



## **Domestic Supplier Partner Guide**



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## Overview

### About Us

Imperial Dade is the leading independently-owned and operated distributor of foodservice packaging, facilities maintenance supplies and equipment in the United States, Puerto Rico and the Caribbean. As a provider of customized supply chain solutions, the company serves customers in many business-to-business market segments including supermarkets, grocers, healthcare facilities and restaurants. Founded in 1935 and headquartered in New Jersey, Imperial Dade serves more than 60,000 customers through a footprint of 48 branches and has a growing network of strategically located distribution centers with a fleet of over 900 vehicles.

To learn more about us, please visit [www.ImperialDade.com/Home/About](http://www.ImperialDade.com/Home/About)

### Purpose of the Document

Thank you for being a valued Supplier Partner to Imperial Dade. You are an integral part of our customers' success. This document defines Imperial Dade's policies and procedures for domestic Purchase Orders to achieve two goals:

1. Ensure our customers' needs are met accurately and in a timely manner
2. Ensure our supplier partners have clarity on how to ensure Purchase Orders can be fulfilled

As a high-volume distributor, any challenges that impact our ability to receive inventory or distribute it to customers presents a significant risk to business operations. As such, Imperial Dade expects Supplier Partners to comply with the standards laid out in this Guide. Failure to do so may result in fees charged to the Supplier Partner. These standards apply to the following Imperial Dade facilities:

- |                          |                            |                              |
|--------------------------|----------------------------|------------------------------|
| 1. Austintown, OH (OH1)  | 6. Houston, TX (TXH1)      | 11. Kansas City (KC)         |
| 2. Bordentown, NJ (NJBT) | 7. Irvine, CA (CAI1)       | 12. Lithia Spring, GA (GAA1) |
| 3. Franklin, MA (MAF1)   | 8. Jacksonville, FL (FLJ1) | 13. Loxley, AL (ALL1)        |
| 4. Hazelwood, MO (MOHZ)  | 9. Jersey City, NJ (JC)    | 14. Tampa, FL (FLT1)         |
| 5. High Point, NC (NC)   | 10. Jessup, MD (MDJ1)      | 15. Whitsett, NC (NCN1)      |

These standards will expand to more Imperial Dade warehouses and as such the list is subject to change. Any new warehouses added to this list will be communicated to Supplier Partners by Imperial Dade. For information on PO communication or Receiving requirements at other Imperial Dade facilities, please contact your current dedicated Buyer.

### Basic Requirements

Imperial Dade expects the following from our supplier partners:

1. Compliance with the end-to-end Purchase Order communication and confirmation process
2. Shipping compliance with all elements of Purchase Orders
3. Compliance with all Receiving standards (delivery process and packaging requirements)
4. Adherence to warehouse safety rules
5. Timely communication of approved price changes to all relevant Imperial Dade parties
6. Delivery of critical and accurate product attribute information

### Your Imperial Dade Partners

#### Purchasing

Our Purchasing team ensures we acquire appropriate levels of inventory to meet customer needs and maintain efficient warehouse operations. They manage all product purchasing, which includes Purchase Order creation, Purchase Order confirmation, and remediating any back ordered or supply issues to ensure Customer needs are met. In addition, Buyers dedicated to each supplier partner will support item set up and ensure accuracy of item data (See 'Delivery of critical product attribute information' section).

## Warehouse Operations

Within our warehouses, we typically have a Receiving Team or Department that manages the end-to-end Receiving process, which includes appointment scheduling, managing unloading via the driver or on-site lumber service, detailed check Receiving and putaway of inventory received from our Supplier Partners.

## Accounts Payable

Our Accounts Payable team processes all invoices to make payments to supplier partners and manages any fees resulting from non-compliance with the standards outlined in this document.

## Requirements

### 1. Purchase Order Communication

Imperial Dade offers two methods of PO communication:

1. Electronic Data Interchange (EDI)
2. Emailed PDFs

PO's must be confirmed by our supplier partners and any discrepancies in a PO must be remediated in a timely fashion or supplier partner may incur fees.

If you would like to establish EDI integration, please email [SupplierRelations@ImperialDade.com](mailto:SupplierRelations@ImperialDade.com) with a subject title "EDI Integration".

## Adherence to EDI Standards

Imperial Dade's EDI Standards are limited to two EDI transaction types: EDI 850 PO and 855 EDI PO Acknowledgement.

