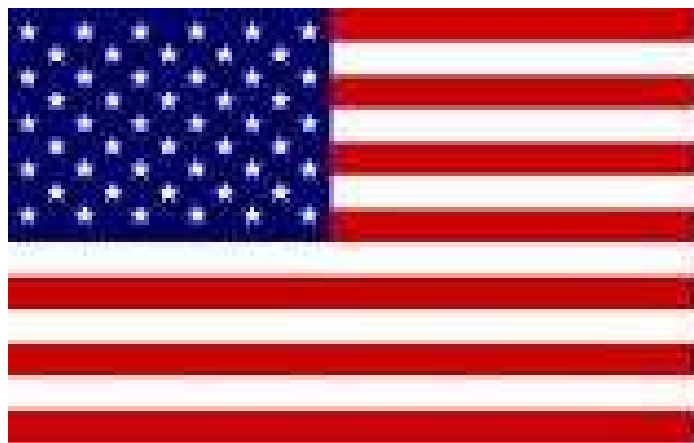




# **BJ's Wholesale Club, Inc. Routing and Packaging Guide**

## **Domestic**



**BJ's Wholesale Club, Inc.  
25 Research Drive, P.O. Box 5230  
Westborough, Massachusetts 01581-5230**



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February, 2013

To Our Valued Business Partners:

BJ's is dedicated to delivering products efficiently and to provide value to our members. In an effort to build upon these values, BJ's is introducing a Supply Chain Packaging Innovation Initiative designed to improve all aspects of packaging. The goal is to reduce the cost of goods by 2% each year over the next five years.

In an effort to achieve this goal, BJ's is asking our business partners to actively collaborate with BJ's Supply Chain Strategy Team and Merchandising Team analyzing each product sku to:

- Reduce usage of raw materials / Increase usage of recyclable materials.
- Optimize transportation efficiencies.
- Improve product volume utilization.
- Leverage co-packaging opportunities.
- Conserve resources.
- Increase renewable energy usage.
- Develop innovative and sustainable solutions.



This program will allow us to work together, provide an end to end supply chain solution which will reduce our environmental footprint, increase sales, enhance corporate competitiveness and deliver value to our members.

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To aid our Valued Partners, two comprehensive guides have been created, one for Domestic and one for International. This version of the Domestic BJ's Routing and Packaging Guide is effective February, 2013 and supersedes all previously published versions. Please review this document carefully as changes have been made. Key changes are:

- Added Version 1.0 to cover page.
- Club #950 has moved into Club #800.
- Section 2: Updated preferred transportation providers.
- Section 3: BJ's Global Transit Standards has replaced the term ISTA standards.
- Section 4: PAXAR Corporation has changed to Avery Denison Corporation.
- Section 4: Nonuse of all heavy metal in packaging components.
- Section 4: Updated preferred packaging suppliers.
- Section 11: Updated chargeback violation U50.

Non-compliance with these requirements will result in financial penalties to offset the cost of non-value added activities created by delays and exceptions.

Any exception to the requirements described in this document must be approved, in writing, by an authorized BJ's Team Member prior to shipment.

Questions about this document may be sent by email to [supplychain@bjs.com](mailto:supplychain@bjs.com) or by telephone, 774-512-5618. Additional copies of this document may be requested by email to [supplychain@bjs.com](mailto:supplychain@bjs.com).

Let's work together to comply with the standards within this document. Our mutual objective is the efficient, effective movement of merchandise and greater sales for all of us.

Sincerely,



JEFF DESROCHES  
Senior Vice President  
Logistics



RON CANTELLI  
AVP of  
Supply Chain Integration

## BJ's Key Department Directory

<u>Category</u>	<u>Department</u>	<u>Phone #</u>	<u>Fax #</u>	<u>Email address</u>
<b>Appointment Contacts</b>				
Club 800	Uxbridge, MA	508-779-3033		<a href="mailto:club800appoint@bjs.com">club800appoint@bjs.com</a>
Club 702	Mansfield, MA	508-339-8995	508-337-6890	
Club 704	Franklin, MA	508-520-0060	508-520-3498	
Club 820	Burlington, NJ	609-239-6030		<a href="mailto:club820appoint@bjs.com">club820appoint@bjs.com</a>
Club 728	Florence, NJ	609-499-8388	609-499-6558	
Club 881	Burlington, NJ	609-239-6101	609-239-6103	
Club 948	Burlington, NJ	609-239-6101		
Club 726	Burlington, NJ	609-239-3010	609-239-9829	
Club 840	Jacksonville, FL	904-378-4333		<a href="mailto:club840appoint@bjs.com">club840appoint@bjs.com</a>
Club 741	Jacksonville, FL	904-781-0782	904-781-3736	
Club 945	Jacksonville, FL	904-378-4353		
<b>Home Office Contacts</b>				
AP	Finance	774-512-7400	N/A	<a href="mailto:invoiceinquiry@bjs.com">invoiceinquiry@bjs.com</a>
Cargo Claims	Financial Control	774-512-6739	774-512-6331	<a href="mailto:aramirez@bjs.com">aramirez@bjs.com</a>
Distribution Centers Chargebacks	Supply Chain Integration	N/A	N/A	<a href="mailto:supplychain@bjs.com">supplychain@bjs.com</a>
IT	EDI Department	774-512-6635 (A-K) 774-512-7847 (L-Z)	774-512-7983	<a href="mailto:edi@bjs.com">edi@bjs.com</a>
General Questions	Supply Chain Integration	774-512-5618	774-512-6331	<a href="mailto:supplychain@bjs.com">supplychain@bjs.com</a>
International	Global Transportation	774-512-6903	774-512-6786	<a href="mailto:bjimport@bjs.com">bjimport@bjs.com</a>
International	Letter of Credit discrepancies	774-512-6765	N/A	<a href="mailto:rfrancis@bjs.com">rfrancis@bjs.com</a>
Invoices	Finance	774-512-7400	N/A	PO Box 5230 25 Research Drive Westborough, MA 01581
Merchandise Issues	Food/General Merchandise	774-512-7413	774-512-6097	
Packaging/Bill of Lading	Supply Chain Integration	N/A	774-512-6331	<a href="mailto:supplychain@bjs.com">supplychain@bjs.com</a>
Pallet Exchange/Standards	Distribution	774-512-6822	774-512-6873	<a href="mailto:asolomon@bjs.com">asolomon@bjs.com</a>
Repl. Specialists/Buyers	Home Office Main Number	774-512-7400	N/A	
Routing/Backhaul	Global Transportation	774-512-6903	774-512-6786	<a href="mailto:transportation@bjs.com">transportation@bjs.com</a>
Testing & Social Compliance	Global Sourcing	774-512-6753	N/A	<a href="mailto:vflaherty@bjs.com">vflaherty@bjs.com</a>



## Section 1: General Information

- This guide contains Routing and Packaging instructions only.
- Instructions contained within this guide pertain to all purchase orders, both Collect and Prepaid.
- Nothing contained within this guide in any way alters, amends, changes, or supersedes the terms and conditions set forth by BJ's Purchase Order, Invoicing and Billing Requirements, the terms of which are incorporated herein by reference and shall govern in the event of any conflict.
- Should the supplier's company receive conflicting routing or shipping information, written approval must be obtained from BJ's Global Transportation ([transportation@bjs.com](mailto:transportation@bjs.com) or 774-512-6903) to avoid any chargebacks.
- Should the supplier's company receive any other conflicting information, or if there are any questions about this guide, please contact BJ's Supply Chain Integration Department ([supplychain@bjs.com](mailto:supplychain@bjs.com) or 774-512-5618) for assistance.
- BJ's reserves the right to modify, amend or change the content of this Routing and Packaging guide at its own discretion.

## Section 2: Routing & Shipping Instructions

### Supplier Responsibilities

- PREPAID (supplier-paid) shipments should be routed via BJ's preferred carriers whenever possible.
- Route all COLLECT (BJ's-paid) shipments via the designated carrier as assigned by BJ's Global Transportation Department.
- SHIP ON TIME. BJ's allows merchandise to be received up to 3 business days prior to the delivery date on the purchase order. Chargebacks will be levied for deliveries made after the purchase order due date.
- Ensure that shipments meet the conditions specified on the BJ's purchase order. If differences exist with order quantity, ability to meet due dates or if shipments exceed a truckload, then the appropriate BJ's Replenishment Specialist and BJ's Global Transportation must be notified prior to shipment.
- Palletize and shrink-wrap all merchandise by purchase order. Notify the appropriate BJ's Buyer whenever palletizing exceptions exist.
- Include all purchase order numbers on the Bill of Lading, when product is tendered to the carrier.
- Minimize the use of small parcel (UPS type) shipments, whenever possible, when making deliveries to any BJ's Distribution Center. In order to ship small parcel, authorization must be obtained by contacting BJ's Global Transportation (774-512-6903).
- BJ's will not be responsible for any additional charges on prepaid shipments, including but not limited to, charges for delays, driver assist, storage, notifications, or any other similar charges. If a carrier assesses charges, the supplier will be responsible for such charges.

All drop appointments, collect or prepaid, must arrive at the Distribution Centers by 6:00 AM on the appointment date. Drop appointments may be delivered 3 business days prior to the appointment date, exceptions will be communicated by BJ's Global Transportation.

### Collect Shipments

- Route all COLLECT shipments via BJ's designated carriers as assigned by BJ's Global Transportation. COLLECT purchase orders are routed through a Transportation Management System (TMS) that evaluates the shipment's specific characteristics and assigns the optimal carrier.
- Carrier assignments for COLLECT shipments are available through BJ's TMS Vendor Portal. For purchase orders that are not a full truckload, additional shipment details including shipment ready date, shipment weight and the number of pallet positions will need to be submitted through the portal in order for carrier assignments to become available. User ID's and passwords for the portal can be requested through contacting BJ's Global Transportation at 774-512-6903 or [transportation@bjs.com](mailto:transportation@bjs.com). You will need to supply contact information including contact name, vendor # (or existing PO), vendor address, ship from address (if different), phone # and email to be set up as a user.
- All COLLECT shipments must be scheduled for pickup with the assigned carrier a minimum of 48 hours prior to the expected pickup date. Note that purchase orders reflect a delivery date; therefore transit time must be considered when scheduling a pickup. All collect drop shipments must arrive at BJ's DC before 6:00AM on the appointment date. If the carrier fails to pick up at the scheduled time, notify BJ's Global Transportation at (774-512-6903) or [transportation@bjs.com](mailto:transportation@bjs.com) for resolution.
- DO NOT, under any circumstances, combine or consolidate purchase orders to create a larger shipment without receiving prior authorization from BJ's Global Transportation Department.

**BJ's Replenishment Specialist and Global Transportation Department must be notified if:**

- A carrier has not been assignment for a purchase order.
- Multiple purchase orders are to be combined on the same shipment.
- A difference exists between ordered quantity and shipped quantity.
- A difference exists from the original/routed ship point.

## BJ's Preferred Transportation Providers

*Collect purchase orders must be routed using the assigned BJ's preferred transportation provider. Prepaid purchase orders should be routed via BJ's preferred provider whenever possible. Please refer to the following directory as a guideline. Contact the providers to learn more about specific services provided.*

### Truckload

<b><u>BJ's Preferred Carrier</u></b>	<b><u>Phone #</u></b>	<b><u>Email</u></b>
Cowan Systems	800-422-7460	<a href="mailto:bjs@cowansystems.com">bjs@cowansystems.com</a>
JB Hunt	877-395-2932	<a href="mailto:Amy_Head@jbhunt.com">Amy_Head@jbhunt.com</a>
Mode Transportation	781-767-6100	<a href="mailto:teambj@modetransportation.com">teambj@modetransportation.com</a>
Regency Transportation	800-423-2208	<a href="mailto:dispatch@regencytrans.com">dispatch@regencytrans.com</a>
Schneider National Carriers	800-558-6767	<a href="mailto:tlcseast@schneider.com">tlcseast@schneider.com</a>
US Express	423 510 3266	<a href="mailto:kbradley@usxpress.com">kbradley@usxpress.com</a>
Western Express	615-846-8131	<a href="mailto:adavis@westernexp.com">adavis@westernexp.com</a>

### Intermodal

<b><u>BJ's Preferred Carrier</u></b>	<b><u>Phone #</u></b>	<b><u>Email</u></b>
JB Hunt	877-395-2932	<a href="mailto:Amy_Head@jbhunt.com">Amy_Head@jbhunt.com</a>
Mode Transportation	781-767-6100	<a href="mailto:teambj@modetransportation.com">teambj@modetransportation.com</a>
Schneider National Carriers	1-800-558-6767	<a href="mailto:IMCSEast@schneider.com">IMCSEast@schneider.com</a>

### Less-Than-Truckload (LTL)

<b><u>BJ's Preferred Carrier</u></b>	<b><u>Phone #</u></b>	<b><u>Website</u></b>
Con-way Freight	800-755-2728	<a href="http://www.con-way.com">www.con-way.com</a>
NEMF (New England Motor Freight)	800-847-2728	<a href="http://www.nemf.com">www.nemf.com</a>

### Container Drayage

<b><u>BJ's Preferred Carrier</u></b>	<b><u>Phone #</u></b>	<b><u>E-mail</u></b>
Roadlink USA	781-961-8200	<a href="mailto:RNLERELEASES@roadlink.com">RNLERELEASES@roadlink.com</a>



## Section 3: Purchase Order Fulfillment

BJ's is dedicated to efficiently delivering products and value to our members. Achieving this goal relies heavily on BJ's partners' ability to manage and fulfill purchase orders. Below are some guidelines and definitions to help ensure a mutual understanding of our requirements.

- **Lead Time** - Lead time is defined as the number of calendar days required to create/transmit, administer and fulfill a purchase order (i.e., from the time a purchase order is created/transmitted to a supplier until that purchase order is received at a BJ's distribution center or selling club). Maintaining accurate lead times is critical as it directly drives purchase order items, quantities, delivery dates and club distributions.
- **Due Dates** – BJ's will provide a REQUESTED DELIVERY DATE on each purchase order. This is the date BJ's expects DELIVERY at our distribution center or selling club. This is not a SHIP DATE from the supplier's facility. A charge will be levied if the Purchase Order is delivered after the due date or four days prior to the due date.
- **Order Completeness** – BJ's expects that each purchase order will be shipped with 100% of the sku's/styles and 100% of the quantities requested.
- **Backorder Policy** – BJ's does not generally carry or accept backorders. As a rule, any quantities remaining on a purchase order AFTER the first receipt will be cancelled completely or re-ordered under a new purchase order. NOTE: In some cases this policy could be suspended. To ensure compliance with specific backorder delivery practices, please contact the appropriate BJ's Buyer to discuss the backorder policy and ensure that it is properly reflected in BJ's system. Failure to understand and account for backorders could result in out-of-stocks, overstocks, refusals or returns.
- **Mis-Ships** - any exception to what was expected can result in refusal and/or chargebacks:
  - The sku/style/model#/UPC received does not match the purchase order.
  - The ship to location does not match the location stated on the purchase order.
  - The unit of measure received does not match the purchase order.
  - The quantity received exceeds the quantity requested on the purchase order.
- **Measurements** - To better manage purchase order execution, BJ's Supply Chain Integration department tracks 3 key measurements:
  - **Fill Rate Percentage** – Fill Rate is the percentage of the units on a purchase order that is delivered on the FIRST receipt. This measurement is based upon the total quantity for ALL skus/styles on the purchase order. BJ's expects 100% Fill Rate for every purchase order.
  - **On-Time Percentage** – On Time is the percentage of purchase orders that arrive at our distribution centers or selling clubs by the requested delivery date. Any shipment that is received on or before our requested delivery date will be considered On Time. BJ's expects 100% On Time Delivery for all purchase orders.
  - **Non Compliance Chargebacks Percentage** – VCBs (Vendor Charge Backs) are the percentage of purchase orders that incur a chargeback at our distribution centers due to routing and/or packaging violations. BJ's expects 0% for all purchase orders.
- If BJ's transmits a purchase order the supplier cannot fulfill completely and on-time, the supplier must contact the appropriate Replenishment Specialist in advance of the delivery date to obtain approval of the proposed change. Understanding exceptions, including refusals allows the Replenishment Specialist to ensure product is appropriately distributed to the selling clubs.



## Section 4: Packaging Information

### BJ's Club Packaging Guideline Objectives

BJ's Wholesale Club is dedicated to providing its members with high-quality, brand name merchandise at prices that are significantly lower than the prices found at supermarkets, supercenters, department stores, drug stores and specialty retail stores. To achieve this goal, we continue to focus on opportunities in packaging which eliminate unnecessary materials, reduce landed costs and salvage. This helps our Supply Chain operate efficiently to minimize handling and ensure display ready deliveries to our selling Clubs.

BJ's Clubs are supplied by three self-run Distribution Centers (Uxbridge MA, Burlington NJ and Jacksonville FL), which are Cross Dock Facilities and by a third party refrigerated provider (Burris Refrigerated Logistics – Rocky Hill CT, Elkton MD and Orlando FL). Merchandise is shipped from the supplier's facility to BJ's Distribution Centers and to Burris Distribution Centers, consolidated, loaded onto trailers and shipped to the selling Clubs where the merchandise is placed into location for sale or stored in the reserve steel area.

Because of the strategic nature of packaging in our business, BJ's has included packaging manufacturing partners to ensure that the packaging will meet the Company's standards and strategic objectives. BJ's will now require all packaging being brought into the supply chain to comply with BJ's Global Transit Standards without damages. If testing needs to be conducted, it must be with a certified independent ISTA test lab.

Shipping distances may be long and weather conditions will vary including high humidity, extreme temperatures, and variable altitudes. Pallet heights should be built at no more than 47" including the pallet for palletized merchandise going directly to the selling clubs' sales floor; exceptions need to be approved by the appropriate BJ's buyer. BJ's Distribution Centers ship to the selling clubs double stacked with unlike merchandise on the top and bottom up to 94". Merchandise is shipped double stacked up to 2,500 lbs per footprint. Packaging must be engineered to maintain structural integrity and arrive at our Clubs undamaged and in good saleable condition throughout BJ's entire process. The supplier is responsible for any damage and handling costs associated with damaged products due to packaging failure. Responsibility remains with the supplier to design and test the product to ensure the package and its contents can withstand the Supply Chain Process.

BJ's merchandises on a 40" x 48" Grade A GMA four-way entry pallet with the front of the merchandise facing out on the 40" side of the pallet. Pallets are unloaded from trailers using forklifts. Pallets must be designed to store merchandise without failure. Our Guide will help ensure that BJ's Team Members and Club Members are working and shopping in a safe environment.

