ship on pallets that are also wrapped.

5. All deliveries must come in between **7:30am-11:00am** with **no grace period.** Orders that have **300+ boxes** must come in between **8:00am-10:00am.** Orders that have **500+ boxes** must come in between **7:30am-8:00am.**

6. All containers must have an email sent to the routing department, which should then be approved by the warehouse manager before delivery.

7. All bill of landings must include PO# and the quantity of the assigned PO#

LOCAL STORES ONLY

Where there are multiple orders that can be packed in one box, that box must contain multiple packing slips as per the number of orders. This order must also receive multiple invoices as per number of orders. The box must be labeled with multiple Purchase Order numbers, multiple style numbers & multiple quantity numbers.

All Garments shipped on hangers must be in poly bags banded/tied together in counts of six (6) or twelve (12) pieces.

Store Receiving Hours & Receiving Appointments

Store Receiving Hours are Monday Through Friday, 10:00am- 6pm. Deliveries will not be accepted after or before these hours unless special arrangements have been made with each store's Receiving Managers at 24 hours in advance.

If the vendor is shipping more than **50 boxes or (2) two pallets to one store** the vendor must call the store to arrange for a receiving appointment. They must speak to the Store Manager at 48 hours prior to arrange for an appointment. Failure to do so may result in the order being refused at the store.

Warehouse address: 3000 Cindel Drive Cinnaminson, New Jersey 08077

**APPOINTMENTS MUST BE MADE IN ADVANCE**. _NO EXCEPTIONS. YOU CAN MAKE AN APOINTMENT BY FILLING OUT AN ASN AT THE FOLLOWING WEB ADDRESS_

http://portal.shopperworld.net/VendorPortal/Login.php.

All orders shipped to warehouse must be shipped accordingly:

    A. All styles must be kept together.
    B. All boxes must be facing out upright with style number facing forward.
    C. Packing list & bill of lading must coincide with the way the truck is being unloaded.
    D. Styles must be organized on a pallet & not assorted on multiple pallets.
    *No UPS or Federal Express shipment to warehouse.

If there is a need for an extension of the cancel date or a change on a Purchase Order the buyer must be contacted via e-mail and a formal signature of approval must be obtained, there will be no exceptions to this rule.

All Purchase Orders must be scheduled to arrive on or after the ship date and before the cancellation date listed on the Purchase Order.

PREFERRED CARRIER FOR CALIFORNIA VENDORS

City Logistics, Carson California, 90810

Contact information:

City Logistics is the preferred Southern California consolidator for Shoppers World. Please send your routing requests to forms@cityx.com or contact their call center at **310-223-1010, option 1.**

Include the pickup location, cartons, weight, pallets, and cube.
Same day pickups may not be available, so please schedule 48 hours in advance of requested pick up.

City Rates are as follows:

These are the rates that City will be invoicing for picking up from your facility and providing services to our DC:

1 to 8 pallets - $225.00 per pallet
Pallets 9 thru 12 - $200.00 per pallet
Pallets 13 thru 20 - $150 per pallet
Pallets 21 thru 26 - $125 per pallet
Plus FSC

Example being, if a vendor ships 10 pallets, the first 8 would be charged at $225.00 the pallet 9 and 10 would be charged @ $200 per pallet.

Freight

All shipments must be Freight prepaid to ALL Shoppers World locations. Unless otherwise stipulated on the Purchase Order.

If Shoppers World has agreed to pay freight charges Shoppers World will not pay any freight charges over 8% of the invoice value of the order. The vendor is responsible for any freight charges over that amount unless otherwise agreed upon in advance by Shoppers World.

In the event Shoppers World is forced to return merchandise that is deemed unsatisfactory for a variety of reasons. The reasons may include but are not limited to late shipment, unauthorized substitutions, incorrect product, and poor quality. While Shoppers World regrets returning merchandise any freight charges incurred by Shoppers World will be charged back to the vendor in addition to any charges incurred by the guidelines of our charge back policy.

