



Domestic Routing Guide

C-A-L Ranch Stores & Coastal Farm and Home Supplies LLC

This document outlines the current transportation guidelines for all vendors doing business with **Country Supplier or its subsidiaries: C-A-L Stores Companies Inc. dba C-A-L Ranch Stores and Coastal Farm & Home Supply LLC** (shipping through third party logistics/fulfillment centers or not). This guide supersedes any previous instructions unless agreed to in writing and signed by both parties.

These instructions apply to all shipments when Country Supplier (C-A-L/Coastal) is the payer of freight charges. The instructions in this routing guide are an integral part of your agreement with Country Supplier (C-A-L/Coastal). Deviation from these instructions without approval of the Country Supplier Logistics Department may result in charge backs, administrative cost, and processing fees, which will be deducted from your invoice.

With the Vendor Routing Guide, a Memo of Understanding (MOU) was sent to your sales representative that needs to be signed and returned to Purchasing/Logistics on receipt. Please make sure to forward to all appropriate people within your organization.

Thank you for your cooperation.

Sincerely,

Country Supplier - Logistics Department
C-A-L Ranch Stores & Coastal Farm and Home LLC

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Shipment Preparation

In an effort to minimize freight costs, please consolidate as much product as possible into a single shipment, while maintaining our required ship dates.

If your warehouse ships numerous small package shipments each day or week, please contact logistics@countrysupplier.com and we will be glad to help you review your shipping process to ensure correct interpretation of this Routing Guide. If you are not able to comply with any of the requirements below, please contact the Logistics Department to receive a written waiver.

Packaging & Labeling Requirements

- **Domestic Carton Labeling:** All cartons must have the Vendor name, origin address and receiving/destination store address on the outside of the carton. Each carton must also be clearly marked with:
 - Store Number or DC number
 - Purchase Order Number
 - Carton number (Example: 1 of 10, 2 of 10, etc.) per Purchase Order
 - Vendor part number
 - Description

Packing List (PL)

- Each order must have its own packing list
- The packing list must be placed on a clearly marked package indicating "Packing List Enclosed"
- The packing list must contain the following information:
 - a. Purchase Order Number
 - b. Vendor name and address
 - c. Vendor order number
 - d. Total units by style, size, and color (MUST MATCH PURCHASE ORDER DETAILS)

Shipment Preparation

- e. Total number of cartons and weight of shipment
- f. A separate packing list shall be provided for each purchase order on multiple shipments.
- g. Box count must be on the shipping label along with the packing lists
 - Example: (1 of 10), (2 of 10), etc.

Bill of Lading (BOL)

- Drivers must be given 2 copies of Bills of Lading. All Purchase Orders shipped on the same day and consigned to the same destination, must be combined onto one Master Bill of Lading.
- If multiple Purchase Orders are on one shipment, the Bill of Lading must list each Purchase Order Number, and the number of pallets or cartons. Consolidate shipments where possible. This means waiting for any additional orders with same destination to become available for shipment, if the requested **ship dates fall within a 5-day window**. Bills of Lading must include the following information:
 - Must include statement: “**DELIVERIES BY APPOINTMENT ONLY**”
 - Complete name, city and street address for both shipper and consignee
 - Pick up date of shipment
 - Purchase order number(s), typed clearly in the body of the Bill of Lading
 - Clear description of freight moved, including NMFC (National Motor Freight Carrier) Class Numbers