Imperial Dade requires supplier partners using EDI to comply with the following guidelines. Transmission errors may result in inability to confirm orders or receive inventory, which jeopardizes our ability to serve customers. Common errors include:

- Duplicates (EDI and/or Hard Copy)
- Incorrect or no warehouse specified
- Incorrect PO number
- Incorrect or no Supplier Partner item code
- Incorrect costs
- Incorrect buying multiples or unit of measure (e.g., case quantity or pallet minimums)

If errors in transmission are identified, please immediately notify your Imperial Dade Buyer.

## PDF Purchase Order Delivery and Confirmation Instructions

EDI is Imperial Dade's preferred method of PO communication. If you are unable to establish EDI communication with Imperial Dade, Imperial Dade will deliver PO's as PDF documents via email.


PO's include the following information, which must be fully confirmed by the Supplier Partner:

1. Ship to location
2. Delivery Date
3. PO number
4. Payment Terms
5. For each item on the order:
  - a. Quantity ordered
  - b. Supplier Partner item code
  - c. Description
  - d. Unit price



- e. Corresponding U/M for the price
- f. Total cost amount (total quantity multiplied by price)
6. Total item quantity and total cost for entire PO

Please see below for an example of a PO confirmation meeting these requirements:



30 Strawberry Street, P.O. Box 1569, Bayshore, MA 01525-1569  
Tel: 408.636.7000 | 508.649.9300 | Fax: 508.649.1211

### PURCHASE ORDER

|   |  |
|---|--|
| PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, DELIVERIES, BILLS OF LADING, ETC. IF CONTAINER AND CARRIER IS PROVIDED | PURCHASE ORDER NUMBER<br><b>809995</b> |
| PURCHASE ORDER DATE<br><b>01/04/21</b>  |  |
| CONFIRMATION NUMBER<br><b>178097</b>  |  |

\* WAREHOUSE 1 \*

ISSUED: IMPERIAL DADE LLC  
TO: 255 ROUTE 1 & 9  
JERSEY CITY NJ 07306  
Phone: (201) 437-7440  
Fax: (201) 437-7442

SHIP: IMPERIAL DADE LLC  
TO: 255 ROUTE 1 & 9  
JERSEY CITY NJ 07306  
Phone: (201) 437-7440  
Fax: (201) 437-7442

| DUE DATE  |     | BUYER |      | VENDOR      |             | TERMS  |      | FOB      |           | SHIP VIA/ROUTING |  |
|---|-----|-------|------|-------------|-------------|--|------|----------|-----------|------------------|--|
| 01/06/21  |     |       |      | 30001       |             | NET 30 DAYS  |      | PREPAID  |           | OUR TRUCK        |  |
| LINE  | QTY | ORD   | U/M  | VENDOR      | ITEM        | DESCRIPTION  | UNIT | PRICE    | EXTENSION |                  |  |
|   |     |       |      | ITEM NUMBER | NUMBER      |  |      |          |           |                  |  |
| 1   | 1   |       | EACH | 100099      | * PT-100099 | REPLACEMENT NUT - FOR 1 1/2" WAND, FOR PROTEAM VACUUM                                    | EACH | 2.50     | 2.50      |                  |  |
| 2   | 2   |       | CASE | RKS         | RKS         | 5 OZ TRANS PLASTIC COLD CUP 3500 CS<br>***MUST BE FABRIKAL DO NOT SHIP ANY OTHER BRAND** | CASE | 28.60    | 57.20     |                  |  |
| 3   | 3   |       | CASE | 5013905     | 50-G160     | SMOKE GREEN ALL PURPOSE CLEANER 128 OZ BOTTLE 6 CASE                                     | CASE | 54.65    | 163.95    |                  |  |
| <p>*TRANSFER ORDER FROM JC*</p> <p>*WILL PICKUP AT FRANKLIN LOCATION*</p> <p>PLEASE CONFIRM ORDER &amp; PICKUP DATE</p> |     |       |      |             |             |  |      |          |           |                  |  |
| TOTAL PRICES  |     |       |      |             |             |  |      | 89       |           |                  |  |
| TOTAL WEIGHT  |     |       |      |             |             |  |      | 975.62   |           |                  |  |
| TOTAL CUBES   |     |       |      |             |             |  |      | 133.47   |           |                  |  |
| FREIGHT   |     |       |      |             |             |  |      | 0.00     |           |                  |  |
| NSC CHARGE  |     |       |      |             |             |  |      | 0.00     |           |                  |  |
| TOTAL   |     |       |      |             |             |  |      | 2,294.56 |           |                  |  |

IMPORTANT: PACKING LIST MUST ACCOMPANY ALL SHIPMENTS.  
PLEASE CONFIRM ORDER WITH PRICING & SHIP DATE WITHIN 48 HOURS  
BY FAX TO 508-669-0211 OR BY EMAIL TO: Cate.Guertin@cguertin@imperialdade.com

Supplier Partners must confirm PO's within the 24 hours of issuance by emailing [Confirmations@ImperialDade.com](mailto:Confirmations@ImperialDade.com). This is necessary to ensure customer orders can be fulfilled in a timely manner.

