Weis Markets

Inbound Freight Compliance and Routing Guide



Effective: 9/1/2025

Inbound Freight Compliance

INTRODUCTION **3**

ROUTING **4**

SHIPPING **5**

DELIVERY PROCEDURES **7**

UNLOADING **8**

INSURANCE **8**

OVERAGES, SHORTAGES AND DAMAGES (OS&D) **8**

CLAIM PROCESSING **9**

CUSTOMER PICK UP DETENTION TIME POLICY **9**

APPENDIX 'A' LTL APPROVED AMBIENT CARRIER LIST **10**

APPENDIX 'B' VENDOR AMBIENT (DRY) LTL SHIPPING FORM **11**

APPENDIX 'C' MINIMUM SHELF LIFE REQUIREMENTS (MSLR) **12**

APPENDIX 'D' SHIP TO LOCATIONS **13**

APPENDIX 'E' DELIVERY RULES **14**

APPENDIX 'F' DOCK RULES **15**

APPENDIX 'G' CROSS DOCKING POLICY **16**

APPENDIX 'H' UNLOADING POLICY **17**

APPENDIX 'I' PALLET POLICY **18**

APPENDIX 'J' VIOLATION LIST **19**

APPENDIX 'K' FEE LIST **20**

APPENDIX 'L' FOOD SAFETY REQUIREMENTS **21**

APPENDIX 'M' ASN / EDI REQUIREMENTS **23**

APPENDIX 'N' FSMA 204 REQUIREMENTS **24**

Inbound Freight Compliance

INTRODUCTION

Weis Markets is committed to providing its customers with the best possible customer service, which can only be achieved through efficiency and cooperation throughout the supply chain.

This Inbound Freight Compliance and Routing Guide ("Guide") is a comprehensive reference for our shipping requirements. Instructions in this Guide apply to all shipments, excluding parcel, to Weis Markets. Compliance is required. This Guide supersedes all other routing, shipping and freight instructions and is the only authorized source of instructions for shipping. **You must follow this Guide to avoid the fees outlined in Appendix 'J'.**

Weis Markets reserves the right to change this Guide at any time by providing notice to its vendors. Thank you in advance for your cooperation. If you have questions, please contact us at inboundfreight@weismarkets.com.

OUR MISSION, VISION and VALUES

Mission:

To deliver an exceptional shopping experience by offering the best service, value, quality, and freshest products while being good stewards of our environment and giving back to the communities we serve.

Vision:

Become the #1 supermarket in our communities by offering the most inviting buying environment in the industry while saving our customer time and money and building our brand to premier status.

Values:

- Teamwork – meeting our challenges and opportunities as one team, focused on common goals.
- Respect – treating our colleagues, customers, suppliers, and vendors with respect and dignity.
- Excellence – striving for excellence and working to improve every day.
- Accountability – holding ourselves accountable for delivering results and always doing the right thing.
- Passion – offering our customers the best shopping experience by exceeding their expectations.

Inbound Freight Compliance

ROUTING

General Routing Policy

Weis Markets prefers to coordinate the process of delivering inbound freight whenever logistically possible. The possible modes of transportation are Truck Load (TL) and Less Than Truck Load (LTL).

TL Routing

Vendors that utilize TL may select any carrier if shipping under prepaid terms.

LTL Routing

Vendors shipping Ambient Products that utilize LTL must select one of the approved carriers listed in **Appendix 'A'**. Vendors must contact Weis Markets by email to arrange inbound LTL shipments.

For the purposes of this requirement, LTL is defined as 12 Non-Stackable Pallets or less or 10,000 LBS or less.

Weis Markets LTL email address is ltl@weismarkets.com

Vendors must email Weis Markets a completed Weis Markets Vendor Shipping Form, which can be found in **Appendix 'B'**. The Vendor Shipping Form must be received prior to the shipment being picked up. Vendors must notify Weis Markets of any changes to the purchase order or delay or cancelation of shipment.

All LTL shipments are subject to unloading fees, as outlined in **Appendix 'K'**. Fees will be deducted from the vendor invoice.

Vendors will be responsible for changes in fees due to reweigh from the carriers. Vendors must utilize their own BOL for LTL shipments. All fees will be deducted from the vendor invoice.

Small Parcel

Small parcel shipments weighing less than 150 LBS must be shipped via UPS (800) 742-5877 or FedEx (800) 463-3339.

