

## **SMALL PACKAGE SHIPMENT UPDATE ADDENDUM TO MERCHANDISE TRANSPORTATION & WEB PORTAL INSTRUCTIONS**

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Effective July 16, 2008 our TMS system will route small package shipments via UPS. These instructions apply to all vendors that are making routed and authorized shipments via a small package carrier to any Distribution Center or Store. Shipments must be made consistent with all other Transportation, Logistical and Floor Ready Instructions.

### **UPS PREPAID SHIPMENTS**

This routing applies only to those vendors who are shipping prepaid UPS. It is important to comply with the following in order to avoid unnecessary chargebacks. UPS has provided us with these specific instructions, which will allow us to take full advantage of their systems. Please insure that you follow these instructions.

1. All vendors who utilize prepaid UPS are required to follow these instructions. Non-Compliance could result in a chargeback.
2. When shipping to a Distribution Center, please include the following information, to insure proper tracking, delivery and information transmittal:
  - The purchase order number must be listed in Reference # 1 of every shipment
3. Note: UPS is our preferred small package carrier. Please utilize UPS instead of any other small package carrier.

### **CONSIGNEE BILLING**

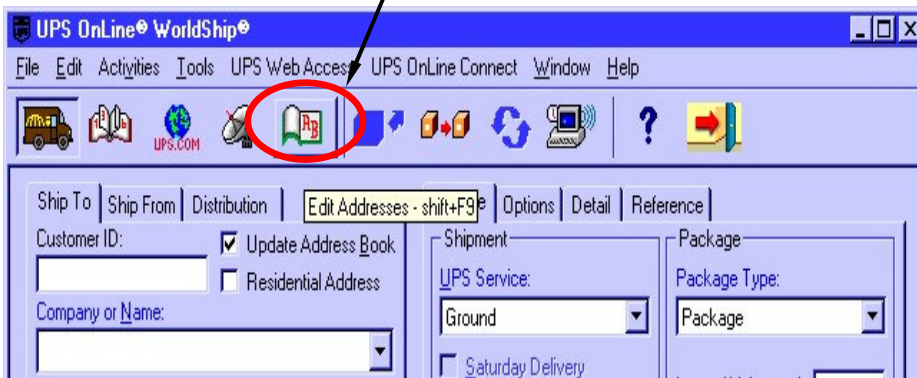
This routing applies only to those vendors who are shipping via consignee billing.

1. All vendors who utilize collect UPS are required to follow these instructions. Non-Compliance could result in a chargeback.
2. Purchase order numbers must be clearly indicated on all shipping documents, manifests and carton labels.
3. Wherever possible product should be master packed into as few cartons as possible. Do not pack more than one purchase order per carton.
4. If individual cartons are small enough (cartons weighing less than 5 pounds) to consolidate into one or more master cartons, combine properly labeled individual cartons into a master carton and notate on the master carton(s) OPEN FOR DISTRIBUTION. Master cartons must indicate the range of store numbers contained within the carton i.e., Stores 2-6.
5. Inner packs must be marked by store. Please limit the inner pack to one store per pack.
6. We will not accept prepay and add invoices from vendors, regardless of circumstances.
7. If you are not currently set up on UPS consignee collect billing, you must immediately contact UPS Consignee Billing at 1-800-354-7527 to register.
8. All vendors who are shipping via UPS Consignee billing are required to follow these instructions. Non-Compliance could result in a chargeback.
9. UPS has provided us with specific instructions that will allow us to take full advantage of their systems. Please insure that you follow these instructions. When shipping to a Bon-Ton Distribution Center, please include the following information, to insure proper tracking, delivery and information transmittal:
  - The purchase order number must be listed in Reference # 1 of every shipment
  - The DC address shipped to must match EXACTLY what is listed in APPENDIX II (Including all dashes, spaces and periods)
10. Consignee Billing instructions for those UPS Shippers using UPS Worldship – see below
11. Problems, questions or shipping system compatibility should be addressed to the UPS help desk at 1-877-289-6418

