



Shipping Standards for Vendors

The standards comprising this document package set forth the minimum standards for freight shipped to American Book Company and/or any of its affiliate companies. We look forward to a long association with our vendors and we hope these standards help serve that end.

Table of Contents:

Routing Guide	page 2
Advance Shipping Notification (Blank sample)	page 3
Freight Guide	page 4
Schedule of Routing Penalties	page 6
Schedule of Freight Penalties	page 7

Routing Guide

Failure to comply with any provision of the Routing Guide is subject to the assessment of penalties (Please refer to the accompanying "Schedule of Routing Penalties.>").

SECTION I: NOTIFICATION

- A. All vendors are required to contact the American Book Company Inbound Traffic Department in advance announcing the movement of freight. Preferred communication is email.
- B. Complete the attached Advance Ship Notice (ASN) and email to: receiving@americanbookco.com
- C. All "grey" areas on the ASN are to be completed by shipper.

SECTION II: CLASSIFICATION / MODE

- A. All freight shipped to American Book Company (ABC) will be classified in the following areas:
 1. **Prepaid Truckload** – Shipper to arrange freight movement and be responsible for freight invoice. ASN required.
 2. **Prepaid LTL** – Shipper to arrange freight movement and be responsible for freight invoice. ASN required.
 3. **Prepaid Parcel** – Shipper to arrange freight movement and be responsible for freight invoice. ASN required.
 4. **Collect Truckload** – ABC to be responsible for the freight invoice. ABC Inbound Traffic Dept. will contract with carrier for freight movement within 48 hours (two business days) of ASN notification. ASN required. Truckload defined as a single shipment of palletized freight in excess of 20,000 pounds. Double-stacking of freight will be permitted in an attempt to reduce freight charges (see accompanying Freight Guide for related requirements). Email confirmation will be returned announcing truckload carrier selection and date of pick-up. Bill of lading (BOL) to be marked freight collect and bill to address is as follows:

AMERICAN BOOK COMPANY
11124 Kingston Pike,
PMB 1-183
Knoxville, TN 37934-2800
 5. **Collect LTL** – ABC to be responsible for the freight invoice. ABC Traffic Dept. will contract with carrier for freight movement within 48 hours (two business days) of ASN notification. ASN required. LTL defined as a single shipment of palletized freight in excess of 400 pounds and not more than 19,999 pounds. Double-stacking of freight will be permitted in an attempt to reduce freight charges and is preferred (see Freight Guide for related requirements). Email confirmation will be returned announcing ABC carrier selection and date of pick-up. BOL will be provided and emailed to shipping contact.
 6. **Collect Parcel** – American Book Company to be responsible for the freight invoice. ABC Traffic Inbound Dept. will contract with parcel carrier for freight movement within 48 hours (two business days) of ASN notification. ASN required.

Parcel defined as a single shipment of freight less than 400 pounds. Email confirmation will be returned announcing parcel carrier selection with account number.

SECTION III: GENERAL REQUIREMENTS

- A. If the purchase order (PO) / return authorization (RA) requires more than one truckload, a load designator must be assigned as a pick-up number (e.g., PU# 123456-1, where the PO / RA number appears first, followed by a hyphen and then the load designator).
- B. Freight Collect shipments (Truckload, LTL & Parcel) will be refused at time of attempted delivery if no valid ABC PO / RA number is referenced. (All documentation accompanying all shipments, collect and/or prepaid, must reference a valid and appropriate PO / RA number. See Freight Guide for specific requirements.)
- C. All inbound ABC shipments are to be addressed as follows, unless instructed otherwise:

AMERICAN BOOK COMPANY
403 E. Old Andrew Johnson Hwy.
Jefferson City, TN. 37760
865.262.0204

Directions to ABC can be obtained at:

<http://www.americanbookco.com/FAQ.aspx#faq11>

or

Directions coming from I-81: 865.262.9188

Directions coming from Knoxville, TN: 865.262.9187

****SAMPLE ASN****

AMERICAN BOOK COMPANY SHIPPING REQUEST

PUBLISHER: _____

LOAD DESCRIPTION: _____

FROM: _____

SHIP TO: AMERICAN BOOK COMPANY
403 E. ANDREW JOHNSON HWY
JEFFERSON CITY, TN 37760

PHONE #: ____ / ____ / ____

CONTACT: _____

FAX# ____ / ____ / ____

EMAIL: _____

LOADING HOURS: _____

PO# _____

CLASS: _____

WEIGHT: _____

MILES# _____

SKIDS: _____

CTN COUNT: _____

Freight Guide

Failure to comply with any provision of the Freight Guide is subject to the assessment of penalties (Please refer to the accompanying "Schedule of Freight Penalties.>").

