



**Southern States Logistics Guide for
Distribution Centers and Retail Store
Locations**

2011 - 2012

**Southern States Transportation
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Southern States Logistics Guide

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Vendor Charge-backs for Freight Related Expenses

Additional freight expense incurred by Southern States due to the neglect of the vendor / shipper to read, understand, and apply directions contained in this document may result in a charge-back for the full freight amount and a \$50 administrative fee. The charge back may occur on a vendor invoice other than that for which the freight expense was related and will be accompanied by documentation as determined to be necessary by the Southern States Transportation Department.

Questions relating to the loading or shipping of merchandise to Southern States facilities should be directed to the Southern States Transportation Department at 800-872-3411.

Freight Damages or Shortages

Southern States will remit payment based upon Southern States receiving records. Resolving variances between Southern States receiving records and vendor shipping documents will be the responsibility of the vendor to prove the accuracy of its records.

The following rules will apply to shipments with merchandise determined to be damaged or short pieces at the DC at the time of unloading or receiving (if done in the carrier's absence):

- At Point of destination, Southern States will execute the delivery receipt copy of the Bill of Lading noting any visible shortage or damage and, if a seal was affixed at origin, whether the seal was intact upon delivery.
- **Southern States reserves the right to inspect and count merchandise and amend receiving documents based on actual count and inspection after the time of delivery.**
- **Southern States reserves the right to file freight claims for shortages or damages occurring within a suppliers packaging unit (shrink-wrapped pallet, case, carton, etc.) that are not identified at the time of delivery and therefore not noted on the Bill of Lading or Delivery Receipt.**
- The receiving location will contact the supplier and freight carrier within 48 hours to inform of damages or shortages. If there is a damage situation, disposition will be requested at this time.
- If the F.O.B. terms are 'destination' and the merchandise was shipped 'PRPD', a deduction for the full cost of the merchandise will be taken from the shipper's merchandise invoice. It is the shipper's responsibility to file a freight claim with the delivering carrier, if applicable.
- If the F.O.B. terms are 'origin' and the merchandise was shipped 'collect, if a seal was intact at the time of delivery, no seal was applied and noted on the Bill of Lading, or the shortage or damage occurred within a shrink-wrapped pallet, a deduction will be taken off the merchandise invoice.
- All shipments loaded by the vendor in the carriers' absence (i.e.: 'drop and hook') will be considered 'shippers load and count', or 'SLC' even if the original Bill of Lading is not signed 'SLC' by the driver. If the driver is not permitted by the vendor to sign the original Bill 'SLC', he is instructed to note this on the Bill of Lading along with the seal number affixed by the vendor during loading.
- If the F.O.B. terms are 'origin' and the merchandise was shipped 'collect,' and the seal is broken at the time of delivery, no deduction will be taken from the vendor (the seal number must be noted on the BOL). A freight claim will be filed with the carrier.
- Southern States will not refuse delivery of merchandise based on visible shortages or damages unless damage to the product creates a safety risk to the facility. This includes, but is not limited to HAZMAT, spill, leak, rodent or pest infestation, etc.
- Damaged merchandise will be held at the delivery location for a period of 30-days following notification to allow for disposition. Southern States reserves the right to dispose of damaged merchandise after the 30-day period has expired.

Questions concerning freight claims for merchandise shipped to a Southern States facility should be directed to the Claims Department at 540-992-1100 ext. 4219.

Loading Procedures

If you are unsure about the freight terms of your shipments to Southern States / Agway, please contact the Transportation Department at 800-872-3411 opt. #1 prior to shipping.

Properly loading trailers helps ensure that your merchandise is received as quickly and trouble-free as possible.

Live loads – on live loads the vendor (shipper) is responsible for loading the trailer in a manner that allows for the merchandise to travel as damage-free as possible.

On live loads shipping *TL Freight Collect*, drivers will not assist in loading or counting merchandise as it is loaded onto the truck. If driver assistance in loading is required, the Southern States Transportation Department must be notified when routing request is made. Vendors that require drivers to assist in loading their merchandise will be charged driver assist fees as administered by the carrier.

Multiple P.O. shipments – product should be loaded by P.O. keeping all SKUs for each P.O. together.

