SWFM RETAIL GROUP LLC (FORMAN MILLS)
Routing Guide

To: Our Valued Merchandise Suppliers

Attn: Distribution and Shipping Department

From: SWFM Retail Group, LLC (Forman Mills)

Subject: Routing Guide

Effective Date: March 20, 2024

Attached please find the SWFM Retail Group, LLC (Forman Mills) Routing Guide.

Please use this guide for all shipments to our Distribution Centers located at 3000 Cindel Drive, Cinnaminson, New Jersey 08077 and 1150 Taylors Lane, Cinnaminson, New Jersey 08077

The purpose of this routing guide is to have you, our valued business partners, help us efficiently and effectively move product through our supply chain, from shipment inception until goods are in the store and ready for sale. By following the instructions in this guide, you will help ensure that we can meet our peak inventory demands and scale for growth as we open new stores and new markets.

Pre-notification, Purchase Order accuracy, packing, carton identification, packing slip preparation and routing requirements are listed within this guide along with instructions on how to use our Vendor Portal, which will be required for all deliveries as of March 27, 2024.

Your compliance is critical to our efficient processing of merchandise into and out of our distribution center for timely arrival to our stores.

Any violations of the routing guide cause unnecessary and disruptive delays in processing receipts, delaying shipment to our stores and as such negatively impacts our sales. Accordingly, we have no choice but to charge for any such violations.
Chargeback violations will result in deductions from your invoice.
A detailed Violation chargeback table is listed in Section E of this routing guide.

Please do not hesitate to contact us with any clarifying questions. We appreciate your business partnership and attention to this matter.

Thank You,
Keith Steck
Director of DC Operations
856-324-4739

SWFM Retail Group LLC
Forman Mills

Routing Guide

Update and Effective: March 20 2024

SWFM Retail Group LLC
Forman Mills Distribution Center
3000 Cindel Drive
Cinnaminson, NJ 08077

SWFM Retail Group LLC (Forman Mills)
Corporate Offices
1070 Thomas Busch Memorial Highway
Pennsauken, NJ 08110 856-486-1447

Forman Mills
Routing Guide

A. Shipment Preparation

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A. Shipment Preparation:

1. Cartons

- To survive shipment, we require a carton of at least 200 pounds burst strength, sealed with a 3" tape seal or equivalent.
- Packed carton must not exceed 50 lbs.
- No bagged, hanging, or loose goods are acceptable.

2. Packing

- Only one Purchase Order allowed per carton
- Only one style per carton, unless specifically enumerated on the PO requesting a "complex pack" or "assorted" of more than one style per carton.
- Cartons must be packed with the number of units per carton detailed on the PO.
- Each carton must be packed by the color / size assortment detailed on the Forman Mills PO.
- Styles, Sizes and Colors may not be substituted without the prior written approval and an updated PO from the Forman Mills buyer. The changes must also be reflected on the Packing Slip/ASN before arrival at the DC.
- Merchandise that is purchased to be sold as sets **must** be matched by size and packaged as a set and arrive together at the DC.

3. Carton Labeling

See Vendor Portal Instructions **page 11**.

Mark each carton with the following information:
Forman Mills "Ship To" Address

- A Return Address
- Forman Mills PO Number
- Vendor Style Number
- Quantity in each carton as noted per PO
- Size Range as requested per PO
- Color Assortment as requested per PO
- Indication that Packing List is on the lead carton

4. **Style Separation**
   - Place only one style per pallet, whenever possible
   - Multiple styles on a pallet are acceptable only if separated by a divider sleeve, such as cardboard or Kraft paper, styles must be grouped together (top/bottom) not co-mingled on the pallet.

5. **Packing Slip**

A packing slip must be prepared and placed in a sealed envelope and attached to the outside of the "Lead Carton.". The lead carton is the one on the top left row of the pallet, easily accessed and prominently marked "Lead Carton".

The packing slip, must be LEGIBLE, prepared for **each** Forman Mills Purchase Order, and must include the following:

- Forman Mills Purchase Order number (one packing slip per PO)
- Vendor Style Numbers
- Size Range and Quantities per Carton
- Color Assortment per style
- Total number of cartons and units being shipped

No substitutions or incomplete orders will be accepted.

