2018 VENDOR GUIDE

Wegmans
Supply Chain

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Changes in this manual are in affect as of May 3, 2018

Wegmans Supply Chain Vision

At Wegmans we believe that good people working toward a common goal can accomplish anything they set out to do. This statement is a part of our mission and certainly is true when it comes to the success of Wegmans and our many vendor partners. The good people that work throughout our supply chain allow for product to be on store shelves resulting in incredible service to our customers each and every day. Our vendors play an integral role in providing incredible customer service at store level, one which we value and appreciate.

Our simplification efforts have allowed for much technological and procedural efficiency within our distribution system. Our focus this year is on the implementation of Inbound Purchase Order Planning across our business. With this new program we will create the framework for better decision making from our Merchandising and Logistics Teams. As always there is a continuous improvement opportunity for accurate data exchange and meaningful performance measures for our vendors.

New Ways of Working Together has allowed for new synergies between Wegmans and our vendor partners. With the alignment of partnering departments, standards and goals we have consistently seen our partnerships provide all encompassing value that surpasses expectations. We look forward to our EDI process improvements which will help facilitate better communication and data exchange within our partnerships.

The goal of this vendor guide is to provide a detailed source of Wegmans supply chain network and policies. Each year we continue to grow and extend our network which now serves 6 states and millions of customers each year. The support of our vendors is a part of Who We Are.

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What We Believe

Our Mission: What We Believe

At Wegmans, we believe that good people, working toward a common goal, can accomplish anything they set out to do.

In this spirit, we set our goal to be the very best at serving the needs of our customers. Every action we take should be made with our customers in mind.

We also believe that we can achieve our goal only if we fulfill the needs of our own people.

To our CUSTOMERS and our PEOPLE we pledge **continuous improvement**, and we make the commitment: Everyday you get our best.

Our <u>continuous improvement</u> goal at Wegmans is to minimize Supply Chain costs in introducing and replenishing goods to the consumer. As part of our simplification efforts we have isolated four main areas of supply chain focus:

- *Simplified New Item Set-Up*
  We have simplified the new item process by standardizing all new item forms to include critical logistic data.

- *Simplified Transportation*
  The Wegmans Logistics Team partnering with Indirect Procurement is able to provide transportation support nationally and internationally. Covering both perishable and non-perishable products we can ensure delivery utilizing our strong base of carrier partners and Wegmans Fleet.

- *Simplified Receiving*
  Accurate and efficient receiving is our priority. Our distribution network continues to work toward supply chain efficiency to find additional synergies with our vendor partners.

- *Simplified Store Replenishment*
  We best serve our customers by ensuring your product is on our shelves.

Through all of these efforts we can better align our supply chains to provide incredible customer service. Our efforts toward supply chain simplification have included a significant investment in our distribution and logistics networks. New systems and processes have been implemented to provide better tools for our team members.

We hope this guide will provide the foundation you need to grow your partnership with our organization. If you have any questions please direct them to the following email, **inboundlogistics@wegmans.com.**

Wegmans Scheduling Information

<mark>This is what we will need in the subject of your email</mark> : Please <u>DO NOT</u> add extra spaces and/or symbols to the <u>required</u> subject, copy them as stated below adding the date you would like to deliver. . **RSC** is the name for the Pottsville PA warehouses, and **ROC** is the name for the Rochester NY warehouses.
All warehouses appt. via email (See below for addresses)

- **ROC FRZ-date** (**this is the date that you would like to have the load scheduled for) ie: 2/17**
- **RSC FRZ-date**
- **ROC Meat-date**
- **RSC Meat-date**
- **ROC Fresh-date**
- **RSC Fresh-date**
- **ROC Combo-date** (**these will be the loads that will deliver to multiple warehouse at ROC)**
- **RSC Combo-date** (**these will be the loads that will deliver to multiple warehouses ROC and RSC)**
- **ROC Winton-date**
- **ROC Gro- date**
- **RSC Gro- date**
- **HDC Gro-date**

<u>The body of your email needs to be as follows:</u>
Please <u>DO NOT</u> use attachments they are lost in the email trail.
PO# or #'s and the warehouse if multiple locations- the date and time you want to be schedule.
<u>Please</u> send a new email per truck load. <u>Please</u> also send a new email with every request and do not use an old email.
We will then email you back your actual Appt and will work with your needs the best we can. <u>Please</u> <u>include your contact information on each email.</u>
Know that we schedule **72 hours** out minimum. We try to schedule out farther but only guarantee this. Please have your emails to us by <u>noon</u> 72 hours prior to appts due date, so that we can be timely with the response. Emails sent prior to this will be held until the day of scheduling.

