



## Routing, Shipping and Packaging Guidance

### I. INTRODUCTION

**Purpose:** To provide instruction for processing Sportsman's Warehouse / Pacific Flyway Wholesale shipments.

**Applies To:** All Sportsman's Warehouse locations, Pacific Flyway Wholesale Distribution Center, Vendors, dedicated LTL and Truckload carriers.

**Procedure:** This vendor compliance document will help facilitate shipping, handling and receiving activities throughout the Sportsman's Warehouse supply chain. These requirements supersede all other routing guidance, shipping and packaging instructions issued by Sportsman's Warehouse and Pacific Flyway Wholesale.

Sportsman's Warehouse Distribution Center(s) hereafter referred to as Pac Fly or the "DC."

Address: Pacific Flyway Wholesale  
9669 South Prosperity Rd  
West Jordan, UT 84081  
Receiving Hours: 7:00 AM to 3:00 PM M-Th  
(All times MST)

Sportsman's Warehouse Corporate Headquarters is the "Bill To" location.

Address: 7035 South Hightech Drive  
Midvale, UT 84047  
Office Hours: 8:00 AM to 5:00 PM M-F

Any cartons shipped in error to a store location or to the corporate headquarters will result in a charge back to the vendor/shipper for handling and transportation charges. See **Section VI. Non-Compliance Rate Schedule** for more information.



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### Contacts:

The Sportsman's Warehouse Transportation Department is:

Dee Harting – Director of Logistics

Phone: (801) 304-5871

E-mail: [dharting@sportsmanswarehouse.com](mailto:dharting@sportsmanswarehouse.com)

Ben Parry – Transportation Operations Manager

Phone: (801) 304-5821

Fax: (801) 304-5855

E-mail: [bparry@sportsmanswarehouse.com](mailto:bparry@sportsmanswarehouse.com)



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### II. COLLECT PURCHASE ORDERS – FOB ORIGIN

- A. **Routing Procedures:** Vendors receiving Collect purchase orders, or Prepaid and Add to the DC or the store, who do not have set shipping instructions on file must contact the SW Transportation Department: Ben at 801-304-5821. If you are a new collect vendor, we ask that you complete a transportation vendor survey. Once you have completed the survey, fax it to **Attn: Ben at 801-304-5855**. If you have any questions during the survey, please call 801-304-5821. If you are an existing vendor, please read this guidance and, if you require a program beyond the scope of this guidance, we will work to tailor a program and freight guidance to suit your needs. We anticipate fielding a transportation management system in the near future and will include instructions via amendments to this guidance. A copy of the vendor survey will be sent as an attachment to this guidance – see **Appendix C**. If you have any questions concerning this guidance, or how you should ship, please contact our Transportation Department at 801-304-5821.
- B. Our preferred methods of shipping are truckload, palletized loads, and then parcel shipments via FedEx Ground (collect). With our diverse vendor base, we understand that we will not always have clear-cut options. If your freight ships in any form other than pallet configuration, we ask that you provide cube, weight and classification data.
- C. **Cancel Date:** All purchase orders submitted for routing after the cancel date require approval by the purchasing agent before shipment will be coordinated. A late purchase order is subject to cancellation by the buyer.
- D. **Loading:** All vendors will load the merchandise on the carrier's trailers. Failure to comply will result in charge backs to the vendor. The charge back amounts are as follows:
- \$100 – up to 500 cartons
  - \$150 – 501 - 750 cartons
  - \$200 – any amount exceeding 750 cartons
- E. Freight must be loaded, blocked or braced prior to shipment. Freight will be inspected at the time of unloading, and any damages will be



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documented and the freight will be refused. Vendor or shipper will be liable for any transportation costs back to the point of origin.

