



US STANDARD ROUTING / LOGISTICS INSTRUCTIONS

Collect – Inbound to Costco Wholesale (Costco selects carrier and pays freight)

This will serve as routing/logistics instructions when shipping your product to Costco Wholesale. These terms and conditions cannot be altered, changed, or deviated from without written consent from Costco. Deviations without prior approval from the Buyer, Traffic Department, or other authorized person will result in the issuance of chargeback's, which will be deducted from your invoice.

Routing will appear on Costco purchase orders in two ways:

Routing Instructions - specifying a carrier will appear on some purchase orders.

OR

Call Traffic – The appropriate regional traffic department must be contacted (e-mail if possible) to determine routing (see Costco Regional Traffic / Logistics phone and fax list).

Routing requests from the vendor to Costco Traffic should include:

- Complete shipping facility name and address
- PO Number
- Type of load (pallet, slip, floor)
- If palletized or slip-sheeted and whether or not product will double stack
- Pieces, weight, and cube of the product (excluding pallet) and total weight and cube of entire shipment (including pallet weight and cube).
- Date the merchandise will be ready for pick up

Routing for Collect shipments requiring any “special handling” such as high cube, heavy haul, refrigerated, Keep-from-Freezing, Keep-from-Melting, ventilated trailers etc. should be verified with the traffic department regardless of the routing noted.

All Costco Wholesale orders are considered “Shipper load and Count”

The Vendor is responsible to ensure the order is properly packed and loaded to prevent any transit damage and tampering. If blocking and bracing is required – this is to be done by the vendor or at the vendor's expense. It is also the responsibility of the vendor to ensure and accurate piece count of the load and the piece count must to be clearly stated on the Bill of Lading. On shipments where vendors require driver count, vendor will be charged for associated costs. Please refer to the Costco Standard Terms Agreement (Page 1, Merchandise and Pallets #1, sec A; #7 Delivery).

All Costco Collect Shipments Require 2 Hours Free Time at Loading

Any detention charges incurred after the 2-hour free time will result in the issuance of chargeback's, which will be deducted from your invoice.



Less-than-Truck-Load (LTL)

If FedEx National or FedEx Freight has been specified as a carrier:

- For State-to-state shipments, Costco's preferred LTL carrier is FedEx National.
- For Intra-State shipments for all states except California, Costco's preferred LTL carrier is FedEx National
- For Intra-State shipments within California only, Costco's preferred LTL carrier is FedEx Freight
- Vendor/shipper, please call FedEx at (866) 393-4585 to arrange for pick-up

The shipping requirements for LTL shipments weighing *10,000 pounds or more and/or taking up more than 12 pallet floor spaces "turned" (if no overhang on pallet)* in a trailer, always need to be verified with the traffic department regardless of the routing noted on the purchase order.

Small package purchase orders

For shipments weighing up to 150 pounds – use UPS Ground (unless product exceeds limitations of UPS Ground).

COLLECT OR PREPAID SHIPMENTS

Shipping / Arrival Dates

- Collect shipments – Requested ship dates must be met
- Prepaid shipments – Requested arrival dates must be met
- The buyer and/or the traffic department should be advised of any deviations.
- The vendor will be charged any additional freight charges incurred as a result of not adhering to the shipping/arrival dates.

Back Orders / Split Shipments

- A Costco buyer, prior to shipping, must authorize any back order or split shipments.
- Any back order or split shipments resulting in additional freight charges will be charged to the vendor.

Over Shipments, Unauthorized Substitutions, or Defective Goods

- Shipments will be returned at the vendor's expense.
- The vendor will be charged inbound and return freight charges and be subject to a handling fee.

Air Shipments (Collect only)

- All collect air shipments must be authorized and arranged through the Costco Traffic Department.
- Any unauthorized shipments will be charged back to the vendor along with any handling cost.