Shipment Preparation

- For each line item described, enter total number of cases, and weight
- Count of pallets to be shipped on the trailer
- If the commodity you are shipping is considered Hazardous Materials, mark an “X” under the HM section of the Bill of Lading. Any shipment containing hazardous materials must be prepared according to the requirements set forth in the Code of Federal Regulations Title 49
- An authorized shipper representative must sign the Bill of Lading and write the corresponding trailer number
- Driver’s signature with number of pallets or non-palletized cartons
- Seal number for truckload shipments after loading is complete
- “Shipper Load & Count” or “Said to Contain” terms. This will indicate the merchandise was counted, palletized, and wrapped by the Vendor prior to loading on the trailer and the carrier did not verify the individual pallet carton counts at the time of pick up
- Shipper cannot automatically indicate “Driver Count” or a similar notation on the Bill of Lading, requiring the driver to count the freight
- Indicate whether shipment is pre-paid or collect. For FOB Origin freight, note in the body of the Bill of Lading, freight bill must be sent to the Country Supplier Support Center, ATTN: Freight Payables
- All labels and shipping documents (Bill of Ladings and Packing Lists) must follow the standard store's nomenclature: STORE NUMBER > BRANDED STORE > STORE LOCATION (i.e., **001 C-A-L - IDAHO FALLS**), please refer to the Locations List section.

Routing Instructions

The major modes of transportation covered herein are: Small Package (Ground), Less-Than-Truckload (LTL), and Truckload (TL)

- **Prepaid, FOB Destination:** Vendors do not have to send notification to Country Supplier (C-A-L/Coastal) for routing instructions if they are a Prepaid FOB Destination Vendor. All Prepaid FOB Destination Purchase Orders must be delivered within the requested ship window. All Prepaid FOB Destination Purchase Orders must have freight included in the cost of the product per unit.
 - For Prepaid FOB Destination Vendors, where purchase order does not meet the minimum order amount for prepaid freight on an order, the Vendor is requested to notify its Buyer before the order is shipped to allow modification to the Purchase Order. *If the Purchase Order is not modified and the minimum order amount for prepaid freight remains unmet, the order then defaults to FOB Origin terms where the Vendor must notify the Logistics Department for routing and follow the Collect FOB Origin instructions below.*

- **FOB Destination, Customer Arranged (whenever Country Supplier C-A-L/Coastal pays the freight):**
 - **Small Parcel Shipping:** When shipping small packages, or parcels, we request that Vendors use the following carriers:

Coastal Farm & Ranch	
C-A-L Ranch Stores	

Routing Instructions

- **Small Parcel Shipping:** All domestic small packages must be shipped using the Recipient billing option. Never add any freight charges to your invoices.
 - For **FedEx or UPS account numbers**, please contact the Logistics Department. Please review these instructions carefully. This document is a guide for you to follow to ensure your shipments comply with our requirements for small parcel shipments. We expect full compliance with these instructions to maintain the lowest freight costs.
 - Do not exceed any UPS established specific weight and size limits for packages!!
 - All small parcel shipments should be made using the Recipient billing (FedEx) or “Bill the Receiver” (UPS).

FedEx (C-A-L Ranch Stores):

- Purchase Order number must always be in the first reference field
- All individual domestic ground small packages up to 150 pounds are to be shipped via FedEx Ground.
- All multiple piece shipments of up to 25 packages weighing less than 150 pounds individually with a combined weight of up to 300, should be shipped FedEx Ground.

UPS (Coastal Farm and Home Supply Stores):

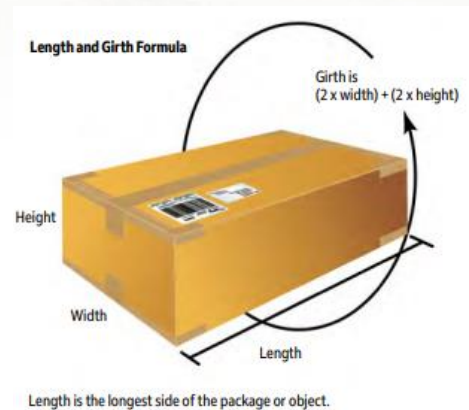
- All packages must have the Coastal’s PO number entered in the ‘Reference 1’ field of the shipping system and appear on the shipping label
- Single package maximum weight is 150 lbs. (70 kg)
- Packages may be up to 130” (330 cm) in length and girth combined
- Packages that weigh more than 70 lbs. require a bright yellow UPS “heavy package” label