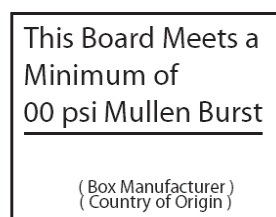
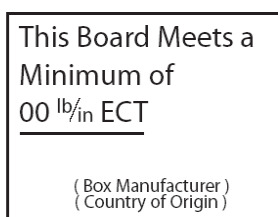
If you have concerns regarding your ability to meet our specifications, contact the appropriate BJ's Buyer. BJ's will be conducting periodic performance compliance audits to ensure that the packaging meets our specifications. If packaging is found to be non-compliant, the item may be discontinued and subjected to a chargeback to reimburse BJ's for operational and handling costs. No new items will be brought into BJ's Supply Chain unless it is compliant with the Packaging Guide Specifications.

## BJ's Packaging Standards

### 1. BJ's Global Transit Standards

#### Display Tray / Master Carton / Shipping Carton

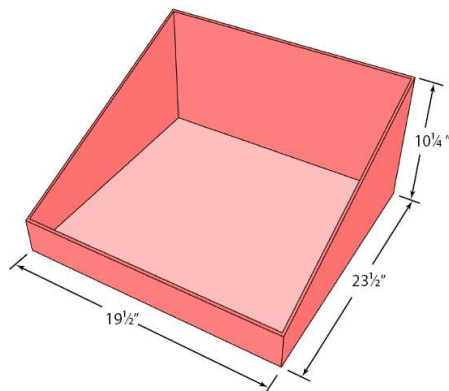
- 1.1** BJ's now requires that all packaging being brought into the supply chain must be designed to comply with BJ's Global transit standards without damages. Prior to P.O. (Purchase Order) Approval, all merchandise should comply with the following standards:
- 1.1.1 ISTA Procedure 3E: Unitized Loads of Same Product**
  - 1.1.2 ASTM D 4169 Schedule C, Vehicle Stacking at Assurance Level II.** Individual cases/trays must be able to support 7.0 times the amount of weight a bottom case in a stack would support in distribution. A full pallet load must be able to withstand 4.9 times the amount of weight the bottom pallet load will support in distribution.
  - 1.1.3 ASTM D 4169 Schedule B, Warehouse Stacking at Assurance Level II.** Individual cases/trays must be able to support 4.5 times the amount of weight a bottom case in a stack would support during warehouse storage. A full pallet load must be able to withstand 3.15 times the amount of weight the bottom pallet load will support during warehouse storage.
  - 1.1.4** Packaging must be engineered to withstand long haul transit dynamic load factors (over 2000 miles) without damage.
  - 1.1.5** If pallet load total weight is below 750 lbs, then the bottom level of pallet cartons must be capable of supporting a minimum of 1500lbs.
  - 1.1.6** If pallet load total weight is 750 lbs. or greater, then the bottom level of pallet cartons must be capable of supporting a minimum of 2500lbs.
  - 1.1.7** Packaging must be engineered to withstand forklift, pallet jack, and mechanical layer clamping without damage.
  - 1.1.8** Packaging must be engineered to withstand 80-90% high humidity environmental conditions without failing.
- 1.2** Testing must be completed at a certified independent ISTA Lab. For a list of labs, visit the ISTA website at [www.ista.org](http://www.ista.org). Supplier is solely responsible for the design and testing of the product to ensure integrity through the Supply Chain. BJ's will chargeback the Supplier for damages and handling costs associated with damaged product and packaging.
- 1.3** All master cartons, shipper cartons or display trays that are palletized or shipped individually are required to be stamped with a round/rectangular box maker certification stamp designating the material used.



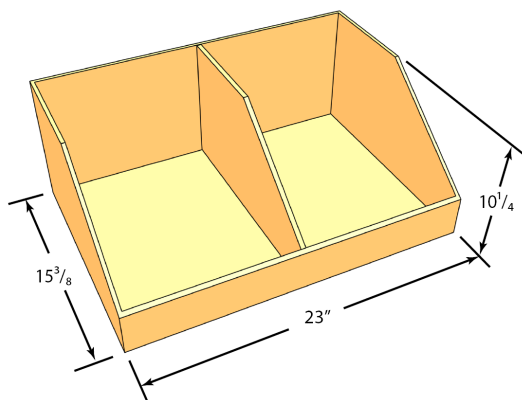
*Questions regarding packaging may be directed to the appropriate BJ's Buyer.*

## 2. Display Trays

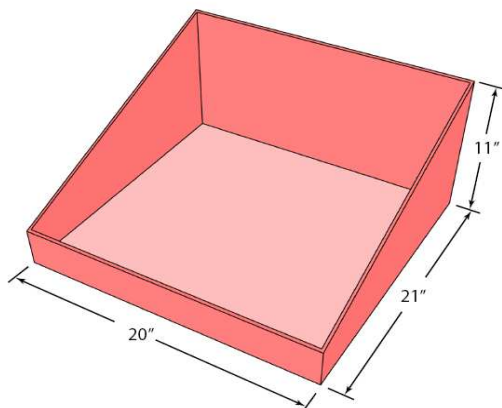
- 2.1 All items must have a display tray unless approved by the Buyer.
- 2.2 Any deviation from the following criteria with respect to display trays and pallet displays must be approved by the appropriate BJ's Buyer with adequate lead time to allow for changes as necessary.
- 2.3 Optimal tray outside dimensions for item placed in aisle on a 40 x 48 pallet is 19 ½" x 23 ½" x 10 ¼". Buyer will provide merchandisable space. This can vary based on the size of the selling unit.



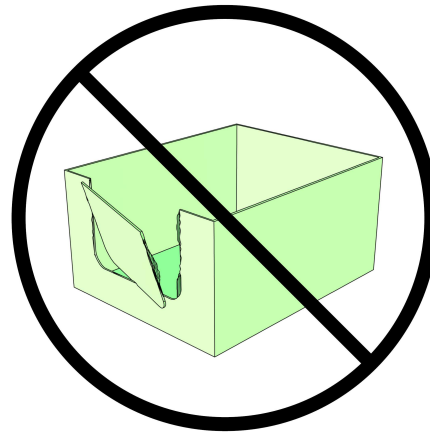
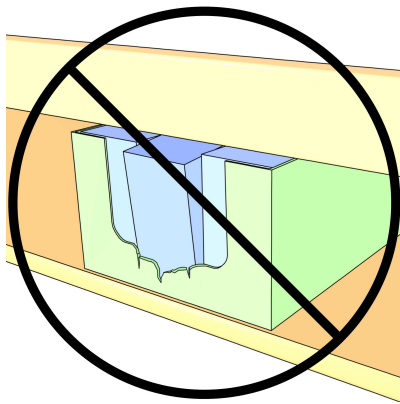
- 2.4 Optimal tray outside dimensions for item placed on end cap is 23" x 15 ¾" x 10 ¼". Buyer will provide merchandisable space. This can vary based on the size of the selling unit.



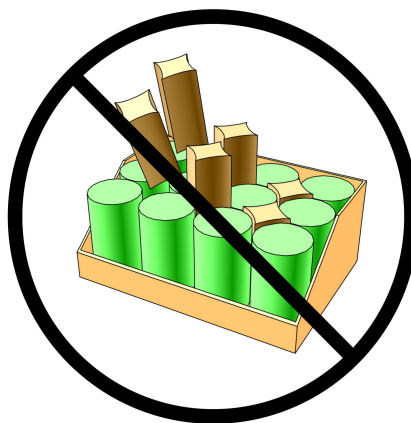
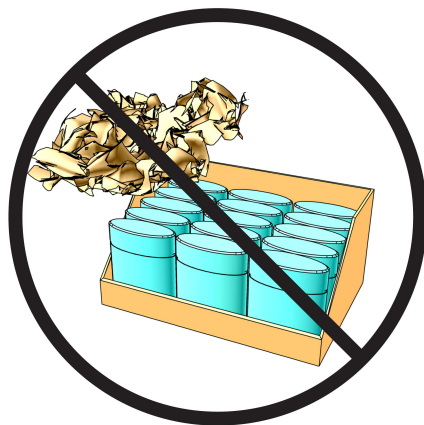
- 2.5 Optimal tray outside dimensions for item displayed on shelf is 20" L x 21" D x 11" H. Buyer will provide merchandisable space. This can vary based on the size of the selling unit.



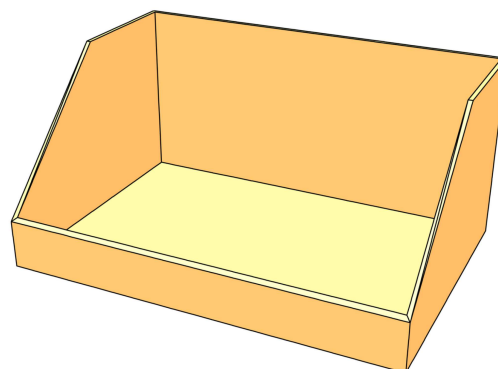
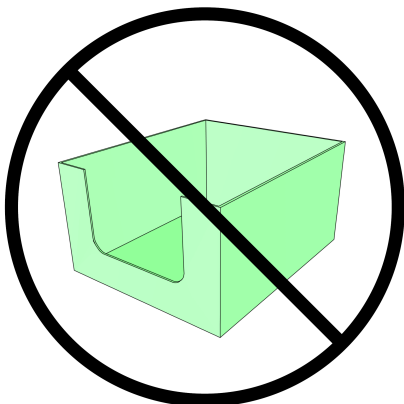
- 2.6** If Shipping Covers / Master Cases are utilized, they should be easy to remove at Club level. Tear tape or tear away panels are not allowed.
- 2.7** If a Shipping Cover is required, it must be brown corrugated and must clearly identify the product inside on all 4 sides. All opening instructions should be clearly displayed on the cover “Display Tray Enclosed, Cut Tape and Lift Cover”.
- 2.8** Tear front panels are not allowed.



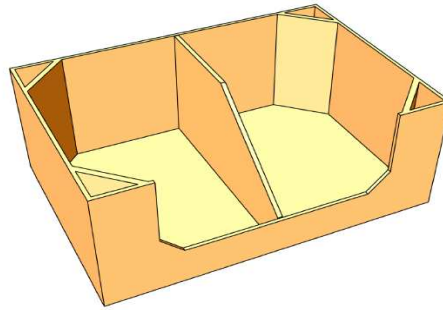
- 2.9** Display trays/cases should be free of inner wrapping i.e. paper void filler, bubble wrap, etc..



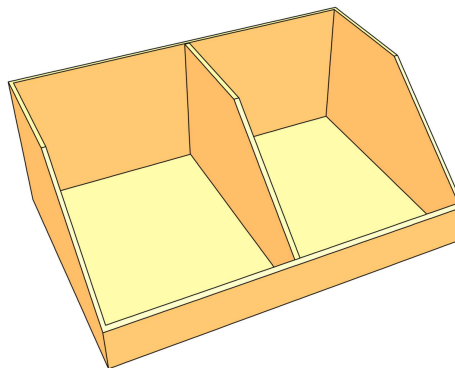
- 2.10** No U-Shaped fronts as it makes it difficult for the member to retrieve the product and it tears the tray.



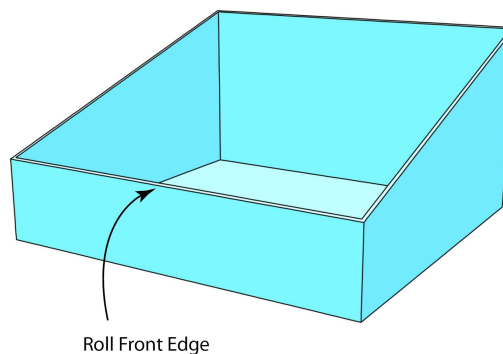
- 2.11** If product is not self supporting then built-in stacking corners are recommended to prevent product damage as well as preventing the tray from nesting into tray below.



- 2.12** Heavy non-load bearing product may require stacking dividers for vertical strength.



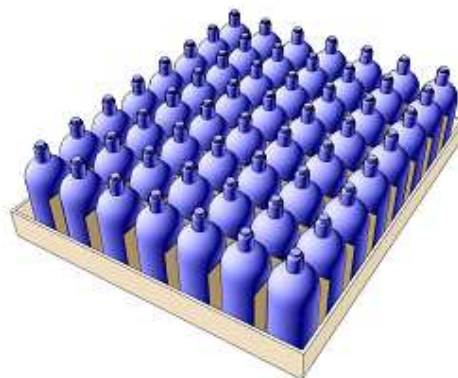
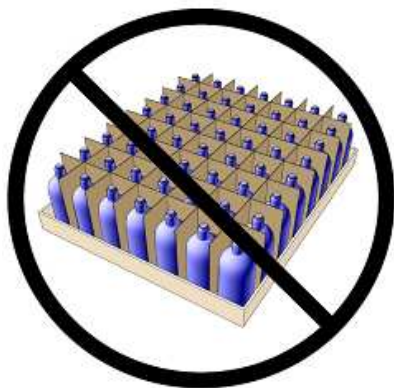
- 2.13** Fully loaded display tray must not weigh more than 25 lbs; any deviation from this will require prior approval from the buyer.
- 2.14** Edges must be rolled over the front panel to increase strength of tray and improve appearance. If needed reinforce the corners from the inside with tape. There shouldn't be any tape anywhere on the outside of the tray.



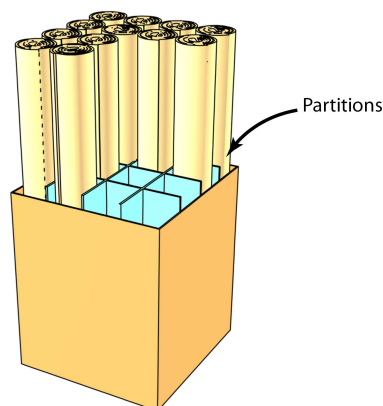
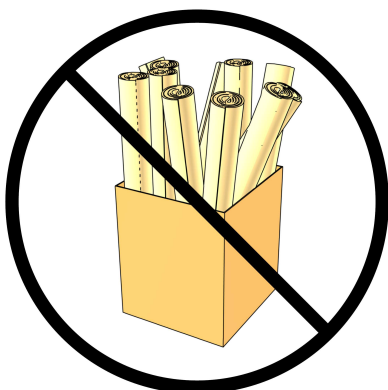
- 2.15** Tear tape and cut case display trays are not allowed. Shipping covers are not allowed. Display trays must be ready to sell product without club level intervention.
- 2.16** Plastic strapping or stretch wrapping of product tray is not allowed.
- 2.17** Display trays/cases should be free of inner wrapping i.e. paper void filler, bubble wrap etc...

**2.18** All corrugate display trays and pallet displays **must be white corrugate**, no brown corrugate allowed.

**2.19** A layer tray with egg-crate type partitions should not be more than 50% the height of the product.



**2.20** Large display boxes with vertically unstable products such as mirrors, paintings, brooms, etc. must use additional vertical mid pallet dividers/support to reduce possible shifting.



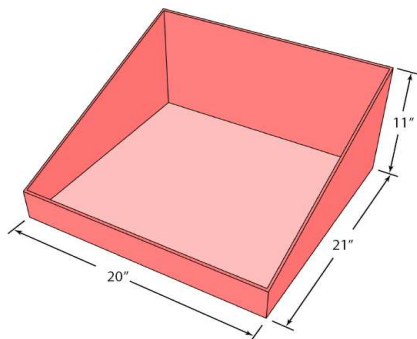
### 3. Display Tray for Shelf use

**3.1** All items must have a display tray unless approved by the Buyer.

**3.2** All display trays and pallet displays must be approved by the appropriate BJ's Buyer with enough lead time to allow for changes as necessary.

**3.3** All displays should be free of Shipping Covers and Master Cases if possible.

**3.4** Optimal tray outside dimensions 20" L x 21" D x 11" H. Buyer will provide merchandisable space. This can vary based on the size of the selling unit.

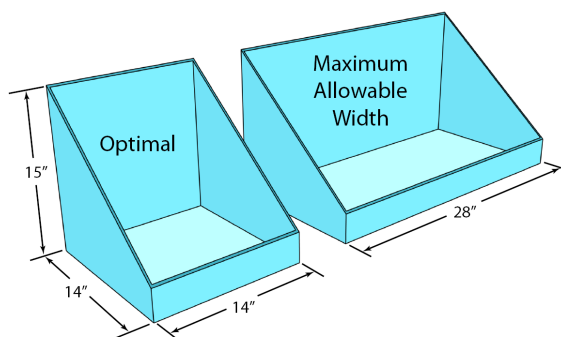




- 3.5 If Shipping Covers/Master Cases are utilized, they should be easy to remove at Club level. Tear tape or tear away panels are not allowed without buyer approval.
- 3.6 If a Shipping Cover is required, it must be brown corrugate and must clearly identify the product inside on all 4 sides. All opening instructions should be clearly displayed on the cover “Display Tray Enclosed, Cut Tape and Lift Cover”
- 3.7 Tear front panels are not allowed.
- 3.8 Display trays/cases should be free of inner wrapping i.e. paper void filler, bubble wrap etc...
- 3.9 Fully loaded display tray must not weigh more than 25 lbs.; any deviation from this will require prior approval from the buyer.
- 3.10 All corrugate display trays and pallet displays **must be white corrugate**, no brown corrugate allowed.
- 3.11 When possible use sustainable packaging with high post consumer content (recycled materials).

#### 4. Display Tray for Freezer/Dairy/Produce Use

- 4.1 All items must have a display tray unless approved by the Buyer.
- 4.2 Optimal tray outside dimensions display trays used in freezer/dairy case is 14” x 14” x 15”. Buyer will provide merchandisable space. Maximum display tray width is 28”.



