

2021

Supplier Shipping & Routing Guide



IMPERIAL TRADING | 701 Edwards Ave Elmwood, LA 70123 (504) 733-1400



ACKNOWLEDGEMENT (Signature Required)

Our Shipping and Routing Guide provides essential information about delivering to our distribution centers.

The 2021 Supplier Shipping and Routing Guide is provided in electronic format to the designated brokers and sales contacts. It is also provided upon request. Suppliers may distribute the guide to their internal departments as they deem appropriate.

We encourage you read in full to avoid penalties or delays in your deliveries.

Any shipment to Imperial Trading or S. Abraham & Sons constitutes an acceptance of the written terms and conditions contained in the 2021 Supplier Shipping and Routing Guide, regardless of any conflicting term or condition from the Supplier unless mutually agreed upon in writing by both companies.

All Suppliers are required to have an acknowledgement on file.

Email the signed acknowledgement page to SUPPLYCHAIN@IMPERIALTRADING.COM or the Category Manager.

I acknowledge receipt of the Imperial Trading and S. Abraham and Sons Shipping and Routing Guide, effective 01/01/21.

(company name - printed)

I have forwarded the guide or a copy to: _____ for further review.

(Vendor Representative - Signature)

Date

OUR DISTRIBUTION CENTERS



Imperial Trading

701 Edwards Ave
Elmwood, LA 70123
(504) 733-1400

908 West Ave
Cedartown, GA 30125
(770) 748-2941

604 Carter Ave
New Albany, MS 38652
(662) 538-7080

4801 Viking Dr
Bossier City, LA 71111
(318) 747-0700



S. Abraham and Sons

4001 Three Mile Road
Walker, MI 49544
(616) 453-6358

6579 West 350 North
Suite E, Building 103
Greenfield IN 46140
(317) 891-7752

Questions or Comments?

Please contact our Supply Chain Department at (616) 453-6358 extension 6543 or via email at Supplychain@Imperialtrading.com

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AVOID PENALTIES

READ THE GUIDE



The 2021 Supplier Shipping and Routing Guide replaces all previous versions of guides from Imperial Trading or S. Abraham & Sons.

Minimum Delivery Specifications

The minimum requirements for delivery are:

1. All Suppliers are expected to follow the Inbound Shipping requirements set forth in this document.
2. Our basic receiving requirements apply to all locations of Imperial Trading and S. Abraham & Sons.
3. All purchase orders require a delivery appointment. Appointments must be made a minimum of 48 hours in advance via email.
4. Carriers are required to provide a valid purchase order number when scheduling the delivery.
5. All cases must have a scannable and human readable case level barcode (UPC).
6. Every shipment must have a detailed packing slip or bill of lading with case quantity and item level detail of goods shipped. Carrier Freight Bills or Delivery Receipts do not meet this requirement.
7. No substitutions or alternate goods will be accepted without written approval from the Procurement Department, prior to arrival at our facility.
8. All deliveries must be made on grade A or B 40x48 GMA pallet. Floor loaded or slip sheet deliveries are subject to additional unloading fees.
9. Product must be stacked in a uniform tier and height with no overhang on pallets.
10. Pallets must be safe for storage and movement inside the distribution center and on our delivery trucks.

Any product not meeting these specifications is subject to additional handling and penalty charges. All handling and associated costs are the responsibility of the Supplier and will be deducted off payment.

Data Synchronization

Imperial Trading and S. Abraham & Sons has joined the Global Data Synchronization Network (GDSN) via our partnership with 1WorldSync, our Data Pool provider.

GDSN allows Suppliers to enter trusted, standardized, item content into the network and then send that content directly to us. This process ensures quality, accurate, and up to date information on all items in our catalog and ultimately gets your products on shelves faster.

How to Participate

To participate in this important initiative, we are asking Suppliers to take the following steps:

1. Fill out the Trading Partner Form for Imperial Trading and SAS located at <https://www.1worldsync.com/community/find-a-trading-partner/s-abraham-sons/>
2. Review the SAS Implementation Guide and Attribute Guide <https://www.1worldsync.com/wp-content/uploads/Doc-SAS-Implementation-Guide-November-2019.pdf>
3. Publish your GDSN product content to the SAS Production GLN 0860000016308

If you are not currently participating in GDSN or need assistance loading your item data contact 1WorldSync at businessdevelopment@1worldsync.com.

For questions regarding synchronizing GDSN content with SAS, please contact technicalsupport@1worldsync.com or call 1-866-280-4013.

