

### Transportation Logistic Guidelines

Raley's top priorities are timely delivery of product and keeping transportation cost to a minimum. We ask that all trading partners make these top priorities as well. In order to provide the best possible service to all of Raley's, all trading partners making shipments to any of Raley's distribution centers or stores must adhere to the attached instructions. Failure to comply with these policies and procedures as outlined in this document could result in a charge back to your company.

One of the most important expectations is that the product is received at our distribution center on the due date and times as stated on the purchase order. If this date/time cannot be met, you must notify the Raley's Procurement department.

We realize that for you to provide better service we must supply you with the tools and direction so you can meet our expectations. Since communication is the key to success, if at any time you have questions or concerns regarding shipments, we encourage you to call the receiving distribution center's traffic department. You will find contact names and phone numbers to assist you on the following pages.

RALEY'S ROUTING GUIDE	
Prepaid Shipments	On prepaid shipments, the trading partner has the right to choose their own carrier. Please read and follow "SHIPPING INSTRUCTIONS" listed below. Failure to do so can result in delivery refusal.
Collect Shipments	Call Raley's Traffic Center (See Traffic Center Contacts)

*When calling the Traffic Center, you must have the PO #, cases, weight, number of pallets, cube, point of origin and destination address available.*

*If you have any questions regarding routing of a shipment to our Distribution Centers, please call the Raley's Traffic Center.*

RALEY'S TRAFFIC CENTER CONTACTS		
GM/Non- Perishables	Craig Godwin	916 928-7768 Cgodwin@raleys.com
All Perishables	Craig Godwin	916 928-7768 Cgodwin@raleys.com
	Brenna Doerflein	916 928-7769 Bdoerfle@raleys.com

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<b>SHIPPING INSTRUCTIONS</b>	
Weight	Non-Pallet picks should be 50 pounds or less.
Length and Width	40" X 48"
Height	78"
Displays	40" X 48" X 78"
Preferred method of shipment	Palletized
Receiving unload method/policy	Driver unload, sort and segregate required if applicable. Lumper service could be available, please check with receiving DC for clarification.
Product arrival	Shipped in a sorted and segregated manner.
Product grouping	Items that contain multiple cartons that are shipped separately should not be included in the same item number.
All items	Must be scanable
Code dates	All code dated items with less than 60 days life will be refused unless arrangements are made for special handling. Each DC should receive code date instructions for each item received.
Pallet type	Pallets should be 40" X 48" with a minimum #2 Grade or 40" X 48" CHEP program.
Packaging integrity	Items should be packed in a manner that protects the item from damage. The pack & re-pack should be uniform per item.
MSDS sheets	All items received should have an MSDS sheet accompanying them.
Pallet exchange	Acceptable # 2 type or better pallets maybe exchanged for a # 2 type pallet
Small package shipments	United Parcel Service / Federal Express: The receiving DC's purchase order must be written on the outside of each carton.
Special handling	Items with attributes that do not meet these guidelines can often be accommodated. Contact the DC Logistics Personnel to help facilitate special handling requirements. Guidelines maybe deferent by DC.

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**ALL SHIPMENTS**

All shipments must have an ASN (Advanced Shipping Notice) or Bill of Lading, Manifest and/ or Invoice stating quantity, description of each case, pallet, and purchase order #. When shipping by UPS/FedEx Ground, packages must be “packaged” according to UPS/FedEx Ground standards and labeled accordingly. Failure to follow all instructions could result in product refusal and/or a charge back including an administrative fee.

**ASN / BILL OF LADING**

- All prepaid shipments must be clearly marked “PREPAID”.
- All collect shipments must be clearly marked “COLLECT”.

The trading partner must fill out the ASN or Bill of Lading correctly. Any ASN or Bill of Lading that is checked “collect” when it should be “prepaid” authorizes Raley’s to exercise the right to pay the freight bill and deduct the freight amount plus a handling fee of \$80.00 from the trading partner.

Each Bill of Lading must be complete including the Raley’s purchase order number and due to arrive.

**LESS THAN TRUCK LOAD SHIPMENTS**

The Bill of Lading should be made out to the appropriate customer and address. Goods must be tendered to the carrier in a sorted and segregated manner identifying sizes, flavors, and colors as necessary. Keep in mind that freight tendered to the carrier is also tendered to the various Raley’s Companies in the same manner. Raley’s will not pay any sort and segregation charges to third party services, carriers and/or trading partners.

Palletized shipments must also include item numbers (GTIN/UPC), pieces, description and weight.

Failure to note the accurate class and weight could result in a chargeback to the Trading Partner, including an administrative fee. The minimum Handling fee will be \$80.00.

**TRUCK LOAD SHIPMENTS**

Truckload carrier Bills of Lading should contain the pieces and weight being transported as well as a full description of the product. Each Bill of Lading should have the Raley’s purchase order number and due to arrive date with directions to the carrier to include this information on the freight bill. All shipments should also include accurate pallet and carton counts.

