

***Weis Markets***  
***Inbound Freight Compliance***  
***and Routing Guide***

**Effective: 4/15/2018**

# ***Inbound Freight Compliance***

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# ***Inbound Freight Compliance***

## **INTRODUCTION**

Weis Markets is committed to providing its customers with the best possible customer service, which can only be achieved through efficiency and cooperation throughout the supply chain.

This Inbound Freight Compliance and Routing Guide (“Guide”) is a comprehensive reference for our shipping requirements. Instructions in this Guide apply to all shipments to Weis Markets. Compliance is required. This Guide supersedes all other shipping, shipping and freight instructions and is the only authorized source of instructions for shipping. **You must follow this Guide to avoid the fees outlined in Appendix ‘J.’**

Weis Markets reserves the right to change this Guide at any time by providing notice to its vendors.

Thank you in advance for your cooperation. If you have questions, please contact us at [inboundfreight@weismarkets.com](mailto:inboundfreight@weismarkets.com).

## **OUR MISSION, VISION and VALUES**

### ***Mission:***

To deliver an exceptional shopping experience by offering the best service, value, quality, and freshest products while being good stewards of our environment and giving back to the communities we serve.

### ***Vision:***

Become the #1 supermarket in our communities by offering the most inviting buying environment in the industry while saving our customer time and money and building our brand to premier status.

### ***Values:***

- Teamwork – meeting our challenges and opportunities as one team, focused on common goals.
- Respect – treating our colleagues, customers, suppliers, and vendors with respect and dignity.
- Excellence – striving for excellence and working to improve every day.
- Accountability – holding ourselves accountable for delivering results and always doing the right thing.
- Passion – offering our customers the best shopping experience by exceeding their expectations.

# *Inbound Freight Compliance*

## **ROUTING**

### General Routing Policy

Weis Markets prefers to coordinate the process of delivering inbound freight whenever logistically possible. The possible modes of transportation for FOB Destination are Truck Load (TL) and Less Than Truck Load (LTL).

### TL Routing

Vendors that utilize TL may select any carrier if shipping under prepaid terms. For information on converting to Weis Markets Managed Freight, please contact Weis Markets at [inboundfreight@weismarkets.com](mailto:inboundfreight@weismarkets.com).

### LTL Routing

Vendors that utilize LTL must select one of the approved carriers listed in Appendix 'A'. Vendors must contact Weis Markets' logistics provider, Kuebix, by email or by phone to arrange inbound LTL shipments.

K u e b i x ' s email address is [weismarketsfreight@kuebix.com](mailto:weismarketsfreight@kuebix.com).

K u e b i x ' s phone number is 978-298-2150.

Vendors have an option to email Kuebix a completed Weis Markets Vendor Shipping Form, which can be found in Appendix 'B', or pass an ASN (Advanced Shipping Notice) to Kuebix in accordance with Kuebix' s EDI (Electronic Data Interchange) specifications. Vendors must contact Kuebix Integration at [weismarketsfreight@kuebix.com](mailto:weismarketsfreight@kuebix.com) to facilitate establishing an ASN. EDI integrations outside of the standard Kuebix specifications, that require additional Kuebix development to accommodate, will be subject to Kuebix development fees. The Vendor Shipping Form or ASN must be received prior to the shipment being picked up. Vendors must notify Kuebix of any changes to the purchase order or delay or cancelation of shipment.

Kuebix will assist vendors in determining the most optimal carrier and whether to ship collect or prepaid.

For Inbound Collect Customer Pick Up (CPU) shipments, vendors will have the opportunity to use Weis Markets' LTL rates and service days. Kuebix will provide vendors with a freight quote based on the shipment parameters. The freight quote will include transportation and unloading services and will be deducted from the vendor invoice.

For pre-paid shipments, vendors have the option of using Weis Markets' approved carriers. All prepaid shipments are subject to unloading fees, as outlined in Appendix 'K'. Fees will be deducted from the vendor invoice.

Vendors will be responsible for changes in fees due to re-weigh or re-classification from the carriers. Kuebix will process the shipment based on the information provided and will email the Bill of Lading upon processing completion of collect shipments. Vendors must utilize their own Bill of Lading for prepaid shipments. All fees will be deducted from the vendor invoice.

### Small Parcel

Small parcel shipments weighing less than 150 lbs. must be shipped via UPS (800) 742-5877 or FedEx (800) 463-3339.

