



**742 PEACHOID ROAD  
GAFFNEY, SC 29341  
(864) 487-7505 PHONE  
[www.hamricks.com](http://www.hamricks.com)**

## **PACKING/ROUTING/INVOICING REQUIREMENTS**

**Also available online at [www.hamricks.com](http://www.hamricks.com)**

**Effective**

**Date: February 23<sup>rd</sup>, 2015**

**To:       Packing and Shipping Departments  
          Accounts Receivable  
          Invoicing Department  
          Sales Representatives**

**Effective immediately, please be advised that Hamrick's Inc. has updated the Packing/Routing/Invoicing Requirements. This form succeeds previous Packing/Routing/Invoicing Requirements. Forward a copy to everyone concerned: Sales Representative, Packing & Shipping Departments, Invoicing Departments, Accounts Receivable, etc. Please note that failure to comply with the following requirements will result in handling/violation charge and/or excessive freight charges.**

## **Packing & Labeling Requirements**

- A. **Pack each store in separate carton.** A consolidated packing slip per purchase order needs to be placed inside an envelope and attached to the lead carton of each purchase order. The lead carton will be on the top of your shipment, **i.e. carton 1 of X. Each carton must contain only one purchase order.** The packing slip must consist of the total number of pieces shipped as well as a breakdown by store by style.
- B. Mark the outside of each carton in large print with the following information or shipment may be refused:
  - 1. Purchase Order Number
  - 2. Store Number and Name
  - 3. Department Number
  - 4. Carton number by lot for each purchase order. **i.e. 1 of X, 2 of X...**
- C. The **Shipping label** must be attached to the **shortest side** of each carton. (Do not attach to the top of the carton.) For palletized shipments the shipping labels must be facing out and clearly visible.



- D. Cartons must be made of quality cardboard for convey ability through our DC system
- E. No substitutions are allowed (This includes style, size or color).
- F. No overages are allowed (This includes individual store overages).
- G. In the event of overages, substitutions, orders shipped past cancellation date, or cartons incorrectly packed and/or labeled, the merchandise may be returned to vendor at the vendors expense for freight in and out as well as a handling charge of \$125.00 per purchase order. **If merchandise is kept per Buyer approval, the handling charge of \$125.00 per purchase order will stand as well as any additional expenses incurred by Hamrick's.**

## **Invoicing/Billing Requirements**

- A. We will accept (1) a consolidated invoice for each purchase order including a breakdown for each store by style or (2) one store and one purchase order per invoice.
- B. Each invoice must include merchandise for only one purchase order.
- C. The applicable purchase order number and store numbers involved must be listed on the invoice.
- D. Send all invoices to:

**Hamrick's Inc.**  
**Attn: Accounts Payable**  
**742 Peachoid Road**  
**Gaffney, South Carolina 29341**

## **Return Policy**

Hamrick's sells only first quality merchandise. No substitutions are allowed. Any merchandise considered substandard and/or defective in Hamrick's view and discretion, may be returned by Hamrick's at any time up until the expiration of six months from the date of invoice. Said return will be at seller's expense. Hamrick's will deduct the cost of the substandard and/or defective merchandise plus freight expense (both in and out), as well as a handling charge, from outstanding invoices. If there are no outstanding invoices, vendor agrees to pay Hamrick's expenses for the returned merchandise within (30) days of said return. Any substandard and/or defective merchandise which totals less than \$60.00, may be disposed of by Hamrick's and the costs of same shall be deducted from outstanding invoices.

**Shipping/Routing Requirements**- when charges are to be paid or absorbed by Hamrick's Inc., Shipper must route per our carrier selection listed on page 6 provided all requirements have been met. Only Hamrick's routing department can approve any deviation from the requirements of this guide. Buyers are not authorized to give routing instructions.

Any excessive freight charges incurred by Hamrick's, resulting in advertised and/or promotional freight being expedited to meet deadline dates or incorrect shipping will be charged back to vendor as well as handling charges and/or violation charges

- A. **Bill of Ladings** - All purchase orders scheduled for shipment within the same week must be consolidated into one shipment on one bill of lading. The total weight and size of all purchase orders on the BOL determines the correct carrier to use for your shipment. All Bill of Ladings must be marked collect to Hamrick's unless otherwise negotiated with buying department. **Hamrick's will not reimburse vendors for prepaid freight unless approved prior to shipping and Hamrick's receives a copy of the shipping invoice.**

Each BOL must contain, at a minimum, the following information:

1. Vendor name and "in care of" company name.
2. All purchase order number(s).
3. Number of cartons by purchase order and total shipment
4. Weight (including pallets)
5. Pallets and/or cube
6. Dept number
7. National Motor Freight Classification (NMFC) Number
8. Freight class

Please verify all information listed on the Bill of Lading is accurate to avoid violations and or excessive freight charge backs.