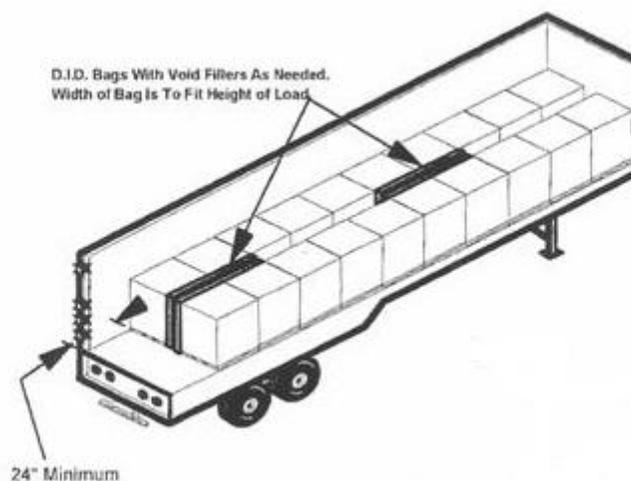
Prepaid Shipment – Inbound to Costco Wholesale (Vendor selects carrier and pays freight)

The Vendor is responsible for arranging transportation and all other logistics in shipping the product from shipping origin to Costco.

Please refer to Costco Corporate Packaging Guidelines for complete packaging and pallet requirements

Loading

- All load capacities should be based on maximum utilization of trailer space.
- Loads on pallets need to be turned in the trailer to maximize space. (Exceptions: Produce or Refrigerated loads should be pin-wheeled to maximize airflow and stability.)
- A vendor not utilizing maximum space available may be subject to any additional freight charges incurred.
- A Costco buyer, prior to shipping, must authorize any non-palletized shipments.
- Vendor is responsible to inspect all merchandise prior to shipment to ensure quality, safety, and conformity. Vendor must ensure that the merchandise is properly packed and loaded to prevent transit damage and tampering. Vendor should utilize airbags or Styrofoam blocks to prevent load shift. Any refusals or issues resulting from failure to do the above will result in a charge back to the vendor for all associated costs to rework, deliver, or return the merchandise.





**Collect or Prepaid
Bill of Lading**

Information Required:

- Costco's purchase order number
- Description of product
 - Costco's item number(s), as well as description(s) of product must appear together.
 - Actual scale weights
 - Complete origin address and destination address

- Zip Codes

Accurate zip codes for both origin and destination must appear on the Bill of Lading.

- Multiple Purchase Orders

All packages consigned to the same location should be consolidated on one bill. (**LTL shipments** if your shipment exceeds 10,000 lbs or more than 12 pallet spaces you must contact the Costco Traffic department for approval to book LTL prior to shipping.)



Delivery Appointments

All Costco locations require that delivery appointments be secured at least two business days prior to planned delivery.

Delivery to Costco Warehouses

All Costco Merchandise should be shipped on pallets. A Costco buyer must authorize all non-palletized shipments

Delivery to Costco Warehouses

Costco Depots must be informed of the correct type of delivery appointments at the time of the carrier's appointment request. Incorrect appointment types will result in load refusals.

Correct Appointment types:

- Pallet Appointments Entire load must be palletized
- Floor Load Load is entirely loose cartons or is a mixed configuration of Pallet/Slip sheet

Trailer types that cannot be received at Costco Depots:

- Any trailer not dock height – Trailers must align with warehouse dock plate.
- Lift Gate - All trailers with a lift gate will be refused
- Retail branded Trailers - Trailers with any other retailers logo/brand
- Soft Sided/Curtain Trailers
- Moving Vans
- Trailers with interior shelving
- Trailers with rollers in the floor (air freight trailers)
- Flatbed Trailers



Please Note:

Shipments received on pallets not meeting Costco Specifications will be refused.

Vendors shipping on bad pallets are subject to charges for labor and materials to re-palletize/rework/redeliver load.

- A Costco buyer must authorize all non-palletized shipments. Vendors shipping on slip-sheets, unitized, or floor load must have authorization from the buyer prior to shipping.

