

Alliance Game Distributors

# Routing Guide

Revised: 10/2024

## Barcode Requirements

- A scannable barcode must be printed or stickered on all items.
- Items without barcodes may delay products from being processed and/or available to the marketplace.

## Packing Slip

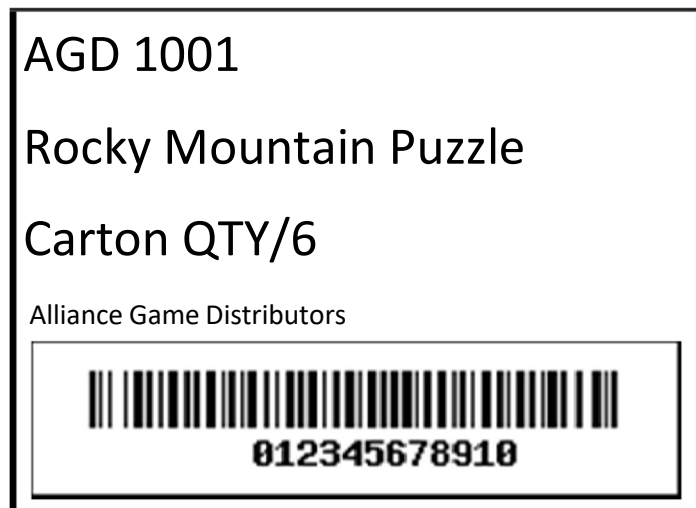
- A packing slip must be included with each shipment, either attached on the outside of the lead carton or inside a carton clearly marked "Packing list enclosed."
- Failure to provide a packing list could cause delays in getting your product to the marketplace. Shipments that arrive without a packing list may be held until one is provided.
- Each packing slip must include:
  - a. Vendor Name
  - b. Ship From Address
  - c. Ship To Address
  - d. Stock Code for each item
  - e. Description for each item
  - f. Quantity Per Carton
  - g. Total Quantity Shipped
  - h. Alliance Purchase Order Number
- Notification/tracking information must be sent to your AGD line buyer before the product arrives.
- You may also send a packing list electronically via email to your AGD line buyer, but it must arrive before the product arrives at the warehouse.

## Carton Labels

- Cartons contents must be clearly and accurately marked on the outside of each carton.
  - a. Contents can be listed on a self-adhesive label or printed on the carton.
- Carton labels must contain:
  - a. Vendor name
  - b. Stock code
  - c. Title/Product Description
  - d. Quantity per carton
  - e. EAN, ISBN or UPC number

## Mixed or Partial Cartons

- Cartons containing more than one SKU must be labeled "Mixed."
- Partial cartons should have the carton qty marked out and must be labeled "Partial."

