

Walmart Fulfillment Services (WFS)

Routing Guide – August 2020

Non-sortable Beta



WFS Routing Guide

Introduction

Walmart Fulfillment Services (WFS) provides customers a best-in-class fulfillment services experience. We leverage Walmart's supply chain scale and world-class operational excellence to enable our Seller community to lower fulfillment costs, improve conversion rates, and price items more competitively, improving sales and ROI.

The purpose of this routing guide is to provide you, our WFS Seller, with the information and instructions required so that we can maintain a successful relationship. Your adherence to these instructions will directly contribute to your future success.

This guide provides the details you will need to successfully route your items to a Walmart Fulfillment Center (FC).

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Basic Information

Fulfillment Center Information

Bethlehem, PA Fulfillment Center - PHL2

Receiving - Contact PHL2 WFS Deliveries Contact: James Richards

2785 Commerce Center Boulevard

Bethlehem, PA 18015

To schedule a delivery, email DeliveryPHL2@walmart.com

Operating Hours*

Sunday - Saturday: 5:00 AM - 3:00 PM EST

*Operating hours are subject to change based on business needs and during peak months

Delivery Hours*

Monday - Friday: 6:00 AM - 12:00 PM EST

*Operating hours are subject to change based on business needs and during peak months

General Seller Guidelines

This section outlines the guidelines for WFS Sellers that will help them successfully ship their products to a Fulfillment Center (FC).

- Products must meet non-sortable criteria. Items that qualify as "Non-sortable Inventory" in this beta program will weigh up to 60 lbs with a maximum dimension of 60 inches, a median dimension up to 30 inches, and a length + girth measurement of no more than 130 inches.
- Ship the product to the address provided above. Please do not send purchase order shipments to the Walmart corporate billing address.
- WFS has the right to refuse or return to the Seller any overage at the Seller's/shipper's expense. The Seller may be assessed handling charges.
- Failure of the Seller to properly prep and pack the shipment may result in the products being rejected or returned at the Seller's expense. Sellers may also be responsible for paying handling charges, which will be determined on an individual basis.
- Improper inbound preparation and packing of shipments may result in a delay in processing and receiving of inventory.
- The Seller is responsible for all product shipping fees when products are Returned to Seller (RTS).
- WFS reserves the right to refuse any trailer that is deemed unsafe, infested, damaged or otherwise deemed unfit to receive.
- Walmart may inspect products after arrival at the Fulfillment Center.
- LTL/FTL freight should be sent as single shipments. All POs will be closed 7 days after first receipt.
- WFS doesn't have discount inbound shipping rates at this time. We hope to provide in 2021.

PO Preparation – Packaging and Labeling Requirements

Shipment Packing Guidelines

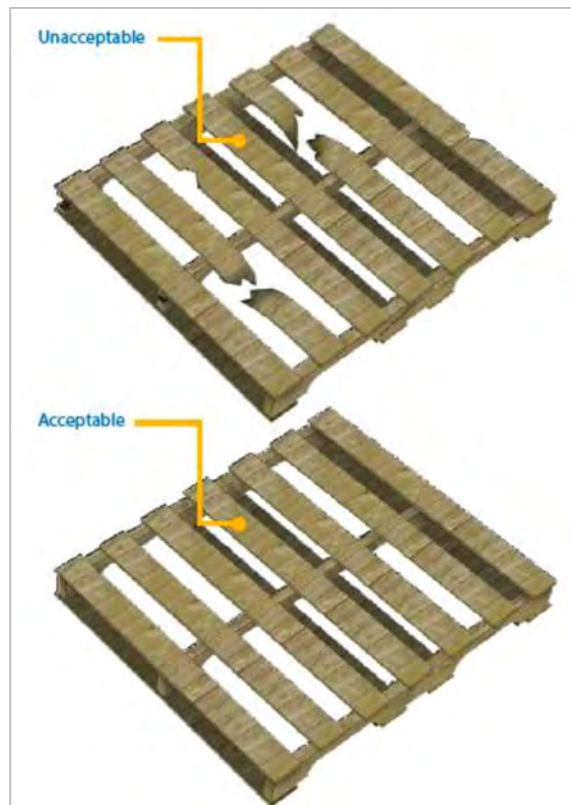
Shipment guidelines may differ depending on the type of shipment. This section provides guidelines for FTL and LTL shipments.

