Landis Logistics Incoming Shipments Routing Guide

Overview:

These best practices are put in place to ensure accurate and efficient receipt of your product into Landis' Warehouse and avoid added charges. Please follow these guidelines as closely as possible.

Advance Shipping Notification:

Please notify your Account Manager (Customerservice@landislogistics.com) of all inbound freight. Landis clients should use the Expected Arrival Template so the data can be imported into our WMS System. Landis will receive stock against the Expected Arrival Template to inform clients of shortages, overages, damages or other issues. A blank Expected Arrival Template is provided during implementation and can be provided by your Account Manager upon request.

Address Shipments To:

Landis has two facilities located in Reading, PA. Please ensure that both Landis' name and the client name are on all parcels and paperwork to ensure delivery to the correct facility. For inbound freight to Tuckerton, please ensure that "Unit 2" is included; Landis is located in a complex with multiple units using the same address.

Tuckerton Road Facility (Primary Fulfillment Center)	**3rd Street Facility (Secondary Fulfillment Center)**
Landis Logistics/Client Name	Landis Logistics/Client Name
🏬 184 Tuckerton Rd, Unit 2	🏬 440 N 3rd Street
Reading, PA 19605	Reading, PA 19601
📞 (610) 736-0500	📞 (610) 736-0500
📅 Receiving Hours: 8:30am - 5:00pm	📅 Receiving Hours: by appointment

Holidays Observed by Landis Logistics:

Memorial Day ● Independence Day ● Labor Day ● Thanksgiving ● Christmas ● New Years

Delivery Appointments: - 6 or more pallets

A delivery appointment is required with at least 1 business day notice for any shipments that are 6 pallets or more. For containerized freight a 2-business day notice is required. Contact Receiving at receiving@landislogistics.com to schedule delivery appointments. If no delivery appointment is confirmed with Landis reserves the right to refuse the delivery or a Blind Delivery fee will be applied.

Shipments of 5 pallets or less do not require a delivery appointment and can be delivered anytime during our receiving hours. Any deliveries in a straight truck/box truck will need to be unloaded with a pallet jack if Landis is unable to safely remove pallets with out equipment.

Blind Delivery Fees:

Landis reserves the right to refuse unscheduled inbound freight of 6 or more pallets depending on dock space and staffing availability. If we are able to accept unscheduled freight, the below fees will apply:

- 1-5 Pallets – No appointment required
- 6-9 Pallets without appointment - $100 fee
- 10 Pallets – FTL without appointment - $200 fee
- Containers – Evaluated on a case-by-case basis. Reach out to your account manager in this situation

Inbound Rush Fees:

Landis typically receives stock in a 24–48-hour period after delivery. Please reach out to the Account Manager if a receipt needs to be expedited. If Landis is able to accommodate the request, the below rush fees will be applied.

- Up to 1 pallet Rush Receipt - $100
- 2-5 pallet rush receipt - $150
- 6-10 pallet rush receipt - $200
- 10-FTL pallet rush receipt – Evaluated on a case-by-case basis. Reach out to your account manager

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Palletized Freight Requirements:

- US Standard Pallet size of 48"x40", 4-way pallet, with no visible overhang, and a maximum height of 52" (including pallet height).
- Provide a packing slip for the shipment including all relevant product information for said shipment.
- Avoid mixing multiple products and lots on the same pallet.
- Affix a pallet tag or some form of labeling on each pallet that includes the below…
  - Client Name
  - PO# (If available)
  - Product ID / SKU Name that matches fulfilment SKU
  - Lot Code & Expiration Date (If applicable)
  - Total Quantity per pallet.
  - For any mixed pallets please Label as "MIXED"
- Expiration date and lot information are required on the saleable unit. Landis reserves the right to affix lot labels and best buy date labels if product is deemed non-conforming at an additional charge.

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Carton Freight Requirements:

- Packing list for shipment including all relevant product information for said shipment.
- Affix a carton label to each carton. The carton label should include the following…
  - PO # (If available)
  - Product ID / SKU Name that matches fulfilment SKU
  - Lot Code & Expiration Date (If applicable)
  - Quantity within each carton including Unit of Measure
  - UPC Barcode or RF barcode (If possible)
- Affix a "Heavy" label on all cartons over 70lbs.
- Do not use Packing Peanuts as packaging materials
- Expiration date and lot information are required on the saleable unit. Landis reserves the right to affix lot labels and best buy date labels if product is deemed non-conforming at an additional charge.

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Non-Complying Freight / Additional Charges:

Inbound freight to Landis that does not comply to this guide is deemed Non-Compliant. Below are examples of common issues that cause Non-Compliant freight, which can increase operational and Account Management fees. Once a Non-Compliant issue is resolved, Landis Receiving will receive stock within the 24–48-hour period.

- Non-Standard Pallet or Pallets that do not fit into Landis's warehouse racking – **Re-palletizing billed at Clients hourly rate**
- Over height pallet / overhang on pallet – **Re-palletizing billed at Client's hourly rate**
- Unidentifiable product – **Increases receipt time and may affect accuracy**
- No Client name – **Increases receipt time and may affect accuracy. May also cause issues with freight delivery.**
- No PO / Expected Provided – **Increases receipt time and may affect accuracy**
- No quantities provided to Landis – **Increases receipt time, potential for additional hourly charges if Landis needs to identify correct quantities to receive accurately.**
- No Packing List Provided – **Increases receipt time, potential for additional hourly charges if Landis needs to determine what is sent to us blindly**
- No UPC labels on saleable unit - **Landis scans the UPC barcode on all product when receiving, if product does not have a UPC barcode Landis will be unable to scan product during receiving, picking, and packing.**

Summary:

The above requirements are set forth in an effort to ensure accurate receiving and inventory management and to reduce inbound charges and fees. Freight that does not adhere to the above requirements may be subject to additional hourly and/or material charges due to breakdowns, re-palletizing, or any other work required by Landis to receive and store freight accurately and in a timely manner. Landis asks that our clients communicate with their account manager or via customerservice@landislogistics.com for any incoming freight that does not adhere to the above.

Key Contacts:

Account Management – customerservice@landislogistics.com; 610.736.0500
Receiving – receiving@landislogistics.com; 610.736.0500 x117