*Warehouse will not accept UPS or Federal Express.

Returns & Return Authorizations

Vendors will pay freight and a $10.00 per carton handling fee for all returns.

Return Authorizations must be issued to Shoppers World within 14 days of Shoppers World request. Any RAs not received by Shoppers World within 14 days will result in Shoppers World returning merchandise freight collect from vendor and deducting from Invoice automatically. If merchandise return is rejected by the vendor Shoppers World will deduct value from the invoice and donate the merchandise to a charity of its choice.

Serious violations and disregard for the terms of the Purchase Order can result in refusal of merchandise, charge backs and non-payment of merchandise. Vendors will be responsible for recovering of merchandise and any expenses incurred.

All invoice deduction disputes regarding charge backs must be submitted in writing within 60 days of the deduction date. Disputes will not be acknowledged by phone. Include the reason for the dispute and a copy of the check remittance. Mail the dispute to the appropriate Shoppers World store's Accounts Payable Department.

Charge Backs

Violation	Charge Back	Warehouse
1. Violating PO shipping Instructions	$100.00 per shipment	$10 per case
2. Incorrect Information	$100.00 per shipment	$10 per case
A. Incorrect or Missing packing Slip		
B. Incorrect or missing Invoice		
C. Incorrect Carton Information		
3. Vendor caused returns (Unauthorized subs., Late shipments, etc.)	$100.00 per infraction	$10 per case
4. Miss-ticketed Merchandise	$0.25 per unit	$0.25 per unit
5. Incorrect or incomplete UPC	$0.25 per unit	$0.25 per unit
6. Shipment arrives without appointment	Will accept at our discretion. Any orders shipped without an appointment will be subject to a charge back of 15% of the order up to $1000	

7. 2% warehouse allowance will be deducted for all warehouse shipments.

In some cases where merchandise is received after cancellation dates and Shoppers World decides to keep the order the following schedule will apply:

1) 1 - 30 days after cancellation date
    25% reduction from Invoice or to our discretion

2) 31 – 60 days after cancellation date
    35% reduction from Invoice or to our discretion

3) Over 60 days after cancellation date
    50% reduction from Invoice or to our discretion

Ticketing Guide

All Tops: Including Blazers, Coats, Dresses, Jackets & Shirts
Tickets must be affixed to the bottom of the care & content label located in the back of the garment collar.

All Bottoms: Including Pants, Shorts & Skirts
Tickets must be affixed to the left outside seam of the garment directly below the waistband.

All Lingerie:
Bras are ticketed thru the left strap side seam. Panties are ticketed thru the inside front center waistband seam.

Handbags:
Ticket handbag around entire strap, so it can move from side to side.
If handbag has two straps ticket back strap.

Open Shoes, Slippers: Ticket should be attached with bullets between the inner portion of the shoes; the shoes/slippers must be bulleted together.

Shoes in Box: Pressure sensitive ticket should be placed on the lower left side of the short side of the box 1/8" from the bottom & side edges.

Hats: Ticket should be attached to the inside label or sweatband

Ticketing On Top of Vendor labels: In the event that vendor affixes pressure sensitive SW tickets on top of their existing labels the SW label should be placed so that the label does not cover the "size" of the garment and any other pertinent information.

Pre-Packaged Merchandise/Boxed Sets: Pressure sensitive label should be affixed to the upper left-hand corner of the front of the box.

Shoppers World price tickets

They can be ordered directly from Fineline website with your Shoppers World designated vendor ID at:

https://www.finelineglobal.com/FastTrak/Login.aspx?logout=1

Example of Shopper's World Ticket: Picture of SW tickets.
Picture of Shopper's World Ticket Requirements for Vendor made Ticket:
Please note that the ticket must have the following information:

1) "Shoppers World" on top line
2) "Style" and the vendor style number
3) "Color" colors or assorted range of colors
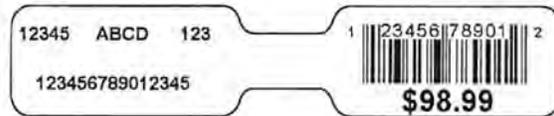4) "Size" the size of each garment
5) **Shoppers World UPC tag and number**

"T" Price Ticket: Clothing

"B" Price Ticket:
Shoes & Perfume

"X" Price Ticket:
Jewelry

"S" Price Ticket:
Jewelry

Vendor Acknowledgement

Date: _____

Vendor Name: _____

We acknowledge that we have received this Vendor Guide from Shopper's World and are aware of the shipping and ticketing requirements as stated in this document.