Drop trailers (Shipper Load and Count) – when picking up trailers that have been dropped at your facility and loaded prior to pick up, or trailers loaded without the driver's assistance as specified above, the driver will sign the bill of lading "Shipper Load and Count" or "SLC."

By signing the Bill of Lading "SLC," the driver indicates that he was not able to count the merchandise or inspect the load at the time it was loaded. Please read the "Freight Damage and Shortage" section of this guide for important information on freight claims procedures.

Shipper Loading Procedures - Railroad Cars

Railroads have standards regarding the loading and bracing of the product in or on rail cars. Each railroad has a Damage Prevention Department that will assist with a loading plan and answer questions regarding loading and bracing so the load will arrive at destination damage free.

| | | |
|----------|--------------------|--------------|
| BNSF RR: | Damage Prevention: | 800-333-4686 |
| CSXT RR: | " " | 800-432-1032 |
| NS RR: | " " | 800-742-6313 |
| UP RR: | " " | 800-521-3253 |

Railroad Customer Service Centers

| | |
|----------|----------------------------------|
| BNSF RR: | 888-428-2673, Option 2 |
| CSXT RR: | 877-744-7245, Option 5, Option 6 |
| NS RR: | 800-635-5768, Option 9 |
| UP RR: | 800-272-8777 Press # key |

Bill of Lading Preparation

A Bill of Lading consigning a shipment to the proper Southern States destination must be provided to the carrier for each shipment. This bill of lading must contain the following information:

- Shipper name
- Shipping (origin) location address
- Southern States destination address
- Ship date
- Carrier
- Total number of pieces (pallets, cases, eaches, etc)
- Southern States purchase order number (*Southern States requires that all PO numbers on the shipment are listed individually on each Bill-of-Lading*)
- Delivery appointment date (if available)
- Delivery appointment time (if available)
- An accurate description of the merchandise being shipped
- Hazmat Documentation (if applicable)*

*** If your shipment contains hazardous materials, as defined by D.O.T. in 49 CFR, 171.8, all appropriate documentation is required and is the sole responsibility of the shipper.**

Bills of lading for all shipments must state “Delivery Appointment Required.”

Bills of lading for LTL shipments made on pallets must reflect the number of pallets and total number of pieces per pallet. For example, the bill of lading for a 2-pallet shipment containing 35 total pieces may state the number of pieces as: “1 pallet containing 15 pieces and 1 pallet containing 20 pieces.”

Less than truckload shipments must be consolidated and shipped together on one Bill of Lading if they fulfill the following requirements:

- ≤ Have the same origin and destination points
- ≤ Are available to be shipped within three days of each other

***** Failure to do so may result in a chargeback for full freight expense and a \$50 administrative fee.*****

Packing and Packaging

It is the vendor’s responsibility to package and load product in accordance with industry standards to minimize product damage. Please read the attached “Claims Procedure for Vendors” document for additional packing and packaging requirements.

Only one SKU per carton in a standard case pack is allowed unless otherwise agreed upon with the Southern States Merchandising Department. Quantities per carton are to be consistent on all shipments.

Packing and Packaging (cont.)

Carton labeling – where applicable, vendors are required to ensure that all cartons can be easily identified to facilitate accurate receipt of product. To accomplish this objective, certain specific information should be clearly marked on each carton. Lettering and numbering for the purchase order and SKU numbers must be printed in at least ½ inch high type. The information required is:

- Southern States SKU Number *
- Supplier Name and Address
- Vendor Stock Number
- Southern States Ship to Location
- Case Pack Quantity
- Bar codes are required on the exterior packaging of each shippable unit. (See ‘Barcodes and Labeling’ section below.)

On LTL shipments, where applicable, you must mark each carton with the total number of cartons shipped and the number that the carton represents of the total. For example, piece one of a three-piece shipment would contain the marking “1 of 3 pieces,” piece two would be labeled “2 of 3,” and piece three would be labeled “3 of 3.”

Packing lists – packing lists must be provided for all shipments. The packing list must include:

- Supplier name
- Supplier stock number(s)
- UPC number
- Southern States destination address
- Ship date
- Total number of cartons shipped per line item
- Southern States purchase order numbers (*Southern States requires that all PO numbers on the shipment are listed individually on each packing list*)
- Southern States SKU number(s) with number of cartons shipped, per SKU, per P.O.

