



DOLLAR TREE STORES, INC.®

Inbound Shipping Requirements and Regulations
FOR TMS 4.0

This document is not an instruction manual. Please refer to *The Quick Reference Guide* for step-by-step instructions on using PowerTMS4

Objective

The purpose of this document is to outline Dollar Tree’s expectations for prepaid and collect vendors shipping to any North American distribution center or store. This document is not an instruction manual. Please refer to *The Quick Reference Guide* for step-by-step instructions on using PowerTMS. Failure to comply with the outlined requirements in this document could result in charges that will be the financial responsibility of the vendor. Some examples of these charges are included in this document.

If a vendor believes that adhering to the following guidelines will result in additional transportation expense and/or cube loss, please contact Dollar Tree Vendor Development (757-321-5893) or the Dollar Tree Transportation Department (757-321-5000). Each instance will be reviewed and the best transportation decision will be made.

Disclaimer

Dollar Tree Stores, Inc has several affiliates. Among these affiliates are Dollar Tree Distribution, Inc., Greenbrier International, Inc., Deal\$-Nothing Over a Dollar, Dollar Tree Merchandising, Inc., and Dollar Tree Canada (Dollar Giant). All rules and regulations in this document apply to shipments for Dollar Tree and all of its affiliates.

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Dollar Tree Logistics Directory

Dollar Tree Stores, Inc. (757)321-5000 or deliveryappointment@dollartree.com
Vendor Development (757)321-5458
Domestic Merchandise Department (757)321-5175
Dollar Tree Prepaid Appointment Scheduling (757)321-5505

Dollar Tree Distribution Center – **DC1**
1330 Executive Blvd.
Chesapeake, VA 23320

Dollar Tree Distribution Center – **DC2**
7860 Hacks Crossroads
Olive Branch, MS 38654

Dollar Tree Distribution Center – **DC3**
300 Dollar Tree Lane
Joliet, IL 60436

Dollar Tree Distribution Center – **DC4**
1122 Runway Drive
Stockton, CA 95206

Dollar Tree Distribution Center – **DC5**
151 Crossroads Parkway
Savannah, GA 31407

Dollar Tree Distribution Center – **DC6**
1000 Commerce Place
Berwick, PA 18603

Dollar Tree Distribution Center – **DC7**
7509 South 5th Street
Ridgefield, WA 98642

Dollar Tree Distribution Center – **DC8**
201 Dollar Tree Way
Marietta OK, 73448

Dollar Tree Distribution Center – **DC9**
1761 Interchange Drive
San Bernardino, CA 92407

Dollar Tree Distribution Center – **DC 10**
99 International Drive
Windsor, CT 06095

Canadian Distribution Centers

Dollar Tree Distribution Center – **DC411**
Dollar Tree Canada c/o SCI Logistics
7530 Hopcott Road, Delta, BC, V4G 1J1

Dollar Tree Distribution Center – **DC412**
Dollar Tree c/o SCI Logistics
2450 Stanfield Road, Mississauga, ON L4Y 1S2

To schedule delivery of prepaid freight, please follow the instructions below. To ship a collect PO, please see page 5 for instructions on routing collect freight.

Prepaid Shipments

- Prepaid vendors do not need to use or register with TMS. The 7-day rule does not apply to prepaid vendors.
- Prepaid shipments must be made F.O.B. destination (title to goods transfers at destination).
- Appointments are required at all Dollar Tree Distribution Centers. Please call (757)321-5505 or email deliveryappointment@dollartree.com to schedule delivery appointments.
- When calling or emailing for an appointment, please include the following information:
 - PO number
 - Company name and contact information
 - If the load is floor loaded, please indicate the carton count
 - If the load is palletized, please indicate the pallet count
 - Requested delivery date/time
 - Number of loads
- When the appointment is scheduled, you will receive a Dollar Tree confirmation number. **This number must be on the Bill Of Lading** for the shipment to be received. Please reference the confirmation number on any future correspondence regarding the load.
- All Bills of Lading must include but are not limited to: Dollar Tree SKU number, shipment number, purchase order number, shipper, pallet or floor load, number of pallets, number of cartons, correct ship to address, and weight.
- Carrier must arrive within fifteen minutes of the scheduled appointment time. Failure to do so could result in appointment cancellation. To inform the DC of an arrival time change or to reschedule a delivery appointment, please call the prepaid hotline ((757)321-5505) and reference the confirmation number.
- Any charges incurred are the financial responsibility of the shipper.

To route collect freight, please follow the instructions below. To schedule prepaid freight, please see page 4 for prepaid shipping instructions

Get Started:

To register to use Power TMS, please send an email to vendorlogin@dollartree.com with the below information. **Please begin this process 10-14 business days before the ship date on the PO.**

1. Vendor ID number and a current Purchase Order number
2. First and last name of the person responsible for entering the Routing Requests into Power TMS.
3. Email address for the person listed above
4. Phone number for the person listed above
5. If multiple usernames are needed, please list the information above for each user and include the reason that multiple usernames are needed

Please refer to *The Quick Reference Guide* for step-by-step instructions on using PowerTMS.