Case Marking

ENFORCEMENT BEGINS APRIL 1, 2021

All product must have a compliant barcode on the master case, along with product code and human readable description of contents. UPC Codes must have a GS1 issued Company Prefix. Failure to provide a readable and compliant bar code will result in a \$10 per case/per order deduction, with a \$100 minimum charge.



Packaging Instructions

- Carton Size must be the same for all product with the same UPC number.
- No pack changes will be accepted on any order without buyer approval.
- UPC numbers must match to the purchase order

Shipping Documentation

Every purchase order included in a shipment must be listed on the Bill of Lading (BOL). Failing to include will delay receipt and payment for the order.

Every shipment must have a packing list or bill of lading attached to an outer case. The Motor Carrier Freight Bill or Delivery Receipts do not meet this requirement. Only a Supplier created packing list or bill of lading is acceptable.



PENALTY/FINE

Each UPC shipped must appear on the packing slip or BOL.

When there is no BOL or packing slip affixed to a carton, the product will be received using the purchase order. When we are unable to verify what is shipped without the proper documentation, we will deduct to the purchase order or shipped totals, whichever is less.

Failure to include a Bill of Lading or Packing List will result in a \$175 non-compliance penalty fee deducted from each delivered purchase order.

Shipping Documents MUST include:

- Supplier Name and Address
- Purchase Order number or recipient name
- Ship to/Delivery address
- Product description and case count by item

Small Parcel Packaging Instructions

UPS is our preferred small package provider.

When shipping with UPS Package or other parcel carriers, the outer case must be clearly marked with the purchase order number. For multiple case shipments, each case must show the order quantity, i.e.: 1 of 4, 2 of 4, 3 of 4 etc.

A packing slip must be affixed to the outer carton for each purchase order in the shipment and include the purchase order number on each case.

All pre-pay and add freight charges will be deducted off invoice. All pre-pay and add orders must be sent on a freight collect basis only. Contact our Supply Chain Department at (616) 453-6358 extension 6510 for further instructions.

Customer Pick Up General Information

All orders placed as "Customer Pick Up" will be picked up on the date noted on the purchase order.

Orders placed as a customer pick-up and shipped contrary to our shipping instructions are subject to chargeback for all freight costs, pick-up incentives, accessorial, unloading or miscellaneous charges plus a \$250.00 penalty.

Logistics

All LTL shipments must ship with our authorized LTL carriers to avoid penalties. These carriers were chosen based on operational compatibility with our distribution centers. They are familiar with our scheduling procedures and receiving requirements. The wrong carrier selection can delay your shipments from 4 days to two weeks.

The Supplier is responsible for shipping orders to arrive by the due date and notifying the carrier of the pickup.

All storage, accessorial, notification, sorting, detention or miscellaneous charges assessed by an unauthorized carrier will be charged back to the Supplier with a \$250 penalty fee for failing to follow the routing instructions.

Any LTL shipment with collect or pre-pay & add freight terms must be shipped on our authorized carriers. Use of unauthorized carriers will result in chargebacks of all excess freight charges, accessorial fees and a penalty of \$250.00.

Prepaid Truckload and perishable shipments are routed by the Supplier on their choice of carrier.

AUTHORIZED LTL CARRIERS

OLD DOMINION FREIGHT LINES (800) 235-5569

UPS FREIGHT (800) 333-7400

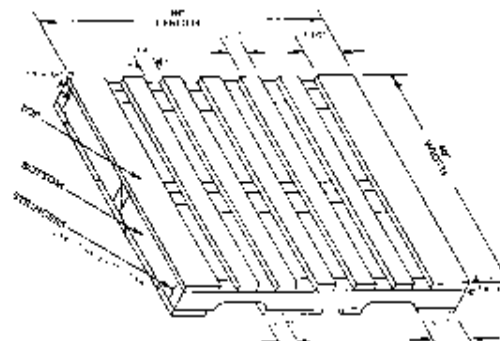
Pallet Program

We accept pallets from pallet programs. (i.e.: IFCO, CHEP, Peco, etc) We do not participate in their programs or maintain records on their pallets. Please contact the Supply Chain Department at (616) 453-6358 extension 6543 for details.

All our facilities are set up for comparable even exchange of pallets at the time of delivery. Failure to exchange at the time of delivery will result in forfeiture by the Supplier and/or delivering carrier.

