



Domestic Routing Guide

C-A-L Ranch Stores & Coastal Farm and Home Supplies LLC

This document outlines the current transportation guidelines for all vendors doing business with **Country Supplier or its subsidiaries: C-A-L Stores Companies Inc. dba C-A-L Ranch Stores** and **Coastal Farm & Home Supply LLC** (shipping through third party logistics/fulfillment centers or not). This guide supersedes any previous instructions unless agreed to in writing and signed by both parties.

These instructions apply to all vendors shipments when Country Supplier (C-A-L/Coastal) is the payer of freight charges. However, some specific instructions apply to **all vendors**, regardless of whether Country Supplier (C-A-L/Coastal) is in charge of freight or not, such as:

- Packing and Labeling Requirements
- Delivery Appointments at the Distribution Centers

The instructions in this routing guide are an integral part of your agreement with Country Supplier (C-A-L/Coastal). Deviation from these instructions without approval of the Country Supplier Logistics Department may result in charge backs, administrative cost, and processing fees, which will be deducted from your invoice.

With the Vendor Routing Guide, a Memo of Understanding (MOU) was sent to your sales representative that needs to be signed and returned to Purchasing/Logistics on receipt. Please make sure to forward to all appropriate people within your organization.

Thank you for your cooperation.

Sincerely,

Country Supplier - Logistics Department

C-A-L Ranch Stores & Coastal Farm and Home LLC

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Shipment Preparation

To minimize freight costs, please consolidate as much product as possible into a single shipment, while maintaining our required ship dates.

If your warehouse ships numerous small package shipments each day or week, please contact logistics@countrysupplier.com and we will be glad to help you review your shipping process to ensure correct interpretation of this Routing Guide. If you are not able to comply with any of the requirements below, please contact the Logistics Department to receive a written waiver.

1- Packaging & Labeling Requirements

- a. **Domestic Carton Labeling for UPS/FedEx:** All single packages must have the following information:

- Purchase Order Number in the reference field on the label;
- Carton numbering for total order (Example: 1 of 10, 2 of 10, etc.)

- b. **Domestic Carton Labeling for LTL Pallets:** All pallets delivered by LTL Carriers must have the following information:

- Purchase Order Number must be placed/marked on a visible area of the pallet
- Pallet numbering (if applicable – Example: 1 of 10, 2 of 10 etc.)

2- Packing List/Slip (PL/PS)

- Each order must have its own packing list
- The packing list must be placed on a clearly marked package indicating “Packing List Enclosed”
- The packing list must contain the following information:
 - a. Purchase Order Number
 - b. Vendor name and address
 - c. Vendor order number
 - d. Total number of items and weight of shipment (if applicable)

Shipment Preparation

- e. Packing list shall be provided for each purchase order on multiple shipments.

3- Bill of Lading (BOL) – if provided by the Vendor/Shipper

- a. Drivers must be given 2 copies of Bills of Lading. All Purchase Orders shipped on the same day and consigned to the same destination, must be combined onto one Master Bill of Lading.
- b. If multiple Purchase Orders are on one shipment, the Bill of Lading must list each Purchase Order Number, and the number of pallets or cartons. Consolidate shipments where possible. This means waiting for any additional orders with same destination to become available for shipment, if the requested **ship dates fall within a 5-day window**. Bills of Lading must include the following information:
 - Must include statement: **“DELIVERIES BY APPOINTMENT ONLY”**
 - Complete name, city and street address for both shipper and consignee
 - Pick up date of shipment
 - Purchase order number(s), typed clearly in the body of the Bill of Lading
 - Clear description of freight moved, including NMFC (National Motor Freight Carrier) Class Numbers (if applicable)
 - Count of pallets to be shipped on the trailer
 - If the commodity you are shipping is considered Hazardous Materials, mark an “X” under the HM section of the Bill of Lading. Any shipment containing hazardous materials must be prepared according to the requirements set forth in the Code of Federal Regulations Title 49.