1) **Mon. scheduling Thursday**
2) **Tue. scheduling Friday, Saturday, and Sunday**
3) **Wed. scheduling Monday**
4) **Thur. scheduling Tuesday**

Wegmans Scheduling Information

Wegmans Facility	Address	Hours of receiving	Appointment Request
NY - Rochester Produce DC	1500 Brooks Avenue Rochester, NY 14624	**By appointment only**; every day except Tue 830am-16:00 Tuesday: 9am-16:00 *Floral receiving:* Tuesday 22:00-through Wednesday 1am	Email scheduling requests to: **producescheduling@wegmans.com**
NY - Rochester Grocery DC	1500 Brooks Avenue Rochester, NY 14624	**By appointment only**; Mon-Fri 3am-23:30 Sat and Sun 3am-11am	Email scheduling requests to: **groceryinboundscheduling@wegmans.com**
NY - Rochester Fresh Foods & Meat DC	300 Market Street Rochester, NY 14624	*Fresh DC Hours of receiving:* By appointment only; Sunday-Friday 21:00-03:00 *Meat DC Hours of receiving:* By appointment only; Mon and Sat 18:00-4am Sun/Tue/Wed/Thu/Fri 14:00-4am (last appt 2am)	Email scheduling requests to: **perishablescheduling@wegmans.com** **Please refer to Page 9 for Wegmans temperature requirements**
NY - Rochester Frozen Foods	500 Market Street Rochester, NY 14624	**By appointment only**-Sunday 20:00-3am Mon-Thur 19:00- 2am (closed Fri & Sat)	Email scheduling requests to: **perishablescheduling@wegmans.com** **Please refer to Page 9 for Wegmans temperature requirements**
NY - Rochester General Merchandise DC	3131 Winton Road Rochester, NY 14623	**By appointment only**-Mon through Saturday 6am-14:30- Sun-Thur 21:30	Email scheduling requests to: **WintonRdscheduling@Wegmans.com**
NY Bakery	1500 Brooks Avenue Rochester, NY 14624	**By appointment only**-Monday through Friday 04:00-12:30	Email scheduling requests to: **BakeShopReceiving@wegmans.com** **Please refer to Page 9 for Wegmans temperature requirements**
PA - Retail Service Center Produce	820 Keystone Blvd Pottsville, PA 17901	**By appointment only**-Sun-Sat 00:01-4am (TIBO) Su/M/W/Thu/Fri/Sat 4am-14:00 Tuesday: 4am-Noon *Floral receiving:* Sun/Tue/ /Fri 00:01-2am	Email scheduling requests to: **producescheduling@wegmans.com**
PA - Retail Service Center Dry Grocery	820 Keystone Blvd, Pottsville, PA 17901	**By appointment only Sunday through Saturday** 19:00 – 01:00 **LTL Only:** Mon-Fri 08:00-11:00	Email scheduling requests to: **groceryinboundscheduling@wegmans.com**
PA - Retail Service Center, Dairy, Meat, Cheese, Seafood	820 Keystone Blvd Pottsville, PA 17901	**By appointment only: Sunday through Friday** 17:00-23:00	Email scheduling requests to: **perishablescheduling@wegmans.com** **Please refer to Page 9 for Wegmans temperature requirements**
PA - Retail Service Center Frozen	820 Keystone Blvd Pottsville, PA 17901	**By appointment only: Sunday through Friday** 17:00-23:00	Email scheduling requests to: **perishablescheduling@wegmans.com** **Please refer to Page 9 for Wegmans temperature requirements**

Additional Appointment Scheduling Information

Please note the list below by facility the method and requirements of obtaining an inbound delivery appointment.

Wegmans Facility	Address	Hours of receiving	Appointment Request
NY - Maintenance	1500 Brooks Avenue Rochester, NY 14624	By appointment only	Please call for appointment **(585) 464-4607**
NY – Purchasing (Supplies and Equipment)	100 Wegmans Mkt. St Rochester, NY 14624	By appointment only	Please call for appointment **(585) 783-4270**
PA - Hazleton <u>Grocery</u> DC (Fed Ex)	61 Green Mountain Road Suite 100 Hazelton, PA 18202	**By appointment only: Sunday through Friday** 14:00-20:00 **LTL Only: Mon-Fri** 08:00-11:00	Email scheduling requests to: **groceryinboundscheduling@wegmans.com**
PA - Hazleton <u>General Merchandise</u> DC (Fed Ex)	61 Green Mountain Road Suite 100 Hazelton, PA 18202	By appointment only- will not accept deliveries without scheduled appointment. Receiving hours 7am-15:00	Email scheduling requests to Fed Ex **FSC-WegmansHazletonScheduling@fedex.com see page 13 for additional delivery requirements**
NY - Reclamation Center	3131 Winton Rd South Rochester, NY 14623	By appointment only - 24 hours, 7 days	Phone: 1-800-934-6267 ext. 8189-4687

Logistics Planning Customer Support Line: 585-464-4605/ Wegmans internal extension 8500-4605
Efficient Product Flow Line: Wegmans internal extension 8500-6090

Wegmans Supply Chain

Data Sync, Accuracy and Master Data Completeness
The Wegmans Data Sync and Accuracy team is committed to using Internet technology to provide value to Wegmans, our customers and trading partners. Our goal is to continuously improve our supply chain process to connect, communicate and collaborate with the global commerce community. Integration of these processes will allow us to serve our customers better while improving our competitive position and profitability.

Wegmans Supply Chain Logistics
The Wegmans Logistics team uses a global network of transportation partners to ensure delivery of both perishable and non perishable goods from our vendor partners to our various locations. Utilizing rail, road and sea we can manage the transportation of goods from across the country and around the world. It is our goal to ensure simplified and prompt delivery of our goods throughout our network.