# ***Inbound Freight Compliance***

## **SHIPPING**

### **Shipping Preparation**

Consolidate on one Bill of Lading all shipments shipped on the same truck regardless of purchase order number. List the weight and pieces as the grand total for the aggregate shipments on the Shipping documents (Bill of Lading, Packing List, etc). Purchase orders must ship complete. Weis Markets will not accept back-orders. Item shortages must be immediately communicated by email to the appropriate Weis Markets Re-Order Buyer, with the reason and expected availability date.

Orders must arrive on the arrival date stated on the purchase order. This arrival date (due date) must be notated on each of the Bills of Lading and freight invoice. Vendor must notify the appropriate Weis Markets Re-Order Buyer immediately if any shipment will not arrive as stated. Vendor also must notify the appropriate Weis Markets Re-Order Buyer if a purchase order exceeds one truckload, providing item level detail and quantities. A new purchase order must be created for each additional truck.

Expiration Dates must meet Weis Markets' Minimum Shelf Life Requirements (MSLR) (Appendix 'C') and be limited to one expiration date per item per shipment.

### **Shipping Instructions**

#### ***Bill of Lading***

Bill of Lading must specify:

- Origin Address (Shipped from Address, no PO Boxes)
- Ship to Address (exactly as it is on the Purchase Order, no PO Boxes, see Appendix 'D' for Weis Markets' Shipping Addresses)
- Purchase Order Number(s)
- Weight Associated with each Purchase Order Line Item
- Duplicate copy required
- Body of the BOL or freight receipt must contain notification of tendered packing slip
- Shipping temperature requirements for commodity shipped, which must comply with Weis Market's Food Safety Requirements (Appendix 'L').

#### ***Packing List***

Packing Lists must specify:

- Purchase Order Number
- Itemized List of Weis Item Codes
- Total # of Cases Shipped by Item
- Total Weight of Cases Shipped by Item
- Expiration Date
- Case Pack Quantity (include inner pack carton quantity, if applicable)
- Accurate Product Description
- Shipper's OS&D Contact Information
- Country of Origin
- LTL Packing Lists must be attached to the shipment
- Duplicate copy required and must be placed in a sealed envelope and attached to the BOL or freight receipt

# ***Inbound Freight Compliance***

## ***Packaging / Shipping Cartons***

All packaging shall conform to National Motor Freight Classification (NMFC) Guidelines <http://www.nmfta.org/pages/nmfcpackaging> based on contents and the mode of transportation.

- Mark/Label each piece visibly, clearly and completely on top and sides of each shipped case with:
  - Product Identification (Description)
  - Shipping Case Pack Size (Total Number of Weis Retail Units in a Shipping Case)
  - Inner Carton Pack (Number of Weis Retail Units in an Inner Carton)
  - UPC Code
  - Manufacturer Code
  - Weis Item Code
  - Expiration Date
  - Country of Origin

## ***Palletized Shipments***

Product should be constrained to the pallet with appropriate shrink-wrap and the outside of pallet should be labeled with the basic information found on the Bill of Lading (Shipper, Consignee, Total Boxes / Pallet and Purchase Order Number). See Appendix 'I' for Weis Markets' Pallet Policy.

Boxes must be stacked with an interlocking pattern on the pallet. Plastic netting and plastic/metal bands are discouraged. Boxes must not hang over the sides of pallets.

Pallets must be sorted and segregated for inventory receiving. Group full pallet overflows by double stacking or loading side by side on the trailer. If multiple items are stacked on the same pallet, they must be stacked in such a way to allow quick breakdown by item. Product may not be intermixed throughout the pallet. Multiple purchase orders must be clearly marked and shipped on separate pallets.

## ***Non-Palletized Shipments***

Floor Loaded or Slip Sheet Shipments must be preapproved.. Requests for approval must be emailed to the appropriate Weis Markets Re-Order Buyer.

## ***Ti x Hi Requirements***

Vendor must provide the Ti x Hi dimensions when new items are being ordered. The pattern must be stable and interlocking and all products must be constrained inside the perimeter of the pallet. Vendor must notify Weis Markets in writing at least thirty (30) days in advance of any Ti x Hi changes.

# ***Inbound Freight Compliance***

## **DELIVERY PROCEDURES**

### Delivery Appointment Scheduling

Appointments will not be issued without a valid purchase order. All appointments must be scheduled at least 72 hours in advance of the date of delivery. Please visit <http://scheduling.kuebix.com/register.jsp?client=001o000000BbZkl> to register your online scheduling account. After registration you may visit <http://scheduling.kuebix.com/login.jsp> for ongoing use. All prepaid shipments will be subject to a scheduling fee, as outlined in Appendix 'K'. For assistance, please contact Kuebix directly at [weismarketsfreight@kuebix.com](mailto:weismarketsfreight@kuebix.com) or 978-298-2150.