Routing Instructions

- **FedEx & UPS fees that will be charged back to the vendor include (but not limited to):**
 - Declared Value
 - Delivery Confirmation
 - Adult Signature / Signature required (unless regulated by law)
 - Proof of Delivery (P.O.D.)
 - Additional Handling
 - Address Correction Charge
 - Large Package Surcharge
 - Over Maximum Limits Charge
 - UPS Carbon Neutral Purchases
 - Address Correction

Girth & Dimensional Weight

- **Girth:** Girth is defined as the width rounded UP* to the nearest inch times two, plus the height rounded UP to the nearest inch times two, measured perpendicular to the length of an item.
- Dimensional (DIM) weight is based on volume (the amount of space a package occupies compared to its actual weight). DIM weight is calculated by determining the cubic size of a package by multiplying its length*, width* and height*.
- The cubic size is then divided by the dimensional factor 139 to determine the final DIM weight. *Round to nearest whole number.
- For DIM, unlike Girth, UPS follows standard rounding (for example, 1.00 to 1.49 will be considered 1, and 1.50 to 1.99 will be considered 2).



Routing Instructions

- **Less-Than-Truckload (LTL):** Less-Than-Truckload (LTL) routing applies to shipments weighing between 151 – 9,999 pounds, which occupy less than twelve linear feet of trailer space and all shipments that are **not** Parcel (Small Package). **Schneider Logistics** is our LTL 3PL of choice and must be used when shipping LTL shipments.
 - Please email STMLTLCalRanch@schneider.com (for C-A-L Ranch store Shipments) or STMLTLCoastalfarm@schneider.com (for Coastal store shipments) with all the below shipment details and they will send the BOL to supply to the driver. Please use these emails for any questions regarding LTL shipments or if you are unsure of the LTL freight class or NMFC.

Ship Date
PO#
Pickup Name, Address, City, State, Zip
Shipper Hours
Delivery Name, Address, City, State, Zip
Pallet Count
Carton Count
Weight
Pallet Dimensions
Freight Description
Freight Class
NMFC Code

- **Full Truckload (FTL):** Full truckload (TL) routing applies to shipments weighing more than 10,000 pounds, and/or occupying greater than twelve (12) linear feet of trailer space.
 - Country Supplier requires that all FOB Origin shipments to be routed through the Logistics Department. We have chosen preferred transportation providers to facilitate its transportation needs and will pay freight directly to those providers. If the vendor does not notify the Logistics Department for routing, or uses an unauthorized carrier, the vendor will be charged back for the entire freight amount.

Mode Selection and Delivery

- Please refer to this chart in case of questions and feel free to reach out to the Logistics Department anytime for more information.

Weight		0 - 150 lbs	150-300 lbs	150 - 9,999 lbs	10,000+ lbs	
Mode		Single Package	Multiple Packages	Single Pallet	Less-Than-Truckload	Full Truckload
Carrier	C-A-L Ranch	FedEx (multiple pieces up to 25 packages weighing less than 150lbs individually with a combined weight of up to 300)		Schneider stmltcalranch@schneider.com	Contact Logistics Department at logistics@calranch.com	
	Coastal	UPS	Schneider stmltcoastalfarm@schneider.com			

- **Deliveries:** Deliveries are accepted at our receiving docks by appointment only. Unscheduled deliveries will not be accepted. Country Supplier (C-A-L/Coastal) will not be responsible for re-delivery or detention charges that may result. Country Supplier (C-A-L/Coastal) reserve the right to refuse unscheduled or late arrival trucks at the vendor’s expense.
 - Deliveries to Distribution Center in **Payson, UT:**
 - Contact dlogistics@calranch.com / (801) 754-4027
 - Deliveries to Distribution Center in **Prescott Valley, AZ:**
 - Contact sdlogistics@calranch.com / (928) 800-5717
 - Deliveries to Distribution Center in **Albany, OR:**
 - Contact HO-Warehouse@coastalfarm.com / (541)928-8639
 - Deliveries to Stores
 - Contact the store and check the need for an appointment (refer to the List of Locations)

