



NSC Wholesale Holdings, LLC
Basic Routing Guide
As of 3/2013

Dear Vendor,

We are happy that you are a part of our business. Of course, there are so many parts of a moving machine that we must keep in order all of the time. So here is a shipping guide to help you help us and help each other prosper within the boundaries of a computer system and an imperfect world.

In summary, the most important few issues are (1) be cognizant of all PO details (2) communicate with the buyer and warehouse manager to fix small issues before they become larger (3) keep organized records and label your shipments and invoices properly and (4) do all of this at 100% all of the time.

Please read through this guide prior to shipping to ensure you are in compliance with our system.

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1. Purchase Orders

1. Never ship any merchandise without a purchase order
2. All Purchase Orders must Not be shipped prior to the “Do Not Ship Before” date on the PO
3. All Purchase Orders must be shipped by the “Cancel If Not Shipped By” date, or shall be subject to being cancelled by the buyer

- **Replenishment Orders**

1. Vendors are required to accurately forecast future merchandise needs in conjunction with NSC merchants using our sales information or other means. Back orders of replenishment product are not allowed.
2. If a back order shipment is authorized by the buyer the product must be shipped freight prepaid within ten (10) working days of the initial or first shipment of the order in question.
3. All orders shall be shipped in the quantities specified. The buyer has the right to refuse or return to the vendor/shipper any overage at the vendor’s/shipper’s expense. The vendor/shipper may be assessed handling charges.
4. Merchandise shipped shall be the same as the approved samples. Failure of the vendor/shipper to comply shall result in either the merchandise being returned to the vendor at the vendor’s expense, or other options negotiated and agreed to by the buyer.
5. If a vendor is unable to fill a Purchase Order as ordered, substitutions of Style/SKU, color, size, quantity changes, Style/SKU elimination, ticketing discrepancies and date changes must be approved by the buyer. **HANDWRITTEN BUYER NOTES, VERBAL OR PHONE AGREEMENTS ARE NOT ACCEPTABLE. The buyer is responsible for making all agreed upon changes to the Purchase Order prior to shipment.**
6. The return of any merchandise because of failure to ship or deliver on time or conform to the specifications on the Purchase Order shall be at the vendor’s sole expense. In addition, for any collect shipments, the inbound transportation costs will be charged back to the vendor.
7. When merchandise is to be returned to the vendor, an authorization number must be provided to NSC within three (3) days of request.

2. Appointments

- 1. If you are delivering directly to the stores:**

You must set up an appointment by calling the store directly. If you have trouble reaching the store, please notify the buyer.

- 2. If you are delivering to the NSC warehouse:**

You must make an appointment by emailing Bittu@shopnwl.com

- 3. If NSC is picking up**

Please contact Bobby Pidgeon

Email: Bobp@shopnwl.com

Office: 516-489-3300 x 1048

3. Documentation Requirements

- **Packing Lists**

1. Packing lists are mandatory and must accompany each shipment. **The packing list must be presented in a clear plastic envelope and attached to the outside of the last pallet or carton loaded for each shipment, facing the trailer or container door.**
2. If the Bill of Lading also serves as the packing list, please make a photo copy of the Bill of Lading and present this in a clear plastic envelope attached to the outside of the last pallet or carton loaded. Vendors that are sending ASNs to NSC must send a packing list with their load unless otherwise instructed by the Vendor Compliance department. NSC requires at least **ONE** packing list per trailer.
3. If the driver picking up your freight asks for the packing list, give the driver a copy of the packing list. **The original packing list must remain on the freight as instructed above.**
4. If you have multiple POs shipping on the same trailer, there should be a packing list for each PO.