### Delivery Rules

Entrance to Weis Markets' facility is allowed up to thirty (30) minutes before the appointment time at Weis Market's discretion. No shows, late arrivals, and appointments rescheduled within twenty-four (24) hours will be rescheduled at Weis Markets' discretion.

Additional Weis Markets Delivery Rules can be found in Appendix 'E'.

### Dock Rules

Weis Markets' Dock Rules can be found in Appendix 'F'.

### Cross Dock

Cross Docking is a distribution process whereby merchandise received at a warehouse or distribution center is not entered into inventory, but instead is ready for shipment to retail stores.

Weis Markets Cross Docking Rules can be found in Appendix 'G'.

## **UNLOADING**

Weis Markets Unloading Rules can be found in Appendix 'H'.

## **INSURANCE**

Weis Markets does not require the purchase of additional insurance or a declaration of value beyond the carrier's normal liability, and will not accept additional related charges.

# ***Inbound Freight Compliance***

## **OVERAGES, SHORTAGES AND DAMAGES (OS&D)**

Weis Markets will contact the vendor within one (1) week of receipt of any overage, shortage, or damage claim (“OS&D”). The Weis Markets Receiver will document any damages for claim processing. Weis Markets will assess the cause of damage, notify the responsible party and complete an OS&D report. Follow-up on OS&D will be completed by Weis Markets within a reasonable period of time. The expectations for each condition are as follows:

Overages – Weis Markets will confirm the overage and Weis Markets may buy the product or may initiate a Return.

Shortages – Weis Markets will contact the vendor for authorization to deduct or will file a claim against the carrier. In the event of a shortage, the vendor is expected to expedite delivery of product at the vendor’s expense.

Damages – Weis Markets informs the vendor, and/or the carrier of damaged product and requests disposition instructions.

## **CLAIM PROCESSING**

For a product shipped in error or with insufficient shelf life, Weis Markets will request a disposition recommendation from the vendor. A response must be received within one (1) business day. All claims are subject to cost recovery fees. Vendor options are:

Vendor Pickup - Return authorization number is required with this request for disposition and product must be picked up in within seven (7) calendar days.

Authorized Disposal - Weis Markets reserves the right to recoup the cost of disposal for product that requires special handling and/or equipment. In some cases Weis Markets may require the vendor to pick up in lieu of disposal.

Authorized Donation - Weis Markets may donate product to an organization/entity at Weis Markets’ discretion.

## **CUSTOMER PICK UP DETENTION TIME POLICY**

### Live Loads

Weis Markets expects all Customer Pick Up (CPU) orders to be loaded within two (2) hours of the agreed upon appointment time, assuming our driver arrives on schedule. Any delay that results in accumulated time of more than two (2) hours will result in charges assessed in thirty (30) minute increments at \$60 per hour.



# ***Inbound Freight Compliance***

## Drop/Hook

Weis Markets expects all CPU orders scheduled as Drop/Hook to be ready at the appointment time. Any delay that results in accumulated time of more than thirty (30) minutes will result in charges assessed in thirty (30) minute increments at \$60 per hour.

## Failure to Load

If a driver is delayed two (2) hours from the appointment time for a live load for thirty (30) minutes from the appointment time for a drop/hook, Weis Markets reserves the right to instruct the driver to leave without the complete shipment. Under these circumstances, you will be assessed the full freight allowance for Weis Markets time, fuel, and other related costs.

## **LEGAL COMPLIANCE**

You are responsible for complying with all applicable laws, including the Bioterrorism Preparedness and Response Act of 2002.

# *Inbound Freight Compliance*

## **APPENDIX 'A' LTL APPROVED CARRIER LIST**

A. Estes

2469 Old Route 15  
New Columbia, PA 17856  
570-538-3299

Corporate Headquarters  
Office Location  
3901 West Broad Street  
Richmond, VA 23230  
[www.estes-express.com](http://www.estes-express.com)

B. Old Dominion

300 Carolina Way  
Carlisle, PA 17015  
717-243-7944

Old Dominion Freight Line, Inc.  
500 Old Dominion Way  
Thomasville, NC 27360  
Toll Free – 1-800-432-6335  
Local – 336-889-5000  
[www.odfl.com](http://www.odfl.com)

C. FedEx Freight

2649 Reach Road  
Williamsport, PA 17001  
570-326-5791

FedEx Freight  
942 South Shady Grove Road  
Memphis, TN 38120,  
Toll Free – 1-800-463-3339  
Local - 901-818-7500  
[www.fedex.com](http://www.fedex.com)

