



**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 1st, 2018**

**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 supersedes 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 charges and/or excessive freight charges. Hamrick's may make revisions to this guide without notice. Please check for updates to the guide frequently either on our website, [www.hamricks.com](http://www.hamricks.com) or by emailing [routing@hamricks.com](mailto:routing@hamricks.com).

# **Hamrick's Contact List**

## **Corporate Address**

Hamrick's Inc.  
742 Peachoid Road  
Gaffney, SC 29341  
PH: 864.487.7505

## **Corporate Contacts:**

### **Accounts Payable**

Beth Davis  
bdavis@hamricks.com  
PH: 864.487.7505 ext. 1235

### **EDI Transmissions**

Karen Coyle  
kcoyle@hamricks.com  
PH: 864.487.7505 ext. 1531

### **Pre-Ticket Coordinator**

Karen Coyle  
kcoyle@hamricks.com  
PH: 864.487.7505 ext. 1531

## **Distribution Center**

Hamrick's Inc.- Located behind retail store  
742 Peachoid Road  
Gaffney, SC 29341  
PH: 864.487.7505

### **Shipping Manager (Hamrick's Fleet)**

David Reed  
dreed@hamricks.com  
PH: 864.487.7505 ext. 1383

### **Routing**

Margaret Love  
routing@hamricks.com  
864.487.7505 ext. 1222

### **Traffic Coordinator**

Margaret Love  
mlove@hamricks.com  
864.487.7505 ext. 1222

**Packing & Labeling Requirements**

A. **Pack each store in separate carton.** Hamrick's preference is 856 EDI-ASN. However, if the 856 has not been approved a consolidated packing slip per purchase order needs to be placed inside an envelope and attached to the lead carton. 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 and match shipment exactly. The packing slip must consist of the total number of pieces as well as a breakdown by store by style. Incorrect packing list information can cause delays in processing freight and could result in charge backs. 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.

EDI approved vendors are required to provide an Advanced Shipping Notification (ASN) to Hamrick's and a GS1-128 bar coded label affixed to all cases. The ASN label size should be a standard 4 x 6. The barcode section cannot wrap over any edges of cartons. GS1-128 labels are subject to approval by [edi@Hamricks.com](mailto:edi@Hamricks.com) See SAMPLE GS1-128 requirements below.

Trading Partner Documentation  
GS1-128 (UCC-128) Label Specifications

ASN Label Example

<b>Zone A</b>	From: Shipper Name & Address	To: Hamrick's, Inc. 742 Peachoid Rd Gaffney, SC 29341	<b>Zone B</b>
<b>Zone C</b>	SHIP TO POSTAL CODE (420) 07094 	CARRIER: Best Carrier B/L NUMBER: 853930	<b>Zone D</b>
<b>Zone E/F</b>	PO: 999999	DEPT: 202	
<b>Zone G</b>		GREENVILLE 003	<b>Zone H</b>
<b>Zone I</b>	SERIAL SHIPPING CONTAINER (00) 1 0028028 000015259 4 		

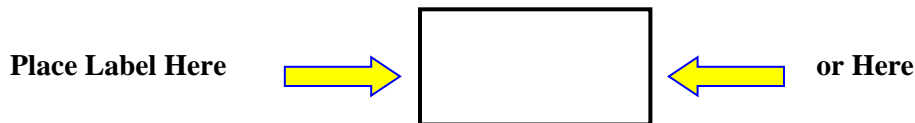
**Label Size: Standard 4 x 6**  
**(You must request an exemption if standard label size cannot be used)**

## Zone Contents

Zones	Description	Requirement
A	Vendors ship from name and address	Mandatory
B	Ship to name and address	Mandatory
C	Ship to postal code and barcode	Mandatory
D	Common Carrier and/or bill of lading information	Optional
E/F	Purchase order number	Mandatory
G	No information required – can be used by Vendor if desired.	
H	Store description and store number	Mandatory
I	GS1-128 (UCC-128) Bar code	Mandatory

- 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. Carton number by lot for each purchase order. **i.e. 1 of X, 2 of X...**

The **Shipping label** can 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.