However, as soon as you are aware of your inability to complete the Purchase Order as placed, you are required to contact the buyer named on your Forman Mills PO, to gain their approval on how best to handle the discrepancy. Approval must be in writing and include a modification to the PO prior to receipt at our distribution center.

Shipments that do not match the issued PO will cause delays on the receiving dock and are subject to chargebacks accordingly.

B. Advance Shipment Notification and Purchase Order Accuracy

See Vendor Portal Instructions **page 11**.

C. Shipment Instructions

Vendor is responsible for ALL freight charges associated with the delivery of goods to the Forman Mills DC

SWFM Retail Group LLC (Forman Mills) will not be responsible for any freight charges.

The Vendor is responsible for selecting and arranging the carrier of their choice and will be responsible for direct payment to that carrier.

All shipments must be shipped to the destination indicated on the Forman Mills Purchase Order.

Ship To Addresses:

SWFM Retail Group LLC 3000 Cindel Drive Cinnaminson, NJ 08077	SWFM Retail Group LLC 1150 Taylors Lane Cinnaminson, NJ 08077

Vendor is responsible to correctly identify the following:

- Shipment commodity
- Freight Classification: National Motor Freight Classification #
- Number of Pieces
- Weight (Dimensional weight if required)
- Forman Mills PO #
- When shipping more than one Bill of Lading on the same day, each individual Bill of Lading must be incorporated onto one master Bill of Lading.

All Shipments must be palletized and tightly double wrapped.

Each pallet must be able to be easily counted and each carton's labels must be outward facing for easy visibility.

A 2% Warehouse Allowance will be deducted for all Warehouse Shipments

FREIGHT TERMS FOR ALL COMMERCIAL ZONES:

Freight Terms are FOB to SWFM Distribution Center – Cinnaminson, New Jersey.

Every Vendor is responsible for all freight charges related to their shipments to Forman Mills.

For Container Shipments to Ports

Vendor must email Packing Slip and DO, and put container request in heading of e-mail, 48 hours prior to the container arriving in port to: ksteck@formanmills.com

Forman Mills will not be responsible for any demurrage charges from either port of NYC or California. Appointments for containers must be made 48 hours in advance.

All California Vendors are responsible for ALL freight charges for shipments from their facilities to our NJ Distribution Center in Cinnaminson, New Jersey.

All CA Shipments must have an appointment scheduled prior to releasing the freight.

Failure to do so will result in your delivery being refused/delayed.

This includes FTL and LTL deliveries. All carriers must make an appointment prior to shipping to the NJDC, unless using our preferred CA Carrier.

PREFERRED CARRIER FOR CALIFORNIA VENDORS

City Logistics, Carson California, 90810

Contact information:

Please send your routing requests to forms@cityx.com or call their call center at 310-223-1010, option 1.

Include the pickup location, cartons, weight, pallets, and cube.

Same day pickups may not be available, so please schedule 48 hours in advance of requested pick up.

City Rates are as follows:

These are the rates that City will be invoicing for picking up from your facility and providing services to our DC:

1 to 8 pallets - $225.00 per pallet

Pallets 9 thru 12 - $200.00 per pallet

Pallets 13 thru 20 - $150 per pallet

Pallets 21 thru 26 - $125 per pallet

Plus FSC

Example: if the Vendor ships 10 pallets, the first 8 would be charged at $225.00 the pallet 9 and 10 would be charged @ $200 per pallet.

Scheduling an Appointment: See Vendor Portal Instructions **page 11**.

UPS Ground

- Vendor must call Forman Mills routing at 856-324-4734 for order validation prior to shipping.
- UPS shipments without order validation are subject to penalties.
- UPS shipments should not weigh more than 100lbs.

D. Vendor Pre-ticketing

Orders pre-ticketed by the Vendor are to follow the ticket format and ticket position as stated in our pre-ticketing guide that is provided with requested tickets.
This guide can also be accessed online at www.formanmills.com or requested from Forman Mills Transportation Dept by calling: (856-324-4734).