Inbound Freight Compliance

SHIPPING

Supplier Responsibility

Any Product requiring refrigeration must be loaded at proper temperature onto an appropriately prechilled and temperature set trailer. Loading patterns must allow airflow between trailer interior and product.

Load must be balanced, stable, secured, and trailer sealed. Document Seal Number on the BOL, and Sign BOL.

Shipping Preparation

Consolidate on one BOL all orders shipped on the same truck regardless of Purchase Order quantity. List the weight and pieces as the grand total for the aggregate shipments on the Shipping documents (BOL PL, etc). Purchase Orders must ship complete. Weis Markets will not accept back-orders. Item shortages must be immediately communicated by email to the appropriate Weis Markets Re-Order Buyer, with the reason and expected availability date.

Orders must arrive on the arrival date stated (Buyer Requested Due Date) on the Purchase Order. This arrival date must be notated on each of the BOLs and Freight Invoice. Vendor must notify the appropriate Weis Markets Re-Order Buyer immediately if any Shipment will not arrive as stated. Vendor also must notify the appropriate Weis Markets Re-Order Buyer if a PO exceeds one truckload, providing Item Level Detail and Quantities. A new PO must be created for each additional truck.

Expiration Dates must meet Weis Markets' Minimum Shelf-Life Requirements (MSLR) **Appendix 'C'** and be limited to one Expiration Date per Item per Shipment.

Shipping Instructions

Bill of Lading

Bill of Lading must specify:

- Shipper Number / Load Number
- Origin Address (Shipped from Address, no PO Boxes)
- Ship to Address (exactly as it is on the Purchase Order, no PO Boxes, see **Appendix 'D'** for Weis Markets' Shipping Addresses
- Carrier Name and Phone Number (Delivery Carrier)
- Seal Number
- Trailer Number
- Pick Up Date
- Purchase Order Number(s)
- Loading Method - Floor, Pallet, Slip Sheet, etc.
- General Product Description (Ex: Cereal)

- Total Quantities in Pallets and Cases
- Weight Associated with each Purchase Order Line Item
- Body of the BOL or Freight Receipt must contain notification of Tendered Packing Slip
- Shipping temperature requirements for commodity shipped, which must comply with Weis Market's Food Safety Requirements (**Appendix 'L'**)
- Record of Trailer Pre-Cooling Temperature
- Set Temperature Requirement (Refrigerated, Frozen and Ice Cream Only)
- Record of Temperature of Product at Loading (Refrigerated, Frozen and Ice Cream Only)

Packing List

Packing List must specify:

- Purchase Order Number
- Itemized List of Weis Item Codes
- Total # of Cases Shipped by Item
- Total Weight of Cases Shipped by Item
- Expiration Date by Item (MM/DD/YY) or (MM/YYYY)
- Note that Code Dates Shipped must be compliant with FIFO practices versus prior shipment(s).
- Case Pack Quantity (include Inner Pack Carton Quantity, if applicable)
- Accurate Product Descriptions
- Weight Sheets (For Random Weights Only)
- Shipper's OS&D Contact Information
- Country of Origin
- LTL Packing Lists must be attached to the shipment in a sealed envelope.

Packaging / Shipping Cartons

- All packaging shall conform to National Motor Freight Classification (NMFC) Guidelines with respect to Contents and the Mode of Transportation.
- The Top and Bottom of ALL Cartons must be Sealed appropriately
- Mark/Label each piece visibly, clearly and completely on top and side of each shipped case with:
- Product Identification (Description)
- Shipping Case Pack Size (Total Number of Weis Retail Units in a Shipping Case
- Inner Carton Pack (Number of Weis Retail Units in an Inner Carton)
- UPC Code / GTIN
- Manufacturer Code
- Weis Item Code
- Expiration Date (MM/DD/YY) or (MM/YYYY) Format Only
- Code Dates Shipped must be compliant with FIFO practices versus prior shipment(s). Country of Origin
- ALL Product MUST be shipped free of insects, pests, dust, mold or other contaminants that would affect the saleable condition.

Inbound Freight Compliance

Palletized Shipments

Product should be constrained to the pallet with appropriate shrink-wrap and the outside of pallet should be labeled with the basic information found on the BOL (Shipper, Consignee, Total Boxes / Pallet and Purchase Order Number). See **Appendix 'I'** for Weis Markets' Pallet Policy.

Boxes must be stacked with an interlocking pattern on the pallet. Plastic netting and plastic/metal bands are discouraged. Boxes must not hang over the sides of pallets.