Shipment Preparation

- An authorized shipper representative must sign the Bill of Lading and write the corresponding trailer number
- Driver's signature with number of pallets or non-palletized cartons
- Seal number for truckload shipments after loading is complete
- "Shipper Load & Count" or "Said to Contain" terms. This will indicate the merchandise was counted, palletized, and wrapped by the Vendor prior to loading on the trailer and the carrier did not verify the individual pallet carton counts at the time of pick up
- Shipper cannot automatically indicate "Driver Count" or a similar notation on the Bill of Lading, requiring the driver to count the freight
- Indicate whether shipment is pre-paid or collect. For FOB Origin freight, note in the body of the Bill of Lading, freight bill must be sent to the Country Supplier Support Center, ATTN: Freight Payables
- All labels and shipping documents (Bill of Ladings and Packing Lists) must follow the standard store's nomenclature (whenever possible):
 - STORE NUMBER > BRANDED STORE > STORE LOCATION (i.e., **001 C-A-L - IDAHO FALLS**), please refer to the Locations List section.

Routing Instructions

The major modes of transportation covered herein are: Small Package (Ground), Less-Than-Truckload (LTL), and Truckload (TL)

1. **Prepaid, FOB Destination, VENDOR FREIGHT:** Vendors do not have to send notification to Country Supplier (C-A-L/Coastal) for routing instructions if the shipment is a Prepaid FOB Destination Order. All Prepaid FOB Destination Purchase Orders must be delivered within the requested ship window. All Prepaid FOB Destination Purchase Orders must have freight included in the cost of the product per unit.
 - For Prepaid FOB Destination Programs, where purchase order does not meet the minimum order amount for prepaid freight on an order, the Vendor is requested to notify its Buyer before the order is shipped to allow modification to the Purchase Order. *If the Purchase Order is not modified and the minimum order amount for prepaid freight remains unmet, the order then defaults to FOB Origin terms where the Vendor must notify the Logistics Department for routing and follow the Collect FOB Origin instructions below.*
2. **FOB Origin, Customer Arranged (whenever Country Supplier C-A-L/Coastal pays and arrange freight):**
 - a. **Small Parcel Shipping:** When shipping small packages, or parcels, we request that Vendors use **FedEx**



Routing Instructions

All domestic small packages must be shipped using the Recipient billing option. Never add any freight charges to your invoices.

- For **FedEx account numbers**, please contact the Logistics Department. Please review these instructions carefully. This document is a guide for you to follow to ensure your shipments comply with our requirements for small parcel shipments. We expect full compliance with these instructions to maintain the lowest freight costs.
- Do not exceed any established specific weight and size limits for packages!!
- All small parcel shipments should be made using the Recipient billing.

FedEx Requirements:

- Purchase Order number must always be in the first reference field
- All individual domestic ground small packages up to 150 pounds are to be shipped via FedEx Ground.
- All multiple piece shipments of up to 25 packages weighing less than 150 pounds individually with a combined weight of up to 300, should be shipped FedEx Ground.

Please note:

If Vendors cannot ship packages using our FedEx account numbers, they will be responsible for any possible additional fees incurred when using other carriers (UPS, USPS, DHL etc.)

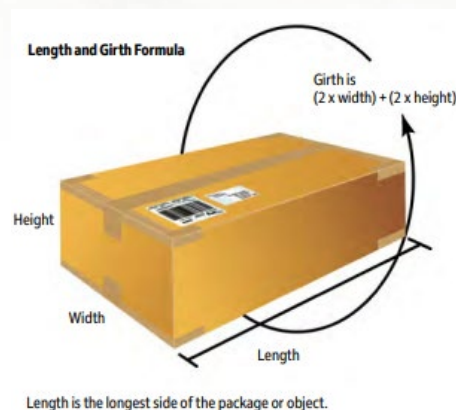
Routing Instructions

FedEx fees that will be charged back to the vendor include (but not limited to):

- **Declared Value (DO NOT DECLARE VALUE ON PARCEL)**
- Delivery Confirmation
- Adult Signature / Signature required (unless regulated by law)
- Proof of Delivery (P.O.D.)
- Additional Handling
- Address Correction Charge
- Large Package Surcharge
- Over Maximum Limits Charge
- Address Correction

Girth & Dimensional Weight

- Girth: Girth is defined as the width rounded UP* to the nearest inch times two, plus the height rounded UP to the nearest inch times two, measured perpendicular to the length of an item.
- Dimensional (DIM) weight is based on volume (the amount of space a package occupies compared to its actual weight). DIM weight is calculated by determining the cubic size of a package by multiplying its length*, width* and height*.
- The cubic size is then divided by the dimensional factor 250 to determine the final DIM weight. *Round to nearest whole number.