E. Shipment Violations

All Purchase Orders must be shipped as written:
Approval for substitutions, quantity changes, or ship date changes must be obtained from the buyer in writing prior to shipment and update to the Purchase Order prior to arrival. A verbal approval or confirmation is never sufficient.

All Purchase Orders must be shipped complete.

All goods ordered will be shipped complete in accordance with the dates on the Purchase Order. The Start ship date is the first day that you are authorized to tender the goods to the designated carrier. The cancel date is the last date that that you are authorized to tender the goods to the distribution center.

Shipment arrives without an Appointment…will be accepted at our discretion.
*************************** if accepted, the order will be subject to a Chargeback of 15% of the order with a maximum of $1000

In some cases where the merchandise is received after the cancellation dates and SWFM Retail Group decides to keep the order, the following schedule will apply:

1) 1- 30 days after the cancellation date
   25 % reduction from Invoice or to our discretion
2) 31- 60 days after the cancellation date
   35 % reduction from Invoice or to our discretion
3) Over 60 days after the cancellation date
   50 % reduction from Invoice or to our discretion

Shipment Violations Schedule:

Your compliance is critical to efficient movement of merchandise through our supply chain. One or more of the following charges will be applied for failure to follow the procedures defined in this Routing Guide:

Cartons more than 50 lbs. ********** $50.00 per Carton Minimum **(No Max)**

Incomplete Coordinate groups ******** $250 per infraction or a minimum of $10 per carton.

Unapproved style/size/color substitutions ** $250 per infraction or a minimum of $10/carton.

Carton Labeling Violation **********$250 per infraction or a minimum of $10 per carton.

Packing Slip Preparation ***not prepared as per routing guide instructions*****$250/infraction.

Packing slip/ASN not submitted prior to shipment or arriving with each shipment ********** $250.00 per PO or a minimum of $10 per carton.

Vendor pre-ticketing errors********$250.00** handling charge plus $ 0.25 per unit.

Incorrect or incomplete UPC **********$250.00** handling charge plus $ 0.25 per unit.

Failure to separate styles on pallets********$100.00 per pallet.

Failure to shrink wrap, palletize and make easily countable pallets***$200.00 per pallet.

Failure to ship order complete without prior written approval*******$500.00 Flat Fee.

Shipments exceeding ordered quantities**Will be subject to a $250.00 handling charge.**

Styles not packed as per PO/ Instructions********$250/infraction or min. of $10/carton.

RTV's for returned goods will get a $100 per infraction and $10 per carton.

VIOLATION NOTIFICATION WILL BE INCLUDED WITH PAYMENT REMITTANCE

Challenges to Routing violations must be made within 30 days of the Invoice Payment.

Email inquiries to:
Vendorviolations@formanmills.com

All inquiries must contain:

- Vendor name
- Date of the violation
- Nature of violation
- Forman Mills Purchase Order number

Note: Only the original initial e-mail, that contains the order number and date sent, will be accepted as proof of e-mailing the packing slip.

F. RETURN TO VENDOR:

All merchandise deemed not sellable (regardless of nature) will be marked as Return to Vendor.

The Vendor will be notified when the goods are readied for pickup.

The Vendor is responsible for all return shipping charges and returned goods will be deducted from Vendor invoice.

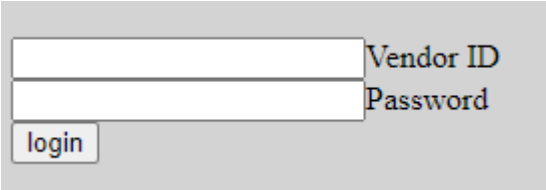
If the Vendor chooses to not pick up goods within seven days of notification, it is at Forman Mills discretion to destroy, dispose, or donate. If the Vendor chooses the latter, original receipt of goods will still be deducted from Vendor invoice.

RTV's for returned goods will get a $100 per infraction and $10 per carton.