Single Pallets

FTL and LTL shipments will only be accepted on pallets, not as floor loads. Please review the pallet requirements below:

- Use 40" x 48", 4-way access, solid wood pallets. If a single, large unit cannot fit on a 40" x 48" pallet without overhanging the edges, use a pallet size and type that is suitable for the unit.
- Pallet weight should not exceed 1,500 lbs.
- Pallet height should not exceed 72 inches.
- Ship only on pallets that are in good condition.
- Do not ship pallets that are broken or damaged.
- Do not ship units on pallets made of weak material such as cardboard or particle board.
- Ship units on Grocery Manufacturers Association (GMA) Standard Grade A pallets.
- Do not ship units on PECO or CHEP pallets, which cannot be moved using a standard pallet jack.
- Pallets must be accessible and able to be moved using standard pallet jack.

Pallets that do not meet the above pallet requirements are not acceptable and shipments may be rejected at the seller's expense.



Stacked Pallets

WFS Fulfillment Centers accept double-stacked pallets provided they are safe to load and unload and do not cause product damage during transit. You may double stack pallets as needed to maximize freight efficiency. Follow these guidelines for double-stack pallets:

- Stacked freight should not exceed 108" in height, including the height of the pallets.
- Use corner boards to help protect and maintain the stability of boxes in transit.
- Arrange pallets so they are accessible by a forklift from the same side.

Pallet Label Requirements

- Affix a shipment label containing the Seller Purchase Order number to each pallet (four per pallet, one on each side in the top center).
- All items on pallet should have same UPC. WFS does not accept mixed-PO or mixed-SKU pallets.
- Place pallet labels squarely (not on an angle) on all four sides of the pallet so that the forklift driver can see them when approaching with the forklift to lift the pallet. If the pallet is wrapped in plastic, the pallet labels must be placed on the outside of the plastic wrap.

Product Packaging and Labeling Requirements

All product must comply with the following packaging and labelling requirements as laid out by Walmart. This includes barcodes, and product preparation for shipment. Products are prepared differently based on product type. You should review the table below for a breakdown of packaging requirements for each category.

Shipment Labels

For all shipments, the purchase order label should contain below information on each unit:

- WFS PO# and Scannable PO# barcode
- Ship From Address
- Ship To Address
- Seller Name

Ship From: Seller Name Seller Address City, State, Zip	PO#: 01234567890
Ship To: Walmart FC Name FC Address City, State, Zip	Walmart Fulfillment Service
 01234567890	

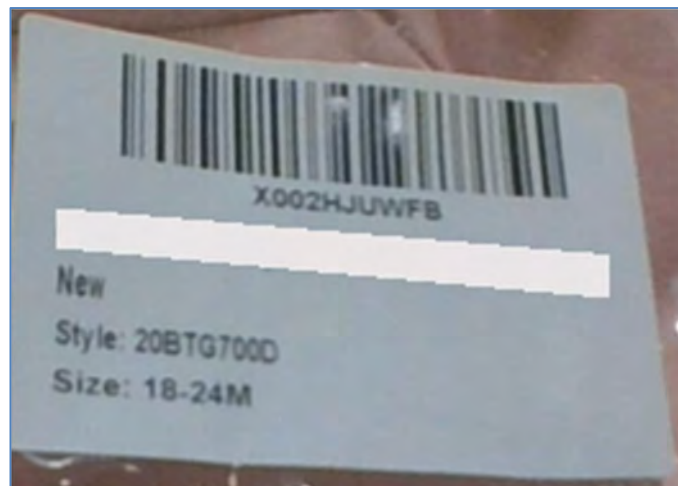
Product Labels and Barcodes

- All products must have manufacturer barcodes on the outermost part of sellable unit. Place a readable and scannable UPC label (12 digits) on every individual product packaging sent to the FC.
- Only UPC should be on each individual product. Vendor SKU number or FNSKU number are not sufficient.
- Variant items must each contain a unique UPC. Variant items without unique barcodes may not be received and will be returned to the seller at the seller's expense.
- If a product has a case barcode (GTIN-14) that represents a standard number of units, the unit barcode should not appear on the case.
- All labels must be visible and scannable. The fulfillment center will refuse and return at the Seller's expense every unit of any product that does not have a scannable UPC label with product data. Sellers may incur a fee if product does not contain scannable UPC.

Example Product Label



Do not use Seller SKU/ FNSKU Label like below:



Product Preparation

Products must meet non-sortable criteria. Items that qualify as "Non-sortable Inventory" in this beta program will weigh up to 60 lbs with a maximum dimension of 60 inches, a median dimension up to 30 inches, and a length + girth measurement of no more than 130 inches.

All products must be protected in a sealed or closed container, ready for sale.

