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Woodstream Corporation Vendor Routing Guide

Effective October 2024

Table of Contents

Section I: General Transportation Requirements 3

Section II: Small Parcel Requirements.....7

Section III: LTL (Less-than-Truckload) Requirements 8

Section IV: Truckload (TL) Requirements 9

Section V: Woodstream TMS (Transportation Management System) Routing Website 10

For any questions related to Woodstream's inbound routing requirements, please contact us at Transportation@woodstream.com.
We are here to help!

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Section I: General Transportation Requirements

Please read ALL sections below to ensure you are following the correct procedures. Failure to follow the Woodstream Routing Guide will result in possible refused shipments, fines, plus the recovery of additional freight charges incurred.

- **Prepaid Freight Terms**
  - Vendors with Prepaid freight terms (Shipper is responsible for freight) may ship to Woodstream with any small parcel, LTL, or TL carrier they wish to use.
- **Collect Freight Terms**
  - Collect vendors (Woodstream pays freight) must read and follow all aspects of the Woodstream routing guide. Collect vendors are required to use the TMS (Transportation Management System) website when obtaining a carrier for an LTL or TL shipment.
- **Third Party Woodstream Paid Freight Terms**
  - Vendors with third party terms (Woodstream is neither the shipper nor receiver but pays the freight) must read and follow all aspects of the Woodstream routing guide. Third Party vendors are required to use the TMS (Transportation Management System) website when obtaining a carrier for an LTL or TL shipment.

Mode Types:

- **Small parcel:** Shipments 70 pounds or less per single package and/or less than 201 pounds per single shipment, up to 10 packages, do not need to use the TMS website.

Packages per Shipment	Shipment Weight (lbs.)	Shipping Mode	Carrier
1 package	1 to 70	Small Parcel	UPS
2 to 10 packages	1 to 200	Small Parcel	UPS

- **LTL (Less-than-truckload):** Exceeds small parcel requirements listed above; Less than 10,000 pounds and does not exceed 12 linear feet of trailer floor space. Vendors shipping LTL shipments must use the TMS website.

- **TL (Truckload):** Exceeds 10,000 pounds or occupies more than 12 linear feet of trailer floor space. Vendors shipping TL shipments must use the TMS website.

Typical Guidelines:			
Handling Units / Shipment	**Shipment Weight (lbs.)**	**Shipping Mode**	**Carrier**
Pallets occupying 12 linear feet of trailer space or less (6 or less pallet positions/floor spaces - 12 skids double stacked = 6 pallet positions)	201 to 9,999	LTL (less-than-truckload)	Please use Woodstream TMS Routing Website to Obtain Carrier
Pallets occupying more than 12 linear feet of trailer space (7 or more pallet positions/floor spaces)	10,000 to 45,000	TL (truckload)	Please use Woodstream TMS Routing Website to Obtain Carrier

WS Load Numbers: Load numbers will be provided when routing shipments through the Woodstream TMS website. The applicable load number must be on the bill of lading for LTL & TL shipments.

Purchase Order (PO) Numbers:

- Truckload and LTL: The applicable purchase order number(s) must be on the bill of lading and packing slip.
    - When shipping multiple Woodstream purchase order (PO) numbers on the same shipment, all Woodstream purchase order (PO) numbers must be listed.
    - Each Woodstream purchase order (PO) number must list the number of handling units and accurate packaging types for the product being shipped.
- Small Package: The applicable purchase order number(s) must be entered in reference field 1 and printed on each small parcel label.

Packing Slips: All shipments require a packing slip to accompany the shipment. If shipping multiple purchase orders on one shipment, each purchase order (PO) needs a packing slip. The packing slip must clearly identify the applicable purchase order number, Woodstream item number(s) & descriptions, accurate shipped quantities, Woodstream unit of measure and the shipper's name. Please securely affix the packing slip on the outside of a carton. Please take appropriate steps to limit the loss of packing slips during transportation.

Pallet/Carton Specifications: Product should be shipped on standard 40 x 48 grade B 4-way pallets unless exception approved by Woodstream. Pallet heights should not exceed 50 inches and no overhang of the pallets. Any deviation needs to be approved by Woodstream. Each carton should have a human readable and barcode (SCC or UPC) part number identification.

This information MUST be present on ALL collect and 3rd party shipments – Failure to include will result in possible refused shipments, fines, plus the recovery of additional freight charges incurred.

Bulk Shipments: Shippers that have a collect freight agreement with Woodstream need to contact Woodstream to obtain a bulk shipment routing. Bulk shipment routings can be obtained by emailing Transportation@woodstream.com. Shippers that have a prepaid freight agreement with Woodstream need their carriers to secure a delivery appointment with the Woodstream destination facility.

Expedited Shipments: Vendors may not use expedited services on Woodstream paid shipments without prior written authorization from Woodstream.

Bill of Lading (BOL) Requirements: In addition to standard LTL and TL carrier BOL requirements, Woodstream requires the following to be referenced on the Bill of Lading (BOL):

1. The WS Load Number (If Woodstream is paying for freight) - provided by Woodstream's TMS routing website.
    a. **No exceptions - Required to be clearly marked on all LTL & TL shipments**
2. A PRO number (LTL shipments) – provided by the LTL carrier.
    a. No exceptions – the pro number must be clearly marked on all BOLs for LTL shipments.
3. A clearly identified, valid and applicable Woodstream Purchase Order (PO) number
    a. Required on all shipments
4. The number of handling units for the Woodstream PO shipment
    a. Required on all shipments
5. Accurate packaging type (Cartons, Drums, Pieces, etc.)
    a. Required on all shipments

Collect/Third Party Bill of Lading (BOL) Instructions for Suppliers: When shipping finished goods or raw materials to or on behalf of Woodstream, and Woodstream is responsible for the freight costs, the following three items must be marked correctly on the bill of lading:

1. **Origin or Ship-From Location**
   The origin or from location must be marked as the address of the company who is shipping the product.

2. **Destination or Ship-To Location**
   The company the shipment is going to.

3. **Billing Terms**
   The billing terms are important and must be clearly placed on the bill of lading. If the shipment is a Woodstream paid shipment and the billing terms are not correctly communicated to the carrier, the carrier will bill the shipper or receiver for the shipment regardless of who should actually get the invoice. This results in the incorrectly billed party contacting Woodstream to change the billing terms, correction fees from carriers and work time lost at Woodstream.