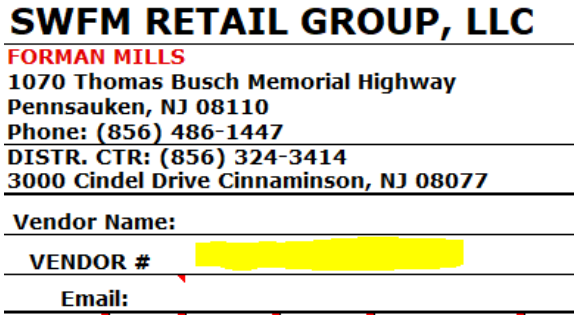
Vendor Portal Instructions

Vendor should log-in to SWFM RETAIL GROUP Vendor Portal using the following link:

http://portal.shopperworld.net/Vendorportal/login.php



For first time log-in, your Vendor ID and password will be your VENDOR # as it appears on the PO. *****Note, Vendor #s are required to be 5 digits, so if your code is only 4 digits precede the entry with a Zero '0' ie…Vendor code '1262'; enter '01262' into the Portal.**



During the initial log-in you will be asked to change the password.

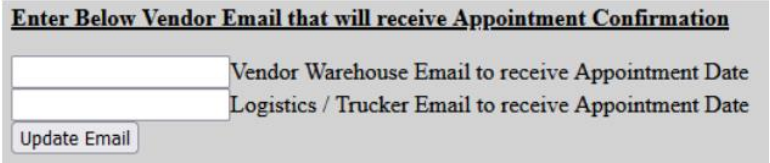
The password should be between 8 to 10 characters, a number and should have at least one of the following symbols: !@#$%^&

Example: word(warehouse) + number(7) + special-char(#) = warehouse7#

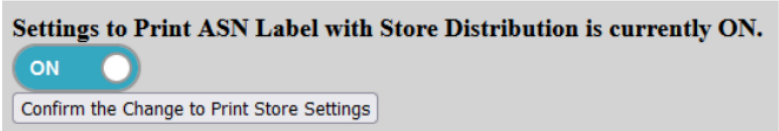
Open POs Screen

Upon successful log-in, the Vendor will be able to view all available Open POs.

Before selecting one, please add e-mails to send appointment confirmations (receipts) once routing is done.



If needed in the future, you can reenter different e-mails and select Update Email to change confirmation recipients.



There is an option to turn off printing store numbers on the labels, but most Vendors do not have to do so and can ignore the option and leave it on.

Vendor number is displayed on top of the Table (screen).

Once the e-mails have been entered, the Vendor can then select the first PO they would like to work on by clicking on the number. If a PO is not seen on the screen, the Vendor would need to contact the buyer, the order may have been closed.

PO Number	Blockout Number	Order Date	First Received Date	Buyer_Id	Ship_To_Loc	Cancel Date	---------Appointment_Assignment_Status---------	----------Buyer_Information----------
0000056894	0000U17681	2020-09-24	2020-12-14	IS	5000	2020-12-14	*See Appt. Date on Display All Manifest screen	
0000921475	00000T0714	2017-02-24	2017-02-25	RE	1	2017-03-10		
0000958808	00000U0274	2017-11-16	2017-12-08	IS	5000	2017-12-13	*See Appt. Date on Display All Manifest screen	

PO Number - PO Number sent to the Vendor by Forman Mills Buyer electronically.

Blockout Number – For Forman Mills POs, this should be the same number as PO.

Order Date –This is the date when the PO has been entered into SWFM Retail Group-Island Pacific System.

First Receive Date - The Shipment first received into SWFM Retail Group Warehouse.

Buyer ID –Initials of the Buyer.

Ship To Loc -The actual location where the PO Shipment should be sent. Warehouse 4000.

Cancel Date – The day that the goods are due to be in warehouse.

Appointment Assignment Status –you can see the appointment date on Display All Manifest Screen.

Buyer Information – Any important notes that the buyer would like the Vendor to keep in mind (usually blank).

Create and Maintain Carton Labels Screen

This screen is used for creating, editing, or refreshing labels and updating pick-ups for City Logistics Trucking.

If any errors are seen on the PO, please contact the buyer directly since they are the only ones that can authorize any changes.