- Price tags, product labels and /or any retailer specific labels should not be on the product packaging.
- All required hazard warnings are clearly visible and apparent on all poly bags used.
- All perishable goods must contain visible expiration date on sellable unit packaging.
 - Expiration dates must be displayed in the format MM-DD-YYYY (if the exact date is not known, use the last day of the expiration month). If the expiration date is printed in a different format, a sticker with the correct format must be applied, covering the original expiration date.
 - Products that expire and are contained in packaging that requires additional prep, such as glass jars or bottles, must be prepped to ensure that the expiration date is accessible during receiving by FC.
- Any item received as ready to ship in shippable container (SIOC) will be packaged at the discretion of the FC.
- All products must be marked with country of origin. A label or marking stating "Made in ..." on items such as clothing qualify as country of origin.
- Packaging inserts and other forms of marketing materials are acceptable as long as they do not advertise competing services. Failure of the Seller to properly prep and pack the shipment may result in Sellers being responsible for paying handling charges, which will be determined on an individual basis..

Product Type	Products	Packaging Type	Special Handling
Accessories Product must be shipped within their case and assembled prior to shipping.	Sunglasses	Boxes	Product outer packaging must have UPCs and be individually packaged.
	Jewelry	Boxes or Poly bags	Product outer packaging must have UPCs and be individually packaged.
	Watches	Boxes	Product outer packaging must have UPCs and be individually packaged.
Apparel/Clothing Product should be folded neatly with adequate packaging. Kids apparel cannot be packaged on hangers.	Shirts, Tops, Pants, Bottoms, Shorts, Jeans, Skirts, Underwear/Intimates, Casual Dresses	Poly bags	Folded to not exceed 17.5" length x 11.5" widths and bagged. Do not use hangers.
	Swimwear, Sleepwear	Poly bags	Sets must be packaged together. Do not use hangers.
	Formal Wear, Wedding, Ball Gowns, Suits	Boxes or Garment Bags	Must be boxed and lie flat or packed in garment bags on hangers.
	Coats, Outerwear, Blazers, Jackets	Poly bags	Oversized apparel to be folded at least once, on hangers, and poly bagged.
	Handbags, Diaper Bags,	Poly bags	

Product Type	Products	Packaging Type	Special Handling
Soft Goods & Bags Place additional layer of corrugated packing under opening of top and bottom seams.	Backpacks, Bags		
	Socks, Hosiery, Gloves, Belts, Scarves	Boxes, Chipboard Boxes or Polybags	Socks to be packaged in the unit amount as they are to be sold (e.g., 2 pairs = 1 unit, 4 pairs = 1 unit, etc.).
	Hats	Sleeve	Fragile hats must be packaged individually inboxes to prevent damage.
Beauty & Cosmetics Product outer container must have UPC and be individually packaged.	Makeup	Polybag, bubble wrap, or box	To prevent spoilage or damage, individual Product must be sealed tight.
	Skin Care	Polybag, bubble wrap, or box	All liquid (e.g., Fragrances, Lotions, Creams, Cleaners, etc.) must be double sealed to prevent leakage. See Liquids section.
	Hair Care	Polybag, bubble wrap, or box	All liquid (e.g., Fragrances, Lotions, Creams, Cleaners, etc.) must be double sealed to prevent leakage. See Liquids section.
	Fragrances	Polybag, bubble wrap, or box	All liquid (e.g., Fragrances, Lotions, Creams, Cleaners, etc.) must be double sealed to prevent leakage. See Liquids section.
	Brushes, Tools, Styling Tools	Polybag, bubble wrap, or box	Sets must be packaged together.
Electronics	Headphones, Portable Electronics, GPS	Boxes	Must box to prevent damage. Can ship in original manufacturing packaging.
Footwear Maximized product quantity packed per a shipping carton.	Shoes	Boxes	
	Boots	Boxes	
	Sandals, Flip-flops, Slippers	Boxes or Polybags	
	Cookware	Boxes	Palletize heavy products (e.g., small kitchen appliances, ovens, pots and pans, etc.).
	Cutlery Tools	Boxes	Knives and utensil sets need to be packaged together within its sets. Wrap item(s) in protective bubble wrap or over-box to prevent damage.

