

RECON ASN RECEIVING GUIDELINES

RECON RECEIVING REQUIREMENTS FOR CLIENT/VENDOR SHIPMENTS

PLEASE CAREFULLY REVIEW THE BELOW ASN GUIDELINES PRIOR TO SHIPPING TO ANY RECON FACILITY. FAILURE TO COMPLY WITH THE FOLLOWING GUIDELINES MAY RESULT IN ADDITIONAL COSTS AND / OR JEOPARDIZE FULFILLMENT TIMELINES (SEE ASN FEE STRUCTURE). THESE GUIDELINES ARE DESIGNED TO MAXIMIZE ACCURACY AND QUALITY ON BEHALF OF OUR CLIENTS.

- ① All ASN forms must be submitted at least 48 hours prior to your shipment arriving to The Recon Grp. Visit "asn.therecongrp.com" to submit an ASN.
NOTE: All freight shipments (non-parcel) require delivery appointments to be scheduled. To Schedule a delivery, please call 949-748-3671 ext. 701. Dock hours: (May Vary) M-F 8:30am-4:30pm.
- ② All shipments must include a packing list and a bill of lading. (BOL is for freight shipments only)
- ③ All Bills of Lading and packing lists must have the proper ship to address per below, please ensure you are shipping to the correct warehouse

RECON HQ:

YOUR COMPANY'S NAME/ THE RECON GRP
2941 RANDOLPH AVE.
COSTA MESA, CA 92626
949.748.3671

RECON DALLAS

PEGASUS LOGISTICS GROUP
YOUR COMPANY'S NAME/ THE RECON GRP
306 AIRLINE DR. SUITE 300, DOCK DOOR 69
COPPELL, TX 75019
949.748.3671

RECON MIRA LOMA

PROMOFIL MLFC
YOUR COMPANY'S NAME/ THE RECON GRP
10314 BIRTCHER DRIVE
MIRA LOMA, CA 91752
949.748.3671

- ④ All packing lists must include:

VENDOR NAME**CLIENT NAME****QUANTITY ORDERED** (UNITS (PACKS IF MATERIALS WERE ORDERED IN PACKS) / CARTONS / PALLETS)**QUANTITY SHIPPED** (UNITS (PACKS IF MATERIALS WERE ORDERED IN PACKS) / CARTONS / PALLETS)**QUANTITY BACK-ORDERED****ITEM NUMBER (SKU) AND DESCRIPTION****CASE PACK PER SKU** (PIECES PER ORDERED UNIT IF IN PACK)

Note: The quantity unit of measure (uom) should be the same as was originally ordered (i.e. 4500 each) or (450 bundles of 10). Inaccurate information may incur a penalty if requiring substantial time to amend.

- ⑤ All palletized bulk printed materials must be stretch-wrapped with corner protectors and 4-way banding. If printed materials arrive without protection, Recon will not be responsible for the integrity of the product as it is received into inventory.
- ⑥ Individual cartons should not exceed 75 lbs. If the product weight exceeds 75lbs, the outside of the shipping carton must include a label indicating that the contents are "heavy."
- ⑦ All shipments must have accurate labels per the below. Each carton should have the following information on an external label:

PRODUCT NAME**PRODUCT SKU****QUANTITY IN CARTON** (QUANTITY OF PACKS IF MATERIALS WERE ORDERED IN PACKS)**CASE PACK** (PIECES PER ORDERED UNIT IF IN PACK)**PO NUMBER****CARTON NUMBER** (EX. 1 OF 10)

All individual materials must have protective packaging (polybag, shrink wrap, cardboard carton, etc.) and the product SKU affixed to the packaging in barcode format (Codes 39 or 128). Pre-packed materials (materials that are meant to be picked and shipped with multiples as one ordered unit) must have this barcode affixed to the packaging also.