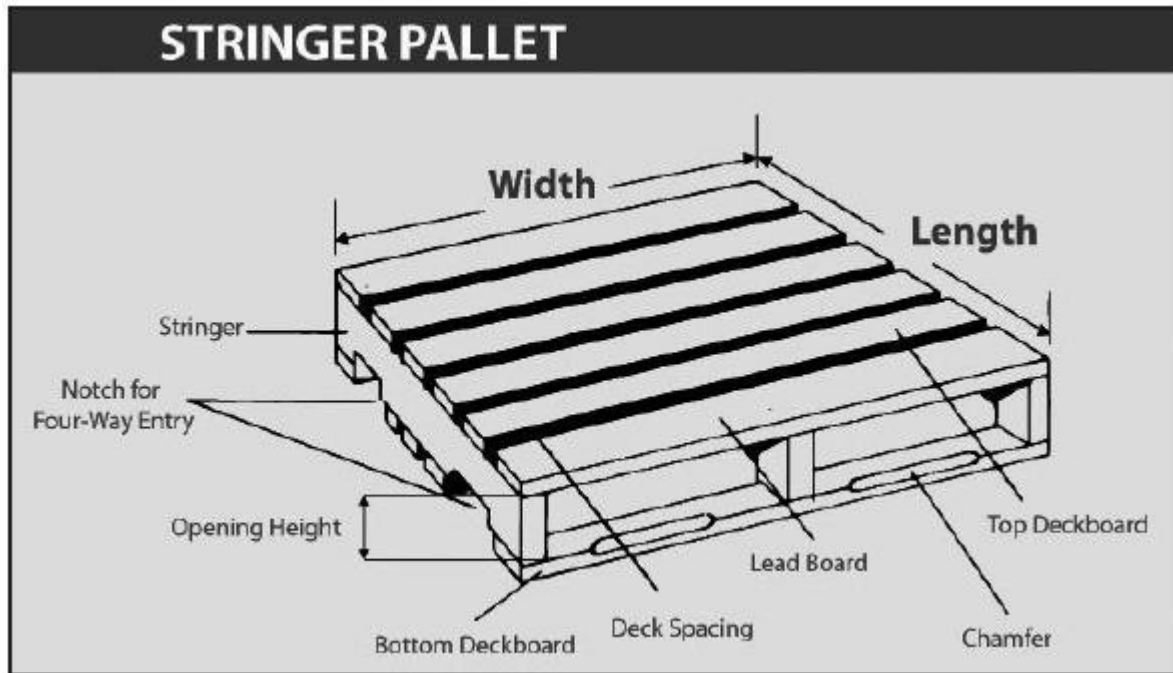


## Packaging

- Small items such as miniatures, small paint bottles or cards must be packaged into their own carton or sleeve and placed inside a larger carton.
- All products must arrive in cartons. No loose product will be accepted.
- Individual cartons cannot exceed 70lbs/31kg
- All cartons must have an Edge Crush Test (ECT) of 32 LBS/IN or more
- Cartons must contain a single SKU whenever possible

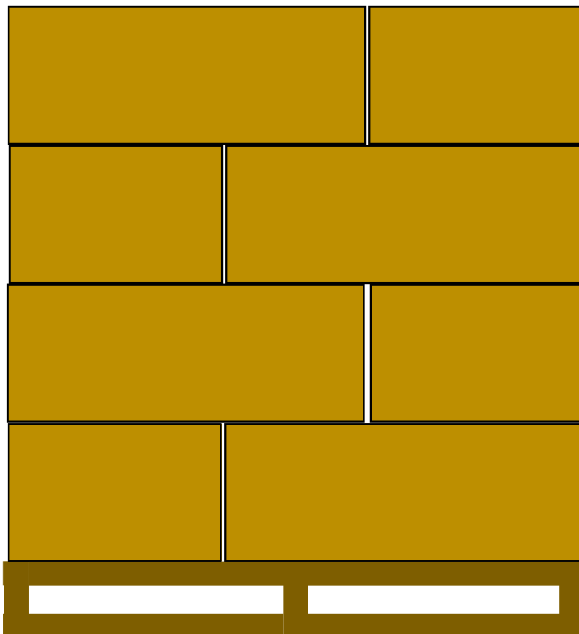
## Pallet Preparation

- Material on pallets must be properly stacked with an interlocking pattern on 48 x 40 4-way stringer pallets (see example below). The material must conform closely to the pallet size to minimize lost space and transit damage. Loads must be stretch-wrapped (not banded) around cartons and the pallet at the base, to prevent in-transit shifting. AGD will not accept block pallets. Shipping block pallets to AGD may result in refusal of shipment and/or chargebacks.