Wegmans Private Fleet Backhaul
One way that Wegmans remains efficient is by utilizing the capacity of our Wegmans Fleet. Our presence in 6 states allows for the opportunity to pick up and backhaul our own inbound freight upon completion of a delivery to one of our stores. This system maximizes the efficient use of our equipment and drivers to prevent or reduce empty miles

The following initiatives were identified with the help of our internal cross-functional grocery team as a way to integrate best practices into our order procurement and logistic processes. We are asking our VMI vendors to once again help in continuing to providing incredible customer service by supporting the following initiatives:

Purchase Order Cut Off Time
11:00 a.m. EST Order Cut Off Time for Grocery VMI Vendors –All orders _transmitted_ to Wegmans need to be sent by 11:00 a.m. EST, 72 hours prior to the expected deliver date of the load, at the very latest, in order to be processed the same day. If the order is transmitted after 11:00 a.m. EST please add an additional day to lead time for processing.

Product Weight Requirements
Wegmans Arranged and Wegmans Backhaul Pickups have the following weight restriction is **42,000 pounds including pallets weight.** This limit ensures the safety of our carriers, drivers and product as well as compliance with DOT regulations.

1.0   PURPOSE

As part of the process to insure that Wegmans offers the safest foods to our customers, we are continuously looking at ways to improve our inbound product temperature program at our distribution centers. The purpose of this document is to outline what the required temperature standards are for each of our distribution centers, along with seafood categories. These are in compliance with the Department of Agriculture and Markets, FDA, USDA and DEC.

Please note, The Food Code States, if the retail package or shipping case states "Keep Refrigerated" it is interpreted by regulators as a requirement for food safety reasons, with mandatory storage below ≤41° F.

The temperatures outlined below are industry standards that all suppliers and carriers are expected to meet.   Failure to comply shall result in rejection of the delivery in question.

2.0 SCOPE

This document applies to temperatures of inbound product coming into Wegmans distribution centers located in Rochester, NY and Pottsville, PA.

3.0 REPONSIBILITIES AND METHODS

3.1 Methods:

3.1.1   Wegmans Perishable Distribution Center:
Note: Wegmans Perishable Distribution Centers shall automatically refuse any load coming in to them on a dry box.

Dairy	33 deg F to 40 deg F
Citterio dried cured and fermented products*	33 deg F to 50 deg F
* Dried cured and fermented products are considered shelf stable and may be kept at temperature over 45 deg F for an extended period of time without affecting their safety and shelf life. Furthermore, under HACCP rules, the initial microbial counts of products are insignificant. Packaging, either modified atmosphere or vacuum packaging also prevents further microbial growth. The wholesomeness of these products is not affected as high as 50 deg F	
The following items are considered **dry cured products**:	
Prosciutto (Italian Classic, Di parma, Boneless Cubetti, Organic parma), Culatello, Bresaola, Speck	
The following are considered **fermented products**:	
Sopressata, Calabrese (DHS), Milano, Abuzzese (DSS), Genoa, Hard Salami	
Fresh Meat	28 deg F to 40 deg F
Seafood (see below)	
Deli Meats	33 deg F to 40 deg F
Cheese, Mediterranean Bar products	33 deg F to 45 deg F

Wegmans 9|

Seafood*:	
Frozen retail packaged (ready to eat or raw)	$\leq$ 10 deg F
Frozen raw seafood (not retail packaged)	$\leq$ 10 deg F
Refrigerated seafood histamine producer	$\leq$ 40 deg F
Smoked fish	$\leq$ 38 deg F
Pasteurized crab	$\leq$ 40 deg F
Unpasteurized crab	$\leq$ 38 deg F
Seafood salads	$\leq$ 40 deg F
Live shell stock	$\leq$ 45 deg F – air temperature $\leq$ 50 deg F – internal temperature
All other products	$\leq$ 40 deg F

* Under Seafood HACCP, there are corrective actions for each of these categories, should they be found out of compliance to our standard.

3.1.2   Wegmans Frozen Food Distribution Center:

Frozen Food	$\leq$ 10 deg F
Frozen Items (Pork, Duck, Goat)	$\leq$ 10 deg F
Ice Cream	$\leq$ -10 deg F
Seafood (see above)	
Frozen Bakery	- 20 deg F to + 10 deg F

Data Synchronization

What is Data Synchronization?
• Global data synchronization is the electronic transfer of standardized product and location information between trading partners continuously via a central global repository, which is called the GS1 Global Registry™

• Synchronize product information including item attributes controlled by the supplier e.g., Global Trade Item Number® (GTIN®), size, weight, height, brand, UPC bar code number etc..

• Data synchronization through the Global Data Synchronization Network® (GDSN®) allows real-time item maintenance for specific fields and provides standards-based synchronized data that reduces inefficiencies in the supply chain.

Any supplier or retailer only needs to join one Data Pool in order to get their data to all of their trading partners in the GDSN.