***** Failure to provide a packing list may result in a charge-back for full freight expense and a \$50 administrative fee *****

On truckload shipments, this form must be attached to the last carton loaded on the trailer and be easily visible when Southern States personnel open the trailer doors for unloading.

When shipping via an LTL carrier or UPS, the packing list must be in a pouch and attached to the first (lead carton) of the shipment. This is the carton with the wording “1 of total carton count written here” on it.

Pallet Configuration – standard 48” x 40” pallets must be built to a height of no more than 50” to accommodate racking at SSC wholesale facilities. Exceptions must be approved by the Merchandising Buyer prior to shipping.

***** Failure to properly configure pallets may result in a charge-back for pallet reconfiguration and a \$50 administrative fee *****

Barcodes and Labeling

Guidelines for barcoding product

SOUTHERN STATES/AGWAY will be following the guidelines of the GS1 US.

The following is required for barcodes on products brought into the Southern States/Agway distribution system.

Required

- All vendors must place EAN/UCC-14 (Southern States/Agway prefers code 128) barcode on all master shipping cartons and inner packs.
- All inner packs must have a barcode on the top or side of the inner pack.
- Products shipped singly (one retail unit per carton) must be marked with an accessible retail barcode (Southern States/Agway prefers UPC-A).
- All barcode sizes must conform to the standards currently recommended by the GS1.
- Over and under sized barcodes are unacceptable.
- Barcodes must be able to be scanned by Southern States/Agway.
- All barcode related questions should be directed Southern States/Agway Barcode Team listed below.

Barcoding questions should be addressed to:

Rob Mason
Phone: (540) 992-1100 ext. 4230
Fax: (540) 992-4375
Email: robert.mason@sscoop.com

Contact GS1 US for guidance, information and educational resources: <http://www.gs1us.org/>

GS1 US Corporate Offices
Princeton Pike Corporate Center
1009 Lenox Drive, Suite 202
Lawrenceville, NJ 08648
Phone (609) 620-0200
Fax: (609) 620-1200
Monday-Friday 8am to 5pm

GS1 US Customer Service
7887 Washington Village Drive, Suite 300
Dayton, OH 45459
Phone: (937) 435-3870
Fax: (937) 435-7317
gs1us@us-council.org
Monday-Friday 8am to 6pm EST

SOUTHERN STATES/AGWAY GENERAL GUIDELINES FOR BARCODING SUGGESTED
METHOD FOR BUILDING CARTON BARCODES

(Based on UCC Publication “Application Standard for Shipping Container Codes”)

All digits are counted from right to left.



UCC-12 (U.P.C.-A)
Used to identify the retail item
SCANNED AT POINT OF SALE

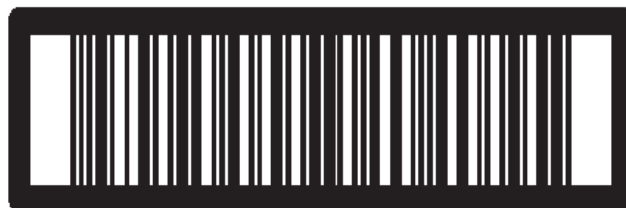


10082901000041

EAN/UCC-14, Interleaved 2 of 5
(ITF)
Used for the first level of packaging
above the retail item.
***NOT INTENDED TO BE SCANNED
AT POINT OF SALE***

Code is built by adding ‘1 0’ in front of the UPC (Positions 14 & 13, far left) and recalculating the check digit (Position 1, far right)

Usually identifies a package quantity that is more than one retail unit,
but less than a case, such as an inner pack, bundle or sleeve.



20082901000048

EAN/UCC-14, Interleaved 2 of 5
(ITF)
Used for the second level of packaging
above the retail item.
***NOT INTENDED TO BE SCANNED
AT POINT OF SALE***

Code is built by adding ‘2 0’ in front of the UPC and recalculating the check digit.
Usually used to identify a master carton of identical product.

Notes:

- This method is valid when using the same Product identifier digits in position 2-6
- A similar method may be used when an EAN-13 is substituted for the UPC-A
- If the case or inner pack consists of product with multiple UPC’s this method cannot be used. Please contact Southern States/Agway Barcode Team @ (540) 992-1100 ext. 4230

Barcode chargeback policy

When Southern States/Agway prints a barcode label for a manufacturer's product at any of our distribution centers, there will be a monetary charge processed to cover the cost of the labels and labor in preparing it for stock.