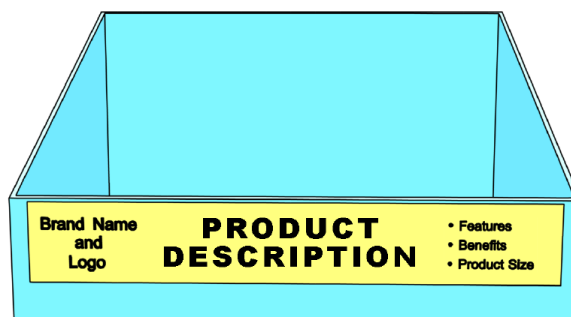
- 4.3 Optimal tray outside dimensions display trays used in produce area is 15” x 14” x 15”. Buyer will provide merchandisable space. Maximum display tray width is 30”.
- 4.4 Corrugated packaging and displays for frozen/refrigerated items must use MRA (moisture resistant adhesive).
- 4.5 Packaging with high percentage (in excess of 30%) of recycled paperboard fibers for products in the Freezer/Dairy should be strictly avoided because of the degradation in packaging strength when exposed to the humidity present in the cold distribution chain.
- 4.6 Wax coated packaging is not allowed because it is not recyclable.
- 4.7 Shipping cover must be easy to remove at club level. Tear tape or tear away panels are not allowed without buyer approval.
- 4.8 Fully loaded display tray must not weigh more than 25 lbs.; any deviation from this will require prior approval from the buyer.



- 4.9 All corrugate display trays and pallet displays **must be white corrugate**, no brown corrugate allowed.
- 4.10 Shipping cover must be brown corrugate and must clearly identify the product inside on all 4 sides.

## 5. Display Tray Graphics

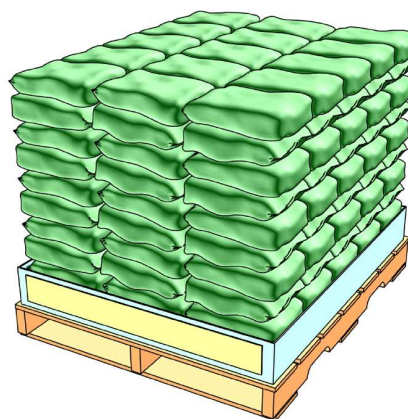
- 5.1 Display tray print preferred method is Preprint or Litho. Buyer or Corporate Brands (if private label) must approve all print. Hand applied bumper stickers are not allowed.
- 5.2 Graphics on front of display tray must be centered on the lip of the tray.
- 5.3 Display tray must be printed clearly identifying the product so that it can be easily identified from a minimum distance of 6 feet away.
- 5.4 Must have minimum of 1 color treatment of Brand / Logo / Tag Line or item names.



- 5.5 If graphics are in full-color or process reproduction, a coated surface paperboard or corrugate is desirable to ensure best possible reproduction.
- 5.6 Front panel heights on display tray must not hide the product or the name of the product. Individual packaging graphics need to be designed so that the logo, copy, branding and descriptive copy is 1" to 2" above the bottom of the selling unit so it is not blocked by the front lip of the tray. If this cannot be accomplished then the bottom part of the tray needs to duplicate the bottom part of the package it is blocking.
- 5.7 Any layer tray with a 3" lip must have print on it. No blank lips will be accepted. This is the perfect opportunity to market your product.

Pallets are optional for International shipments only.

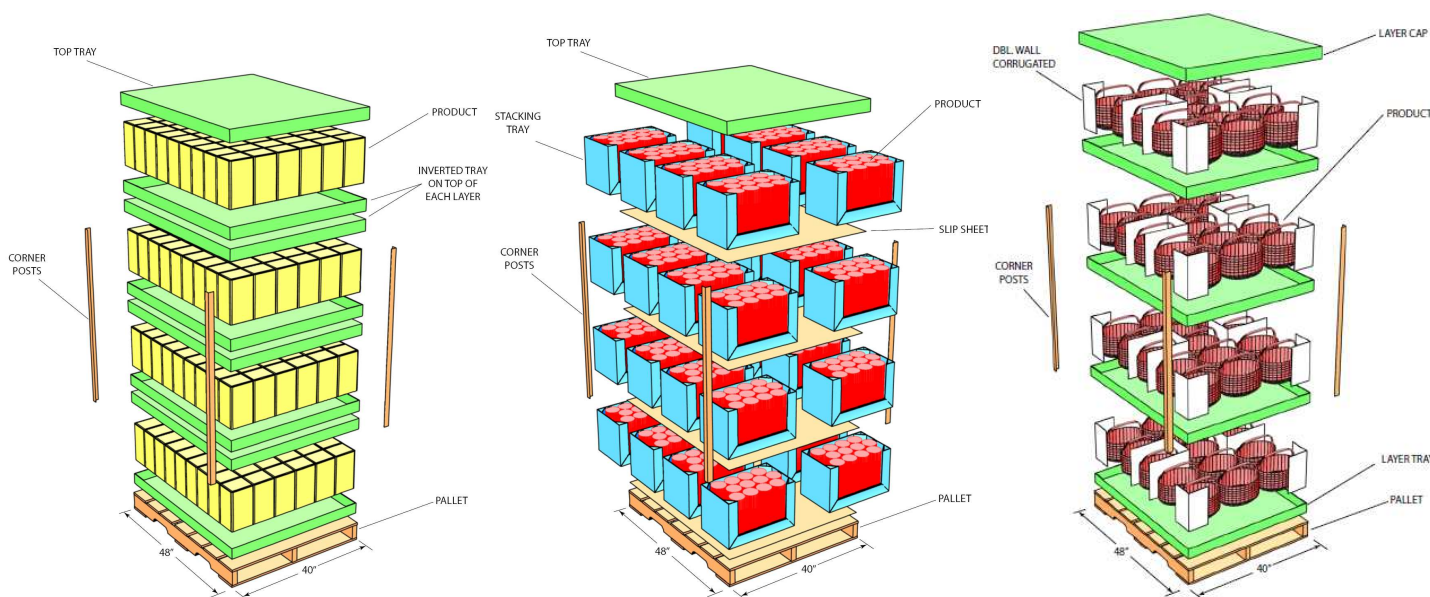
Please refer to International Packaging Routing Guide for complete details if you are shipping internationally.



- 5.8. UPC or Six Digit SKU number cannot appear on the display tray or shipping cover because it may be accidentally scanned and sold as 1 item.
- 5.9. Display trays for shelf and freezer use must have the SKU clearly printed on shipping cover. Do not print the SKU number on the display tray.
- 5.10 Display trays for shelf and freezer use must have opening directions clearly printed on the shipping cover.

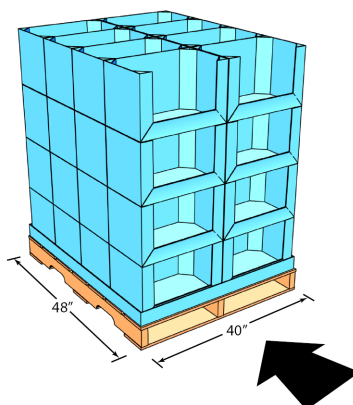
## 6. Display Ready Pallet (If applicable)

- 6.1 Work with the appropriate buyer to determine pallet configuration options, case utilization, layer configuration, and overall pallet height.

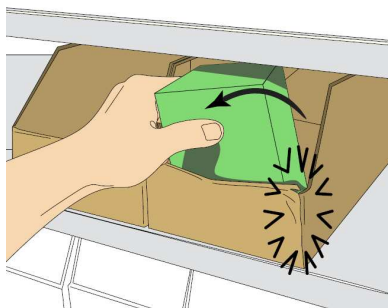


## 7. Ease of Purchase

- 7.1 Product must be capable of being merchandised from the 40" side of the pallet. When possible, product should be capable of being merchandised from both the 40" and 48" sides of the pallet.



- 7.2** Product must be capable of being removed from the display tray without tearing the front of tray or bumping into the horizontal beam above the product.

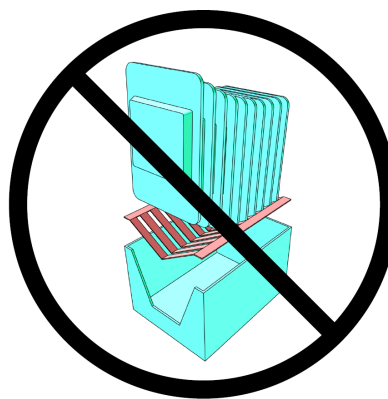
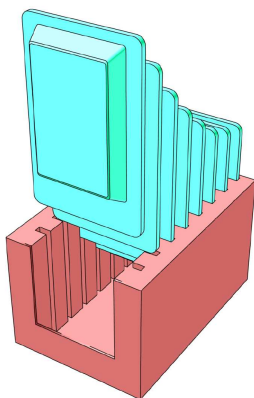


## 8. Clamshell / Natralock Packaging

- 8.1** The use of outer clamshell plastic should be minimized, either through replacement with paper board trap-seal security packaging or via size reductions of outer plastic flanges. All items requiring a Clamshell/Natralock packaging needs to be approved by the appropriate Buyer.



- 8.2** Packaging must prevent in-store pilferage but allow for ease of opening by consumers. Simple use of a tool, such as scissors, must permit access to the product.
- 8.3** Packaging must be able to stand upright. If product is too narrow to remain upright, then the inserts must be die cut into the tray. No filler inserts are allowed.



- 8.4** When possible use sustainable packaging with certifiable recyclable paperboard fiber source (SFI or FSC).
- 8.5** Eliminate unnecessary packaging, material weight and excess layers of packaging.
- 8.6** Thermoformed element (Clamshell Plastic) is to be physically sealed to the paperboard in order to withstand in-store pilferage.
- 8.7** Package perimeter seal should be a minimum of 1/2".

## 9. UPC Standards

### 9.1 Acceptable UPC Barcodes

- 9.1.a** BJ's will only accept UPC-A and EAN-13 barcodes on each selling unit. All other UPC barcodes must be approved by the BJ's Buyer and the BJ's Asset Protection team **PRIOR TO SHIPMENT**.

**UPC-A 02724271327**



027242713277

**EAN-13 978030738166**



9780307381668

### 9.2 Tamper-Resistance

- 9.2.a** To minimize UPC tampering, it is BJ's policy that supplier UPC barcodes must be an integral part of product packaging. UPCs affixed to the product via separate labels are not considered an integral part of product packaging.
- 9.2.b** If a supplier must apply UPC labels to the product, it is imperative that such labels be tamper-resistant thus preventing the removal and transfer of such labels to any other products.
- 9.2.c** If a supplier must apply UPC labels to the product, a sample of the LABEL must be reviewed and approved by the BJ's Buyer **PRIOR TO SHIPMENT**.

### 9.3 Guidelines for a Tamper-Resistant Label

- 9.3.a** A permanent adhesive is optimal for products that will not require removal of the UPC label by the consumer after purchase.
- 9.3.b** A removable adhesive will be more appropriate for products that are plastic-based or where label removal after purchase would be desired by the consumer for esthetic reasons.
- 9.3.c** Any label that is removable must have features that make it impossible to remove the label in one piece and impossible to reapply to any other product.
- 9.3.d** A breakaway label can either have internal slits or notched outside edges as long as:
- 9.3.d.I** It cannot be removed from the product in one piece.
  - 9.3.d.II** The breakaway pieces cannot be reapplied to another product without obvious detection.
- 9.3.e** Shipments that do not comply with this tamper-resistant policy will be rejected and are subject to chargebacks.
- 9.3.f** A source for information regarding the design and availability of tamper-resistant labels is:

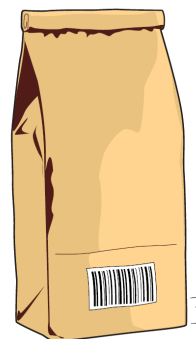
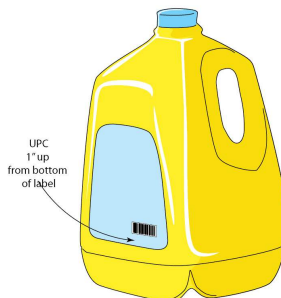
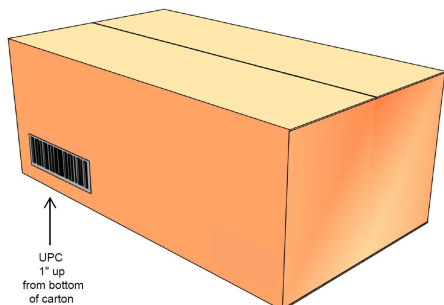
EVERY DENNISON

Distributor of MONARCH MARKING Products and Services

Telephone: 800-543-6650

- 9.4** UPC's must scan on the first pass. Placement of the barcode in the optimal place on the product will facilitate the item scanning on the first pass.

Jug / Can / Tub	On label – 1" up from bottom
Box / Case / Tray	On long side – 1" in from case edge
Bag	On back in center – 1" up from bottom



- 9.5** UPC should be placed 1 inch up from the bottom of the product.
- 9.6** Selling unit UPC should never be placed on master cartons. A chargeback will be levied if a selling unit UPC is placed on a master carton.
- 9.7** Case tray UPCs should be on the long side and on the bottom of the product.
- 9.8** If product is shrink-wrapped, the UPC label must be secured to product under the shrink-wrap. The supplier is responsible to test and verify that the UPC label remains scannable.
- 9.9** Each selling unit must be marked with the country of origin, i.e., MADE IN \_\_\_\_\_. This identification must be prominent, clear and in English. Identification should be placed below or next to the UPC barcode if possible.

## 10. Source Tagging

- 10.1** Certain products are identified for source tagging by the BJ's Buyer.
- 10.2** The supplier is responsible for sending and acquiring certification for all such products from Sensormatic.
- 10.3** The contact information for ADT/Sensormatic is:

Larry Howell  
National Account Manager  
ADT/Sensormatic  
Email: [lchowell@adt.com](mailto:lchowell@adt.com)

Office: 215-493-2722  
Cell: 267-294-5919  
Fax: 215-493-2581

- 10.4** When the certification process is complete, the products will be sent back to the supplier.
- 10.5** BJ's utilizes the Sensormatic Ultra Strip III/Dual Resonator (DR) label.
- 10.6** Labels must be placed within 3 inches of the UPC barcode for proper deactivation at point of sale.
- 10.7** BJ's recommends the strip be placed in the merchandise (Phase III Certification).
- 10.8** If placement is not possible in the merchandise, please do the following:
- 10.8a** Boxed product – strip must be placed inside box (Phase II Certification).
  - 10.8b** Blister packs – strip must be concealed in packaging (Phase II Certification).

## **11. Environmental Considerations**

- 11.1** The use of heavy metals [Lead (Pb), Mercury (Hg), Hexavalent Chromium (Cr), Bromine (Br), Polybrominated Biphenyl PBB, Bromine (Br), Polybrominated Diphenyl Ether (PBDE) and Cadmium (Cd)] shall be restricted from packaging components (any part of the packaging including but not limited to: inks, dyes, labels, pigments, adhesives, coatings, blocking, bracings, cushioning, corrugated, paperboard, plastics or additives).
  - 11.1.a** The BPP and PBDE each shall be limited to less than 1000 PPM. The sum concentration of the named heavy metals shall be less than 100 PPM.
  - 11.1.b** A certificate of compliance for toxics in packaging shall be submitted by the vendor on the vendor's letterhead. The certificate shall identify all elements of the package and shall be signed and dated. Example certificate attached. (see EXHIBIT A)
- 11.2** Packaging should be designed to perform in 80%-90% humidity conditions throughout storage/distribution cycle for a minimum of 3 months.
- 11.3** Select materials that are biodegradable per ASTM6400 or 6260.
- 11.4** Use materials made of renewable sources.
- 11.5** Eliminate unnecessary packaging, extra boxes or layers of packaging.
- 11.6** Use material made of highest post consumer recycled content without compromising quality.
- 11.7** Design packaging out of single material components for easy recycling post use.
- 11.8** Whenever possible do not use the following materials:
  - 11.8.a** Ancient forest fibers.
  - 11.8.b** Chlorine compounds in bleach board.
  - 11.8.c** Wax impregnated medium, certain coated corrugated, cascade boxes.
- 11.9** Corrugated packaging and displays for frozen/refrigerated items must use MRA (moisture resistant adhesive).
- 11.10** Wax coated packaging is not allowed since it is not recyclable.
- 11.11** Paperboard packaging must come from fiber sources which are certified as sustainable through third-party accreditation.



## Exhibit A

### (COMPLIANCE CERTIFICATE EXAMPLE)

INSERT COMPANY LETTERHEAD

#### Certificate of Compliance

#### Reduction of Toxics in Packaging

We certify that all packaging and packaging components sold to BJ's Wholesale Club or its subsidiaries comply with the regulations of the toxics in packaging law(s). Specifically,

- I. We certify that the regulated metals – lead, mercury, cadmium, and hexavalent chromium – were not intentionally added to any package or packing component during the manufacturing process.
- II. We further certify that the sum of the incidental concentration levels of lead, mercury, cadmium, and hexavalent chromium present in any package or package component does not exceed 100 parts per million by weight.
- III. We will maintain adequate documentation of this certification for inspection upon request.

Finished Item Number	SBD Part number	Part Description	Packaging & Packaging Components (list all)	Supplier Name

COMPANY NAME:

ADDRESS:

CERTIFIED BY: \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

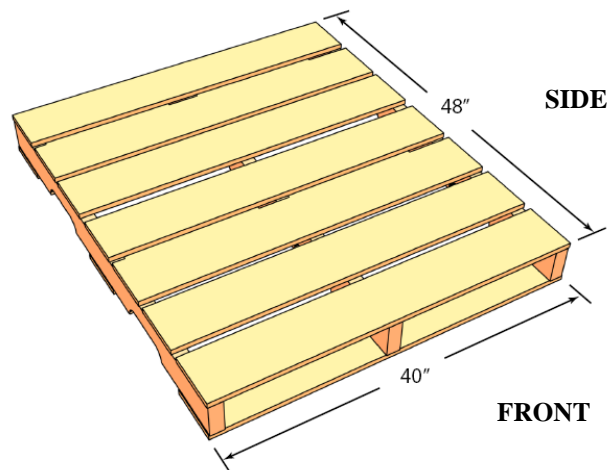
TITLE \_\_\_\_\_

Date \_\_\_\_\_

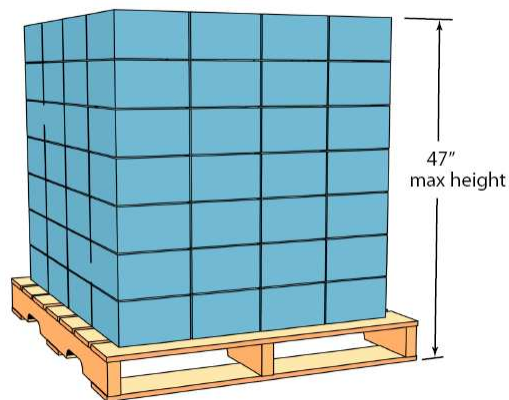


## 12. Pallet Load Considerations

**12.1** The standard pallet size is 40" Front x 48" Side.

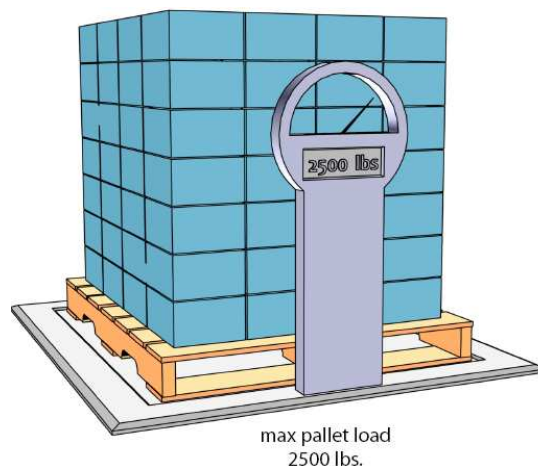


**12.2** Pallet heights should be built at no more than 47" including the pallet for palletized merchandise going directly to the selling clubs' sales floor. Any exceptions to this rule must be approved by the appropriate BJ's buyer.