1. Load Data
2. Register Data
3. Subscription Request
4. Publish Data
5. Recipient Confirmation

Steps to Get Started

1. **Prepare your data**
   - Check your product data for accuracy and completeness
   - Ensure that all dimensional and weight information is accurate and follows **GDSN Package Measurement Rules:** http://www.gs1.org/docs/gsmp/gdsn/GDSN_Package_Measurement_Rules.pdf

2. **Choose a Data Pool**
   - Wegmans has chosen 1WorldSync™ as its GS1-certified data pool, and recommends that vendors consider the advantages offered by 1WorldSync, or your chosen data pool. http://www.1worldsync.com/web/us

3. **Publish your data**
   - Publish all products that are sold to Wegmans via the GDSN. (Wegmans' GLN is **0077890000007**.)
   - Be sure to provide any data updates/modifications throughout the lifecycle of your product, following the GS1 GTIN Management Rules: http://www.gs1.org/1/gtinrules

4. **Manage Confirmation (CIC) Responses from Wegmans**
   - Wegmans will provide electronic feedback to GDSN publications in the form of CIC messaging, and take the necessary steps to accept information that is accurate and complete.
   - For more information, visit the Wegmans' landing page at 1WorldSync: http://www.1worldsync.com/web/us/wegmans
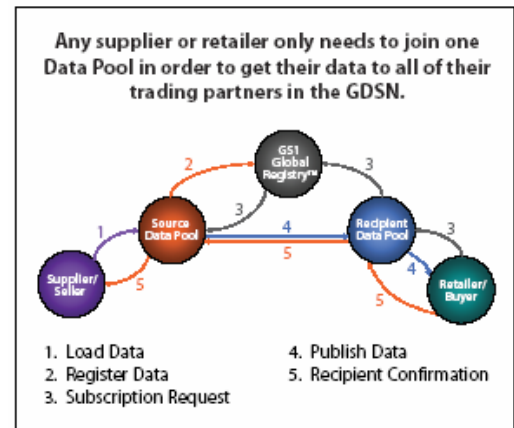
For additional information about GS1 standards please visit their website at **www.gs1us.org** or click on the GS1 icon to the left to be redirected.

Simplified New Item Set-Up

To find a "New Item Set Up" document file, please click on
http://www.wegmans.com/webapp/wcs/stores/servlet/CategoryDisplay?storeId=10052&catalogId=10002&langId=-1&identifier=CATEGORY_1004
. (See the **Merchandising** tab, and choose the department form that fits your product.)
Accurate new item information is critical to the efficient introduction of new items: (General Merchandise items require additional information please see the Merchandising tab for required information)

- Please complete all fields requested on the **New Item Fact Sheet.**
- Verify all case weight and measurement data.
- Uniform case dimensions and ti/tier on every shipment
- Always refer to the link for updated new item set up forms

Product Identification Requirements

As a vendor of Wegmans, we require that you identify your products with UPC barcodes (also known as EAN/UPC Symbols) that can be scanned at point of sale in our retail stores.

Your UPC barcode symbols must include a valid Global Trade Item Number® (GTIN®), the first part of which includes a GS1/UPC Company Prefix. The GS1/UPC Company Prefix (Manufacturer's ID Number) must be unique and identify your company as the brand owner of your products. This prefix will ensure that all the numbers you assign to your products will be uniquely identified and linked only to your company. In the United States, GS1/UPC Company Prefixes are assigned by GS1 US, a not-for-profit organization. Click here to apply for your GS1/UPC Company Prefix.

GTINs when properly used with a GS1 Company Prefix will uniquely identify both the consumer level (retail) and shipping containers sold through our stores. GS1 US provides simple tools and guidelines for proper utilization of your GTINs without requiring detailed GS1 Standards knowledge and offers print options for your barcodes and products. GS1 US Customer Service can also help you with your barcode and electronic commerce questions, and provide guidance on the efficient use of your GS1 Company Prefix for your growing business needs. For details, visit www.gs1us.org or contact them by email at info@gs1us.org or call +1 937-435-3870.

EDI Transmissions

Wegmans encourages our suppliers to utilize EDI transactions in order to better facilitate communications between the vendor and Wegmans.

The appropriate EDI transactions for each supplier are determined based on replenishment type;
Warehouse- 875,856,880 (UCS)
Quick response- 850,856,810 (x12)
VMI warehouse- 852, 855, 856, 880 (UCS)
*please contact – AccountsPayable@Wegmans.com if you are interested in exchanging **EFT** with Wegmans*

The first critical step of successful EDI transactions is to verify that Wegmans data exactly matches the data in your internal systems (UPC, GTIN, COST, CASE PACK). EDI will not work properly if our data is not in alignment. You can contact your merchandising representative for more information on your item list.

Once your data is aligned and you are ready to proceed with EDI at Wegmans, fill out an **EDI Request Form** and submit to the Wegmans Buyer. Once approved, you will be sent a link to the Wegmans/GXS testing website (NCM) to choose your replenishment type and to test the appropriate transactions.

If you have any pre-NCM testing questions – contact your merchandising representative or Neysa Cross, EDI Coordinator at 585-429-3666 or B2BEDI@Wegmans.com. Once you are testing in NCM, please utilize the FAQ or on line support.

Important Information regarding Wegmans PO numbers for VMI:
Please note that the first two digits of Wegmans PO numbers correspond to the week number, beginning "01" to "52". The remaining 4 digits are specifically assigned to each vendor and must fit within your assigned sequence to prevent any EDI issues.

