



Distribution Center Routing Guide

The purpose of this routing guide is to manage costs and increase receiving efficiencies at Bashas' Distribution Center. **Please note Bashas' will not pay any sort & segregation, palletizing or unloading charges to third-party services, carriers, and/or suppliers. All shipments will be sent prepaid unless arranged and agreed upon by Bashas'.**

Contact Information:
Bashas' Distribution Center
200 South 56th Street
Chandler, Arizona 85226

Appointment Desk

appointmentdesk@bashas.com

Hours of Operation

Monday – Friday, 8:00 am to 3:00 pm

LTL Shipments

The Bill of Lading should be made out to Bashas' and contain the appropriate address. All goods must be tendered to the carrier in a sort & segregated manner identifying sizes, varieties and color. Keep in mind that freight tendered to the carrier is also tendered to various Bashas' companies as well. **Bashas' will not pay any sort & segregation, palletizing or unloading charges to third-party services, carriers, and/or suppliers. All shipments will be sent prepaid unless arranged and agreed upon by Bashas'.**

All shipments must include a legible packing slip that includes purchase order number, item numbers, pieces, description and weight. **Shipments arriving without a packing slip will not be accepted until one is provided.**

Truckload Shipments

Truckload carrier Bills of Lading should contain the pieces and weight being transported, as well as full description of the product. Each Bill of Lading should have the Bashas' purchase order number and due-to-arrive date with direction to the carrier to include this information on the freight bill. All shipments should include accurate pallet and case counts. **Bashas' will not pay any sort & segregation, palletizing or unloading charges to third-party services, carriers, and/or suppliers. All shipments will be sent prepaid unless arranged and agreed upon by Bashas'.**

Piggyback TOFC/COFC

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

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 Intermodal container or trailer having a gross lading weight of 10,000 lbs. or more to give the carrier accurate information about the nature and weight of the cargo.

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 supplier/carrier is required at the Bashas' Distribution Center. The Bashas' Distribution Center's e-mail address is listed above, along with the street address. When making appointments, you must provide Bashas' PO#, case count, number of pallets and cube. The notation for a delivery appointment should be made on each Bill of Lading. **Bashas' will not be responsible for any "notification fee" charged by the carrier.**

Sorting & Segregating

The supplier should tender all freight to the carrier in a sorted & segregated manner. Shipper must certify on all Bills of Lading that the "freight has been sorted & segregated according to sizes, brands, and other distinguishing characteristics and so tendered to the carrier. "Any failure on the part of the supplier to tender freight in a sorted & segregated manner to the carrier will result in a charge-back of the sorting & segregating charges, any detention charges, plus an administrative charge.

Labeling

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

Palletizing

Any product that weighs over 45 pounds per case must arrive at our Distribution Center on pallets. All pallets must be 48x40, hardwood, GMA specification pallets. All items must be in 8 corner boxes. Cartons must not exceed the dimensions of a pallet (48x40). 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 service on your shipment to Bashas' and indicate a pallet exchange has taken place on the Bill of Lading. Only 48x40, hardwood, 4-way entry pallets will be acceptable for exchange.

Bashas' also participates in an exchange program with Chep. Bashas' Chep ID# is 6000146933.

Due to Arrive

Each Bashas' purchase order has an expected delivery date designated on it. This "due-to-arrive date" is the appropriate date product should arrive at the Bashas' Distribution Center and/or store. This date should be indicated on each of the Bills of Lading and instruct the carrier to indicate this due date on their freight bill. Shipping to Bashas' constitutes acceptance of the terms of this routing guide.