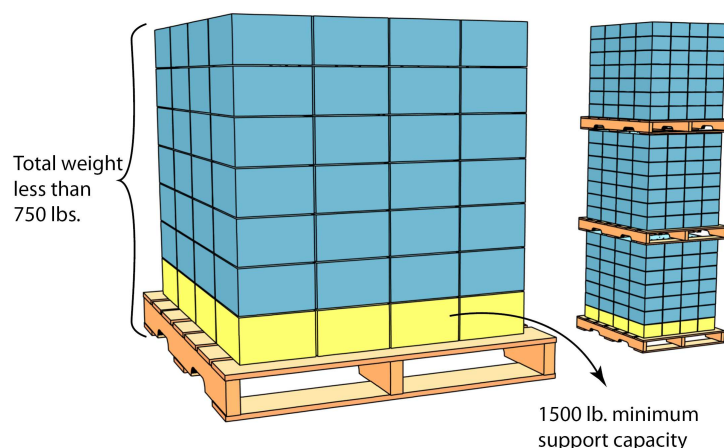


**12.3** All pallet loads must be capable of being double stacked in a truck to a height of 94" and triple stacked at the Distribution Centers. Deviation from this requirement requires buyer approval.

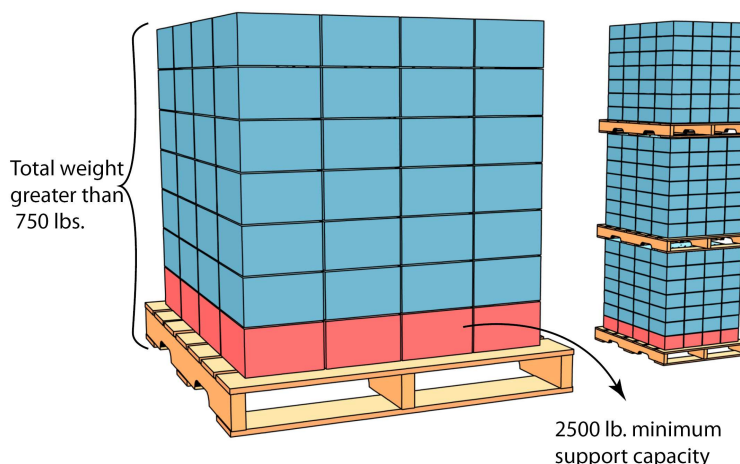
**12.4** The maximum pallet load weight including pallet is 2,500 lbs.



- 12.5** If a pallet load is less than 750 lbs., then the bottom level of pallet cartons must be capable of supporting a minimum of 1,500 lbs.

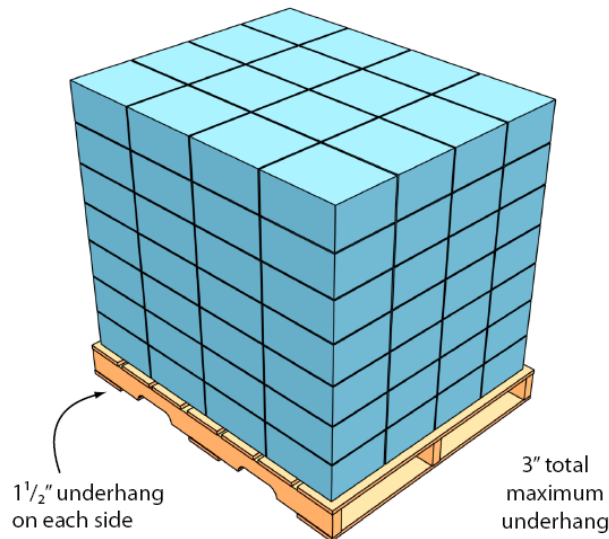


- 12.6** If pallet load is 750 lbs. or greater, then the bottom level of pallet cartons must be capable of supporting a minimum of 2,500 lbs.

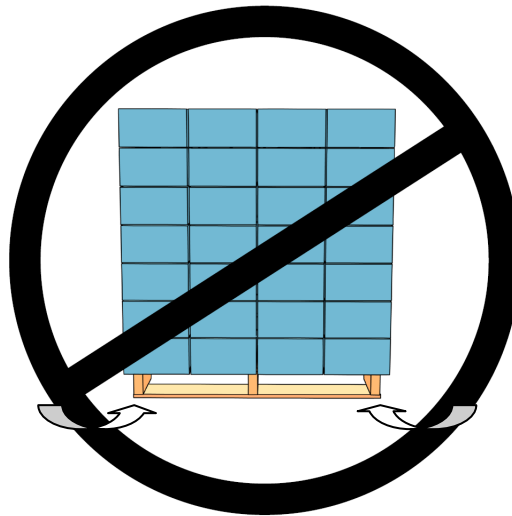


- 12.7** Slick product packaging or display trays will require anti-skid coating on slip sheets. If display module weighs over 35 lbs., slip sheet must be a minimum of 150 lbs Mullen Test Board.
- 12.8** If needed vertical corner posts are recommended for stacking strength. Metal, plastic, or wood vertical corner posts are not allowed.
- 12.9** If shipping shrouds are needed for the protection of product and display trays, they must clearly identify the product inside.
- 12.10** A top slip sheet is required to protect the top layer of product from the pallet stacked above pallet. Top slip sheet must be capable of withstanding normal shipping conditions without puncture or tear.
- 12.11** When needed, a minimum of 2 plastic bands are required to strap the load to the pallet. Metal bands are not allowed. Edge protectors may be used to reduce product damage from plastic bands. Stretch wrap is preferred over plastic bands.

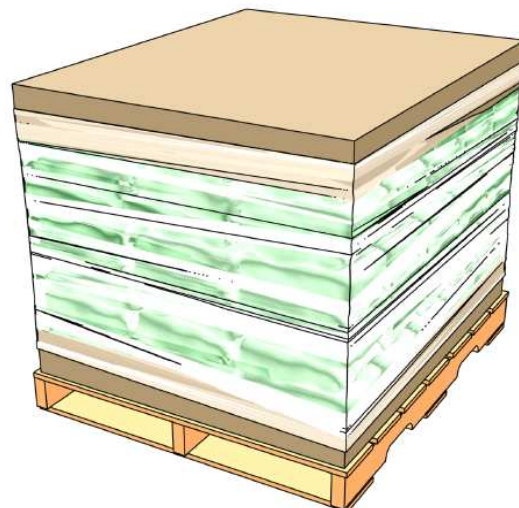
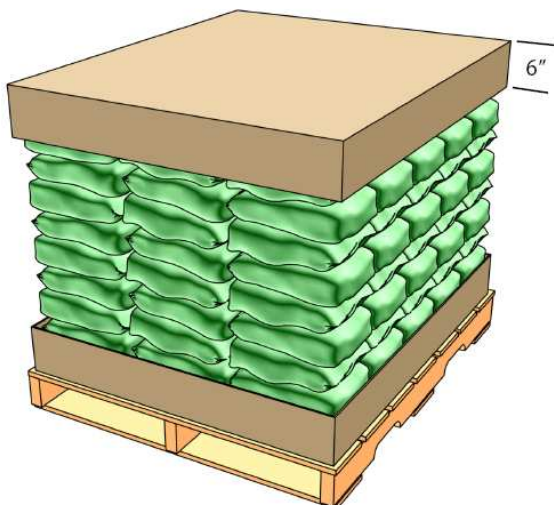
- 12.12** A minimum of 0.79 gauge stretch wrap is recommended to unitize load on pallet. Load must be wrapped a minimum of 3 times including the pallet.
- 12.13** A maximum of 3" of total under hang on pallet is allowed.



- 12.14** No overhang is permitted on pallet. Recommended foot print 47.5" x 39.5".



- 12.15** Display trays on pallet loads must not have covers or tear away panels that will need to be removed at the club level.
- 12.16** Corrugated build-ups or false bottoms under bottom level of display trays are not allowed without buyer approval.
- 12.17** All bagged product will require a corrugated tray with a minimum height of 6" to be placed on the pallet and on the top layer of bags. A minimum of 3 wraps of 79 gauge stretch wrap is required to stabilize bags.



**12.18** Generally corrugated pallets are not accepted. See page 28 for a list of approved pallets.

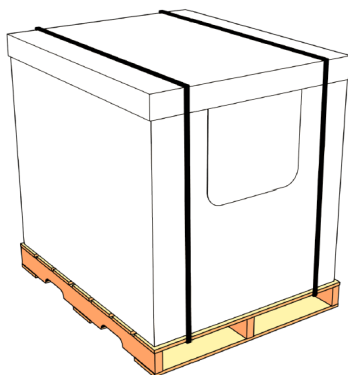
### **Other Considerations**

#### **12.19** End Cap Requirements:

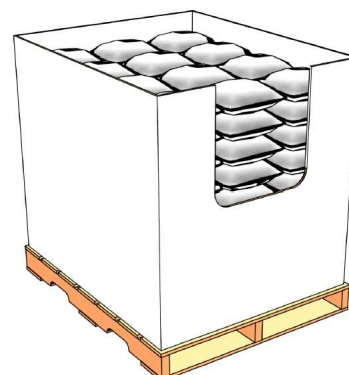
- 12.19a** Product height including the pallet must meet a minimum of 60" and not to exceed a maximum of 72".
- 12.19b** False bottom pallets are to be confirmed and approved by BJ's Buyer.
- 12.19c** Pallets should be shop-able from 2 adjoining sides. Product should be stacked to face and merchandise from both the 40" and 48" sides.
- 12.19d** When pallet is only shop-able from one side, the product should be stacked to face and merchandise on the 40" side. This will require prior approval from the Buyer.

#### **12.20** Master Gaylord Display Ready Requirements:

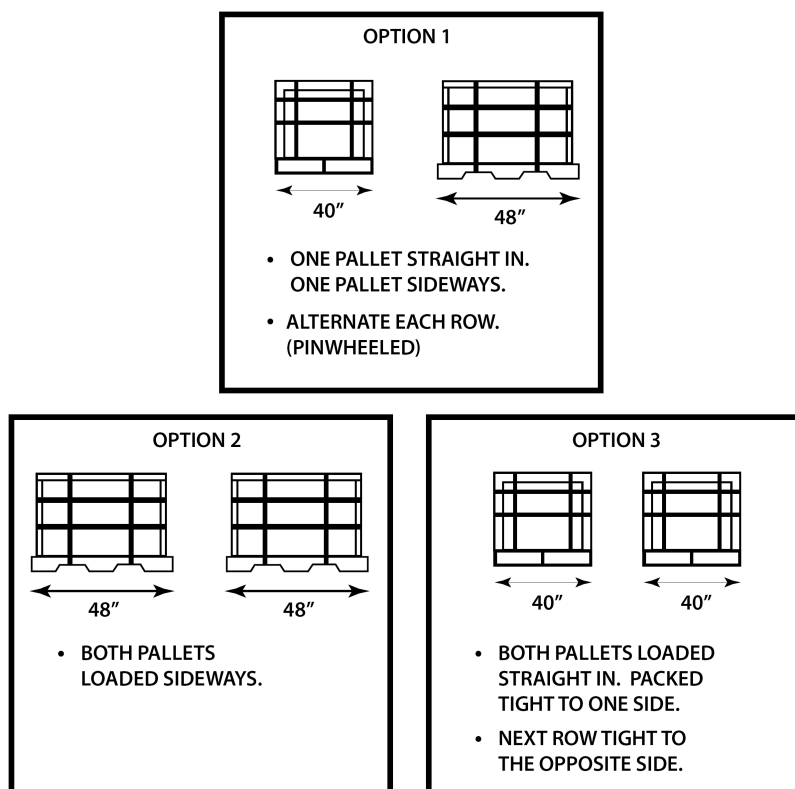
- 12.20a** Pallet Ready Displays must follow end cap requirements as noted above.  
Note: If the product is going into Zone 2 under low grey steel, the pallet must be built to 42" – 45" including pallet. Please confirm with the appropriate buyer.
- 12.20b** Optimal configuration should be 4 stackable trays per layer.
- 12.20c** All units must be able to withstand 2500 lbs of clamping in both orientations.
- 12.20d** Unit must be able to easily be moved with a forklift.
- 12.20e** Bottom layer should be 2 boards thick for stability.
- 12.20f** Display ready gaylord must be strapped to the pallet (no metal bands allowed).
- 12.20g** Display ready gaylord must provide graphics to properly describe and present merchandise.



**No Brown  
Corrugate  
Allowed**



## Pallet Loading Standards



STABILIZE USING LOAD BARS, AIR BAGS, OR DUNNAGE.

### 13. Pallet Marking

**13.1** All pallets must be marked on at least 2 ADJOINING SIDES with the following information:

Note: The font size should be at least  $\frac{3}{4}$  of an inch tall by  $\frac{3}{4}$  of an inch wide.

**13.1a** PO number and product description

**13.1b** Supplier name

**13.1c** BJ's Style Number (noted on the purchase order)

**13.1d** Number of Selling Units/Cases on the pallet

**13.1e** Number of total pallets. Example: Number 1 of 20

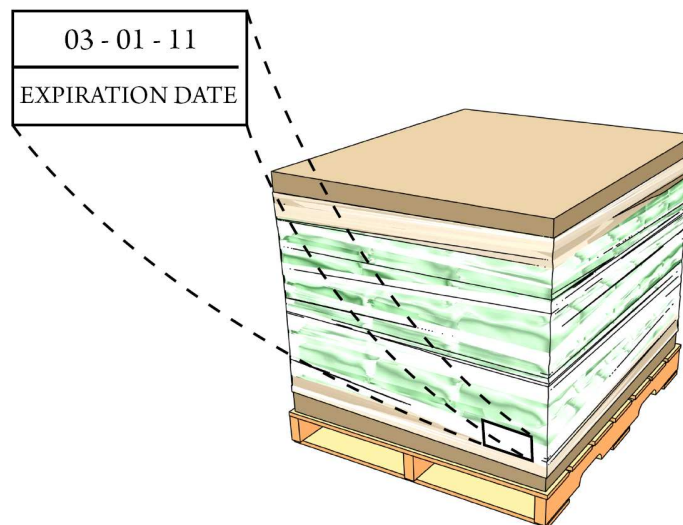
**13.1f** If more than one style exists on the pallet ensure each one is listed separately on the shipping label.

Note: BJ's prefers only 1 selling style per pallet. If the pallet contains more than 1 style, each style **MUST** be grouped and the pallet must be labeled "MIXED STYLES" with the number of cartons per BJ's style.

**13.2** If product is wrapped in a concealed Gaylord, pallet labels should be affixed to ALL FOUR SIDES and should include a description of the product within it.

- 13.3** If a shipment contains more than one purchase order, the pallet label must include the BJ's purchase order number.
- 13.4** All pallets that are part of an LTL shipment must be marked with the Purchase Order number, Shipper Address, and Consignee Address.
- 13.5** To maintain the integrity of the supplier's pallets in an LTL shipping scenario, BJ's recommends that each pallet be labeled with the following instructions:  
"DO NOT BREAK DOWN PALLETS – DO NOT CUT SHRINK-WRAP".

### **Consumable Pallet Expiration Date Labeling**



- 13.6** All Food, Snack Food, Baby Food/Formula and Oral care must have Date Code labels located on the lower right hand side of the front (40'' side) of the pallet. We recommend the size of the labels to be at least 4'' x 6'' in size to allow our clubs to locate the Expiration Date on each pallet to ensure proper rotation. We also accept placards and date code embedded within an ASN label as long as the font requirements are met.
- 13.7** Each label should be white with black lettering. Each label should have 'EXPIRATION DATE' written on the label with Month-Day-Year printed above it.
- 13.8** We recommend the size of the font for the numbers to be at least  $\frac{3}{4}$  of an inch tall by  $\frac{3}{4}$  of an inch wide with dashes separating the Month, Day and Year.
- 13.9** If multiple expiration dates are on the pallet, the earliest dated product on the pallet should be reflected on the label.
- 13.10** Labels should be placed on the outside of the shrink wrap to allow for clear visual recognition. Do not label on the actual selling unit.
- 13.11** Shipments that do not comply with this policy are subject to chargebacks.



## **Master/Loose Carton Markings**

- 13.12** All cartons must be marked with the following information:
- 13.12a** PO number and product description
  - 13.12b** Supplier name
  - 13.12c** BJ's Style Number or Supplier Style number (noted on the purchase order)
  - 13.12d** Number of selling units
  - 13.12e** Country of Origin
- 13.13** All cartons that are part of an LTL shipment must be marked with the purchase order number, Shipper Address, and Consignee Address.
- 13.14** Any shipment containing more than one purchase order must have all cartons marked with the purchase order.
- 13.15** If a master carton contains more than 1 Selling Unit, the Selling Unit UPC MUST NOT APPEAR on the master carton or tray. Non-compliance will result in a chargeback.
- 13.16** Large primary packaging (e.g., vacuum cleaners, child car seats) must be sealed with tamper-evident tape and stapled to prevent opening and possible substitution of products.
- 13.17** If product weighs more than 30 lbs. it must be labeled "Team Lift". Any selling unit individually packaged must be labeled using a team lift picture or state "Team Lift" utilizing 1" font or larger depending on the unit size. Please contact the appropriate BJ's buyer if you have questions.