COMMUNICATIONS			
	Send	Receive	TEST / PRODUCTION
ISA Sender/Receiver Qualifier:	ISA05	ISA07	08
ISA Sender/Receiver ID:	ISA06	ISA08	9264830001
GS Sender/Receiver Code:	GS02	GS03	7164297951
Test Indicator	ISA 15		P' = Production Data
Third Party Network (VAN):	GXS/Open Text		
Duns #:	(Contact B2BEDI@Wegmans.com for Wegmans' DUNS #)		Where XXXX = 0102-GM; 0106-Groc.; 0109-Produce; 0160-Dairy; 0150-Frozen; 0191-RSC Perishables; 0192-Grocery HDC; 0193-Grocery RSC
Translation Software:	GXS/Open Text		

Enhanced EDI for Sales Logic
EDI Sales Logic 852 – Wegmans has the ability to transmit our sales/promotional logic, which is typically faxed to vendors every Monday, via the EDI 852 using the QD segment of the transaction. We would encourage all of our VMI suppliers to start using this data exchange in place of the faxed report. Please contact Russ Tartaglia @ 585-464-4772 or russ.tartaglia@wegmans.com for detailed information on how to gain access to this EDI feed.

Simplified Transportation & Receiving

Efficient Transportation
- At Wegmans, we prefer to arrange our incoming freight whenever it is logistically possible.
- Please fill out the **Logistics Questionnaire,** please return the completed form to: inboundlogistics@wegmans.com
    - The questionnaire is located as a separate tab on the Wegmans vendor web page

Backhaul Loading Standards

Wegmans backhaul pickups are expected to have a weight limit of **42,000 pounds** and built using quality standards for axle weight distribution. If a load does not meet these requirements Wegmans may choose to turn back the transportation of the freight to the vendor.

Delivery Appointment Scheduling

Please note that all Wegmans Facilities require a scheduled appointment time. This procedure allows for efficient coordination of our receiving operations.
- Receiving appointments are required on all shipments regardless of size or shipment method used (See pages 6 and 7 for receiving appointment instructions).

Efficient Store Replenishment

In the spirit of Efficient Store Replenishment, we prefer the use of Mods and Shippers whenever appropriate. Please call your merchant and buyer with any questions.

<u>**General Shipment Requirements:**</u>

- Purchase orders must ship complete
    - **Wegmans does not accept back-orders**
        - If prior approval is given by Wegmans Category Merchant: backordered items require a new Purchase order to be created prior to the shipment arriving.
    - Item shortages/out of stocks must be immediately communicated to the appropriate Wegmans Category Merchant and/or Buyer
- Orders are to ship to arrive on the requested delivery date as shown on the Purchase Order
    - Vendor performance will be reviewed quarterly as to their on-time arrival. (early or late)
    - Any order that will not arrive as requested must immediately be communicated to the appropriate Wegmans Category Merchant and/or Buyer
    - Only one purchase order per full truck load quantities
        - PO's over one truckload should be communicated to Wegmans category Merchant or Buyer **BEFORE** PO ships
        - Please provide additional item level detail and quantities. New PO's will be created for each additional truck

Packing List Requirements:

For each purchase order shipped, there must be a legible Packing List with the following information included:

- Purchase order number
- Wegmans item number (commodity code)
- Total # of cases shipped by item
- Case Pack quantity
    - If applicable please provide Inner pack carton quantity (See GM Merchandising tab for an example of Wegmans inner pack information needs)
- Accurate product description

Wegmans Rochester, NY/ Pottsville, PA and Wegmans c/o Genco Hazleton, PA receiving requirements:

Outside drivers or contractors entering Wegmans facilities are required to check in with the Security Stations at each site. This will allow for your paperwork to be verified and PO to be uploaded correctly

- Cases must be clearly labeled with product description and Case UPC code.
    - Wegmans Cross distribution and Cross Dock cases should be tagged by Store number
    - **For General Merchandise Carton requirement please see pages 18, 19 and 20.**
- Cases must be secured and suitable for potential conveyor selection.
- All pallets must be secured with shrink wrap.
    - Plastic netting or plastic/metal bands are not acceptable
- Product must be within confines of the pallet.
- Packing List must be attached to the Bill of Lading.
- Product must deliver on pallets – no floor loads or slip sheet loads.
    - **(Floor loads are allowed on Import Containers when Wegmans is the importer of record)**
- Pallet Quality (**See Pallet Policy, pages 15-16**)
    - The carrier is responsible for transferring product to new pallets if shipped on inferior quality pallets.
- The carrier is responsible for sorting and segregating all products by item. (Rochester Only)
- Mis-shipped or damaged product
    - Will be returned at the vendor's expense.
    - If Wegmans has to accept the product and wait for a return authorization there will be a handling charge assessed, the amount will be determined by the complexity of the order.
        - **General Merchandise Suppliers please see Merchandising tab for additional information**
    - There will be no handling charge assessed if the delivering carrier allows the product to be refused at time of delivery.
    - See below for additional receiving requirements for delivery to Wegmans Seasonal Warehouse c/o Genco, 61 Green Mountain Rd. Hazleton, PA

Additional receiving requirements for delivery to Wegmans Seasonal Warehouse, Hazleton, PA:

This standard operating procedure outlines the process for checking in inbound vendors at the Wegmans Facility in Hazleton, PA.