- **The packing list must contain the following information:**

1. NSC DC address
2. Vendor name and NSC vendor ID
3. UPC code and vendor part/item number
4. Total cartons and weight
5. Quantity by Item/Style/SKU number
6. Master and inner pack quantity
7. Ship date
8. NSC Purchase order number
9. Item description

- **Bill of Lading**

1. **Individual DC Bills of Lading** - Vendors must ship using DC specific Bills of Lading. There should never be more than one (1) Bill of Lading per location, unless you have received special authorization from our transportation team to do so in advance.
2. **Bill of Lading Instructions** - The Bill of Lading must show the complete destination Distribution Center address.
3. Vendor name and complete ship from address
4. Vendor's ID number
5. Ship date
6. Carrier name
7. **Seal number attached to the trailer after loading and must be written on the BOL**

- **DSD - Direct to Store Requirements**

1. NSC requires its DSD vendors to deliver 1 to 2 times per week, depending upon the store weekly sales volume.
2. All deliveries must be prepaid shipments.
3. Direct to Store vendors are not required to call the store before delivering product.
4. All deliveries and/or returns (credits) must be verified by a member of management before entering and leaving the store.
5. A paper copy of the invoice or credit is to be left at the store.

4. Packaging and Labeling

This section details requirements regarding packaging, carton sealing, carton labeling and carton specifications.

- **Accessorial Responsibilities**

Please be aware that all charges for accessorial service performed at the vendor's ship point not previously agreed upon by the buyer/or the NSC transportation team will be the responsibility of the vendor. These services include, but are not limited to sorting, detention and pickups cancelled after carrier has arrived.

Note: any additional freight charges arising from reconsignment due to incorrect address information that NSC does not receive in advance of pickup will be the vendor's responsibility.

- **Packaging Requirements**

1. All products must be packed in a way that ensures that they will arrive free of any damage or wear.
2. All packaging must be designed and manufactured to comply with all applicable standards as set forth by the National Motor Freight Classification (NMFC) to withstand the normal rigors of transportation and physical distribution process.
3. The master carton must be able to sustain floor loading within trailers for distribution.
4. The appropriate packaging includes, but is not limited to: cartons, crates, pallets, blanket wrap, and any of the preceding in combination, or any other packaging method that ensures that product arrives free of damage.
5. All shipping cartons must protect inner packs and individual selling units.

- **Outer Carton Sealing Requirements**

1. Cartons must be sealed with reinforced tape.
2. All items will be completely enclosed to insure product protection with no product exposure or protrusions that would injure personnel or damage material handling equipment.
3. No Steel strapping (unless carton weight exception is granted for cartons in excess of 70 lbs.)

- **Labeling Requirements**

1. For pre-ticketed merchandise, please see the pre-ticketing manual provided to you when you receive your purchase order.

2. The Style/SKU number stamped, printed or labeled on the outside of the box, case or cartons shall match the contents of the box, case or carton. All merchandise shipped with incorrect identification shall be processed at the discretion of NSC. If merchandise is returned, the vendor/shipper may be assessed handling and shipping charges.
3. All merchandise shall be shipped in the packs and assortments (size and color) within a master pack according to the purchase order agreement. Only one Style/SKU number shall be shipped per box, case or carton.

5. Accounts Payable

- **Invoicing Requirements**

1. The "Bill To" address is the same for all "Ship To" locations. Send ORIGINAL invoice to the following address:

NSC Wholesale Holdings, LLC
Accounts Payable
111 Hempstead Turnpike, 3rd Floor
West Hempstead, NY 11552

You may also email a copy of the invoice to paula@shopnwl.com

2. Separate invoices are required for each location or DC, each purchase order and each trailer.
3. Shipments made directly to store locations must be billed by store. DO NOT MIX PURCHASE ORDERS OR DISTRIBUTION CENTER ON INVOICES.
4. Vendor name in the invoice heading must match the vendor name on the purchase order.
5. The seller warrants by the delivery of merchandise for this order, that the merchandise so delivered conforms to and the seller has complied with all federal and state laws and regulations relating to its manufacture, sale and delivery in interstate and intrastate commerce.
6. Full compliance with all NSC Vendor Standards is required on all containers, off price merchandise and special purchase buys.