Vendor Signature: _____

Please sign this page and email it to the buyer.
Subject must be **"Attention Buyer".**

If you need additional information or clarifications kindly call us at
(646) 688-2608

Vendor Compliance
Advanced Shipping Notice

Message to Our Trading Partners:

This is the latest ASN Advanced Shipping Notification and Carton Label Creation.

The manual will guide you on how to Ship and Create Labels using Shoppers World Vendor Portal site.

To avoid chargeback each carton should have ASN Label whether the Po is going to warehouse (5000) or direct to store.

Please distribute copies of this document to departments which will be impacted by these specific requirements. We appreciate your ongoing efforts to satisfy our compliance requirements.

Vendor Portal

Vendor should log-in to Shoppers World Vendor Portal using the following link:

http://portal.shopperworld.net/vendorportal/login.php

For first time log-in, you can use your Vendor ID and it will be your password as well. During the initial log-in you will be asked to modify the password. The password should be between 8 to 10 characters, a number and should have at least one of the following symbols: !@#$%^&

Sample: word(warehouse) + number(7) + special-char(#) = warehouse7#

- The Vendor Portal works best with the browser Mozilla Firefox.

Open PO's Screen

Once there is a successful log-in, the Vendor will be able to all available Open P.O.s. Before selecting one, please add e-mails to send appointment confirmations (receipts) once routing is done.

- If needed in the future, you can reenter different e-mails and select Update Email to change confirmation recipients.

- There is an option to turn off printing store numbers on the labels, but most Vendors do not have to do so and can ignore the option and leave it on.

Vendor number is displayed on top of the Table(screen).

Open PO's page continued...

Once the e-mails have been entered, the Vendor can then select the first P.O. they would like to work on by clicking on the number. If a P.O. is not seen on the screen, the Vendor would need to inform the buyer just in case it has been closed or not yet entered into the system.

PO Number	Blockout Number	Order Date	First Received Date	Buyer_Id	Ship_To_Loc	Cancel Date	---------Appointment_Assignment_Status---------	-------------Buyer_Information-------------
0000056894	0000U17681	2020-09-24	2020-12-14	IS	5000	2020-12-14	*See Appt. Date on Display All Manifest screen	
0000921475	00000T0714	2017-02-24	2017-02-25	RE	1	2017-03-10		
0000958808	00000U0274	2017-11-16	2017-12-08	IS	5000	2017-12-13	*See Appt. Date on Display All Manifest screen	

Below are the details displayed on the tabular screen.

- PO Number - PO Number sent to the Vendor by Shoppers World Buyer electronically.
- Blockout Number -Certain PO's are part of a Blockout Number. This is informational only, which can be used when coordinating with the Buyer.
- Order Date —This is the date when the PO has been entered into Shoppers World -Island Pacific System.
- First Receive Date - The Shipment first received into Shopper's World Warehouse or Stores.
- Buyer ID –Initial of the Buyer.
- Ship To Loc -The actual location where the PO Shipment should be sent. Warehouse is 5000 and the rest are stores.
- Cancel Date – The day that the goods are due to be in warehouse/stores.
- Appointment Assignment Status – If goods are going to the warehouse, you can see the appointment date on Display All Manifest Screen. If the goods are going to a store, the field will be blank since no appointment is needed through the Vendor Portal.
- Buyer Information – Any important notes that the buyer would like the Vendor to keep in mind; Usually blank.