Routing Instructions

- b. **Less-Than-Truckload (LTL):** Less-Than-Truckload (LTL) routing applies to shipments weighing between 151 – 19,999 pounds (normally 8 pallet-spaces), which occupy less than twelve (16) linear feet of trailer space and all shipments that are not Parcel (Small Package). **Schneider Logistics** is our LTL 3PL of choice and must be used when shipping LTL shipments.
- a. Please email STMLTLCountrysupplier@schneider.com with all the below shipment details and **they will send you the BOL to supply to the driver**. Please use these emails for any questions regarding LTL shipments or if you are unsure of the LTL freight class or NMFC.

Ship Date
PO#
Pickup Name, Address, City, State, Zip
Shipper Hours
Delivery Name, Address, City, State, Zip
Pallet Count
Carton Count
Weight
Pallet Dimensions
Freight Description
Freight Class
NMFC Code

- c. **Partial/Volume/Full Truckload (FTL):** Full truckload (TL) routing applies to shipments weighing more than 20,000 pounds, and/or occupying greater than twelve (16) linear feet of trailer space.
- i. Country Supplier requires that all FOB Origin shipments to be routed through the Logistics Department. We have chosen preferred transportation providers to facilitate its transportation needs and will pay freight directly to those providers. If the vendor does not notify the Logistics Department for routing, or uses an unauthorized carrier, the vendor will be charged back for the entire freight amount.

Mode Selection and Delivery

- If your shipment includes **multiple pallets per PO series being shipped to multiple store locations** (e.g., PO 321654XXX, 55 store locations, 1 PO per store, 1 pallet per store) you need to contact logistics@countrysupplier.com.
- Please refer to this chart in case of questions and feel free to reach out to the Logistics Department anytime for more information.

Weight	0 - 150 lbs	150-300 lbs	150 - 9,999 lbs	10,000+ lbs
Mode	Single Package OR Multiple Packages (up to 25 packages)	Single Pallet	Less-Than-Truckload	Partial, Volume or Full Truckload
Carrier	FedEx (multiple pieces up to 25 packages weighing less than 150lbs individually with a combined weight of up to 300)	Schneider stmltcountrysupplier@schneider.com (up to 6 pallet-spaces)		Country Supplier logistics@countrysupplier.com

- **Deliveries (for Prepaid freight Vendor ONLY):** Deliveries are accepted at our receiving docks by appointment only by calling 208-535-2696. Any unscheduled deliveries will not be accepted unless otherwise specified in the Purchase Order. Country Supplier (C-A-L/Coastal) will not be responsible for re-delivery or detention charges that may result. Country Supplier (C-A-L/Coastal) reserve the right to refuse unscheduled or late arrival trucks at the vendor's expense.
 - Deliveries to Distribution Center in **Payson, UT:**
 - Contact UDC@countrysupplier.com / 208-535-2696
 - Deliveries to Distribution Center in **Prescott Valley, AZ:**
 - Contact ADC@countrysupplier.com / 208-535-2696
 - Deliveries to Distribution Center in **Albany, OR:**
 - Contact ODC@countrysupplier.com / 208-535-2696
 - Deliveries to Stores
 - Contact the store and check the need for an appointment (refer to the List of Locations)

Non-compliance Chargeback Codes

(currently not enforced)

After Vendor's initial shipment of Products to Country Supplier LLC, Country Supplier LLC commits to discussing any potential chargebacks with Vendor. Country Supplier LLC will not issue violation chargebacks to Vendor without first giving written notice and allowing Vendor the chance to review and approve in writing the chargeback before invoicing. Country Supplier LLC pledges to act in good faith to prevent such situations. Should a chargeback be mistakenly issued without this notice or Vendor's prior written approval, Country Supplier LLC will promptly retract it.