- **Each invoice must contain the following information:**

4. The full name and address of the vendor, telephone and fax number
5. The commercial invoice date and number
6. Purchase order number
7. Quantity, item number, style/SKU number, case pack and description of the item being shipped
8. Unit cost, extended unit cost
9. Total carton count
10. Date of shipment (Pre-dating is not permitted)
11. Carrier name
12. Actual shipper, shipping point and zip code when different from vendor name and address on invoice
13. Payment "remit to" address
14. Payment terms (due date in lieu of payment terms)

**Merchandise purchased for resale is tax exempt. For tax exemption certificate, call Michael Lustig at 516-489-3300 x 1018
For Tax Identification number, call Michael Lustig at 516-489-3300 x 1018**

- **Payment Terms**

1. Payment terms are calculated from the later of the invoice date or the **receipt of goods**. However, the due date could be extended without loss of discount, until an invoice is fully received.

2. A valid POD (Proof of Delivery) is defined as a freight bill stamped and signed by an authorized representative of NSC. We do not accept a Bill of Lading as a valid form of POD. The freight bill must also include: a purchase order number and carton count (if multiple orders, provide carton count by purchase order).

6. NSC Important Logistics Contact List / Store List

Function	Contact name & Email address	Phone
Warehouse Manager	Bittu Singh bittu@shopnwl.com	516-902-8524
EDI Contact	Drew Bickle dbickle@shopnwl.com	516-489-3300 x 1099
Routing (for NSC pickup only)	Robert Pidgeon bobb@shopnwl.com	516-489-3300 x 1048
Accounts Payable Manager	Paula Lucio paula@shopnwl.com	516-489-3300 x 1014



Store #	Name	Address	Telephone	Manager
006	Flushing	7101 Kissena Blvd. Flushing, NY 11367	718 820 8727	Fahad
009	Lodi	370 Essex Drive Lodi, NJ 07644	201 368 8000	Daljit
012	Middletown	128 Dolson Ave. Middletown, NY 10940	845 343 1111	Jay
014	West Hempstead	111 Hempstead Turnpike West Hempstead, NY 11552	516 485 7900	Ali
015	IFW	370 B Essex Drive Lodi, NJ 07644	201 368 9511	Gansham
022	Yonkers	798 Central Park Ave. Yonkers, NY 10704	914 377 4800	Ravinder
023	Jersey City	321 Route 440 Jersey City, NJ 07305	201 434 4650	Lord
027	Co-Op City	691 Co-Op City Blvd. Bronx, NY 10475	718 320 7771	Samba / Moussa
036	Bay Parkway	2201 59th Street Brooklyn, NY 11204	718 307 0007	Ali / Nathan
037	59 th Street		718 256 9200	Iqbal
039	Long Island City	33-00 48th Street L.I.C, NY 11101	718 389 3311	Ali / Surbjit
046	Dorchester	725 Morrissey Blvd. Dorchester, MA 02122	617 929 3790	Carollyn
075	Weymouth	140 Main Street, Weymouth MA 02188	516 640 6865	
560	Harrison Warehouse	1 Cape May Street, Harrison NJ 07029	516 902 8524	Bittu
HQ	Office	NSC Wholesale Holdings LLC 111 Hempstead Turnpike, 3 rd floor, West Hempstead, NY 11552	516 489 3300	Rosemary

National Wholesale Liquidators is committed to EDI to improve communications and merchandise flow from our stores and vendors. Currently we support the Purchase Order (850) and the Advance Ship Notice (856). For specifications and compliance testing of each document and the GS1-128 Shipping Container Label, please contact our preferred network, DiCentral at [\(281\) 480-1121](tel:2814801121).

