Inbound Shipping Requirements and Regulations

This document is not an instruction manual. Please refer to *The CVP Quick Reference Guide* for step-by-step instructions on using the CVP and *The C3 Reservations Quick Reference Guide* for creating delivery appointments

Objective

The purpose of this document is to outline Dollar Tree's expectations for prepaid and collect vendors shipping to any North American distribution center or store. This document is not an instruction manual. Please refer to *The CVP Quick Reference Guide* for step-by-step instructions on using the CVP and *The C3 Quick Reference Guide* for step-by-step instructions on using C3 Reservations. Failure to comply with the outlined requirements in this document could result in charges that will be the financial responsibility of the vendor. Some examples of these charges are included in this document.

If a vendor believes that adhering to the following guidelines will result in additional transportation expense and/or cube loss, please contact your regular Dollar Tree Transportation Representative. Each instance will be reviewed and the best transportation decision will be made.

Disclaimer

Dollar Tree, Inc. has several affiliates. Among these affiliates are Dollar Tree Distribution, Inc.; Greenbrier International, Inc.; Deal$-Nothing Over a Dollar, Dollar Tree Merchandising, Inc.; and Dollar Tree Canada (Dollar Giant). All rules and regulations in this document apply to shipments for Dollar Tree and all its affiliates.

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Dollar Tree Logistics Directory

Dollar Tree Stores, Inc.	(757) 321-5000
Dollar Tree Prepaid Appointment Scheduling	deliveryappointment@dollartree.com
Vendor Login	vendorlogin@dollartree.com

Dollar Tree Distribution Center – **DC1**
1330 Executive Blvd.
Chesapeake, VA 23320

Dollar Tree Distribution Center – **DC2**
7860 Hacks Crossroads
Olive Branch, MS 38654

Dollar Tree Distribution Center – **DC3**
300 Dollar Tree Lane
Joliet, IL 60436

Dollar Tree Distribution Center – **DC4**
1122 Runway Drive
Stockton, CA 95206

Dollar Tree Distribution Center – **DC5**
151 Crossroads Parkway
Savannah, GA 31407

Dollar Tree Distribution Center – **DC6**
1000 Commerce Place
Berwick, PA 18603

Dollar Tree Distribution Center – **DC7**
8400 South Union Ridge Parkway
Ridgefield, WA 98642

Dollar Tree Distribution Center – **DC8**
201 Dollar Tree Way
Marietta OK, 73448

Dollar Tree Distribution Center – **DC9**
1761 Interchange Drive
San Bernardino, CA 92407

Dollar Tree Distribution Center – **DC 10**
99 International Drive
Windsor, CT 06095

Dollar Tree Distribution Center – **DC11**
1201 East Mount Olive Road
Cowpens, SC 29330

Dollar Tree Distribution Center – **DC 14**
304 NE 200th Road
Warrensburg, MO 64093

Dollar Tree Distribution Center – **DC15**
300 Cardinal Drive
Marengo, OH 43334

Dollar Tree Distribution Center – **DC16**
1210 Hartledge Road
Rosenberg, TX 77471

Dollar Tree Distribution Center – **DC18**
1801 Family Dollar Parkway
West Memphis, AR 72301

Dollar Tree Distribution Center – **DC19**
3101 East I-20
Odessa, TX 79766

Dollar Tree Distribution Center – **DC20**
7200 N. Sarival Avenue
Litchfield Park, AZ 85940

Dollar Tree Distribution Center – **DC301**
13976 SW 49th Court Road
Ocala, FL 34473

Canadian Distribution Centers

Dollar Tree Distribution Center **– DC411**
Dollar Tree Canada c/o SCI Logistics
7530 Hopcott Road
Delta, BC V4G 1J1

Dollar Tree Distribution Center **– DC412**
Dollar Tree Canada c/o SCI Logistics
6780 Creditview Road
Mississauga, ON L5N 8E9

