



VENDOR ROUTING GUIDE

Dear Valued Partner,

As Bargain Hunt has grown to 90 stores, we have been asked by many in our vendor community to provide a written routing guide to our Antioch, TN distribution center. Please find attached our initial version covering several topics including:

- Shipping Requirements
- Inbound Scheduling
- Freight Type and Procedures
- Address/Hours of Operation and contact information

Please read carefully our agreement and acknowledge receipt by signing and returning the Vendor Agreement page. Please forward the Routing Guide to your logistics or operations team.

Your support and compliance are appreciated very much. We look forward to growing successfully our relationship with your company. Thank you very much for your continued support.

Sincerely,



Norm Rankin

SVP Merchandising

Bargain Hunt



Austin Jones

Director of Transportation

Bargain Hunt

Vendor Shipping Requirements

1. Palletized Loads

- All loads should have 1 vendor item number per pallet. The purpose of 1 item per pallet is to streamline the receiving process to ensure product is counted and received timely so that proper payment can be made.
 - All pallets must have a pallet ID with the label being placed in the top left corner of pallet containing the following information:
 - Vendor Item number
 - Item Description
 - Item quantity & UOM
 - If a like vendor item number carries over to another pallet then the like item must remain together
 - All mixed pallets should have a placard identifying the pallet is "MIXED"
 - There should be a pallet ID for each individual item number on the pallet.

It's preferred that all pallet ID's are printed. If a printer is unavailable then all handwritten pallet ID's must be legible

- All cases must have a vendor item number and description
- A PO cannot exceed 1 trailer. If a PO is going to exceed a trailer then the Bargain Hunt buyer must be contacted so that a separate PO can be created. The following needs to be provided to the buyer:
 - Vendor Item number and quantity needing to go on a separate trailer
 - Number of pallets left off the first trailer
- Pallets must be loaded to the nose of the trailer and must be secured safely to endure transit. Product must be shrink wrapped securely to the pallets to prevent any shifting during transport. Strapping, load bars and dunnage must also be used if necessary to prevent freight from shifting.
- Bargain Hunt requires the use of Grade B pallets.

2. Floor Loads

- Like vendor item numbers should be loaded together within the trailer
- All cases must have a vendor item number and item description
- The shipper, not the transportation company must ensure the product is loaded properly to prevent the trailer from being overweight. All overweight fines/charges will be passed back to the vendor.
- A PO cannot exceed 1 trailer. If a PO is going to exceed a trailer then the Bargain Hunt buyer must be contacted so that a separate PO can be created. The following needs to be provided to the buyer:
 - Number of additional trailers needed
 - Vendor item number and quantity needing to go on a separate trailer

Inbound Scheduling

Bargain Hunt is an appointment only facility. All carriers must schedule an appointment or they will not gain access into our secure yard. All appointment request must be sent to the below email with the below information in the subject line.

- transportation@essextechgroup.com
- Subject line: PO# /Carrier / Trailer#
- All delivery request must be made at least 48 hours in advance and prior to 2:30pm CST

1. Paperwork

- Drivers must be provided a BOL containing Bargain Hunts 5 digit PO number.
- The shipper is responsible for closing and sealing each trailer. The seal number must be documented on all copies of the BOL.
- A packing list must be provided with each load and must be attached to the final case or pallet on the tail of the trailer. The packing list must include at a minimum the following information:
 - PO Number
 - Total unit quantity by Vendor Item Number(reference PO for Unit of Measure)
 - Item Description
 - Case pack information
 - The case Unit of Measure(UOM) on the packing list must match the PO UOM

Freight Type and Procedures

1. Prepaid Freight

- Vendor managed freight must be planned and scheduled to deliver within the 'Expected Ship Date' and 'Expected Delivery Date' written in the PO.
- The carrier must email transportation@essextechgroup.com to secure a delivery appointment.

2. Collect Freight

- Bargain Hunt is responsible for securing the carrier on all collect freight.
 - Truck Order Not Used (TONU) Charges - TONU charges will be passed back to the vendor on any occasion that a carrier has a confirmed delivery appointment and the freight is not ready upon the carrier arrival.
 - Detention Fee's – The vendor will be responsible for all detention fee's incurred if the carrier is on-site for more than 1 hour after arriving to their appointment on time.
 - Accessorial Fee's - Vendor may be subject to additional accessorial fees if incurred.
- The vendor is responsible for emailing transportation@essextechgroup.com once the PO is ready to ship. The PO must be ready to ship on the 'Expected Ship Date' written in the PO. Bargain will secure a carrier to pick up the freight between the 'Expected Ship Date' and the 'Expected Delivery Date' written in the PO.
 - Information I to be provided in the notification email
 - Number of Pallets
 - Pallet Dimensions
 - Weight

3. Collect and Prepaid LTL Freight

- LTL loads that have more than 12 pallets will need to schedule an appointment with transportation@essextechgroup.com.
- For LTL loads that have 12 pallets or less an appointment will not be needed.
 - Delivery hours: 6am – 1:30pm CST
- If there are multiple PO numbers on a trailer, the PO's must be separated in a distinguished manner. There must be paperwork for all PO's on the trailer.

4. Back orders

- No back orders are permitted outside of the shipping window of the PO. If items need to be shipped after the shipping window the buyer will need to be contacted to confirm that they still want the product and a new PO will need to be generated.

Driver Check-In & Check-Out

- Driver Check-In Instructions:
 - All carriers must have a BOL upon arrival, containing Bargain Hunts 5 digit PO number.
 - Carriers must stop at the facilities guard shack upon arrival. The guard shack will verify the driver paperwork and trailer number.
 - The security guard will open the gate for the driver to enter the yard where they will then go to the receiving office. The receiving office will provide direction for trailer placement.
- Driver Check-Out Instructions:
 - All drivers must stop at the guard shack when checking out of the yard.
 - If taking an empty from the yard the guard shack will inspect the trailer before closing the doors.
 - If the trailer is full, the guard shack will verify the trailer number and seal against the outbound paperwork.
 - Drivers should verify the seal number and trailer number to the paperwork before hooking to the trailer.

Address/Hours of Operation/Contacts

Ship to Address

- Bargain Hunt Distribution center
3815 Logistics Way
Antioch, TN 37013

Warehouse Hours of Operation

- Monday – Friday: 6:30am – 12am CST

Contacts

- **Transportation Department**
Austin Jones – Director of Transportation Planning & Scheduling
Primary Email: transportation@essextechgroup.com
Secondary Email: ajones@bargainhunt.com
Office: 615-471-9323
3815 Logistics Way Antioch, TN 37013
- **Warehouse Management**
Larry Winnett – Senior Manager of Inbound Operations
Priority Email: lwinnett@bargainhunt.com
Office: 615-471-5881
3815 Logistics Way, Antioch, TN 37013
- **Merchandising**
Karen Lutz-Lento – VP of Merchandising
Priority Email: klutz-lento@bargainhunt.com
Office: 615-307-8824
3815 Logistics Way, Antioch, TN 37013



Vendor Agreement

Company Name:

Signature Print:

Signature:

Title:

Date:

Please direct this agreement to operations management