Drop Ship Processing

Scope

All S&S Worldwide®, Inc Drop Ship suppliers must meet the following criteria below. These methods will be measured to ensure compliance.

Requirements

Drop Ship Purchase Order Confirmation

Confirm Drop Ship Purchase Orders through the S&S Worldwide® Vendor Portal/Vendor Management System (VMS) within 2 business days. Contact your designated Buyer with questions on how to confirm or gain access to the Vendor Portal.

Documentation

All shipments must be accompanied by a packing list. Packing list must contain the following information:

- Consignee/Customer Purchase Order number
- S&S Worldwide®, Inc Purchase Order number
- S&S Worldwide®, Inc Part number
- Quantity

Labeling

All cartons must be marked with the consignee/customer Purchase Order number as well as the information detailed in the **Master Carton Labeling Requirements** section.

Shipping

See the **Drop Ship Routing Guide** section.

Shipping Confirmation

Tracking information must be sent immediately upon shipment through the S&S Worldwide® Vendor Portal/Vendor Management System (VMS) and must include:

- S&S Worldwide®, Inc Purchase Order number
- S&S Worldwide®, Inc Item number
- Total Quantity Shipped
- Date Shipped
- Tracking number(s)
- Carrier
- Weight

Note: Exceptions to this confirmation method must be made with your designated Buyer.

Invoicing - See the Accounts Payable Invoicing Requirements **section.**

Do not include any pricing information or marketing information in shipments made to S&S Worldwide®, Inc customers. Drop Ship customer information should remain exclusive to S&S Worldwide®, Inc.

Drop Ship Routing Guide

Scope

These instructions are to be followed when shipping orders **directly to customers** S&S Worldwide®, Inc. Special instructions stated on the Purchase Order will override our Drop Ship Routing Instructions.

Requirements

S&S Worldwide®, Inc has established pricing agreements with our carriers and does not allow freight charges to be added to an invoice. Freight allowed shipments are to be shipped prepaid at the suppliers' expense and not shipped 3rd Party Bill to S&S Worldwide®, Inc for later deduction.

Multiple Purchase Orders available to ship within 48 hours to one customer location (unless otherwise directed by the S&S Worldwide®, Inc Buyer), are to be combined for total weight. If the total weight is greater than or equal to the minimum Truck Shipments weight qualifier listed below, the shipment is to be routed Truck on a single Bill of Lading. All cartons within the shipment are to be labeled with the respective Consignee/Customer Purchase Order Number(s) when provided.

Truck Shipments

Shipments weighing greater than or equal to the "Billable Weight" for each designated carrier below and or shipments greater than 35 cartons or parcel(s) that exceed maximum size restriction for a parcel carrier must ship Truck.

When shipping 500 lbs or more from: **CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VT**, ship:

- **New Penn** Prepaid 3rd Party Bill to: S&S Worldwide®, Inc 75 Mill Street Colchester, CT 06415

When shipping **500 lbs** or more from all other states within the contiguous United States, ship:

- **ABF** Prepaid 3rd Party Bill to: S&S Worldwide®, Inc 75 Mill Street Colchester, CT 06415

Truck Shipment Exceptions

Contact S&S Worldwide®, Inc Transportation Department at (860) 537-3451, or e-mail: transportation@ssww.com for special routing instructions when shipping to **AK, PR, HI, GU, VI** and **International points** including Canada, as well as for any shipment that is equal to or greater than:

- **6 Pallets, 6000 lbs, 600 cubic feet or if Class 300 and higher**.

Parcel Shipments

Shipments weighing less than the weight minimum as outlined above in the "Truck Shipments" section and **35** cartons or less, for shipment origin location must ship:

- **UPS Ground** 3rd Party Bill (contact Transportation for account) **OR**
- **FedEx Ground** 3rd Party Bill (contact Transportation for account) **only if UPS Ground is not an option**.

S&S Worldwide®, Inc Purchase Order Number **MUST** be recorded in Reference 1 or 2 field of the manifested transaction. When provided, the Consignee/Customer Purchase Order Number **MUST** be

recorded on the shipping label. Absence of this information will result in full chargeback of the freight charges and or a $50.00 administrative fee.

Bill of Lading Waybill & Air Bill Requirements

The Bill of Lading, Waybill or Air Bill must reference the following information:

- S&S Worldwide®, Inc Purchase Order Number(s) in the PO Number field of the Bill of Lading
- Consignee/Customer PO Number (when provided) in the "Ship to" address field of the Bill of Lading.
- Proper commodity description, NMFC Item No. and Freight Class (if unknown, contact the National Motor Freight Traffic Association at (703) 838-1820)
- Total Number of cartons/pieces
- Total number of pallets
- Total shipment weight
- Additional Services…ONLY as directed on the S&S Worldwide®, Inc Purchase Order.
- Hazardous items must be recorded to the Bill of Lading in accordance with DOT specifications, as outlined in the CFR49

Airfreight Shipments

Airfreight shipments must be pre-authorized and routed per the direction of the S&S Worldwide®, Inc Buyer or our Transportation Dept. When the supplier is liable for express freight charges, freight is to move "prepaid" at the supplier's expense.

Billable Weight

Billable Weight is defined as the weight the shipment will be rated at with respect to the size of cartons/pieces within the shipment make-up. All parcel shipments, whether shipping ground or air, are subject to the rules of dimensional weight. If you are unsure of how to calculate dimensional weight, please refer to the Dimensional Weight section of your FedEx or UPS Service Guide.

Shortage, Loss or Damage Claims

It is the responsibility of the shipper to file any claims for loss or damage when shipping via:

- Parcel carrier i.e., FedEx Ground, UPS.
- Truck, when shipping freight prepaid at the Suppliers expense.

Condition of Non - Compliance

Non-Compliance of our Drop Ship Routing Instructions may result in delay of the reconciliation and payment process. Chargebacks for full freight, associated costs incurred and an administrative fee will be enforced with no loss of allowances or entitlements.

If you have any questions, please contact the S&S Worldwide®, Inc Transportation Department at (860) 537-3451 or e-mail: transportation@sswww.com.