- Cartons must be made of quality cardboard for conveyability through our DC system. Cartons should have a minimum strength of 32 ETC (edge test crush) or a 200# Bursting Test rating. Bulging or crushed cartons are not acceptable.
- Cartons should have maximum dimensions of 34" Long x 23" Wide x 28" High and minimum dimensions of 9" Long x 6" Wide X 5" high. Cartons should have a minimum weight of 2 pounds and a maximum weight of 40 pounds.
- No substitutions are allowed (This includes style, size or color).
- No overages are allowed (This includes individual store overages).
- 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 vendor's 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.**

### Vendor Integrated Partnership Program— (V.I.P.)

Hamrick's encourages vendors to be part of the "Vendor Integrated Partnership" programs. Through this program Hamrick's partners with vendors to utilize ticketing and information technology to accelerate the flow of merchandise through our Distribution Center, and to increase sales. Teaming with Hamrick's in vendor pre-ticketing, Electronic Data Interchange (EDI) to retrieve POs, Advance Shipping Notices (ASN), UPC barcodes, improves shipment accuracy, reduces costs and provides Hamrick's with floor ready merchandise that can be quickly processed and sent to our stores. Goods reaching the sales floor faster means more frequent re-order and insures timely payment of invoices.

## **PRE-TICKETING:**

It is important that Hamrick's' vendor partners pre-ticket our merchandise. When vendors pre-ticket goods for Hamrick's, we share the benefits of improved merchandise flow and sales. Instructions on proper ticket placement, format, font, color and size are provided on pages 5 & 6.

## **FineLine Technologies- "Fast Track"**

Hamrick's partners with FineLine as a secondary ticketing resource. If you are interested in or are already using FineLine as a ticketing resource, please contact [edi@hamricks.com](mailto:edi@hamricks.com).

## **ELECTRONIC DATA INTERCHANGE:**

Electronic Data Interchange (EDI) is a requirement for orders of capable vendors.

Hamrick's has invested in systems and material handling that relies on EDI for item setup, purchase order issuance, advance ship notice (ASN) and carton labels (GS1-128). The benefits of those changes are:

- Utilization of EDI/ASN data, barcode scanners and print-and-apply labelers to process conveyable cartons through our distribution centers in hours, which will get them to the sales floor days earlier.
- More granular sales data, which will allow us to tailor our product assortments to historical selling patterns at each store to drive incremental sales.
- The capability to set up, distribute and sell items at the style/color/size level utilizing our vendors' UPC numbers, which will enable POS scan of UPC labels on merchandise and price-only ticketing. **EDI approved vendors must provide UPC's** for each item ordered.

## **UPC Catalogue Service**

To streamline UPC procurement, Hamrick's subscribes to both ecCatalogue Intertrade and GXS Catalog service. If you already subscribe to one of these, please grant Hamrick's access to your UPC catalog. If you do not have a UPC catalog, Intertrade is Hamrick's partner preference and can set up an account. Subscribing to the catalogue is not mandatory as there are costs associated. If you would like to register for ecCatalogue Intertrade, please go to <http://hamricks.intertrade.com>.

**PLEASE NOTE:** Vendors using either catalog **MUST** have UPC's loaded for their Hamrick's order **BEFORE** order entry and confirmation. Vendor not subscribing to a catalogue must provide Hamrick's with correct UPC codes, allowing us to take advantage of price only ticketing or no ticketing.

While Hamrick's previously only encouraged vendor participation in EDI, it now plays an integral role in our supply chain. As a result, all vendors are expected to establish themselves as an EDI trading partner, either directly with Hamrick's or through an EDI value-added network (VAN).

For more specific information, please email [edi@Hamricks.com](mailto:edi@Hamricks.com).

Hamrick's supports the following electronic documents:

- 832-Price/Sales Catalog
- 850-Purchase Order
- 856-Advance Ship Notice
- 997-Functional Acknowledgment

Hamrick's does not support an 860-PO change at this time. Only the initial PO will be transmitted. **Any changes after the initial PO transmission will be communicated manually.**

Hamrick's' VAN is Intertrade and our current Version is 4030 although 4010 is acceptable.