## **14. Pallets**

- 14.1** In a BJ's club, pallets are part of the presentation as well as the platform for storage in racks that are in high traffic areas of clubs. Each pallet must be a 40" x 48" four-way entry pallet in excellent condition and must comply with GMA Hardwood Standards. BJ's also accepts CHEP, PECO and IGPS plastic pallets. Failure to provide shipments on quality pallets will result in refusal and chargebacks to cover material, labor, and re-handling costs.
- 14.2** Any exception to the standard 40" x 48" four-way entry pallet must be communicated to Anthony Solomon Distribution Specialist at [asolomon@bjs.com](mailto:asolomon@bjs.com) or 774-512-6873 for approval prior to shipment.
- 14.3** Shrink or stretch wrap (*a minimum of 0.79 gauge*) must encompass the whole pallet to prevent the load from shifting during transit. If shifting has occurred during transport due to insufficient shrink-wrapping, a chargeback will be levied.
- 14.4** Each pallet must have adequate structural support such as banding (*no metal*), solid corner posts, shrink or stretch wrap to maintain pallet stability.
- 14.5** The top layer of each pallet must be covered with a slip sheet to protect against dirt and damage, and allow for double-stacking, even if it is not shipped into BJ's double-stacked. Failure to do so may result in a chargeback being levied.



- 14.6 When shipping bagged product (*weighing 10 lbs. and over*), cardboard sheeting is required under the bottom layer of the product and a pallet cap/cardboard sheeting is required on the top of each pallet, to prevent product from settling into gaps between pallet boards.
- 14.7 Each pallet must be capable of supporting its own weight to allow double-stacking. A typical pallet build would be 47" high (including the pallet) with a maximum weight no more than 2500 pounds (though this can vary based on product categories and merchandising methods). The purchase order and/or BJ's Buyer will determine the specific pallet configuration and pallet height for each product.
- 14.8 Displays, trays and cartons should be stacked with the carton facing the 40" side of the pallet unless otherwise requested by the BJ's Buyer.
- 14.9 When shipping display cases or trays, each pallet must have adequate structural support such as banding (*no metal*), solid corner posts, shrink or stretch wrap, cardboard sheeting between layers and a pallet cap.
- 14.10 Display units must be stacked onto the pallet to maximize the pallet floor dimension without spaces in between the product. Hollow cores are not acceptable. A minimum of 38" x 44" floor coverage is required and there should be no overhang.
- 14.11 All wooden pallets imported into BJ's Supply Chain need to be fumigated.

## 15. Pallet Exchange Program

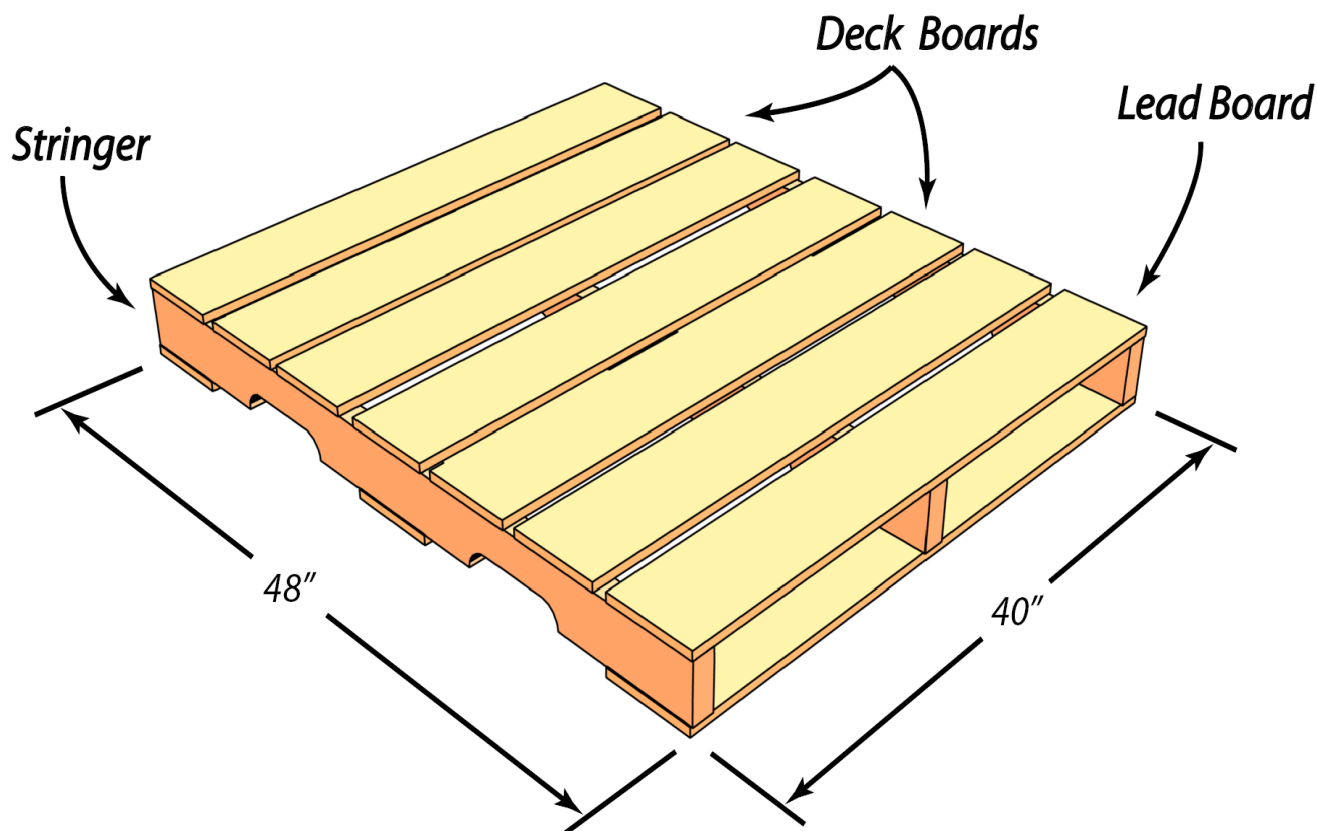
- 15.1 BJ's will not provide pallet exchange on collect shipments.
- 15.2 An even pallet exchange will be provided at each Distribution Center at the time of delivery. All pallets offered for exchange must comply with the standards noted within this guide.
- 15.3 If the carrier elects not to take pallets at time of delivery, BJ's is not obligated to reimburse any delivered amount at a later date.
- 15.4 A notation on the Bill of Lading must clearly specify "PALLET EXCHANGE".
- 15.5 BJ's does accept CHEP (blue rental pallets), PECO (red rental pallets), & IGPS (black rental pallets).
- 15.6 Failure to provide shipments on quality pallets will result in a chargeback to cover extra labor and re-handling costs.

**NOTE: Pallet exceptions may apply for products that are either over or undersized; floor loaded or have high cube/low weight. Please contact Anthony Solomon Distribution Specialist at [asolomon@bjs.com](mailto:asolomon@bjs.com) if you require the use of a non 40" x 48" GMA pallet. The use of cardboard pallets is not acceptable.**

## Exhibit B

### GMA Pallet Specifications

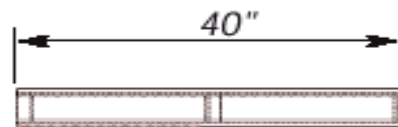
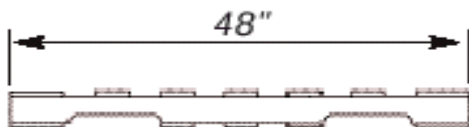
New or Repaired "Premium Grade A"  
40 x 48 "GMA" Style.



### General Standards

Structural Soundness (95% Hardwood)  
Minimum Stringer = 1-3/8" x 3-1/2" x 48"  
Minimum Deck Board = 5/8" Thick  
No Broken Lead Boards Past First Nail  
Top Boards = Maximum 3-1/2" Spaces  
Bottom / Lead Boards = Min. 5-1/2"  
Plating per "Uniform Voluntary Standard for Wood Pallets"

All Nails Flush or Countersunk  
No Protruding Nails on Sides (Shiners)  
No Thick & Thin Boards or Cracked  
No Double Stringers  
No Boards Overhanging Stringers  
No Odors, Dirt, Grease, or Oil  
Must Allow Four-Way Entry



## 16. Packaging Manufacturing Contacts

**16.1** A source for packaging and displays is:

### **Unicorr Packaging Group**

#### Key contacts:

John Leclerc  
Account Executive

Charlie Pious  
Vice President of Corporate Sales

Cell 401-465-2935  
Main 860-963-6727

[jleclerc@unicorr.com](mailto:jleclerc@unicorr.com)

860-604-1639

[cpious@unicorr.com](mailto:cpious@unicorr.com)

For more information, please visit their web site at [www.unicorr.com](http://www.unicorr.com)

**16.2** A source for Packaging and displays is:

### **One Source Ind. (OSI)**

#### Key contacts:

Ken Golden  
National Account Manager  
Cell 201-841-0884  
Main 646-747-5700

[kgolden@onesourceind.com](mailto:kgolden@onesourceind.com)

Michaela Consunji  
Production/Project Manager  
949-784-7241

[mconsunjii@onesourceind.com](mailto:mconsunjii@onesourceind.com)

For more information, please visit their web site at [www.onesourceind.com](http://www.onesourceind.com)

**16.3** A source for Packaging and displays is:

### **Pratt Industries**

#### Key contacts:

James A. Valero, Sr.  
Account Executive  
201-675-0511

[jvalero@prattindustries.com](mailto:jvalero@prattindustries.com)

David Connors  
Vice President Sales and Marketing  
513-403-0498

[dconnors@prattindustries.com](mailto:dconnors@prattindustries.com)

For more information, please visit their web site at [www.packagingcorp.com](http://www.packagingcorp.com)

*Questions regarding packaging may be directed to the appropriate BJ's Buyer.*

## Packaging Checklist

- Shipped on 40" x 48" four-way entry pallets in excellent condition.
- Pallet heights should be built at no more than 47" including the pallet for palletized merchandise going directly to the selling clubs' sales floor (Refer back to page 22).
- Secured with adequate structural support to prevent shifting (shrink-wrap, corner posts, pallet trays, and/or corrugated sheeting between layers of merchandise; no metal banding).
- Shrink or stretch wrap (*a minimum of 0.79 gauge*) must encompass the whole pallet to prevent the load from shifting during transit.
- A maximum of 3" of under hang on pallet is allowed.
- No overhang is permitted on pallet. Recommended foot print 47.5" x 39.5".
- Stacked with the carton facing the 40" side of pallet unless otherwise requested by BJ's Buyer.
- Packaged in a carton, display case, or gaylord to keep contents intact.
- Covered to protect contents from dirt and damage, and to allow double-stacking. Cardboard covers are specifically required for all bottled, aluminum-canned, cardboard-packaged, bagged and crushable products.
- Actual selling units that are not packaged in a master case have to be built on top of a slip sheet/corrugate tray and have to be covered by a slip sheet/corrugate tray to protect merchandise from dirt or debris and damage, and to allow for double-stacking.
- Labeled with appropriate carton and pallet markings to facilitate easy identification of contents.
- Expiration date labels are placed on the 40" side of the pallets for all Food, Snack Food, Baby Food/Formula, and Oral care. (Refer to page 27 for guidelines.)
- Stabilize load using airbags, load bars or dunnage to prevent load shift.
- All corrugate display trays and pallet displays **must be white corrugate**, no brown corrugate allowed.
- All display trays and pallet displays must be approved by the appropriate BJ's Buyer with enough lead time to allow for changes as necessary.
- Display ready gaylord must be strapped to the pallet (no metal bands allowed).
- Display ready gaylord must provide graphics to properly describe and present merchandise.

## Section 5: Bills of Lading/Proof of Delivery

To expedite BJ's receiving process, it is essential that the supplier's Bill of Lading and Carrier's P.O.D. be complete, accurate, and legible. Use the standard 8.5" x 11" Bill of Lading which provides extra space to accommodate both shipping and receiving information. \*\*\* **See Bill of Lading, Exhibit C** \*\*\* BJ's does accept the standard VICS (Voluntary Interindustry Commerce Solutions) Bill of Lading.

Please go to [www.VICS.org](http://www.VICS.org) for example and additional information.

Non-compliance with any of the following information requirements will result in chargebacks.

1. **Complete Shipper Name, Address, Zip Code, and Bill of Lading Number:** An incorrect name or location could lead to additional freight charges and problems when tracking inbound shipments.
  2. **Complete Consignee Name, Address, and Zip Code.**
  3. **Carton Count:**
    - a. Do not include the Packing List in Bill of Lading quantity.
    - b. Supplier is responsible for accurate unit, carton and pallet counts on all shipments.
    - c. When an accurate carton count can be determined, the supplier should require carrier to sign for actual cases as indicated on the Bill of Lading
    - d. When cartons are shrink-wrapped on pallets making them a single unit and an accurate carton count cannot be determined, carrier may indicate "X pallets, said to contain X cartons/units". Proper counts will minimize discrepancies between invoiced and received quantities.
    - e. Supplier shall keep records of the number of cartons loaded onto each pallet, together with the name(s) of the person(s) who performed the loading and shrink-wrapping.
    - f. Supplier is responsible for and will indemnify BJ's for any shortage of shrink-wrapped or palletized freight if the above records are not maintained and a shortage is found at destination.
  4. **Description of Product:** All merchandise must be described in accordance with the National Motor Freight Classification. Any misclassification causing additional freight charges to be assessed will result in a chargeback.
  5. **Listing of Each Purchase Order Separately:** List all purchase orders separately, plus the total carton/pallet count in the body of the Bill of Lading and Carrier's P.O.D. Omission of purchase orders and/or carton/pallet counts on either will result in chargebacks or refusals of the shipments.
  6. **Weight of Shipment:** Accurate carton and total weights must be noted on each Bill of Lading. Incorrect weights used on the Bill of Lading that result in additional freight charges will result in a chargeback.
  7. **Freight Terms:** Identify actual freight terms – Prepaid or Collect as stated on the purchase order.
  8. **Carrier Routing:** Specify actual carrier being used.
  9. **Seal Number:** All truckload shipments must be sealed and the seal number noted on the BOL.
  10. **Hazardous Materials Procedures:**
    - a. When shipping hazardous materials the supplier must be in strict compliance with all laws and regulations pertaining to the proper packaging and transportation of all such commodities, as stipulated in the Department of Transportation (DOT) code of Federal Regulations No. 49, Sections 120-179.
    - b. Any merchandise not shipped in accordance with the above prescribed requirements will be refused and returned at the supplier's expense.
    - c. In addition to the carton/pallet marking requirements outlined in **Section 4 of this Guide**, each and every carton and pallet of Hazardous Materials must be clearly marked and labeled in conformance with all governing laws and regulations.
- 1.11 Refer to **Section 9 (Hazardous Materials Procedures)** of this document for further information.

# Exhibit C

## Sample of Bill of Lading / Proof of Delivery

SHIPPER		CONSIGNEE		CARRIER NAME/ADDRESS		DATE:	B.L. NUMBER
RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of the issue of this Bill of Lading.				TRAILER #		SEAL #	
QUANTITY	HM	DESCRIPTION	CLASS	WEIGHT	<p>In apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.</p> <p>Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.</p> <p>If this shipment moves via motor carrier the following applies: This shipment is tendered and received subject to the terms and conditions of the carrier's Bill of Lading as shown in the tariff and classification filed with the Interstate Commerce Commission naming and covering the rate or rates lawfully applicable to this shipment.</p> <p>If charges are not to be prepaid, cross out "TO BE PREPAID" and write "FREIGHT COLLECT"</p> <p><b>"TO BE PREPAID"</b></p>		
TOTAL							
PLACARDS REQUIRED		PLACARDS SUPPLIED		YES		NO - FURNISHED BY CARRIER	
SHIPPER:		CARRIER:		DRIVERS SIGNATURE:			
PER:		PER:					
DATE:		DATE:					
EMERGENCY RESPONSE							
TELEPHONE NUMBER: ( )							

- BJ's Receiving Stamp, which is applied upon delivery, requires 3"x 3" of open space. Use the Standard 8.5" x 11.0" Bill of Lading which provides extra space to ensure that both shipping and receiving information can be recorded more legibly.
- Add units, cases and pallet totals for all category requirements.
- Ensure the actual pallets are not included in the unit totals.



## Section 6: Deliveries to Distribution Centers

1. All deliveries into BJ's Distribution Centers are by appointment only. Each trailer requires a separate appointment number and **every purchase order on the trailer or container must be specifically identified. Scheduling more than one appointment per trailer will result in chargebacks.**
2. Appointment dates must be requested to coincide with the delivery date/due date on each purchase order. Purchase orders will not be given an appointment more than 3 business days prior to the delivery/due date. If shipping Purchase orders via Parcel or LTL, the supplier is responsible for ensuring orders are not shipped to arrive earlier than 3 business days prior to the due date.
3. Appointment dates are assigned as requested. **If the requested appointment is after the purchase order due date, a chargeback will be levied.**
4. A minimum of 48 hours notice is required for all delivery appointments, but appointments can be booked up to 3 weeks prior to the PO delivery/due date. Requesting appointments as early as possible will assist in obtaining the most efficient delivery date and time.
5. Appointment times are assigned based on due dates. Please call/fax/email by 2:45 PM each day on a day the DC is open (M-F excluding holidays) for DC 800 (Uxbridge, MA), DC 820 (Burlington, NJ) and DC 840 (Jacksonville, FL) (See page 38 for contact information). Requests received before 2:45 PM will receive an appointment response that same day. **Preferred method is via email.** Refer to Page 38 for the Distribution Centers email addresses. Be prepared to furnish the following information when making appointments:
  - a. All purchase order numbers being delivered
  - b. Carrier Name
  - c. Supplier Name
  - d. Number of Cartons and/or Pallets
  - e. Palletized or Floor Loaded
  - f. Hazardous Materials, if applicable
6. Appointment times for DC's are listed on Page 37 in this guide.
7. Carriers are expected to arrive for appointments 15 minutes early. At time of delivery, carrier must provide appointment time and appointment number at the Security Control Center. Dock schedules are carefully arranged to maximize productivity. **Late arrivals to appointment time will result in chargebacks.**
8. Standing Appointments may be available at our DCs Monday through Friday between the hours of 4:00 PM and 9:00 PM. Club 800 also has additional hours available listed on Page 35. Arrangements can be made by contacting the DC via its appointment phone, appointment fax, or appointment email. **The preferred method is via email.**
9. If a carrier cannot keep original appointment time and date, carrier must call 24 hours prior to appointment date to reschedule or cancel the delivery appointment. **If notice is not given or duplicate appointments are made for the same PO and/or trailer, chargebacks will be levied.** If a PO is cancelled, the supplier is responsible for canceling the appointment.
10. If carrier arrives more than 30 minutes late for an appointment it will not be refused. The carrier will be pushed to the back of inline status and a **chargeback will be assessed for late arrival.** Lateness is determined by the timestamp recorded at BJ's Security Control Center when the carrier initially checked into our facility.