   The following are examples of how bill of landings should be filled out. Example A and B correlate to the two images below.

   - **Example A**: When shipping to a Woodstream location where Woodstream is the receiver, please mark the BOL as "Bill To: Collect". This will ensure Woodstream receives the invoice. See Example A image below.
   - **Example B**: When shipping to a third-party location for Woodstream, please mark the BOL as "**Third Party Bill To" and type Woodstream Corporation (WOOD01) c/o Data2 Logistics, PO Box 61050, Fort Myers, Fl 33906** next to this text. This will ensure Woodstream receives the invoice. See Example B image:

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Example A: Collect Billing Terms

Date:	BILL OF LADING	Page 1 of 1
SHIP FROM Name: Vendor X Address: 123 Vendor Ave City/State/Zip: Lititz, PA 17543	Bill of Lading Number:	
SHIP TO Name: Woodstream Corporation Address: 310 Heinz St City/State/Zip: Mechanicsburg, Pa 17055	CARRIER NAME: Ward	
THIRD PARTY FREIGHT CHARGES BILL TO: Name: Address: City/State/Zip:	SCAC: Pro number:	
SPECIAL INSTRUCTIONS:	Freight Charge Terms: Prepaid _____ Collect __X__ 3rd Party ____	
	☐ (check box) Master Bill of Lading: with attached underlying Bills of Lading	

Example B: Third Party Billing Terms

Date:	BILL OF LADING	Page 1 of 1
SHIP FROM Name: Vendor X Address: 123 Vendor Ave City/State/Zip: Lititz, PA 17543	Bill of Lading Number:	
SHIP TO Name: Vendor Y Address: 321 Vendor St City/State/Zip: York, PA 17402	CARRIER NAME: Ward	
THIRD PARTY FREIGHT CHARGES BILL TO: Name: Woodstream Corporation (WOOD01) c/o Data2 Logistics Address: PO Box 61050 City/State/Zip: Fort Myers, FL 33906	SCAC: Pro number:	
SPECIAL INSTRUCTIONS:	Freight Charge Terms: Prepaid _____ Collect ____ 3rd Party __X__	
	☐ (check box) Master Bill of Lading: with attached underlying Bills of Lading	

Section II: Small Parcel Requirements

Woodstream's Authorized Small Parcel Carriers

- Shippers that have a prepaid freight agreement with Woodstream may ship to Woodstream with any small parcel carrier and do not have to follow the Woodstream shipment size guidelines.

- Shippers that have a collect freight agreement with Woodstream are required to use UPS when shipping small parcel. Collect Freight Vendors must use Woodstream's third party UPS account when shipping small parcel. All UPS shipments should be shipped using a ground service level. Air service levels should only be used with written authorization from Woodstream. If you need assistance with UPS shipping or supplies; please call UPS at 1-800-PICKUPS.

Small Parcel Shipment Size Requirements: Any single package cannot weigh more than 70 pounds. Multi-piece small parcel shipments must have a combined total weight less than 201 pounds and cannot contain more than 10 packages. Display shipments on quarter pallets are not ideal to ship UPS. Please ship any item on a quarter pallet via an LTL service.

If a Woodstream paid shipment does not meet any of the small parcel size requirements, please ship the Woodstream purchase order (PO) via LTL. Please refer to the Woodstream LTL requirements (section III) within the Woodstream vendor routing guide.

All packages must comply with the small parcel carrier's guidelines. Guidelines and restrictions can be found on www.ups.com.

Required Small Parcel Reference Fields:

- **Reference field 1 must contain the applicable Woodstream purchase order (PO) number and print on each small parcel shipping label.**

- **Do not** prefix/suffix the data in the purchase order (PO) number field (small parcel carrier reference 1 field) – for example do not use PO#, Order #, etc.

Third Party Billing:

Shippers that have a collect agreement with Woodstream need to ship UPS third party billing. The third-party billing address is:

Woodstream Corporation
(WOOD01) c/o Data2 Logistics
PO Box 61050
Fort Myers, FL 33906

The following information must be supplied to Woodstream for all shipping locations in order to receive the third-party billing UPS Account number. Send an email to: Transportation@woodstream.com with the below information; doing so will ensure the fastest response time possible.

1) Company Name and Physical Address (street, city, zip)
2) Contact Name and Title, telephone number, and email address

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Section III: LTL (Less-than-Truckload) Requirements

LTL (Less-than-Truckload) Carrier Requirements:

- Shippers that have a prepaid freight agreement (shipper paid shipments) may ship with their carrier of choice and do not have to follow the Woodstream shipment size guidelines.

- Shippers that have a collect freight agreement (Woodstream paid shipments) are required to use the Woodstream TMS website to obtain a carrier for shipping.

Please follow the bill of lading requirements listed in Section 1: General Transportation Requirements. Failure to follow the BOL guidelines (found on Pg. 5) will result in possible refused shipments, fines, plus the recovery of additional freight charges incurred.

LTL (Less-than-Truckload): Shipment size exceeds the Woodstream small parcel size guidelines (see small parcel requirements section), but is less than the Woodstream truckload guidelines (greater than 10,000 pounds or more than 12 linear feet of trailer space).

Typical LTL Guidelines:			
Handling Units / shipment	**Shipment Weight (lbs.)**	**Shipping Mode**	**Carrier**
Pallets occupying 12 linear feet of trailer space or less (6 or less pallet positions/floor spaces - 12 skids double stacked = 6 pallet positions)	201 to 10,000	LTL (less-than-truckload)	Please use Woodstream TMS Routing Website to Obtain Carrier

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Section IV: Truckload (TL) Requirements

TL (Truckload) Carrier Requirements:

- **Truckload (TL) Prepaid Freight Terms:** Shippers that have a prepaid freight agreement with Woodstream need their carriers to secure a delivery appointment with the Woodstream destination facility. Shippers that have a prepaid freight agreement do not need to follow the Woodstream shipment size guidelines.
- **Truckload (TL) Collect Freight Terms:** Shippers that have a collect freight agreement with Woodstream are required to use the Woodstream TMS website to obtain a carrier for shipping.

Please follow the bill of lading requirements listed in Section 1: General Transportation Requirements. Failure to follow the BOL guidelines (found on Pg. 5) will result in possible refused shipments, fines, plus the recovery of additional freight charges incurred.