## **Ticketing**

Hamrick's requires all merchandise to be "Pre-Ticketed" upon receipt, unless you have been approved for an exemption to ticketing.

The following accurate information is required on tickets:

1. Department number (as shown on our purchase order).
2. Class number (as shown on our purchase order).
3. Vendor Product/Style Number (VPN) (as shown on our purchase order).
4. Retail amount (as shown on our purchase order).
5. Size (as shown on our purchase order) if applicable.
6. UPC printed on ticket must be scan-able with human readable data that complies with the industry standard (must match catalogue).

Vendors who utilize MSRP format tickets, requirements are as follows:

1. Vendor Product/Style Number (VPN) (as shown on our purchase order).
2. Color (as shown on our purchase order) if applicable.
3. Size (as shown on our purchase order) if applicable.
4. UPC printed on the ticket must be scan-able with human readable data that complies with the industry standard (must match catalog).
5. MSRP wording must be present on ticket to qualify as MSRP format ticket. Other variations such as Suggested Manufacturer Retail are acceptable.

If you are unable to comply with the above requirements you can use our approved outside resource Fineline Technologies. For your convenience, below is their contact information:

### **U.S.**

p: 800.500.8687  
f: 678.969.9201  
support@finelinetech.com

### **Asia**

p: 852.2156.9788  
f: 852.2156.9166  
support@finelinetech.com.hk

### **Canada**

p: 800.465.1890  
f: 905.632.2935  
canadianorders@finelinetech.com

## **Ticket placement guidelines:**

Hamrick's appreciates your effort to provide Floor Ready Merchandise for distribution to our stores. As you apply tickets to merchandise, please follow the following placement guidelines:

<b>Category</b>	<b>Ticket Location</b>
Dresses/Sets	Through manufacturer's label at neck
Hanging Tops/Blouses	Through manufacturer's label at neck
Packaged/Folded Tops	Through manufacturer's label at neck
Sweaters (Hanging & Folded)	Through manufacturer's label at neck
Knit Turtle Necks	Through manufacturer's label at neck
Bottoms/Pants/Denim Jeans (Hanging)	On the back side of the waistband
Bottoms/Pants/Denim Jeans (Folded)	On the back side of the waistband
Swimwear	Through underarm seam at the left side
Cover-ups	Through manufacturer's label at neck
Coats/Outerwear	Through manufacturer's label at neck
Jacket/Shrug	Through manufacturer's label at neck

Packaged Dress Shirts	Inside the placket at the 5 <sup>th</sup> placket button
Folded Tops, No placket*	Through care label in the neckline
Folded Tops, with placket	Inside placket near 2 <sup>nd</sup> button
Robes/Pajama Set (Hanging)	Through manufacturer's label at neck
Robes/Pajama Set (Folded)	On the back side of the card wrap
Loungewear/Sleepwear (Hanging)	Through manufacturer's label at neck
Loungewear/Sleepwear (Folded)	On the back side of the card wrap
Slippers	On the back side of the header card/box
Ties	Through manufacturer's label on back of tie
Hats/Headwear	At the back of the head
Shoe boxes	End of box with size label

Hanging Shoes	Holding both shoes together w/secura-loop
Boxed Gifts	Bottom of individual box
Individual Gift items	Bottom of merchandise if not packaged
Wallets	Inside secured w/fastener or sticker on card
Gloves/Socks (non-carded)	Inside cuff, in seam, fastened together
Gloves/Socks (carded)	On the back side of the card wrap
Scarves	Through manufacturer's label
Belts	Inside belt under belt buckle
Handbags	Handle/shoulder strap w/secura-loop
Wall Art/Frames/Mirrors	On the back (never on glass or print)

\*Please note we are not able to outline every merchandise type ordered. If a category is not outlined here and you have additional questions please contact [edi@hamricks.com](mailto:edi@hamricks.com) for additional detail.

Fineline tickets should cover the existing UPC barcode but not cover any other required product information.