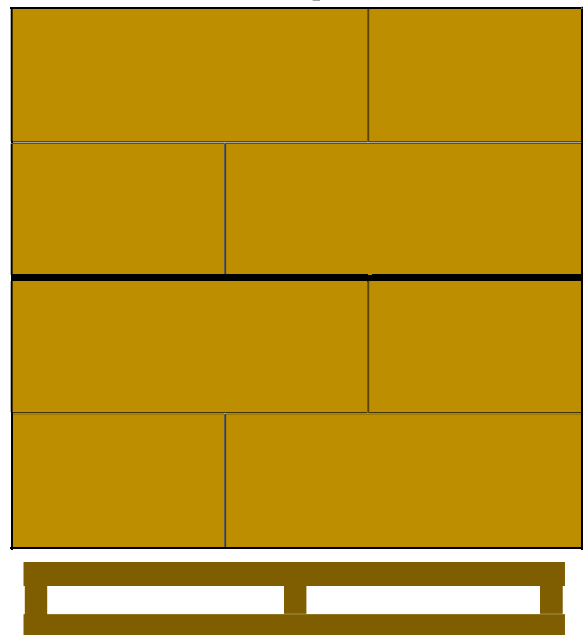


- All cartons must be within the size of the pallet to help prevent damage during transit. Pallets with overhanging cartons will not be accepted.

### Acceptable



### Unacceptable



## Shipping and Billing

Location	Delivery Appointment Contact
Alliance East 207 Redco Ave Suite 4 Red Lion, PA 17356	Dewaine Gartensleban   717-804-4171   <a href="mailto:dlg@alliance-games.com">dlg@alliance-games.com</a> Justin Nguyen   717-804-4172   <a href="mailto:jmn@alliance-games.com">jmn@alliance-games.com</a>
Alliance Midwest 3102 Brooklyn Ave Ste C Fort Wayne, IN 46809	Dan Hughes   260-440-7334   <a href="mailto:dmh@alliance-games.com">dmh@alliance-games.com</a> Gabe Gillig   260-440-7767   <a href="mailto:gjg@alliance-games.com">gjg@alliance-games.com</a>
Alliance Fulfillment 3102 Brooklyn Ave Ste B Fort Wayne, IN 46809	Dan Hughes   260-440-7334   <a href="mailto:dmh@alliance-games.com">dmh@alliance-games.com</a> Morgan Garcia   260-440-7776   <a href="mailto:mdt@alliance-games.com">mdt@alliance-games.com</a>
Alliance Southwest 2251 Picadilly Drive Ste B220 Round Rock, TX 78664	Christian Luna   512-410-7947   <a href="mailto:cal@alliance-games.com">cal@alliance-games.com</a> Anthony Santano   512-410-7947   <a href="mailto:santhony@alliance-games.com">santhony@alliance-games.com</a>
Alliance West 7952 West Doe Ave Visalia, CA 93291	Merida Anderson   559-827-4455   <a href="mailto:mfa@alliance-games.com">mfa@alliance-games.com</a> Jeremy Mayo   559-827-4334   <a href="mailto:jnm@alliance-games.com">jnm@alliance-games.com</a> Anthony Gonzalez   559-827-4332   <a href="mailto:ganthon@alliance-games.com">ganthon@alliance-games.com</a>

### Shipping Authorization for Alliance Game Distributors

If your vendor account has been authorized to ship to Alliance Game Distributors via our UPS Ground account or our XPO Logistics account, below are the guidelines that must be followed to avoid a charge back.

Alliance Game Distributors has negotiated rates with various small package companies and freight carriers. To control our costs, we must take advantage of these negotiated rates.

Small package orders must ship via UPS Ground service, 3<sup>rd</sup> party billing, account# 261E5F.

For larger, pallet size shipments

#### *1-6 pallets*

- Please use the provided bol to set up your shipments.
- Contact your local XPO Logistics Service Center.
- XPO Logistics Service Center Locator:  
[https://lcl.xpo.com/webapp/servicecenter\\_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=f&astmap2000&logotoggle=S&SICInfo=Y&TTMapInfo=N](https://lcl.xpo.com/webapp/servicecenter_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=f&astmap2000&logotoggle=S&SICInfo=Y&TTMapInfo=N)

#### *7 pallets and above*

- Contact your line buyer for shipping arrangements.