- **GS1-128 Shipping Label Requirements (SCC-18)**

1. Label Size – 4x6
2. Black type on white background
3. 2 label options – Carton UPC shipping label or Pallet UPC shipping label

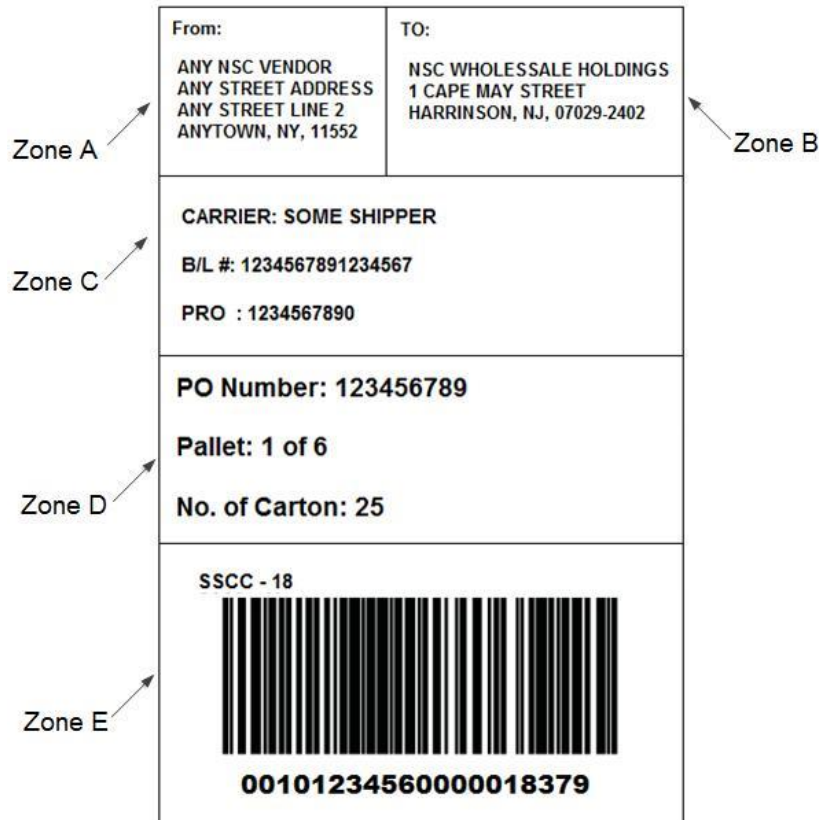
- **Carton Label – Image**

Zone A	FROM: ANY NSC VENDOR ANY STREET ADDRESS ANY STREET LINE 2 ANYTOWN NY 11552	TO: NSC WHOLESALE HOLDINGS 1 CAPE MAY STREET HARRISON NJ 07029-2402	Zone B
Zone C	Ship to Postal Code:  (420) 07029 2402	CARRIER: SOME SHIPPER B/L: 12345678901234567 PRO: 1234567890	Zone D
Zone E	PO#: 123456789 Vendor# 0099999 UPC: 000000001182 QTY:24 SOME ITEM DESCRIPTION Carton 1 of 150		
Zone F		Store: 560	Zone G
Zone H	SSCC-18  (00) 0 0999999 123456789 0		

- **Carton Label – Explanation of fields**

ZONE	TITLE	CONTENTS
Zone A	From	Vendor Name and Address
Zone B	To	Ship to Name and Address
Zone C	Ship to Postal Code	Ship to Postal Code and BARCODE
Zone D	Carrier	Carrier Name
	B/L:	Bill of Lading Number
	PRO:	Pro Number/Tracking Number
Zone E	PO #	National Wholesale Liquidators Purchase Order Number
	UPC	UPC Number
	Item Description	Item Description
	Vendor #	Vendor Number
	QTY	Quantity in a Carton
	Carton Count per shipment	Ex: Carton 1 of 120
Zone F	Blank	Blank
Zone G	Store	Store Number
Zone H	Carton ID	SSCC-18 Carton Number and BARCODE

- Pallet Label - Image



- Pallet Label – Explanation of fields

ZONE	TITLE	CONTENTS
Zone A	From	Vendor Name and Address
Zone B	To	Ship to Name and Address
Zone C	Carrier	Carrier Name
	B/L:	Bill of Lading Number
	PRO:	Pro Number/Tracking Number
Zone D	PO #	National Wholesale Liquidators Purchase Order Number
	Pallet Count per shipment	Ex: 1 of 6
	No. of Carton	Number of Carton in Pallet
Zone E	Carton ID	SSCC-18 Carton Number and BARCODE