

DOMESTIC TRANSPORTATION VENDOR'S ROUTING GUIDE



Inbound Logistics Contact Information

Corporate Office

780 Johnson Ferry Road NE
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Atlanta, GA 30342
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Fax: 404-443-4169

Department Email: loaddetails@havertys.com

Nicole Warner
Senior Inbound Logistics Coordinator
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nwarner@havertys.com

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shaubrouck@havertys.com

Abir Thakurta
VP of Supply Chain
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athakurta@havertys.com

Distribution Center Locations & Contacts

General Distribution Hotline: (866) 322-1470

Provides directions and connects callers with Receiving at the Haverty's home office and distribution centers.

EDC: Braselton, Georgia

PO# starts with 4010##### or 10-#####

1090 Broadway Avenue

Braselton, GA 30517

(706) 658-2060

George Young, Receiving Manager, (404) 443-2900 ext: 32058

Roger Atkins, General Manager, (404) 443-2900 ext: 32011

FDC: Lakeland, Florida

PO# start with 4020##### or 20-#####

7100 Haverty Way

Lakeland, FL 33805

(863) 680-1710, Push option 4, and then select the proper extension.

Glenn Thompson, Receiving Manager, (404) 443-2900 ext: 33045

Eric Fuchs, General Manager, (404) 443-2900 ext: 33011

WDC: Coppell, Texas

PO# start with 4030##### or 30-#####

770 Gateway Boulevard

Coppell, TX 75019

(972) 304-1505

Frank Ledford, Receiving Manager, (404) 443-2900 ext: 33014

Guard Shack, (404) 443-2900 ext: 31159

George Tittle, General Manager, (404) 443-2900 ext: 32058

VDC: Colonial Heights, Virginia PO# start with 4011##### or 11-#####

1720 Walthall Drive

Colonial Heights, VA 23834

(804) 520-8633

Bryan Pearson, Receiving Manager, (404) 443-2900 ext: 36023

Eric Waff, General Manager, (404) 443-2900 ext: 36011

General Routing Instructions

Freight Terms

- Collect - FOB Origin: All shipments for which Havertys pays the freight expense.
- Prepaid - FOB Destination*: All shipments for which Vendor pays full freight expense
- Prepay & Add - FOB Destination*: Havertys is billed freight expense on separate line item on merchandise invoice.

*Any rate changes in previously agreed upon freight terms must be submitted to Havertys for review and approval.

Loading Terms (Collect - FOB Origin Freight Terms Only)

Full Truckload (Including Backhaul Program) - Full truckload shipments to Havertys are to be loaded Shipper Load and Count. Havertys hired carriers are not responsible for shortages unless trailer seal is broken or shows to be different from that noted on Bill of Lading (BOL) upon delivery. BOL must have Shipper Load and Count noted.

LTL (Excluding Backhaul Program) - LTL/Consolidation shipments to Havertys are to be loaded Shipper Load/Driver Count. Piece count discrepancies found must be noted at time of pick up and initialed by both carrier and vendor. BOL must have Shipper Load/Driver Count noted.

Shipping Confirmation (Load Details & Production Plans)

All shipping confirmations in the form of load details and/or production plans must include PO#(s), SKU(s), Quantity per SKU, Cubic Feet and Cargo Ready Date. Load details and/or production plans must be sent to loaddetails@havertys.com by 3PM EST (Wednesday by noon for Backhaul Shipments) on the day agreed upon by both Havertys and vendor. This information can be found on the Havertys partner website.

Bill of Lading (BOL) & Packing List

The Bill of Lading (BOL) and Packing List are critical documents in the processing of shipments through the distribution center. Havertys requires that vendors provide BOL & Packing List for every shipment sent to our distribution centers. A copy must be emailed or faxed to Inbound Logistics at loaddetails@havertys.com or 404-443-4195 once the product is loaded on trailer. BOL and/or Packing List must include PO#(s), SKU(s), Quantity per SKU, Cubic Feet, Carrier Name, Trailer # and Seal #. Vendors must affix a packing list to one piece of cargo on the inside/rear of the trailer.