Pallets must be sorted and segregated for inventory receiving. Group full pallet overflows by double stacking or loading side by side on the trailer.

If multiple items are stacked on the same pallet, they must be stacked in such a way to allow quick breakdown by items, meaning clearly separated by a Slip Sheet Product may not be intermixed throughout the pallet. If Mixed Pallets are necessary, Pallets must be placarded as 'Mixed Dating or Mixed Items. Multiple purchase orders must be clearly marked and shipped on separate pallets.

Non-Palletized Shipments

Floor Loaded or Slip Sheet Shipments must be preapproved. Requests for approval must be emailed to the VP of Supply Chain and Logistics. Additional charges may apply.

Ti x Hi Requirements

A Vendor must provide the Ti x Hi dimensions when new items are ordered. The pattern must be stable and interlocking and all products must be constrained inside the perimeter of the pallet. Vendor must notify Weis Markets in writing at least thirty (30) days in advance of any Ti x Hi changes.

DELIVERY PROCEDURES

Delivery Appointment Scheduling

Appointments will not be issued without a valid PO. All Appointments must be Scheduled at least 72 Hours in Advance of the Date of Delivery. Please visit https://managedreceiving.capstonelogistics.com to register your online scheduling account, once registered, you may begin utilizing the application to schedule inbound appointments. All prepaid shipments will be subject to a scheduling fee, as outlined in **Appendix 'K'**. For additional information and instructions please contact support at 1-888-590-6010 Option 2 or managedreceivingsupport@capstonelogistics.com .

.

Delivery Rules

Entrance to Weis Markets' facility is allowed up to thirty (30) minutes before the appointment time at Weis Market's discretion. No Shows, Late Arrivals, and Appointments Rescheduled

within twenty-four (24) hours will be rescheduled at Weis Markets' discretion and are subject to noncompliance fees. Do not double book appointments, a No-Show Fee will be applied for the Unused Appointment. Additional Weis Markets Delivery Rules can be found in **Appendix 'E'**.

Dock Rules

Weis Markets' Dock Rules can be found in **Appendix 'F'**.

Cross Dock

Cross Docking is a distribution process whereby merchandise received at a warehouse or distribution center is not entered into inventory but instead is ready for shipment to retail stores.

Weis Markets Cross Docking Rules can be found in **Appendix 'G'**.

UNLOADING

Weis Markets Unloading Rules can be found in **Appendix 'H'**.

INSURANCE

Weis Markets does not require the purchase of additional insurance or a declaration of value beyond the carrier's normal liability and will not accept additional related charges.

OVERAGES, SHORTAGES AND DAMAGES (OS&D)

Weis Markets will contact the vendor within one (1) week of receipt of any overage, shortage, or damage claim ("OS&D"). The Weis Markets Receiver will document any damages for claim processing. Weis Markets will assess the cause of the damage, notify the party responsible and complete an OS&D report. Follow-up on OS&D will be completed by Weis Markets within a reasonable period. The expectations for each condition are as follows:

Overages – Weis Markets will confirm the overage and Weis Markets may purchase the product or may initiate a Return.

Shortages – Weis Markets will contact the vendor for authorization to deduct or will file a claim against the carrier. In the event of a shortage, the vendor is expected to expedite delivery of products at the vendor's expense.

Damages – Weis Markets informs the vendor, and/or the carrier of damaged product and requests disposition instructions. Exceptions include leaking or infested products that will be contained and disposed of immediately if required. The vendor will be charged disposal fees, including associated labor and for lost sales caused by out of stock.

Inbound Freight Compliance

CLAIM PROCESSING

For a product shipped in error or with insufficient shelf life, Weis Markets will request a disposition recommendation from the vendor. A response must be received within one (1) business day. All claims are subject to cost recovery fees. Vendor options are:

- Vendor Pickup - Return authorization number is required with this request for disposition and product must be picked up within seven (7) calendar days.

  Weis Markets reserves the right to handle appropriately any product not picked up as required and to recoup associated handling / disposition costs.

- Authorized Disposal - Weis Markets reserves the right to recoup the cost of disposal for product that requires special handling and/or equipment. In some cases, Weis Markets may require the vendor to pick up in lieu of disposal.

- Authorized Donation - Weis Markets may donate products to an organization/entity at Weis Markets' discretion.