Create and Maintain Carton Labels Screen

This screen is generally used for creating labels, editing or refreshing them and updating pick-ups for City Logistics Trucking. *If any errors are seen on the P.O., please contact the buyer directly since they are the only ones that can authorize any changes.*

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	Total Item ASN Quantity	Closed	Vendor Minimum / Case Pack	Initial Shipped Date	-----------------Description-----------------	Item Seq	Total Open Quantity	Enter Quantity to Ship in Units
S71140	ASST	ASST	990694	5000	48	0			24	06-11-2021	3PC LEG SET UNICRN QUEEN	1	48	
S71141	ASST	ASST	990695	5000	72	0			24	06-11-2021	3PC LEG SET UNICORN	2	72	
S71133	ASST	ASST	990696	5000	72	0			24	06-11-2021	3PC LEG SET TIE DYE GIRL	3	72	
S71134	ASST	ASST	990697	5000	48	0			24	06-11-2021	3PC LEG SET TIE DYE MAGIC	4	48	
S51140	ASST	ASST	990698	5000	72	0			24	06-11-2021	3PC LEG SET UNICRN QUEEN	5	72	
S51141	ASST	ASST	990699	5000	72	0			24	06-11-2021	3PC LEG SET UNICORN	6	72	
S51133	ASST	ASST	990700	5000	264	0			24	06-11-2021	3PC LEG SET TIE DYE GIRL	7	264	
S51134	ASST	ASST	990701	5000	120	0			24	06-11-2021	3PC LEG SET TIE DYE MAGIC	8	120	
S31134	ASST	ASST	990702	5000	216	0			24	06-11-2021	3PC LEG SET TIE DYE MAGIC	9	216	
S31142	ASST	ASST	990703	5000	72	0			24	06-11-2021	3PC LEG SET TIE DYE UNICO	10	72	

Below are the details based on the different columns:

- <u>Vendor Style, Color, Size, SKU, Description</u> – Information regarding a particular item.
- <u>Store and Store Qty Order</u> – The location the goods are going to.
- <u>Qty Order</u> – The amount ordered for that item in total for the P.O.
- <u>Qty Received</u> – The amount received by any Shopper's World location.
- <u>Total Item ASN Quantity</u> – The number of labels that have been created.
- <u>Closed</u> – If blank, it can be ignored. If there is a C, it indicates that we have received all the goods, or the item has been cancelled of the order.
- <u>Vendor Minimum/Case Pack</u> – The number of how many items come in a case/carton.
- <u>Item Seq</u> – The item's order on the P.O.
- <u>Total Open Quantity</u> – The number of items that have not had labels created for yet.
- <u>Enter Quantity to Ship in Units</u> – This allows the user to enter how many goods they would like to make a label for. *Please do not enter 0*. If the item is not shipping, leave field blank.

Create and Maintain Carton Labels Screen continued…

Below are the details based on different button options:

| Create Single Carton Label | Refresh | Create Multiple Carton Labels | Maintain Cartons | Print Labels and Create/Update Appointments | Display Pack Ship Distribution |

| Close Manifest |

- <u>Create Single Carton Label</u> – This allows the user to combine multiple items onto one label. This function will create one carton label at a time.
- <u>Refresh</u> – Will refresh the page incase there is change of information on the portal.
- <u>Create Multiple Carton Labels</u> – This allows the user to have multiple cartons created at the same time by item. The formula is below.

Quantity to Ship Entered (780 units) ÷ Vendor Minimum/Case Pack (60 units) = 13 Labels created. *If quantity entered is not divisible by the case pack, an error will appear onscreen. Contact the buyer if change is needed.*

- <u>Maintain Cartons</u> – Can be used to delete one label at a time without a complete reset.
- <u>Print Labels and Create/Update Appointments</u> – Used to see information once label creation is done. This should not be selected until after the manifest is closed.
- <u>Display Pack Ship Distribution</u> – This function will allow the user to see all the different stores the goods were ordered for all their quantity. Usually not in use unless the user is packing by store.
- <u>Close Manifest</u> – This button appears once either Create Label options are selected and should be selected right after. Once selected, it will prompt a question about a trucking company that the Vendor can choose to utilize.