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	Total Item ASN Quantity	Closed	Vendor Minimum / Case Pack	Initial Shipped Date	----------Description----------	Item Seq	Total Open Quantity	Enter Quantity to Ship in Units
S71140	ASST	ASST	990694	5000	48	0			24	06-11-2021	3PC LEG SET UNICRN QUEEN	1	48	
S71141	ASST	ASST	990695	5000	72	0			24	06-11-2021	3PC LEG SET UNICORN	2	72	
S71133	ASST	ASST	990696	5000	72	0			24	06-11-2021	3PC LEG SET TIE DYE GIRL	3	72	
S71134	ASST	ASST	990697	5000	48	0			24	06-11-2021	3PC LEG SET TIE DYE MAGIC	4	48	
S51140	ASST	ASST	990698	5000	72	0			24	06-11-2021	3PC LEG SET UNICRN QUEEN	5	72	
S51141	ASST	ASST	990699	5000	72	0			24	06-11-2021	3PC LEG SET UNICORN	6	72	
S51133	ASST	ASST	990700	5000	264	0			24	06-11-2021	3PC LEG SET TIE DYE GIRL	7	264	
S51134	ASST	ASST	990701	5000	120	0			24	06-11-2021	3PC LEG SET TIE DYE MAGIC	8	120	
S31134	ASST	ASST	990702	5000	216	0			24	06-11-2021	3PC LEG SET TIE DYE MAGIC	9	216	
S31142	ASST	ASST	990703	5000	72	0			24	06-11-2021	3PC LEG SET TIE DYE UNICO	10	72	

Vendor Style, Color, Size, SKU, Description – Information regarding a particular item.

Store and Store Qty Order – The location the goods are going to.

Qty Order – The amount ordered for that item in total for the PO.

Qty Received – The amount received by any Forman Mills location.

Total Item ASN Quantity – The number of labels that have been created.

Closed – If blank, it can be ignored. If there is a C, it indicates that we have received all the goods, or the item has been cancelled of the order.

Vendor Minimum/Case Pack – The number of how many items come in a case/carton.

Item Seq – The item's order on the PO.

Total Open Quantity – The number of items that have not had labels created for yet.

Enter Quantity to Ship in Units – This allows the Vendor to enter how many goods they would like to make a label for. *Please do not enter 0.* If the item is not shipping, leave the field blank.

Create and Maintain Carton Labels Screen *continued*…

Create Single Carton Label – This allows the Vendor to combine multiple items onto one label. This function will create one carton label at a time.

Refresh – Will refresh the page in case there is change of information on the portal.

Create Multiple Carton Labels – This allows the Vendor to have multiple cartons created at the same time by item.

Quantity to Ship Entered (780 units) ÷ Vendor Minimum/Case Pack (60 units) = 13 Labels created.

If quantity entered is not divisible by the case pack, an error will appear onscreen. Contact the buyer if change is needed.

Maintain Cartons – Can be used to delete one label at a time without a complete reset.

Print Labels and Create/Update Appointments – Used to see information once label creation is done. This should not be selected until after the manifest is closed.

Display Pack Ship Distribution – This function will allow the Vendor to see all the different stores the goods were ordered for all their quantity. Usually not in use unless the Vendor is packing by store.

Close Manifest – This button appears once either Create Label options are selected and should be selected right after. Once selected, it will prompt a question about a trucking company that the Vendor can choose to utilize.

If a reset is needed due to an error in the label making process *and* the PO does not have appointment assigned to it, the Vendor can scroll all the way to the bottom of the page and there will be a reset button to help assist with that called Reset and Delete Po/Cartons without Appointment.

Create and Maintain Carton Labels Screen *continued*…

At the top of the screen, there is an option to view information by store.

This option should only be used if the Vendor has been directed by the buyer to *pack by store*. **If the Vendor is packing by bulk, skip to page 16. This option can be ignored since the default listing is for the warehouse.** *Since the warehouse is not a store, if 4000 (or 4001 or 4002) is entered into that field, an error with appear.*

If packing by store, the Vendor can enter the first store they would like to create labels for and then select Load Store Sku Items.

A message such as below should appear on screen: **Store Number: 1 will be printed on the ASN Label.**

Next, the items that have been ordered for that store will be displayed. The Vendor can enter the quantity for the store and choose either Create Label option that corresponds to the way they are packing the goods.