- F. If the product to be shipped is not prepared and ready to load at the time of the carrier's scheduled pick up, any resulting charges for delay billed to Sportsman's Warehouse by the carrier will be charged against the shipper.
- G. Failure to follow the aforementioned procedures shall result in Sportsman's Warehouse assessing a charge back to the vendor for excess freight charges plus any related administration charges.
- H. Risk of Loss: The risk of any damage, destruction or loss of goods remains with the vendor/shipper until the goods are delivered to either the store or the DC in good condition. We reserve the right to refuse any freight arriving in a less-than-acceptable condition.
- I. This guidance includes overflows and backorders from previous truckload or LTL shipments.
- J. Sportsman's Warehouse reserves the right to supersede shipments by FedEx Ground or LTL carriers, if there is opportunity to move the freight consolidated or by truckload. This will be accomplished through regular routes or established consolidation points/P&D operations. If you are participating in any such consolidation or P&D operation, the Sportsman's Warehouse Transportation Department will contact you.
- K. Direct shipments to the store or DC (with the exception of Alaska):
- Please see **Appendix A** for Parcel and LTL specifications
  - Truckload Shipments – Call the Transportation Department at 801-304-4317 or 801-304-5821 for guidance
  - PPD – TL or LTL – see below (**Section IV: Prepaid Purchase Orders**).
- L. Direct shipments to any Alaska store:
- All orders to Sportsman's Warehouse Alaska Stores # 121 (Anchorage), # 145 (Fairbanks) and # 159 (Wasilla), unless destined for the Utah DC, should be sent direct to our freight forwarder in Fife, WA.



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Address: Pacific Alaska Freightways  
2812 70<sup>th</sup> Ave. E.  
Fife, WA 98424-3604

- Orders should still be billed third party to the Sportsman's Warehouse Corporate Office.

### Bill of Lading (BOL) information:

A. The following is required for a vendor's bill of lading and a carrier's freight bill:

- Shipper's name, street address, city, state and zip code
- Consignee's name, street address, city, state and zip code
- Purchase order number – either Sportsman's Warehouse or Pacific Flyway
- Accurate description and count of items shipped
- Total number of cartons and the total weight
- All BOLs will have a unique, unrepeated bill of lading number
- Ship date
- Freight Terms
- Applicable NMFC code and Class of Freight
- Carrier name and trailer number
- Seal number verified by shipper and transporter
- Driver's signature with date and piece or pallet count
- Provide two copies of the original bill of lading to the driver for delivery.



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### III. INTERNATIONAL INBOUND FREIGHT SHIPMENTS

**\*\*\*Sportsman's Warehouse controls ALL bookings for International FOB China shipments from Port of Origin to the DC in West Jordan, Utah 84088\*\*\***

- A. Vendors will contact the Transportation Department by phone, fax or e-mail before booking/shipping freight FOB China three (3) weeks before the ship date. The Transportation Department will arrange all transportation. The notice should be communicated as a "scheduling coordination request" and should contain the following information:
- Purchase order(s) number
  - Commodity
  - Packing list
  - Cartons per container load
  - Origin contact information, including: point of contact, phone number and e-mail (if not provided, the Transportation Department will provide contact information for an overseas contact to schedule and arrange bookings)
  - Designation of terms or letter of credit
  - Commercial invoices (for customs brokerage)
- B. All documents should be sent to the Sportsman's Warehouse Corporate Headquarters address (found on p.1), ATTN: Brent Campbell.
- C. The scheduling coordination request should also contain the name, telephone number and fax of the person requesting the appointment. An appointment will be set and the vendor will be notified within 24 hours of the request. Sportsman's Warehouse assumes 5 working days for the merchandise to clear customs. Please specify the amount of free time available on each container after the 5 days. Sportsman's Warehouse will endeavor to unload the container within the specified free time window. The vendor is responsible for notifying the Transportation Department of any delays. A delivery order or copy of the bill of lading must be with the carrier to deliver the shipment. Vendors shipping collect and not following the above instruction will be subject to charge backs of additional freight charges incurred by Sportsman's Warehouse plus 15% of the additional charges as an administration charge. The Transportation Department can be reached at 801-304-5821.



