

MARTIN'S WAKEFIELD'S ROUTING GUIDE

THIS GUIDE TAKES PRECEDENCE OVER ANY PREVIOUS ROUTING GUIDE OR PURCHASE
ORDER.

THE EFFECTIVE CALENDAR YEAR OF THIS GUIDE IS 2025

REVISED DATE OF: January 1st, 2025

Contact Information:

Wakefield's / Martin's Family Clothing

Attn: Distribution Center

1401 Sentinel Drive

Anniston AL 36207

DC Manager or Freight/Traffic Manager

Telephone: 256-835-0214

Fax: 256-835-1189

E Mail: trafficmgr@wakefields.com

Distribution Center Hours of Operation:

Monday – Thursday 5:00 AM – 1:00 AM CST - Excluding normal holidays.

Friday - 5:00 AM until 11:00 AM CST - Excluding normal holidays.

Receiving Hours

6:00 AM CST – 11:00 AM CST

Corporate Hours of Operation:

Monday - Friday 8:00 AM – 5:00 PM

256-237-9521 (your buyer's ext.) or email address

Packing Requirements:

- A packing slip must be attached to the outside of lead carton of the shipment.
- A packing slip which requires the carton to be cut to be removed is not acceptable.
- Each packing slip must include purchase order number, store number, department number (class), Quantity, style number, and color.

- Each carton in a shipment must be labeled with all the above information for that carton.
- No partial shipments
- Shipping past "Cancel Date" – Must Contact Buyer.
- Each label should indicate the total number of cartons shipped on that P.O. Also, include the total of cartons shipped on the packing slip.
- Do not pack more than one order or one store per carton unless separately inner packed and identified by store number or purchase order number.
- Pallets should be 48" X 40" and not stackable.
- A master packing slip is requested for each shipment and must be on the lead box.
- If the purchase order is a pre-ticketed order, it must contain an outside label on the carton containing the following: purchase order number, class, quantity, and store number. Improper labeling will be considered non-compliant.

FedEx Ground Shipments:

- Please contact the DC for FedEx account # or utilize FedEx Ground Collect for packages under 150lbs.
- The six (6) digit purchase order number must be in the first reference # on the packing slip provided by FedEx Ground.
- All vendors should be familiar with FedEx Ground Shipping guidelines including dimensional weight calculations as described on page 2 of the FedEx General Packaging Guidelines. Any additional shipping charges incurred because of packing irregularities will be charged back to the vendor.

Ticketing:

- Tickets must not be mixed between style, color, and size.
- If purchase order designates ticketing, all items must arrive ticketed. Partial ticketing will be considered non-compliant.

Shipping:

- **All Shipments over 150 pounds and Seven Pallets or Less use XPO Logistics.** Vendors are to continue to call for routing instructions if the shipment is over seven pallets.
 - For XPO Logistics ship as freight collect.
- If shipped and the collect box is not checked on the bill of lading (BOL), the freight bill does not come to us to pay!
- Each BOL must have the proper commodity description, NMFC item number, sub, and class listed for proper LTL carrier rating.
- All shipments under 150 lbs. must be shipped FedEx Ground, for FedEx account number call the DC for routing instructions during hours of operation listed above.
- All shipments must be Freight Collect.

- All Consignee and Third Party shipments will be considered non-compliant and a chargeback will be issued.
- All shipments should be addressed as follows:

Wakefield's / Martin's Family Clothing

Attn: Distribution Center

1401 Sentinel Drive Anniston

AL 36207

- Any variation from this address will be considered non-compliant and a chargeback will be issued.
- All shipments made on the same day must be on the same Bill of Lading.
- All orders shipped from the following states will have 1/2 of the freight charges deducted from the invoice: **California, Oregon, Washington - a chargeback notice and copy of the freight bill will be provided .**
- Any Air Freight must be pre-approved by Wakefield's and will be paid for by the vendor.

Advance Ship Notice Requirements *: (this section applies to Wakefield's EDI ASN trading partners only)

- Advance Ship Notice (856) should be received in advance of the shipment's arrival. All cartons should contain merchandise for only **one purchase order** and **one store destination**.
- Wakefield's requires an ASN (856) with item information, unit of measure in each, for every carton shipped.
- All Advance Ship Notices must be 100% accurate.
- All shipments to Wakefield's Distribution Center require UCC-128 shipping container labels based on Uniform Code Council Guidelines.
- Wakefield's requires the following information on UCC-128 Shipping Container Labels:

Ship from name and address

Ship To name and address

Mark For store number and name

Purchase Order number

Department (Class) number

A unique UCC-128 carton number (sscc-18)

- You may include any additional information as necessary to comply with the carton labeling requirements of the **Packing Requirements** section above. ☐ UCC data must be included in your ASN transmission.