After each store is completed, the Vendor can enter the next store they would like to create labels for.

The Close Manifest button will appear onscreen, but **do NOT press this button until you are done with the very last store for this PO.**

After all stores are done and Close Manifest is selected, a pop up window appears to confirm if you want to use Pacific Logistics to deliver the shipment *this is optional only* and you can select NO if you don't want to use Pacific Logistics.

If YES is selected, please skip to **page 17**

If NO is selected, please skip to **page 18**

Create and Maintain Carton Labels Screen *continued*…

If the Vendor is packing bulk and all items are packed exactly by the case pack, they can enter the quantities to ship in the empty fields such as below:

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	Total Item ASN Quantity	Closed	Vendor Minimum / Case Pack	Initial Shipped Date	----------Description----------	Item Seq	Total Open Quantity	Enter Quantity to Ship in Units
B69750	ASST	ASST	989063	5000	312	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	1	312	312
B69753	ASST	ASST	989062	5000	240	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	2	240	240
B69653	ASST	ASST	989061	5000	312	0			24	06-15-2021	BHPC 5PK HNG GMNG PRT BB	3	312	312
B69253	ASST	ASST	921473	5000	528	0			24	06-15-2021	BHPC 6PK DINO	4	528	528
B69265	ASST	ASST	958580	5000	192	0			24	06-15-2021	BHPC 6PK GAMING PRT 4-10	5	192	192
B69241	ASST	ASST	958577	5000	288	0			24	06-15-2021	BHPC 6PK DINO	6	288	288
B69245	ASST	2-4	976609	5000	432	0			24	06-15-2021	BHPC 6PK ASST PRT BRF	7	432	432

Next, the Vendor can choose Create Multiple Carton Labels and then select the close manifest number that appears on the screen.

Remember: *Quantity to Ship Entered (780 units) ÷ Vendor Minimum/Case Pack (60 units) = 13 Labels created*

If the Vendor is packing bulk but with multiple items in one carton, the Vendor should only enter the quantities that are going in that case and leave the other fields blank such as below:

Vendor Style	Color	Size	Sku	Store	Qty Order	Qty Received	Total Item ASN Quantity	Closed	Vendor Minimum / Case Pack	Initial Shipped Date	----------Description----------	Item Seq	Total Open Quantity	Enter Quantity to Ship in Units
B69750	ASST	ASST	989063	5000	312	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	1	312	312
B69753	ASST	ASST	989062	5000	240	0			24	06-15-2021	BHPC 5PK HNG GRAF PRT BB	2	240	240
B69653	ASST	ASST	989061	5000	312	0			24	06-15-2021	BHPC 5PK HNG GMNG PRT BB	3	312	
B69253	ASST	ASST	921473	5000	528	0			24	06-15-2021	BHPC 6PK DINO	4	528	
B69265	ASST	ASST	958580	5000	192	0			24	06-15-2021	BHPC 6PK GAMING PRT 4-10	5	192	
B69241	ASST	ASST	958577	5000	288	0			24	06-15-2021	BHPC 6PK DINO	6	288	
B69245	ASST	2-4	976609	5000	432	0			24	06-15-2021	BHPC 6PK ASST PRT BRF	7	432	

After that is done, the Vendor can choose Create Single Carton Label and then repeat.

The Close Manifest button will appear onscreen, but **do NOT press this button until you are done with the very last carton for this PO.**

After all cartons are done and Close Manifest is selected, a pop-up window appears to confirm if you want to use Pacific Logistics *this is optional only* and you can select NO if you don't want to use Pacific Logistics then skip to **page 18**.

If YES is selected, please continue to the next page.

Vendor Schedule Pick Up Screen

If you select YES to ship using Pacific Logistics, you need to specify the Pickup location (CA) and select a pick-up date in the very last column's field as below:

PONumber	Blockout	Manifest No	---------VendorName---------	APPT. No	Total Cartons	Total Cartons Received	Vendor State	Multiple Email File	Vendor Whse Email File	Asn Date	Cancel Date	Appointment Date	Enter PickUp Loc State OR remove	Current-PickUp-Date	Schedule a Pickup
0000004697	0000U05742	001110000006147	ALLURA IMPORTS	39098	63	0	NY	17		2019-02-01 11:25:00	2019-02-25		NJ		2019-02-02

Create or Update PickUp Date | Cancel | Delete/Remove Pick up Date

After a date has been selected, the Vendor should press the Create or Update Pickup Date button.