Efficient Handling

Optimum pallet handling is a “NO TOUCH” pallet, delivered to our door, meeting the following conditions:

- **Quality Pallet** - pallets that meet our criteria (preferred 4 way entry/block style)
 - Please refer to Costco Corporate Packaging Guidelines for complete pallet requirements.
- **Stretch wrapped and/or tied to prevent movement.**
 - Extend shrink wrap
 - A minimum .79 gauge stretch film, wrapped three times, or the equivalent in performance.
- **No overhang or under hang of product on pallet.**
- **Tie/High that maximizes pallet capacity.**
- **Optimizes cube**
 - Dry Loads: As close to but not more than 52” high, including pallet height*
 - Refrigerated Loads: As close to but not more than 48” high, including pallet height*
- **Allows double stacking**
 - Support Posts
 - Top Cap
- **Full/Flat layer**
 - Chimney tops
 - Distribution quantities adjusted to flat layers for Depot shipping.

**Any exceptions to these standards must be pre-authorized
by the buyer and/or traffic BEFORE shipping**



Vendor Freight Chargeback's

The following circumstances require that a freight chargeback to the vendor be initiated. Please note the justification for these chargeback's as outlined in our Costco Wholesale Standard Terms Agreement or other authorization as noted below.

Origin Detention – Loading appointments along with in and out time stamps are highly recommended. Detention starts once the two-hour free time has expired. Costco pays carrier detention invoices when the carrier can provide supporting documentation. A claim can only be filed when written proof is provided that the detention charges are incorrect.

Reworks, Overages - Please refer to Costco Wholesale's standard terms in section 12.
REJECTION/MERCHANDISE RETURN

Short Received – PO's that are received short will have the freight charges associated with the missing merchandise charged back to the vendor.

Merchandise refusals, Load shift in transit – Please refer to Costco Wholesale's standard terms in section 1.
MERCHANDISE AND PALLETS

TONU (Truck order not used), Layover – Based on documentation received from the freight carrier, vendor will be subject to charges associated with a vehicle ordered not used or layover charges when merchandise is not ready to ship on requested ship day.