# Inbound Freight Compliance

## APPENDIX 'B' WEIS MARKETS VENDOR SHIPPING FORM

**Weis Markets Vendor Shipping Form:**  
 Email completed form to: [weismarketsfreight@kuebix.com](mailto:weismarketsfreight@kuebix.com)

<b>LTL?</b>		<b>TL?</b>	
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### Contact Information

Origin Contact Name	Origin Contact Phone	Origin E-mail	Origin Fax (optional)

### Pick up Information

Pickup Date	Pickup <b>Ready-Close</b> Time (hours)	WEIS PO Number(s)	Pick up# (if applicable)

### Origin Information

Company Name	Address	City	State	Postal Code

### Destination Information

Company Name	Address	City	State	Postal Code
Weis Markets				

### Shipment Information

Line Items	Customer PO#(s)	Customer SKU/ Description	Case Qty	# of Units	Class	NMFC #
1						
2						
3						
4						
5						
6						
<i>**Attach Packing List for additional line items</i>			<b>Total Qty</b>			

### Short Ships (Rx ONLY) (Leave blank if N/A)

PO#	Customer SKU/ Description	Case Qty	# of Units

### HazMat? (Leave blank if N/A)

Type	UN#	PG	Emergency Response Phone#

<b>Special Instructions:</b>	
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### Pallet Shipping Information

# of Pallets (Please list all dimensions for each pallet shipping)	Dimensions			Total Weight <i>Including</i> Pallet Weight
	Length	Width	Height	
1 <sup>st</sup> pallet				
2 <sup>nd</sup> pallet				
3 <sup>rd</sup> pallet				
4 <sup>th</sup> pallet				
5 <sup>th</sup> pallet				
6 <sup>th</sup> pallet				
7 <sup>th</sup> pallet				
<b>Totals</b>				

*Prepaid Vendor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please select a carrier if shipping prepaid: <i>Estes, FedEx Freight, Old Dominion Freight Lines</i>	
Would you like <i>Collect Options?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepaid TL you may use any carrier (Please refer to Routing Guide for details) Please specify carrier here:	

# ***Inbound Freight Compliance***

## **APPENDIX 'C' Minimum Shelf Life Requirements**

Weis Markets expects that products we receive will have reasonable code dates to move through our Distribution Center, to the retail shelves and ultimately reach our customers pantry with an acceptable shelf life. Our goal is for your products to be as fresh as possible for our customers, whether the products are apples, canned soups, or health and beauty care items. Providing ***fresh*** product is the expectation of our customers, regardless of product category. To meet the high expectations of our customers Weis Markets has established Minimum Freshness Standards in line with the "2005 Joint Industry Unsaleables Management Conference," of 180 days on items with longer shelf life or 60% of the shelf life for items with shorter codes. We expect that these standards will improve the freshness our customers receive while reducing unsaleables.

Weis Markets will not accept product that is delivered with less than the Minimum Shelf Life Requirements (MSLR). Any product received with less than the MSLR will be required to removed within seven (7) calendar days from our distribution center and immediately replaced. Any product remaining after the seven (7) days will be disposed of in a manner that is beneficial to society and the environment, at the discretion of Weis Markets. The vendor will be charged disposal fees and for lost sales caused by out of stocks.

All new item forms must contain the accurate MSLR upon receipt at Weis Markets.

# *Inbound Freight Compliance*

## APPENDIX 'D' SHIP TO LOCATIONS

EDI Bill-to and Ship-to Locations  
 Weis Markets, Inc. Duns# 007917420

Bill-To Location	
Suffix	Bill-To Location
0000	Weis Markets, Inc 100 South Second Street P.O. Box 471 Sunbury, PA 17801-0471
Ship-To Location(s)	
Suffix	Ship-To Location
0100	Weis Markets, Inc Milton Distribution Center 16 S. Industrial Park Road Milton, PA 17847
0111	Weis Markets, Inc Milton Distribution Center Grocery & Non-Foods 16 S. Industrial Park Road Milton, PA 17847
0113	Weis Markets, Inc Milton Distribution Center Fresh Produce & Floral 16 S. Industrial Park Road Milton, PA 17847
0114	Weis Markets, Inc Milton Distribution Center Dairy / Deli / Meat 16 S. Industrial Park Road Milton, PA 17847
0115	Weis Markets, Inc Milton Distribution Center Frozen 16 S. Industrial Park Road Milton, PA 17847
0117	Weis Markets, Inc Milton Distribution Center Pharmacy 16 S. Industrial Park Road Milton, PA 17847