Prepaid and Collect Freight

- All Domestic vendors must register for the Custom Vendor Portal (CVP) and C3 Reservations. Please email vendorlogin@dollartree.com to receive set up instructions and login credentials for both the CVP and C3 Reservations. (See page 5)
- Routing Requests are required to be created through the CVP against all domestic purchase orders for delivery to any Dollar Tree DC. Collect Routing Requests must be created a minimum of 7 days prior to earliest ship date on PO. Failure to do so will require a date extension from your buyer.
- Prepaid routing requests are not subject to the 7 day advance requirement, however delivery appointments should be scheduled at least 3 days in advance of delivery.
- A shipment number must be obtained from the CVP in order to schedule a delivery appointment in C3 Reservations. Appointments are required for all shipments (prepaid or collect, live or drop) at all Dollar Tree Distribution Centers. **Drivers arriving without the delivery appointment confirmation number will be turned away at the guard shack.**
- Same day appointments will **not** be accepted. The system will allow you to request a delivery appointment for the same day, but the driver will be turned away at the guard shack and asked to reschedule. You may schedule an appointment for delivery up to 2 days prior to the ETA date on the PO, but should schedule your delivery appointment in C3 Reservations at least 3 days prior to actual delivery.
- When the appointment is scheduled, you will receive a Dollar Tree confirmation email with a Reservation number. **This number must be on the Bill Of Lading** for the shipment to be received. Please reference the reservation number on all correspondence regarding the delivery.
- Prepaid shipments are F.O.B. destination (title to goods transfers at destination). Collect shipments are F.O.B origin (title to goods transfers at origin). Title transfer does NOT absolve vendor responsibility to correctly package, load, or secure freight for transit.
- **All shipments arriving to Dollar Tree distribution centers must have an itemized Bill of Lading for entry to the yard.** Bills of Lading must include but are not limited to: Dollar Tree SKU number, shipment number, purchase order number, C3 Delivery Confirmation number, shipper name, pallet/floor load/slip sheet, number of pallets, number of cartons, origin address, delivery address, and weight.
- Carrier must arrive within fifteen minutes of the scheduled appointment time. Failure to do so could result in appointment cancellation. To inform the DC of an arrival time change, please reschedule your delivery appointment in C3 reservations or email deliveryappointment@dollartree.com and reference your confirmation number for further assistance.
- Any charges incurred for prepaid shipments, including incidental or destination detention charges, are the financial responsibility of the shipper.

Getting set up with the Custom Vendor Portal (CVP) For Prepaid and Collect and/or C3 Reservations:

To register to use the CVP or C3 Reservations, please send an email to **vendorlogin@dollartree.com** with the below information. **Please begin this process at least 10 business days before the ship date on the PO.**

1. Vendor ID number and a current Purchase Order number
2. First and last name of the person needing a login
3. Email address for the person listed above
4. Phone number for the person listed above
5. If multiple usernames are needed, please list the information above for each user and include the reason that multiple usernames are needed

Please refer to *The CVP Quick Reference Guide* for step-by-step instructions on creating Routing Requests in the CVP.

Please refer to *The C3 Reservations Quick Reference Guide* for step-by-step instructions for scheduling delivery appointments at the Distribution Centers in C3 Reservations.

Do's and Don'ts:

- Any changes to the purchase order must be approved by the Dollar Tree buyer prior to creating a Routing Request for the PO. Date or quantity changes for reasons such as inability to ship 100% of the order, inability to ship on time, product substitutions or case pack changes must be made on the purchase order prior to requesting routing.
- Changes made to a PO or Routing Request after the Routing Request has been assigned a shipment number and routed to a carrier could result in Routing Request and/or Shipment cancellation for re-creation.
- A packing list and itemized Bill Of Lading must be provided with all loads. Packing lists must include but not limited to: quantity by item, load number, purchase order number, case pack, cartons shipped, and item description. Please attach the packing list to the last carton/pallet on the tail of the trailer. A draft BOL will be provided and emailed to the contacts entered in the Routing Request and can be used by the shipper as the official Bill of Lading. A bill of lading is not official until signatures by both the shipper and carrier are present and confirmed.
- Vendors using a third party warehouse provider are responsible for their compliance with Dollar Tree routing instructions. Failure to adhere to Dollar Tree routing instructions may result in chargebacks.
- All trailer load shipments require a seal; the seal number must be recorded on the Bill of Lading. ***Loads will not be accepted without a seal.***
- Vendors are responsible for properly securing merchandise when loading to ensure load integrity while in transit. Palletized loads that lose integrity may be rejected or re-palletized by the DC at a cost that will be charged back to the vendor accordingly ($100 / hour + materials).
- All carrier accessorial charges caused by the vendor or their agent will be considered the vendor's responsibility and will be charged back to the vendor accordingly.
- Please do not ship merchandise without routing instructions from the Dollar Tree Transportation Department. Merchandise shipped without routing instructions for any reason may result in a cost recovery charge back.
- Failure to consolidate shipments onto the same trailer as directed by Dollar Tree Transportation in the routing instructions could result in chargeback of additional shipment cost.
- Failure to ship the quantity as created through the CVP or delivering outside the delivery window on the PO could result in an OTIF (On Time In Full) chargeback of $375 per PO.
- All deliveries, prepaid or collect, live unload or drop trailer, require a C3 Delivery Confirmation number. Please refer to the *C3 Reservations Quick Reference Guide* for instructions on scheduling delivery appointments.
- Please refer to page 7 of this guide for details on some other accessorials that could be charged back to vendors as a result of failure to comply with Dollar Tree's routing regulations.
- If you believe you can't adhere to the above guidelines or for additional questions, please contact your Dollar Tree representative.