PROCEDURE:

All drivers entering the yard must show a valid state driver's license to the guard shack clerk. Their name and driver's license number alone will not be considered valid identification. The drivers must physically show the clerk their license to verify its validity and enter the proper information in Genco log books. If they do not have the proper license with them, they can call their dispatch and have their driver's license faxed to our facility. In that case, the driver must wait outside the yard until we receive the fax and confirm driver information with the guard shack clerk. If the driver has his license with him, but will not show it to the guard shack clerk to verify, his load will be refused.

When a standard delivery truck/box truck such as UPS or Fed-Ex delivers to our facility, whether or not they enter the yard, they may not deliver any more than twenty five (25) packages from a vendor. If a vendor has shipped any more than twenty five (25) cases with a delivery truck, their packages will be refused and asked to make an SGM appointment with the PO number.

After drivers are let in through the guard shack, they are permitted to be in only the yard or drivers entrance office area during their load/unload time. Genco teammates should not allow drivers access through emergency exit doors on the dock or through the dock doors at any time. Drivers may not enter the office or the dock area unless given admittance by a manager and provided with proper visitor identification and orientation.
Once outside vendors' drivers have backed into a door, they must shut off their engine and detach from their trailer. For common tractor trailers, this means they are required to detach the red line. For box trucks, this means they are required to wait in the office while they are unloaded. This will ensure safe dock loading and unloading at all times.

LTL Routing Guide:

==Pre-Paid Shipments==:

Please Contact wintonrdscheduling@wegmans.com for a list of preferred LTL carriers

Vendor is responsible for all freight and accessorial charges, including any detention, sorting and segregating charges.

==Collect Shipments: (F.O.B. Shippers Dock)==

1-150 LBS (individual package weight) - Please ship via **FedEx**

- Please call the Wegmans Team @ CH Robinson 585-458-5110 for the correct account number
- For ease of tracking and scheduling when shipping via FedEx it is mandatory to use the Wegmans Purchase Order number as the reference number.
- Shipping Cartons should be marked by count (e.g. case 1 of 4)

151 LBS. & OVER - Please ship via **CH Robinson Worldwide Inc**.,

Please contact CH Robinson:

<div align="center">

Wegmans Team @ CH Robinson

585-458-5110

Wegmans@chrobinson.com

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For Collect shipments all Bills of Lading must be marked with the following:

<div align="center">

Carrier: 3rd Party Bill To C H Robinson LTL:

CHRLTL

14800 Charlson Rd

Suite 2100

Eden Prairie, MN 55347

</div>

<div align="center">

Shippers who fail to follow the Wegmans Collect Shipment guidelines will be billed back all applicable freight and accessorial charges. (Including any sorting/segregating charges.)

</div>

Please contact Tina Falkner at wintonrdscheduling@wegmans.com with any questions regarding the above routing instructions
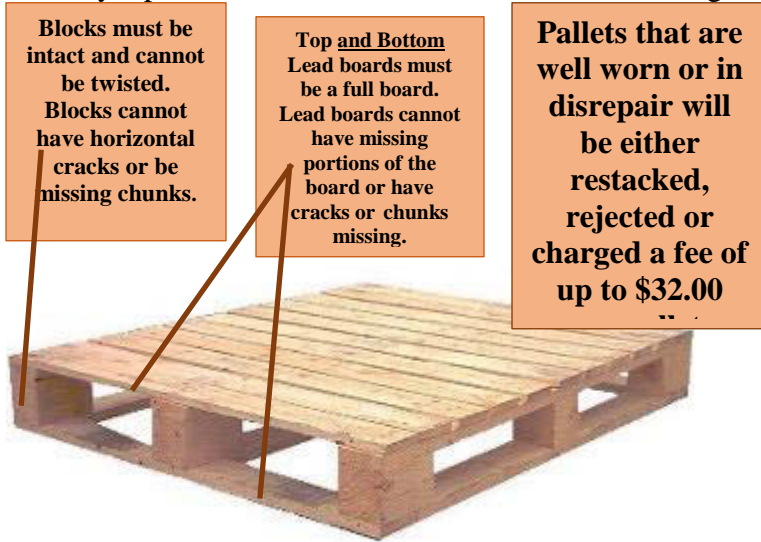
Wegmans Pallet Policy:

Pallet Standard:

At Wegmans the safety of our people and our food are things we take very seriously.

4-way pallets are required wherever possible because they can be moved and raised safely.

New or like new pallets from pooled pallet programs are suitable for use in our facilities. Below is Wegmans general 9 Block style pallet standard. There will be a $32.00 chargeback for pallets that do not meet the following criteria.*

Blocks must be intact and cannot be twisted. Blocks cannot have horizontal cracks or be missing chunks.

Top and Bottom Lead boards must be a full board. Lead boards cannot have missing portions of the board or have cracks or chunks missing.