If seals are used on the trailer(s), include the seal number(s) on the ASN or Bill of Lading.

**PIGGYBACK TRAILER ON FLAT CAR (TOFC) /CONTAINER ON FLAT CAR (COFC)**

Piggyback Bills of Lading should be consigned to Raley’s at the appropriate address. All Bills of Lading must contain the appropriate Raley’s purchase order number and date due.

Indicate the seal number(s) on the Bill of Lading, if applicable.

All aspects of the Intermodal Safe Container Act as indicated below must be followed. The Intermodal Safe Container Transportation Act of 1992 requires any shipper who tenders an Intermodal container or trailer having a gross loading weight of 10,000 or more to give the carrier accurate information about the nature and weight of the cargo.

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The regulation states that this information is to be provided in a very concise manner and certification to the carrier must include:

- Title “Intermodal Certification”
- Container or trailer initial(s) and number
- Actual gross cargo weight, including the unit of measurement, of the contents of the container or trailer, including packing materials and pallets
- Reasonable description of the contents
- Name and company of the person tendering the loaded container or trailer
- Date unit was loaded
- Signature of person or representative tendering the loaded container or trailer

### **DELIVERY APPOINTMENTS**

A delivery appointment by the trading partner/carrier is required at all Raley’s Distribution Centers. The receiving distribution center's telephone number for appointment scheduling is listed in the Raley’s Distribution Center Street Address List below. Please note, the Raley’s Natomas DC accepts appointments by e-mail ONLY.

When making appointments, you must provide Raley’s PO#, case count, number of pallets and cube. The notation for a delivery appointment should be made on each Bill of Lading. Raley’s will not be responsible for any “notification fee” charged by the carrier.

### **NO BACK-ORDERED PRODUCT**

All ASNs or Bill of Ladings must reflect delivered product only. Product that is short shipped must be reordered through the issuance of a new purchase order.

Raley’s does not accept back orders. If a Trading Partner reships short-shipped product collect, Raley’s will bill back the entire freight bill plus a \$150.00 administrative fee.

### **SORTING AND SEGREGATING**

The trading partner should tender all freight to the carrier in a sorted and segregated manner. Shipper must certify on all Advanced Shipping Notices (ASNs) or Bills of Lading that the “freight has been sorted and segregated according to sizes, brands, and or other distinguishing characteristics and so tendered to the carrier.” Any failure on the part of the trading partner to tender freight in a sorted and segregated manner to the carrier will result in a charge-back of the sorting and segregating charges, any detention charges, plus an administrative charge.

### **LABELING**

All labels must be addressed to Raley’s at the appropriate address, show from where the shipment is made and contain the Raley’s purchase order number and product item number(s).

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### PALLETIZING

Any product that weighs over 45 pounds per case must arrive at our Distribution Center(s) on pallets. All pallets must be 48"x40" GMA specification hardwood 4-way entry pallets for exchange or 48"x40" CHEP program pallets or PECO. If you are not familiar with the CHEP program you can obtain more information on the CHEP program at [www.chep.com](http://www.chep.com) or call 800-Chep-USA.

All items must be in 8 corner boxes. Cartons must not exceed the dimensions of a pallet (48"x40"). Refer to the purchase order or contact the buyer if you have questions regarding pallet configuration (Ti/Hi).

Whenever possible, ask the carrier to provide pallet exchange or CHEP exchange service on your shipment to Raley's and indicate a pallet exchange has taken place on the Bill of Lading or Advance Ship Notice (ASN).

### DUE TO ARRIVE

Each Raley's purchase order has an expected delivery date designated on it. This "due to arrive date" is the appropriate date product should arrive at the designated Raley's distribution center and/or store. This date should be indicated on each of the ASNs or Bills of Lading. The carrier is required to indicate this due date on their freight bill.

### UNAUTHORIZED CARRIERS

Any carrier used by the trading partner on collect shipments that are not listed in this Routing Guide or pre-approved by the receiving distribution center will be billed back to the trading partner at your expense.

RALEY'S DISTRIBUTION CENTER STREET ADDRESS LIST & APPOINTMENT DESK					
Location Name	Address	City	State	Zip	Telephone
<b>Natomas DC appointments are by e-mail ONLY.</b>					
Natomas DC	4061 Gateway Park Blvd	Sacramento	CA	95834	<a href="mailto:Deliveryappt@raleys.com">Deliveryappt@raleys.com</a> 916-928-7709
Production Bakery	3925 Seaport Blvd, Ste #110	West Sacramento	CA	95691	916-403-2222
Rapid Site	2928 Ramco St, Ste #100	West Sacramento	CA	95691	916-403-2888
DC Freezer	3925 Seaport Blvd, Ste #110	West Sacramento	CA	95691	916-403-2280