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Ship-To Location(s)							
Suffix	Ship-To Location						
0121	Weis Markets, Inc Northumberland Warehouse Route 11 Northumberland, PA 17857						
0141	Weis Markets, Inc Sunbury Milk Warehouse 1000 South Second Street Sunbury, PA 17801						
0151	Weis Markets, Inc Northumberland Freezer Route 11 Northumberland, PA 17857						
0153	Weis Markets, Inc Sunbury Freezer 1000 South Second Street Sunbury, PA 17801						
0165	Weis Markets, Inc Freezer 1000 South Second Street Sunbury, PA 17801						

# ***Inbound Freight Compliance***

## **APPENDIX 'E' DELIVERY RULES**

### Delivery Rules

1. Entrance to Weis Markets' facility is allowed up to thirty (30) minutes before the appointment time at Weis Market's discretion. No shows, late arrivals, and appointments rescheduled within twenty-four (24) hours will be rescheduled at Weis Markets' discretion.
2. Valid purchase orders must be presented upon arrival at the Distribution Center.
3. Drivers must stop at the Entrance / Exit Gate(s) upon arrival and present a valid driver's license (for driver and for all passengers).
4. A record will be maintained of the driver's license number, carrier's name, trailer number, purchase order number, arrival and departure time.
5. Passengers are permitted on the premises, but are not permitted to enter any buildings.
6. Drivers will be issued a visitor badge upon entering Weis Markets' premises. Drivers must display the visitor badge on outer clothing at all times.
7. Drivers must obey all posted signs, including the maximum speed limit of 15 MPH.
8. Drivers must stop at all walkways.
9. Drivers must observe the one way traffic pattern in the Perishable parking lot.
10. Drivers will be instructed to the appropriate receiving area and door.
11. Drivers must back their own trailers to the dock.
12. Wheels must be chocked and brakes must be set before unloading.
13. Trailers must be clean and in good conditions.
14. Drivers must depart no later than fifteen (15) minutes after unloading.
15. Drivers must stop at the Entrance / Exit Gate(s) and return their visitor badge to the Security Officer.
16. PA Act 124 is in effect; NO IDLING. Drivers must abide by state and local laws, rules and regulations during the unloading process.

*Note: Only the Milton DC facility is equipped with an Entrance / Exit Gate(s)*

# ***Inbound Freight Compliance***

## **APPENDIX 'F' DOCK RULES**

### Dock Rules

1. Weis Markets is a *'driver off power equipment'* facility. Weis Markets will not provide drivers with powered equipment.
2. Hand pallet jacks are available for use while unloading product.
3. All equipment is used at driver's own risk.
4. Dock plates must only be operated by Weis Markets Receivers / Weis Markets unloading service.
5. Drivers must remain with their truck and be responsible for their own equipment.
6. Prior approval by a supervisor is necessary to place non-Weis Markets product on Weis Markets' Dock.
7. Closed toe shoes must be worn at all times inside the Distribution Center.
8. When departing, drivers must leave their trailer doors open.
9. All trailers will be inspected prior to departure and they are subject to a total search at any time.
10. Drivers may not block doors while awaiting door assignment.
11. All drivers must follow the instruction and direction of Weis Markets Receiving Supervisors. Failure to do so or violation of any of the above stated rules may result in the driver being banned from delivering to the facility.
12. Drivers are only permitted to be in the dock area. Drivers are not allowed in the selection areas of the Distribution Center.
13. Restrooms are available in the dock areas for drivers, showers are not available.
14. Drivers may not use employee facilities, including lunch rooms and telephones.
15. Refrigeration (reefer) units must be kept running at the appropriate temperature until product is completely unloaded.
16. No tobacco products (including e-cigarettes) are permitted inside of the building. Smoking is permitted outside in designated areas only.
17. No cell phones or cameras may be used inside of the building.
18. Video surveillance is used on the premises for safety and security purposes.
19. In the event of an emergency, Weis Markets Distribution Center personnel may direct drivers to evacuate the building. Drivers must follow their directions including direction to an assembly point.



# *Inbound Freight Compliance*

## **APPENDIX 'G' CROSS DOCKING POLICY**

Weis Markets may approve the use of cross docking. Only vendors that have been pre-approved by Weis Markets' Senior Vice President of Supply Chain and Logistics may use this method.

Advance Shipping Notice (ASN) or Weis Markets approved documentation must arrive at the Weis Markets Distribution Center prior to the delivery in order to cross-dock. The ASN or documentation must be accurate and complete including cases, weight, and cube for each delivery pallet. It must reflect exactly what is being shipped. There should be only one shipping notice per delivery.