Additional note for Truckload-sized shipments:
The use of a Seal is required, and the Seal number should be documented on the BOL.

Truckload (TL): Exceeds 10,000 pounds or occupies more than 12 linear feet of trailer floor space

Typical Truckload Guidelines:			
Handling Units / shipment	**Shipment Weight (lbs.)**	**Shipping Mode**	**Carrier**
Pallets occupying more than 12 linear feet of trailer space (more than 7 pallet positions/floor spaces - 12 skids double stacked = 6 pallet positions)	10,001 to 45,000	TL (truckload)	Please use Woodstream TMS Routing Website to Obtain Carrier

Section V: Woodstream TMS (Transportation Management System) Routing Website

Woodstream's TMS website applies to the following US vendors:

- Vendors with a collect freight agreement (Woodstream pays the freight).
- Vendors with third party agreements billing to Woodstream (Woodstream is neither the shipper nor receiver but pays the freight).

Vendors shipping to and from Canada:

- Contact transportation@woodstream.com to obtain routing direction for LTL & TL shipments.

Sign in:

- Vendors will need to log on to http://vendorportal.woodstream.com to access their PO numbers and begin routing their shipments.
- Vendor usernames for the TMS website will be the Vendor Number that is associated with Woodstream.

First time users

- Please contact transportation@woodstream.com
- Vendor usernames for the TMS website will be the Vendor Number that is associated with Woodstream.

Obtaining a routing:

Please follow all steps in this guide to process and complete your shipment using the Woodstream TMS website.

A reminder: Once the carrier completes the pickup, mark the load as 'shipped' in the Portal.

- This gives Woodstream visibility to whether the load has left your facility.
- This removes the load from your 'pending' category and sends it to 'completed' status.

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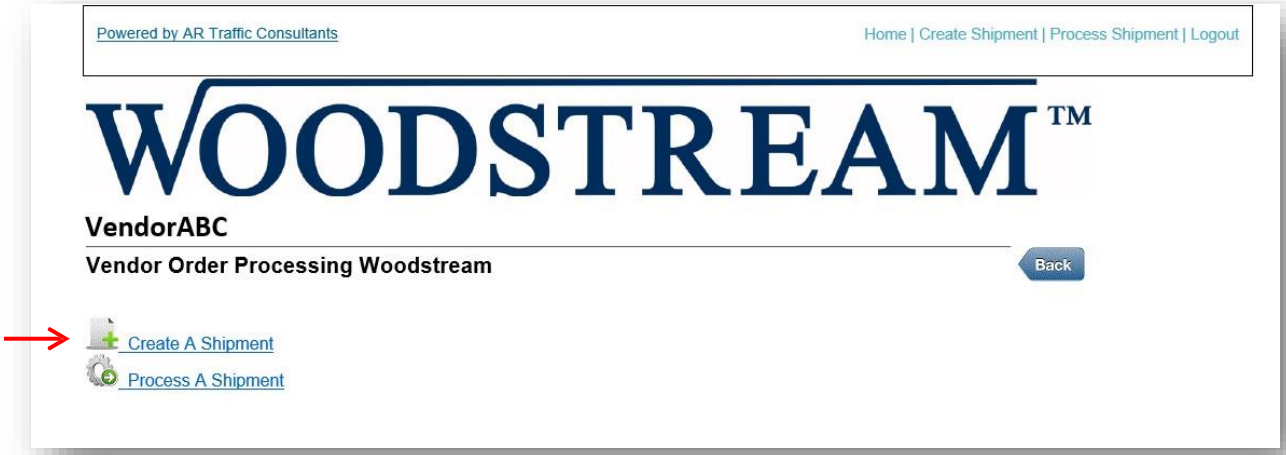
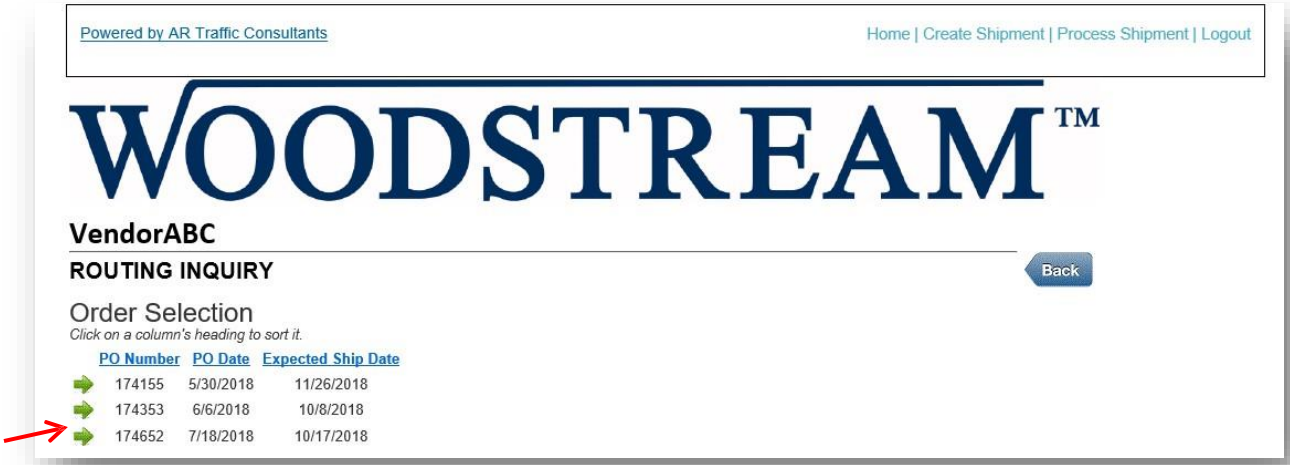
Steps to Obtain Carrier Routing When Shipping a Woodstream PO

1. Login to http://vendorportal.woodstream.com
    i. Enter your User Name and password. Your User Name is your new SAP Vendor number with Woodstream Corporation effective 06/2024
    ii. Once this information is entered you will need an open PO # to validate the account.