Product Type	Products	Packaging Type	Special Handling
Housewares & Home Goods Only heavy product should be palletized. Soft goods to follow soft good rules.			See Sharp or Damage-Prone Items section.
	Glassware	Boxes	Palletize only glassware or breakable products. Wrap item(s) in protective bubble wrap or over-box to prevent damage. See Sharp or Damage-Prone Items section.
	Bedding, Towels	Boxes or Poly bags	Sets must be packaged together.
	Aprons, Mitt Potholders	Boxes, Chipboard boxes or Poly bags	Considered Soft Goods, Soft Goods rules apply.
	Small Décor	Boxes	Sets must be packaged together.
	Furniture	Boxes	Palletize heavy products.
	Luggage	Boxes	Palletize heavy products.
	Lamps/Lighting Fixtures, Holiday Ornaments	Boxes	Packaging must be durable and secure.
	Rugs, Framed Art	Boxes or Poly bags	Rugs must be rolled and bound in poly bags.
Outdoor/Indoor Sporting Goods & Gear	Sports Gear, Sports Accessories	Boxes	All golf clubs must be in protective individual boxes that encompass the shaft and head of the club. Skateboards must be individually boxed.
	Balls, Basketballs, Soccer Balls, Baseballs	Boxes	All balls must be inflated and individually packaged.
	Dog Gear	Boxes	
	Sports Medicine, Vitamins, Energy Drinks	Boxes	Product outer packaging must have UPCs and be individually packaged. Expiration date must be visible on sellable unit packaging.
	Camping Furniture	Boxes	Shipping carton should not exceed 50 lb.
	Bottles	Boxes or Poly bags	Water bottles must be in sealed Poly bags or individually boxed.
Toys Under the U.S. Laws & Regulations Including, Without Limitation the Consumer Product Safety	Children's Toys	Boxes	Product must conform to the CPSIA.
	Strollers, Stroller Accessories	Boxes	Product must conform to the CPSIA.

Product Type	Products	Packaging Type	Special Handling
Improvement Act, a Certification of Conformity must be provided for each Product prior to shipment.			
Batteries Product must be shipped within their packaging to prevent battery terminals from coming into contact with metals (including other batteries).	Batteries	Original manufacturer packaging/ Boxes/ Polybags/ Clamshell plastics	Product outer packaging must have UPCs and individually packaged. See <i>Batteries</i> section.

**** NOTE:** Any product that does not meet the standards and associated packaging requirements indicated in the above table, may be rejected by Walmart and returned at the Seller's expense. Sellers may also be responsible for paying handling charges, which will be determined on an individual basis. Applicable fees are outlined in your Statement of Work (SOW).

Large Electronics (Computers, TVs and Monitors)

Due to their very fragile nature, large Electronics such as Computers, TVs and Monitors require special packaging to ensure safe transit through the Ground network.

- We strongly recommend to double-box all large Electronics by placing the manufacturer's box in another, slightly larger carton.
- Place a paperboard frame inside the outer carton to suspend the manufacturer's box in the middle of the outer carton (as shown in below picture)



- Inside the manufacturer's carton we suggest using customized molds to secure the product (as shown in below pictures). Rather than using Styrofoam for the customized molds we recommend "foamed plastic".



- The entire item should be wrapped in either thick poly-ethane sheets or bubble wrap.
- Additional protection such as foam sheets is required for Monitors and TV screens.
- Arrows indicating stacking and handling directions shall be printed on the carton.

Liquids

Liquids (i.e., products that are or contain liquids, pastes, gels, and creams) must be packaged so that in the normal course of order fulfillment (i.e., receipt, stocking, shipment preparation and transit to the customer), the product does not leak. Any liquids that pose a safety risk may be rejected by Walmart and returned at Seller's expense. Corrugated containers on multi-unit bundled products must meet the following criteria:

- Box certificate seal.
- Product is in a 6-sided box.
- Carton does not give way when pressure is applied to any of the sides.
- No side of product carton has an opening that makes some of the contents visible from the outside.
- Contents of product inside are securely held in place inside of carton.
- Carton is sealed with tape, glue or staples.
- Carton has clear markings indicating which box side is the top.
- Carton must not contain hazardous materials as defined by US DOT regulation.

Each sellable unit must be able to pass a drop test. A drop test means that a packaged item should be dropped four consecutive times from a height of 24 inches onto a concrete surface, once on the top, once on the bottom, once on the bottom corner, once on the longest bottom edge. Each item must survive a single test (four drops). A test is considered successful if the container remains leak free.