All pallets must meet the following specifications for unloading and exchange:

- Measure 48" x 40", 4-way entry hardwood construction
- Top deck must have 7 boards 5/8" to 3/4", evenly spaced with a 4" maximum spacing
- Bottom deck must have both end boards and a minimum of three centerboards, the same size as top deck boards.
- Must have 3 stringers, none split or broken
- No protruding nails
- Free of contaminants infestation, soil, or any other material that may harm the product or its container. ❖



Setting a Delivery Appointment

All purchase orders have a due date. Product will be accepted no more than 3 days prior to the due date without the buyer's approval. We reserve the right to cancel late shipments

Delivery appointments are required for all purchase orders. UPS, FedEx Package and our authorized LTL carriers have drop trailers and do not require a delivery appointment. If shipping with an unauthorized carrier, all notification and accessorial charges are the responsibility of the shipper.

Appointments must be made a minimum of 48 hours in advance. It is recommended appointments be set as soon as possible since peak times fill quickly. Carriers may use email or call in to schedule a dock time. An active PO number is required to schedule a delivery time.

Carriers arriving without an appointment may be unloaded at our discretion. The Supplier will be charged \$250 for the first hour of unloading and \$100 for each additional hour required to complete the load. All fees associated with unloading a non-appointed delivery are the responsibility of the Supplier.

To prevent duplication of appointments, Suppliers should not call for delivery appointments unless the shipment is being transported by their private fleet.

Receiving Hours

The Scheduling Department phone number for all distribution centers: (616) 453-6358 ext. 6510. All distribution centers are open Monday through Friday. We do not receive on weekends.

Walker, MI 6:00 am to 12:00 pm	Appointment required for deliveries of 100 cases or more. Email: GRR.Receiving@sasinc.com
Greenfield, IN 5:00 am to 11:00 am	Appointment required for deliveries of 100 cases or more. Email: Receiving.Indy@sasinc.com
Elmwood, LA 4:00 am to 9:00 am	All deliveries require delivery appointment. Email: NODCSCHED@Imperialtrading.com
Bossier City, LA 4:00 am to 9:00 am	All deliveries require delivery appointment. Email: BCDCSCHED@Imperialtrading.com
New Albany, MS 4:00 am to 9:00 am	All deliveries require delivery appointment. Email: NADCSCHED@Imperialtrading.com
Cedartown, GA 4:00 am to 9:00 am	All deliveries require delivery appointment. Email: GADCSCHEDED@Imperialtrading.com

When a carrier is a No-Show or late by more than 30 minutes, they may be rescheduled to next available business day and time. After the 2nd rescheduled appointment, a penalty of \$250 is deducted from the invoice for each purchase order in the delivery. Each subsequent rescheduled appointment is subject to a penalty fee of \$500, deducted off invoice. We reserve the right to charge back any lost sales and additional expenses that result from rescheduling the carrier.

Supplier-Carrier Relationship

For the purpose of delivery and receiving, all Supplier hired carriers are agents and representatives of the Supplier. Drivers and co-drivers are considered employees of the trucking company and representatives of the Supplier. We assume no liability for employees or representatives of manufacturers, Suppliers, carriers or temporary service employees, etc. on the premise for any purpose. Carriers or drivers damaging our property will be asked to leave the premise. All repair costs will be charged to the Supplier.

Safety, Sanitation and Refusal of Load

As a food grade distribution facility, we reserve the right to refuse any trailer and/or products when safety and/or sanitation issues are recognized.

All trailers must be mechanically and structurally sound. The trailer must support our material handling equipment safely and provide efficient access to the trailer. Walls and floors must be in good condition, free of holes, debris and/or no protruding objects from walls and floors (e.g., nails, boards, load bars, stretch wrap.) Drivers will be required to remove these barriers prior to unloading of the trailer.

Leaking or visible holes in the roof and sidewalls will result in the trailer being refused. There may not be evidence of water damage. Product appearing to be exposed to moisture or atmospheric contaminants will be rejected.

We reserve the right to refuse any trailer when there are questions on the handling of goods and potential for cross contamination. Any fees or penalties associated with the rejection of a trailer for safety or sanitation issues is the responsibility of the Supplier.

Additional fees are the responsibility of the Supplier.

Material Handling

All product must be segregated by purchase order and UPC. Multiple purchase orders shipped on the same truck must be separated and cannot be combined or mixed across the load. Mixing freight will result in a handling penalty of \$1 per case, with a minimum charge of \$100 per purchase order.

In the normal course of receiving we do not move product to gain access to ours. Under no circumstance will we remove or allow perishable products consigned to another receiver on our dock.

In extenuating circumstances, we will work with a carrier to move pallets of ambient goods which do not pose a risk to our staff or dock in order to gain access to our freight. At no time in this process are we responsible for goods consigned to other receivers. All liability including loss, damage, shortage, etc. is the responsibility of the carrier.

A \$50 per pallet fee will be charged for each pallet unloaded or moved on the trailer, with payment due at unload. In the event the carrier fails to submit payment, all charges will be deducted off the corresponding Supplier invoice.