Invoicing

- **All invoices** must be mailed separately and not included with the shipment.
- All invoices must be sent **ONE** of the following methods below:

1. Emailed to apinvoices@wakefields.com

OR

2. Addressed as
 Wakefield's / Martin's Family Clothing
 Attn: Accounts Payable
 PO Box 400
 Anniston, AL 36202

- Each invoice should be for one purchase order.
- No **"prepaid and add"** freight charges or handling charges can be added to the invoice.

Vendor Compliance:

Non-compliance with any of the above requirements will result in a chargeback based on the following schedule. Any and all disputes or discrepancies regarding a chargeback must be addressed in writing or by e-mail to the addresses listed at the top of this guide within **ninety (90) days of receipt** of the chargeback notice. After ninety (90) days all chargebacks will be deemed valid and accurate.

| <u>Transportation</u> | <u>Internal Code</u> | <u>Amount</u> |
|--|----------------------|---|
| West Coast Half Freight | 1 | ½ Dollar Amount on Freight Invoice |
| Shipping 8 pallets or more without contacting Traffic Manager for routing | 2 | Full Freight + \$50.00 |
| Shipping by non-designated freight carrier | 3 | Full Freight + \$50.00 |
| Shipment not shipped standard freight collect | 4 | Full Freight + \$50.00 |
| Non-compliant packing incurred surcharges including dimensional weight | 5 | Full Surcharge + \$50.00 |
| Any shipment on pallets not requested by Wakefield's and Martin's Family Clothing | 6 | Half Freight + \$50.00 |
| Any shipment not properly addressed | 7 | \$100.00 |
| Any partial shipment | 8 | \$100.00 |
| Shipment overweight and shipped small package | 9 | Full charge + \$50 |

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|---|----|-----------------------------------|
| <u>PACKING:</u> | | |
| Pre-ticketed order not properly labeled with store number on carton | 10 | \$100.00 |
| Incorrect packing slip | 24 | \$50.00 |
| Missing packing slip with shipment | 11 | \$100.00 |
| Packing slip not properly attached to lead carton | 12 | \$100.00 |
| Required information not included on packing slip | 13 | \$100.00 |
| Carton contains more than one purchase order or one store | 14 | \$100.00 |
| Label information missing from outside of carton | 15 | \$100.00 |
| Mixed or incorrect SKU or UPC | 16 | \$250.00 + .20 per item included |
| <u>ASN/UCC 128 Shipping Label</u> | | |
| Late ASN or ASN not 100% accurate | 17 | \$100.00 |
| Incorrect or incomplete information on UCC 128 shipping label | 18 | \$100.00 |
| <u>Invoicing</u> | | |
| Invoice included with shipment and not mailed separate | 19 | \$100.00 |
| No purchase order or multiple purchase orders on one invoice | 20 | \$100.00 |
| <u>Pre-Ticketing (if applicable)</u> | | |
| Goods arrived without tickets, ticketed partially, or ticketed improperly | 21 | \$250.00 + .20 per incorrect item |
| <u>Bills of Lading</u> | | |
| Multiple bills of lading for same day shipments | 22 | \$100.00 |
| Incorrect information on bill of lading | 23 | \$50.00 + all associated fees |

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|---|-----------|--|
| Shipment overweight and shipped small package | 24 | \$50.00 + Full Freight |
| BOL's not properly completed with the commodity description, NMFC item number, Sub, and Class *SHOE VENDORS: Ensure BOL States "Shoes NMFC 28160-2 Class 125" *CLOTHING VENDORS: Insure BOL states "Clothing 49880-7, Class 92.50" *Subject to Charge Back according to full Routing Guide | 25 | \$100 up to Full Freight charge |
| Vendor must send all UPC's to Buyer PRIOR to shipping merchandise. If applicable. | 26 | \$50 per PO |
| Shipping Past Cancel Date | 27 | \$100 Up to Full Freight Charge |