SECTION I: BILLS OF LADING

- A. Valid and appropriate purchase order PO / RA numbers must appear on each BOL.
- B. Each BOL must indicate the total number of pallets on the shipment.
- C. Each BOL must list the appropriate invoice number and pick-up number, when applicable (See accompanying Routing Guide).
- D. If any PO / RA requires more than one truckload, the BOL must indicate a pick-up number (see Routing Guide).

SECTION II: MASTER PACKING LISTS

- A. Each shipment must be accompanied by a clearly labeled and easily accessible packing list that details the entire contents of the shipment.
- B. The packing list must be attached to the final pallet loaded on the truck or trailer.
- C. The packing list must clearly show the appropriate ABC PO / RA number.
- D. The packing list must show the invoice number and pick-up number, when applicable, corresponding to that appearing on the BOL.
- E. A copy of the PO or BOL will not be an acceptable substitute for the packing list.
- F. Each pallet in a shipment shall be referenced by a unique number.
- G. Each pallet reference shall contain the following minimum information:
 1. Each title found on the pallet.
 2. The ISBN for each title on the pallet (If the title has no ISBN, the UPC number or EAN may be substituted. If no other unique numerical identifier exists, the ABC item number will be used.).
 3. The lot number / license plate / carton identifier for each pallet, if applicable.
 4. The quantity of each title on the pallet.

SECTION III: PALLET PACKING LISTS

- A. Each pallet must display a clearly labeled and easily accessible packing list for the pallet contents.
- B. The packing list shall contain the following minimum information:
 1. Each title found on the pallet.
 2. The ISBN for each title on the pallet (If the title has no ISBN, the UPC number or EAN may be substituted. If no other unique numerical identifier exists, the ABC item number will be used.).
 3. The quantity of each title on the pallet.
 4. The appropriate ABC PO / RA number.

SECTION IV: LABELING – PALLETS

- A. Pallets must be consecutively numbered to reflect the total pallet count for each shipment.
- B. Each pallet's individual number is to be legibly and prominently displayed on the pallet

- by means of a label or placard 4 inches by 6 inches or larger. The label or placard must be clearly identified as the pallet number.
- C. Each pallet number must correspond to the appropriate listing on the master packing list.
 - D. If a pallet contains more than one title, a fluorescent placard stating "Mixed Pallet" must be prominently displayed on the pallet.
 - E. When applicable, lot numbers / license plates / carton identifiers and pallet quantities must be prominently displayed.
 - F. All labels / placards described above must be placed on the side of the pallet that faces the forklift operator who unloads the truck or trailer.

SECTION V: LABELING – CONTAINERS

- A. Each container of product must be labeled with accurate, legible information regarding the contents. Minimum label information shall indicate the following:
 1. The title found in the container.
 2. The ISBN for the title (If the title has no ISBN, the UPC number or EAN may be substituted. If no other unique numerical identifier exists, the ABC item number will be used.)
 3. The quantity of the title in the container.

SECTION VI: PALLET CONFIGURATION – CONTAINERS

- A. No more than one title shall be packed in a single case pack or other container unless specifically ordered as a mixed-title container.
- B. Case packs must be stacked on pallets in a stable and consistent pattern to facilitate accurate case and piece counting.

SECTION VII: PALLET CONFIGURATION – LOOSE BOOKS

- A. Loose books must be brick-stacked, cornered, plastic-banded, and stretch-wrapped, with protective cardboard flats on top and bottom.
- B. No more than one title is to be placed on a pallet.
- C. No case packs or other containers may be stacked on the same pallet with loose books.

SECTION VIII: PALLETS – GENERAL STANDARDS

- A. All product must be palletized except for parcel shipments (See Routing Guide).
- B. Only wooden, four-way pallets, measuring 40 x 48 inches are acceptable.
- C. Pallets must be structurally sound.
- D. All palletized freight must be stretch-wrapped by a minimum of three layers, pallet included.
- E. For each individual shipment, the total quantity of a single title must be placed on the fewest pallets practicable. Pallets of mixed titles must be avoided if single titles can be consolidated.

SECTION IX: MISCELLANEOUS NONCONFORMITY & NONCOMPLIANCE

- A. Vendors are to provide ABC with advance notice when any single truckload will contain product from two or more purchase orders (See also Section I – Bills of Lading).
- B. A shipment shall be deemed noncompliant in the event of improper loading, improper, unsafe, or unstable stacking of pallets, or inadequate securing of the load. (Vendors will be subject to labor charges needed to correct problems resulting from relevant consequences such as spilled pallets, etc.)

- C. All product must be received in saleable condition.
- D. Damaged or defective product will be returned to the vendor at the vendor's expense.
- E. Product must not be shipped past the cancel date as specified in the purchase order.
- F. Any freight collect delivery will be refused if no valid ABC PO / RA number is referenced on freight and documentation.
- G. Damage caused by a leaking trailer, container, or truck will be subject to penalties charged to the responsible party.