Chargeback Code	Non-Compliance Issue	Chargeback Expense
CB01	No PO Number on the shipments BOLs, Packing Lists or shipping label: For small parcel, PO's should be listed in Reference#1 field. We require this information be provided to the carrier so that Accounts Payable Department can appropriately expense each shipment at freight bill payment.	\$50 per shipment
CB02	Unauthorized Shipments: Any unauthorized shipping fees charged to C-A-L Ranch or a Coastal's freight account will be charged back plus a processing fee for each shipment.	Cost of freight + \$150 processing fee per occurrence
CB02a	For FOB Collect Vendors: Prepay & Add is not allowed and will be considered CB02 Unauthorized Shipments shipping charges.	Cost of freight + \$150 processing fee per occurrence
CB02b	Orders that qualify for vendor's prepaid shipping that are shipped collect in error are considered CB02 Unauthorized Shipments shipping error.	Cost of freight + \$150 processing fee per occurrence
CB03	Shipping Errors: Shipping to wrong location, shipping incorrect shipment mode, shipping collect via an unauthorized carrier, using the wrong service level (all SMALL PARCEL shipments ship ground unless previously authorized by the Purchasing Dept), and other shipping errors, including shipping to a store location not ready for receiving	Cost of freight + \$150 processing fee/re-routing fee per occurrence
CB04	Carton count: The carton count must be provided on LTL BOL. Any shipment without the carton count will result in chargeback and all multi-package small parcel shipments.	\$50 per shipment
CB05	Declared Value: Do not Declare Value without C-A-L Ranch/Coastal preauthorization. Each unauthorized Declared Values fee will be charged back plus a processing fee.	Declared value fee + \$15 processing fee
CB06	Bill of Lading: Missing, inaccurate, or illegible BOL	\$100 per shipment + any detention
CB06a	Packing List: Missing, inaccurate, or illegible Packing List	\$100 per shipment + any detention
CB07	Small Parcel Large Package Surcharge: Small Parcel Large Package Surcharge is applied when the package length plus girth [(2 x width) + (2 x height)] combined exceeds 130 inches. Any Large Package Surcharges will be charged back plus processing fee unless prior written authorization is given by the Purchasing or Logistics Department.	Large package surcharge + \$50 processing fee
CB08	Other small parcel assessorial fees that will be charged back to the vendor include, but are not limited to: Delivery confirmation, adult signature/signature required, proof of delivery (P.O.D.), additional handling, address correction charge, over maximum limits charge, and small parcel carbon neutral purchases	small parcel assessorial fee + \$50 processing fee
CB09	Small Parcel Manifested Not Shipped: Vendors who manifest (create small parcel shipping labels) must void the unused shipping labels. Failure to void small parcel shipping labels that create shipping costs will be charged back.	Small parcel shipping cost + \$50 processing fee
CB10	Incorrect LTL Freight: Vendors incorrectly reporting LTL class resulting in the reclassification fees will be charged back.	Reclassification fee, if any + \$150 processing fee
CB11	Carrier Detention Charges at Origin: A request by Shipper to detain driver(s), power unit(s), and/or trailer(s) to complete loading or unloading due to no fault of the Carrier will result in a chargeback.	Detention cost + \$50 processing fee

Memo of Understanding

All questions regarding your shipments and these guidelines should be directed to the appropriate Country Supplier Buyer or our Logistics Department. I acknowledge that I am an authorized representative of the Company identified below, and that on behalf of the Company I have received, understand, and agree to abide by the Country Supplier Domestic Routing Guide. The Domestic Routing Guide is effective upon my signature and will remain in effect until modified or terminated by Country Supplier on 30 days' notice.