If a reset is needed due to an error in the label making process and the Po does not have appointment assigned to it, the user can scroll all the way to the bottom of the page and there will be a reset button to help assist with that called <u>Reset and Delete Po/Cartons without Appointment</u>.

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Create and Maintain Carton Labels Screen continued...

At the top of the screen, there is an option to view information by store.

Back to Open PO's
Store to Pack/Ship: [ ] Load Store Sku Items

This option should only be used if the Vendor has been directed by the buyer to *pack by store.* **If the Vendor is packing by bulk, *skip to page 9*. This option can be ignored since the default listing is for the warehouse**.

- Since the warehouse is not a store, if 5000 is put in that field, an error with appear.

If packing by store, the user can enter the first store they would like to create labels for and then select Load Store Sku Items. A message such as below

should appear on screen: **Store Number: 1 will be printed on the ASN Label.**

Once that is done, the items that have been ordered for that store will be displayed. The user can enter the quantity for the store and choose either Create Label option that corresponds to the way they are packing the goods.

After that has been completed, the user can enter the next store they would like to create labels for.

- The Close Manifest button will appear onscreen, but **do not press this button until you are done with the very last store for this P.O.**

After all stores are done and Close Manifest is selected, a pop up window appears to confirm if you want to use City Logistics to deliver the shipment *this is optional only* and you can select NO if you don't want to use City Logistics.

If YES is selected, please skip to page: **10**

If NO is selected, please skip to page: **11**

Create and Maintain Carton Labels Screen continued...

If the Vendor is packing bulk and all items are packed exactly by the case pack, they can enter the quantities to ship in the empty fields such as below:

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	Total Item ASN Quantity	Closed	Vendor Minimum / Case Pack	Initial Shipped Date	------------------Description------------------	Item Seq	Total Open Quantity	Enter Quantity to Ship in Units
B69750	ASST	ASST	989063	5000	312	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	1	312	312
B69753	ASST	ASST	989062	5000	240	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	2	240	240
B69653	ASST	ASST	989061	5000	312	0			24	06-15-2021	BHPC 5PK HNG GMNG PRT BB	3	312	312
B69253	ASST	ASST	921473	5000	528	0			24	06-15-2021	BHPC 6PK DINO	4	528	528
B69265	ASST	ASST	958580	5000	192	0			24	06-15-2021	BHPC 6PK GAMING PRT 4-10	5	192	192
B69241	ASST	ASST	958577	5000	288	0			24	06-15-2021	BHPC 6PK DINO	6	288	288
B69245	ASST	2-4	976609	5000	432	0			24	06-15-2021	BHPC 6PK ASST PRT BRF	7	432	432

Once that is done, the user can choose Create Multiple Carton Labels and then select the close manifest number that appears on the screen. See page 7 for formula.

If the Vendor is packing bulk but with multiple items in one carton, the user should only enter the quantities that are going in that case and leave the other fields blank such as below:

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	Total Item ASN Quantity	Closed	Vendor Minimum / Case Pack	Initial Shipped Date	------------------Description------------------	Item Seq	Total Open Quantity	Enter Quantity to Ship in Units
B69750	ASST	ASST	989063	5000	312	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	1	312	312
B69753	ASST	ASST	989062	5000	240	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	2	240	240
B69653	ASST	ASST	989061	5000	312	0			24	06-15-2021	BHPC 5PK HNG GMNG PRT BB	3	312	
B69253	ASST	ASST	921473	5000	528	0			24	06-15-2021	BHPC 6PK DINO	4	528	
B69265	ASST	ASST	958580	5000	192	0			24	06-15-2021	BHPC 6PK GAMING PRT 4-10	5	192	
B69241	ASST	ASST	958577	5000	288	0			24	06-15-2021	BHPC 6PK DINO	6	288	
B69245	ASST	2-4	976609	5000	432	0			24	06-15-2021	BHPC 6PK ASST PRT BRF	7	432	

After that is done, the user can choose Create Single Carton Label and then repeat. The Close Manifest button will appear onscreen, but **do not press this button until you are done with the very last carton for this P.O.**

After all cartons are done and Close Manifest is selected, a pop up window appears to confirm if you want to use City Logistics *this is optional only* and you can select <u>NO</u> if you don't want to use City Logistics then **skip to page 11**.