SECTION X: SPECIAL RIGHT

ABC Holdings, Inc. and all affiliate companies reserve the right to offset credits due them against amounts otherwise due to the vendor. These credits include, but are not limited to, returns, invoice shortages (including concealed shortages), advertising claims, and chargebacks, notwithstanding the fact that one or more said companies may be invoiced separately by the vendor.

Schedule of Routing Penalties

Section No.	1 st Violation	2 nd Violation	3 rd Violation	4 th Violation
I-A	\$500.00	\$750.00	\$1,000.00	Load refused
I-B	\$500.00	\$750.00	\$1,000.00	Load refused
I-C	\$500.00	\$750.00	\$1,000.00	Load refused
II-A-1	\$500.00	\$750.00	\$1,000.00	Load refused
II-A-2	\$500.00	\$750.00	\$1,000.00	Load refused
II-A-3	\$500.00	\$750.00	\$1,000.00	Load refused
II-A-4	\$500.00	\$750.00	\$1,000.00	Load refused
II-A-5	\$500.00	\$750.00	\$1,000.00	Load refused
II-A-6	\$500.00	\$750.00	\$1,000.00	Load refused
III-A	\$500.00	\$750.00	\$1,000.00	Load refused
III-B	Load refused	Load refused	Load refused	Load refused
III-C	\$500.00	\$750.00	\$1,000.00	Load refused

Schedule of Freight Penalties

Section No.	1st Violation	2 nd Violation	3 rd Violation	4 th Violation
I-A	\$500.00	\$750.00	\$1,000.00	Load refused
I-B	\$500.00	\$750.00	\$1,000.00	Load refused
I-C	\$500.00	\$750.00	\$1,000.00	Load refused
I-D	\$500.00	\$750.00	\$1,000.00	Load refused
II-A	\$500.00	\$750.00	\$1,000.00	Load refused
II-B	\$500.00	\$750.00	\$1,000.00	Load refused
II-C	\$500.00	\$750.00	\$1,000.00	Load refused
II-D	\$500.00	\$750.00	\$1,000.00	Load refused
II-E	\$500.00	\$750.00	\$1,000.00	Load refused
II-F	\$500.00	\$750.00	\$1,000.00	Load refused
II-G-1	\$500.00	\$750.00	\$1,000.00	Load refused
II-G-2	\$500.00	\$750.00	\$1,000.00	Load refused
II-G-3	\$500.00	\$750.00	\$1,000.00	Load refused
II-G-4	\$500.00	\$750.00	\$1,000.00	Load refused
III-A	\$500.00	\$750.00	\$1,000.00	Load refused
III-B-1	\$500.00	\$750.00	\$1,000.00	Load refused
III-B-2	\$500.00	\$750.00	\$1,000.00	Load refused
III-B-3	\$500.00	\$750.00	\$1,000.00	Load refused
III-B-4	\$500.00	\$750.00	\$1,000.00	Load refused
IV-A	\$500.00	\$750.00	\$1,000.00	Load refused
IV-B	\$500.00	\$750.00	\$1,000.00	Load refused
IV-C	\$500.00	\$750.00	\$1,000.00	Load refused
IV-D	\$500.00	\$750.00	\$1,000.00	Load refused
IV-E	\$500.00	\$750.00	\$1,000.00	Load refused
IV-F	\$500.00	\$750.00	\$1,000.00	Load refused
V-A-1	\$500.00	\$750.00	\$1,000.00	Load refused
V-A-2	\$500.00	\$750.00	\$1,000.00	Load refused
V-A-3	\$500.00	\$750.00	\$1,000.00	Load refused
VI-A	\$500.00	\$750.00	\$1,000.00	Load refused
VI-B	\$500.00	\$750.00	\$1,000.00	Load refused
VII-A	\$500.00	\$750.00	\$1,000.00	Load refused
VII-B	\$500.00	\$750.00	\$1,000.00	Load refused
VII-C	\$500.00	\$750.00	\$1,000.00	Load refused
VIII-A	\$500.00	\$750.00	\$1,000.00	Load refused
VIII-B	\$500.00	\$750.00	\$1,000.00	Load refused
VIII-C	\$500.00	\$750.00	\$1,000.00	Load refused
VIII-D	\$500.00	\$750.00	\$1,000.00	Load refused
VIII-E	\$500.00	\$750.00	\$1,000.00	Load refused
IX-A	\$500.00	\$750.00	\$1,000.00	Load refused
IX-B	\$500.00	\$750.00	\$1,000.00	Load refused
IX-C	\$500.00	\$750.00	\$1,000.00	Load refused
IX-D	\$500.00	\$750.00	\$1,000.00	Load refused
IX-E	\$500.00	\$750.00	\$1,000.00	Load refused
IX-F	\$500.00	\$750.00	\$1,000.00	Load refused
IX-G	\$500.00	\$750.00	\$1,000.00	Load refused
X	\$500.00	\$750.00	\$1,000.00	Load refused