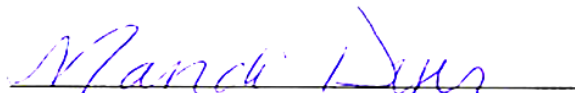
Vendor's Representative Signature: _____

Print Name: _____

Company: _____

Title: _____

Date: _____


Mandi Dyer – COO on behalf of

COUNTRY[®]
◀ **SUPPLIER** ▶

976 S Curlew Dr
Ammon, ID 83406
P. (208) 523-3359
logistics@countrysupplier.com

C-A-L Ranch Locations

Distribution Center 169 – Payson, UT

Store	Name	Street Address	City	State	Zip	Phone
001	Idaho Falls if@calranch.com	1027 S 25th E	Ammon	ID	83406	(208) 523-3431
002	Rexburg rx@calranch.com	530 N 2ND E, Suite 2	Rexburg	ID	83440	(208) 356-3343
003	Blackfoot bf@calranch.com	250 N Meridian	Blackfoot	ID	83221	(208) 785-2941
004	Pocatello po@calranch.com	4215 Yellowstone Ave	Chubbuck	ID	83202	(208) 233-4288
005	Burley bu@calranch.com	226 N Overland Ave	Burley	ID	83318	(208) 678-7610
006	Logan lo@calranch.com	1750 N. Main St	Logan	UT	84341	(435) 753-0611
007	Spanish Fork sf@calranch.com	950 N Main St	Spanish Fork	UT	84660	(801) 794-2810
008	American Fork af@calranch.com	175 NW State St	American Fork	UT	84003	(801) 763-7777
009	Farr West fw@calranch.com	955 N 2000 W	Farr West	UT	84404	(801) 732-9348
010	Tooele to@calranch.com	862 N Main St	Tooele	UT	84074	(435) 882-5020
011	Cedar City cc@calranch.com	750 S Main St	Cedar City	UT	84720	(435) 586-4826
012	Elko ek@calranch.com	2430 Mountain City Highway	Elko	NV	89801	(775) 753-7000
013	West Jordan wj@calranch.com	2735 W 7800 S	West Jordan	UT	84088	(801) 569-2368
014	Vernal vr@calranch.com	1180 W Hwy 40	Vernal	UT	84078	(435) 789-6000
015	Layton ly@calranch.com	88 S Fairfield Rd E	Layton	UT	84041	(801) 543-2044
018	Carson City cr@calranch.com	2035 N Carson St	Carson City	NV	89706	(775) 461-2213
019	St. George sg@calranch.com	2849 E 850 N	St. George	UT	84790	(435) 634-6910
023	Ely vn@calranch.com	701 Great Basin Blvd	Ely	NV	89301	(775) 289-1525
028	Bountiful bt@calranch.com	535 S Main St	Bountiful	UT	84010	(385) 300-8800
029	Reno rn@calranch.com	3400 Keitzke Lane	Reno	NV	89502	(775) 525-3737
030	Draper dr@calranch.com	1055 E Draper Parkway, Suite #100	Draper	UT	84020	(385) 645-0606
169	Payson DC PaysonDistributionCenterManagement@countryranch.com	873 W. Utah Avenue	Payson	UT	84651	(801) 754-4027

C-A-L Ranch Locations

Distribution Center 168 – Prescott Valley, AZ

Store	Name	Street Address	City	State	Zip	Phone
016	Prescott pr@calranch.com	1048 Willow Creek Rd	Prescott	AZ	86301	(928) 717-5408
017	Flagstaff fs@calranch.com	2530 N 4th St	Flagstaff	AZ	86004	(928) 526-4300
020	Las Vegas vn@calranch.com	232 N Jones Blvd	Las Vegas	NV	89107	(702) 430-7002
021	Show Low sl@calranch.com	750 W Deuce of Clubs	Show Low	AZ	85901	(928) 251-1315
022	Casa Grande cg@calranch.com	1116 E Florence Blvd	Casa Grande	AZ	85122	(520) 316-7980
024	Sierra Vista sv@calranch.com	673 E Hwy 90	Sierra Vista	AZ	85635	(520) 417-5632
025	Goodyear gy@calranch.com	2075 N Pebble Creek Pkwy	Goodyear	AZ	85395	(602) 474-2270
026	Yuma ym@calranch.com	529 W 32nd St	Yuma	AZ	85364	(928) 343-7700
027	Kingman km@calranch.com	3340 E Andy Devine, Unit 101	Kingman	AZ	86401	(801) 309-6855
031	Prescott Valley pv@calranch.com	5757 East State Route 69	Prescott Valley	AZ	86314	(928) 800-5717
032	Tucson ts@calranch.com	6363 E 22nd St	Tucson	AZ	85710	(520) 848-4242
033	Globe gl@calranch.com	2448 E. Highway 60	Miami	AZ	85539	(918) 530-5776
034	Bullhead City bh@calranch.com	2350 Miracle Mile	Bullhead City	AZ	86442	(928) 377-5500
168	Prescott Valley DC PrescottValleyDistributionCenterManagement@countrysupplier.com	5757 East State Route 69	Prescott Valley	AZ	86314	(928) 800-5717