Regional Traffic Contacts

			Dry Depot	Refrigerated Depot	Appointment Email	Appointment Hours
NORTHWEST REGION (NW)						
Baiba Rubino	425.416.5351	CostcoTrafficNW@costco.com	#171 - Sumner, WA 253.826.6555	#285 - Sumner, WA 253.826.7923	d171apt@costco.com	7:00-12:00
			#584 - Salt Lake City, UT 801.333.3560	#585 - Salt Lake City, UT 801.333.3560	d285apt@costco.com	6:00-2:00
					d584apt@costco.com	6:00-2:30
Fax	425.313.8441		ALASKA MOVES	ALASKA MOVES		
NORTHERN CALIFORNIA (BA)						
Erma Cook	925.456.7288	CostcoTrafficBA@costco.com	#179 - Tracy, CA 209.835.5696	#172 - Tracy, CA 209.833.7291	d179apt@costco.com	6:00-1:00
Jeff Hardebeck	925.456.7289			#210 Meat Plant 209.835.7292	d172apt@costco.com	6:30-2:00
Fax	925.443.8108				d172apt@costco.com	6:00-1:00
LOS ANGELES REGION (LA)						
Renee Lennon	714.741.7705	CostcoTrafficLA@costco.com	#960 - Mira Loma, CA 951.361.3600	#961 - Mira Loma, CA 951.361.3600	d960apt@costco.com	6:00-2:00
Otto Pitzen	714.741.7783				d961apt@costco.com	6:00-2:00
Fax	714.534.3176		HAWAII MOVES	HAWAII MOVES		
SAN DIEGO REGION (SD) & MEXICO REGION (MX)						
Royah Roberts	858.812.1210	CostcoTrafficSD@costco.com	#960 - Mira Loma, CA 951.361.3600	#961 - Mira Loma, CA 951.361.3600	d960apt@costco.com	6:00-2:00
Melissa Gonzalez	858.812.1257		#936 - Tolleson, AZ 623.293.1113	#260 - Tolleson, AZ 623.293.1113	d961apt@costco.com	6:00-2:00
Fax	858.812.1307		#584 - Salt Lake City, UT 801.333.3560	#585 - Salt Lake City, UT 801.333.3560	d936apt@costco.com	6:00-12:00
			#929 - (MX) Mira Loma 951.361.3600 (#960)	#944 - (MX) Mira Loma, CA 951.361.3600 (#960)	d260apt@costco.com	6:00-12:00
			#932 - Laredo, TX 956.728.1732	#284 - Laredo, TX 956.722.2291	d584apt@costco.com	6:00-12:00
					d584apt@costco.com	6:00-12:00
					d929apt@costco.com	6:00-2:00
					d944apt@costco.com	6:00-2:00
					d932apt@costco.com	6:00-2:00
					d284apt@costco.com	6:00-2:00
Intra-Mexico (MX)						
Ivan Carillo	TBD	icarillo@costco.com	#795 Tepeji 011.52.773.731.0352	#796 Tepeji 011.52.773.731.0352	www.costco.com.mx	
Fax	525.55246.5470					
TEXAS REGION (TE)						
Martha Shea	972.246.1036	CostcoTrafficTE@costco.com	#288 - Dallas, TX 972.587.1801	#289 - Dallas, TX 972.587.1801	d288apt@costco.com	6:00-12:00
Fax	972.246.3044				d289apt@costco.com	6:00-12:00
MIDWEST REGION (MW)						
Daniel Coleman	630.581.6267	CostcoTrafficMW@costco.com	#267 - Morris, IL 815.710.2020	#268 - Morris, IL 815.710.2020	d267apt@costco.com	7:00-1:00
Kevin Coffey	630.581.6276		#1203 - Morris, IL 734.725.7005	#1204 - Morris, IL 734.725.7005	d268apt@costco.com	7:00-1:00
Fax	630.581.6351				d01203apt@costco.com	7:00-1:00
					d01204apt@costco.com	7:00-1:00
NORTHEAST REGION (NE)						
Joanne Zuleger	703.406.6810	CostcoTrafficNE@costco.com	#175 - Monroe Township, NJ 732.992.2052	#265 - Monroe Township, NJ 732.992.2052	d175apt2@costco.com	7:00-2:00
Kelly Groth	703.406.6892		#1052 - Frederick, MD 301.631.7460	#1053 - Frederick, MD 301.631.7462	d265apt@costco.com	7:00-2:30
Fax	703.406.6938				d01052apt@costco.com	6:00-1:30
					d01052apt@costco.com	6:00-1:30
SOUTHEAST REGION (SE)						
Vanessa Osborne	770.905.8856	CostcoTrafficSE@costco.com	#262-College Park, GA 404.461.0050	#263-College Park, GA 404.461.0050	d262apt@costco.com	5:45-12:00
Bill Albury	770.905.8998		#174-W. Palm Beach, FL 561.273.2525	#280-W. Palm Beach, FL 561.273.2520	d263apt@costco.com	6:00-1:00
Fax	770.905.8895		PUERTO RICO MOVES	PUERTO RICO MOVES	d174apt@costco.com	6:00-12:00
					d280apt@costco.com	6:00-12:00
Western Canada Region (WC)						
Pat Rutter	604.444.9327	prutter@costco.com	#76 - Langley, BC 604.888.6644	#557 - Langley, BC 604.888.6644	d076apt@costco.com	5:45 - 2:45
Susanna Kwong	604.444.9356	skwong@costco.com	#1034 - Airdrie 403.945.4267	#1035 - Airdrie 403.945.4267	d076apt@costco.com	5:45 - 2:45
Fax	604.444.9473				d01034apt@costco.com	6:00 - 2:00
					d01034apt@costco.com	6:00 - 2:00
Eastern Canada Region (EC)						
Jennifer Demers	613.221.2986	jennifer.demers@costco.com	#571 - Brampton, ON 905.792.9744	#572 Brampton, ON 905.792.9744	d571apt@costco.com	6:00 - 2:30
Donald Smeth	613.221.2247	donald.smeth@costco.com			d572apt@costco.com	6:00 - 2:30
Eric Mailhot	613.221.2248	eric.mailhot@costco.com				
Kerri Whettell	613.221.2246	Kerri.Whettell@costco.com				
Kim Duquette	613.221.2245	kim.duquette@costco.com	#573 - St. Bruno, PQ 450.461.3861	#574 St. Bruno, PQ 450.461.3861	d573apt@costco.com	5:30 - 2:00
Edna Wong	613.221.2373	edna.wong@costco.com			d573apt@costco.com	5:30 - 2:00
Chad Lahey	613.221.2112	chad.lahey@costco.com				
Collin Mohan	613.221.2077	cmohan@costco.com				
Fax	425.313.2763					