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### IV. PREPAID PURCHASE ORDERS

- A. If the vendor is set up on a prepaid program, the purchase order must be communicated with the Transportation Department so a delivery appointment can be coordinated. To receive or confirm a delivery appointment, the shipper should call or fax the Transportation Department. After determining the destination for delivery, an appointment will be made and confirmed on the spot via e-mail or fax. Any cartons shipped in error to the wrong location will result in a charge back to the vendor/shipper for handling and transportation charges. (see **Section VI. Non-Compliance Rate Schedule**)
- B. Sportsman's Warehouse will provide the vendor with a pre-set delivery appointment within 24 hours of the request. The following is required for vendor's bills of lading and carrier's freight bills:
- Appointment date, time and confirmation number – must show on the carrier's delivery bill
  - Shipper's name, street address, city, state and zip code
  - Consignee's name, street address, city, state and zip code
  - Sportsman's Warehouse purchase order number, department number or SKU number
  - Total number of pieces and total weight
  - A unique bill of lading number or shipper number is required for each shipment
  - Freight terms: Prepaid
  - Carrier name and trailer number
  - Seal number confirmed with shipper and carrier – annotate, shipper load, driver count, said to contain, etc.
  - Driver's signature with date and carton count.
- C. Carriers/drivers will not be accepted for live unload deliveries more than ONE hour prior to the scheduled delivery date and time.
- D. For more efficient handling of your freight, prepaid vendors should consider using one of our preferred LTL carriers. Contact the Transportation Department for more information.



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- E. Sportsman's Warehouse will not be responsible for any additional charges on prepaid shipments, including but not limited to: detention, sorting and segregating, notification charges and unloading.
- F. The responsibility for damage, destruction or loss of goods remains with the vendor until the goods are received at the store or distribution center in good condition.
- G. Prepaid Vendors' Carrier Instructions: Should accident, inclement weather, and/or road construction cause delay in scheduled deliveries, the carrier is responsible to immediately inform the Sportsman's Warehouse Transportation Department. The carrier will provide details of the delay and an approximate time the delayed freight will deliver. Based on this information the Sportsman's Warehouse Transportation Department will make a determination on rescheduling the delivery. The Transportation Department can be reached at 801-304-5821.
- H. All trailers, to include lease trailers, must be clearly marked with the carrier's name. The carrier's name should be clearly indicated on the nose, sides and rear of the trailer. Inbound freight to the DC will be unloaded by the receiving department. Drivers are not allowed in the receiving dock of the DC. There are available break and restroom facilities specifically designated for carriers' drivers. If a vendor fails to follow loading instructions and a live unload takes longer than expected, Sportsman's Warehouse will not be responsible for any detention charges. Some examples of problems would include pallet overhang, bad pallets and mixed freight.
- I. Drivers will request and receive a proof of delivery (POD) at the time of delivery. Failure to obtain a POD will result in a charge of \$25 per bill should Sportsman's Warehouse have to pull and send a copy of POD to the carrier and/or vendor.
- J. Any carrier missing their pre-scheduled delivery appointment will hold the freight at the carrier's or vendor's expense, until a new delivery appointment is coordinated.
- K. Sportsman's Warehouse will not be responsible for any additional charges on prepaid shipments.



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- L. Pallets: all pallets used by vendors shipping to our stores or the DC will conform to the following minimum specifications:
- Grade "A" GMA four-way pallet in good condition measuring 48" by 40"
  - Each pallet will have three runners: one runner on each side, and one running down the length of the pallet
  - Pallet should not have any missing, broken or split boards. The expected standard is 5 boards securely fastened on the bottom and 7 boards in good condition fastened to the top.
  - Each pallet should present a clean appearance with no dirt, grease or other foreign material on it
  - If goods received arrive on an unacceptable pallet, the carrier will off load the merchandise onto an acceptable pallet provided by the store or DC. Vendor will be responsible for any associated charges not to exceed \$5.00 per pallet
  - Merchandise stacked on pallets or slip sheets will be stacked in a manner that maximizes trailer cube, without compromising or damaging the master case. Double-stacking pallets is acceptable, however the shipper is liable for any damage to product shipped to Sportsman's Warehouse in this manner
  - The shipper will ensure there is no pallet overhang, and that each pallet is shrink-wrapped or otherwise secured to prevent merchandise from shifting during transit
  - Pallets should be pin wheeled onto the trailer to ensure proper blocking and bracing and to maximize cube
  - Shipper should ensure that the last pallet loaded has the freight bill attached in plain sight, facing the door of the trailer
  - Failure to follow the above guidance may result in the Sportsman's Warehouse assessing handling charges.