11. Drivers are required to assist with the unloading of palletized shipments when the load has shifted and pallets must be restacked and/or rebuilt. The shipment may be refused if unloading poses a safety hazard, more than half the load is shifted, or rebuilding the load would require more than 30 minutes.
12. Drivers are required to assist in the unloading of non-palletized shipments. This includes placing product onto pallets. On slip-sheeted and clamped loads the driver is expected to stage pallets and shrink-wrap the product according to BJ's specifications. If drivers do not assist when asked, resulting in a delay in unloading, a chargeback will be levied.
13. Lumper services are not provided by BJ's on live shipments. In the event the carrier elects to employ a lumper service, such persons must arrive and depart with the driver.
14. Drivers may be asked to separate freight when multiple styles or purchase orders have been combined or consolidated on a pallet.
15. If not required to assist, Drivers are required to wait in the Drivers' Lounge during off-loading. **Charges may be assessed if delay is incurred due to driver unavailability.** The driver **can not** remain in the truck cab during any point of the receiving process and must follow requests as directed by Distribution Center Team Members.

## BJ's Distribution Centers - Hours of Operations

<b>Locations</b>	<b>Live Unload Receiving Hours</b>	<b>Appointment Scheduling</b>	<b>Standing Appointments</b>
Uxbridge, Massachusetts Club #800	Monday – Friday 5 AM – 12 AM	Monday – Friday 7 AM – 2:45 PM Submit e-mail before 2:45 PM for same day response	Monday – Friday 4 PM – 12 AM Contact DC to make arrangements
Burlington, New Jersey Club #820	Monday – Friday 6 AM – 9 PM	Monday – Friday 7 AM – 2:45 PM Submit e-mail before 2:45 PM for same day response	Monday – Friday 4 PM – 9 PM Contact DC to make arrangements
Florence, New Jersey Club #728	Monday – Friday 8 AM – 3:30 PM	Monday – Friday 8 AM – 3:30 PM Call only for appt – before 12 noon for same day response	Not Available
Burlington, New Jersey Club #881	Monday – Friday 7 AM – 3:30 PM	Monday – Friday 7 AM – 3:30 PM Call before 3:30 PM for same day response	Not Available
Burlington, New Jersey Club #948	Monday – Friday 7 AM – 3:30 PM	Monday – Friday 7 AM – 3:30 PM Call before 3:30 PM for same day response	Not Available
Burlington, New Jersey Club #726	Monday – Friday 8 AM – 4:30 PM	Monday – Friday 8 AM – 3 PM Call before 3 PM for same day response	Not Available
Jacksonville, Florida Club #840/#945	Monday – Friday 6 AM – 9 PM	Monday – Friday 7 AM – 2:45 PM Submit e-mail before 2:45 PM for same day response	Monday – Friday 4 PM – 9 PM Contact DC to make arrangements
Jacksonville, Florida Club #741	Monday – Friday 6 AM – 1 PM	Monday – Friday 7 AM – 5 PM Call/fax before 3 PM for same day response	Not Available

## BJ's Distribution Centers – Contact Information

<p style="text-align: center;"><b>Region I</b></p> <p><b><u>BJ's Club #800</u></b>              869 Quaker Highway              Uxbridge, MA 01569              Phone: 508-779-3000              Appt: 508-779-3033</p> <p>Appt. Email: <a href="mailto:Club800appoint@bjs.com">Club800appoint@bjs.com</a></p>	<p style="text-align: center;"><b>Region II</b></p> <p><b><u>BJ's Club #820</u></b>              309 Dulty's Lane              Burlington, NJ 08016              Phone: 609-239-7000              Appt: 609-239-6030</p> <p>Appt. Email: <a href="mailto:Club820appoint@bjs.com">Club820appoint@bjs.com</a></p>	<p style="text-align: center;"><b>Region III</b></p> <p><b><u>BJ's Club #840/#945</u></b>              4500 Directors Road              Jacksonville, FL 32220              Phone: 904-378-4300              Appt: 904-378-4333</p> <p>Appt. Email: <a href="mailto:Club840appoint@bjs.com">Club840appoint@bjs.com</a></p>
<p><b><u>BJ's Club #950</u></b>              869 Quaker Highway              Uxbridge, MA 01569              Phone: 508-779-3090              Attn : Paul Newcomb</p> <p>Appt. Email: <a href="mailto:pnewcomb@bjs.com">pnewcomb@bjs.com</a></p>	<p><b><u>BJ's Club #728</u></b>              RTL Services              500 Cedar Lane              Florence, NJ 08518</p> <p><b>Appt. and General Information</b>              Phone: 609-499-8388              Fax: 609-499-6558</p> <p><b>Problems/Concerns</b>              609-239-7000</p>	<p><b><u>BJ's Club #741</u></b>              National Distribution Center              4601 Bulls Bay Hwy. Suite 105              Jacksonville, FL 32219              Phone: 904-781-0782              Fax: 904-781-3736</p> <p><b>Problems/Concerns</b>              904-378-4300</p>
	<p><b><u>BJ's Club #881</u></b>              Whitesell              1817 Route 130 South              Burlington, NJ 08016</p> <p><b>Appt. and General Information</b>              Phone: 609-239-6101              Fax: 609-239-6103</p> <p><b>Problems/Concerns</b>              609-239-7000</p>	<p><b><u>BJ's Club #945</u></b>              4500 Directors Road              Jacksonville, FL 32220</p> <p><b>Appt. and General Information</b>              Phone: 904-378-4353</p> <p><b>Problems/Concerns</b>              904-378-4300</p>
	<p><b><u>BJ's Club #948</u></b>              Whitesell              1817 Route 130 South (Unit 1)              Burlington, NJ 08016</p> <p><b>Appt. and General Information</b>              Phone: 609-239-6101</p> <p><b>Problems/Concerns</b>              609-239-7000</p>	
	<p><b><u>BJ's Club #726</u></b>              National Distribution Center              400 Richards Run              Burlington, NJ 08016              Phone: 609-239-3010              Fax: 609-239-9829</p> <p><b>Problems/Concerns</b>              609-239-7000</p>	



## **BJ's and Burris Distribution Center Holidays (2012 – 2013)**

NEW YEAR'S DAY (Observed)	TUESDAY, JANUARY 01, 2013
MEMORIAL DAY	MONDAY, MAY 27, 2013
INDEPENDENCE DAY	THURSDAY, JULY 04, 2013
LABOR DAY	MONDAY, SEPTEMBER 02, 2013
THANKSGIVING DAY & DAY AFTER THANKSGIVING DAY	THURSDAY, NOVEMBER 28, 2013 & FRIDAY, NOVEMBER 29, 2013
DAY BEFORE CHRISTMAS DAY	TUESDAY, DECEMBER 24, 2013
CHRISTMAS DAY	WEDNESDAY, DECEMBER 25, 2013

# BJ's Fiscal Calendar – FYE 2012

FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
<b>4 WEEKS</b> <b>FEBRUARY 2011</b> 14th - Valentine's Day 21st - President's Day 17th - St. Patrick's Day		<b>4 WEEKS</b> <b>MAY 2011</b> 8th - Mother's Day		<b>4 WEEKS</b> <b>AUGUST 2011</b>		<b>4 WEEKS</b> <b>NOVEMBER 2011</b> 31st - Halloween 8th - Election Day 11th - Veterans Day 24th - Thanksgiving Day	
Wk	S M T W T F S	Wk	S M T W T F S	Wk	S M T W T F S	Wk	S M T W T F S
1	30 31 1 2 3 4 5	14	1 2 3 4 5 6 7	27	31 1 2 3 4 5 6	40	30 31 1 2 3 4 5
2	6 7 8 9 10 11 12	15	8 9 10 11 12 13 14	28	7 8 9 10 11 12 13	41	6 7 8 9 10 11 12
3	13 14 15 16 17 18 19	16	15 16 17 18 19 20 21	29	14 15 16 17 18 19 20	42	13 14 15 16 17 18 19
4	20 21 22 23 24 25 26	17	22 23 24 25 26 27 28	30	21 22 23 24 25 26 27	43	20 21 22 23 24 25 26
<b>5 WEEKS</b> <b>MARCH 2011</b>		<b>5 WEEKS</b> <b>JUNE 2011</b> 30th - Memorial Day 19th - Father's Day		<b>5 WEEKS</b> <b>SEPTEMBER 2011</b> 5th - Labor Day		<b>5 WEEKS</b> <b>DECEMBER 2011</b> 25th - Christmas Day	
Wk	S M T W T F S	Wk	S M T W T F S	Wk	S M T W T F S	Wk	S M T W T F S
5	27 28 1 2 3 4 5	18	29 30 31 1 2 3 4	31	28 29 30 31 1 2 3	44	27 28 29 30 1 2 3
6	6 7 8 9 10 11 12	19	5 6 7 8 9 10 11	32	4 5 6 7 8 9 10	45	4 5 6 7 8 9 10
7	13 14 15 16 17 18 19	20	12 13 14 15 16 17 18	33	11 12 13 14 15 16 17	46	11 12 13 14 15 16 17
8	20 21 22 23 24 25 26	21	19 20 21 22 23 24 25	34	18 19 20 21 22 23 24	47	18 19 20 21 22 23 24
9	27 28 29 30 31 1 2	22	26 27 28 29 30 1 2	35	25 26 27 28 29 30 1	48	25 26 27 28 29 30 31
<b>4 WEEKS</b> <b>APRIL 2011</b> 18th - Patriot's Day (MA) 24th - Easter		<b>4 WEEKS</b> <b>JULY 2011</b> 4th - Independence Day		<b>4 WEEKS</b> <b>OCTOBER 2011</b> 10th - Columbus Day		<b>4 WEEKS</b> <b>JANUARY 2012</b> 1st - New Year's Day 16th - Martin Luther King Jr. Day	
Wk	S M T W T F S	Wk	S M T W T F S	Wk	S M T W T F S	Wk	S M T W T F S
10	3 4 5 6 7 8 9	23	3 4 5 6 7 8 9	36	2 3 4 5 6 7 8	49	1 2 3 4 5 6 7
11	10 11 12 13 14 15 16	24	10 11 12 13 14 15 16	37	9 10 11 12 13 14 15	50	8 9 10 11 12 13 14
12	17 18 19 20 21 22 23	25	17 18 19 20 21 22 23	38	16 17 18 19 20 21 22	51	15 16 17 18 19 20 21
13	24 25 26 27 28 29 30	26	24 25 26 27 28 29 30	39	23 24 25 26 27 28 29	52	22 23 24 25 26 27 28

## BJ's Fiscal Calendar – FYE 2013

FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
FEBRUARY 2012		MAY 2012		AUGUST 2012		NOVEMBER 2012	
4 WEEKS	Wk	4 WEEKS	Wk	4 WEEKS	Wk	4 WEEKS	Wk
S M T W T F S	1 29 30 31 1 2 3 4	S M T W T F S	14 29 30 1 2 3 4 5	S M T W T F S	27 29 30 31 1 2 3 4	S M T W T F S	28 29 30 31 1 2 3
5 6 7 8 9 10 11	2 5 6 7 8 9 10 11	6 7 8 9 10 11 12	15 16 17 18 19 20 21	5 6 7 8 9 10 11	28 29 30 31 1 2 3 4	4 5 6 7 8 9 10	41 42 43 44 45 46 47
12 13 14 15 16 17 18	3 12 13 14 15 16 17 18	13 14 15 16 17 18 19	16 17 18 19 20 21 22	12 13 14 15 16 17 18	29 30 31 1 2 3 4 5	11 12 13 14 15 16 17	42 43 44 45 46 47 48
19 20 21 22 23 24 25	4 19 20 21 22 23 24 25	20 21 22 23 24 25 26	17 18 19 20 21 22 23	19 20 21 22 23 24 25	30 31 1 2 3 4 5 6	18 19 20 21 22 23 24	43 44 45 46 47 48 49
14th - Valentine's Day 20th - President's Day		13th - Mother's Day				31st - Halloween 6th - Election Day 11th - Veterans Day (Mon obsv'd) 22nd - Thanksgiving Day	
MARCH 2012		JUNE 2012		SEPTEMBER 2012		DECEMBER 2012	
5 WEEKS	Wk	5 WEEKS	Wk	5 WEEKS	Wk	5 WEEKS	Wk
S M T W T F S	5 26 27 28 29 1 2 3	S M T W T F S	18 27 28 29 30 31 1 2	S M T W T F S	31 26 27 28 29 30 31 1	S M T W T F S	44 25 26 27 28 29 30 1
4 5 6 7 8 9 10	6 4 5 6 7 8 9 10	3 4 5 6 7 8 9 10	19 20 21 22 23 24 25	2 3 4 5 6 7 8 9	32 2 3 4 5 6 7 8 9	2 3 4 5 6 7 8	45 2 3 4 5 6 7 8
11 12 13 14 15 16 17	7 11 12 13 14 15 16 17	10 11 12 13 14 15 16	20 21 22 23 24 25 26	9 10 11 12 13 14 15	33 9 10 11 12 13 14 15	9 10 11 12 13 14 15	46 9 10 11 12 13 14 15
18 19 20 21 22 23 24	8 18 19 20 21 22 23 24	17 18 19 20 21 22 23	21 22 23 24 25 26 27	16 17 18 19 20 21 22	34 16 17 18 19 20 21 22	16 17 18 19 20 21 22	47 16 17 18 19 20 21 22
25 26 27 28 29 30 31	9 25 26 27 28 29 30 31	24 25 26 27 28 29 30	22 23 24 25 26 27 28	23 24 25 26 27 28 29	35 23 24 25 26 27 28 29	23 24 25 26 27 28 29	48 23 24 25 26 27 28 29
17th - St. Patrick's Day		28th - Memorial Day 17th - Father's Day		3rd - Labor Day		25th - Christmas Day	
APRIL 2012		JULY 2012		OCTOBER 2012		JANUARY 2013	
4 WEEKS	Wk	4 WEEKS	Wk	4 WEEKS	Wk	4 WEEKS	Wk
S M T W T F S	10 1 2 3 4 5 6 7	S M T W T F S	23 1 2 3 4 5 6 7	S M T W T F S	36 30 1 2 3 4 5 6	S M T W T F S	49 30 31 1 2 3 4 5
8 9 10 11 12 13 14	11 8 9 10 11 12 13 14	8 9 10 11 12 13 14	24 25 26 27 28 29 30	7 8 9 10 11 12 13	37 7 8 9 10 11 12 13	6 7 8 9 10 11 12	50 6 7 8 9 10 11 12
15 16 17 18 19 20 21	12 15 16 17 18 19 20 21	15 16 17 18 19 20 21	25 26 27 28 29 30 31	14 15 16 17 18 19 20	38 14 15 16 17 18 19 20	13 14 15 16 17 18 19	51 13 14 15 16 17 18 19
22 23 24 25 26 27 28	13 22 23 24 25 26 27 28	22 23 24 25 26 27 28	26 27 28 29 30 31 1 2	21 22 23 24 25 26 27	39 21 22 23 24 25 26 27	20 21 22 23 24 25 26	52 20 21 22 23 24 25 26
8th - Easter 16th - Patriot's Day (MA)		4th - Independence Day		8th - Columbus Day		27 28 29 30 31 1 2	53 27 28 29 30 31 1 2
						1st - New Year's Day 21st - Martin Luther King Jr. Day	



## **Driving Directions to BJ's Distribution Centers**

### **Region 1**

#### **CLUB #800/#950 – 869 Quaker Highway, Uxbridge, MA 01569**

From I-90 Massachusetts Turnpike, take Exit 10A (US-20/RT-146). After tolls, stay right and follow towards Route 146. Take Route 146 South for approximately 17 miles to Exit 1 (Route 146A/N. Smithfield, RI). At end of ramp, take left onto Route 146A towards N. Smithfield, RI. BJ's truck entrance is ¼ mile on the right.

From I-95 South in Massachusetts, take Exit 4 (I-295 S Woonsocket, RI/Warwick, RI). Follow I-295 South for approximately 9 miles crossing into Rhode Island. Take Exit 9B (Route 146 North). Follow Route 146 North for approximately 9 miles crossing into MA. Take Exit 1 (Route 146A Uxbridge/N. Smithfield, RI). At end of ramp, take right onto Route 146A towards N. Smithfield, RI. BJ's truck entrance is ½ mile on the right. (Go past the first entrance which is for automobile traffic only).

From I-95 North in Rhode Island, take Exit 11 (I-295 N towards Woonsocket). Follow I-295 North for approximately 19 miles. Take Exit 9B (Route 146 North). Follow 146 North for approximately 9 miles in MA. Take Exit 1 (Route 146A Uxbridge/N. Smithfield, RI). At end of ramp, take right onto Route 146A towards N. Smithfield, RI. BJ's truck entrance is ½ mile on the right. (Go past the first entrance which is for automobile traffic only).

**It is strongly advised that all trucks avoid the downtown area and local streets in the Town of Uxbridge. The downtown area is located at the intersection of Route 122 and Route 16. This road area is not constructed for efficient tractor trailer use. Access DC 800 via Route 146 as detailed above.**

### **Region 2**

#### **CLUB #820 – 309 Dulty's Lane, Burlington, NJ 08016**

From **NORTH – Trenton, NJ area** – Proceed to Rte 295 South. Travel on Rte 295S to Exit 47B (Rte 541N, Burlington). Proceed on Rte 541N to Rte 130N. Take Rte 130N to Dulty's Lane. Turn left on Dulty's Lane and Club #820 is ¼ mile on right.

From **SOUTH – Philadelphia area** - Take I-95 North to Walt Whitman Bridge, cross over bridge into NJ. Proceed on Rte 76 to Rte 295N (Trenton). Take Rte 295N to Exit 47B (Rte 541N, Burlington). Proceed on Rte 541 to Rte 130N. Take Rte 130N to Dulty's Lane. Turn left on Dulty's Lane and Club #820 is ¼ mile on the right.

From **WEST – Pennsylvania Turnpike** – Take Rte 276 across toll bridge over Delaware River into NJ. After toll bridge, take Rte 130 exit and proceed to Rte 130 South. Travel on Rte 130S to Dulty's Lane. Turn right on Dulty's Lane and Club #820 is ¼ mile on the right.