Vendors' Financial Responsibilities: Chargebacks

Additional DC Labor = $100/hr + materials

Chargeback Type	Description of Chargeback (not intended to be an all-inclusive list)
Truck Ordered Not Used (TONU)	-Inability to load product at confirmed appointment time/day -Carriers must be notified of any changes at least 24 hours in advance of appointment -Chargeback amount up to $300 -Once a vendor source location incurs 2 TONU chargebacks in a calendar month, an additional $200 penalty will be charged for each following TONU chargeback in that same calendar month.
Lumper Charges	-Vendor requiring driver to load product (Dollar Tree policy is shipper load and count) -Any additional cost incurred will be charged back
Driver Detention	-Applies to all vendors except those with drop & hook programs (2 hours free load time begins when driver arrives for pickup) -$15 for every 15 minutes over 2 hours will be charged back
Drop Trailer/ Container Detention	-Applies to vendors with drop & hook programs (30 minutes of free load time for trailer/container pickup) -$15 for every 15 minutes over 30 minutes will be charged back
Failure to Follow Dollar Tree's Routing Instructions	-Failure to ship specified quantity on Routing Request (if product is short shipped, vendor must send balance prepaid) -Failure to double stack or pinwheel pallets based on loading method provided to Dollar Tree during Routing Request creation. -Failure to create the required Routing Request in the CVP -Load given to carrier other than carrier assigned by Dollar Tree -Merchandise shipped to wrong distribution center or store -Incorrect pickup location specified in the Routing Request -Incorrect load specifications provided to Dollar Tree. Ex. Incorrect weight, pallet count, cubic feet, freight class, etc. -Any additional cost incurred will be charged back. This can include the cost to ship any remaining product due to incorrect loading
Failure to Provide Correct Information on Bill of Lading	-Incorrect pickup or destination location -Incorrect item quantities -Incorrect or lack of NMFC code or freight class -Any additional cost incurred will be charged back
Blocking & Bracing	-Vendor must take necessary steps to ensure product is properly loaded for transit & is secured to arrive undamaged. Any shipment where there is a perceived safety risk to unloaders may be refused. -Neither Dollar Tree nor the carrier are required to provide blocking and bracing materials -Any additional cost incurred will be charged back - to include cost to return to vendor for reloading and/or cost of damaged product or trailer rework
Overweight	-Failure to properly distribute weight throughout the trailer -Loading too much weight on trailer -Any additional cost incurred will be charged back. This can include the cost of an overweight violation and/or the cost of transloading / reloading the product
Infestation	-Signs of infestation: chewing, droppings, nesting, dead rodents/insects or odors such as insect spray, chemicals or coffee grounds

	-Shipments may be refused at destination. Any additional cost incurred will be charged back. This can include the freight cost and any additional cost to remediate shipment and/or dispose of the infested product.

Carton specifications:

- Cartons must not have banding or straps of any kind and must not be glued together.
- Cartons must be clearly marked with the following: product description and unit quantity.
- Cartons with a separate top or bottom must not be used.
- Items shipped in trays should be shrink wrapped to ensure items do not move in the tray.
- Cartons containing glass, glassware or plastic bottles must have dividers to protect merchandise from breaking and crushing.
- If cartons do not meet the specifications below, please contact your Dollar Tree buyer before shipping.

Carton Requirements:

Specification	Length	Width	Height	Weight
Minimum	9”	6”	2 1/2”	2#
Maximum	36”	22”	30”	50#

Palletizing and slip sheeting instructions:

- All palletized shipments must be on Grade A quality 48x40 GMA four way pallets or slip sheets unless otherwise requested. Product should not overhang the pallet and should be stacked in a uniform cross tied layer pattern throughout the pallet.
- Grade A Pallet is defined as:
  - This pallet has three good, clean stringers/runners (no stringers/runners are blocked). The number of top deck boards varies from seven to nine, ranging in thickness from ½” to 5/8”. Occasionally, the top deck boards are ¾” thick. There should be a minimum of five bottom deck boards, ranging in thickness from ½” to 5/8”. Occasionally, the bottom deck boards are ¾” thick.
  - Unacceptable pallets will result in $25 per pallet replacement and $100 per hour to restack.
- Total pallet weight must not exceed 2,400 lbs.
- No pallet height requirement or restriction. Pallets must fit on a standard 53’ trailer.
- All pallets/slip sheets must be shrink-wrapped; shrink wrap must also be attached to the pallet and be free of labels & paper between layers.
- Multiple SKU pallets - each SKU must be clearly separated by slip sheets.
- Pallets must be labeled with the Destination DC, PO number, SKU number and quantity.

- If a vendor believes that following the above guidelines will result in additional transportation expense and/or cube loss, please contact your regular Dollar Tree Logistics Analyst. Each instance will be reviewed and the best transportation decision will be made.