2. After logging in you will see the following two options for selection.
    a. Create A Shipment – Brings up a list of all open PO #'s to begin routing
    b. Process A Shipment – Shows all pending shipment routings

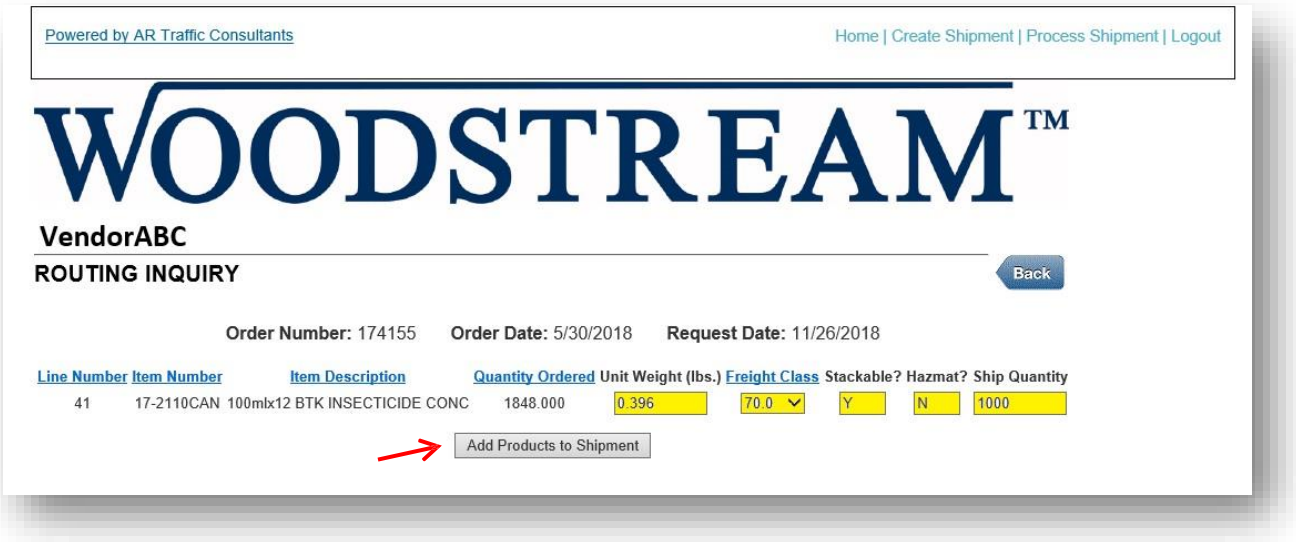


3. After clicking "Create a Shipment", select the PO that you are shipping from a list of open PO #'s associated with your Woodstream vendor number.



4. Please ensure the fields below are filled in. Some will be automatically populated based on our Woodstream system. If one or more of the fields is not filled in, or auto populates incorrectly, please add or adjust the correct information based on the items on the shipment.

a. Unit Weight (lbs.)
b. Freight Class
c. Stackable? Y/N
d. Hazmat? Y/N
e. Ship Quantity – (Needs to be manually entered every time)



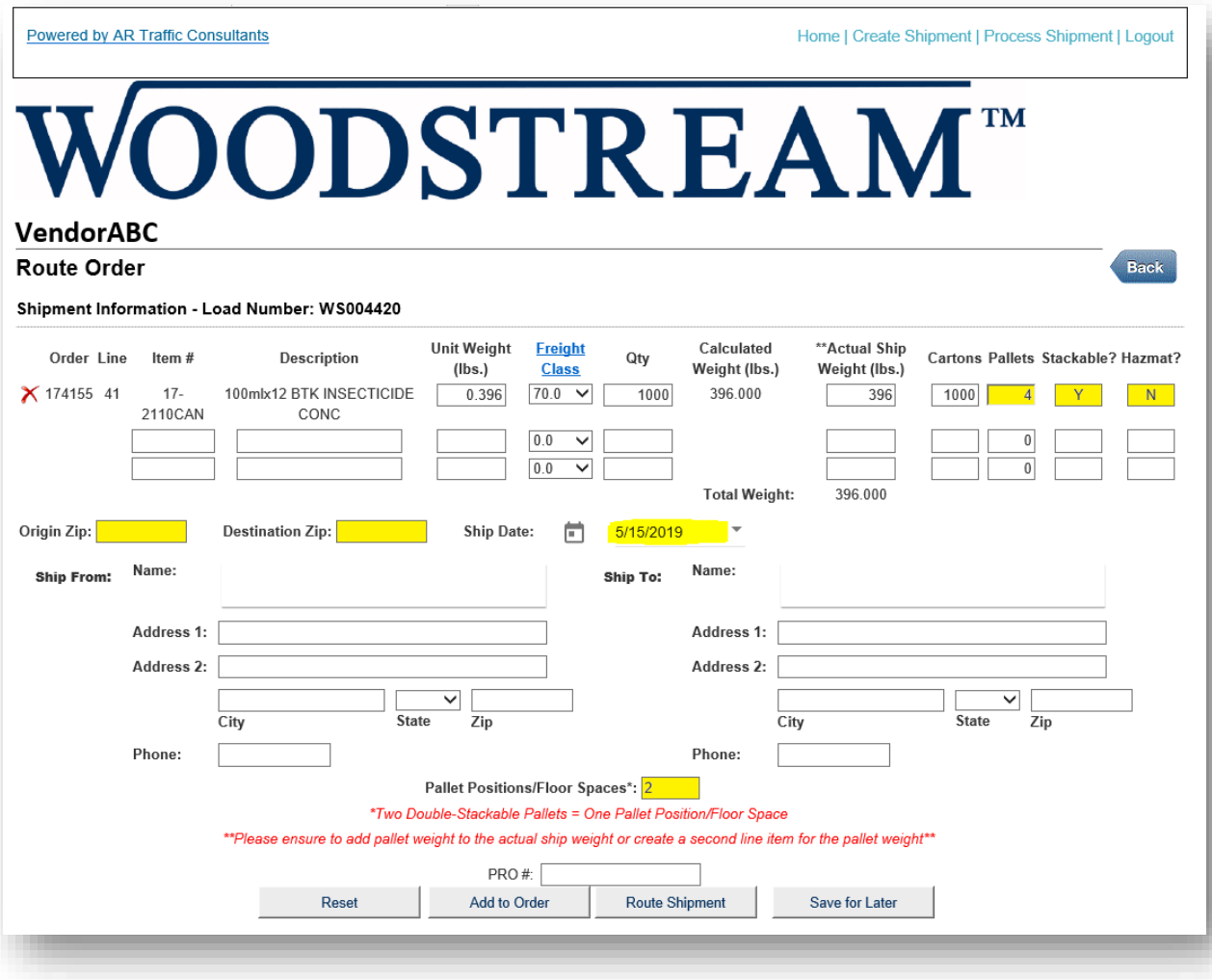
Select 'Add Products to Shipment' button to add this line to your shipment.