Do's and Don'ts:

- Any changes to the purchase order must be approved by the Dollar Tree buyer prior to creating a routing request for the PO. Some of these changes include but are not limited to: inability to ship 100% of the order, inability to ship on time, product substitutions, case pack changes, and quantity changes.
- Changes made to a PO or routing request after the routing request has been assigned a load number and routed to a carrier could result in Routing Request and/or load cancellation.
- Vendors must combine multiple purchase orders with the same or overlapping ship/cancel dates and the same destination to be shipped together. Please refer to *The Quick Reference Guide* page 4 for instructions.
- A packing list and Dollar Tree BOL must be provided with all loads. Packing lists must include but not be limited to: quantity by item, load number, purchase order number, case pack, cartons shipped, and item description. Please attach the packing list to the last carton/pallet on the tail of the trailer. The BOL will be emailed to the shipment contacts in the routing request. For instructions on printing the Dollar Tree BOL see page 9 of *The Quick Reference Guide*.
- Vendors using a third party provider are responsible for third party compliance with Dollar Tree routing instructions.
- All trailer load shipments require a seal; the seal number must be recorded on the Bill Of Lading. Loads will not be accepted without a seal.
- Shipper is responsible for properly securing merchandise when loading to ensure load integrity while in transit.
- All carrier accessorial charges caused by the vendor or their agent will be considered the vendor's responsibility and will be charged back to the vendor accordingly.
- Please do not ship merchandise without routing instructions from the Dollar Tree Transportation Department. Loads shipped without routing instructions for any reason may result in a cost recovery charge back.
- Please refer to page 7 of this guide for details on some accessories that could be charged back to vendors as a result of failure to comply with Dollar Tree's routing regulations.
- If you believe you can't adhere to the above guidelines or for additional questions, please contact your Dollar Tree representative. The State Assignment sheet can be found in your News and Information portal on the opening screen of PowerTMS. Please contact the representative listed next to your origin state.

Vendors' Financial Responsibilities: Chargebacks

Chargeback Type	Discription of Chargeback (not intended to be an all inclusive list)
Truck Ordered Not Used (TONU) Stop off	-Inability to load product at confirmed appointment time/day -Carriers must be notified of any changes at least 24 hours in advance of appointment -Chargeback amount up to \$300
Lumper Charges	-Shipper requiring driver to load product -Any additional cost incurred will be charged back
Driver Detention	-Applies to all vendors except those with drop & hook programs (2 hours free load time begins when driver arrives for pickup) - \$15 for every 15 mins over 2 hours will be charged back
Drop Trailer/ Container Detention	-Applies to vendors with drop and hook programs (30 minutes of free load time for trailer/container pickup) - \$15 for every 15 mins over 30 minutes will be charged back
Equipmment Detention	-Trailer or Container detained in excess -Based on agreement between carrier and vendor -Any additional cost incurred will be charged back
Failure to Follow Dollar Tree's Routing Instructions	-Failure to ship specified quantity on Routing Request (if product short shipped, vendor must send balance prepaid) -Failure to create the required Routing Request in PowerTMS -Load given to carrier other than carrier assigned by Dollar Tree -Merchandise shipped to wrong distribution center or store -Incorrect pick up location specified in Routing Request -Incorrect load specifications provided to Dollar Tree ex: incorrect weight, pallet count, cubic feet, freight class, etc. -Any additional cost incurrec will be charged back
Failure to Follow Dollar Tree's Routing Instructions	-Failure to double stack or pinwheel pallets based on instructions provided by Dollar Tree -Any additional cost incurred will be charged back. This can include the cost to ship the unloaded product
Blocking & Bracing	-Shipper must take necessary steps to ensure product is properly loaded for transit & is secured to arrive undamaged -Neither Dollar Tree nor the carrier are required to provide blocking & bracing materials -Any additional cost incurred will be charged back - to include cost to return to vendor for reloading and/or cost of product
Overweight	-Failure to properly distribute weight throughout the trailer -Loading too much weight on trailer -Any additional cost incurred will be charged back. This can include the cost of an overweight violation and/or the cost of reloading the product
Infestation	-Signs of infestation: chewing, droppings, nesting, dead rodants/insects or odors such as insect spray, chemicals or coffee grounds -Any additional cost incurred will be charged back. This can include the freight cost and any additional cost to dispose of the product

Carton specifications:

- Cartons must not have banding or straps of any kind and must not be glued together.
- Cartons must be clearly marked with the following: product description and unit quantity.
- Cartons with a separate top or bottom must not be used.
- Items shipped in trays should be shrink wrapped to ensure items do not move in the tray.
- Cartons containing glass, glassware or plastic bottles must have dividers to protect merchandise from breaking and crushing.
- If cartons do not meet the specifications below, please contact your Dollar Tree buyer before shipping.

Carton Requirements:

Specification	Length	Width	Height	Weight
Minimum	9"	6"	2 1/2"	2#
Maximum	36"	22"	30"	50#

Palletizing and slip sheeting instructions:

- All palletized shipments must be on good quality 48x40 GMA four way pallets or slip sheets unless otherwise requested. Product should not overhang the pallet and should be stacked in a uniform pattern throughout the pallet.
- Pallets must not exceed 2,400 lbs.
- No pallet height requirement or restriction. Pallets must fit on a standard 53' trailer.
- All pallets/slip sheets must be shrink-wrapped; shrink wrap must also be attached to the pallet.
- Multiple SKU pallets - each SKU must be clearly separated by slip sheets
- Pallets should be labeled with the PO number, SKU number and quantity.
- If a vendor believes that following the above guidelines will result in additional transportation expense and/or cube loss, please contact Dollar Tree Vendor Development (757-321-5458) or the Dollar Tree Transportation Department (757-321-5000). Each instance will be reviewed and the best transportation decision will be made.