### **Cross Docking Rules**

1. The vendor must be pre-approved by the Senior Vice President of Supply Chain and Logistics.
2. Product is not entered into the Weis Distribution Center Inventory.
3. Product is invoiced directly to the retail store location.
4. Shipment must be preceded by the appropriate shipping information (shipping notice) that includes:
  - a. Store Number(s)
  - b. Invoice Number
  - c. Cube per Invoice
  - d. Weight per Invoice
  - e. Cases per Invoice
  - f. Consolidated Bill of Lading by Shipment
5. No backorders, overages or substitutes will be permitted.
6. Standard pallet sizes must be used, with exceptions granted only at the sole discretion of Weis Markets.
7. Incomplete, late or incorrect shipping notices will not be accepted.
8. Individual store invoices or each store invoice must be in an appropriate enclosure and be attached to a pallet.
9. All pallets must have visible and legible store identification and the store number must appear on all four sides of the pallet.
10. Multiple invoices arriving on the same pallet must be sorted and segregated.
11. All pallets must be shrink wrapped.
12. All inbound shipments are subject to audit.
13. On multiple truck shipments, the pre-determined delivery schedule must be followed.
14. All Dry Grocery shipping notices must be sent to [crossdock@weismarkets.com](mailto:crossdock@weismarkets.com) at least **12 hours** prior to delivery.
15. All Perishable shipping notices must be sent to [pcrossdock@weismarkets.com](mailto:pcrossdock@weismarkets.com) at least **12 hours** prior to delivery.

# ***Inbound Freight Compliance***

## **APPENDIX 'H' UNLOADING POLICY**

The vendor is responsible for unloading all prepaid shipments. Weis Markets utilizes a third party unloading service for all loads being delivered. This is Weis Markets' preferred method of unloading product. If a vendor chooses not to utilize the unloading service, drivers may unload but are subject to the following rules.

### Unloading Rules

1. All deliveries must be unloaded onto the dock in a safe and timely manner.
2. Passengers may not be utilized as unloaders.
3. Drivers may not utilize Weis Markets' powered industrial equipment. Hand jacks are available for driver use.
4. If a driver chooses to utilize his or her own equipment, he or she must provide proof of a valid training certificate.
5. Product must be placed on an appropriate pallet type and must meet the Weis Markets Distribution Center Ti x Hi requirements for each item.
6. Items must be sorted and segregated for receiving purposes.
7. A Weis Receiver will inspect product for damages, code dates, quantities, etc.
8. Items that are damaged, short coded, incorrect or have any related discrepancy will be rejected.
9. The acceptance of extra cases or wrong product will be at the sole discretion of Weis Markets.
10. Final paperwork will note product totals, the Weis Markets Receiver's name, the driver's name and other pertinent information, including exceptions with the load.

### Dock Related Damage

In the event that you allege or report damage caused by Weis Markets unloading service, the Weis Markets unloading service lead will inform a Weis Markets unloading service manager immediately. The Weis Markets unloading service manager will investigate, interview the unloader and other witnesses, take pictures, complete a damage verification form (signed by Weis Markets unloading service manager and the Weis Markets manager on duty), and submit any substantiated claim to Weis Markets Accounts Payable.

# *Inbound Freight Compliance*

## **APPENDIX 'T' PALLET POLICY**

### Overview

While Weis Markets offers a variety of pallet options to vendors, Weis Markets prefers that vendors use Weis Markets' pallet pooling programs. Weis Markets currently participates with the following pallet pooling programs - Chep, Peco, and iGPS.

### Policy

All pallets received into the Distribution Center must be deemed safe and in good condition. The pallet dimensions must be a standard Grocery Manufacturers Association (GMA) 40" x 48"- 4 way pallet. Display and shipper pallets that are palletized on non-standard pallets (such as ¼ pallet and ½ pallet shippers) must be placed on a standard GMA pallets or CHEP, PECO or iGPS pallets. Banding or strapping is required when securing displays/shippers to their individual pallets. All deck boards and stringers must be in place and in good condition. No protruding nails or screws are allowed. Weis Markets accepts white wooden pallets into its system. Weis Markets does not offer a pallet exchange program at any of its Distribution Centers. All wooden pallets that are received into Weis Markets' system will become the property of Weis Markets. Weis Markets will not pay any invoices for pallets at a later date.

### Floor Loads in Place of Pallets

All floor loads must be pre-approved by Weis Markets. Additional charges will apply.

### Slip Sheet Loads in Place of Pallets

All slip sheet loads must be pre-approved by Weis Markets. Additional charges will apply.