CUSTOMER PICK UP DETENTION TIME POLICY

Live Loads

Weis Markets expects all Customer Pick Up (CPU) orders to be loaded within two (2) hours of the agreed upon appointment time, assuming our driver arrives on schedule. Any delay that results in an accumulated time of more than two (2) hours will result in charges assessed in thirty (30) minute increments at $60 per hour.

Drop/Hook

Weis Markets expects all CPU orders scheduled as Drop/Hook to be ready at the appointment time. Any delay that results in an accumulated time of more than thirty (30) minutes will result in charges assessed in thirty (30) minute increments at $60 per hour.

Failure to Load / TONU (Truck Ordered Not Used)

If a driver is delayed two (2) hours from the appointment time for a live load for thirty (30) minutes from the appointment time for a drop/hook, Weis Markets reserves the right to instruct the driver to leave without the complete shipment. Under these circumstances, you will be assessed a TONU fee of $250.

APPENDIX 'A' LTL APPROVED AMBIENT CARRIER LIST

Ambient LTL Carrier Shipments occurring on a LTL carrier not listed below will be rerouted to a noted LTL facility and result in additional fees / deductions.

A. Estes

2469 Old Route 15
New Columbia, PA 17856
570-538-3299

3901 West Broad Street
Richmond, VA 23230
www.estes-express.com
1-866-378-3748

B. Old Dominion

130 Sodom Rd
Milton, PA 17847
570-989-6003

500 Old Dominion Way
Thomasville, NC 27360
Toll Free – 1-800-432-6335
1-800-235-5569
www.odfl.com

C. FedEx Freight

2649 Reach Road
Williamsport, PA 17001
(800) 401-9438
570-326-5791

942 South Shady Grove Road
Memphis, TN 38120,
Toll Free – 1-800-463-3339
Local - 901-818-7500
www.fedex.com

Inbound Freight Compliance

APPENDIX 'B'

WEIS MARKETS VENDOR AMBIENT (DRY) LTL SHIPPING FORM

Email completed form to: ltl@weismarkets.com

Weis Markets defines LTL as 12 Non-Stackable Pallets or less or 10,000 LBS or less

Contact Information

Origin Contact Name	Origin Contact Phone	Origin E-mail	Origin Fax (optional)

Pick up Information

Pickup Date	Pickup **Ready-Close** Time (hours)	WEIS PO Number(s)	Pick up# (if applicable)

Origin Information

Company Name	Address	City	State	Postal Code

Destination Information

Company Name	Address	City	State	Postal Code
Weis Markets	16 S Industrial Park Road	Milton	PA	17847

Carrier Selection (Check One)

Old Dominion		Estes		Fed Ex	

Weis Markets requires that all Ambient (Dry) LTL shipments be transported using either Old Dominion, Estes or FedEx. Forms submitted utilizing another carrier cannot be processed and will be returned for correction.

Shipment Information

Line Items	Customer PO#(s)	Customer SKU/ Description	Case Qty	# of Units	Class	NMFC #
1						
2						
3						
4						
***Attach Packing List for additional line items*		**Total Qty**				

Short Ships (Rx ONLY) (Leave blank if N/A)

PO#	Customer SKU/ Description	Case Qty	# of Units

Pallet Shipping Information

# of Pallets (*Please list all dimensions for each pallet shipping)*	Dimensions			Total Weight ***Including*** Pallet Weight
	Length	Width	Height	
1st pallet				
2nd pallet				
3rd pallet				
4th pallet				
			Totals	

APPENDIX 'C' Minimum Shelf-Life Requirements (MSLR)

Weis Markets expects that products we receive will have reasonable code dates to move through our Distribution Center, to the retail shelves and ultimately reach our customers pantry with an acceptable shelf life. Our goal is for your products to be as fresh as possible for our customers, whether the products are apples, canned soups, or health and beauty care items. Providing ***fresh*** product is the expectation of our customers, regardless of product category. To meet the high expectations of our customers Weis Markets has established Minimum Freshness Standards in line with the "2005 Joint Industry Unsaleables Management Conference," of 180 days on items with longer shelf life or 60% of the shelf life for items with shorter codes. We expect that these standards will improve the freshness our customers receive while reducing unsaleables.

Weis Markets will not accept products that are delivered with less than the Minimum Shelf-Life Requirements (MSLR). Any product received with less than the MSLR will be required to be removed within seven (7) calendar days from our Distribution Center and immediately replaced. Any product remaining after the seven (7) days will be disposed of in a manner that is beneficial to society and the environment, at the discretion of Weis Markets. The vendor will be charged disposal fees, including associated labor and for lost sales caused by out of stock.

