

11- Appendix

Overview

This section includes a glossary of terms and definitions, ship to address/store groups and delivery address and carriers information.

Glossary of Terms and Definitions			
Airway Bill (AWB)	The air industry's equivalent to the motor carrier's bill of lading.		
ASN	Advanced Ship Notice - Electronic packing slip or an "EDI 856".		
Back Order	Any shipments against a Purchase Order (PO) after the first shipment.		
Bill of Lading	A contract of carriage between shipper and carrier. It serves three purposes: Set the terms and conditions of the contract. Serve as the receipt for the goods to be transported. Documentary evidence of the party entitled to deliver.		
Cargo Claims	Claims written against a carrier for recoupment of merchandise cost and freight charges as a result of damage or shortage of goods delivered or complete non-delivery.		
Carrier Liability	A contract carrier is liable for all loss, damage, and delay with the exception of act of God, act of a public enemy, act of a public authority, act of the shipper, and the inherent nature of the goods.		
Carton	A corrugation packaging type not to exceed 50 lbs.		
Claim	A deduction processed against a vendor's account for merchandise returns, shortages, cost differences, markdowns, advertising co-op, rebates, etc.		
Contract Carrier	A for-hire carrier that does not serve the general public, but that serves shippers or consignees whom the carrier has a continuing contract.		
Collect	Freight invoice payment terms; charges are billed to Anna's Linens.		
Consignee	The receiver of a freight shipment, usually the buyer.		
Consolidation of Shipment	An Anna's Linens requirement that all POs going to the same DC on the same day must be consolidated onto one bill of Lading or sub-bill, depending on which carrier is being used.		
Cubic Feet	Carton length x width x height of the cartons. Cubic feet measurement is required to be provided for all shipments.		
DC	Anna's Linens Distribution Center. See Stores/DC List appendix for stores serviced, addresses and phone and fax numbers.		
Department Number	The department number is found on the PO section titled "Dept. No." The department number contains a type of merchandise belonging to a group of departments in a merchandise division.		
Do Not Ship After Date	The last day to ship the product.		
Do Not Ship Before	The first day to ship the product.		
EAN	European Article Number- a 13-digit vendor number, the European equivalent of a UPC code.		
EDI	Electronic Data Interchange - The computer-to-computer transmission of documents between two companies. Computer-to-computer implies that all information contained in the document is capable of being read and processed without human intervention.		
Electronic Documents	Electronic Invoice	EDI810	Version 4010VICS
	UPC Catalog	EDI832	Version 4010VICS
	Purchase Order (PO)	EDI850	Version 4010VICS
	Product Activity Data	EDI852	Version 4010VICS
	PO Acknowledgment (Reverse PO)	EDI855	Version 4010VICS
	Advance Shipment	EDI856	Version 4010VICS
	PO Change Request (Buyer Initiated)	EDI860	Version 4010VICS
	UCC 128 Carton Label		Version 4010VICS Functional
	Acknowledgement	EDI997	Version 4010VICS
Entry Date	The date the order was generated by Anna's Linens.		
Expense Offset	Violations of the Partner Guide, PO contract, or the Routing Guide will result in charges to the partner. Anna's Linens will deduct any Expense Offset charges owed from the next check remittance.		