Coastal Farm Stores Locations

Distribution Center 165 – Albany DC

Store	Name	Street Address	City	State	Zip	Phone
035	Albany	1355 Goldfish Farm Road S.E.	Albany	OR	97322	(541) 928-2511
	AlbanyReceiving@coastalfarm.com					
036	Woodburn	1550 Mt Hood Ave	Woodburn	OR	97071	(503) 981-6322
	WoodburnReceiving@coastalfarm.com					
037	Eugene	2200 W 6th St	Eugene	OR	97402	(541) 687-5810
	EugeneReceiving@coastalfarm.com					
038	Roseburg	782 NE Garden Valley Blvd.	Roseburg	OR	97470	(541) 957-0741
	RoseburgReceiving@coastalfarm.com					
039	Yakima	2112 S 1st St	Yakima	WA	98903	(509) 457-2447
	YakimaReceiving@coastalfarm.com					
040	Gresham	2865 NE Hogan Dr	Gresham	OR	97030	(503) 674-5337
	GreshamReceiving@coastalfarm.com					
041	Oregon City	1900 McLoughlin Blvd SE	Oregon City	OR	97045	(503) 657-5780
	OregonCityReceiving@coastalfarm.com					
042	East Wenatchee	260 Highline Dr	East Wenatchee	WA	98802	(509) 886-1560
	WenatcheeReceiving@coastalfarm.com					
043	Cornelius	3865 Baseline St	Cornelius	OR	97113	(503) 640-4241
	CorneliusReceiving@coastalfarm.com					
044	Mount Vernon	2021 Market St	Mount Vernon	WA	98273	(360) 424-1918
	MountVernonReceiving@coastalfarm.com					
045	Auburn	1425 Super Mall Way	Auburn	WA	98001	(253) 218-2021
	auburnreceiving@coastalfarm.com					
046	The Dalles	2600 W 6th St	The Dalles	OR	97058	(541) 296-9610
	Dallesrec@coastalfarm.com					
047	Klamath Falls	1776 Avalon Street	Klamath Falls	OR	97603	(541) 882-5548
	KlamathfallsReceiving@coastalfarm.com					
048	Redmond	3141 S Hwy 97	Redmond	OR	97756	(541) 548-4095
	RedmondReceiving@coastalfarm.com					
049	White City	7303 Crater Lake Hwy	White City	OR	97503	(541) 830-3713
	WhiteCityReceiving@coastalfarm.com					
050	Sequim	990 E. Washington Building A	Sequim	WA	98382	(360) 683-2135
	SequimReceiving@coastalfarm.com					
051	Marysville	9623 State Avenue	Marysville	WA	98270	(360) 658-2500
	MarysvilleReceiving@coastalfarm.com					
052	Monroe	19881 State Route 2	Monroe	WA	98272	(360) 282-4255
	MonroeReceiving@coastalfarm.com					
053	Salem	1230 Lancaster Dr SE	Salem	OR	97317	(503) 485-0668
	SalemReceiving@coastalfarm.com					
054	Corvallis	400 NE CIRCLE BLVD	Corvallis	OR	97330	(541) 257-2144
	CorvallisReceiving@coastalfarm.com					
055	Lacey	5500 Martin Way SE	Lacey	WA	98516	(360) 688-5250
	LaceyReceiving@coastalfarm.com					
165	Coastal Albany DC	1355 Goldfish Farm Road S.E.	Albany	OR	97322	(541) 928-8639
	HO-WarehouseManagement@coastalfarm.com					