- B. **Palletized Shipments** - Hamrick's prefers all purchase orders to be palletized. Stack cartons by purchase order on pallet and shrink-wrap. **Do not palletize by store.** Multiple purchase orders may be combined on pallets, but PO changes within the same pallet must have a visible separator. All carton labels must be facing outward and clearly visible.
- C. **Floor loaded Shipments** - Load trailer by purchase order with labels facing the tail end of the trailer.
- D. **Shipping Windows** – Each Hamrick's purchase order contains a start ship date and a cancel date. The start and cancel date is defined as the earliest and latest an order may ship. Your order must be picked up on or before the cancel date or it will be considered late. **A minimum of 24 hr notice prior to the planned ship date or cancel date is required for scheduling pickups with any carrier, 48 hr notice is preferred.** If you call to schedule a pickup on the cancel date, then the order is past cancel. When shipping multiple purchase orders, if one is past cancel, the entire shipment will be refused. It is the vendor's responsibility to make sure the purchase orders ship within the specified shipping window. If you are unable to ship within the dates specified on your purchase order, please contact the buying department to make new arrangements prior to shipping. Only the buyer who wrote the order is authorized to make changes to the shipping dates.
- E. **Liability for shortages** - Hamrick's prefers our carriers' to verify counts and sign for all pieces by carton when making a pickup. If each carton is visible, vendor is responsible for making sure driver counts and signs "driver count/pieces". If the driver does not count for any reason the Bill of Lading must be signed and checked, STC (said to contain) or SLC (shipper load and count). Any shortages under the "said to contain" or "shipper load and count" circumstance will be deducted from the vendor's invoice.
- F. Split shipments per purchase order must not exceed 2 (two).

## **Shipment Type and Carrier Selection**

- A. Hamrick's has provided a carrier selection table (see page 6) to help vendors choose the correct carrier for their shipment. If you have any questions or are not sure which carrier to ship, contact the Hamrick's routing department prior to shipping. Only Hamrick's routing department is authorized to provide alternate routing instructions for a Hamrick's purchase orders. You can reach Hamrick's routing department at [routing@hamricks.com](mailto:routing@hamricks.com) or by calling 864-487-7505.
- B. There are 3 main factors that determine which carrier to use when shipping to Hamricks.
1. Origin Shipping Location (state and zip code)
  2. Shipment Details (total weight and size)
  3. Type of Shipment (Small Parcel, LTL, Consolidation or Volume)
- C. To determine the appropriate carrier to use, first find your shipping location on the **Carrier Selection Table** on page 6. Please note that some states are zip code specific. Once you have located your shipment origin, determine the weight and size (number of pallets and/or cube) of your total shipment. This will determine your type of shipment. Hamrick's classifies shipments into 4 types: 1. Small Parcel, 2. LTL, 3. Consolidation and 4. Volume Shipments. Once you have all of your information, choose the corresponding carrier for your origin location, shipment details, and shipment type. Definitions and shipping guidelines for each type of shipment are below.

**Please note: for all shipments, of any type, within 75 miles of a Hamrick's store location (see store listing on pg. 8) Hamrick's truck is the primary carrier. This will only apply if your origin shipping location is located in NC, SC GA, TN or VA. Instructions for shipping via Hamrick's truck are on page 5.**

- D. **Small Parcel Shipments** - A small parcel shipment is defined in this guide as a shipment less than 125 lbs **and** under 10 cartons. For all small parcel shipments unable to be picked up by Hamrick's truck, vendors should contact FedEx to schedule their pickup. All FedEx ground shipments are collect to Hamrick's with no insurance. Vendors must have their own FedEx account number to access the shipping menu on FedEx.com. Once online, access "FedEx Ship Manager" and key all required information. In Section 4: Billing Details, bill transportation to "Collect". Do not enter an account number. If your company does not have their own FedEx account number to schedule the shipment online, they can contact FedEx to set up an account. FedEx customer service can be reached at 800-988-1888. If FedEx does not service your area, please contact Hamrick's routing department via email at [routing@hamricks.com](mailto:routing@hamricks.com)
- E. **LTL Shipments** - LTL shipments are defined in this guide as shipments having an origin shipping location outside of Hamrick's Northeast and California consolidation areas (see page 5 for detailed listing of consolidation areas by state and/or zip code) **and** weighing 126 – 4,000 lbs **and** not taking more than 4 pallets space on a trailer (8 linear feet or less). When scheduling a pickup, carriers require a minimum of 24 hrs notice prior to the planned ship date or cancel date, whichever comes first. YRC is Hamrick's primary carrier for all LTL shipments as described in this guide. To schedule a pickup with YRC go to [www.yrc.com](http://www.yrc.com) and under the "ship" tab, select "schedule a pickup" and complete all required information or you may reach customer service at 800-610-6500. Hamrick's alternate carrier for LTL shipments is DLS Worldwide. To schedule a pickup with DLS, contact Heather Shriner by phone at 920-213-8208 or by email at [hshriner@dls-ww.com](mailto:hshriner@dls-ww.com)