5. You can select another order to add (this will take you back to the PO # selection screen) or proceed to route the shipment selection you have.

6. Proceed to Shipment - This screen shows your selected PO order line items with shipping details

a. Unit weight (lbs.)
b. LTL freight class
c. Quantity that will ship
d. Calculated weight = unit weight x quantity
e. Actual ship weight – pre-populated with calculated weight (Add any additional tare weight to this number.)
f. Cartons
g. Pallets / # of carrier handling units
h. Stackable Y/N – Flag should be Y if pallet height is less than 50" and pallets can be double-stacked on carrier trailers
i. Hazmat Y/N – Flag should be Y if item is regulated by DOT

Extra items can be manually added on this page if there is a last-minute change to the PO number you are routing.



7. The Pallet count and Stackable Y/N flag entered at the top, will calculate the # of Floor Spaces at the bottom. Confirm that the number populated is correct; manually adjust if necessary…

Two Double-Stackable Pallets = One Pallet Position/Floor Space

If you find any **product information** that auto-populates incorrectly and it requires manual changes on your part, contact transportation@woodstream.com to inform Woodstream of the errors so we can update our system.

Note: If you are *not* ready to route the shipment, select 'Save For Later' (make note of Load number) or if you need to start over select 'Reset' (erase).

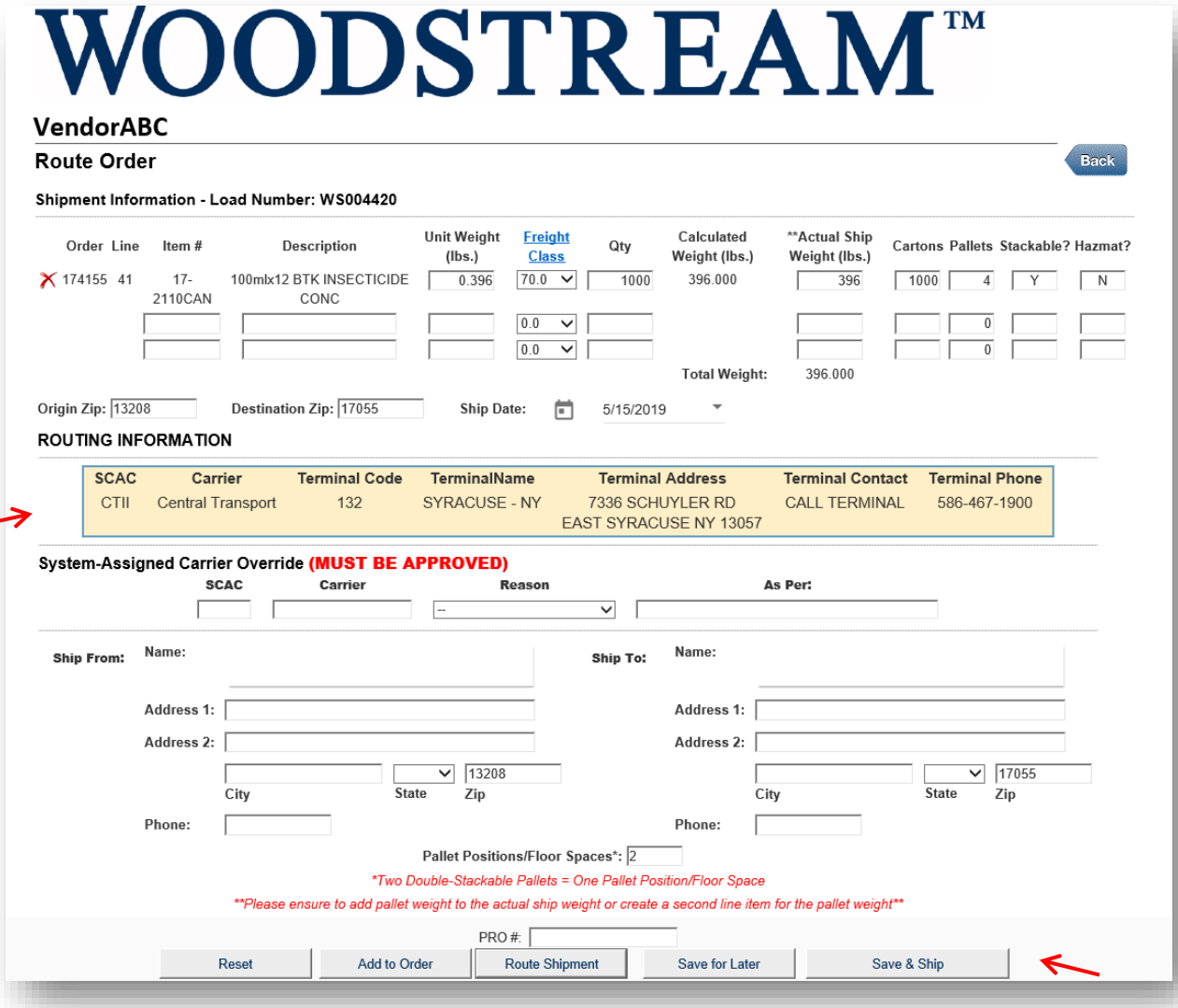
PLEASE ENSURE ALL INFORMATION IS CORRECT BEFORE CONTINUING

8. If you *are* ready to route the shipment, enter the Origin and Destination Zip Codes as well as the proposed ship date. Select 'Route Shipment'.

9. If the shipment is routed via LTL:

a. The LTL carrier name and contact info will be displayed.

b. It is the responsibility of the shipper to contact the LTL carrier to schedule a pickup.