Failure to follow these instructions that result in additional costs to Alliance will be deducted from your next payment.

## International inbound shipments

It is the vendor's responsibility to make all arrangements, including customs clearance, for product shipping to AGD from outside of the United States. All international shipments must be FOB – Destination (Delivered Duty Paid [DDP]) unless other arrangements have been made with Alliance prior to shipping.

## Inbound Containers

Information required for containers arriving at any Alliance location. Providing this information will allow AGD to efficiently process your container and avoid costly delays.

- Container Number
- Size of Container (20', 40', 45', etc)
- Type of load (loose or Palletized)
- Products on board, stock number, description, quantity
- Bill-of-Lading
- Commercial invoice
- Packing list.
- Port of arrival
- Port of customs clearance
- Estimated date of arrival

AGD needs this information a minimum of 2 weeks prior to the container's arrival, in one e-mail, sent to the appropriate warehouse contact person. Absence of any of the above information can result in costly delays. Please make sure your freight forwarders also notify us using e-mails. Often their phone messages do not include all the information needed, which causes delays.

## TL/LTL Shipments

Carrier needs to call ahead of time to schedule a delivery time, at each location. Use the appropriate warehouse contact list provided.

## Chargebacks/Infraction Fees

A. Materials must be shipped to Alliance Game Distributors in accordance with the AGD Purchase Order quantity and the instructions in this guide.

B. If Alliance Game Distributors, Inc. accepts and processes shipments with deviations from this guide, we will charge back as follows:

1. Receiving, handling, storage, and return cost may be charged back at a minimum of \$150.00 per shipment.
2. Any special handling costs incurred will be charged back to the vendor at a minimum of \$150.00 per occurrence.
3. Any carton not marked correctly can be corrected by AGD, incurring a \$150 per SKU along with a \$.20 per carton fee (this may result in delay of distribution)
4. Any truckload shipments not set up by AGD's Transportation Manager that arrive without an appointment time and are accepted may be charged back to the vendor at a minimum of \$100.00 per occurrence.
5. Any apparel items shipped to AGD that are not individually bagged and labeled with a scannable barcode will be subject to a fee of \$150.00 per incident (per sku) and 50 cents per bag. If a label is required, then a fee of 20 cents per label will be charged.
6. Any shipment delivered to Alliance without advance notice/packing list included with shipment or emailed to line buyer will be subject to a fee of \$150 per shipment.
7. AGD has the right to dispose of any overage or damaged product 2 weeks after informing the vendor of the occurrence if no recourse has been provided within that time frame.

C. Charge backs are not intended as a source of revenue for Alliance Game Distributors. We need your compliance with the instructions in this guide to assure our distribution centers operate efficiently.

D. A scannable bar code must be printed or stickered on all items shipped. At AGD's sole discretion, items received without a valid scannable bar code may be either returned to the vendor or assessed a \$150.00 per sku/per shipment processing fee, as well as an additional \$.20 per piece fee to cover expenses associated with creating, printing, and applying the sticker to each item for distribution (both fees subject to future increases). Distribution of items which arrive without valid bar codes (and are not returned to the vendor) may be delayed up to six weeks. If delays in receiving occur due to no scannable barcode being present on product it is likely that delays in payment for those items to the vendor will also occur. The vendor shall extend full return privileges to both AGD and Retailers on all items stickered by AGD.

E. If the United States Postal Service (USPS) is used by Vendors, Printers, or Manufacturers, AGD will not take responsibility for or pay claims on lost or missing product.

### NOTES:

Acceptable Proof of Delivery (POD) includes the total weight of the shipment, the date delivered, and the signature of who accepted the shipment. Examples include UPS/Fedex tracking, a scanned copy of a trucking company's delivery receipt, a scanned copy of a signed bill of lading (BOL.) Failure to provide acceptable proof of delivery delays research of any short receiving can result in deductions taken from future payments and/or chargebacks.