If any discrepancies are identified and Imperial Dade accepts changes, Imperial Dade will issue a revised PO, which must be reconfirmed by the supplier partner. No early or partial shipments will be accepted without prior approval from Imperial Dade Purchasing.

### Purchase Order Revisions & Cancellation

All PO revisions will be delivered as a PDF via email by Imperial Dade. No changes may be communicated via EDI.

Imperial Dade reserves the right to amend a PO, cancel a PO or request expedited shipping at Supplier Partner's expense if the PO delivery date is not met.

### Shipping Method and Terms

Shipping method (pre-paid, pickup, etc.) must be confirmed with your buyer prior to PO confirmation.

## 2. Shipping compliance with all elements of Purchase Orders

Products received at any of our warehouses must exactly match the order described on their PO, which includes:

- Product shipped to the correct warehouse



|   |      |                            |      |   |              |
|---|------|----------------------------|------|---|--------------|
| Date: 1/20/21   |      | <b>BILL OF LADING - ME</b> |      | Page 1  |              |
| SHIP FROM   |      |                            |      | SHIPMENT NUMBER: 811258414  |              |
| Name: Vendor Name   |      |                            |      | CARRIER NAME: NFI TRANSPORTATION  |              |
| Address: Vendor Address   |      |                            |      | Trailer number: P90763  |              |
| City/State/Zip:   |      |                            |      | Seal number(s): 23072406  |              |
| Contact: Name Phone Number  |      |                            |      | SCAC: NFIL Mileage: 53 Miles  |              |
| SHIP TO   |      |                            |      | Pro number:   |              |
| Name: IMPERIAL DADE   |      |                            |      | Freight Charge Terms: (Freight charges are prepaid unless marked otherwise)   |              |
| Address: 425 RISING SUN RD  |      |                            |      | Prepaid: <input checked="" type="checkbox"/> Prepaid Adj: Collect: 3rd Party:   |              |
| City/State/Zip: BORDENTOWN, NJ 08505  |      |                            |      | <input type="checkbox"/> Master Bill of Lading: with attached underlying bills of Lading  |              |
| Delivery Date: 01-21-2021   |      |                            |      |   |              |
| Contact: EM FOR APPT: RCVG Phone: 732-254-3100  |      |                            |      |   |              |
| HRS: 5am / 7:30am / 9:30am  |      |                            |      |   |              |
| BILL FREIGHT CHARGES TO:  |      |                            |      |   |              |
| Vendor Name   |      |                            |      |   |              |
| Vendor Address  |      |                            |      |   |              |
| DO NOT BREAK SHIPPER SEAL/NO TRANS-LOADING: CARGO CLAIM MAY RESULT.   |      |                            |      |   |              |
| SPECIAL INSTRUCTIONS: NFI   |      |                            |      |   |              |
| SHIPPER NOTES: MUST HAVE AT LEAST 2 LOAD BARS OR STRAPS TO# or PO# = PU number  |      |                            |      |   |              |
| WITH ALL OS&D ISSUES PLEASE CALL TRANSPALACE AT THE TIME OF OCCURENCE: 855-364-8820 OR EMAIL  |      |                            |      |   |              |
| DuroHillex_Traffic@transpalace.com; HAVE THE STOP NUMBER; ITEM NUMBERS; POD IF APPLICABLE AND REASON  |      |                            |      |   |              |
| FOR ISSUE ON HAND.  |      |                            |      |   |              |
| CONSIGNEE NOTES: EMAIL TRISTATERECEIVING@IMPERIALDADE.COM 48 HRS IN ADV 4 APPT  |      |                            |      |   |              |
| CARRIER INFORMATION   |      |                            |      |   |              |
| HANDLING  |      | QUANTITY                   |      | COMMODITY DESCRIPTION   |              |
| QTY   | TYPE | QTY                        | TYPE | WEIGHT  | LTL ONLY     |
| 38.0  | PLT  | 1896                       | Case | 38405.06 LBS  | NMFC # CLASS |
| 38  |      | 1896                       |      | 38405.06  | 20580 70     |
| GRAND TOTAL   |      |                            |      |   |              |
| CUSTOMER ORDER INFORMATION  |      |                            |      |   |              |
| PO NUMBER   |      | PRIMARY REFERENCE          |      | # Pkgs Weight   |              |
| 890599  |      | SO-00521451                |      | 1896 38405.06 LBS   |              |
| GRAND TOTAL   |      |                            |      | 1896 38405.06 LBS   |              |
| Where the bill is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: |      |                            |      | COD Amount: \$  |              |
| The agreed or declared value of the property is specifically stated by the shipper to be not exceeding \$999,999.99                                   |      |                            |      | Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/>  |              |
|   |      |                            |      | Customer check acceptable: <input type="checkbox"/>   |              |
| NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).                              |      |                            |      |   |              |
| SHIPPER SIGNATURE / DATE  |      |                            |      | SHIPPER SIGNATURE   |              |
| Trailer Loaded: <input checked="" type="checkbox"/> By Shipper <input type="checkbox"/> By Driver   |      |                            |      | Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/Pallets used to contain <input type="checkbox"/> By Driver/Pieces |              |
| CARRIER SIGNATURE/PICKUP DATE   |      |                            |      | 01-21-2021  |              |