Non-compliance Chargeback Codes

Chargeback Code	Non-Compliance Issue (Effective July 1st 2023)	Chargeback Expense
CB01	No PO Number on the shipments BOLs, Packing Lists or shipping label: For small parcel, PO's should be listed in Reference#1 field. We require this information be provided to the carrier so that Accounts Payable Department can appropriately expense each shipment at freight bill payment.	\$50 per shipment
CB02	Unauthorized Shipments: Any unauthorized shipping fees charged to C-A-L Ranch or a Coastal's freight account will be charged back plus a processing fee for each shipment.	Cost of freight + \$150 processing fee per occurrence
CB02a	For FOB Collect Vendors: Prepay & Add is not allowed and will be considered CB02 Unauthorized Shipments shipping charges.	Cost of freight + \$150 processing fee per occurrence
CB02b	Orders that qualify for vendor's prepaid shipping that are shipped collect in error are considered CB02 Unauthorized Shipments shipping error.	Cost of freight + \$150 processing fee per occurrence
CB03	Shipping Errors: Shipping to wrong location, shipping incorrect shipment mode, shipping collect via an unauthorized carrier, using the wrong service level (all SMALL PARCEL shipments ship ground unless previously authorized by the Purchasing Dept), and other shipping errors, including shipping to a store location not ready for receiving	Cost of freight + \$150 processing fee/re-routing fee per occurrence
CB04	Carton count: The carton count must be provided on LTL BOL. Any shipment without the carton count will result in chargeback and all multi-package small parcel shipments.	\$50 per shipment
CB05	Declared Value: Do not Declare Value without C-A-L Ranch/Coastal preauthorization. Each unauthorized Declared Values fee will be charged back plus a processing fee.	Declared value fee + \$15 processing fee
CB06	Bill of Lading: Missing, inaccurate, or illegible BOL	\$100 per shipment + any detention
CB06a	Packing List: Missing, inaccurate, or illegible Packing List	\$100 per shipment + any detention
CB07	Small Parcel Large Package Surcharge: Small Parcel Large Package Surcharge is applied when the package length plus girth [(2 x width) + (2 x height)] combined exceeds 130 inches. Any Large Package Surcharges will be charged back plus processing fee unless prior written authorization is given by the Purchasing or Logistics Department.	Large package surcharge + \$50 processing fee
CB08	Other small parcel assessorial fees that will be charged back to the vendor include, but are not limited to: Delivery confirmation, adult signature/signature required, proof of delivery (P.O.D.), additional handling, address correction charge, over maximum limits charge, and small parcel carbon neutral purchases	small parcel assessorial fee + \$50 processing fee
CB09	Small Parcel Manifested Not Shipped: Vendors who manifest (create small parcel shipping labels) must void the unused shipping labels. Failure to void small parcel shipping labels that create shipping costs will be charged back.	Small parcel shipping cost + \$50 processing fee
CB10	Incorrect LTL Freight: Vendors incorrectly reporting LTL class resulting in the reclassification fees will be charged back.	Reclassification fee, if any + \$150 processing fee
CB11	Carrier Detention Charges at Origin: A request by Shipper to detain driver(s), power unit(s), and/or trailer(s) to complete loading or unloading due to no fault of the Carrier will result in a chargeback.	Detention cost + \$50 processing fee

Memo of Understanding

All questions regarding your shipments and these guidelines should be directed to the appropriate Country Supplier Buyer or our Logistics Department. I acknowledge that I am an authorized representative of the Company identified below, and that on behalf of the Company I have received, understand, and agree to abide by the Country Supplier Domestic Routing Guide. The Domestic Routing Guide is effective upon my signature and will remain in effect until modified or terminated by Country Supplier on 30 days' notice.