All New Item Forms must contain accurate MSLR upon receipt at Weis Markets.

Code Dates Shipped must be compliant with FIFO practices versus prior shipment(s).

APPENDIX 'D' SHIP TO LOCATIONS

EDI Bill-to and Ship-to Locations
Weis Markets, Inc. Duns# 007917420

Suffix	Bill To Location
0000	Weis Markets, Inc 1000 South Second St PO Box 471 Sunbury, PA 17801-0471
0100	Weis Markets, Inc Milton Distribution Center 16 S Industrial Park Rd Milton, PA 17847
0111	Weis Markets, Inc Milton Distribution Center Grocery / Non-Foods 16 S Industrial Park Rd Milton, PA 17847
0113	Weis Markets, Inc Milton Distribution Center Produce / Floral 16 S Industrial Park Rd Milton, PA 17847
0114	Weis Markets, Inc Milton Distribution Center Dairy / Deli/ Meat 16 S Industrial Park Rd Milton, PA 17847
0115	Weis Markets, Inc Milton Distribution Center Frozen 16 S Industrial Park Rd Milton, PA 17847
0117	Weis Markets, Inc Milton Distribution Center Pharmacy 16 S Industrial Park Rd Milton, PA 17847
0121	Weis Markets, Inc Northumberland Warehouse Route 11 Northumberland, PA 17857
0141	Weis Markets, Inc Sunbury Milk Warehouse 1000 South Second St Sunbury, PA 17801
0153	Weis Markets, Inc Sunbury Freezer 1000 South Second St Sunbury, PA 17801
0165	Weis Markets, Inc Freezer 1000 South Second St Sunbury, PA 17801

APPENDIX 'E' DELIVERY RULES

Delivery Rules

- Entrance to Weis Markets' facility is allowed up to thirty (30) minutes before the appointment time at Weis Market's discretion. No shows, late arrivals, and appointments rescheduled within twenty-four (24) hours will be rescheduled at Weis Markets' discretion.
- Valid purchase orders must be presented upon arrival at the Distribution Center.
- Drivers must stop at the Entrance / Exit Gate(s) upon arrival and present a valid driver's license (for drivers and for all passengers).
- A record will be maintained of the carrier's name, trailer number, purchase order number, arrival and departure time.
- Passengers are permitted on the premises but are not permitted to enter any buildings.
- Drivers must obey all posted signs, including the maximum speed limit of 15 MPH.
- Drivers must stop at all walkways.
- Drivers will be instructed to the appropriate receiving area and door.
- Drivers must back their own trailers to the dock.
- Brakes must be set before unloading.
- Trailers must be clean and in good condition.
- Drivers must depart no later than thirty (30) minutes after unloading.
- Drivers must stop at the Entrance / Exit Gate(s) during departure.
- PA Act 124 is in effect, NO IDLING. Drivers must abide by state and local laws, rules and regulations during the unloading process.

Note: Only the Milton DC facility is equipped with an Entrance / Exit Gate(s)

APPENDIX 'F' DOCK RULES

Dock Rules

- Drivers must remain with their truck and be responsible for their own equipment.
- Closed toe shoes must be always worn inside the Distribution Center.
- All trailers will be inspected prior to departure; tractors and trailers are subject to a total search at any time while on premises
- Drivers may not block doors while awaiting door assignment.
- All drivers must follow the instruction and direction of Weis Markets Receiving Supervisors. Failure to do so or violation of any of the above-mentioned rules may result in the driver being banned from delivering to the facility.
- Restrooms are available in the entry areas for drivers; showers are not available.
- Drivers may not use employee facilities, including lunchrooms.
- Refrigeration units must be kept running at the appropriate temperature until the shipment is completely unloaded.
- No tobacco products (including e-cigarettes) are permitted inside of the building. Smoking is permitted outside in designated areas only.
- No cell phone cameras or cameras may be used inside of the building.
- Video surveillance is used on the premises for safety and security purposes.
- In the event of an emergency, Weis Markets Distribution Center personnel may direct drivers to evacuate the building. Drivers must follow their directions including direction to an assembly point.

APPENDIX 'G' CROSS DOCKING POLICY

Weis Markets may approve of the use of cross docking. Only vendors that have been pre-approved by Weis Markets' Senior Vice President of Supply Chain and Logistics may use this method.

