

UDABC Delivery Requirements

Labeling:

Labels must be affixed to all cases and faced outward so they are visible on at least two adjacent sides of stacked product. There will be a \$25 fee per case, beginning **July 1, 2019**, for loads that are not properly labeled. Labels should list:

- Item code
- Brand name
- Size
- Case-pack quantity
- Vintage, if applicable

Pallet and tier quantity:

All products for sale to UDABC must be quoted with the pallet and tier quantities in which it will be delivered. Any changes in quoted pallet or tier configuration must be submitted to UDABC in a new quote before shipment.

Pallet load configuration:

To minimize manual handling in receiving, all stacked product should be in full tier layers. Any less-than-full or mixed tiers must be on the top tier of a pallet load or shipped as a single tier. Product from multiple POs shipping together must be in single tiers or on the top tier.

Load integrity:

Loads must be shipped with sufficient stretch wrap, dunnage (airbags, corrugated padding etc.) and load securing devices (load locks, bars, straps etc.) to arrive ready to unload without breakage or need of restacking. Wood pallets for product shipment should be grade A or B. Slipsheets are required for loads that do not ship on pallets. Slipsheets must be placed so that they will not move any adjacent product when unloaded. There will be a \$100 fee for loads that have to be restacked in unloading.

Documentation:

All deliveries must have a bill of lading, packing list, packing slip or manifest, which must include the UDABC PO or Replenishment Number, the description, size, case-pack and quantity of each item shipped, and a total piece count. Each PO/Replenishment should have its own documentation. If multiple POs are combined on one document, each line item for each PO must be specified separately and not combined into a total with like product from other POs. Deliveries with missing or insufficient documentation upon check-in may be refused.

Delivery scheduling:

Deliveries to the UDABC distribution center are by appointment only. Delivery appointments are scheduled in advance and assigned a confirmation number. Delivering drivers must have the confirmation number to check in for unloading.

Late or missed deliveries:

Deliveries are expected to be on time. Any expected delays should be communicated to UDABC Receiving as soon as possible. Deliveries checking in at Receiving more than 30 minutes late without prior arrangement will be considered to have missed their appointment and rescheduled to a later opening. Deliveries may not check in at Receiving more than 30 minutes early without prior arrangement. There will be a fee of \$100 for deliveries that give 24 hours or less advance notice, and \$500 for no advance notice.

Advance Shipping Notice and revisions:

Advance Shipping Notices should be sent to UDABC Purchasing prior to shipment. Any changes in products or quantities should be noted before shipment by sending an updated notice, which will be acknowledged with a corrected Purchase Order Copy.

Over- and mis-ship:

Vendors are responsible for delivering product to UDABC exactly as ordered. Over-shipped product may or not be accepted according to current demand. Product that is not listed for retail sale with UDABC will not be accepted. Over-shipments or mis-shipments of special orders will not be accepted. It is the responsibility of the vendor to arrange for return of mis-shipped product in a timely manner. Product that is not picked up after final notification will be destroyed and any destruction fees charged to the vendor.

Parcel/package delivery:

Product for sale to UDABC may not be shipped by mail or parcel/package delivery services (UPS Ground, FedEx Ground). Deliveries should be shipped by intermodal, over-the-road or LTL motor carriers which can schedule delivery appointments at the UDABC distribution center. Small orders should be pooled to ship with full truckloads whenever possible.

Load dimensions:

UDABC stores its product in an Automated Storage/Retrieval System (ASRS) which uses a specific reinforced plastic pallet. All loads are transferred to these pallets for putaway. The size of the ASRS racks requires that pallet loads have maximum dimensions of 48 inches long, 40 inches wide and 68 inches high. The maximum height includes 5.5 inches for the standard pallet, so the stacked product must be no more than 62.5 inches high. Pallet loads which exceed these dimensions have to be reconfigured before storage. There will be a \$50 fee for each pallet that has to be reconfigured.