From **EAST – NJ Turnpike** – Take Exit 6 (Pennsylvania Turnpike Extension). After toll take Rte 130S. Travel on Rte 130S to Dulty's Lane. Turn right on Dulty's Lane and Club #820 is ¼ mile on the right.



**CLUB #728 – 500 Cedar Lane, Florence, NJ 08518**

From **EAST – Rte 295** - Take Route 295 North to Florence Exit. Proceed to Rte 130 South. Travel on Rte 130S to Cedar Lane. Follow road around to first building on the right.

From **EAST – NJ Turnpike** – Get off at Exit 6 (Pennsylvania Turnpike Extension). Proceed to the Florence exit (the last exit before continuing over the bridge to Pennsylvania). Take Rte 130 South. At first traffic light turn right onto Cedar Lane. Follow road around to first building on the right.

From **WEST – Pennsylvania Turnpike** - Take Rte 276 across toll bridge over Delaware River into NJ. After toll bridge get off at first exit. The sign will say Burlington, Florence, and Bordentown. Take Rte 130 South. At first traffic light turn right onto Cedar Lane. Follow road around to first building on the right.

**CLUB #881 – 1817 Route 130 South, Burlington, NJ 08016**

Follow directions as stated above to DC #820 through Rte 130 South exit. Travel on Rte 130, go past Dulty's Lane. DC #881 is ¼ mile on the right.

**CLUB #948 – 1817 Route 130 South (Unit 1), Burlington, NJ 08016**

Follow directions as stated above to DC #820 through Rte 130 South exit. Travel on Rte 130, go past Dulty's Lane. DC #881 is ¼ mile on the right.

**CLUB #726 – 400 Richards Run, Burlington, NJ 08016**

Follow directions stated above to DC #820 through the first traffic light at Cedar lane. Turn right onto Dulty's lane, cross over the railroad tracks, and then turn right onto Richards Run Road. Club #726 is the second warehouse on the left – Building #400.

***Region 3***

**CLUB #840/#945 – 4500 Directors Road, Jacksonville, FL 32220**

From **NORTH**, take I-95 South to Exit #362B. Merge onto I-295 South. Take Pritchard Road, Exit #25. Go West (right) on Pritchard Road for approximately 4 miles. Take left on Directors Road about 1 mile past the intersection of Jones Road. BJ's Distribution Center is at the end of Directors Road.

From **SOUTH**, take I-95 North to I-295 North toward Orange Park, Exit #337. Merge onto I-295 North. Take Pritchard Road, Exit #25. Go West (left) on Pritchard Road for approximately 4 miles. Take left on Directors Road about 1 mile past the intersection of Jones Road. BJ's Distribution Center is at the end of Directors Road.

From **WEST**, take I-10 East to I-295 towards Int'l Airport/Savannah, Exit #356. Merge onto I-295 North. Take Pritchard Road, Exit #25. Go West (left) on Pritchard Road for approximately 4 miles. Take left on Directors Road about 1 mile past the intersection of Jones Road. BJ's Distribution Center is at the end of Directors Road.

From **EAST**, take SR-9A North, and then continue onto I-295 South. Take Pritchard Road, Exit #25. Go West (right) on Pritchard Road for approximately 4 miles. Take left on Directors Road about 1 mile past the intersection of Jones Road. BJ's Distribution Center is at the end of Directors Road.



**CLUB #741 – 4601 Bulls Bay Hwy, Suite 105, Jacksonville, FL 32219**

From **SOUTH**, take I-95 North to I-295 North toward Orange Park, Exit #337. Merge onto I-295 North. Take Pritchard Road, Exit #25. Go West (left) on Pritchard Road for approximately 1.5 miles. Take right on Bulls Bay Hwy. Drive for approximately ½ mile. Turn right when building #4601 is in sight. Go to the end of the building (on right) to suite 105.

From **NORTH**, take I-95 South to Exit #362B. Merge onto I-295 South. Take Prichard Road, Exit #25. Go West (right) on Pritchard Road for approximately 1.5 miles. Take right on Bulls Bay Hwy. Drive for approximately ½ mile. Turn right when building #4601 is in sight. Go to the end of the building (on right) to suite 105.

From **WEST**, take I-10 East to I-295 towards Int'l Airport / Savannah, Exit #356. Merge on I-295 North. Take Pritchard Road, Exit #25. Go West (left) on Pritchard Road for approximately 1.5 miles. Take right on Bulls Bay Hwy. Drive for approximately ½ mile. Turn right when building #4601 is in sight.

From **EAST**, take SR-9A North, continue onto I-295 South. Take Pritchard Road, Exit #25.

Go West (right) on Pritchard Road for approximately 1.5 miles. Take right on Bulls Bay Hwy. Drive for approximately ½ mile. Turn right when building #4601 is in sight. Go to the end of the building (on right) to suite 105.

## Section 7: Deliveries to Frozen/Perishable DCs

All packaging should be approved by the BJ's buyer prior to shipment. BJ's utilizes these three third party warehouses for Frozen and Perishable Distribution.

<b><u>Northeast</u></b> <b>Burris Refrigerated Logistics #669</b> 490 Brook Street Rocky Hill, CT 06067 Phone: 860-757-3100	<b><u>Mid-Atlantic</u></b> <b>Burris Refrigerated Logistics #673</b> 451 Fletchwood Road Elkton, MD 21921 Phone: 443-245-1000	<b><u>Southeast</u></b> <b>Burris Refrigerated Logistics #676</b> 10900 Central Port Drive Orlando, FL 32824 Phone: 407-852-7200
Please Contact Dan Brown at 860-919-8857 for all Burris inquires		

### Country of Origin Labeling (COOL)

1. The USDA and other regulatory agencies are monitoring all U.S. retailers to ensure that Seafood, Produce and Meat labels include the country-of-origin requirements.
2. COOL requires all seafood to have the country of origin displayed as well as the method of production (wild and/or farm raised).
3. Traceability: BJ's must be able to trace seafood from the selling package, to the Master Container, to the boat. Master cases must have a Country of Origin label next to the manufacturer's label.
4. The USDA has an email for questions on COOL requirements, [COOL@usda.gov](mailto:COOL@usda.gov). Any questions on BJ's COOL requirements should be directed to the BJ's Buyer.

### Frozen and Bakery Packaging Guidelines

5. All Master cases must be labeled with the following information: Product Description, BJ's style number, Vendor style number, a UCC-128 or Interleaved 2 of 5 bar codes, Case pack, Weight, Expiration date or lot number.
6. Frozen and Bakery pallets should be built with no overhang and delivered on GMA # 1 or rental 40"x 48" GMA wood pallets.
7. Deliveries into BJ's third party Frozen and Perishable Distribution Centers must utilize Moisture Resistant Adhesive on all labels for Freezer and Cooler corrugated packaging.
8. Frozen and bakery packaging should be made of strong enough corrugated packaging to withstand a buyer agreed to amount of storage time.
9. All case descriptions or labels must be approved by the BJ's buyer.
10. All selling unit packaging and descriptions must be approved by the BJ's buyer.

### Fresh Meat Packaging Guidelines

11. Packaging must be able to withstand a minimum of four (4) weeks storage time in a moist environment.
12. All Net and Random weight cases of Meat, Fish and Deli items delivered to BJ's third party perishable warehouses must contain a scanner readable bar-code. BJ's recommends using a UCC-128 shipping label to ensure accuracy. Please contact the buyer for questions concerning prepared meat (Hobart) scale labeling.
13. The Supplier is responsible to test and verify that the shipping label is scannable and contains the BJ's style number and all required weights and expiration code dates prior to shipping.
14. Suppliers should contact the BJ's buyer if they have questions on what information is required in the bar codes for their commodity.

## **Floral Packaging Guidelines**

15. Each box of cut floral should contain two labels with the item name, expiration date, PO # and BJ's Style number.
16. Plants are to be shipped on grower racks with adjustable shelves and wheels for easy moving. All plants must leave the growing facility with enough water to survive in the selling club for a minimum of five days.

## **Produce Packaging Guidelines**

Temperature sensitive produce loads need to utilize a TempTale RF monitor for each stop on the truck, available at [www.sensitech.com](http://www.sensitech.com)

17. **Display Ready Trays/Cases:** Must have easy to remove covers or openings on the front so that they are easy to display and are readily accessible for BJ's Members to shop. These trays are often positioned in the wells of the refrigerated cases.
18. **Poly Bags:** Must have a clean appearance with high color graphics. UPC's should be printed clearly on the front or back of the packaging.
  - Description: Weight and country of origins should be marked on the front of the bags (i.e. – Navel Oranges of South Africa).
  - Refrain from using pack dates on packaging to avoid confusion. Processed items such as bagged salads or broccoli florets may require sell by dates, these should be marked clearly on the upper right hand corner of the packaging.
19. **Mesh Bags:** Should be made with a high quality mesh material that will withstand the weight of the product without ripping or tearing.
  - Mesh bags must have either a header card, center band or hang tag with description, weight and in some instances a country of origin (i.e. – Avocado of Chile).
20. **Clamshells:** Selling units should have clearly printed, high graphic, break away label on the cover.
  - Description of the product should be printed on the label with the net weight and country of origin if applicable. UPC's can be placed on the top or bottom of the package.
  - An expiration 'used by' date should be visible on the cover.
  - Clamshells should close with an interlocking tab at each corner of the open end with additional tabs along the open end if necessary.
21. **Consumer Trays:** Must be made of durable plastic or cardboard with high color graphics on the exterior.
  - Product should be nested in the tray via an insert, sleeve or on a diaper to prevent bruising.
  - The UPC should be on the bottom or the side wall of the tray and the packaging should be durable enough to stand up to low temperature and moisture exposure.
22. **Cut Fruit/Veggie Trays and Platters:** All products must contain a 'Break Away' label with a sell by date, manufacture name, item description and weight. UPC's can be place on the top or bottom of the unit.
  - The container should have a re-sealable lid and a plastic 'tamper proof' seal around the of the container lid.
23. **Loose/Bulk Items:** Examples of loose items would be Honeydew melons, pumpkins and Watermelons. Each individual piece of fruit must have their own UPC label.
  - Pineapple must have a tag with product identification, country of origin and the UPC label.
24. **Bin Items:** Should be less than three (3) feet deep constructed of heavy duty grade cardboard with colorful graphics on the exterior walls.
  - Bin items should fit on a standard 40"x 48" wood pallet.

## **Driving Directions to Burris Refrigerated Logistics Distribution Centers**

### **Region 1**

#### **Burris Rocky Hill, CT – 490 Brook Street, Rocky Hill, CT 06067**

From **NORTH**, take I-91 South to exit 23 for West Street towards Rocky Hill/CT-3. Turn right at West Street and go 0.3 miles to the light. Turn left at Cromwell Avenue/CT-3 and drive 0.6 miles. Turn left at Brook Street and drive 0.7 miles. The facility is on the right.

From **SOUTH**, take I-91 North to exit 23 for West Street towards Rocky Hill/CT-3. Turn right at West Street and go 0.3 miles to the light. Turn left at Cromwell Avenue/CT-3 and drive 0.6 miles. Turn left at Brook Street and drive 0.7 miles. The facility is on the right.

### **Region 2**

#### **Burris Elkton, MD – 451 Fletchwood Road, Elkton, MD 21921**

From **Baltimore, MD**, take I-95 North to exit #109 A-B towards Newark Del. Continue on MD-279 North. Turn left on MD-277. The facility is on the left.

From **Philadelphia, PA**, take I-495 South to I-95 to exit #109B towards Newark Del. Continue on MD-279 North. Turn left on MD-277. The facility is on the left.

From **Milford, DE**, take US-113 North. Continue on DE-1 taking exit #165A/I-95 South towards Baltimore/Newark. Take exit #109B towards Newark Del. Continue on MD-279 North. Turn left on MD-277. The facility is on the left.

### **Region 3**

#### **Burris Orlando, FL – 10900 Central Port Drive, Orlando, FL 32824**

**From North (Atlanta)**, Go north on Capitol Avenue SE/Capitol Avenue SW toward Martin Luther King, Jr. DR SW. Turn left onto Martin Luther King, Jr. DR SW. Turn left onto Washington Street SW. Turn slight left onto Pulliam Street SW. Merge onto I-75 S. Merge onto I-475 S/GA-408 S via exit 177 toward Valdosta. Merge onto I-75 S. Merge onto I-10 E exit number 435 toward Jacksonville. Merge onto I-295S via exit number 356 toward Orange Park/St. Augustine. Merge onto I-95 S toward St. Augustine. Merge onto I-4 W via exit number 260B toward Orlando. Take the Florida's Turnpike South exit number 77 toward Miami. Merge onto Florida's Turnpike S (Portions toll). Take the US-17 S/US-441 S/US-92 W number 254 toward SR-528-Toll W/Kissimmee. Stay straight to go onto US-17 92/S Orange Blossom TRL/US-441. Turn left onto W Taft Vineyard Road. West Taft Vineland Road becomes Tradeport Drive. Turn right onto Central Port Drive. Burris Facility is at the end of the road.

**From South (Miami)**, Go west on W Flagler Street/FL-968 W toward NW Miami CT. Turn left onto SW 1st Ave. Turn left onto SW 1st Street/FL-968 E. Turn right onto South Miami Ave. Merge onto I-95 N. Take the I-95 –HOV N exit on the left. Merge onto I-95 HOV LN N. I-95 HOV LN N becomes I-95 N. Take the SR-528-Toll W number 205-toward Orlando. Merge onto Bee Line Expressway/FL-528 W (Portions toll). Take the Tradeport exit toward NTC McCoy Annex/Airport Park & Ride. Turn left onto Tradeport Drive. Turn left onto Central Port Drive. Burris Facility is at the end of the road.



## Section 8: Deliveries to Selling Clubs

There will be occasions when product is delivered directly to BJ's selling clubs. When this occurs, the following guidelines should be followed:

### **1. To Book an Appointment**

- An appointment must be made prior to delivery.
- Appointment requests must be phoned into the Club Receiving Department between the hours of 7:00 AM and 2:00 PM. Times may vary slightly from club to club.
- An appointment must be requested a minimum of 48 hours prior to the purchase order delivery date.

### **2. The following information is required when requesting an appointment:**

- BJ's Purchase Order Number
- Purchase Order Delivery Date
- Number of Cases or Pallets to be delivered
- Carrier
- Delivery Date and Time

### **3. Upon Arrival to BJ's Selling Club**

- BJ's receiving office is located at the rear of the BJ's building.
- An Invoice or Bill of Lading must be presented to a BJ's team member in the receiving office who will assign the carrier to a receiving door/location.
- Drivers are required to wait in the designated receiving area during the unloading process.

### **4. At Departure from BJ's Selling Club**

- A proof of delivery stamp will be added to all copies of the invoice or Bill of Lading by a BJ's team member.
- A signature from the receiver and the driver is required on ALL copies. All copies will note any overages, shortages, and/or damages.
- BJ's will retain one copy of the signed invoice or Bill of Lading and all remaining copies will be returned to the carrier.
- Non-Compliance to any of the following guidelines may result in a **delivery refusal**:
  - If the carrier is over ½ hour late for the scheduled appointment.
  - If there is no scheduled appointment for the delivery.
  - If the delivery is not palletized or packaged correctly.
  - If product has shifted to the extent that unloading would pose a safety issue for BJ's team member(s).
- **Direct to Club deliveries are subject to the Transportation Chargeback Schedule (Section 11, Page 58), if service failures occur.**

## Section 9: Hazardous Materials

### **1. Packaging:**

- Select packaging appropriate for the hazardous material based on its quantity, chemical composition, and the mode of transport.
- Comply with any special provisions and/or quantity limitations listed in the Hazardous Materials Regulations.
- Ensure that the selected packaging meets performance test requirements and detailed specifications.

### **2. Handling, Transport, and Storage:**

- Ensure that the materials are properly marked and labeled.
- Handle and store the materials according to package markings.
- Material Safety Data Sheets must be included with the initial shipment of the style, and a copy forwarded to BJ's corporate office.

#### **ATTENTION:**

**Assistant Vice President of Safety and Quality Assurance  
Sales Operations  
25 Research Drive  
PO Box 5230  
Westborough, MA 01581-5230**

- Take all reasonable precautions during loading and unloading to keep the vehicle from moving.

### **3. Supplier's responsibility to the carrier:**

- Transport the materials without any unnecessary delays, monitor vehicle at stops, and secure the tractor and trailer at all times.
- Keep shipping papers and emergency response information in their designated location.
- Instruct drivers to monitor surroundings at all times and report any suspicious events or circumstances to the carrier, supplier and BJ's immediately.
- Provide all drivers with parking instructions when away from company property.
- Instruct drivers to not change delivery destination unless authorized.
- Ensure that the materials remain properly secured.
- Comply with all Federal, State, and Local regulations.

## Section 10: Apparel Shipments

The instructions contained within this Section are additional requirements pertaining to floor ready apparel shipments into Club 800, 820 and 840, as well as shipments into Club 881.

Failure to comply with the instructions outlined in this, and all other sections of the Routing and Packaging Guide, will result in refusals and/or chargebacks.

**Shipments into Club 800, 820 and 840** are for FLATPACK or HANGING ON HANGERS, FLOOR READY goods only, where the garments are pre-packed as negotiated by the BJ's Buyer, and as stated on the purchase order. These shipments must be:

- **Not individually poly-bagged**
- Flatpack or on hangers
- Pre-Ticketed and UPC'd
- Consistent casepack
- 1 BJ's style/1 purchase order per pallet, see BJ's buyer for exceptions.
- Shrink-wrapped on pallets

**Shipments into Club 881** are either HANGING or FLATPACK goods that may require additional labor before the apparel can be distributed to our selling clubs. These additional services are also part of BJ's Buyer negotiations. It may include, but is not limited to:

- Ticketing
- Tagging
- Hanging
- Counting
- Sorting
- Individual poly bag removal

### **1. Apparel Shipping Label:**

To expedite garment processing in clubs 800, 820, 840 and 881, special BJ's shipping labels must be placed on all cartons. \*\*\* See Apparel Shipping Label, Exhibit D \*\*\*

**Label Content** - The label must include:

- BJ's style number (NOT supplier style/sku/item number)
- BJ's purchase order number
- Supplier name
- Style description
- Casepack
- Size or pre-pack

Failure to provide the correct shipping label or to include the correct information will result in a chargeback.



**Label Placement** - Place labels on one side of each carton that is visible when stacking. Do not place the labels on the top or bottom of the carton.