Unloading the Trailer

Drivers are to remain on the dock, with the freight at all times. Drivers may use the restrooms when authorized by a receiving staff member. Failure to remain in designated areas will result in removal from the property.

We receive by UPC number. Each UPC must be identified and palletized to the ti/hi specified by the receiver. Pallets cannot contain more than one UPC per handling unit.

We are a "Driver Unload" facility.

It is the carrier's responsibility to secure unloading services if they are not planning to unload. Drivers refusing to deliver according to our specifications will be rescheduled. Additional fees from rescheduling are the responsibility of the Supplier.

Each DC has pre-screened unloading partners for hire. Drivers may not hire unscreened unloading services.

The Supplier is responsible for non-payment, short payment or any financial arrangements made between the unloading services and their driver.

Suppliers and drivers are required to adhere to all applicable, federal, state, local and company laws and regulations while on our property. Failure to do so will result in removal and prohibition from the facility.

Dropped Trailers/Subject to Count

We have drop trailer options and unloading agreements to make the receiving process easier for Suppliers and their carriers. If you are interested in participating in the drop trailer or a Fast Track unloading, contact our Supply Chain Manager at (616) 226-7681.

Reconsignment of Goods

Ambient purchase orders arriving at the wrong distribution center will be reconsigned to the correct center. All reconsignments are shipped via our carriers, with full freight charges billed back against the Supplier. Reconsigned orders will be subject to a minimum penalty of \$250 and full freight charges.

All temperature sensitive products shipped to the wrong destination will be refused.

Any shortage, damage or wrong goods will be deducted without recourse on us.

Non-conforming Product

Non-conforming product is defined as items shipped but not appearing on our purchase order or being unsaleable. This includes overages, picking errors, damages or item substitutions. In the event product arrives at a distribution center and does not appear on our purchase order or is unsaleable, it will be refused to the carrier.

Our distribution centers are authorized to receive only the product contracted for on the purchase order. Any deviation in size or excess over the purchase order will be refused to the carrier.

When there is a signed unloading agreement, non-conforming product will be held at the distribution center and a notice of a non-conforming shipment sent via email to the Supplier. The Supplier has fifteen days from the date of notice to provide disposition. After 15 days, the goods are considered abandoned and title to the goods forfeited by the Supplier. All charges associated with disposal, destruction and/or return are the responsibility of the Supplier.

Each UPC shipped incorrectly to our purchase order will be charged a \$75 penalty regardless of receipt. Goods damaged in transit are not subject to penalty.

We have no legal obligation to accept any quantity, type, or style of goods beyond the quantity and description stated on our purchase order.

We are not responsible for reporting discrepancies to the Supplier on goods sold FOB Destination. The Supplier hired carrier is responsible for communicating with the Supplier on all discrepancies. We have no responsibility in the claim process between the carrier and Supplier.

Suppliers requesting notice of non-conforming product will be charged \$250 per purchase order for reporting of over, short, damaged or wrong goods.

Supply Chain Department Contact
SUPPLYCHAIN@IMPERIALTRADING.COM

Jan Choroszuca, Supply Chain Manager
(616) 226-7681
JAN.CHOROSZUCHA@SASINC.COM

2021 Logistics Penalties

RESCHEDULED APPOINTMENT

3rd appointment \$250 for 3rd reschedule

Subsequent Rescheduling \$500 each reschedule

NO UPC CODE/UNREADABLE UPC \$10 PER CASE, PER ORDER, \$100 MINIMUM

RECONSIGNMENT Full Freight plus \$250 penalty charge

SORT AND SEGREGATE \$1 per case, \$100 minimum per purchase order

MOVE PALLETS \$50 per pallet

ACCESSORIAL FEES Fee plus \$250 penalty charge

FAILURE TO FOLLOW ROUTING Full Freight plus \$250 penalty charge

SHIPPED CPU Full Freight plus \$250 penalty charge

NO APPOINTMENT \$250 for 1st hour of unload, \$100 each additional hour

OFF SHIFT/OVERTIME RECEIVING \$250 for 1st hour of unload, \$100 each additional hour

FAILURE TO SEND BILL OF LADING \$175 per purchase order

SHIPPED WRONG PRODUCT \$75 per SKU/per purchase order

REPORTING DISCREPANCIES \$250 per purchase order

UNLOADING

0 to 300 cases \$75

301 to 600 cases \$150

601 to 1000 cases \$175

1001 to 2000 cases \$200

2001 to 3500 cases \$225

3501 to 5000 cases \$250

5001 plus \$300

Floor loaded cups \$.25 per case