

# SHOPKO®

## **Vendor Partnership Manual**

### **Section 13 – POE Shipments**

# What's New

***It is imperative that Vendors follow the POE Procedures***

***Please review the  
Chapter - changes have occurred throughout the chapter  
since our last update in  
January 2018.***

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## 1. POE Shipments

A POE order is defined as one in which the Vendor/Agent is the importer of record and is responsible for booking, shipping, and clearing Customs. Shopko takes possession after the order has cleared Customs and the containers are fully released.

Vendors shipping POE containers must contact the Shopko Import Logistics Department seven days prior to vessel arrival for routing instructions.

Contact numbers for the Shopko Import Logistics Department are: 920-429-7529 / 920-429-7542.

The following information is required:

- Vendor name
- Shopko Purchase Order Number(s)
- Arriving vessel name, voyage number, and ETA
- Arriving port and terminal facility
- Detailed container manifest or arrival notice showing the Bill of Lading (BOL) or Sea Waybill (SWB) number, the container number(s), the container seal number(s), the volume and content weight of each container, plus the cubic meters (cbms) and weight per item. If a container arrives bearing a seal that does not match the one provided to Shopko's import department, the container will be left unopened. It will be the vendor's responsibility to provide documentation of where and why the seal was changed. Shopko will not be responsible for any charges that may be incurred while the discrepancy is being resolved.
- Detailed **packing list** for each total purchase order: PO number, item name, Shopko SKU number, and quantity of units and cartons/bales shipped per item.
- Copy of commercial invoice
- Copy of Customs 7501

The required information should be scanned and sent via e-mail to: [skoimports@Shopko.com](mailto:skoimports@Shopko.com) .

Upon arrival of the shipment, it is the responsibility of the Vendor to validate US Customs clearance, secure ocean carrier release, and provide the last free day prior to forwarding the Delivery Order to the designated trans-loader.

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Sumner, WA 98390  
Shannon Campbell  
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Contact: Justin Guarino  
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Vendor must communicate any variation of items or quantity shipped that differs from what was ordered on the PO to the appropriate Inventory Analyst contact or Buyer Assistant and ensure their documents reflect the variance.

## 1.1 Ship Window

The ship window on POE orders refers to the required date of arrival in the U.S. port. Any deviation from that time frame, either early or late, could result in an automatic chargeback unless approved by Shopko.

Shopko buyer and inventory analyst can reject freight if it arrives significantly early. If early delivery is not approved by Shopko, it's the vendor's responsibility to make arrangements to hold the freight.

## 1.2 POE Invoicing

**Shopko Accounts Payable requires that separate invoices must be created according to the DC allocation that is sent upon arrival of the order in the U.S. port.**

For more detailed information on Shopko's invoice requirements, please see Chapter 14; Accounts Payable, Invoicing Requirements.

**Issues related to invoicing and EDI must be directed to Accounts Payable and the Shopko Inventory Analyst.**

## 1.3 POE Procedures

In an effort to gain visibility to incoming POE orders at an earlier date and to better plan for chassis and trailer availability, we have instituted the follow procedures for all POE orders.

- Shipping information **MUST** be entered into the electronic advanced ship notice (eASN) system of Shopko's freight forwarder, Yusen Logistics, not later than 5 days after vessel sailing.
- Failure to do so will result in a chargeback of \$200 per purchase order to be deducted from payment.
- Complete instructions for obtaining a login and password and for use of the eASN system can be found at [http://www.shopko-vendors.com/docs/Shopko\\_Griffin\\_Lite\\_User\\_Manual\\_V3.0.pdf](http://www.shopko-vendors.com/docs/Shopko_Griffin_Lite_User_Manual_V3.0.pdf) .

These new procedures are being implemented in cooperation with our forwarder, Yusen Logistics, but they will not change the way freight is currently booked. Vendors are not being asked to change forwarders or carriers. We are asking that the information we currently receive, up to and including after vessel arrival, be entered into Yusen's tracking system. Yusen Logistics will work with vendors if there are any questions regarding the use of their system. Contact: [grace.yim@hk.yusen-logistics.com](mailto:grace.yim@hk.yusen-logistics.com), [Cat.Leung@hk.yusen-logistics.com](mailto:Cat.Leung@hk.yusen-logistics.com), or [opn2@hk.yusen-logistics.com](mailto:opn2@hk.yusen-logistics.com).

**PLEASE NOTE:** These procedures do not alter the vendor's responsibility to send the required paperwork to Shopko's Import Department at least seven days prior to vessel arrival in the U.S. port.

### 1.4 Carton Markings

#### Format for Master Carton Markings

**IN ADDITION, PO AND SKU SHOULD APPEAR ON ALL 4 SIDES OF CARTON TO AVOID CHARGEBACKS**

<u>Box End</u>	<u>Shopko Box Side</u>	
Vendor: _____	Shopko	
PO # _____	1717 Lawrence Drive	
Style # _____	DePere, WI 54115-9129	<i><u>This DC address is the only one needed</u></i>
SKU # _____	PO # _____	<i><u>Do not use any other DC address</u></i>
Case Pack: _____	Country of Origin _____	
Net Weight: _____	Gross Weight: _____	

**UCC 128 Labels are not required**

#### Master Carton Box End

Mark at least one end of the carton with the following information as outlined in the above format:

- Vendor Name
- Purchase Order Number (taken from the Shopko Purchase Order – *do not need PO to contain leading zeros or ending letters*)
- Vendor Style Number (taken from the Shopko Purchase Order)
- Shopko SKU Number (taken from the Shopko Purchase Order)
- Case Pack (number of units in a master carton)
- Net Weight (the weight of the item without the carton and packing material)
- Gross Weight (the weight of the carton including item, packing material and carton)

#### Master Carton Box Side

Mark at least one side of the carton per the above format.