The basic reasons for barcode labels to be generated would be:

- The correct barcode symbology was not assigned or applied.
- The barcode present was not scannable or properly located on the package.
- The barcode data scanned was incorrect for the product.
- There was no barcode to be scanned.

The activity of Southern States/Agway relabeling merchandise does not alleviate the manufacturer from administering corrective action. This is only a temporary solution to allow the manufacturer to correct the issue prior to the next shipment and permits Southern States/Agway to continue to fill retail orders by scanning barcode labels.

It is not the objective of Southern States/Agway to process charges for relabeling but to focus upon filling the retail orders by scanning the merchandise. If this cannot be accomplished, Southern States/Agway is forced to automatically deduct for each relabeling project. The charge back may occur on a vendor invoice other than that for which the expense was related and will be accompanied by documentation as determined to be necessary by the Southern States

Shipping

If you are unsure about the freight terms of your shipments to Southern States / Agway, please contact the Transportation Department at 800-872-3411 opt. #1 prior to shipping.

***** Failure to do so may result in a chargeback for full freight expense and a \$50 administrative fee.*****

Routing/carrier assignment

All orders shipped 'Freight Collect' to Southern States distribution centers must be routed by the Southern States Transportation Department. Southern States facilities do not have authority to route 'Freight Collect' shipments. Please refer to the section entitled **Direct to Store Shipments** for more information on non-distribution center shipments.

All shipments require a delivery appointment before being received into any of our distribution centers. Carriers will not be permitted to deliver at a Southern States distribution facility without a delivery appointment. Multiple truckloads require appointments on a per-truckload basis. Packing lists must be provided for each truckload at the time of delivery.

Vendors who ship pre-paid are responsible to ensure that a delivery appointment is scheduled and that their carrier is on time to meet the appointment. Carriers who arrive later than fifteen (15) minutes of their scheduled appointment time may have to wait to be unloaded sometime throughout the day, or may be required to have its delivery rescheduled by the Southern States Distribution Center. A list of Distribution Center locations and contact information is attached (see Figure 1.2)

Notification of Shipping Delays

It is industry standard that carriers are allowed a limited amount of time for their trailers to be loaded. Once the allotted time has expired, detention charges are administered.

Southern States carriers allow two hours of free time to have their trailers loaded by your company. The carrier will contact you in advance of all pick-ups to establish a set pick-up date and time. When the carrier makes the pick-up, please write the time of arrival and departure on your bill of lading to avoid charge-backs for detention while loading. Vendors that exceed the allotted time will be charged detention charges as administered by the carrier.

The Southern States Distribution Center must be notified of any shipping delays that will result in your order(s) not being shipped in time to meet your scheduled delivery appointment. A list of Distribution Center locations and contact information is attached (see Figure 1.2). The Southern States Transportation Department must be notified if shipping delays result in the load not being available for a carrier assigned by Southern States. This notification must be done at least 1-day in advance of your ship date. Vendors that fail to notify the Southern States Transportation Department of shipping delays that result in the load not being available for a carrier assigned by Southern States may be charged accessorial charges as administered by the carrier.

***** Failure to do so may result in a charge-back for full freight expense and a \$50 administrative fee *****

Truckload Shipments (Distribution Centers)

Freight Collect TL Shipments

If you are unsure about the freight terms of your shipments to Southern States / Agway, please contact the Transportation Department at 800-872-3411 opt. #1 prior to shipping.

***** Failure to do so may result in a chargeback for full freight expense and a \$50 administrative fee.*****

Complete and fax the attached *Southern States Routing Request Form* (attached) to the Southern States Transportation Department at the fax number printed on the form. The form may also be completed electronically and E-mailed to the address on the top of the form. Be certain to include the following information:

- Supplier name
- Ship Point (complete physical address)
- Contact information (including phone number and E-mail)
- Date and time of the fax
- Hazmat (if applicable)
- LTL NMFC number
- Purchase order number (*Southern States requires that all PO numbers on the shipment are listed individually on each routing request form*)
- Destination location
- Number of pieces, pallets, weight, and cube per PO
- P.O. Due Date
- Date available for pick up – Orders must be ready by 8 a.m. on this day.