## Packaging and Marking Standards

Packaging and markings standards on deliveries ensure Imperial Dade is able to receive inventory, confirm it meets PO requirements, and ensure products are delivered to customers in optimal condition. Issues with packaging materials or palletization can result in time-consuming and costly restacking or repacking.

## Packaging

- Packaging strength/quality
  - Cartons must not be damaged or they will be refused
  - No loose flaps
  - Inner pack quantities must match those described on the PO
- Pallets
  - Pallets cannot be broken
  - Grade A and Grade B pallets preferred
  - No cube-shaped pallets
  - Pallets should be configured 40 x 48 x 4 way
  - No sideways pallets are permitted
  - Damaged cartons on the bottom of pallet may cause pallet to be refused
- Bands around boxes can only be used when approved by the buyer

## Carton Markings

Standard carton delivery markings required are:

- Scannable item-specific barcode (i.e., code 128)
- Expiration dates for perishable products
- 'Fragile' markings when relevant
- Description of the item and quantity per case on each case

- Master cases cannot be reused as they may have prior markings
- Chemical packaging must be marked as 'Hazardous' where applicable
- Appropriate MSDS documentation must be provided to Imperial Dade for all new items or changes to existing items

### **Barcode Guidelines**

Our warehouses use scanners to Receive inventory, which requires Supplier Partners to provide barcodes that can be read by our scanners. Common issues that prevent scanners from being able to scan barcodes include:

- No 'quiet zone', or sufficient space before, after and around a barcode
- Poor printing quality resulting in bars that are not dark enough to be read by a scanner
- Dark-colored labels, which do not provide enough contrast with black bars in the barcode (white backgrounds are best to avoid this)
- Laminate or stretch wrap that are not evenly spread, making it difficult for scanners to read barcodes

If you are unsure how to develop barcodes, please see the Appendix 'Barcode Development Instructions' section.

## **4. Warehouse safety requirements**

Due to COVID-19 safety precautions at all Imperial Dade locations, all individuals must have their temperature taken and must be wearing a facemask once they exit the cab of their vehicle. Please reach out to the relevant warehouse understand current check-in and unloading standards.

For general safety purposes, all visitors to our warehouses must abide by the following rules:

1. No food, drink, or smoking is allowed
2. No cell phone use is allowed – this is for the individual's personal safety as moving equipment exists in all of our warehouses and visitors must remain attentive and careful at all times
3. Anyone unloading freight must wear safety boots

### **Pick Up**

When possible, Imperial Dade arranges pickup of FOB shipments via Imperial Dade trucks. Buyer will confirm date, time and pallet count prior to pick up. Orders must be available within 30 minutes of the start of Imperial Dade's available pickup timeslot.

Product must be palletized and wrapped with paperwork. Imperial Dade drivers will validate pallet and case count, all shipments will be considered as Shipper Load and Count and the Supplier Partner is responsible for case-level accuracy until receipt confirmation by Imperial Dade.