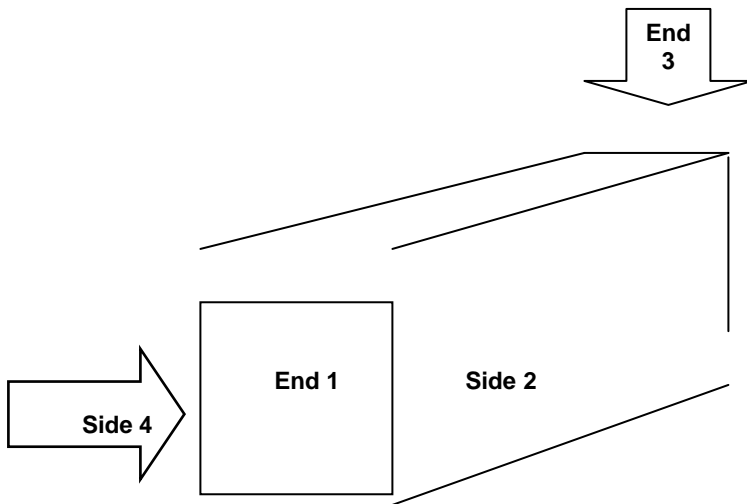
Shopko  
 1717 Lawrence Drive  
 DePere, WI 54115-9129  
 PO # \_\_\_\_\_  
 Country of Origin \_\_\_\_\_ (country where the item was manufactured)

NOTE: Shopko relies on these markings to move product throughout our distribution system. Failure to properly mark cartons as outlined above may result in charges being issued against your company.

**Store Shelf Carton Markings**

**REQUIRED CARTON MARKINGS**

**IN ADDITION, PO AND SKU SHOULD APPEAR ON ALL 4 SIDES OF CARTON**



**Master Carton Box End 1**

Mark at least one end of the carton with the following information as outlined in the above format:

- Vendor Name
- Purchase Order Number (taken from Shopko Purchase Order)
- Vendor Style Number (taken from Shopko Purchase Order)
- Shopko Sku Number (taken from Shopko Purchase Order)
- Case Pack (number of units in a master carton)
- \*Net Weight (the weight of the item without the carton and packing material)
- \*Gross Weight (the weight of the carton including item, packing material and carton)

**Master Carton Box Side 2**

- Shopko  
1717 Lawrence Drive  
DePere, WI 54115-9129  
PO # \_\_\_\_\_  
Country of Origin \_\_\_\_\_  
(Country where the item was manufactured)
- Distributed by: (name & address). If your product carries one of Shopko's Private labels/brand you can just add the verbiage "distributed by" to the address.

**Master Carton Box Side 3**

- Country of Origin

### Master Carton Box Side 4

- If your product is not a Shopko private label/brand then your company's name/address needs to be present on carton with "distributed" by verbiage.

**\*NOTE:** For pull tag items, all measurements must be in both **US & Metric** measurements.

**\*NOTE:** Tick/ditto marks "cannot be used. Inches / feet need to be spelled out.

**NOTE:** Shopko relies on these markings to move product throughout the distribution system. Failure to properly mark cartons as outlined above may result in charges being issued against your company.

### For Further Information

Email: [jan.yagodzinski@shopko.com](mailto:jan.yagodzinski@shopko.com)

### 1.5 Load Planning

Light loads must be braced. Loads missing SKU # on all four sides may result in chargebacks due to extra labor needed to sort cartons.

Loading sequence is single PO/SKU loaded back to front, bottom to top and left to right. Keep loading single SKU until it is all complete and then start the next. Load entire PO before starting the next.

#### First Wall

PO 1 SKU 2	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3
PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2
PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2
PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2
PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 2	PO 1 SKU 2	PO 1 SKU 2
PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1
PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1
PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1	PO 1 SKU 1

#### Second Wall

PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2
PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1
PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1	PO 2 SKU 1
PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4
PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4	PO 1 SKU 4



PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3
PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3
PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3	PO 1 SKU 3

### Third Wall

PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3
PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3	PO 2 SKU 3
PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2
PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2
PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2
PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2
PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2
PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2	PO 2 SKU 2

This sequence continues for the entire container. The new SKU identification sticker is any high-visibility, low-cost sticker that can be applied at the beginning of a new SKU/PO. It essentially alerts the unload team that the last SKU has completed and a new SKU is beginning.

### For Further Information

Email: [jan.yagodzinski@shopko.com](mailto:jan.yagodzinski@shopko.com)

### 1.6 Container Inspection Form

Inspection results should be recorded on this form and included in the shipping documents presented to Yusen Logistics.



### CONTAINER INSPECTION FORM

DATE OF INSPECTION: \_\_\_\_\_



SIDES	SECURE	REMARKS
1 OUTSIDE / UNDERCARRIAGE	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
2 INSIDE / OUTSIDE DOORS	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
3 RIGHT SIDE	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
4 LEFT SIDE	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
5 FRONT WALL	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
6 CEILING / ROOF	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
7 FLOOR (INSIDE)	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____

**\*\*\*Unsatisfactory containers must not be used at anytime. If the container is damaged or tampered with, please DO NOT USE the container for YUSEN LOGISTICS shipments.**

CONTAINER NO.: \_\_\_\_\_

CONTAINER SEAL NO.: \_\_\_\_\_

INSPECTOR'S NAME: \_\_\_\_\_

INSPECTOR'S SIGNATURE: \_\_\_\_\_