Glossary of Terms and Definitions	
Floor Ready	Term referring to merchandise that is received ready to be placed directly on the selling floor.
Freight Allowance	Amount of freight the supplier pays per PO or signed Corporate Freight Partnership Contract (freight agreement).
Freight-Only Invoice	An invoice for prepaid freight charges sent to the Transportation Department. Anna's Linens only reimburses for freight charges that have been pre-authorized.
Freight Terms	Shipping Point, Freight Collect: Title and control of goods passes to Buyer when Carrier signs for goods at the vendor's location. Carrier bills Buyer directly. Destination, Freight Prepaid: Title passes to Buyer when goods are delivered. Seller pays and absorbs all freight costs.
Full Freight	The supplier/shipper agrees to pay 100% of the freight charges. See the PO field titled "Freight Allowance".
Hazardous Materials	A hazardous material is a substance that poses more than a reasonable risk to the health and safety of individuals and includes products such as explosives, flammables, corrosives, oxidizers, and radioactive materials. Includes perfumes and other contents packaged under pressure being shipped via Air and shipments via air that contain Dry Ice cold pack.
Importer of Record	Is the company or individual who is listed as the importer with U.S. Customs at the time goods are entered into the U.S. The Tax ID# or social security number of the "Importer of Record" must also be submitted to Customs. The Importer of Record bears all responsibility and liability of the imported merchandise.
Inbound Freight	Freight in route to an Anna's Linens facility; usually a Distribution Center.
Landed Duty Paid (LDP)	The total cost of a product delivered at a given location; the cost of production plus the transportation cost to the customer's location. U.S. Customs Clearance is the responsibility of the seller. The seller or agent of the seller is the "Importer of Record" All U.S. Customs duties and applicable taxes are for the account of the seller. Delivery to named place of destination is for the account of the seller.
LTL	Less-than-truckload, a shipment weighing less than the minimum weight needed to use the lower truckload rate.
Lumper	A term applied to a person who assists a motor carrier in the loading and unloading of product.
Manufacturer ID	The first six digits of the UPC number. This ID may be used to identify the manufacturer. A single manufacturer may have multiple manufacturer IDs.
Master Bill of Lading	A uniquely numbered contract of carriage document that summarizes more than one DC shipment or sub-bills of lading. The Master Bill of Lading is the document that is signed by the carrier.
Mode	Method of transportation (service) used for shipments. Mostly Surface and sometimes Air.
New Vendor	A vendor doing business 90 days or less from the date of their first PO.
Outbound Freight	Freight in route from an Anna's Linens facility to another Anna's Linens facility or store.
PID	Product Information number or vendor style number.
POD	Proof of Delivery.
Prepaid	Freight invoice payment term; charges are billed to the shipper or supplier.
Purchase Order (PO)	A legal, binding contract between the Anna's Linens buyer and the supplier. The PO number is an 8-digit identifier. This number is required on all packaging and documentation.
Return Authorization	An authorization number which is obtained from the supplier prior to the shipping of a 'return to partner' claim.
Samples	Merchandise not for resale.
Shipper	The sender of the freight shipment, usually the seller or seller's warehouse.
Shipping Window	The Do Not Ship Before Date and the Do Not Ship After Date, plus the dates in-between consist of the Shipping Window time period.
Short Shipments	Shipment contents which are less than the packing slip count or a carrier shipment which has delivered less than the carton count on a bill of lading or freight delivery receipt.
SKU	Stock Keeping Unit - Refers to a specific style, color and size.
Store Pack	Packing by style, color and size (SKU) for a store.
Sub-Bill	A bill of lading always used in conjunction with a Master Bill of Lading. A sub-bill lists the detail information for a DC shipment; PO's, Dept. #, itemized by # of cartons and weight, etc.
UCC-128	Scannable bar-coded label located on the outside of a shipping carton.
UPC	Universal Product Code - A twelve digit unique partner "SKU" number. The first six digits are a manufacturer's identifier number, the next five digits are a specific product identifier (SKU), and the last digit is the check digit.

Glossary of Terms and Definitions	
VAN	Value Added Network – the designated communication network used to transmit and receive EDI transactions.
Vendor Number	The Vendor Number is found on the PO in section titled “Pay to Vendor”.
VICS	Voluntary Inter-industry Commerce Standards for EDI transactions established by the UCC or Uniform Code Council.

Ship to Addresses/Store Groups

All deliveries will be routed using one of the two processes listed below:

1. Deliveries will be shipped to the address assigned to their group (see chart below)
2. Deliveries will be consolidated to a single 3PL notwithstanding group numbers included in shipment

The method of delivery (above) will be provided along with routing instructions

- To assist with opportunities to consolidate shipments and lower the transportation cost for products, Anna's Linens assigns each store a primary 3PL/DC (Group Number; see table below)
- When Anna's Linens is contacted for routing, every attempt is made to consolidate shipments for all groups into one pick-up. However, there are exceptions such as when the total order exceeds a truck load, or in cases where the order needs to be expedited. In instances such as these, routing may be given for a Group to be shipped direct and not consolidated.

Group/ DC	Geographic Region of Stores	Ship To Address	Store Numbers included in Group
1 9999	CA, NV, AZ	Anna's Linens WDC c/o Performance Team 12816 Shoemaker Santa Fe Springs, CA 90670 (562) 741-1400	1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 17, 20, 21, 22, 23, 25, 26, 27, 29, 40, 47, 50, 61, 62, 63, 64, 65, 67, 69, 70, 74, 75, 76, 78, 79, 90, 92, 93, 94, 95, 96, 97, 98, 99, 101, 102, 103, 105, 106, 107, 108, 109, 110, 112, 113, 114, 115, 116, 117, 118, 119, 122, 123, 124, 125, 126, 128, 130, 131, 132, 133, 134, 136, 137, 141, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 170, 171, 172, 174, 175, 176, 179, 180, 182, 183, 184, 185, 186, 190, 191, 192, 193
3 9993	TX, LA	Anna's Linens SDC c/o Exel Logistics 713 Northpark Central Drive Houston, TX 77073 (281) 209-3324	195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 207, 208, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 253, 256, 257, 259, 269, 270, 271, 272, 273, 274, 275, 276, 277, 281
4 9994	GA, AL, NC, SC, FL, PA, IL, IN, WI, MI	Anna's Linens EDC c/o Exel Logistics 10230 Ridge Creek Drive Charlotte, NC 28273 (704) 587-0793	260, 261, 265, 266, 267, 268, 280, 282, 301, 302, 303, 304, 305, 306, 308, 309, 310, 311, 312, 313, 347, 348, 349, 350, 352, 353, 354, 355, 356, 357, 358, 359, 361, 362, 365, 366, 367, 368, 369, 371, 372, 381, 382, 383, 391, 400, 401, 404, 405, 407, 408, 409, 411, 412, 416, 417, 418, 419, 421, 422, 423, 450, 451, 453, 454, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 550, 551, 552, 553, 554, 555, 556, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616