

YANKEE CANDLE®

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Shipping Instructions

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Section 1

Freight Routing:

Questions:

1. How do I find out what carrier and Transportation Mode to use?
2. When do I need to send the shipping information to CarrierStore?

Answers:

1.	Carrier Selection	CarrierStore will determine the carrier and transportation mode after receipt of the shipping information.
2.	Timeline to submit Shipment Info	To ensure CarrierStore determines the most optimal shipping method for all Inbound Collect Shipments to Yankee Candle, please provide the shipment information as follows:
a.	LTL	Please provide shipment information to CarrierStore 24 hours in advance. CarrierStore will provide the BOL within 2 hours of submission.
b.	TL	Please provide shipment information to CarrierStore 48 hours in advance. CarrierStore will provide the BOL within 24 hours of submission.
c.	Courier: Needs prior approval from Yankee Candle	Please provide shipment information to CarrierStore the day prior for same day pickup and delivery. If request not available to the day of pickup, please call CarrierStore immediately to coordinate the pickup and delivery. In the shipment entry form, enter the Yankee Candle employee that authorized this service.
d.	Parcel	Please follow Yankee Candle instructions to move freight via FedEx for loose boxes weighing 150 lbs. or less. Loose shipments over 150 lbs., please submit shipping information to CarrierStore as outlined above.
e.	Same Day Pickup	LTL or TL pickups needing same day pickup, please submit shipping information to CarrierStore 5 hours prior to warehouse closing.

Section 2

Shipment Information:

Questions:

1. What Payment Type should I use to ship freight to Yankee Candle: Outbound, Inbound Collect or Third Party?
2. How do I send the details of our shipping information to CarrierStore?
3. What information do I need to send to CarrierStore?
4. What are my options to send shipment information to CarrierStore?

Answers:

1.	Payment Type: Inbound Collect	Vendors shipping to Yankee Candle must ship freight Inbound Collect with <u>NO designated third party information</u> . If using own BOL, please update to reflect Inbound Collect to Yankee Candle.
2.	Submit Shipping Info	All Shipment information needs to be sent directly to CarrierStore via email or fax. (978-298-2101 or contact@carrierstore.com)
3.	Shipment info Required	To ensure all shipment data is captured within the CarrierStore TMS, we require all information outlined in the "CarrierStore Shipment Entry Form" (For reference, please review the "Field Definition" page located within this document).
4.	Options to Submit Shipping Info	To minimize vendor time, we have setup three options to provide shipment information to CarrierStore. Regardless of which option is chosen, the information must be emailed or faxed to CarrierStore. Please review the requirements for each option on the next page. If using option 1 or 2, and the BOL is not available until pickup, you must send the shipping information as outlined in section 1 of this document. Please contact CarrierStore for further instructions.

Section 2 Continued: Shipment Delivery Options to CarrierStore

Questions:

1. Can I use my BOL to supply shipping information to CarrierStore?
2. Can I use my Packing List to supply shipping information to CarrierStore?
3. If I don't have a BOL or Packing List, what information do I need to send to CarrierStore?

Answers:

Question 1: Yes

Option 1

Use your (Vendor) BOL

1.	BOL Must Include:	a. Complete list of all Yankee Candle POs , SKUs and associated weight and quantity.
		b. Inbound Collect with NO designated third party information. Please update your BOL to reflect Inbound Collect to Yankee Candle.
2.	If PO & SKU Details not Available on BOL	a. Please provide a Packing list with PO & SKU details or
		b. Complete the "Line Item Information" section within the "CarrierStore Shipment Entry" form.

Question 2: Yes

Option 2

Use your (Vendor) Packing List

1.	Packing list must include	a. All POs and SKUs
		b. Individual SKU weight and quantity

Requirements: If Using your Packing List you must include either your BOL **or** completed CarrierStore Shipment Entry form (Carrier BOL section)--This will determine the actual shipping weight and quantity

a.	Vendor BOL must include	a. Total Shipping Handling Units with Handling Unit Type (skids, drums, boxes, etc..)
		b. Total Shipping Weight
b.	CarrierStore "Shipment Entry" form must include	a. Within the "CarrierStore Shipment Entry" form, complete the section "Carrier BOL"
		b. CarrierStore BOL will be sent accordingly

Question 3

Option 3

Use CarrierStore "Shipment Entry" Form

1.	CarrierStore Shipment Entry form	a. Complete the entire CarrierStore "Shipment Entry" form
		b. For additional line items, use page 2 of the "Shipment Entry" form
		c. CarrierStore BOL will be sent accordingly

Field Definitions for Shipping Form:

Pick up Information:

Vendor Number	Your Yankee Candle vendor number
Pickup Date	The date the load is to be picked up at the pickup location
Pickup Ready	The time the shipment is ready to be picked up
Pickup Close	The time the pickup location closes on the pickup date
Contact Name	Enter the name of the origin contact
Contact Phone or email	Enter the phone number or email of the origin contact

Origin Information:

Company Name	Enter your company name
Address	Enter your shipping location address
City	Enter your shipping location city
State	Enter your shipping location state
Postal Code	Enter your shipping location postal code

Destination Information:

Company Name	Auto filled
Address	Enter the Yankee Candle shipping location address
City	Enter the Yankee Candle shipping location city
State	Enter the Yankee Candle shipping location state
Postal Code	Enter the Yankee Candle shipping location postal code

Line Item Information: *Each different PO/SKU combination please use a separate line item.*

PO#	The purchase order number for this SKU
SKU#	Yankee Candle item number
Description	The name of the commodity/item being shipped
Quantity	Number of pieces for that line item
Weight	Weight of the line item (please indicate KG or LBS)
Class	The shipment class/density (LTL shipments only)

Carrier BOL Information:

Number Handling Units	Enter the # of Handling Units for this Handling Unit Type
Handling Unit Type	Enter the Type of Handling Units (pallets, boxes, drums)
Total Shipping Units	Enter the Total Shipping Units being shipped
Total Shipping Weight	Enter the Total Weight being shipped
Dimensions	Only complete if your TOTAL shipment order is greater than 5 skids or 7500 lbs. Please enter the Length, Width and Height for each different handling unit/size (line entry).

Vendor #

Pick up Information

Pickup Date	P/up Ready	P/up Close	Contact Name	Contact Phone or email

Origin Information

Company Name	Address	City	State	Zip

Destination Information

Company Name	Address	City	State	Zip
Yankee Candle				

Line Item Information

Line	PO#	SKU#	Description	Quantity	Weight	Class
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

***For additional line items, please enter on page 2*

***Don't know your class? Please contact CarrierStore at 978-298-2100 or contact@carrierstore.com*

Carrier BOL Information

(Dimensions only necessary for shipments totaling 5 skids or 7500 lbs and larger)

Line	Number of Handling Units	Handling Unit Type (skids, drums, boxes)	Dimensions			Weight	If using option 1 or 2, please provide BOL or packing list with this document
			Length	Width	Height		
1							
2							
3							
4							
5							
			Total Shipping Handling Units				
			Total Shipping Weight				

Transportation Mode

LTL: <input type="checkbox"/>	TL: <input type="checkbox"/>	Courier: <input type="checkbox"/>	Courier Authorization approved by: _____
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Additional Line Item Information

Line	PO#	SKU#	Description	Quantity	Weight	Class
11						
12						
13						
14						
15						
16						
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19						
20						
21						
22						
23						
24						
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