If you ship from multiple locations, a separate form must be used for each ship point. All orders require notification at least 2 business days in advance of your purchase order due date. When given less than 2 days, we will try to accommodate your request.

You will receive a response from the Transportation Department within 1-day of receiving your request.

For Purchase Orders that exceed one truckload, a separate routing must be requested for each additional truckload or any amount exceeding one truckload.

***** Failure to do so may result in a chargeback for full freight expense and a \$50 administrative fee.*****

The Transportation Department will assign a carrier. The truckload carrier will contact you prior to pick-up. If you do not hear from the carrier at least 1-day prior to the purchase order due date, please notify the Southern States Transportation Department. Please note the prior section of this guide titled 'Loading Procedures' for information concerning policies and procedures concerning loading trailers.

Pre-paid Truck Load Shipments

If you are unsure about the freight terms of your shipments to Southern States / Agway, please contact the Transportation Department at 800-872-3411 opt. #1 prior to shipping.

***** Failure to do so may result in a charge back for full freight expense and a \$50 administrative fee.*****

All shipments require a delivery appointment before being received into any of our Distribution Centers. Carriers will not be permitted to deliver at a Southern States distribution facility without a delivery appointment. A list of Distribution Center locations and contact information is attached (see Figure 1.2). Please note that it is our policy that delivery appointments will not be scheduled and merchandise will not be received into a Southern States Distribution Center prior to the purchase order due date without buyer approval.

Be certain to include the following information when requesting a delivery appointment from the Distribution Center:

- Supplier name, ship point, contact information
 - Date and time of the fax
 - Purchase order number(s)
 - Destination location
 - Number of pieces
 - Number of pallets
 - Due date of purchase order(s)
 - Date available for delivery
-
- Some vendors may require that their carrier contact the Southern States Distribution Center and request an appointment prior to delivery. *In this case, please provide the delivering carrier with the Distribution Center contact information needed to schedule appointments for delivery.*
 - Freight PRPD carriers should be instructed that all delivery appointment requests require notification at least 48-hours in advance of optimal delivery date. When given less than 48-hours we will try to accommodate your request.
 - Vendors who ship pre-paid are responsible to ensure their carrier is on time for all scheduled appointments. Carriers who arrive later than fifteen (15) minutes of their scheduled appointment time may have to wait to be unloaded sometime throughout the day or may be required to have its delivery rescheduled by the Southern States Distribution Center. Southern States reserves the right to refuse to allow deliveries by any Prepaid carrier that routinely fails to meet delivery appointments
 - Southern States will not be responsible for any ancillary charges including detention, loading, and unloading. It is the vendor's responsibility to inform the carriers of this policy. The vendor agrees to indemnify and hold Southern States harmless from any and all claims by the carrier in this regard.

Less Than Truckload Shipments (Distribution Centers)

Freight Collect LTL Shipments

Consolidation of LTL shipments – if there will be more than one LTL shipment, shipping within three days of each other, to one Southern States location, the shipper is responsible to consolidate these shipments onto a single Bill of Lading. If the combined shipment exceeds 5000 lbs. or 750 cu., contact the Transportation Department for updated routing instructions.

*** Failure to do so may result in a chargeback for excess freight charges and a \$50 administrative fee ***

1. Shipments weighing 150 lbs. or less that can be shipped with UPS Ground – ship via UPS Ground. Billing on UPS Ground shipments should be on a pre-pay-and-add basis unless otherwise instructed to by Southern States Transportation.
2. LTL shipments weighing greater than 150 lbs. or those less than 150 lbs. that cannot be shipped via UPS Ground – complete and fax the attached “*Southern States Routing Request Form*” (attached) to the Southern States Transportation Department at the fax number printed on the form. The form may also be completed electronically and E-mailed to the address on the top of the form. Be certain to include the following information:
 - Supplier name
 - Ship point (complete physical address)
 - Contact information (including phone number and E-mail)
 - Freight terms
 - NMFC LTL freight classification of the product(s) you are shipping
 - LTL ‘class rate’ for the product(s) you are shipping
 - Purchase order number (*Southern States requires that all PO numbers on the shipment are listed individually on each routing request form*)
 - Destination location
 - Number of pieces, weight, cubic feet
 - P.O. due date
 - Date available for shipping – Orders must be ready by 8 a.m. on this day

No Freight Collect LTL shipment should exceed 5000 lbs. or 750 cu. without prior approval of the Southern States Transportation Department.