Product Characteristics			Packaging Requirements			
Container Type	Sellable Unit	Sellable Unit Dimensions	Sellable Unit Package	Sellable Weight / Volume Restriction	Inner Pack Volume	Seal
Glass	Single Unit	Less than 8" x 14" x 18"	None	Volume of 4 oz or less	N/A	Double sealed screw cap
Plastic	Single Unit	Less than 8" x 14" x 18"	None	Volume of 50 oz or less	N/A	Double sealed screw cap
Plastic	Multi- unit, physically bundled	Less than 8" x 14" x 18"	Corrugate Box	Volume of 50 oz or less	68 ounces or less	Double sealed screw cap
Plastic	Multi- unit, physically bundled	Greater than 8" x 14" x 18"	Corrugate Box	N/A	No restrictions	Double sealed screw cap

****NOTE:** Walmart reserves the right to specify products needing additional protective packaging in order to preserve the integrity of the product throughout the fulfillment process. Any product with the following attributes, delivered to the Walmart FC in inadequate or noncompliant packaging will be rejected or repackaged by Walmart at the Seller's expense and may be subject to non-compliance fees. Applicable fees are outlined in your Statement of Work (SOW).

Sharp Items

Sharp products (i.e., any product that has a sharp or pointed edge such that, when exposed, the edge would present a safety hazard to associates, carriers, or customers receiving or unpacking the product) must be packaged so that in the normal course of order fulfillment (i.e., receipt, stocking, shipment preparation and transit to the customer), the sharp or pointed edge will not become exposed. Any sharp products that pose a safety risk may be rejected by Walmart and returned at Seller's expense.

- Sharp items should be blister-packed in a manner that provides the safest packaging. The blister-pack must cover the sharp edge and be securely fastened to the item so that the item does not slide around within the blister pack.
- Place or wrap the unit in protective bubble wrap or a protective over-box, so that the packaging completely covers any exposed edges. A product that is over-boxed is placed in an additional box at the time of shipping. Make sure the barcode is scannable without opening or unwrapping the unit.
- Sharp products secured to a footprint and wrapped in plastic may also be allowed provided that the item is secured to the footprint (i.e., does not slide around), the plastic is rigid enough to withstand handling and exterior contact does not cause the sharp product to perforate the plastic.
- Sharp products contained in molded footprints with plastic covering are not typically safe and not recommended.
- Cardboard or plastic sheaths alone on the sharp blade aren't enough, unless the sheath is of a rigid, durable plastic and secured to the product so it cannot slide off.

- Sharp items should not be packaged or shipped with non-sharp items.
- Outer boxes with sharp items should be labeled as such.

Glass, Ceramic, Breakable, and Fragile

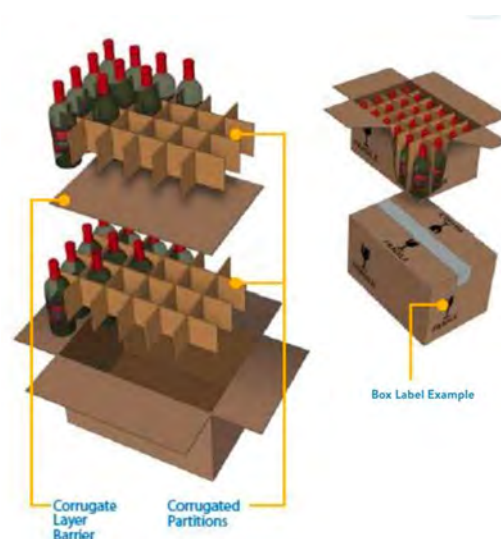
This section applies to any product of extremely delicate material or construction or in need of careful handling to avoid breakage or damage. These items may present a safety hazard to associates, carriers, or customers receiving or unpacking the product. Breakable products must be packaged so that in the normal course of the fulfillment process they cannot be broken or exposed.

Packaging Requirements:

- Items must come in a six-sided solid box, so the item is not exposed in any way.
- All items must be individually wrapped to prevent damage from other items within container (e.g., set of four wine glasses). The packaged items must pass a drop test consisting of the following: Packaged items should be dropped five consecutive times from a height of 36 inches onto a concrete surface, once on the top, once on the bottom, once on the longest side, once on the bottom corner, once on the longest bottom edge, and these tests may not cause breakage or damage.
- Items should not move or shake within container and should pass vigorous shake test without having items break.
- Outer boxes with glass, ceramic, breakable and/or fragile items should be labeled accordingly.

Protective packaging options:

- We strongly recommend corrugate dividers or partitions to eliminate glass on glass contact and prevent breakage.
- Protective coating on the glass container or bottle.
- Rounded jars or bottles should be packaged in an octagonal-designed case or tray, resulting in a tight package which minimizes movement.
- Padding on the bottom of the carton or tray must be sufficient to protect against bottom tray wear or damage during conveyance.



Loose Products

Each unit must be contained within a single, secure package.

- WFS will not accept units that require assembly of multiple pieces by the FC.
- Units that are not contained in secure packaging, like loose sleeves or pouches, must be bagged or secured with a non-adhesive band or removable tape.