## **5. Approved price change communication**

Timely communication of Product Pricing changes is critical to ensure Imperial Dade is able to update systems to reflect those changes accordingly by the date they are in effect. All pricing change notifications must be submitted to Imperial Dade at least 30 days before their implementation by emailing a price list in Excel format to [CorporateProcurement@ImperialDade.com](mailto:CorporateProcurement@ImperialDade.com) and [S2K PricingNotice@ImperialDade.com](mailto:S2K PricingNotice@ImperialDade.com). No price changes will take effect until confirmation from the Imperial Dade buyer.

## **6. Product data requirements**

Product attribute information ranging from Product Description to Dimensions serves a critical purpose for all of Imperial Dade's internal teams as well as customers. Data gaps or inaccuracies may result in erroneous orders, need for product returns, incorrect loading of our pick up or outbound trucks, among other significant operational issues. For each item, we request the following information at a minimum:



| Overview   | Dimensions   | Attributes  | Related Item Info  |
|--|--|---|--|
| <ul style="list-style-type: none"> <li>• Supplier Partner Part Number</li> <li>• UPC</li> <li>• Product Name</li> <li>• Product Description</li> <li>• Product brand information</li> <li>• Product category</li> <li>• Pricing</li> </ul> | <ul style="list-style-type: none"> <li>• Carton Length</li> <li>• Carton Height</li> <li>• Carton Width</li> <li>• Case Cube</li> <li>• Case Weight</li> <li>• Items per case</li> <li>• Ti/Hi pallet configuration</li> <li>• Minimum order quantity</li> <li>• Incremental order quantity</li> </ul> | <ul style="list-style-type: none"> <li>• Color</li> <li>• Material</li> <li>• Certifications (e.g., EcoLogo, Green Seal)</li> <li>• Individual product dimensions (e.g., 9" x 9" x 3" container)</li> </ul> | <ul style="list-style-type: none"> <li>• Complementary items (e.g., lid to match cup)</li> <li>• Substitutes (i.e., similar items)</li> <li>• SDS as required</li> </ul> |

Product Images should meet the following standards:

- File size: 1024 x 791 px
- Image resolution: 72 dpi
- File format: JPEG – optimized for web (very high quality)
- File Type: RGB color mode
- Product Staging: Solid background color (e.g., white); no other objects in image

Please continue to work with your dedicated buyer to share product information.

## Payment Information

### Payments from Imperial Dade to Supplier Partners

Invoices should be submitted electronically (via email) to [AP@ImperialDade.com](mailto:AP@ImperialDade.com).

All invoices must contain the following fields of information:

- Supplier Partner name and address
- Invoice number
- Terms and due date
- Date of invoice
- Date shipped
- Method of shipment
- Dollar amount due
- Net total with applied discounts
- Bill of Lading number

## New Supplier Partner Set Up Process

In order to be set up as a new Vendor for Imperial Dade, please email Imperial Dade's Corporate Accounts Payable team at [AP@ImperialDade.com](mailto:AP@ImperialDade.com) to ask for a New Vendor Set Up Form. This form will require the following information:

- Supplier Partner Name
- Supplier Partner PO Partner contact name and email
- Physical Address and 'Remit To' Address
- Corporate contact numbers (phone and fax)
- FED/EIN/SS#
- W9 Form
- Payment Terms
- Our standard payment type is electronic (e.g., ACH, Credit Card).  
Electronic payment methods are secure, efficient, and fast. They also better accommodate remote work environments.
- Banking details

If you would like to establish EDI integration, please email [SupplierRelations@ImperialDade.com](mailto:SupplierRelations@ImperialDade.com) with the subject title 'EDI Integration'.

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| INVOICE         |  |            |  |  |  |  |  |  |  |
|-----------------|--|------------|--|--|--|--|--|--|--|
| CUSTOMER NUMBER |  | 11002040   |  |  |  |  |  |  |  |
| INVOICE NUMBER  |  | 93371192   |  |  |  |  |  |  |  |
| INVOICE DATE    |  | 01/21/2021 |  |  |  |  |  |  |  |

REMIT PAYMENT TO:

Vendor Address

SEND INVOICE TO:  
IMPERIAL BAG & PAPER LLC  
255 ROUTE 1 & 9  
JERSEY CITY, NJ 07306  
US

SHIP TO:  
IMPERIAL BAG & PAPER LLC  
255 ROUTE 1 & 9  
JERSEY CITY, NJ 07306  
US

SOLD TO:  
IMPERIAL BAG & PAPER LLC  
255 ROUTE 1 & 9  
JERSEY CITY, NJ 07306  
US

RECEIVING HOURS 8AM-11AM

| SHIP DATE  | DATE ORDERED | CUSTOMER ORDER NUMBER | CUSTOMER SHIP TO ORDER NUMBER | ORDER NUMBER | SHIP TO NUMBER | BILL OF LADING NUMBER |
|------------|--------------|-----------------------|-------------------------------|--------------|----------------|-----------------------|
| 01/21/2021 | 01/01/2020   | 85767                 |                               | 1127957      | 11002040       | 82502514              |

| SHIPPED VIA |              |                     |                        | SHIPPED FROM         |           |              |             | TERMS OF SALE          |                |           |                  |
|-------------|--------------|---------------------|------------------------|----------------------|-----------|--------------|-------------|------------------------|----------------|-----------|------------------|
| DTH         |              |                     |                        | Linda Shipping Point |           |              |             | DAP Delivered at Place |                |           |                  |
| LINE ITEM   | STOCK NUMBER | DESCRIPTION         | QTY                    | CASE PACK            | ORDER QTY | BACK ORDERED | SHIPPED QTY | UM                     | PRICE PER U.M. | NET PRICE | EXTENSION AMOUNT |
| 10          | 1920         | L & B SPUNBOND 7620 | 1,000                  | 50                   | 50        |              | 50          | CS                     | 72.00          | 72.00     | 3,600.00         |
|             |              |                     | TOTAL QUANTITY SHIPPED |                      |           |              | 50          |                        |                |           |                  |
|             |              |                     | TOTAL CUBE SHIPPED     |                      |           |              | 188.25      |                        |                |           |                  |

| TERMS OF PAYMENT  | YOUR INVOICE PAYMENT IS DUE BY | PAY THIS AMOUNT IN (USD)  | \$3,600.00 |
|---|--------------------------------|---|------------|
| 2% 30 NET 31  | 02/21/2021                     | PAY OUR ACCOUNTS AND SUBJECT TO 1.5% PREPAYMENT FINANCE CHARGE. ANNUAL RATE OF 10%. |            |
| IF PAID ON OR BEFORE 02/25/2021 DEDUCT \$ 72.00 AND PAY THIS AMOUNT \$ 3,528.00 |                                |   |            |