*** Failure to do so may result in a chargeback for excess freight charges and a \$50 administrative fee ***

If you ship from multiple locations, a separate form must be used for each ship point. All orders require notification at least 2 business days in advance of your purchase order due date. When given less than 2 days, we will try to accommodate your request.

You will receive a response from the Transportation Department within 24 hours of receiving your request. The Transportation Department will assign a carrier. *Please note that your LTL shipment may be assigned to a truckload carrier.*

- If assigned a truckload carrier, the truckload carrier will contact you prior to pick-up. If you do not hear from the carrier at least 24 hours prior to the appointment date, please notify the Southern States Transportation Department.
- If assigned to an LTL carrier, you must contact the carrier and make arrangements for pick-up. It is the vendor’s responsibility to contact the carrier and coordinate the pick-up to meet the P.O. due date. The carrier will schedule the delivery appointment.

Freight Prepaid LTL Shipments

UPS Freight LTL (formally Overnight Transportation) is Southern State's preferred less-than-truckload carrier. Shipments arriving at our distribution centers via UPS Freight LTL will receive expedited delivery appointments and receiving. Southern States encourages suppliers that ship on a prepaid basis to ship via UPS Freight LTL when practical.

When shipping Freight Prepaid LTL shipments, you do not need to fill out a request form. You may simply ship with your carrier. It is your vendor's responsibility to ensure that a delivery appointment is made prior to delivery. A list of Distribution Center locations and contact information is attached (see Figure 1.2)

Freight Collect Direct-to-Store LTL Shipments

Purchase orders requiring merchandise to be shipped directly to Southern States store locations on a "Freight Collect basis", should be handled as follows:

- Shipments weighing 150 lbs. or less that can be shipped with UPS Ground, ship via UPS Ground. Billing on UPS Ground shipments should be on a pre-pay-and-add basis unless otherwise instructed to by Southern States Transportation.
- LTL shipments weighing between 150 and 5000 lbs. and less than 750 cu., or those less than 150 lbs. that can not be shipped via UPS Ground, should be shipped via UPS Freight LTL (formally Overnight Transportation), Southern States preferred LTL carrier.
- Billing on *Freight Collect* shipments to Southern States store locations via our core LTL carrier should be PRPD 3rd party to Southern States Cooperative, Inc. P.O. Box 26234 Richmond, VA 23260
- Shipments greater than 5000 lbs. or 750 cu. – complete and fax the attached "*Southern States Routing Request Form*" (attached) to the Southern States Transportation Department at the fax number printed on the form. The form may also be completed electronically and E-mailed to the address on the top of the form. Be certain to include the following information:
 - Supplier name
 - Ship point (complete physical address)
 - Contact information (including phone number and E-mail)
 - Date and time of the fax
 - Freight terms
 - NMFC LTL freight classification of the product(s) you are shipping
 - LTL 'class rate' for the product(s) you are shipping
 - Purchase order number (*Southern States requires that all PO numbers on the shipment are listed individually on each routing request form*)
 - Destination location
 - Number of pieces, weight, cubic feet
 - P.O. due date
 - Date available for shipping – Orders must be ready by 8 a.m. on this day
- No Freight Collect LTL shipment should exceed 5000 lbs. or 750 cu. without prior approval of the Southern States Transportation Department.

*** Failure to do so may result in a chargeback for excess freight charges and a \$50 administrative fee ***

Railroad Shipments (non-bulk)

Shipper Must Order Railroad Cars For Loading

The Railroads require EDI for ordering empty cars for loading. Shown below are telephone numbers and website addresses that will take your empty car orders or will assist you in getting setup for EDI car ordering.

| | | |
|----------|---------------------------------|--|
| BNSF RR: | 800-234-8440 | www.bnsf.com |
| CSXT RR: | 877-744-7279 Option 5, Option 6 | www.shipcsx.com |
| NS RR: | 404-658-2342 | www.nscorp.com |
| UP RR: | 800-272-8777 | www.up.com |

Railroad Customer Service Centers

| | |
|----------|----------------------------------|
| BNSF RR: | 888-428-2673, Option 2 |
| CSXT RR: | 877-744-7245, Option 5, Option 6 |
| NS RR: | 800-635-5768 |
| UP RR: | 800-272-8777 Press # key |

Railroad Contact At Southern States Cooperative, Richmond, VA.