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### V: SHIPPING / PACKAGING INSTRUCTION

1. PACKAGING SPECIFICATIONS: In order to ease the freight flow through our DC, we ask that you consider the following when shipping to Sportsman's Warehouse and Pacific Flyway:

- A. Each like item shipped should be packed in the same size case, box or carton.
- B. The exterior packaging will be of sufficient strength to withstand the stress and pressure of the weight of the contents of each package. If product is stacked, the packaging must withstand the weight of the product stacked on it. Crushed cartons must be inspected, and may or may not be received depending on the product condition.
- C. Boxes should be taped or secured tightly. If product is secured with straps, they must be tight with no sharp edges exposed.
- D. As a guideline, case, box or carton dimensions should be as follows:

<i>Dimension</i>	<i>Min</i>	<i>Max</i>
Length	9"	48"
Width	6"	36"
Height	4"	48"
Weight	2 lbs	75 lbs

- E. The Sportsman's Warehouse / Pacific Flyway purchase order number, department number, vendor number and SW SKU shall be clearly placed stamped or printed on each box, carton or case.
- F. There are exceptions to this rule. For instance: boats and safes – these types of products are pre-coordinated and the handling aspects are coordinated and understood prior to shipment. If you have a product delivering that falls outside the above listed parameters, please contact the Transportation Department or Pacific Flyway for coordination.
- G. Failure to follow these procedures shall result in Sportsman's Warehouse assessing the vendor handling charges.



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### 2. SHIPPING AND RECEIVING REQUIREMENTS:

- A. To expedite unloading time at the DC and our store locations, the following guidelines shall be followed. Failure to comply will result in longer unloading time and could result in Sportsman's Warehouse assessing a charge back to the vendor as specified.
- B. All shipments delivering to the DC require a delivery appointment with an accompanying valid confirmation number or the freight will be refused. Contact the Transportation Department at 801-304-5821 to arrange delivery.
- C. All bills of lading must have a unique, unrepeated bill of lading number.
- D. The Sportsman's Warehouse / Pacific Flyway purchase order number and/or department number will appear on the bill of lading and the packing list. Failure of the shipper and vendor to comply will result in the vendor being assessed a flat rate charge.
- E. All orders will ship in the quantities specified. Any overage shall be returned at the vendor/shipper's expense.
- F. All merchandise shall ship in the pack and assortments specified on the purchase order. Only one style shall be shipped per box, case or carton. All cartons of one style in a shipment should be packed in the same size box, case or carton. Failure to follow guidance may result in goods being returned at the vendor's expense in addition to any handling charges incurred by a store or the DC. If Sportsman's Warehouse repackages any of the goods, handling and storage charges will be assessed to the vendor.
- G. All Sportsman's Warehouse / Pacific Flyway purchase orders will ship on or after the ship date, but prior to the cancel date. Shipping prior to the ship date requires the purchasing agent's approval. Any order shipped outside these windows without prior approval is subject to return at the vendor's expense. The vendor may also be assessed any applicable handling, storage and transportation charges.
- H. Merchandise shipped must be the same as the approved samples. Any variation must be cleared with the purchasing agent. Failure to comply will result in freight being returned and any associated shipping, handling or storage charges assessed to the vendor/shipper.



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- I. When merchandise is returned to the vendor, an authorization number will be requested by Sportsman's Warehouse. After the third day of storage after waiting for the authorization number for the return, a storage fee of \$5.00 per day per storage location will be charged to the vendor.
- J. We ask that the product listed on the case, box or carton matches the actual contents. All merchandise shipped with incorrect identification will process at the discretion of Sportsman's Warehouse. If merchandise is returned, it will return at the expense of the vendor.
- K. We prefer inbound pallets to be one SKU whenever possible. When this is not feasible, multiple styles must be grouped by SKU and separated by plastic or paper "slip sheets." Failure to comply will result in handling charges being assessed.
- L. Pallet tags (Labels) for pallets with only one SKU are acceptable. The cases must be shrink-wrapped on the pallet, then a pallet tag secured to the shrink wrap. The pallet tag must have the Sportsman's Warehouse / Pacific Flyway purchase order number, number of cartons per pallet, and the SW SKU number as a minimum.
- M. When a trailer or container is floor-stacked by a vendor or shipper, the boxes, cases or cartons must be presorted by Sportsman's Warehouse / Pacific Flyway purchase order number and SKU. The side of the box, case or carton with the tags must face the rear of the trailer. Attached to the last case loaded and facing the rear will be a packing list containing the container's piece count of the all SKUs on the container. Failure to comply will result in handling charges being assessed against the vendor or shipper.
- N. Vendors and shippers will ensure that the merchandise is properly packed, shrink-wrapped, blocked and braced prior to the carrier leaving the shipper's facility. Damages will be charged back.
- O. Inbound Freight to Sportsman's Warehouse / Pacific Flyway is "no touch" for the driver. Vendor failure to comply with the above instructions may cause longer unload times.
- P. The vendor's complete shipping address and phone contact information must be provided on the bill of lading.