Pallets that are well worn or in disrepair will be either restacked, rejected or charged a fee of up to $32.00

An acceptable 9 block pallet will contain all of the following attributes:

- All boards must be secured with (at least) 3 nails. 4 nails on all lead boards.
- Bottom lead and deck boards must be complete boards. They cannot be weakened by missing wood or partial boards. This applies to top lead boards as well.
- Bottom lead and deck boards must not be broken or have cracks. This applies to top lead boards as well.
- Top deck boards (non-lead boards) may have small tight cracks but must be firmly secured.
- All blocks must be a full block. Blocks cannot be twisted, cracked horizontally or missing chunks.
- All rental pallets must still contain 100% of the pallet's original strength and cannot be worn to a point where they are weakened.
- Must be free of contamination.
- All nails must be flush (not protruding)

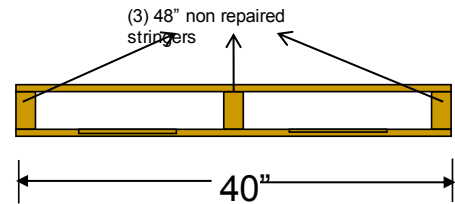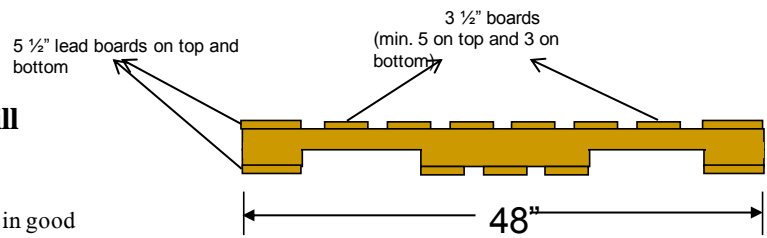Examples of 4-way rental pooled pallets (9 Block style):

* The pallet chargeback will only apply to Rochester Grocery (1500 Brooks Ave) loads beginning January 1st 2017. Additional buildings TBD.

If PECO, CHEP or iGPS, or other suitable 9 Block pallets source is unavailable then whitewood pallets that meet the following criteria will be accepted.

Wegmans GMA Pallet Standard

A quality GMA grocery style pallet will meet the following specifications:

- Square 48" by 40" (stringer length by board width) in good condition
- Hardwood (no pine or softwood)
- 9" by 1 1/2" notched cutouts for four-way entry
- Must have all five bottom boards and at least seven top boards
- Top and bottom boards must be minimum 5/8" thick
- Stringers must be minimum 3 1/2" deep by 1 3/8" wide with minimum 2" depth over notch
- Top and bottom lead boards must be minimum 5 1/2" wide and located at the ends of the stringers. An acceptable alternate for top lead boards is two butted 3 1/2" boards
- Interior boards must be minimum 3 1/2" wide. An acceptable alternate for three 3 1/2" Bottom center cluster boards is two 5 1/2" boards
- Front and Rear pallet openings must accommodate a double pallet jack
- Maximum gap between top boards - 3 1/2"
- All nails must be flush (not protruding)

5 ½" lead boards on top and bottom

3 ½" boards (min. 5 on top and 3 on bottom)

48"

(3) 48" non repaired stringers

40"

Wegmans does not participate in any pallet exchange programs.
Wegmans will not pay for any pallet costs that are invoiced to us.
Corrugated and single use plastic pallets are not accepted without prior, written approval.

These pallet standards are designed for Distribution Centers only

Food Manufacturing and Processing Centers may contain various additional specifications with respect to foreign contaminant, cross contaminant and allergen exposure mitigation.

For questions relating to pallets contact "pallets@wegmans.com"

Guidelines for Case Design for Safe Handling

Shipping cases that are designed within the following design qualities will reduce the risk of exceeding the lifting strength capabilities of our employees.

Case Weight:

A weight of 35 pounds or less is preferable. Cases greater than 50 pounds should be avoided.

Case Size:

Recommended dimensions in inches for the design of shipping cases are shown below. Preferred dimensions include: Length of 20-inches or less, width of 14-inches or less, and 6-inches or less. Cases greater than 30-inches in length, 20-inches in width and 18 inches in height should be avoided.

Width
14"
(Max.

Height 6"
(Max.
18")
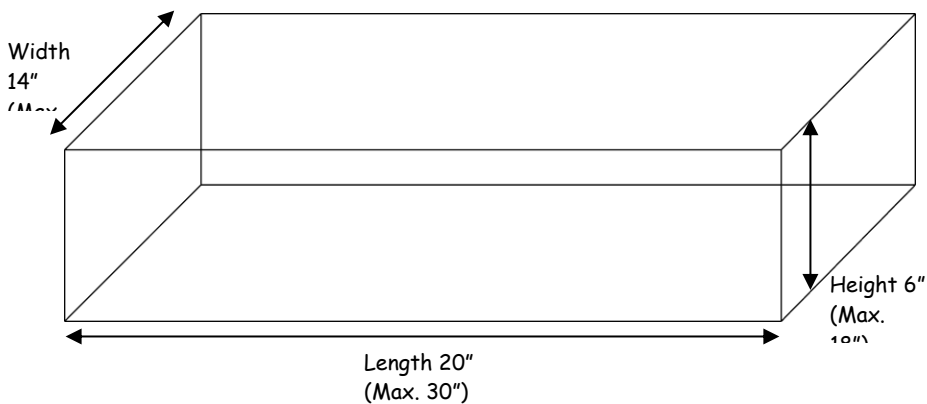
Length 20"
(Max. 30")

Hand holes:

Cases that weigh more than 20 pounds should have suitable hand holes to improve handling ability. Recommended hand hole size and shape is shown below. The length should be 4-inches or greater and the height should be 1.5-inches or greater. The hand hole should be located at or above the line passing through the center of mass of the loaded cases.   Additionally, the box construction/strength should be suitable to withstand lifting the box with the hand hole and not tear through the hand hole.