Full Truckload Trailer Seals

All full truckload trailers must have seals placed on door once loaded. Seal # must be noted on BOL and will be verified upon delivery at the Havertys Distribution Center.

Specifications for Cubic Feet

Vendors must consider the amount of trailer space the shipment will require when calculating cubic feet. The vendor is responsible for cubing out trailer and calculating the accurate cubic feet or amount of trailer space used. Carrier selection is determined by cube or amount of trailer space the shipment will require. If product is not stackable this must be considered when figuring shipment's cubic feet.

Unauthorized Carrier (Collect - FOB Origin Freight Terms Only)

The routing instructions in this guide must be followed and the preferred carrier as indicated in this guide must be utilized or an alternative carrier as selected by HVT Inbound Logistics. If a carrier other than the preferred carrier or alternative carrier selected by HVT Inbound Logistics is used the shipment will be considered as "FOB Destination." Furthermore:

- All freight charges will be the responsibility of the vendor.
- All loss and/or damage of merchandise will be the responsibility of the vendor.
- Detention and demurrage costs at any receiving location will be the vendor's responsibility.

Vendor Routed Freight (Prepaid & Add Freight Terms Only) & Merchandise Invoicing

Invoices need to be sent to the following addresses depending on ship to location. Please mail to the attention of Accounts Payable.

Ship To Location:

EDC- Braselton, GA
Attention: Cheryl Reid

Bill To:

1090 Broadway Ave.
Braselton, GA 30517

FDC- Lakeland, FL
Attention: Diane Forbes

7100 Haverty Way
Lakeland, FL 33805

VDC- Colonial Heights, VA
Attention: Cheryl Reid

1090 Broadway Ave.
Braselton, GA 30517

WDC- Coppell, TX
Attention: Karen Yarborough

770 Gateway Blvd.
Coppell, TX 75019

Additional Guidelines for Freight Invoices:

- Required backup docs for invoice packets include *Packing List and Bill of Lading*.
- All accessorial fees (detention, per diem, etc.) must be invoiced and sent to the Havertys home office c/o Supply Chain. Distribution Centers will not approve accessorial fees.
- Additional invoices created for charges not billed on original invoice will need to include original required docs and back up for charges not previously billed.

Furniture/Accessories Routing Procedures

Drop & Hook / Standing Appointment Program (Collect, Prepaid or Prepay and Add)

Vendor must submit shipping confirmation in the form of production list or load details on agreed upon day of the week (per Havertys order – dock – guarantee matrix). This must be submitted to HVT via loaddetails@havertys.com. Shipping confirmation must include PO#(s), SKU(s), Quantity per SKU, Cubic Feet and Cargo Ready Date.

Number of Truckloads must be submitted to HVT at time of submission of production list and/or load details. If vendor is not using all allotted standing appointments for a given ship period HVT must be notified of standing appointment cancellations at this time.

Once loaded, vendor must submit BOL and Packing List to HVT via loaddetails@havertys.com or fax to 404-443-4195 by 3pm EST. BOL and/or Packing List must include PO#(s), SKU(s), Quantity per SKU, Carrier Name, Trailer # and Seal #. Vendors must affix a packing list to one piece of cargo on the inside/rear of the trailer.

Collect – FOB Origin

Backhaul Shipment Program - Ryder (EDC - Braselton, GA Only)

Shipments **originating in GA, NC & VA**, shipping to Braselton, GA regardless of cubic feet.

Vendor must submit shipping confirmation in the form of production list or load details on agreed upon day of the week (per Havertys order – dock – guarantee matrix). This must be submitted to HVT via loaddetails@havertys.com. Shipping confirmation must include PO#(s), SKU(s), Quantity per SKU, Cubic Feet and Cargo Ready Date.

HVT will reply to vendor by Noon on Thursday with routing instructions and/or pick up schedule for loads picking up the next week.

Once loaded, vendor must submit BOL and Packing List to HVT via loaddetails@havertys.com or fax to 404-443-4195. BOL and/or Packing List must include PO#(s), SKU(s), Quantity per SKU, Carrier Name, Trailer # and Seal #. Vendors must affix a packing list to one piece of cargo on the inside/rear of the trailer.