F. **Consolidation Shipments** - Hamrick's partners with consolidators for shipments originating from California and the Northeast. For a shipment to be part of our consolidation program, the shipment must meet the origin and weight requirements listed below. Please note: some consolidation states are zip code specific. i.e. New York is a zip code specific state. If your shipment originates from NY zip code prefixes 100 – 119 your shipment will be shipped via our consolidator. However, if your shipment originates from NY zip code prefixes 120 - 149 your shipment will either be a LTL or Volume Shipment.

**1. Northeast Consolidation** - A consolidated shipment from the Northeast must have an origin shipping location in one of the following states and/or zip codes: NJ, NY (zip code prefixes 100 – 119), PA (zip code prefixes 170 – 196), MA, RI or CT. Northeast consolidation shipment must be over 10 ctns or over 125 lbs and less than 15,000 lbs for total shipment. Hamrick's partners with Performance Team for all consolidation shipments from the Northeast. To schedule a pickup with Performance team you must have a unique User ID and Password per shipping location to login to their website. If you do not have login credentials, please contact PT Customer Service at: [Hamricksnj@performanceteam.net](mailto:Hamricksnj@performanceteam.net) to obtain a Customer Profile form to initiate the process. Otherwise, please schedule your pickup on the PT website: [www.performanceteam.net](http://www.performanceteam.net), 24 – 48 hrs in advance of the actual pickup "Ready Date".

**2. California Consolidation** - A consolidated shipment from California is defined as any shipment over 125 lbs or over 10 ctns. Hamrick's partners with City Logistics for all consolidation shipments out of CA. To schedule a pickup with City Logistics, go to their website <http://cityxforms.activetrac.net> and sign in. The user name is "cityx" and the password is "forms\$7". Under the tab "load tender request", complete the online form and select submit. If you are unable to schedule the pickup online please contact customer service at the appropriate number or email listed below. City requires a 24 – 48 hr notice prior to the requested pickup date.

- Kevin (8:00 am to 4:30 pm) – ext: 14 or [data10@cityx.com](mailto:data10@cityx.com)
- Yadi (6:30 am to 3:00 pm) – ext: 10 or [ynaranjo@cityx.com](mailto:ynaranjo@cityx.com)
- Cammie (8:00 am to 5:00 pm) – ext: 22 or [lleroy@cityx.com](mailto:lleroy@cityx.com)
- Marsha (9:30 am to 5:30 pm) – ext: 23 or [mwickli@cityx.com](mailto:mwickli@cityx.com)

G. **Volume Shipments** – Volume shipments are defined by their origin location and size of total shipment. For shipments originating outside of the California and Northeast Consolidation areas, a volume shipment is defined as any shipment more than 4,000 lbs or more than 4 pallets space (8 linear feet) of a truck. For shipments originating within the northeast consolidation area, a volume shipment is defined as any shipment over 15,000 lbs. For routing instructions on volume shipments, go to [www.hamricks.com](http://www.hamricks.com), click "contact us", and fill out the Volume Shipment Request (VSR) form. Completed forms need to be emailed to [routing@hamricks.com](mailto:routing@hamricks.com). Hamrick's requires a minimum of 24 hours notice prior to the planned ship date or purchase order cancel date, whichever come first. Once the form is received Hamricks routing department will respond via email with routing instructions.

H. **Hamrick's Truck** – If any Hamrick's store locations (see store listing on pg 8) are within 75 miles of your shipping origin location, please contact Hamrick's dispatch to schedule a pickup on a Hamrick's truck. You can contact Hamrick's dispatch by email at [dreed@hamricks.com](mailto:dreed@hamricks.com) or by calling (864) 487-7505 x: 1383. This will only apply if your origin shipping location is located in NC, SC GA, TN or VA.

I. If provided carriers do not provide direct service or you have any problems having your shipment picked up, please contact Hamricks Routing Department for alternate carrier selection at [routing@hamricks.com](mailto:routing@hamricks.com) or 864-487-7505.