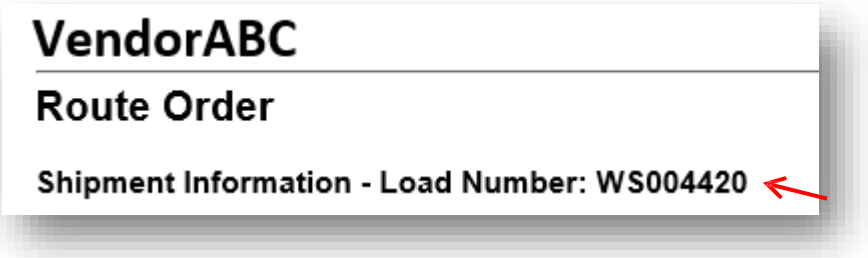
c. If you are ready to ship the order, enter ship from and to info – name, address and phone number - and select 'Save & Ship'.

d. Bill of Lading

i. If you will be using the Portal-provided Bill of Lading, be sure to edit to include the following:

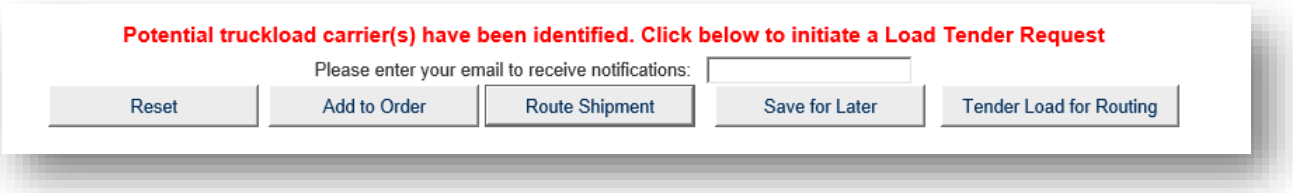
- Freight Terms
- NMFC
- Handling Units
- Any pertinent Hazmat information

ii. If you will not be using the Portal-provided Bill of Lading, your BOL must be VICS-format and **include the Portal generated WS load #.**



10. If the Portal determines your shipment must be routed via full Truckload:

a. You will see the following message. "Potential truckload carrier(s) have been identified."…



b. Enter the following info:

i. Ship-from name, address, phone number

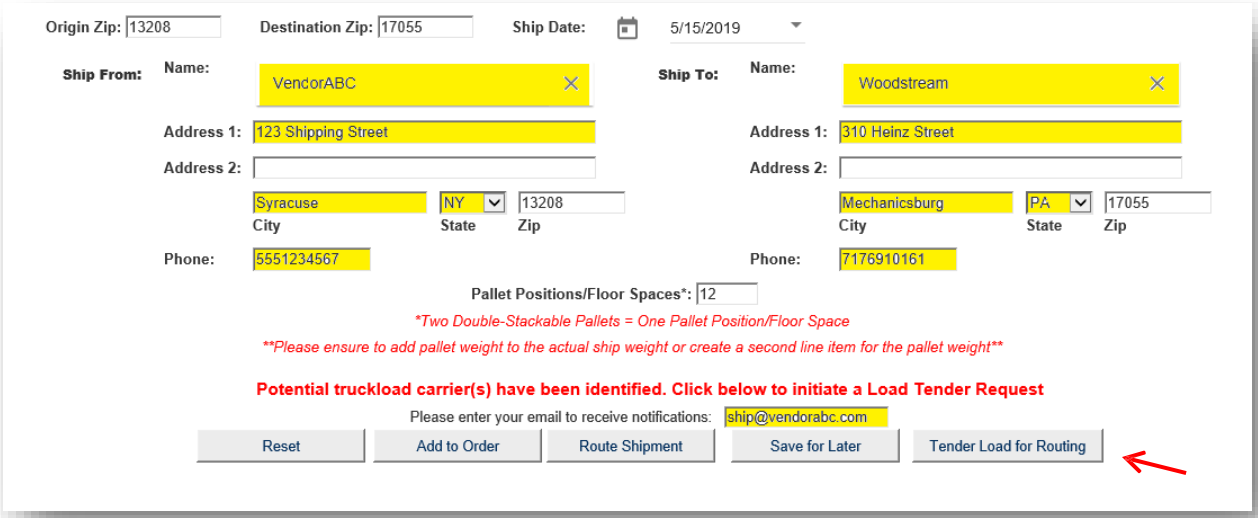
ii. Ship-to name, address, phone number

iii. Requested ship date. **Please note the default pickup range is your ship date plus 2 business days and the requested pick up date cannot be the same day that the shipment is routed.**

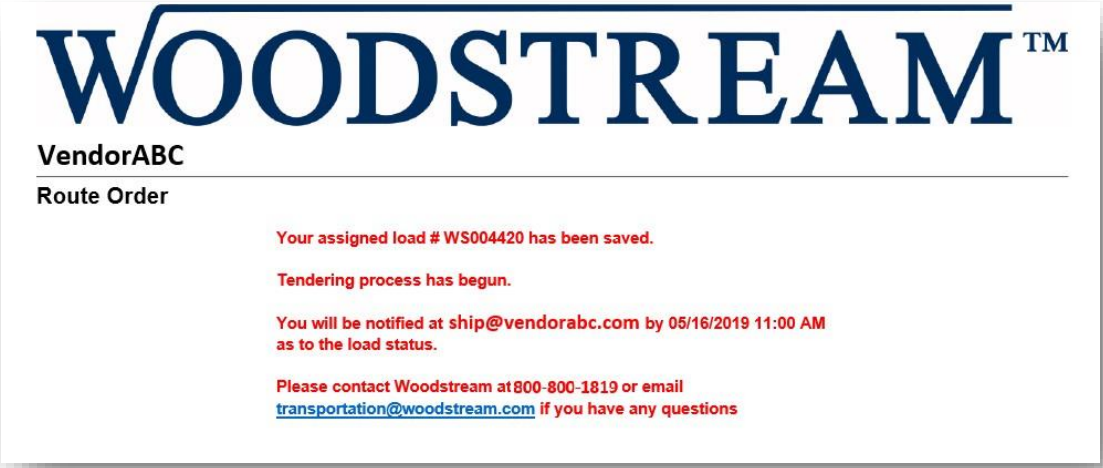
iv. Your notification email address. (If you want to enter more than one email address, separate them by a space or comma.)

- The Portal will send you an email once a TL carrier has accepted your shipment.
- Please ensure emails from "**AR Traffic**" do not get sent to your Spam folder.

c. Select 'Tender Load for Routing' to start the load tender process.