Everette Davis 800-872-3411 X-1427

Pallet Exchange

Southern States does not participate in pallet exchange nor will Southern States accept charges for pallets. It is the vendor's responsibility to ensure that the carrier is aware of the "No Pallet Exchange" Policy.

Backorders

Orders must be received by the requested date in full. Backorders must be authorized by the Inventory Control Department or merchandise buyer. The supplier is responsible for all costs associated with shipping approved backorders.

*** Failure to do so may result in a chargeback for excess freight charges and a \$50 administrative fee ***

Ancillary charges

Southern States will not be responsible for any ancillary charges, including detention, delivery appointment scheduling, loading and unloading fee's (freight Prepaid shipments). It is the vendor's responsibility to inform the carriers of this Policy. The vendor agrees to indemnify and hold Southern States harmless from any and all claims by the carrier in this regard.



SOUTHERN STATES

**Southern States Transportation
Truck Load/Less Than Truck Load**

Routing Request Form

Phone: 800-872-3411 opt. #1 Fax: 804-281-7738 E-mail: Routing@SSCOOP.com



SOUTHERN STATES

Vendor Name: _____

Date: _____ Time: _____

Ship Point (street address): _____

Is the shipment Hazmat? _____

Ship Point (city, state, zip): _____

*** Is driver required to assist in loading? _____

| This area to be completed by the vendor | | | | | | | | This area to be completed by Southern States Transportation Dept. | |
|---|-----------------|----------------------------------|---------|--------|------------|------------|--------------------------|---|---------------------|
| Purchase Order Number | Destination ZIP | Pieces | Pallets | Weight | Cubic Feet | Class Rate | * Date ready for pick up | ** Assigned Carrier | Confirmation Number |
| | | | | | | | | | |
| SS Ship To: | | Street Address (city, St., ZIP): | | | | | | | |

| Purchase Order Number | Destination | Pieces | Pallets | Weight | Cubic Feet | Class Rate | * Date ready for pick up | ** Assigned Carrier | Confirmation Number |
|-----------------------|-------------|----------------------------------|---------|--------|------------|------------|--------------------------|---------------------|---------------------|
| | | | | | | | | | |
| SS Ship To: | | Street Address (city, St., ZIP): | | | | | | | |

| Purchase Order Number | Destination | Pieces | Pallets | Weight | Cubic Feet | Class Rate | * Date ready for pick up | ** Assigned Carrier | Confirmation Number |
|-----------------------|-------------|----------------------------------|---------|--------|------------|------------|--------------------------|---------------------|---------------------|
| | | | | | | | | | |
| SS Ship To: | | Street Address (city, St., ZIP): | | | | | | | |

Vendor Contact Name: _____

* Load must be available for pick-up by 8 a.m. on the stated ready date.

Phone Number: _____

** If assigned carrier is a TL carrier, carrier will arrange pick-up details with vendor.

Fax Number: _____

** If assigned carrier is a LTL carrier, vendor must contact carrier to arrange pick-up.

Notes: _____

*** (Collect Shipments only) Vendors that requires drivers to count product or assist in loading may be charged related fees administered by the carriers.

Figure 1.2

Southern States Distribution Center Locations and Contact Information

Cloverdale, VA Distribution Center

1796 Lee Highway South Cloverdale, VA 24077

Contact number 540-992-1100

| | | |
|----------------------------------|---------------|-----------|
| Manager | Dave Bittner | ext. 4218 |
| Seed | Randy Jenkins | ext. 4224 |
| Crops | Norman Jones | ext. 4216 |
| Receiving Appointments & Returns | Sandy Craft | ext. 4219 |
| Shipping | Dan Breighner | ext. 4217 |

Driving Directions

I-81 to exit 150A. At light (route 11 South) turn right. DC is on the left 1 mile south