- ⑧ All freight shipments must arrive on wood pallets measuring 40" x 48" and not be higher than 52". Stacked pallets must not exceed 90" in total height. Note: Receiving costs are subject to increase for pallets smaller or in excess of these measurements.
- ⑨ Product must never overhang off pallet. If materials arrive and overhang off the pallet, Recon will not be responsible for the integrity of the product as it is received into inventory.
- ⑩ Shipments consisting of multiple pallets must be marked as follows; Pallet #1 of ___, Pallet #2 of ___ etc... or for multiple cartons of the same SKU... Carton #1 of ___, Carton #2 of ___ etc.
- ⑪ SKUs must never be mixed within the same carton. If SKUs are co-mingled within the same carton, a charge will be assessed for separating the parts, repackaging and labeling. Cartonized SKUs can be co-mingled on a pallet as long as each carton is clearly and accurately identified per guideline #4 and #7; charge will be assessed for separating the cartons.
- ⑫ Recon would prefer all products to be packed in convenient cartons. If bulk flat sheets of printed material are too large and cumbersome to carton, no more than 2-versions / SKUs can be stacked on a pallet. Non-compliance could result in a delay in receiving and a pallet break-down charge.
- ⑬ There must be a slip-sheet and a descriptive, prominently displayed flag between SKUs on the same pallet.

If you should have any questions, please email shipping@therecongrp.com

FAILURE TO FOLLOW ANY OF THE ABOVE REQUIREMENTS MAY RESULT IN ADDITIONAL CHARGES AND CAUSE A DELAY IN RECEIVING YOUR ITEMS INTO INVENTORY.

ASN FEE STRUCTURE

IF THE ASN RECEIVING GUIDELINES (PREVIOUS PAGE) WERE FOLLOWED CORRECTLY, THEN THIS PAGE DOES NOT APPLY. HOWEVER, FAILURE TO COMPLY WITH THE ASN GUIDELINES WILL RESULT IN PENALTY FEES. IF THE INBOUND PRODUCT WAS SOURCED BY A RECON GRP. MEMBER, ASN FEES DO NOT APPLY. THESE GUIDELINES ARE DESIGNED TO MAXIMIZE ACCURACY AND QUALITY ON BEHALF OF ALL OF OUR CLIENTS. WHEN GUIDELINES ARE NOT FOLLOWED, ADDITIONAL LABOR AND SUPPLIES ARE NEEDED TO MODIFY THE SHIPMENT TO CORRECTLY REFLECT THE ASN GUIDELINES. BELOW ARE THE FEES ASSOCIATED TO EACH STEP NOT FOLLOWED CORRECTLY. EACH SHIPMENT WILL BE ASSESSED UPON ARRIVAL AND IF DETERMINED INCORRECT, WILL RECEIVE AN INITIAL **\$25.00 ASN PENALTY FEE (1.0)** AS WELL AS A PENALTY FEE FOR EACH STEP NOT CORRECTLY FOLLOWED. **ALL FEES WILL BE ADDED TO THE MONTHLY WAREHOUSE INVOICE AND WILL BE NOTATED WITH THE FEE NUMBER FOR REFERENCE. THE FEE NUMBER IS LOCATED BELOW IN PARENTHESIS NEXT TO THE FEE IT IS ASSOCIATED WITH, FOR EXAMPLE FEE (1.1) IS ASSOCIATED TO THE FAILURE TO FILE OR SEND AN ASN 48 HOURS IN ADVANCE.**

- ① Failure to file or send ASN 48 hours in advance will result in a **\$75.00 (1.1)** fee.
- ② Failure to include a packing list and BOL will result in a fee of **\$50.00 (2.1)**. If a physical count of the inventory is required, this will be billed at a rate **\$35/hr (2.2)** with a two hour minimum. If a packing list is provided at a later date and counting the inventory is not required, a **\$50 (2.3)** fee along with daily storage based on your contracted rate will be billed.
- ③ Failure to properly document the BOL or packing list will result in a **\$15 (3.1)** admin fee.
All Bills of Lading and packing lists must have a ship to address per below:

YOUR COMPANY'S NAME/ THE RECON GRP

2941 RANDOLPH AVE.
 COSTA MESA, CA 92626
 949.748.3671

- ④ Failure to include the below accurate information on the packing list will result in a **\$50 (4.1)** fee. If a physical count of the inventory is required, this will be billed at a rate **\$35/hr (4.2)** with a two hour minimum. If a packing list is provided at a later date and counting the inventory is not required, a **\$50 (4.3)** fee along with daily storage based on your contracted rate will be billed.

VENDOR NAME

CLIENT NAME

QUANTITY ORDERED (UNITS (PACKS IF MATERIALS WERE ORDERED IN PACKS) / CARTONS / PALLETS)

QUANTITY SHIPPED (UNITS (PACKS IF MATERIALS WERE ORDERED IN PACKS) / CARTONS / PALLETS)

QUANTITY BACK-ORDERED

ITEM NUMBER (SKU) AND DESCRIPTION

CASE PACK PER SKU (PIECES PER ORDERED UNIT IF IN PACK)

- ⑤ Failure to ensure that all palletized bulk printed materials are stretch-wrapped with corner protectors and 4-way banding will result in a filed OS&D (overage, shortage, & damaged) report accompanied with the standard ASN penalty fee.
- ⑥ Failure to properly label cartons exceeding 75 lbs. with "heavy" labels will result in a **\$10.00 (6.1)** re-labeling fee.
- ⑦ Failure to ensure that all shipments have accurate labels per the below, will result in a **\$50 (7.1)** fee along with a re-labeling fee of **\$5.00 (7.2)** per carton and **\$35/hour (7.3)** for labor to open each carton and check for contents. Note: 2 Hour Minimum

PRODUCT NAME

PRODUCT SKU

QUANTITY IN CARTON (QUANTITY OF PACKS IF MATERIALS WERE ORDERED IN PACKS)

CASE PACK (PIECES PER ORDERED UNIT IF IN PACK)

PO NUMBER

CARTON NUMBER (EX. 1 OF 10)

Failure to ensure individual materials have protective packaging (packaging (polybag, shrink wrap, cardboard carton, etc.) and or the product sku affixed to the packaging in barcode format (Codes 39 or 128) will result in a materials fee at cost plus 10% and **\$35/hour (7.3)** for labor to label each item. Labor hours are billed by the hour with a 2-hour minimum. These fees also apply to neglecting to properly mark pre-packed materials (materials that are meant to be picked and shipped with multiples as one ordered unit) with a barcode affixed to the packaging as well.

- ⑧ Freight shipments arriving on pallets other than wood, exceeding 40" x 48" and higher than 52" will result in a **\$25 (8.1)** re-palletizing fee per pallet and will be charge a minimum **\$20 (8.2)** for each new pallet supplied. Pallet pricing can vary based on inventory and supplies needed. If a shipment is stacked it must not exceed 90" in total height or it is subject to refusal upon delivery.
- ⑨ Failure to ensure that all palletized materials do not over hang off a pallet will result in a filed OS&D report accompanied with the standard ASN penalty fee.
- ⑩ Failure to mark shipments consisting of multiple pallets as follows; Pallet #1 of ___, Pallet #2 of ___, etc... or (for multiple cartons of the same SKU... Carton #1 of ___, Carton #2 of ___, etc...) will result in a **\$10 (10.1)** re-labeling fee per pallet not labeled correctly.
- ⑪ If SKUs or cartons are co-mingled within the same carton/pallet and are not clearly or accurately identified per guideline 4 & 7, a total number of labor hours will be assessed for separating the parts, repackaging and labeling. Labor is billed at **\$35/hour (11.1)** with a 2 hour minimum.
- ⑫ If bulk flat sheets of printed material are too large and cumbersome to carton, no more than 2-versions / SKUs can be stacked on a pallet. Non-compliance will result in a **\$50 (12.1)** fee per incorrectly received pallet along with a **\$35/hour (12.2)** labor charge for re-palletizing, separating, and counting the inventory. Note: 2 Hour Minimum
- ⑬ Failure to ensure a slip-sheet and a descriptive, prominently displayed flag between SKUs on the same pallet will result in a **\$50 (13.1)** fee per incorrectly received pallet along with a **\$35/hour (13.2)** labor charge for re-palletizing, separating, and counting the inventory.
Note: 2 Hour Minimum