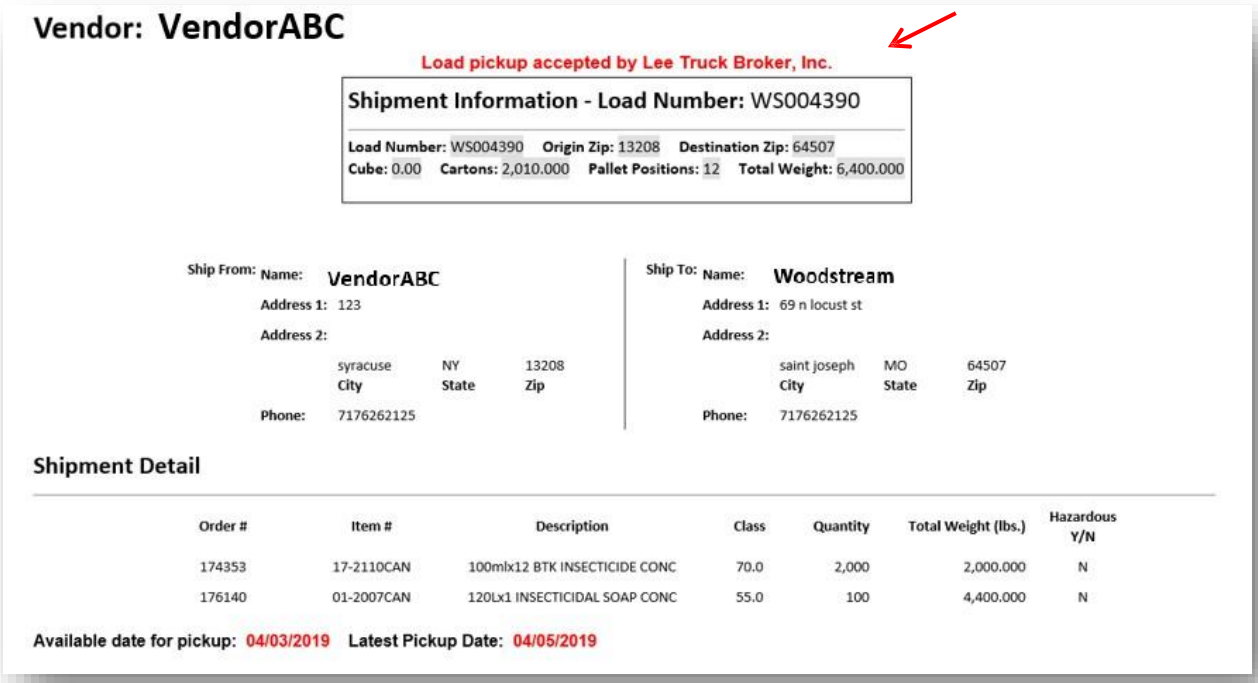


d. If load tendering has successfully begun, you will see the following message:



11. At this point, the Portal is contacting Woodstream TL carriers on your behalf in order to secure a carrier for your shipment. You will receive an email within several business hours to confirm which TL carrier has accepted your shipment (or if your shipment has not been successfully accepted).

a. If your shipment has been accepted by a TL carrier, you will receive a confirmation email. At this point you must contact the Truckload carrier to coordinate the pickup appt. (Please reference the WS Load #.) Below is an example of what the acceptance email looks like:



Vendor: VendorABC

Load pickup accepted by Lee Truck Broker, Inc.

Shipment Information - Load Number: WS004390

Load Number: WS004390 **Origin Zip:** 13208 **Destination Zip:** 64507
Cube: 0.00 **Cartons:** 2,010.000 **Pallet Positions:** 12 **Total Weight:** 6,400.000

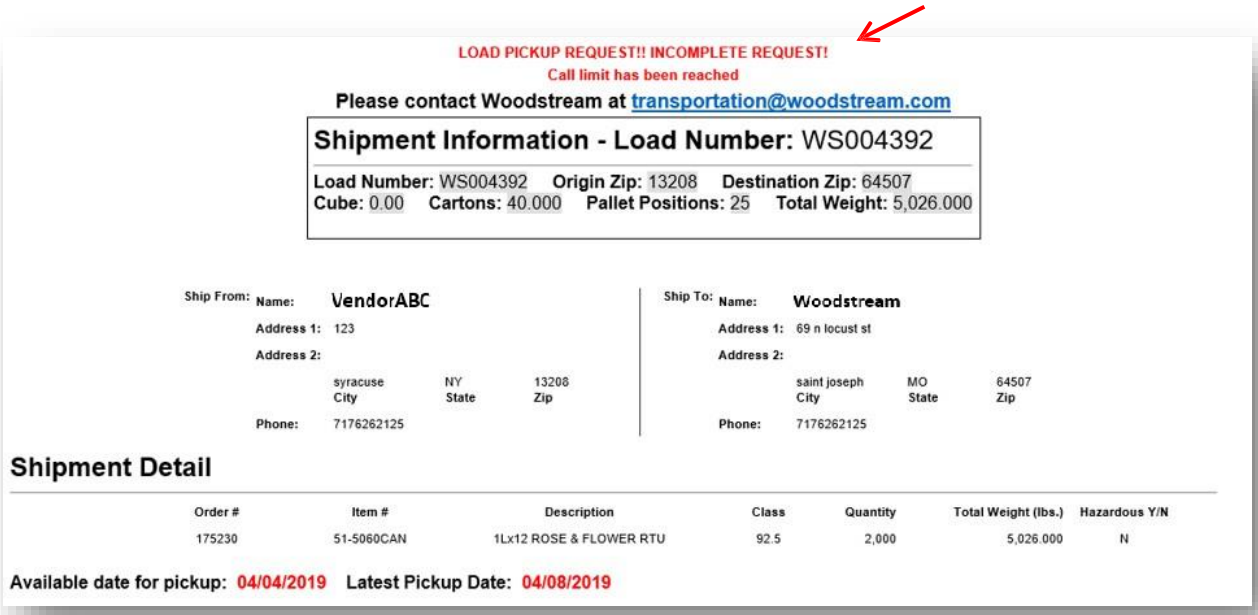
Ship From:		Ship To:	
Name:	VendorABC	Name:	Woodstream
Address 1:	123	Address 1:	69 n locust st
Address 2:		Address 2:	
City / State / Zip	syracuse / NY / 13208	City / State / Zip	saint joseph / MO / 64507
Phone:	7176262125	Phone:	7176262125