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### VI: NON-COMPLIANCE RATE SCHEDULE

#### A. CHARGES FOR VIOLATIONS

Sportsman's Warehouse / Pacific Flyway shall assess the following penalties and charges to vendor/shipper's failing to comply with the routing, shipping and packaging instructions found in this document:

- All charge backs are a minimum \$75.00 charge. All charge backs are also subject to a 10% minimum or \$25.00 administrative charge
  - All handling charges shall rate at \$75.00 per hour plus a 10% total cost value of the item in question
  - An order received prior to the ship date shall be subject to a storage and handling charge of 10% of the value of the order, or \$750 – whichever is greater. Also, a 10% administration charge will be assessed
  - Repack and all other labor charges shall be billed at a rate of \$75.00 per hour plus supplies and a 10% administration charge
  - All flat rate charges shall be billed at a rate of \$250 per charge
  - Any vendor using bad pallets to ship merchandise will be warned via letter. If the problem is not corrected in a timely manner, a minimum charge back of \$75.00 will result plus \$10 per pallet after the first 7 bad pallets (does not include other associated charges that result from bad pallets, not to exceed \$5.00 per pallet).
- B. Merchandise shipped to the wrong location will result in a charge back to the vendor or shipper. The following charges will apply: \$75.00 per hour plus a 10% administration charge; inbound transportation cost (if collect); outbound transportation cost whether prepaid or collect (to get the merchandise to the correct location).
- C. If a product to be shipped is not prepared and ready to load at the time of the scheduled pick up, any resulting charges for detention billed to Sportsman's Warehouse or Pacific Flyway will be charged back to the shipper/vendor.
- D. Return to Vendor: The Sportsman's Warehouse / Pacific Flyway policy for RTV vendor charge backs is a standard 10% of the cost of returned goods as a handling charge. In addition, collect freight vendors are charged 3% of the cost of the returned goods to cover both the inbound and outbound



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freight costs. These are annotated on an RTV form and added to the charges to be deducted from the vendor.

- E. Any disputes on charge backs filed against a vendor or shipper must be addressed in writing within 6 months of the charge back date. Any charge back not questioned within 6 months will stand as filed with no further review. Address questions to:

Charge Back Vendor Relations  
Accounts Payable  
Sportsman's Warehouse/Pacific Flyway  
7035 South High Tech Drive  
Midvale, UT 84047



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### APPENDIX A – PREFERRED CARRIER ADDENDUM

OVERVIEW: Orders that are 500 lbs or less and meet all other FedEx guidelines should be shipped by FedEx Ground (collect), following the guidelines listed below. Freight charges as a rule will always be collect, billed third party to the Sportsman's Warehouse Corporate Office. If the order is more than 500 lbs, and/or otherwise fails to meet the criteria to ship FedEx, follow the guidelines below or contact the Transportation Department at 801-304-5821 for routing guidance. All orders that are more than 1200 lbs, except as noted below, should be shipped LTL and not Ground.