Minimum
height1.5"

Minimum length
4"
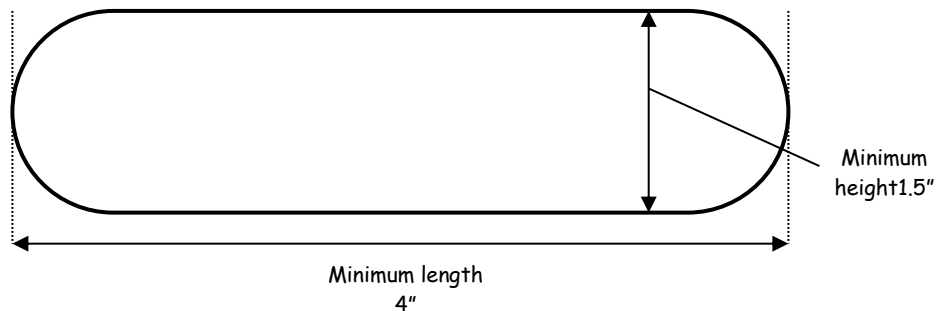
For more information, please contact Paul Hickey, M.Ed., CPE; Wegmans Food Markets; Risk Management Department, P.O. Box 30844; Rochester, NY 14603-0844; 585-429-3287; paul.hickey@wegmans.com.

General Merchandise Carton Marking Requirements

Shipment Type Definitions:
Direct Import Shipments are those where Wegmans is the Importer of Record.
Domestic Shipments are those where vendor is the Importer of Record or goods are manufactured within the United States.

Shipping Carton Marking Requirements for Direct Import Shipments:
- Information must be in bold, black print, in a font similar to Arial, 1" high.
- Space required is approximately 10" high by 14" wide.
- Font size can be reduced as needed based on carton size.
- If carton has a label, carton marking print should be on back side or side of carton.
- Proof of Carton Markings should be approved before production and shipment is complete
- Outline of Information should be as follows:
  - **Wegmans**
  - **PO Number** (Wegmans Master Purchase Order Number)
  - **Item Number** (Wegmans Item Number)
  - **Item Description** (Wegmans Item Description)
  - **Manufacturer Number** (Manufacturer's style number)
  - **UPC Number** (Product Retail UPC)
  - **Season** (A code supplied by Wegmans with Purchase Order)
  - **Theme** (A word supplied by Wegmans with Purchase Order- omit if blank)
  - **Shipping Case Pack** (Total Number of Wegmans Retail Units in Shipping Carton)
  - **Inner Carton Pack** (Number of Wegmans Retail Units in Inner Carton)
  - **Made in** (Country of Origin)
- Outline of Information on Inner Pack should be as follows:
  - **Item Number** (Wegmans Item Number)
  - **Item Description** (Wegmans Item Description)
  - **Inner Carton Pack** (Number of Wegmans Retail Units in Inner Carton)

Example of Direct Import Shipment Carton Marking:

```
WEGMANS
P.O. #:              9612152
Item #:             012345
Item:               200 ct. Christmas lights
Manufacturer #:     A-4/WT12-3
UPC #:              0-77890-12345-4
Season:             X-8284-4072
Theme:              Tropical
Shipping Case Pack: 72
Inner Carton Pack:  12
Made in China
```

Shipping Carton Labeling Requirements for Domestic Shipments:

- Standard UCC 128 labels should be added to all shipping cartons with required information
- If supplier is not UCC 128 capable, shipping label should added with same required information and format, with exclusion of barcode
- If carton already has a label, Wegmans shipping label should be on back side or side of carton.
- UCC 128 Labels should not cover photos, UPCs or other Descriptors already printed on the carton
- If Item is a Mod, Pallet Display, or Shipper; carton label should be on outside of that Mod, Pallet or Shipper and total shipping units should be inclusive of total retail units enclosed.
- If Item has a shippable inner pack, labels should be added to inner packs with required information
- Outline of Information on Shipping Case should be as follows:
  - **Wegmans Warehouse # and Address**
  - **PO Number** (Wegmans Purchase Order Number)
  - **Item Number** (Wegmans Item Number)
  - **Item Description** (Wegmans Item Description)
  - **Shipping Case Pack** (Total Number of Wegmans Retail Units in Shipping Carton)
  - **Inner Carton Pack** (Number of Wegmans Retail Units in Inner Carton)
- Outline of Information on Inner Pack should be as follows:
  - **Item Number** (Wegmans Item Number)
  - **Item Description** (Wegmans Item Description)
  - **Inner Carton Pack** (Number of Wegmans Retail Units in Inner Carton)

Example of Domestic Shipment Carton Marking – UCC 128 Label:

FROM Your Company Name Company Address City, State, Zip Code	TO Wegman Warehouse 102 3131 Winton Rd S Rochester, NY 14623	← Warehouse Address
PO # 043201		← Purchase Order #
Item# **384437**		← Wegmans Item#
ITEM Description: Ecolution Artistry 8" Pan		← Wegmans Item Description
Shipping Case Pack: 72 Inner Carton Pack: 12		← Shipping Case Pack/ Inner Carton pack
SSCC (00) 0 0071249 062782900 5		