The Manager of Inventory Control must approve any exceptions to this label policy in advance and in writing. Fax labels sample to the attention of the Manager of Inventory Control – Apparel, at 774-512-5903

To provide better visual control for our selling clubs, BJ's requires a COLOR CODED label:

- Size: 5.5" x 8.0" peelable back
- Label Content: as stated above – order of information and font sizes have changed
- Colors are: MEN = medium blue      LADIES = light red      CHILDREN = green

**\*\*\* See Apparel Shipping Label, Exhibit D \*\*\***

***SHIPPING LABELS WILL NOT AUTOMATICALLY BE SENT TO SUPPLIER.***

To order labels, call the appropriate Replenishment Specialist at BJ's Home Office.

Allow one week for the shipment of these labels.

## **2. Casepacks - Flat Pack and Hanging Garments:**

Each purchase order will note the style, quantity, and shipping casepack. Failure to ship in specified casepacks will result in a chargeback.

- Do not ship more than one BJ's style per carton.
- Ship merchandise in exact quantities specified on the purchase order.
- Any concealed shortages will result in a short payment of the invoice.
- All cartons shipped against the purchase order must conform to the Casepack.

## **3. Ticketing/Tagging:**

If the BJ's Buyer has negotiated the garments to be pre-ticketed, all ticketing must conform to BJ's ticket placement guidelines. **\*\*\* See Exhibit F \*\*\*** Each ticket must display the BJ's style number, the UPC number, and a description of the garment. Failure to pre-ticket as negotiated may result in a chargeback.

Note that 2-piece sets require additional tags. Instructions on where to attach 2-piece set tickets are illustrated in **\*\*\* See Exhibit G \*\*\***. Failure to properly attach 2-piece tags will result in chargebacks. Multiple set tags can be obtained by calling Konoco Graphic Products, Inc. (201-902-9925) or contact the apparel buyer.

If product has more than two pieces, contact the appropriate BJ's Apparel Buyer for tagging requirements.

## **4. Size Strips:**

When requested by BJ's Buyer, size strips should be placed on the wearers left side and easily visible to a member when the garment is folded.

## **5. UPC:**

Use of supplier UPC's is acceptable, provided supplier has supplied all UPC's to BJ's and there is BJ's Buyer approval PRIOR TO SHIPMENT. Failure to use the UPC numbers that are specified on the purchase order will result in a chargeback.



## **6. Hangers:**

BJ's has standardized its garment presentation using specific hangers and may negotiate that garments be hung prior to shipment. In these instances, all pre-hung garments must be hung using these specified hangers only. Failure to hang garments as negotiated will result in a chargeback.

Illustrations of the hangers are shown in \*\*\* **See Exhibit E** \*\*\*.

Noted next to each hanger style is the type of garment that is to be hung on that specific hanger. All hangers must be WHITE polypropylene resin. Improper provision of hangers will be subject to a chargeback.

BJ's source for obtaining hangers is:

Mainetti/A & E Customer Service  
USA Corporate Address  
115 Enterprise Avenue South  
Secaucus, NJ 07094  
Tel: (800) 689-7710  
Fax: (201) 215-2929  
[www.mainetti.com](http://www.mainetti.com)

Account Manager:	Denise Gaudet	<a href="mailto:dgaudet@usa.mainetti.com">dgaudet@usa.mainetti.com</a>	Tel: (908) 244-3393
Customer Service:	Ginna Christian	<a href="mailto:gcristian@usa.mainetti.com">gcristian@usa.mainetti.com</a>	Tel: (201) 215-2943

## **7. Assortment Skus:**

If you are a vendor participating in the **Assortment Sku Program** (contact the appropriate BJ's buyer), there are additional guidelines to follow in addition to the general apparel guidelines listed above.

- Pallets need to be separated by Master Skus.
- A special BJ's shipping labels must be placed on all cartons.  
\*\*\* **See Apparel Shipping Label, Exhibit D - Assortment Sku ONLY** \*\*\*

Failure to provide the correct shipping label or failure to include the correct information will result in a chargeback.

## **8. EAS Tags:**

BJ's source for obtaining EAS hard tags is:

Best Security Industries  
755 NW 17<sup>th</sup> Avenue  
Suite 101  
Delray Beach, FL 33445  
Tel: (800) 939-4995  
Contact: Andrea Groover



## Exhibit D

### Color Coded Apparel Label

Each department has a different color, and the first three letters of the purchase order will be preprinted on the label depending upon which category of apparel is being purchased.

**MEN = Medium Blue**  
color code # 2995 U

**LADIES = Light Red**  
color code # 485 U

**CHILDREN = Green**  
color code # 3405 U

- To obtain labels contact the Replenishment Specialist. There will be a charge to the vendor for each label sent. 774-512-7400
- EACH SHIPPING CARTON MUST HAVE A COMPLETED BJ's CLUB LABEL.

**BJ'S STYLE:**

**P.O. #:** \_\_\_\_\_ **X**

**VENDOR NAME:**

**STYLE DESCRIPTION:**

**CASE PACK:**

↓ Assortment Skus ONLY ↓

**BJ'S STYLE:**

**DC STYLE:**

**P.O. #:** \_\_\_\_\_ **X**

**VENDOR NAME:**

**DESCRIPTION:**

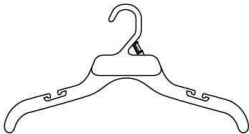
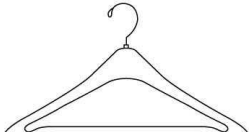
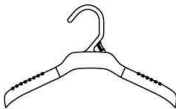

**CASE PACK:**

**SIZE:**



## Exhibit E

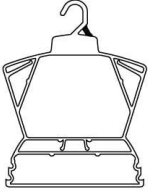


### Garment on Hanger (GOH) – Hanger Descriptions

Category: Outerwear (Jackets & Coats), Sweaters, Shirts, Blouses & Dresses					
HANGER	BJ's STYLE	CASE PACK	COLOR	DEPT	USE
#BJ470S    17" Heavyweight Top hanger	994037	100	White	Men     Ladies	Sweaters, Robes, Fleece Tops, Knits, Sport Shirts, Tanks, T-Shirts, Jog Set Tops, Tops to all sets, Overalls, Fleece  Sleep Shirts, Bike Tops, Sweaters – w/foam cover, Silk Tops, Woven Tops, Knit Tops, Tops to all sets, Dresses, Overalls, Fleece
#BJ390S    17" Downward Slope Hanger	996291	100	White	Men   Ladies   Children	Leather Jackets, Heavy Coats, Outerwear, Robes  Robes, Blazers, Leather, Fall Outerwear, Heavy Coats  7-14, 8-20; Outerwear
#BJ477S    12" Heavyweight Top Hanger	994036	250	White	Boys   Girls   Infants Toddlers	Jackets, Sweaters, Tops, Shirts  Jackets, Sweaters, Tops, Shirts  4-6X, 4-7; Outerwear
#BJ472S    15" Medium Weight Top Hanger	996288	200	White	Boys 8-20   Girls 7-14	Tops, Shirts, Sweaters S – M – L  Tops, Shirts, Sweaters, Dresses, Full Slips, Sleepwear, Swimwear

**All hangers must be of WHITE polypropylene resin.**




## Exhibit E

### Garment on Hanger (GOH) – Hanger Descriptions

Category: Coordinates/Sets for Newborns/Infants/Toddlers/Kids					
HANGER	BJ's STYLE	CASE PACK	COLOR	DEPT	USE
#BJ951S  10" W x 8 ½" L Frame Hanger	994035	500	White	Newborns   Infants	Sets, Sleepers, Jumpsuits
#BJ496S  12" Medium Weight Top Hanger	996608	500	White	Newborns  Infants  Toddlers	Sets Dresses
#BJ1104S  8" Coord Gripp-On (use 12" or 15" top hanger)	996607	200	White	Newborns  Infants  Girls 2-6x  Boys 2-7	Sets
All hangers must be of WHITE polypropylene resin.					

## Exhibit E

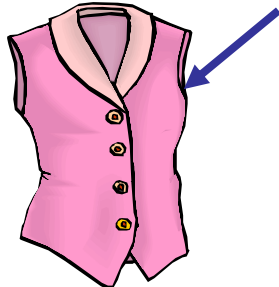
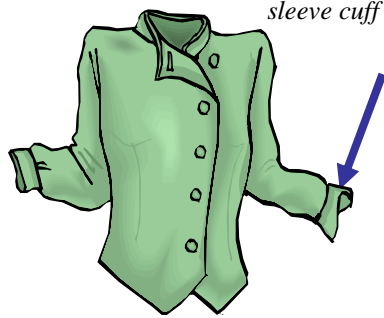

### Garment on Hanger (GOH) – Hanger Descriptions

Category: Bottoms/Swimwear					
HANGER	BJ's STYLE	CASE PACK	COLOR	DEPT	USE
#BJ1001S    10" Pant/Skirt Gripp-On	994034	200	White	Boys 8-20  Girls 7-14  Men  Ladies	Pants, Shorts, Swimwear  Pants, Shorts  Pants, Shorts  Pants, Shorts, Skirts
#BJ1004S    8" Pant/Skirt Gripp-On	996607	200	White	Boys 2-7  Girls 2-6X  Infants Toddlers	Pants, Shorts, Swimwear  Pants, Skirts, Shorts, Swimwear  Pants, Swimwear
Category: Bottoms/Two Piece Sets					
HANGER	BJ's STYLE	CASE PACK	COLOR	DEPT	USE
#BJ1100    10" Coord Gripp-On (use with 17" top hanger)	996293	200	White	Men    Ladies	Two Piece Sets, Jog Suits, Slack Sets   Short Sets, Skirt Sets, 2-piece Pajamas
All hangers must be of WHITE polypropylene resin.					

## Exhibit F

### Ticket Placement Guidelines


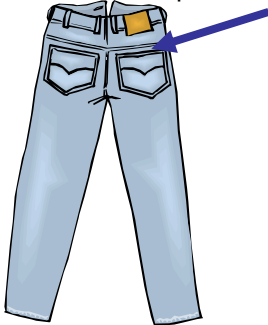
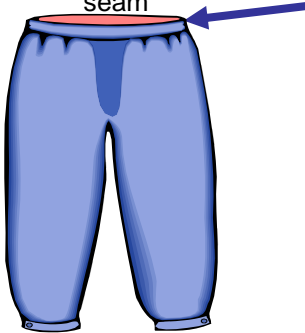
#### HANGING GARMENTS

Placement	Department	Use
<p><i>Sleeveless Garments – Wearers LEFT armhole</i></p>  <p><i>Sleeved Garments – Wearers LEFT sleeve cuff</i></p> 	<p>Men</p> <p>Ladies</p> <p>Boys</p> <p>Girls</p> <p>Newborns Infants Toddlers</p>	<p>Sweaters, Tops, Knit Tops, Tanks, Sport Shirts, T-shirts, Jog Sets, Robes, Overalls, Leather Jackets, Heavy Coats, Outerwear</p> <p>Sleepshirts, Shirts, Sweaters, Tops, Dresses, Overalls, Fleece Robes, 2 Piece Sets, Blazers, Leather Jackets, Outerwear</p> <p>Outerwear, Sleepwear, Tops, Shirts, Sweaters</p> <p>Outerwear, Tops, Shirts, Sweaters, Dresses, Sleepwear, Swimwear</p> <p>Sets, Sleepers, Jumpsuits, Outerwear</p>
Placement	Department	Use
<p>TOP of Wearers LEFT waistband seam on outside of garment</p> 	<p>Men</p> <p>Ladies</p> <p>Boys</p> <p>Girls</p> <p>Newborns Infants Toddlers</p>	<p>All Bottoms, Jog Suits, Slack Sets, Pants, Shorts</p> <p>Pants, Shorts, Skirts</p> <p>Pants, Shorts, Swimwear</p> <p>Pants, Shorts, Skirts</p> <p>Pants, Swimwear</p>

## Exhibit F

### Ticket Placement Guidelines

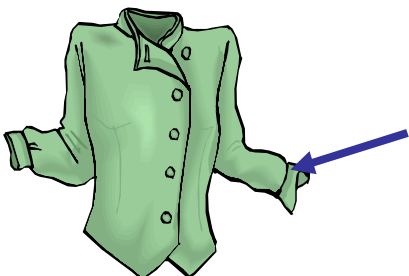
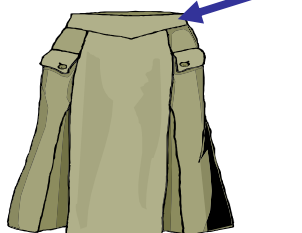

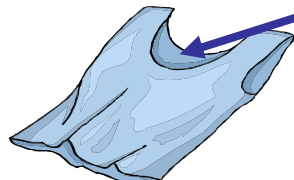
#### FLAT PACK GARMENTS

Placement	Department	Use
<p>NECKLINE through Care or Main Label</p> 	<p>Men Ladies Boys Girls</p> <p>Newborns Infants Toddlers</p>	<p>Sweaters, Shirts, Tops, Turtlenecks, Sleepwear, Robes</p> <p>Sets, Sleepers, Jumpsuits</p>
Placement	Department	Use
<p>Garments with a Pocket Flasher At waist, SAME SIDE as pocket flasher</p>  <p>Garments without a Pocket Flasher On Wearers LEFT top of waistband seam</p> 	<p>Men Boys</p> <p>Ladies Girls</p> <p>Newborns Infants Toddlers</p>	<p>Jeans, Pants, Shorts, Swimwear</p> <p>Jeans, Pants, Shorts, Skirts</p> <p>Pants, Shorts, Swimwear</p>

## Exhibit G

### 2-Piece Tag Placement Guidelines

#### Ladies Two Piece Sets

Placement	Department	Use
<p>TOPS – attach 1 tag at wearers left sleeve</p>  <p>BOTTOMS – attach 1 tag at top of wearers left waist</p> 	Ladies	Pajama sets, Robe sets, Pants sets, Short sets, Skirt sets, Bikini's
<p>Cardigan/Blouse – attach 1 tag at wearers left sleeve</p>  <p>Dress/Shell – attach 1 tag at neck</p> 	Ladies	Sweater Sets Blouse Sets Dress Sets



## Section 11: Chargeback Schedule

BJ's operating expenses increase when there is non-compliance to the performance standards outlined in this document or on our purchase orders. Chargebacks will occur when there is a need to recover the cost for any routing, packaging, and/or purchase order exception. Please note: Chargebacks will not be listed on the BOL or POD.

**A \$100 administrative fee will be added to each chargeback processed.**

### Transportation / Shipping

Code	Violation	Fee
CLT/VLT	Carrier is over ½ hour late for appointment.	\$ 40.00 per ½ hour
CNS/VNS	Carrier no show - missed or did not cancel appointment.	\$ 400.00
CPO/VPO	Carrier tenders POs not on the specified appointment.	\$ 750.00
CRE/VRE	Carrier reschedules appointment on same day appointed.	\$ 100.00
CSE/VSE	Carrier ships too early to PO due date.	\$ 100.00
DDL	Driver delays - driver not available when called.	\$ 50.00 per hour
LPD	Late to the PO due date.	\$ 525.00
NBL	No B.O.L./P.O.D. provided.	\$ 100.00
NCQ	No case quantities on the BOL / POD.	\$ 100.00
NPO	None or incorrect PO information on BOL / POD.	\$ 100.00
SCH	Load appointed in as wrong type (floor, pallet, express).	\$ 150.00
UDL	Unloading delays/Packaging issues - Inadequate or excessive use of load bars, plywood, airbags, etc.	\$ 50.00 per hour

### Packaging

Code	Violation	Fee
EXP	Missing expiration date labels on pallets	\$ 100.00
ICM	Incorrect carton markings.	\$ 150.00
ICP	Incorrect case pack.	\$ 150.00
IML	Improper loading - caused shifting of pallet.	\$ 50.00 per pallet
IPP	Incorrect pallet pattern.	\$ 150.00
NSC	No slip sheet covers.	\$ 25.00 per pallet
NSW	Insufficient or no shrink-wrap.	\$ 25.00 per pallet
NTX	Incorrect or no UPC; needs labeling.	\$ 50.00 per hour
UNP	Unacceptable pallets.	\$ 100.00 per pallet
UPC	UPC needs to be added into system.	\$ 250.00
UPL	UPC is not tamper-proof and needs to be replaced.	\$ 999.00
UPM	Selling unit UPC is on master carton.	\$ 999.00
U50	Damaged items with a total cost under \$50.00	\$ 50.00 Maximum per retail unit

Chargeback details are available on BJ's web portal. For access contact: [www.supplychain@bjs.com](mailto:www.supplychain@bjs.com)

### U50 Process:

If an item with a total cost under \$50.00 is found damaged on a pallet after it has been received, the item is disposed of and a U50 chargeback is levied. The chargeback will be specific to the cost of the damaged item. A \$100.00 administrative charge will not be added to any U50 chargeback. This new VCB avoids full pallet refusal and allows recovery the majority of the pallet load.

## Packaging – Apparel for Club 881 Shipments

**Chargebacks are assessed when the shipment does NOT conform to the Purchase Order and BJ's Buyer agreements.**

*A \$100 administrative fee will be added to each chargeback processed.*

### Violation

### Charge

#### **Improper Loading Standards:**

**\$200.00 per load**

Load called in as wrong type (floor, pallet, express).

Unloading delays - Inadequate or excessive use of load bars, plywood, airbags, etc.

#### **Unacceptable Shipping Label:**

**\$1.00 per case**

Label not correctly filled out.

Missing information.

Label placed incorrectly on case.

#### **Improperly Packaged Hanging Garments:**

**\$ .35 per unit**

Merchandise shipped on incorrect hanger.

Merchandise not pre-hung as negotiated.

#### **Improperly Packaged Flat Fold Garments:**

**\$ .40 per unit**

Merchandise not flat folded as negotiated.

Merchandise not color/size sorted as negotiated.

#### **Excessive Packaging Used:**

**\$ .20 per unit**

Merchandise in individual poly bags (when not requested).

Merchandise shipped with cardboard/tissue/alligator clips and removal is required.

#### **Non Conforming Casepack:**

**\$ .45 per unit**

Pack size is not equal to requested pack size on purchase order.

Pack size not consistent across all cases on purchase order.

Pack size not correctly noted on cases and/or documentation.

#### **Incorrectly Ticketed:**

**\$ .45 per unit**

Tickets missing or incorrectly positioned.

2 piece set tags missing or incorrectly positioned.

Incorrect or missing information on ticket.

#### **Missing/Incorrect UPC:**

**\$ .45 per unit**