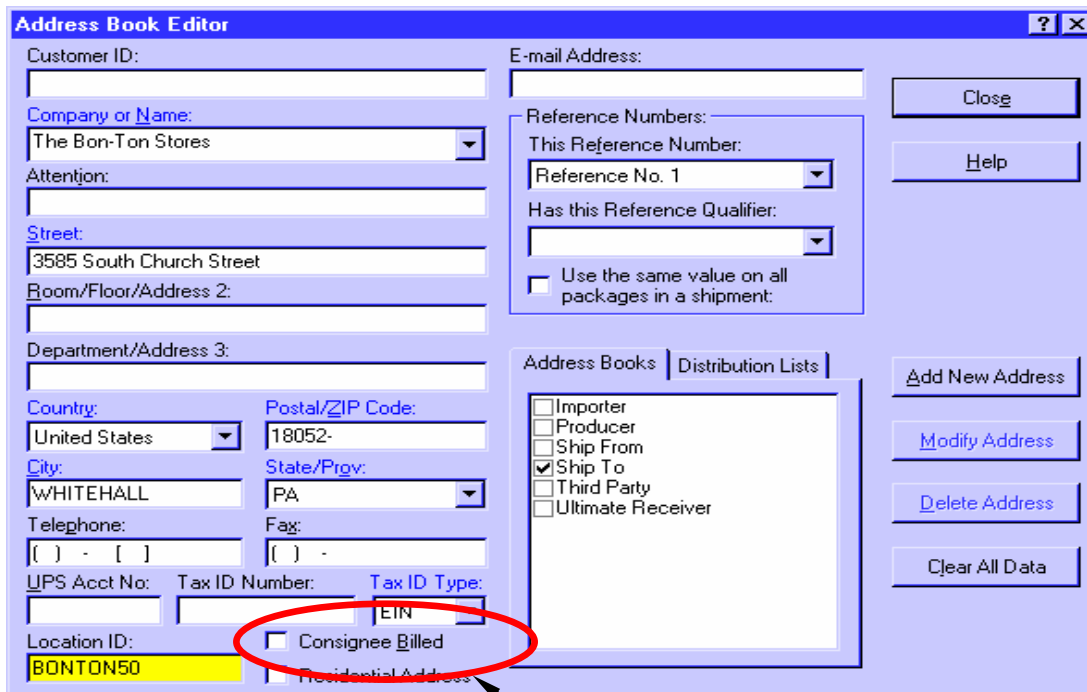
- If you transmit information to UPS in any other method, please contact your UPS Sales Representative or the UPS Help Desk at 1-877-289-6418 to determine the proper entry field.
- Non-compliance with the instructions may result in UPS billing the shipper for the freight charges as well as a non-compliance violation.

### UPS WORLDSHIP INSTRUCTIONS:

- You must and flag the account as a consignee billed account in the address book:
- In Worldship, click on the Address Book Icon



- Enter the Company Name and Address EXACTLY as shown in Appendix III in the Merchandise Transportation and Web Portal Instructions (and as listed below on point 5). Click the Consignee Billed indicator box.



Consignee Billed Indicator Box

4. Entering the PO Number in the Worldship Main Shipping Screen, Enter the PO Number in Reference Field #1. Please DO NOT use any pre-qualifiers, such as "PO" because this will contaminate the integrity of the data.

5. **An account number is not needed for consignee billing, however precise shipping addresses are required. Please insure that when shipping you utilize the following addresses:**

**BON-TON DC #50  
3585 S. CHURCH ST.  
WHITEHALL, PA 18052**

**BON-TON DC #198  
1340 DAYTON-YELLOW SPRINGS ROAD  
FAIRBORN, OH 45324**

**BON-TON DC #950  
4650 SHEPHERD TRAIL  
ROCKFORD, IL 61103**

**BON-TON FURN WH #187  
5370 SALEM AVE.  
DAYTON, OH 45426**

**BON-TON FURN WH #190  
2400 MIAMISBURG-CENTERVILLE ROAD  
CENTERVILLE, OH 45459**

**BON-TON FURN WH #591  
1835 WEST JEFFERSON AVENUE  
NAPERVILLE, ILLINOIS 60540**

**BON-TON FURN WH #57  
3585 S. CHURCH ST.  
WHITEHALL, PA 18052**