## Appendix

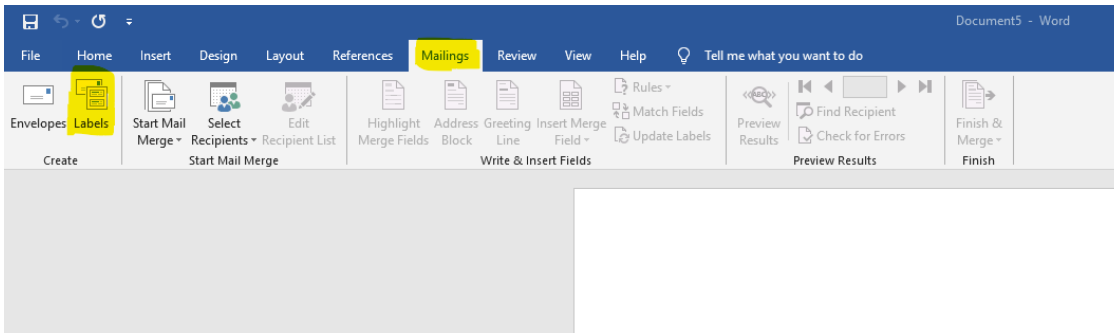
### Warehouse Contact Information

| Warehouse          | Contact Information  | Appointment Times<br>(Monday – Friday)                           |
|--------------------|--|--|
| New England        |  |  |
| Milford, CT        | <a href="mailto:ebp-milfordreceiving@imperialdade.com">ebp-milfordreceiving@imperialdade.com</a> or<br>Call: 978-640-0500 ext 2405     | 6:00am – 11:30am   |
| Franklin, MA       | <a href="mailto:MAReceiving@ImperialBag.com">MAReceiving@ImperialBag.com</a>   | 4:00am – 9:30am  |
| Tewsbury, MA       | <a href="mailto:ebp-tewksburyreceiving@imperialdade.com">ebp-tewksburyreceiving@imperialdade.com</a> or<br>Call: 203-878-1814 ext 3577 | 6:30am – 11:30am   |
| Northeast          |  |  |
| Bordentown, NJ     | <a href="mailto:TriStateReceiving@ImperialDade.com">TriStateReceiving@ImperialDade.com</a>   | Appointment Times: 5:00am, 7:30am,<br>9:30am, 11:30am            |
| Jersey City, NJ    | <a href="mailto:Receiving@ImperialDade.com">Receiving@ImperialDade.com</a>   | Appointment Times: 4:30am, 6:30am,<br>7:30am, 9:30am and 11:30am |
| Jessup, MD         | <a href="mailto:ReceivingJessup@ImperialDade.com">ReceivingJessup@ImperialDade.com</a> or<br>Call for Appointment: 240-492-2307        | 7:00am – 12:00pm   |
| Southeast          |  |  |
| Lithia Springs, GA | <a href="mailto:ReceivingATL@ImperialDade.com">ReceivingATL@ImperialDade.com</a> or<br>Fax # 678-322-4441                              | 6:00am – 2:00pm  |
| Loxley, AL         | <a href="mailto:LoxleyAppts@imperialdade.com">LoxleyAppts@imperialdade.com</a>   | FTL: 6:00am – 10:00am<br>LTL: 8:00am – 11:00am                   |
| High Point, NC     | Call for Appointment: 336-603-5115   | 6:00am to 11:30am  |
| Whitsett, NC       |  |  |
| Florida            |  |  |
| Jacksonville, FL   | <a href="mailto:JAXReceiving@ImperialDade.com">JAXReceiving@ImperialDade.com</a>   | 5:30am – 12:00pm   |
| Tampa, FL          | Call for Appointment: 813-621-3091 ext 130   | 6:30 am – 11:30am  |
| Midwest            |  |  |
| Austintown, OH     | <a href="mailto:ReceivingOH1@ImperialDade.com">ReceivingOH1@ImperialDade.com</a>   | 5:30am – 12:00pm   |
| Kansas City, MO    | <a href="mailto:KCReceiving@ImperialDade.com">KCReceiving@ImperialDade.com</a>   | 7:00am – 2:30pm  |
| St. Louis, MO      | Call for Appointment: 314-989-0894   | 7:00am – 2:30pm  |
| Texas              |  |  |
| Houston, TX        | <a href="mailto:HoustonTXH1@ImperialDade.com">HoustonTXH1@ImperialDade.com</a>   | 5:00am – 11:00am   |
| West Coast         |  |  |
| Irvine, CA         | <a href="mailto:tpc-appointments@imperialdade.com">tpc-appointments@imperialdade.com</a>   | 5:00am – 2:30pm  |