Louisville, KY Distribution Center

(Please note new address effective February 15, 2010)

7200 Global Drive Louisville, KY 40258

Contact number 502-937-3780 or 888-775-9234

| | | |
|------------------------|-------------------|-----------|
| Manager | Joe Carta | ext. 4120 |
| Crop Protectants | Travis Gosser | ext. 4124 |
| Receiving | Henry Moore | ext. 4122 |
| Shipping | Peggy Wilson | ext. 4126 |
| Returns | Peggy Wilson | ext. 4126 |
| Receiving Appointments | Stephanie Barnett | ext. 4114 |

Driving Directions:

I-65 south to Gene Snyder Freeway, 841 west, until it ends and changes over to the Greenbelt Hwy. Go approx 3-4 miles and take a left on Global drive. SSC located on the left, third building from the corner of Global drive

Westfield, MA Distribution Center

323 Lockhouse Road Westfield, MA 01085

Contact Number: 413-568-9201 or (800) 410-8321

| | | |
|----------------|------------------|-----------|
| Manager | Joe Aldridge | ext. 4317 |
| Superintendent | Jennifer Simpson | ext. 4343 |
| Seed | Bruce Duval | ext. 4327 |
| Receiving | Shelia Burns | ext. 4315 |
| Shipping | John Young | ext. 4314 |
| Returns | Bob Gibson | ext. 4351 |

Driving Directions:

Mass Pike (I90) to Exit 3. Take a right off the exit. Take first right onto Arch Road. Arch Road becomes Lockhouse Road. The DC is approximately 2 miles on the right.

Seaford, DE Distribution Center

200 Allen Dr. Seaford, DE. 19973

Contact Number 302-629-7991 Fax 302-629-0257

| | |
|-------------------------|--------------|
| Manager | Tom Sallade |
| Assistant Manager/Seed | Aaron Cooper |
| Crop Protectants | Tom Sallade |
| Secretary/Dispatch | Dora Smith |
| Office Manager/Dispatch | Jim VanVleck |

Driving Directions

From the North

Take I-95 south, to Rt. 50 east, to 404 east, to Rt. 13 south to Seaford. Take Rt. 20 west. Go through eight traffic lights and turn on Dulaney drive. The Distribution Center is ¼ mile on right.

From the South

Take Rt. 13 north to Seaford. Take Rt. 20 west and follow directions from above.

From North PA

Take route 1 or route 13 south to Seaford and follow directions from above.

Sylvester, GA Distribution Center

702 Ashburn Highway

Sylvester, GA 31791

Phone: 229-776-1498

| | |
|------------------------|----------------|
| Manager | Jerry Glass |
| Shipping and Receiving | Jerry Fields |
| Returns | Stephen Sadler |

Driving Directions:

Take U.S. 82 into Sylvester. Turn north (right) onto GA Route 33/112.

Go north 1.5 miles, distribution center on right

Farmville, NC Distribution Center

P.O. Box 746

Highway 264 Alternate

Farmville, NC 27828

Contact Number 252-753-4049 Toll Free 877-231-5508

| | |
|----------------|------------------|
| Manager | Phil McCarty |
| Asst. Mgr. | Bob Howard |
| Secretary | Carolyn Grant |
| Superintendent | Anthony Randolph |

Driving Directions

From I-95 North or South

Exit 121 (East) onto highway 264 east. Travel east approximately 20 miles.

Turn right at Exit 60 (hwy 121/264 alt.). Travel approximately 3 miles, cross railroad tracks. Warehouse located on left 300 yards past RR Crossing.

Franklin, KY Distribution Center

3576 Russellville Rd
Franklin, KY. 42134
Contact Number 270-586-5240
Manager
Asst. Manager

Mike Stovall
Mathew Rogers

Directions From I-65

From North

Take exit 6, turn right at the bottom of ramp.
Go to first stop light turn left on Truck Rt. 1008.
Follow truck route until it dead ends into Hwy. 100.
Turn left and the warehouse is 3 miles out on the right.

From South

Take exit 2; turn left at bottom of ramp.
Follow 31-W north until stop light at intersection of truck route 1008
Turn left on truck route follow until it dead-ends into Hwy. 100
Turn left and the warehouse is 3 miles on the right.