Advance Shipping Notice (ASN) or Weis Markets approved documentation must arrive at the Weis Markets Distribution Center prior to the delivery in order to cross-dock. The ASN or documentation must be accurate and complete including Cases, Weight, and Cube for each Delivery Pallet. It must reflect exactly what is being shipped. There should be only one shipping notice per delivery.

Cross Docking Rules

- The vendor must be pre-approved by the Senior Vice President of Supply Chain and Logistics.
- Product is not entered into the Weis Distribution Center Inventory.
- Product is invoiced directly to the retail store location.
- Shipment must be preceded by the appropriate shipping information (shipping notice) that includes:
    - Store # - Weis Markets unique number for each store.
    - Route or Load # - Unique value for each load (trailer) arriving at the DC.
    - Number of Cases – Preferred but not required
    - Number of Totes - Preferred but not required.
    - Weight – Total weight in LBS per store on the shipment.
    - Cube - Total measure of Cubic FT per store on the shipment.
    - Delivery Date – Expected date of delivery to the Milton DC.
    - Pallets – Total count of pallets per store on the shipment.
    - Vendor Number – Unique vendor id number as provided by Weis Markets. This must be included on each line and each file.
- No backorders, overages or substitutes will be permitted.
- Standard pallet sizes must be used, with exceptions granted only at the sole discretion of Weis Markets.
- Incomplete, late or incorrect shipping notices will not be accepted.
- Individual store invoices or each store invoice must be in an appropriate enclosure and be attached to a pallet.
- All pallets must have visible and legible store identification, and the store number must appear on all four sides of the pallet.
- Multiple orders arriving on the same pallet must be sorted and segregated.
- All pallets must be shrink wrapped.
- All inbound shipments are subject to audit.
- On multiple truck shipments, the pre-determined delivery schedule must be followed.
- An email must be sent that contains the attached standard file format with the required data elements, a template will be sent to you.
- The CSV file must be sent to the following emails: pcrossdock@weismarkets.com for fresh vendors and crossdock@weismarkets.com for grocery vendors.

APPENDIX 'H' UNLOADING POLICY

The vendor is responsible for unloading payment for all prepaid shipments. Weis Markets utilizes a third-party Capstone for unloading / lumper service for all loads being delivered. Any questions specifically related ONLY to Capstone's described services you may contact Capstone @ 30055SMGR@capstonelogistics.com .

Dock Related Damage

If you allege or report damage caused by Weis Markets unloading service, the Weis Markets unloading service lead will inform a Weis Markets unloading service manager immediately. The Weis Markets unloading service manager will investigate, interview the unloader and other witnesses, take pictures, complete a damage verification form (signed by Weis Markets unloading service manager and the Weis Markets manager on duty), and submit any substantiated claim to Weis Markets Accounts Payable.

APPENDIX 'I' PALLET POLICY

Overview

While Weis Markets offers a variety of pallet options to vendors, Weis Markets prefers that vendors use Weis Markets' pallet pooling programs. Weis Markets currently participates with the following pallet pooling programs – Chep which is preferred, Peco, and iGPS.

Policy

All pallets received into the Distribution Center must be deemed safe and in good condition. The pallet dimensions must be a standard Grocery Manufacturers Association (GMA) 40" x 48 "- 4-way pallet. Display and shipper pallets that are palletized on a non-standard pallet (such as ¼ pallet and ½ pallet shippers) must be placed on a standard GMA pallet or CHEP, PECO or iGPS pallet. Banding or strapping is required when securing displays/shippers to their individual pallets.

More specifically:

- Pallets must have 5 bottom boards and 7 top boards.
- Pallets must have lead boards that are full boards, without missing pieces.
- Pallets must have all deck boards and stringers secured in place, not twisted and in good condition
- Pallets must have front and rear pallet openings that accommodate a double pallet jack.
- Pallets must have nails that are flush and have no protruding nail heads or nail points.
- Pallets must be clean and free of contamination.

Weis Markets accepts white wooden pallets into its system. Weis Markets does not offer a Pallet Exchange Program. All wooden pallets that are received into Weis Markets' system will become the property of Weis Markets. Weis Markets will not pay any invoices for pallets later.