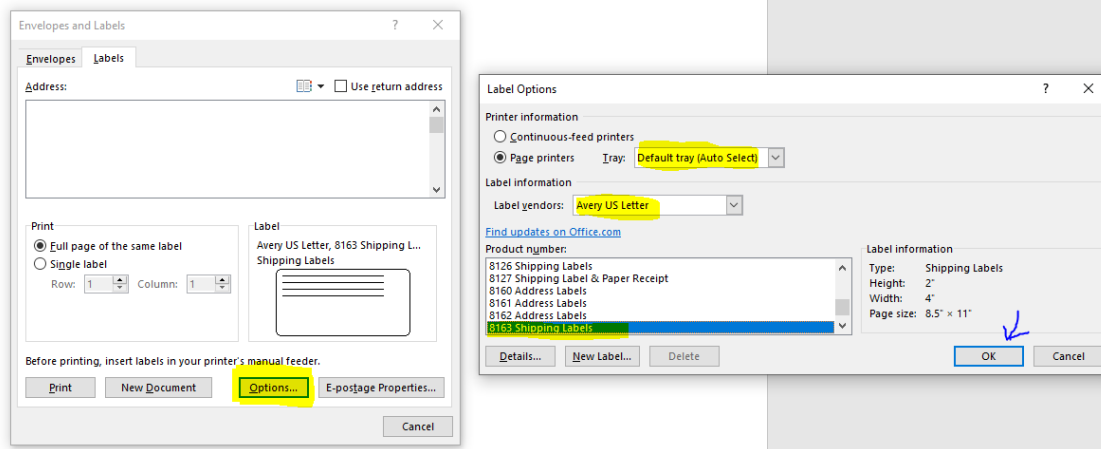
## Barcode Development Instructions


### Instructions to generate barcodes on Avery Label stock #813

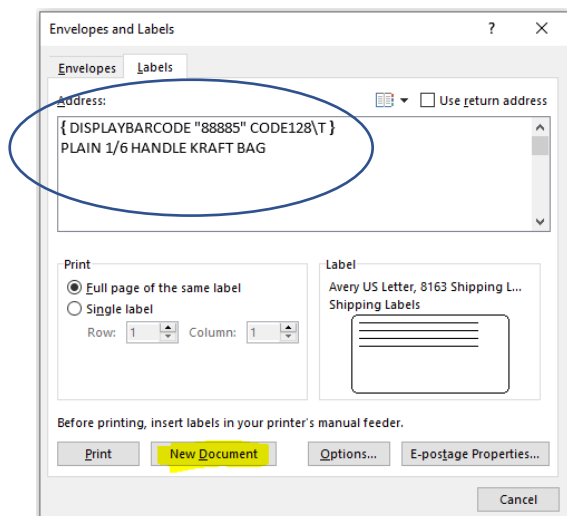
1. Open a new MS Word document
  - Go to File> New > Blank Document
2. Go to “Mailings” tab
  - a. Select the “Labels” icon



3. Select the “Options” button and change the Label Options to:
  - a. Tray: Default tray (Auto Select)
  - b. Label Vendors: Avery US Letter
  - c. Product number: 8163 – Shipping labels (2x4)
  - d. Click “OK” Button



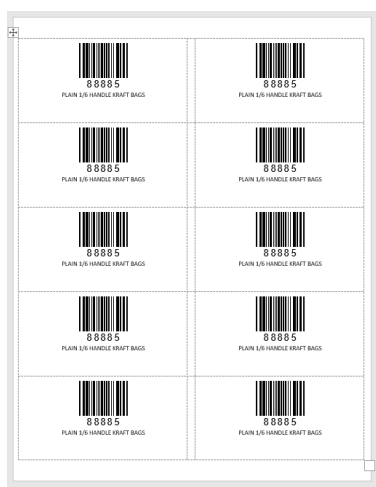
4. In the Label box, enter the following text:
  - a. Hit the control key + F9 at the same time which create this function in the box:  

  - b. Type this text within the bracket (see the sample below):  
  
DISPLAYBARCODE “Imperial Item code” CODE128\T  
ITEM DESCRIPTION TO BE PRINTED ON LABELS  
(Make sure to use the backslash key after the CODE128)
  - c. Hit the “New Document” button



5. A new document will be generated with 10 labels:



6. Highlight over the labels and hit the **Control Key + E** to center the labels

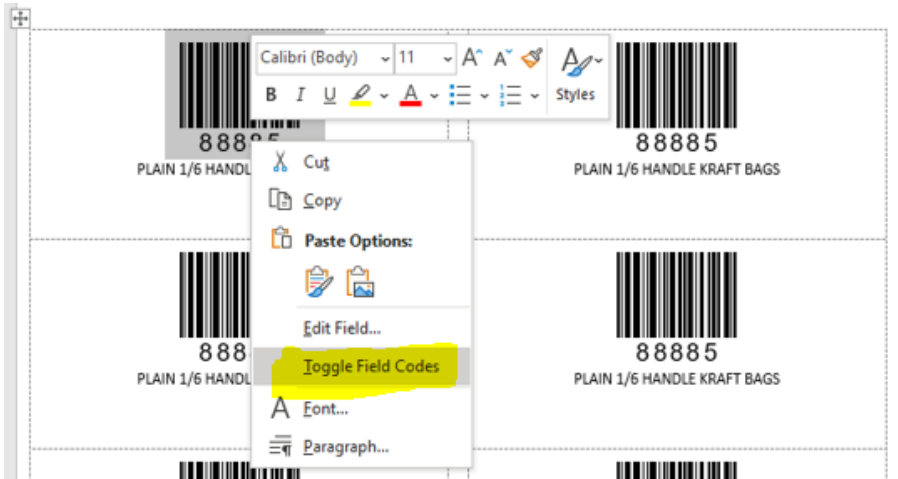


7. Once the labels are created save as either a word document or as a PDF and save for future orders and print as many sheets as needed with the Avery label stock pre-loaded in the printer.



**\*\*\*To change the item code and description on the already created label:**

1. Right mouse click over the barcode in EACH box and hit “Toggle Field Codes”



2. This will change the barcode back to the text that can be edited. Once complete, right mouse click again and select the “Toggle Field Codes” to reset as the barcode. This must be done in each box and then resave.



Print the saved document as either the Word or PDF to the printer with the Avery labels pre-loaded.

*Last Updated: February 1, 2022*