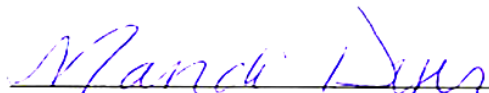
Vendor's Representative Signature: _____

Print Name: _____

Company: _____

Title: _____

Date: _____


Mandi Dyer – COO on behalf of

COUNTRY
◀ **SUPPLIER** ▶

976 S Curlew Dr
Ammon, ID 83406
P. (208) 523-3359
logistics@countriesupplier.com

◀ **COUNTRY SUPPLIER** ▶

C-A-L Ranch Locations

Store	Store Name	Street Address	City	State	Zip	Phone
001	C-A-L - IDAHO FALLS	1027 S 25th E	Ammon	ID	83406	(208) 523-3431
002	C-A-L - REXBURG	530 N 2ND E, Suite 2	Rexburg	ID	83440	(208) 356-3343
003	C-A-L - BLACKFOOT	250 N Meridian	Blackfoot	ID	83221	(208) 785-2941
004	C-A-L - POCATELLO	4215 Yellowstone Ave	Chubbuck	ID	83202	(208) 233-4288
005	C-A-L - BURLEY	226 N Overland Ave	Burley	ID	83318	(208) 678-7610
006	C-A-L - LOGAN	1750 N. Main St	Logan	UT	84341	(435) 753-0611
007	C-A-L - SPANISH FORK	950 N Main St	Spanish Fork	UT	84660	(801) 794-2810
008	C-A-L - AMERICAN FORK	175 NW State St	American Fork	UT	84003	(801) 763-7777
009	C-A-L - FARR WEST	955 N 2000 W	Farr West	UT	84404	(801) 732-9348
010	C-A-L - TOOELE	862 N Main St	Tooele	UT	84074	(435) 882-5020
011	C-A-L - CEDAR CITY	750 S Main St	Cedar City	UT	84720	(435) 586-4826
012	C-A-L - ELKO	2430 Mountain City Highway	Elko	NV	89801	(775) 753-7000
013	C-A-L - WEST JORDAN	2735 W 7800 S	West Jordan	UT	84088	(801) 569-2368
014	C-A-L - VERNAL	1180 W Hwy 40	Vernal	UT	84078	(435) 789-6000
015	C-A-L - LAYTON	88 S Fairfield Rd E	Layton	UT	84041	(801) 543-2044
016	C-A-L - PRESCOTT	1048 Willow Creek Rd	Prescott	AZ	86301	(928) 717-5408
017	C-A-L - FLAGSTAFF	2530 N 4th St	Flagstaff	AZ	86004	(928) 526-4300
018	C-A-L - CARSON CITY	2035 N Carson St	Carson City	NV	89706	(775) 461-2213
019	C-A-L - ST GEORGE	2849 E 850 N	St. George	UT	84790	(435) 634-6910
020	C-A-L - VEGAS NORTH	232 N Jones Blvd	Las Vegas	NV	89107	(702) 430-7002
021	C-A-L - SHOW LOW	750 W Deuce of Clubs	Show Low	AZ	85901	(928) 251-1315
022	C-A-L - CASA GRANDE	1116 E Florence Blvd	Casa Grande	AZ	85122	(520) 316-7980
023	C-A-L - ELY	701 Great Basin Blvd	Ely	NV	89301	(775) 289-1525
024	C-A-L - SIERRA VISTA	673 E Hwy 90	Sierra Vista	AZ	85635	(520) 417-5632
025	C-A-L - GOODYEAR	2075 N Pebble Creek Pkwy	Goodyear	AZ	85395	(602) 474-2270
026	C-A-L - YUMA	529 W 32nd St	Yuma	AZ	85364	(928) 343-7700
027	C-A-L - KINGMAN	3340 E Andy Devine, Unit 101	Kingman	AZ	86401	(801) 309-6855
028	C-A-L - BOUNTIFUL	535 S Main St	Bountiful	UT	84010	(385) 300-8800
029	C-A-L - RENO	3400 Keitzke Lane	Reno	NV	89502	(775) 525-3737
030	C-A-L - DRAPER	1055 E Draper Parkway, Suite #100	Draper	UT	84020	(385) 645-0606
031	C-A-L - PRESCOTT VALLEY	5757 East State Route 69	Prescott Valley	AZ	86314	(928) 800-5717
032	C-A-L - TUCSON	6363 E 22nd St	Tucson	AZ	85710	(520) 848-4242
033	C-A-L - GLOBE	2448 E. Highway 60	Miami	AZ	85539	(918) 530-5776
034	C-A-L - BULLHEAD	TBA	Bullhead City	AZ	86429	TBA
168	C-A-L - DC (PRESCOTT VALLEY)	5757 East State Route 69	Prescott Valley	AZ	86314	(928) 800-5717
169	C-A-L - DC (PAYSON)	873 W. Utah Avenue	Payson	UT	84651	(801) 754-4027