## Carrier Selection Page

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Origin Location	Shipment Description (weight and size)	Type of Shipment	Primary Carrier	Alternate Carrier
Connecticut, Massachusetts, New Jersey, New York (zip prefixes 100 - 119), Pennsylvania (zip prefixes 170 -196), Rhode Island	Under 125 lbs <b>and</b> under 10 ctns	Small Parcel	FedEx Ground	UPS Ground
	126 - 15,000 lbs	Consolidation	Performance Team	Contact Hamrick's Routing
	Over 15,000 lbs	Volume	Contact Hamrick's Routing	Contact Hamrick's Routing
California	Under 125 lbs <b>and</b> under 10 ctns	Small Parcel	FedEx Ground	UPS Ground
	Over 125 lbs <b>or</b> over 10 ctns	Consolidation	City Logistics	Contact Hamrick's Routing
Georgia, North Carolina, South Carolina, Tennessee, Virginia  (Within 75 miles of a Hamrick's store location. See page 8 for a listing of Hamrick's stores)	Under 125 lbs <b>and</b> under 10 ctns	Small Parcel	Hamrick's Truck	FedEx Ground
	Under 4,000 lbs <b>and</b> less than 4 pallets space	LTL	Hamrick's Truck	YRC
	Over 4,000 lbs <b>or</b> 4 pallets space or more	Volume	Hamrick's Truck	Contact Hamrick's Routing
Alabama, Alaska, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York (zip prefixes 120 - 149), North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania (zip prefixes 150 - 169), South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	Under 125 lbs and less than 10 carton	Small Parcel	FedEx Ground	UPS Ground
	Under 4,000 lbs <b>and</b> less than 4 pallets space	LTL	YRC	DLS
	Over 4,000 lbs <b>or</b> 4 pallets space or more	Volume	Contact Hamricks Routing	N/A

## Vendor Violations

Vendors will be charged back for violations based on the schedule below. Hamrick's will deduct the applicable violation fee from any outstanding invoice.

<b>DC Violations</b>			
Failure to meet labeling requirements	\$125 per PO		
Pallet requirements not met	\$125 per PO		
Bill of Lading requirements not met	\$125 per PO		
Wrong Store shipped	\$125 per PO		
Style not on purchase order (substitutions)	\$125 per PO		
Quantity over shipped (overages)	\$125 per PO		
Defective Quality	\$125 per PO		
Multiple PO's packed in one carton	\$125 per PO		
Pre packed quantities not packed as ordered	\$125 per PO		
Merchandise not pre-ticketed as agreed	\$125 per PO		
Invalid/unscannable UPC	\$125 per PO		
<b>Shipping Violations</b>			
Shipment not ready at time of pickup	Excessive Freight + \$125 per PO		
Detention charges on Volume shipments	Excessive Freight + \$125 per PO		
Carrier does not provide direct service	Excessive Freight + \$125 per PO		
Split shipment per purchase order exceeded two (2)	Excessive Freight + \$125 per PO		
Shipments scheduled for shipping in the same week are to be on 1 (one) bill of lading	Excessive Freight + \$125 per PO		
Shipped via incorrect carrier	Excessive Freight + \$125 per PO		
<b>Invoicing Violations</b>			
Incorrect or missing information on invoice	\$125 per PO		
<b>ASN Violations</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>Subsequent Offenses</b>
Multiple ASNs per PO	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
No ASN before delivery or at time of receipt	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
ASN qty more or less than ordered	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
UPCs on ASN that are not on the PO or in system	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
Shipment and ASN does not match	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
Style Substitutions	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
Overages / Shortages per carton	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
More than 1 PO in a carton	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
Quality defective	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
Not pre-ticketed per agreement	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
PO moved to traditional processing	\$125 per PO	\$250 per PO	\$500 per PO and/or removal from Cross dock program
Vendor removed from cross-dock program	10% of Invoice		

## **STORE LISTING BY NUMBER**

#1	GAFFNEY
#3	GREENVILLE
#4	NORTH AUGUSTA
#5	WINSTON SALEM
#6	COLUMBIA
#7	GREENSBORO
#8	ASHEVILLE
#12	HICKORY
#14	ANDERSON
#15	FLORENCE
#16	FAYETTEVILLE
#18	KINGSPORT
#19	FT. OGLETHORPE
#20	RALEIGH
#21	SPARTANBURG
#23	GASTONIA
#24	EAST GREENVILLE
#26	SOUTH MYRTLE BEACH
#27	ROANOKE
#955	BASIC STOCK
#960	PACK AND HOLD

PLEASE NOTE THAT ALTHOUGH WE HAVE DIFFERENT STORE LOCATIONS  
ALL MERCHANDISE AND INVOICES SHOULD BE SENT TO:

**HAMRICK'S INC.  
742 PEACHOID RD.  
GAFFNEY, SC 29341**