US DEPOT LISTING

Depot #	Type	Name	Region	Address	City	State	Zip	Phone #
171	Dry	Sumner	NW	4000-B 142nd Ave E	Sumner	WA	98390	(253) 826-6500
285	Wet	Sumner	NW	4000-A 142nd Ave E	Sumner	WA	98390	(253) 826-7921
286	Meat	Sumner	NW	4000-A 142nd Ave E	Sumner	WA	98390	(253) 826-7921
179	Dry	Tracy	BA	25862 South Schulte Court	Tracy	CA	95377	(209) 853-5222
172	Wet	Tracy	BA	25862 South Schulte Court	Tracy	CA	95377	(209) 853-5222
270	Meat	Tracy	BA	25862 South Schulte Court	Tracy	CA	95377	(209) 853-5222
210	Meat Plant	Tracy	BA	17880 West Schulte Rd	Tracy	CA	95377	(209) 833-9124
960	Dry	Mira Loma	LA/SD	11600-A Riverside Dr	Mira Loma	CA	91752	(951) 961-3606
961	Wet	Mira Loma	LA/SD	11600-B Riverside Dr	Mira Loma	CA	91752	(951) 361-3612
276	Meat	Mira Loma	LA/SD	11600-B Riverside Dr	Mira Loma	CA	91752	(951) 361-3612
910	CWI	National City	WEST	1001 West 19th St	National City	CA	91950	(619) 336-3360
936	Dry	Tolleson	SD	8400 West Sherman	Tolleson	AZ	85353	(623) 293-1100
260	Wet	Tolleson	SD	8400 West Sherman	Tolleson	AZ	85353	(623) 293-1100
261	Meat	Tolleson	SD	8400 West Sherman	Tolleson	AZ	85353	(623) 293-1100
584	Dry	Salt Lake City	NW/SD	5995 West 300 South St	Salt Lake City	UT	84104	(801) 333-3561
585	Wet	Salt Lake City	NW/SD	5995 West 300 South St	Salt Lake City	UT	84104	(801) 333-3561
586	Meat	Salt Lake City	NW/SD	5995 West 300 South St	Salt Lake City	UT	84104	(801) 333-3561
288	Dry	Dallas	TX	3730 Mountain Creek Pkwy	Dallas	TX	75236	(972) 587-1801
289	Wet	Dallas	TX	3730 Mountain Creek Pkwy	Dallas	TX	75236	(972) 587-1801
789	Meat	Dallas	TX	3730 Mountain Creek Pkwy	Dallas	TX	75236	(972) 587-1801
267	Dry	Morris	MW	3800 North Division	Morris	IL	60450	(815) 710-2002
268	Wet	Morris	MW	3800 North Division	Morris	IL	60450	(815) 710-2051
266	Meat	Morris	MW	3800 North Division	Morris	IL	60450	(815)710-2051
175	Dry	Monroe Township	NE	10 Costco Drive	Monroe Township	NJ	08831	(732) 992-2070
265	Wet	Monroe Township	NE	12 Costco Drive	Monroe Township	NJ	08831	(732) 992-2000
269	Meat	Monroe Township	NE	12 Costco Drive	Monroe Township	NJ	08831	(732) 992-2000
196	CWI	Monroe Township	EAST	250 C Possum Hollow rd	Monroe Township	NJ	08831	(732) 992-2100
1052	Dry	Frederick	NE	5236 Intercoastal Dr	Monrovia	MD	21770	(301) 631-7460
1053	Wet	Frederick	NE	5236 Intercoastal Dr	Monrovia	MD	21770	(301) 631-7460
262	Dry	College Park	SE	4250 S Fulton Pkwy	Union City	GA	30349	(404) 461-0000
263	Wet	College Park	SE	4250 S Fulton Pkwy	Union City	GA	30349	(404) 461-0065
264	Meat	College Park	SE	4250 S Fulton Pkwy	Union City	GA	30349	(404) 461-0065
174	Dry	West Palm Beach	SE	5851 45th St	West Palm Beach	FL	33407	(561) 273-2520
280	Wet	West Palm Beach	SE	5851 45th St	West Palm Beach	FL	33407	(561) 273-2520
281	Meat	West Palm Beach	SE	5851 45th St	West Palm Beach	FL	33407	(561) 273-2520
932	Dry	Laredo	MX	8510 El Gato Rd	Laredo	TX	78045	(956) 728-1732
284	Wet	Laredo	MX	8510 El Gato Rd	Laredo	TX	78045	(956) 222-2291