Coastal Farm Stores Locations

Store	Store Name	Street Address	City	State	Zip	Phone
035	COASTAL - ALBANY	1355 Goldfish Farm Road S.E.	Albany	OR	97322	(541) 928-2511
036	COASTAL - WOODBURN	1550 Mt Hood Ave	Woodburn	OR	97071	(503) 981-6322
037	COASTAL - EUGENE	2200 W 6th St	Eugene	OR	97402	(541) 687-5810
038	COASTAL - ROSEBURG	782 NE Garden Valley Blvd.	Roseburg	OR	97470	(541) 957-0741
039	COASTAL - YAKIMA	2112 S 1st St	Yakima	WA	98903	(509) 457-2447
040	COASTAL - GRESHAM	2865 NE Hogan Dr	Gresham	OR	97030	(503) 674-5337
041	COASTAL - OREGON CITY	1900 McLoughlin Blvd SE	Oregon City	OR	97045	(503) 657-5780
042	COASTAL - E. WENATCHEE	260 Highline Dr	East Wenatchee	WA	98802	(509) 886-1560
043	COASTAL - CORNELIUS	3865 Baseline St	Hillsboro	OR	97113	(503) 640-4241
044	COASTAL - MT. VERNON	2021 Market St	Mount Vernon	WA	98273	(360) 424-1918
045	COASTAL - AUBURN	1425 Super Mall Way	Auburn	WA	98001	(253) 218-2021
046	COASTAL - THE DALLES	2600 W 6th St	The Dalles	OR	97058	(541) 296-9610
047	COASTAL - KLAMATH FALLS	1776 Avalon Street	Klamath Falls	OR	97603	(541) 882-5548
048	COASTAL - REDMOND	3141 S Hwy 97	Redmond	OR	97756	(541) 548-4095
049	COASTAL - WHITE CITY	7303 Crater Lake Hwy	White City	OR	97503	(541) 830-3713
050	COASTAL - SEQUIM	990 E. Washington Building A	Sequim	WA	98382	(360) 683-2135
051	COASTAL - MARYSVILLE	9623 State Avenue	Marysville	WA	98270	(360) 658-2500
052	COASTAL - MONROE	19881 State Route 2	Monroe	WA	98272	(360) 282-4255
053	COASTAL - SALEM	1230 Lancaster Dr SE	Salem	OR	97317	(503) 485-0668
054	COASTAL - CORVALLIS	400 NE CIRCLE BLVD	Corvallis	OR	97330	(541) 257-2144
055	COASTAL - LACEY	5500 Martin Way SE	Lacey	WA	98516	(360) 688-5250
165	COASTAL - DC (ALBANY)	1355 Goldfish Farm Road S.E.	Albany	OR	97322	(541) 928-8639