Sold as Set

Items that are sold as a set must be identified on their packaging. Units should contain a label clearly stating the item should be received and sold as a single unit (i.e., “Sold as set”).

Poly Bagged Units

Poly bags with a 5-inch opening or larger must have a suffocation warning, either printed on the bag or attached as a label.

- The warning should be printed or placed in a visible location and in a legible font size for the size of the bag.
- The thickness of the bag must be at least 1.5 mm.
- The poly bag must be transparent.
- Poly bags must be completely sealed.
- The poly bag must have a barcode (UPC, etc.) scannable through the bag or on the outside of the bag.

Restricted Products

The following products will not be accepted by WFS at this time. This list is not all inclusive and is subject to change. If you are unsure whether your items will be accepted in the WFS Program, please reach out to your account manager.

- Temperature Controlled items
- Direct Imports
- Ammunition
- Alcoholic Beverages
- Butane Gas
- Fire Extinguishers
- Lighter Fluid
- Charcoal
- Car Batteries
- Bleach
- Fertilizer
- Pesticides
- Household Paints
- Paint Thinners
- Motor Oil
- Pool Chemicals
- Household Cleaners
- Certain Medicines
- Syringes with needles (other types of needles including empty syringes, sewing needles, basting needles/syringes for cooking purposes, lancets, and automotive / tire needles are ok)

Batteries

One of the major risks associated with the transport of batteries and battery-powered equipment is short-circuited of the battery as a result of the battery terminals coming into contact with other batteries, metal objects, or conductive surfaces. Packaged batteries or cells must be separated in a way to prevent short circuits and damage to terminals. They must be packed in a strong outer packaging or be contained in equipment to be stored and prepared safely for shipment. Dunnage to prevent that damage from normal movement of the box in transportation is required.

- Permitted packaging materials (rigid packaging): original manufacturer packaging, boxes, polybags, and clamshell plastics.
- Each sellable unit must be able to pass a drop test. A drop test means that a packaged item should be dropped four consecutive times from a height of 24 inches onto a concrete surface, once on the top, once on the bottom, once on the bottom corner, once on the longest bottom edge. Each item must survive a single test (four drops). A test is considered successful if the container remains leak-free.
- Batteries can be shipped with other non-battery items in the master carton as long as the batteries are properly packaged to not to come into contact with other products. DOT label will need to be applied outside the carton with a mixed SKUs marker/ label.
- Multiple class types of batteries can be packaged in the same carton as long as all types of hazmat labels are on the same surface of the carton. Not one on each side of the box. All batteries must be separated in a way to prevent short circuits and damage to terminals.
- If multi-pack batteries are sealed in original manufacturer packaging, no additional boxing or sealing of batteries is required. If the batteries are repackaged, then sealed boxes or sealed hard plastic clamshell packaging is required.

Battery Labeling:

- Shipping cartons must be marked to meet DOT regulations. Cartons that are shipped to Walmart.com that do not comply with DOT regulations must be re-labeled before shipping to the customers at the sellers' expense.
- Markings **cannot** be obstructed or covered by any other labeling. Labels **cannot** be folded over the edge of the shipping carton.

Weight and pieces restriction per master carton for batteries:

Product Type	Products
Lithium-Ion Loose & Lithium Metal Loose	Entire shipping carton cannot weigh more than 60 pounds (ground/vessel); 1 per package/per shipment (air)
Lithium-Ion & Metal Packed with Equipment	Battery weight greater than 11 pounds (ground & vessel) requires additional labels; Battery weight cannot exceed 11 pounds per package (air)
Lithium-Ion Contained in Equipment	Battery weight greater than 11 pounds (ground & vessel) requires additional labels; Battery weight cannot exceed 11 pounds per package (air passenger); Battery weight cannot exceed 60 pounds (air cargo)
Lithium Metal Contained in Equipment	Button Cell (ground and vessel) less than 11 pounds - no label required. Over 11 pounds – additional labeling required. Battery weight cannot exceed 11 pounds per package (air)

Containers

Neither shippers, nor point-of-sale containers, nor pallet-sized boxes, also known as "gaylords," may be used. Boxes should not be bundled together using bagging, taping, elastic, or extra straps. If you are reusing boxes from previous shipments, be sure to remove any previous shipping labels or markings to avoid confusion by the carrier. Any container not meeting these requirements may be refused and returned to the Seller plus shipping costs.