If <u>YES</u> is selected, please continue to the next page.

Vendor Schedule Pick Up Screen

If you select <u>YES</u> to ship using City Logistics, you need to specify the PickUP location like CA(California) and selecting a pick-up date in the very last column's field like below:

| PONumber	Blockout	Manifest No	------VendorName------	APPT. No	Total Cartons	Total Cartons Received	Vendor State	Multiple Email File	Vendor Whse Email File	Asn Date	Cancel Date	Appointment Date	Enter PickUp Loc State OR remove	Current-PickUp-Date	Schedule a Pickup
0000004697	000U05742	001110000006147	ALLURA IMPORTS	39098	63	0	NY	17		2019-02-01 11:26:00	2019-02-25		NJ		2019-02-02

Create or Update PickUp Date | Cancel | Delete/Remove Pickup Date

After a date has been selected, the user should press the <u>Create or Update Pickup Date</u> button.

- If you are using City Logistics, you do not have to make an appointment. Once you create the pick-up appointment, they will have the ability to schedule a delivery on their end for that PO.

A pick-up appointment should be made for every P.O./manifest that is being picked up by City Logistics, otherwise they will not have access to schedule your appointments.

If the Vendor would like to reschedule the pickup date, they can do so by selecting the button below on the from the previous page (Create and Maintain Carton Labels), choosing a different date and then pressing the <u>Create or Update Pickup Date</u> button:

Update PickUp for City Logistics - Trucking
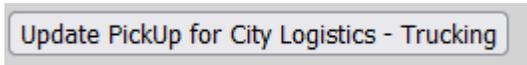
If the Vendor would no longer like to use City Logistics, the user should press the button in the image above and they should select the button <u>Delete/Remove Pickup Date</u>.

Display Manifest / Create Labels Screen

Once labels have been created (and if in using City Logistics, a pick-up date has been created), the user should select the button Print Labels and Create/Update Appointments. It will lead to the Display Manifest Screen.

The user should enter the state they are shipping from in two-character capitals such as seen below:

PONumber	Click Manifest# Button Below to Print the Labels	Self Assign to Create/Change an Appointment Date	Carton Count	ShipToLoc	Appointment Number	Appointment Date	Ship From State
0000004697	001110000006147	001110000006147	63	5000			NJ

The Vendor should then take the time to make sure the Carton Count and ShiptoLoc is correct. If it is not, the user may need to check the previous screen (Create and Maintain Carton Labels) or contact the buyer.

If all information on screen is correct, the user can press the button that appears under the second column, Click Manifest# Button Below to Print the Labels. This function will allow the user to see the labels in that have been created in PDF form and do a second checking to make sure everything is correct. Below are examples of how to labels would look based on different procedures done:

Display Manifest / Create Labels Screen continued…

The labels are generated as 4 labels per page and cannot be changed. The Vendor would have to use **Avery Labels 8168** 3.50" Width x 5" Length or comparable label as long as the barcode and details are not cut off.