ASN INSTRUCTIONS

THE BELOW TEXT SUMMARIZES WHAT EACH FIELD REPRESENTS ON THE ASN FORM. IF YOU HAVE ADDITIONAL QUESTIONS PLEASE CALL OUR OFFICE AT 949-748-3671 AND ASK FOR THE RECEIVING DEPARTMENT.

WAREHOUSE DESTINATION

TO WHAT RECON WAREHOUSE IS THIS SHIPMENT BEING SENT? PLEASE CHECK THE CORRESPONDING BOX.

CLIENT INFORMATION

CUSTOMER NAME: FOR WHAT CLIENT/COMPANY IS THE SHIPMENT INTENDED?

VENDOR NAME/CONTACT: WHO PRODUCED THE SHIPMENT? HOW CAN WE CONTACT THE PRODUCER IF ANY ISSUES ARISE?

PO#: WHAT IS THE PURCHASE ORDER OR SALES ORDER FOR THIS SHIPMENT?

ITEM SOURCED BY RECON? WAS THE SHIPMENT ORDERED BY RECON? PLEASE CHECK THE CORRESPONDING BOX.

PRODUCT INFORMATION

NEW?: HAS THE SKU BEEN RECEIVED BY RECON BEFORE? IF SO, PLEASE CHECK THE BOX.

SKU: WHAT IS THE RECON PRODUCT ID OR ITEM NUMBER?

ITEM DESCRIPTION: WHAT IS THE PRODUCT?

TOTAL UNITS: HOW MANY UNITS OF THE PRODUCT ARE IN THE SHIPMENT? IF THE PRODUCT HAS SHIPPED IN PACKS, HOW MANY PACKS ARE IN THE SHIPMENT?

TOTAL CARTONS: HOW MANY CARTONS OF THE PRODUCT ARE BEING SHIPPED?

PACK QTY: IF THE PRODUCT IS BEING SHIPPED IN PACKS, HOW MANY INDIVIDUAL PIECES MAKE UP A PACK?

PALLET #: IF THE SHIPMENT CONSISTS OF MULTIPLE PALLETS WITH VARIOUS SKUS, ON WHAT PALLET IS THE SKU BEING SHIPPED?

NOTES: ANY ADDITIONAL NOTES THE VENDOR/SHIPPER MAY CHOOSE TO INCLUDE REGARDING THE PRODUCT/SHIPMENT.

ADVANCED SHIPMENT NOTIFICATION

CARRIER: WHO IS THE COURIER THAT WILL BE DELIVERING THE SHIPMENT?

TRACKING # (BOL/AWB): WHAT IS THE TRACKING NUMBER/AIRWAY BILL/BILL OF LADING/OR ANY OTHER COURIER PROVIDED SHIPMENT ID NUMBER?

EXPECTED DELIVERY DATE: WHAT IS THE SHIPMENT'S ESTIMATED TIME OF ARRIVAL?

TOTAL PALLETS: HOW MANY TOTAL PALLETS, IF ANY, ARE BEING SHIPPED?

TOTAL CARTONS: TOTAL CARTONS ARE AUTOMATICALLY CALCULATED BASED ON CARTON COUNTS PROVIDED IN THE PRODUCT INFORMATION SECTION.

ADVANCE SHIP NOTICE