CANADA DEPOT LISTING

Depot #	Type	Name	Region	Address	City	State	Zip	Phone #
76	Dry	Langley	WC	20313 100 A Ave	Langley	BC	V1M 3Y6	(604) 888-6644
557	Wet	Langley	WC	20313 100 A Ave	Langley	BC	V1M 3Y6	(604) 888-6644
1034	Dry	Airdrie	WC	1003 East Lake Blvd. NE	T4A 0G2	AB	T4A 0G2	(403) 945-4267
1035	Wet	Airdrie	WC	1003 East Lake Blvd. NE	T4A 0G2	AB	T4A 0G2	(403) 945-4267
1036	Meat	Airdrie	WC	1003 East Lake Blvd. NE	T4A 0G2	AB	T4A 0G2	(403) 945-4267
571	Dry	Brampton	EC	8495 Goreway Dr.	Brampton	ON	L6T 5N8	(905) 792-9744
572	Wet	Brampton	EC	8495 Goreway Dr.	Brampton	ON	L6T 5N8	(905) 792-9744
575	Meat	Brampton	EC	8495 Goreway Dr.	Brampton	ON	L6T 5N8	(905) 792-9744
573	Dry	St Bruno	EC	1251 Des Promenades Blvd	St Bruno	PQ	J3V 6H1	(450) 461-3469
574	Wet	St Bruno	EC	1251 Des Promenades Blvd	St Bruno	PQ	J3V 6H1	(450) 461-3469
576	Meat	St Bruno	EC	1251 Des Promenades Blvd	St Bruno	PQ	J3V 6H1	(450) 461-3469



Send 48 hours prior to ship date	CLOTHING - ROUTING REQUEST
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Please complete the following information so we can assist you with ROUTING/CARRIER information. Information you confirm for us helps us determine most cost-efficient and expedient routing possible. Please email appropriate Costco Regional Traffic group. Please key vendor name & PO# in subject line.

DATE AVAILABLE to SHIP	
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Shipper Information	
Costco Vendor Name	
Shipping Location Name	
Shipping Address	
Shipping City	
Shipping State	
Shipping ZIP	
Shipping Phone #	
Shipping Contact Name	
Shipping Contact EMAIL address	
Days you Ship (M-F; Weekend?)	
Shipping Hours	

Shipment Configuration	
Palletized?	
How many pallets?	
Pallet Dimensions L x W x H	Length _____ x Width _____ x Height _____
Weight of each pallet (not including wood pallet)	
Do pallets DOUBLE STACK?	

Purchase Order # - PALLETIZED	Pallet Quantity?

COMPLETE CASE COUNT INFO	Please don't forget to complete
How many CASES?	
Case Dimensions L x W x H	Length _____ x Width _____ Height _____
Weight per case?	

SPECIAL INSTRUCTIONS/REQUEST?	
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