### **Invoicing/Billing Requirements**

- A. We will accept **EITHER** (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. Currently Hamrick's is **NOT** accepting invoices via EDI 810, or in **ANY** other form other than physically mailed to the below address. 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 12 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. Hamrick's will be responsible for freight charges when our routing requirements are met. **Any prepaid freight not previously negotiated with Hamrick's buying department will incur a \$125.00 violation fee plus excessive freight charges. VICS bill of lading is preferred.**

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. National Motor Freight Classification (NMFC) Number.
7. 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.** Do not palletize by PO. Please utilize as much trailer and pallet space as possible by combining multiple purchase orders on each pallet when necessary. Pallets containing more than one purchase order should be stacked by PO maintaining PO integrity within the pallet. 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. Hamrick's also prefers that trailers be sealed, with both shipper and carrier acknowledging seal number. If the seal is intact upon arrival at Hamrick's, any shortages will be deducted from the vendor's invoice.
- F. Split shipments per purchase order must not exceed 2 (two).
- G. **Prepaid Shipments**- Hamrick's requires at least a 24-hour notice prior to a shipment arriving at the Distribution Center; carrier should call for an appointment. If shipping to Hamrick's prepaid (not collect), please send a copy of the BOL to routing@hamricks.com once the shipment is picked up as an advance shipping notice.

### **Shipment Type and Carrier Selection**

- A. Hamrick's has provided a carrier selection table (see page 12) 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 Hamrick's purchase orders. You can reach Hamrick's routing department at 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 12. 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 or SC. Instructions for shipping via Hamrick's truck are on page 10.**

- 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

**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 12 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. The appropriate LTL carrier will be determined by your shipping origin location. The carrier selection table can be found on page 12 of this guide.

1. **DLS Worldwide** is the primary carrier for LTL shipments originating from the following states: AL, AR, AZ, CO, GA, ID, IA, IL, IN, KS, KY, LA, MI, MS, MN, MO, MT, NE, ND, NM, NV, OH, OK, OR, SD, UT, WI, WA, & WY. To schedule a pickup with DLS, contact Heather DeYoung by email at hdeyoung@dls-ww.com
2. **A Duie Pyle/Southeastern Freight Lines** is the primary carrier for LTL shipments originating from the following states: CT, DE, MA, NH, NY (zip prefixes 120 – 149), and PA (zip prefixes 150 – 169), VT, WV, MD, ME, & RI. To schedule a pickup, call A Duie Pyle at 1-800-523-5020 or Southeastern at 800-632-0292.
3. **FedEx Freight Priority** is the primary carrier for LTL shipments originating from the following states: FL, VA, TN, & TX. Please call 1.800.308.3956 and select option 3 to schedule a shipment. Please ensure you select the **Priority** service level.

**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), RI. Northeast consolidation shipments must be over 10 cartons and over 125 lbs. and less than 20 pallets and 15,000 lbs. for total shipment. For shipments over 15,000 lbs. or 20 pallets contact Hamrick’s Routing Department. 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 log in 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 pick up on the PT website: <http://softweb.performanceteam.net/login.aspx>, 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 10 cartons and over 125 lbs. and less than 20 pallets and 15,000 lbs. for total shipment. For shipments over 15,000 lbs., or 20 pallets contact Hamrick’s Routing Department. Hamrick’s partners with City Logistics for all consolidation shipments out of CA. To schedule a pickup with City Logistics, go to their website [www.cityx.com](http://www.cityx.com) 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. City’s number for customer service is 310-223-1010, select option #1 for scheduling.

- Laurie (8:00 am to 4:30 pm) – ext: 224 or laurie@cityx.com
- Sofia (8:30 am to 4:00 pm) – ext: 214 or data10@cityx.com

- Cammie (9:00 am to 6:00 pm) – ext: 222 or lleroy@cityx.com
- Marsha (9:30 am to 6:30 pm) – ext: 223 or mwickli@cityx.com
- Elaine (8:30 am to 5:00pm)—ext: 240 or elaine@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 consolidation areas, 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 comes first. Once the form is received Hamrick’s routing department will respond via email with routing instructions.
- H. Hamrick’s Truck** – If any Hamrick’s store locations (see store listing on pg 14) 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 North Carolina or South Carolina.
- I.** If provided carriers do not provide direct service or you have any problems having your shipment picked up, please contact Hamrick’s Routing Department for alternate carrier selection at [routing@hamricks.com](mailto:routing@hamricks.com) or 864-487-7505.