The following standard boxes are acceptable:

- Regular slotted carton (RSC)
- B flute
- ECT-32 (edge crush test)
- 200 lb/sq inch (burst strength)

Dunnage

Accepted forms of packing materials include:

- Foam
- Air pillows
- Bubble wrap
- Full sheets of paper

The following forms of packing materials are not allowed:

- Styrofoam peanuts
- Biodegradable packing peanuts
- Cornstarch packing peanuts

- Crinkle wrap
- Shredded paper

Box weight

- Less than or equal to 50 lbs., unless containing a single unit that exceeds 50 lbs.
- A box containing a single Oversize Unit greater than 60 lbs. requires “Team Lift” labels on the top and sides.
- A box containing a single Oversize Unit greater than 100 lbs. requires “Mech. Lift” labels on the top and sides.

PO Shipment – PO Routing Requirements

Routing Instructions

Sellers must use an approved carrier (listed below) for less than truckload (LTL) / full truckload (FTL) shipments. Sellers must require third party carriers to comply with the guidelines described in this document.

- | | |
|-----------------|-----------------------|
| • OLD Dominion | • Cowan Systems |
| • Estes Express | • Swift Transport |
| • ABF Freight | • Perimeter Logistics |
| • A Duie Pyle | • XPO Logistics |
| • Ward | • Roadtex |
| • SAIA | • YRC Carriers |
| • Pitt Ohio | • FedEx Freight |
| • New Penn | • FedEx Ground Parcel |
| • UPS Freight | |
| • UPS Parcel | |

Sellers must use an approved national carrier for all parcel shipments.

- | | |
|---------|-------------|
| • FedEx | • Lasership |
| • UPS | • USPS |
| • DHL | |

Scheduling Appointments

LTL/FTL Shipments

- Appointments are required for LTL / FTL shipments.
- LTL/FTL deliveries should be scheduled during normal delivery hours by emailing the appropriate contact listed in the [Fulfillment Center](#) section of this document. Rescheduling of appointments will be accommodated based on the next available appointment at the FC. If the seller or carrier cannot make the scheduled appointment or no longer needs the scheduled appointment, you must email the FC to confirm cancellation with a minimum 24-hour notice prior to appointment time. Failure to cancel within cancellation window may result in a penalty fee. Fees outlined in SOW.
- All vendors/carriers must schedule LTL/FTL appointments with the FC

Documentation

Packing Lists

Packing lists are optional. If a packing list does accompany a shipment, the information must match the contents of the truck. The packing list should be presented in a clear plastic envelope and attached to the outside of the last pallet or carton loaded for each shipment, facing the trailer or container door. If the Bill of Lading also serves as the packing list, please make a copy of the Bill of Lading and present this in a clear plastic envelope attached to the outside of the last pallet or carton loaded. If you ship multiple POs on the same trailer, there should be a packing list for each PO. Drivers requesting a packing list may be given a copy. However, the original packing list should remain on the freight.

If a packing list is provided, the information on the list should contain the following information:

- The address of the Fulfillment Center (FC)
- Seller name
- Purchase Order number
- Total cartons and weight
- Quantity by Manufacturer/Item/Style/Article number
- Item description
- Master and inner pack quantity
- Ship date

Bill of Lading

Sellers must ship using FC-specific Bills of Lading. There should never be more than one (1) Bill of Lading per location.

The Bill of Lading must contain the following information:

- Purchase Order number(s) – If multiple Purchase Orders are shipped under one Bill of Lading, ALL Purchase Order numbers must be listed
- Complete destination FC address
- Freight Terms, e.g. “Prepaid”
- Seller name and complete ship from address
- Ship date
- Carrier name
- Carton count

Accurate NMFC # for LTL shipments (including sub item # if applicable), NMFC Class, number of cartons and weight by item must be included in Bill of Lading. It is the Seller’s responsibility to update any changes to the NMFC #s applicable to their products. Sellers will be responsible for all additional freight charges resulting from items that are misclassified.

For “Said to Contain” scenarios only: Walmart’s designated carriers will NOT accept Bills of Lading that are marked “Said to Contain”. All Bills of Lading must have complete and accurate carton counts. If, however, the carrier cannot count the cartons due to stretch wrap inhibitors, or if the bill of lading information cannot be accurately verified, the carrier will sign for stretch-wrapped pallets as the responsible pieces. The carrier will only be responsible for the pieces (cartons or pallets) signed for. All other shortages will be the responsibility of the Seller. Carriers will be instructed to count every carton.

WFS Routing Guide – Non-Sort Beta - August 2020

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE

This form contains only the information necessary for the motor carrier to deliver, rate, and invoice the shipment described below.