Inbound Freight Compliance

APPENDIX 'J' VIOLATION LIST

Violation Code	Compliance Violation	Vendor / Carrier Requirement	Compliance Violation Fee
	1.0	Routing Compliance Violations	
V1.1	Failure to Submit LTL Shipment for Routing	Vendors are required to submit Weis Markets Vendor Shipping Form prior to shipment being picked up.	$300
V1.2	Failure to use Preferred LTL Carrier	Only approved LTL carriers will be allowed.	$400
	2.0	Shipping Compliance Violations	
V2.1	Incomplete Order	Product must be shipped exactly as specified on the Weis Markets purchase order.	$300
V2.2	Inaccurate, Incomplete or Missing BOL	Bill of Lading is required for all shipments.	$300
V2.3	Inaccurate, Incomplete or Missing PL	Packing List is required for all shipments.	$300
V2.4	Items not Grouped Together	Like items must be grouped together on the same pallet(s). Like pallets must also be grouped together within the shipment.	$300
V2.5	Product Shipped on Floor WO Prior Authorization	Floor loaded shipments must be preapproved.	$300
V2.6	Product Shipped on Slip-Sheet WO Prior Authorization	Slip sheet loads must be preapproved.	$300
V2.7	Multiple POs Shipped on One Pallet	POs must be shipped on segregated pallets.	$300
V2.8	Incorrect Ti x Hi	Delivery Ti x Hi must be consistent with the Vendor provided Ti x Hi.	$300
V2.9	Product Overhanging Perimeter of Pallet	Product cases must be within the pallet perimeter.	$50 / Pallet
V2.10	Pallet Shifted in Transit	Product must be constrained to pallet.	$50 / Pallet
V2.11	Excessive Unloading Delay	Product must be unloaded timely.	$300
V2.12	Nonconforming Packaging	Conform to Packaging / Shipping Carton requirements	$300
V2.13	Substandard Pallets	All Pallets must conform to Pallet Policy.	$40 / Pallet
V2.14	Damaged Product	All merchandise must be received in good condition.	$300
V2.15	Received Quantity Exceeds PO	Product must be shipped exactly as specified on the Weis Markets purchase order.	$300
V2.16	Case Labeling Errors	Product cases must be labeled correctly and accurately.	$300
V2.17	Missing or Incomplete Vendor Item Data	Vendor provided item data must be complete and accurate.	$300
	3.0	Delivery Compliance Violations	
V3.1	Failure to Schedule Delivery Appointment	All POs require a delivery appointment.	$300
V3.2	Reschedule within 24 hours	Appointments must be rescheduled at least 24 hours in advance of the original appointment.	$300
V3.3	Carrier More than 30 Minutes Late	Entrance to Weis Markets facility is allowed up to 30 minutes after the scheduled appointment time.	$300
V3.4	Carrier No Show	Failure to arrive on the scheduled day (midnight) of delivery.	$300
V3.5	PO Received Date Exceeds PO Due Date	All POs must be delivered no later than PO due date.	$300 / Day
V3.6	Failure to Schedule Timely	All appointments must be scheduled at least 72 hours in advance of the date of delivery.	$300
V3.7	Detention	Weis Markets arranged carriers must be loaded timely.	$60 / Hour
V3.8	TONU (Truck Ordered Not Used)	Weis Markets arranged carriers must be loaded timely.	$250
	4.0	Product Compliance Violations	
V4.1	Short Dated Product	Product must be delivered with the appropriate Guaranteed Shelf Life Days.	$300
V4.2	Mixed Product Dates on the Same Shipment	One expiration date per item per shipment.	$300
V4.3	Wrong Product / Case Pack	Product must be shipped as specified on the Weis Markets purchase order.	$300
V4.4	Incorrect Product Date Format Utilized	Must format Expiration Date by Item as (MM/DD/YY) or (MM/YYYY).	$300
	5.0	Safety Compliance Violations	
V5.1	Unsafe Trailer Condition	Trailers must be free of damage.	$300
V5.2	Unsanitary Trailer Condition	Trailers must be clean and devoid of foreign objects.	$300
V5.3	Trailer Chocks Unused	Trailers must be chocked by the driver prior to unloading.	$300
V5.4	Failure to Meet Food Safety Requirements /No Temp Tale	All inbound shipments must comply to Weis Markets food safety requirements.	$300
	6.0	Misc Compliance Violations	
V6.1	Rejected Load	Must meet Weis Markets inbound freight requirements.	$300

APPENDIX 'K' FEE LIST

Scheduling Fee (10)

The Scheduling Fee is $15 per shipment. This fee is applicable to all TL (Truckload), Temperature Controlled LTL (Less Than Truckload) and Non-Preferred LTL Carrier Shipments.