HVT Inbound Logistics may choose alternative carrier if weekly volume exceeds Ryder Backhaul capacity (12 loads/week).

Full Truckload Shipments

Vendor must submit shipping confirmation in the form of production list or load details on agreed upon day of the week. This must be submitted to HVT via loaddetails@havertys.com. Shipping confirmation must include PO#(s), SKU(s), Quantity per SKU, Cubic Feet and Cargo Ready Date.

HVT will reply with routing instructions/carrier name within 2 business days upon receipt of load details.

Once loaded, vendor must submit BOL and Packing List to HVT via loaddetails@havertys.com or fax to 404-443-4195. BOL and/or Packing List must include PO#(s), SKU(s), Quantity per SKU, Carrier

Name, Trailer # and Seal #. Vendors must affix a packing list to one piece of cargo on the inside/rear of the trailer.

Less-Than-Truckload (LTL)/Partial Shipments

Once the purchase order is ready to be fulfilled the vendor will supply pickup and shipment information to Coyote SCS (formally UPS SCS) Transportation Management team via email. (upshavertyssupport@coyote.com)

At minimum this information must include:

- Origin Name, Address, City, State and Postal Code
- Destination Name, Address, City, State, and Postal Code
- Haverty's Purchase Order #(s)
- Haverty's SKUs and piece count
- Packaging (Pallet, Boxes, Loose, etc...)
- Weight
- Freight Class
- Copy of Packing List

If any information is missing, Coyote SCS Transportation Management personnel will reach out to the original requestor(s)/Haverty's vendor(s). If the requested information is not received with enough time to perform a pickup, the request will be escalated to Havertys for assistance.

Vendors should only submit pickup requests for LTL service once a week unless Havertys expressly notifies the vendor otherwise. Any additional LTL shipments without Havertys' approval will be charged back to the vendor. Reports will be provided to Havertys by Coyote SCS indicating daily transportation activity.

Small Parcel Shipments

Shipments that do not meet LTL requirements will ship via FedEx Small Parcel.

Small Parcel Guidelines:

- Individual Packages up to 150lb (70kgs)
- Longest side may not be greater than 48"
- No Palletized Cargo

The vendor must have their own FedEx account in order for vendor to ship via FedEx Small Parcel. A shipment may be placed online and billed collect with a Haverty's DC as the Recipient.

Shipment Routing:

Ship via FedEx Small Parcel with the below destination account numbers. After creating shipment send LoadDetails@Havertys.com a copy of the packing slip.

DC	Location	Account Number
EDC	Braselton, GA	7947-0606-9
FDC	Lakeland, FL	7953-1238-2
VDC	Colonial Heights, VA	7948-9128-1
WDC	Coppell, TX	7953-1434-2

Rug Routing Procedure

Dedicated Pick Up - JTM Distribution/Bolt Logistics (Dalton, GA Area Shipments Only)

Shipments originating in Dalton and Calhoun, GA area shipping to Braselton, GA and Coppell, TX **regardless of cubic feet.**

Vendor must submit shipping confirmation in the form of production list or load details to HVT via loaddetails@havertys.com. Shipping confirmation must include PO#(s), SKU(s), Quantity per SKU, Cubic Feet, Weight, and Cargo Ready Date.

- EDC -Bi-weekly Pick up by JTM Distribution
 - Shipping confirmation sent to HVT Friday; Pick up the following Monday.
 - Shipping confirmation sent to HVT Wednesday; Pick up the following Thursday.

- WDC -Weekly Pickup by Bolt Logistics
 - Shipping confirmation sent to HVT Monday; Pick up the following Tuesday.

Once loaded, vendor must submit BOL and Packing List to HVT via loaddetails@havertys.com or fax to 404-443-4195 by 3pm EST. BOL and/or Packing List must include PO#(s), SKU(s), Quantity per SKU, Carrier Name, Trailer # and Seal #. Vendors must affix a packing list to one piece of cargo on the inside/rear of the trailer.