# *Inbound Freight Compliance*

## APPENDIX 'J' VIOLATION LIST

Violation Code	Compliance Violation	Vendor / Carrier Requirement	Compliance Violation Fee
<b>1.0 Routing Compliance Violations</b>			
V1.1	<b>Failure to submit LTL shipment for routing</b>	Vendors are required to submit Weis Markets Vendor Shipping Form prior to shipment being picked up.	\$150
V1.2	<b>Failure to use Preferred LTL Carrier</b>	Only approved LTL carriers will be allowed.	\$150
<b>2.0 Shipping Compliance Violations</b>			
V2.1	<b>Incomplete order</b>	Product must be shipped exactly as specified on the Weis Markets purchase order.	\$150
V2.2	<b>Inaccurate, incomplete or missing Bill of Lading (BOL) - Two copies required</b>	Bill of Lading is required for all shipments. A duplicate BOL must be provided.	\$150
V2.3	<b>Inaccurate, incomplete or missing Packing List</b>	Packing List is required for all shipments.	\$150
V2.4	<b>Items not grouped together</b>	Like items must be grouped together on the same pallet(s). Like pallets must also be grouped together within the shipment.	\$150
V2.5	<b>Product shipped on floor without prior authorization</b>	Floor loaded shipments must be preapproved.	\$150
V2.6	<b>Product shipped on slip-sheet without prior authorization</b>	Slip sheet loads must be preapproved.	\$150
V2.7	<b>Multiple POs shipped on one pallet</b>	POs must be shipped on segregated pallets.	\$150
V2.8	<b>Incorrect Ti x Hi</b>	Delivery Ti x Hi must be consistent with the Vendor provided Ti x Hi.	\$150
V2.9	<b>Product overhanging perimeter of pallet</b>	Product cases must be within the pallet perimeter.	\$25 / Pallet
V2.10	<b>Pallet shifted in transit</b>	Product must be constrained to pallet.	\$25 / Pallet
V2.11	<b>Excessive unloading delay</b>	Product must be unloaded timely.	\$150
V2.12	<b>Nonconforming packaging</b>	Conform to Packaging / Shipping Carton requirements	\$150
V2.13	<b>Substandard pallets</b>	All Pallets must conform to Pallet Policy	\$25 / Pallet
V2.14	<b>Damaged product</b>	All merchandise must be received in good condition.	\$150
V2.15	<b>Received quantity exceeds PO</b>	Product must be shipped exactly as specified on the Weis Markets purchase order.	\$150

# *Inbound Freight Compliance*

Violation Code	Compliance Violation	Vendor / Carrier Requirement	Compliance Violation Fee
<b>3.0 Delivery Compliance Violations</b>			
V3.1	<b>Failure to schedule delivery appointment</b>	All POs require a delivery appointment.	\$200
V3.2	<b>Reschedule within 24 hours</b>	Appointments must be rescheduled at least 24 hours in advance of the original appointment.	\$200
V3.3	<b>Carrier more than 30 minutes late</b>	Entrance to Weis Markets facility is allowed up to 30 minutes after the scheduled appointment time.	\$200
V3.4	<b>Carrier no show</b>	Failure to arrive on the scheduled day (midnight) of delivery.	\$200
V3.5	<b>PO received date exceeds PO due date</b>	All POs must be delivered no later than PO due date.	\$200 / Day
V3.6	<b>Failure to schedule timely</b>	All appointments must be scheduled at least 72 hours in advance of the date of delivery.	\$200
<b>4.0 Product Compliance Violations</b>			
V4.1	<b>Short dated product</b>	Product must be delivered with the appropriate Guaranteed Shelf Life Days.	\$150
V4.2	<b>Mixed product dates on the same shipment</b>	One expiration date per item per shipment.	\$150
V4.3	<b>Wrong product / case pack</b>	Product must be shipped as specified on the Weis Markets purchase order.	\$150
<b>5.0 Safety Compliance Violations</b>			
V5.1	<b>Unsafe trailer condition</b>	Trailers must be free of damage.	\$150
V5.2	<b>Unsanitary trailer condition</b>	Trailers must be clean and devoid of foreign objects.	\$150
V5.3	<b>Trailer chocks unused</b>	Trailers must be chocked by the driver prior to unloading.	\$150
V5.4	<b>Failure to meet food safety requirements</b>	All inbound shipments must comply to Weis Markets food safety requirements.	\$150
<b>6.0 Misc Compliance Violations</b>			
V6.1	<b>Rejected load</b>	Meet Weis Markets inbound freight requirements	Variable

# ***Inbound Freight Compliance***

## **APPENDIX 'K' FEE LIST**

### Unloading Charges (UC)

The unloading rate is \$2.50/cwt with a \$55 minimum.