# Carrier Selection Page

1	2	3	4	5
Origin Location	Shipment Description (weight and size)	Type of Shipment	Primary Carrier	Alternate Carrier
New Jersey, New York (zip prefixes 100 - 119), Pennsylvania (zip prefixes 170 -196), Rhode Island	Under 125 lbs <u>and</u> under 10 ctns	Small Parcel	FedEx Ground	Contact Hamrick's Routing
	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 <u>and</u> under 10 ctns	Small Parcel	FedEx Ground	Contact Hamrick's Routing
	126 - 15,000 lbs	Consolidation	Consolidation	Contact Hamrick's Routing
	Over 15,000 lbs	Volume	Contact Hamrick's Routing	Contact Hamrick's Routing
North Carolina & South Carolina (Location's w/ithin 75 miles of Hamrick's store. See page 8 for a listing.)	Under 125 lbs <u>and</u> under 10 ctns	Small Parcel	Hamrick's Truck	FedEx Ground
	Under 4,000 lbs <u>and</u> less than 4 pallets	LTL	Hamrick's Truck	Contact Hamrick's Routing
	Over 4,000 lbs <u>and</u> 4 pallets space or more	Volume	Hamrick's Truck	Contact Hamrick's Routing
Alabama, Arkansas, Arizona, Colorado, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Under 125 lbs <u>and</u> under 10 ctns	Small Parcel	FedEx Ground	Contact Hamrick's Routing
	Under 4,000 lbs <u>and</u> less than 4 pallets	LTL	DLS Worldwide	Contact Hamrick's Routing
	Over 4,000 lbs <u>and</u> 4 pallets space or more	Volume	Contact Hamrick's Routing	N/A
Connecticut, Delaware, Massachusetts, New Hampshire, New York (zip prefixes 120-149), Pennsylvania (zip prefixes 150-169), Vermont, West Virginia, Maryland, Maine, Rhode Island	Under 125 lbs <u>and</u> under 10 ctns	Small Parcel	FedEx Ground	Contact Hamrick's Routing
	Under 4,000 lbs <u>and</u> less than 4 pallets	LTL	A Duie Pyle/Southeastern	Contact Hamrick's Routing
	Over 4,000 lbs <u>and</u> 4 pallets space or more	Volume	Contact Hamrick's Routing	N/A
Florida, Virginia, Tennessee, Texas	Under 125 lbs <u>and</u> under 10 ctns	Small Parcel	FedEx Ground	Contact Hamrick's Routing
	Under 4,000 lbs <u>and</u> less than 4 pallets	LTL	FedEx Freight	Contact Hamrick's Routing
	Over 4,000 lbs <u>and</u> 4 pallets space or more	Volume	Contact Hamrick's Routing	N/A

<b>DC Violations</b>			
Failure to meet labeling requirements	\$125 per PO		
Carton 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 shipment		
Detention charges on Volume shipments	Excessive Freight + \$125 per shipment		
Carrier does not provide direct service	Excessive Freight + \$125 per shipment		
Split shipment per purchase order exceeded two (2)	Excessive Freight + \$125 per shipment		
Shipments scheduled for shipping in the same week are to be on 1 (one) bill of lading	Excessive Freight + \$125 per shipment		
Shipped via incorrect carrier	Excessive Freight + \$125 per shipment		
<b>Invoicing Violations</b>			
Incorrect or missing information on invoice	\$125 per PO		
<b>ASN Violations</b>			
<b>ASN Violations</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>Subsequent Offenses</b>
Multiple ASN's 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
UPC's 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
Duplicate UCC number and/or label	\$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		

\* ASN violations only apply to vendors who have been tested and approved to ship ASN.

## **STORE LISTING BY NUMBER**

#1	GAFFNEY
#4	NORTH AUGUSTA
#5	WINSTON SALEM
#6	COLUMBIA
#7	GREENSBORO
#8	ASHEVILLE
#9	EASLEY
#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**