- If you are using Pacific Logistics, you do not have to make an appointment. Once you create the pick-up appointment, they will have the ability to schedule a delivery for that PO.

A pickup appointment should be made for every PO/manifest that is being picked up by Pacific Logistics, otherwise they will not have access to schedule your appointments.

If the Vendor would like to reschedule the pickup date, they can do so by selecting the button below on the from the previous page (Create and Maintain Carton Labels), choosing a different date and then pressing the Create or Update Pickup Date button: Update PickUp for City Logistics - Trucking

If the Vendor would no longer like to use Pacific Logistics, the Vendor should press the button in the image above and they should select the button Delete/Remove Pickup Date.

Display Manifest / Create Labels Screen

Once labels have been created, the Vendor should select the button Print Labels and Create/Update Appointments. It will lead to the Display Manifest Screen.

The Vendor should enter the state they are shipping from in two-character capitals such as seen below:

PONumber	Click Manifest# Button Below to Print the Labels	**Self Assign to Create/Change an Appointment Date**	Carton Count	ShipToLoc	Appointment Number	Appointment Date	Ship From State
0000004697	001110000006147	001110000006147	63	5000			NJ

The Vendor should then take the time to make sure the Carton Count and ShipToLoc is correct. If it is not, the Vendor may need to check the previous screen (Create and Maintain Carton Labels) or contact the buyer.

If all information on screen is correct, the Vendor can press the button that appears under the second column, Click Manifest# Button Below to Print the Labels. This function will allow the Vendor to see the labels in that have been created in PDF form and do a second checking to make sure everything is correct. Below are examples of how to labels would look based on different procedures done:

PO# 0001661565 Dest# 4001 Date:03/14/24

Vendor# D.L. INCENTIVES/MANN

Style	Color	Size	Qty
ECK-A	ASST	ASST	24

0166400000001501

Display Manifest / Create Labels Screen *continued…*

The labels are generated as 4 labels per page and cannot be changed. The Vendor would have to use **Avery Labels 8168** 3.5" Width x 5" Length or comparable label as long as the barcode and details are not cut off.

You can print and re-print the labels anytime by pressing the Manifest Number. **The Carton label should be placed on the shorter side of the carton** (upper right side). *You will get a chargeback of $10 a carton if you put the label on top of the carton.* It should be visible and easier to scan especially if the carton is on the pallet. If the carton has sides too short, the carton label can be bent but *the barcode must not be bent at all.*

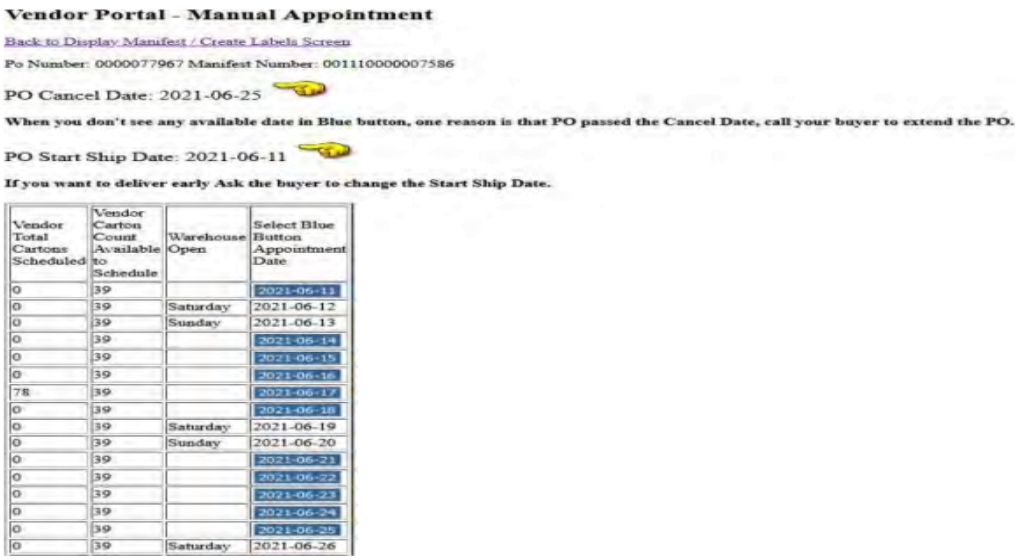
If you do not know how to print the PDF, the Vendor can use icon under blue arrow and download the pdf using the icon under red arrow. The labels do not have to be printed right away and will be there if the PO is still open.