You can print and re-print the labels anytime by pressing the Manifest Number. **The Carton label should be placed on the shorter side of the carton** (upper right side). *You will get a chargeback of $10 a carton if you put the label on top of the carton.* It should be visible and easier to scan especially if the carton is on the pallet. If the carton has sides too short, the carton label can be bent but *the barcode must not be bent at all.*

If you do not know how to print the PDF, the user can use icon under blue arrow and download the pdf using the icon under red arrow. The labels do not have to be printed right away and will be there if the P.O. is still open.
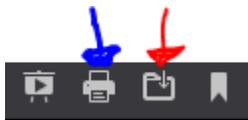
After labels have been checked or printed, the user can go back to the previous screen and then select the button in the third column, <u>Self Assign to Create/Change an Appointment Date</u>. It will display the below screen where you can select any date in blue to make an appointment. *For any carton amount over 700, please e-mail routing@shopperworld.net* The system will email you the appointment date and the time to ship to our warehouse which is always from 7:30AM to 11AM.

Vendor Portal - Manual Appointment

Back to Display Manifest / Create Labels Screen

Po Number: 0000077967 Manifest Number: 001110000007586

PO Cancel Date: 2021-06-25

When you don't see any available date in Blue button, one reason is that PO passed the Cancel Date, call your buyer to extend the PO.

PO Start Ship Date: 2021-06-11

If you want to deliver early Ask the buyer to change the Start Ship Date.

Vendor Total Cartons Scheduled	Vendor Carton Count Available to Schedule	Warehouse Open	Select Blue Button Appointment Date
0	39		2021-06-11
0	39	Saturday	2021-06-12
0	39	Sunday	2021-06-13
0	39		2021-06-14
0	39		2021-06-15
0	39		2021-06-16
78	39		2021-06-17
0	39		2021-06-18
0	39	Saturday	2021-06-19
0	39	Sunday	2021-06-20
0	39		2021-06-21
0	39		2021-06-22
0	39		2021-06-23
0	39		2021-06-24
0	39		2021-06-25
0	39	Saturday	2021-06-26

Potential Reasons for Chargeback.

1. Changing the Quantity in carton label. The barcode has all the information regarding the Carton, including Vendor/PO/Sku/Color/Size and Quantity. Changing the quantity using pen does not change the barcode. If you want a different quantity, you need to re-create the Carton Label.

2. Putting the carton label on top of the carton.

3. If you cannot make the Appointment Inform the Routing Dept. so that the appointment will be changed for specific PO/Manifest.

4. Any shipment without appointment or delivered after 11AM on appointment date.

5. Putting multiple carton labels on a single carton.

6. Barcode cannot be scanned due to:

   a. Insufficient ink or too much ink which make the barcode closer to each other.
   b. Smudged barcode and cannot be scanned due to using different paper.
   c. Put any kind of tape on top of the barcode and cannot be scanned.
   d. Barcode was cut off and cannot be scanned.

7. Contents of the carton is different from the carton label, Quantity, Color, Size and Style.

8. Shipment to stores was received in warehouse (5000).

9. Shipment to warehouse (5000) was received in stores.

10. Shipment to direct to store and the warehouse (5000) does not have ASN Label.

12. Total number of cartons exceeds the original appointment cartons.

13. The Warehouse must open boxes due to incorrect case pack.

14. Shipment to the warehouse (5000) has either mixed P.O.s or mixed styles on a pallet.

15. If the vendor is ordered to pack by store but there are no store numbers on the cartons.

PREFERRED CARRIER FOR CALIFORNIA VENDORS

City Logistics, Carson California, 90810

Contact information:

City Logistics is the preferred Southern California consolidator for Shoppers World and Forman Mills.

Please send your routing requests to forms@cityx.com or call their call center at 310-223-1010, option 1.
Include the pickup location, cartons, weight, pallets, and cube.
Same day pickups may not be available, so please schedule 48 hours in advance of requested pick up.

City Rates are as follows:

These are the rates that City will be invoicing for picking up from your facility and providing services to our DC:

1 to 8 pallets - $225.00 per pallet
Pallets 9 thru 12 - $200.00 per pallet
Pallets 13 thru 20 - $150 per pallet
Pallets 21 thru 26 - $125 per pallet
Plus FSC

Example being, if a vendor ships 10 pallets, the first 8 would be charged at $225.00 the pallet 9 and 10 would be charged @ $200 per pallet.