Inbound to the Utah DC and to all stores (except as noted below) \*\*\*, please use the following carriers:

- *Small Package Freight 1 lb – 500 lbs*  
Please tender all small package freight to FedEx Ground as outbound collect.
- *500 lbs – 1200 lbs*  
Please utilize FedEx Ground (collect) when the following criteria applies: individual boxes weighing an average of 30 lbs per box or more (divide the total number of packages by the total weight of the shipment); boxes cannot weigh more than 70 lbs each. Otherwise, ship as LTL third party as outlined below.
- *1200 lbs – 5000 lbs*  
Please tender all Sportsman's Warehouse / Pacific Flyway freight to USF Reddaway if **both** the origin and the destination are located in the following states: WA, OR, CA, ID, NV, UT, AZ, MT, WY, and CO. Freight originating from or destined outside these states should be tendered to Estes Express. \*\*\*
- *5000 lbs and / or 5 pallets and up*  
Routing received directly from the Transportation Department at 801-304-5821 is mandatory for all orders within this category.

Account numbers for all carriers are not needed as the shipments are being sent Collect. All FedEx Ground shipments can be prepared online through <http://www.fedex.com> and sent Collect without the need for an account number as well. If the vendor is not accustomed to preparing their FedEx shipments



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online or is having difficulties, please see **APPENDIX B** or contact the Transportation Department at 801-304-5821 for assistance.

### \*\*\* Routing exceptions:

- Orders originating in WA, OR, ID, and MT and destined for the Utah DC must be routed using direct guidance from the Transportation Department, regardless of weight and piece count. For all orders that fit this criteria, please contact 801-304-5821 for routing instructions.
- Origins destined for any Sportsman's Warehouse Store in Alaska, please see **Section II. COLLECT PURCHASE ORDERS – FOB ORIGIN**, Subsection L for correct shipping information. Standard routing guidance still applies with regards to carriers.



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### APPENDIX B – HOW TO SHIP FEDEX GROUND COLLECT

Supplier will need to have a FedEx Account Number with Ground Shipping activated.

- To obtain a FedEx Account # or to activate FedEx Ground shipping for an existing account, call 800-231-9219.

Supplier can begin shipping FedEx Ground Collect via an electronic shipping solution (i.e. FedEx shipping device or FedEx.com) or by using FedEx Ground Collect bar-code labels.

Supplier can order or replenish labels by calling 800-GoFedEx (800-463-3339).

To ship via FedEx.com:

- Register your account number with a user id and pass code.
- Select “Ship a Package” and Log in.
- Complete Box 2 “To”. When completing Company Field, designate each Sportsman’s Warehouse by Store # (i.e. Sportsmans Warehouse #107). Always check the “Save new recipient address” box.
- Complete Box 3 “Package & Shipment Detail”. Select “Ground” as the service type and complete the remaining required fields (these are marked with a \*).
- Complete Box 4 “Billing Details”. Select “Collect (Authorized Ground Accounts Only)” as the Bill Transportation to option.
- Complete Box 5 by selecting “Ship”.

FedEx Ground Pickup:

- If Supplier does not have a regular Ground pickup scheduled, Supplier can order a pickup while processing the package online or call 800.GoFedEx to schedule a pickup. Please note that when scheduling a pickup for FedEx Ground that the pickup will occur the following day.



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### APPENDIX C – TRANSPORTATION VENDOR SURVEY

Vendors, we request you complete the following questionnaire. The information you provide will assist us in efficiently moving your product to our store shelves.

Please ensure that your responses are as complete as possible. This information is for Sportsman's Warehouse and Pacific Flyway Wholesale internal use only. This information will not be shared with other companies.

#### Origination Information

Company Name: \_\_\_\_\_

Physical Shipping Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Point of Contact Phone: \_\_\_\_\_

Point of Contact E-Mail Address: \_\_\_\_\_

Shipping Hours: \_\_\_\_\_

#### Product Information

Classification of Freight: \_\_\_\_\_

NMFC #: \_\_\_\_\_

How do you ship?  
Please circle all that apply:

**Palletized**

**Floor-loaded**

**Single Package**



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*What are the average space requirements (in cubic feet) and weight of your shipments?*

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*Do you ship large seasonal orders?*

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*Primary Transportation Method (preferred carriers):*

**Truckload:** \_\_\_\_\_

**LTL Carrier:** \_\_\_\_\_

**Small Package / Parcel:** \_\_\_\_\_

*Shipping Terms*

*Please circle one:*

**Freight Collect**

**Freight Prepaid**

**Freight Prepaid & Add**

*Do you currently call for routing instructions?*    **Yes**    **No**

*Please provide a brief description of your products:*

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