Shipper: Ship Date 1/1/2020

Shipper Address

Carrier:	
Pro#:	
Load#:	
Ship ID#:	

Reference Number: 06540

Consignee: Due Date 1/3/2020

Seller Name c/o PHL2 Walmart.com 2785 Commerce Center Boulevard Bethlehem, PA 18015
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All Freight charges PPD/3rd party bill to:

Reference Number:

Type/ Reference #	SKU/ UPC	Description	QTY/ UOM	Pallets	Weight	Category/ Temp	NMFC/ Class
PO:ABC123		General Merchandise	100 Cartons	5	1104	Dry	28160 200
PO:DEF456		General Merchandise	50 Cartons	3	300	Dry	28160 200
				8	1404		

Shipper Special Instructions:

Consignee Special Instructions:

Delivery Appt Required, Must email for appts: DeliveryPHL2@walmart.com

Comments:

*** Do Not Side Load Pallets ***

The Shipper certifies that the above-named materials are properly classified, described, marked, labeled and packaged, and are in proper condition for transportation, according to the applicable regulations of the Department Of Transportation.

Shipper Signature X_____	Date: _____	Trailer# _____
Consignee Signature X_____	Date: _____	Seal# _____
Driver Signature X_____	Date: _____	Seal# _____

Seller Compliance – Over, Short, Damaged, and Lost Goods

Overages

Quantities shipped in excess of those specified on Inbound PO may be returned at the discretion of Walmart. All costs incurred will be charged to the Seller. WFS has the right to receive up to 100% of the original unit quantity per item listed in the PO.

Shortages

All shortages will be noted on the Bill of Lading. Any shortage (concealed or otherwise) will be the Seller's responsibility.

WFS receipt quantity will be held as the point of record. Disputes must be filed within 50 days of delivery to the WFS Fulfillment Center.

If the WFS dispute investigation does not find conclusive evidence that WFS is responsible for the loss or mishandling of product, dispute reimbursements will not be provided.

Lost Items

Sellers are responsible for any goods lost in transit to Walmart FCs and must manage all carrier claims.

Damages

Any goods received at a WFS Fulfillment Center in a damaged or pilfered condition (concealed or otherwise) will be refused and/or returned to the Seller at the Seller's expense. Sellers will be contacted to arrange disposition

Refused Shipments

In general, these guidelines will be followed for inbound shipments to Walmart FCs that do not meet the requirements below.

- Overage, damage, and mis-shipments may be rejected at the dock. Refused shipments may be returned to the Seller at the Seller's expense.
- Shipments that are coded as "Damaged" or "Defective" may be refused at the dock and may incur a return freight charge. Walmart will reach out to the Seller with photos and descriptions of the damage.
- Unable to produce Bill of Lading may be refused at the dock and returned. Refused shipments may be returned to the Seller at the Seller's expense.
- Seller may not refuse or return shipments that are returned to them without first contacting Walmart. Returned shipments that are refused or returned to Walmart without first attempting resolution with Walmart may be refused and any transportation costs incurred to reship to Seller will be at the Seller's expense.

Return to Seller (RTS)

General Return to Seller Standards:

- Walmart Fulfillment Centers (FCs) will make best attempt to consolidate cartons into as few shipments as possible for RTS.
- Merchandise will not be transferred between FCs.
 - I.e., the point of origin for all FC returns will be the FC where the merchandise was consolidated.
- Transportation of RTS shipments will be arranged by Walmart.
- The Seller will be charged a per item fee for items returned to the Seller. Fees are outlined in the SOW.
- Seller claims for return shortages and damages must be initiated within 60 days of the financial deduction from the Seller account. Disputes for deductions older than 60 days will not be investigated and financial adjustments will not be issued.
- For non-delivery, claims must be initiated within 30 days of financial deduction from the Seller account. Disputes older than 30 days, will not be investigated and financial adjustments will not be issued.
- WFS will process RTS within 30 days of receiving the request.

Exit, Recalled, or Liquidation of Product

In the event of any and all product recalls or withdrawals either (i) agreed upon between Seller and Walmart, or (ii) required to be recalled or withdrawn (either by law or in the commercially reasonable judgment of Walmart because Walmart has reason to believe the products are expired, defective, dangerous, incomplete, infringe upon intellectual property rights, or are not in compliance with applicable laws or regulations), the products will be returned to the Seller at the Seller's expense or the Seller can choose to have Walmart dispose of the product for an additional fee. If a response to the request for a return as the result of a recall or withdrawal condition is not received within 30 days, the product will be destroyed or disposed of by Walmart, the expenses resulting from which will be the responsibility of Seller. Additional terms may apply to any recalled or withdrawn product.