Shipment Detail

Order #	Item #	Description	Class	Quantity	Total Weight (lbs.)	Hazardous Y/N
174353	17-2110CAN	100mlx12 BTK INSECTICIDE CONC	70.0	2,000	2,000.000	N
176140	01-2007CAN	120Lx1 INSECTICIDAL SOAP CONC	55.0	100	4,400.000	N

Available date for pickup: 04/03/2019 **Latest Pickup Date:** 04/05/2019

b. If your shipment was <u>not</u> accepted by a TL carrier, you will also be notified via email. At this point, we ask that you contact transportation@woodstream.com and reference the WS Load #, and we will assist with booking a TL carrier. Below is an example of what a non-acceptance email looks like:



LOAD PICKUP REQUEST!! INCOMPLETE REQUEST!
Call limit has been reached
Please contact Woodstream at transportation@woodstream.com

Shipment Information - Load Number: WS004392

Load Number: WS004392 **Origin Zip:** 13208 **Destination Zip:** 64507
Cube: 0.00 **Cartons:** 40.000 **Pallet Positions:** 25 **Total Weight:** 5,026.000

Ship From:		Ship To:	
Name:	VendorABC	Name:	Woodstream
Address 1:	123	Address 1:	69 n locust st
Address 2:		Address 2:	
City / State / Zip	syracuse / NY / 13208	City / State / Zip	saint joseph / MO / 64507
Phone:	7176262125	Phone:	7176262125

Shipment Detail

Order #	Item #	Description	Class	Quantity	Total Weight (lbs.)	Hazardous Y/N
175230	51-5060CAN	1Lx12 ROSE & FLOWER RTU	92.5	2,000	5,026.000	N

Available date for pickup: 04/04/2019 **Latest Pickup Date:** 04/08/2019

c. Bill of Lading
   i. If you will be using the Portal provided Bill of Lading, be sure to edit to include the following:
      - Freight Terms
      - Handling Units
      - Any pertinent Hazmat information
   ii. If you will not be using the Portal-provided Bill of Lading, your BOL must be VICS-format and **include the Portal generated WS load #.**
   iii. All Truckload-sized shipments require the use of a Seal. Please mark the Seal # on the BOL at time of shipping.

d. Once the load has been physically picked up, find the load number under the 'Process Shipment' tab, and click the Truck symbol to mark it as 'shipped'.

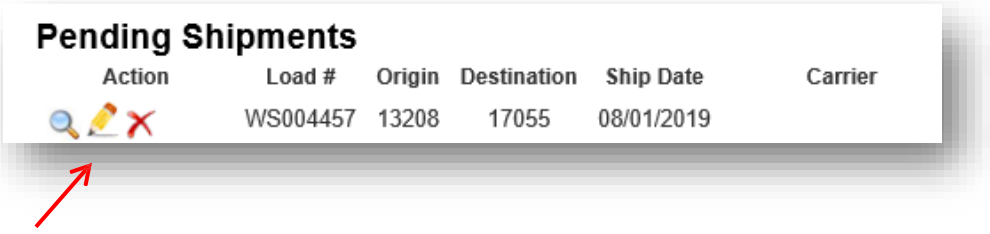
   i. This will create an Stock Order Transfer (STO) which allows us to virtually transfer the shipment and allows us to physically receive the shipment when delivered.
   ii. This removes the load from your 'pending' category and sends it to 'completed' status.

12. Circumstances where routing must be obtained directly from Woodstream.

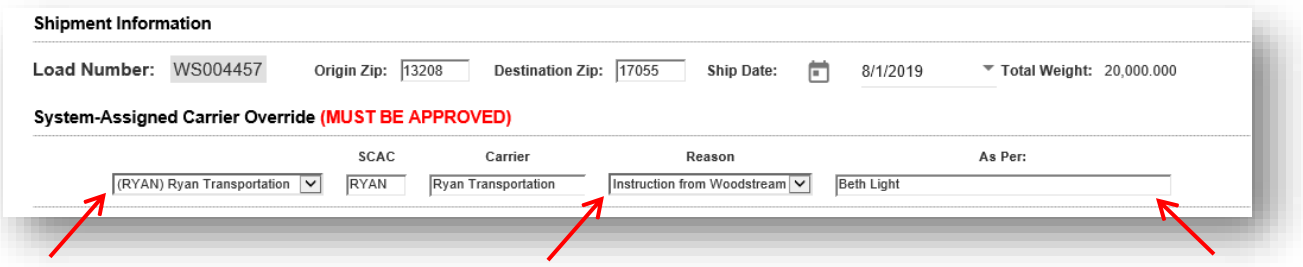
a. In some unique cases, the Portal may not provide routing. Such situations might include:
   - Shipments going to or from zip codes not already set up in the Portal by Woodstream.
   - Shipments of certain sizes (falling between typical LTL and Truckload sizes).
   - When your Truckload tender is not accepted by any carrier.
   - Very unique circumstances where a specific carrier must be used.

b. If the Portal is unable to route your load or a carrier did not accept your tender, you will receive an error or notification asking you to contact Woodstream.
   i. If you haven't done so already, please save the shipment so a WS Load # is assigned.
   ii. Contact Transportation@woodstream.com and reference the WS Load #. We will be able to view your shipment details from our Admin panel.

c. Once Woodstream manually obtains a carrier for your load, we will notify you.
   i. Please contact the carrier to arrange the pickup appointment.
   ii. **Additionally, you will need to finalize the load in the Portal**.
      - From the "Process Shipment" screen, find the load you previously saved. Click on the Pencil to edit.



      - Find the section called "System-Assigned Carrier Override". You may only use this section if your shipment requires manual routing by Woodstream.
         a. In the first drop-down, choose the carrier which was assigned by Woodstream.
         b. Select a reason code in the next drop-down.
         c. In the last box, please type the name of the Woodstream member who manually assigned your carrier.



d. As with all other shipments, please remember the following:
    i. Include the **Portal generated WS Load #** on your BOL.
    ii. After the load has been physically picked up, find the load number under the Process Shipment tab, and click the Truck symbol to mark it as shipped.

Please ensure all Less-than-Truckload & Truckload sized shipments are entered into the Portal so a system-generated WS Load # can be assigned.

Thank you for partnering with us as we drive towards better freight tracking.

Any questions or feedback may be directed to:
Transportation@woodstream.com.