After labels have been checked or printed, the Vendor can go back to the previous screen and then select the button in the third column, Self-Assign to Create/Change an Appointment Date. It will display the below screen where you can select any date in blue to make an appointment.

IF USING FORMAN MILLS PREFERRED CARRIER – CITY LOGISICS you do NOT need to Self-Assign appointment, please contact City Logistics **page 7**.

For any carton amount over 700, please e-mail routing@shopperworld.net

The system will email you the appointment date and the time to ship to our warehouse, between 7:30AM – 1PM.



Vendor Portal - Manual Appointment

Back to Display Manifest / Create Labels Screen

Po Number: 0000077967 Manifest Number: 001110000007586

PO Cancel Date: 2021-06-25

When you don't see any available date in Blue button, one reason is that PO passed the Cancel Date, call your buyer to extend the PO.

PO Start Ship Date: 2021-06-11

If you want to deliver early Ask the buyer to change the Start Ship Date.

Vendor Total Cartons Scheduled	Vendor Carton Count Available to Schedule	Warehouse Open	Select Blue Button Appointment Date
0	39		2021-06-11
0	39	Saturday	2021-06-12
0	39	Sunday	2021-06-13
0	39		2021-06-14
0	39		2021-06-15
0	39		2021-06-16
78	39		2021-06-17
0	39		2021-06-18
0	39	Saturday	2021-06-19
0	39	Sunday	2021-06-20
0	39		2021-06-21
0	39		2021-06-22
0	39		2021-06-23
0	39		2021-06-24
0	39		2021-06-25
0	39	Saturday	2021-06-26

Potential Reasons for Chargeback

1. Changing the Quantity in carton label. The barcode has all the information regarding the Carton, including Vendor/PO/SKU/Color/Size and Quantity. Changing the quantity using pen does not change the barcode. If you want a different quantity, you need to re-create the Carton Label.
2. Putting the carton label on top of the carton.
3. If you cannot make the Appointment Inform the Routing Dept. so that the appointment will be changed for specific PO/Manifest.
4. Any shipment without appointment or delivered after 1PM on appointment date.
5. Putting multiple carton labels on a single carton.
6. Barcode cannot be scanned due to:
    a. Insufficient or too much ink which make the barcode closer to each other.
    b. Smudged barcode and cannot be scanned due to using different paper.
    c. Put any kind of tape on top of the barcode and cannot be scanned.
    d. Barcode was cut off and cannot be scanned.
7. Contents of the carton differs from the carton label, Quantity, Color, Size or Style.
8. Shipment to the warehouse does not have ASN Label.
9. Total number of cartons exceeds the original appointment cartons.
10. The Warehouse must open boxes due to incorrect case pack.
11. Shipment to the warehouse has either mixed POs or mixed styles on a pallet.
12. If the Vendor is ordered to pack by store but there are no store numbers on the cartons.

Verification of Receipt

Please E-mail this page to the below address to confirm receipt of the Routing Guide.

Company Name: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

- **I am in receipt of the SWFM Retail Group LLC (Forman Mills) Routing Guide.**
- **I have reviewed the guide and accept these requirements.**
- **I have also been informed to visit www.formanmills.com to review the guide online for any new updates.**

Signature: _____ **Date:** _____

E-Mail the completed form to
dcrouting@formanmills.com

We appreciate your ongoing efforts to satisfy our compliance requirements!