### Scheduling Fee (SF)

The scheduling fee is \$15 per shipment. This fee is applicable to all TL (Truckload), Temperature Controlled LTL (Less Than Truckload) and Non-Preferred LTL Carrier shipments.

# *Inbound Freight Compliance*

## **APPENDIX 'L' Food Safety Requirements**

### Overview

It will be the responsibility of the shipper and/or carrier to ensure any product delivered to the Weis Market's Distribution Center has been transported under conditions that render the product free from adulteration.

### Trailer Conditions

Trailers may be rejected should any product be deemed adulterated or mishandled during the transport of the product. Any product that is delivered to the facility must be transported in a vehicle that is free from contamination from any of the following, but not limited to:

- Pest Infestations (insects, rodents, birds, etc.)
- Odorous products
- Poorly maintained trailer conditions
- Trailer leaks
- Co-mingled products
- Any other source of contamination that may have compromised the safety of the food.

All trailers must be cleaned prior to loading any products intended for human and/or animal consumption.

Any trailer delivering food and/or animal food products must be dedicated for this purpose. Co-mingled loads will not be accepted at the Weis Market's Distribution Center as a precautionary measure to protect the safety and integrity of the product received at our facility.

### Pallet Conditions

Pallets must be in good condition upon receipt and show no evidence of damage that may have compromised the safety of the product. Any pallet which displays evidence of damage and/or leakage of the product will be rejected.

### Product Loading

Refrigerated and frozen products must be loaded onto pre-cooled trailers to ensure the safety and the quality of the goods being delivered to our facility.

All refrigerated and frozen products must be loaded onto pre-cooled trailers, per the below noted shipping temperature requirements.

# *Inbound Freight Compliance*

## Product Shipping

All inbound shipments should follow the guidelines listed below to prevent cross-contamination of the products during shipment:

- Refrigerated trailers must be capable of maintaining those temperatures necessary to ensure the safety and quality of the product being transported. These temperatures are product specific and must be communicated to the carrier prior to shipment. Trailer temperatures must not exceed 38° F during transport for any perishable product.
- Frozen Trailers must be capable of maintaining -10°F during transport.
- Food products must always be placed above non-food items.
- Seafood should never be placed over any food item unless a protective barrier is in place to ensure the safety of the product beneath.
- Fresh/dry produce should always be placed on top of wet/iced produce to prevent melting water from saturating the product below.
- Household chemicals and non-food items should always be placed below food products.
- Organic products must always be placed on top of inorganic commodities.
- Hazardous chemicals should never be transported with food items. Examples of such items are, but not limited to:
  - Pesticides
  - Caustic Chemicals
  - Fuel
  - Motor oil/motor fluids
  - Fertilizers
  - Any substance that may impart odors to food-type products.

## Inbound Temperature Monitoring Program

Weis Markets implemented an inbound temperature program effective on January 15, 2017. All inbound refrigerated and frozen shipments are required to have temperature monitoring devices in place to ensure the safety and quality of the product during transport. We have partnered with Sensient Technologies to implement our cold chain management program.

Sensitech Technologies offers several types of monitors to meet most refrigerated and frozen product categories. It is the responsibility of the shipper to order the model that is applicable to the product being shipped.

The table on the next page depicts the monitors available as well as contact information.



# ***Inbound Freight Compliance***

<i><b>Item Information</b></i>			
Cost per unit approximately : \$11.00			
<i><b>Perishable Product Category</b></i>	<i><b>TempTale®4 Model #</b></i>	<i><b>Low Temp Set Point</b></i>	<i><b>High Temp Set Point</b></i>
General Produce, Bagged /Prepared Salads, Fresh Cut Products, Unpasteurized Juices	T4800-02-003	32°F	41 °F
Other Produce, Tomatoes, Peppers	T4800-19-003	46 °F	60 °F
Tropical Fruit (Pineapples, Avocados, Mangoes, Papaya)	T4800-19-003	46 °F	60 °F
Meat/Seafood/Poultry	T4800-06-003	26 °F	38 °F
Dairy Products (Milk, Cheese, Yogurt)	T4800-02-003	32 °F	41 °F
Eggs	T4800-20-003	32 °F	45 °F
Deli Items, Pre-packaged Products	T4800-02-003	32 °F	41 °F
Frozen Items	T4800-18-003	-22 °F	10 °F
<i><b>Client Services Contact Information</b></i>			
Fresno, CA	800-344-7111		
Upland, CA	800-283-8033		
Beverly, MA	800-843-8367		

Any supplier who fails to comply with the inbound temperature monitoring program will be subject to the penalties defined in “Appendix J” Violations List, Section 5.0 Safety Compliance Violations”.