Ambient LTL Unloading Charges (UC)

The Unloading Rate is $3.25/CWT with a $75 Minimum.

Ambient LTL Unloading Rate Chart

Weight	Unloading Cost	
1-100	$75.00	
101-200	$75.00	
201-300	$75.00	
301-400	$75.00	
401-500	$75.00	
501-600	$75.00	
601-700	$75.00	
701-800	$75.00	
801-900	$75.00	
901-1000	$75.00	
1001-2000	$75.00	
2001-2307	$75.00	
2308-3000	$75.01	$97.50
3001-4000	$97.53	$130.00
4001-5000	$130.03	$162.50
5001-6000	$162.53	$195.00
6001-7000	$195.03	$227.50
7001-8000	$227.53	$260.00
8001-9000	$260.03	$292.50
9001-10000	$292.53	$325.00
10001-11000	$325.03	$357.50
11001-12000	$357.53	$390.00
12001-13000	$390.03	$422.50
13001-14000	$422.53	$455.00
14001-15000	$455.03	$487.50
15001-16000	$487.53	$520.00
16001-17000	$520.03	$552.50
17001-18000	$552.53	$585.00
18001-19000	$585.03	$617.50
19001-20000	$617.53	$650.00

APPENDIX 'L' Food Safety Requirements

Overview

It will be the responsibility of the shipper and/or carrier to ensure any product delivered to the Weis Market's Distribution Center has been transported under conditions that render the product free from adulteration.

Trailer Conditions

Trailers may be rejected should any product be deemed adulterated or mishandled during the transport of the product. Any product that is delivered to the facility must be transported in a vehicle that is free from contamination from any of the following, but not limited to:

- Pest Infestations (insects, rodents, birds, etc.)
- Odorous products
- Poorly maintained trailer conditions
- Trailer leaks
- Co-mingled products
- Any other source of contamination that may have compromised the safety of the food.

All trailers must be cleaned prior to loading any products intended for human and/or animal consumption.

Any trailer delivering food and/or animal food products must be dedicated for this purpose. Co-mingled loads will not be accepted at the Weis Market's Distribution Center as a precautionary measure to protect the safety and integrity of the product received at our facility.

Pallet Conditions

Pallets must be in good condition upon receipt and show no evidence of damage that may have compromised the safety of the product. Any pallet which displays evidence of damage and/or leakage of the product will be rejected.

Product Loading

Refrigerated and frozen products must be loaded onto pre-cooled trailers to ensure the safety and the quality of the goods being delivered to our facility.

All refrigerated and frozen products must be loaded onto pre-cooled trailers, per the below noted shipping temperature requirements.

Product Shipping

All inbound shipments should follow the guidelines listed below to prevent cross-contamination of the products during shipment:

Inbound Freight Compliance

- Refrigerated trailers must be capable of maintaining those temperatures necessary to ensure the safety and quality of the product being transported. These temperatures are product specific and must be communicated to the carrier prior to shipment. Trailer temperatures must not exceed 38° F during transport for any perishable product.
- Frozen Trailers must be capable of maintaining -10°F during transport.
- Food products must always be placed above non-food items.
- Seafood should never be placed over any food item unless a protective barrier is in place to ensure the safety of the product beneath.
- Fresh/dry produce should always be placed on top of wet/iced produce to prevent melting water from saturating the product below.
- Household chemicals and non-food items should always be placed below food products.
- Organic products must always be placed on top of inorganic commodities.
- Hazardous chemicals should never be transported with food items. Examples of such items are, but not limited to:
    - Pesticides
    - Caustic Chemicals
    - Fuel
    - Motor oil/motor fluids
    - Fertilizers
    - Any substance that may impart odors to food-type products.

Inbound Temperature Monitoring Program

Weis Markets implemented an inbound temperature program effective on January 15, 2017. All inbound refrigerated and frozen shipments are required to have temperature monitoring devices in place to ensure the safety and quality of the product during transport. We have partnered with Sensient Technologies to implement our cold chain management program.

Sensitech Technologies, https://www.sensitech.com/en/ , offers several types of monitors to meet most refrigerated and frozen product categories. It is the responsibility of the shipper to order the model that is applicable to the product being shipped.

Any supplier who fails to comply with the inbound temperature monitoring program will be subject to the penalties defined in **Appendix 'J'** Violations List, Section 5.0 Safety Compliance Violations".

APPENDIX 'M' ASN / EDI Requirements



APPENDIX 'N' FSMA 204 Requirements

