



Inbound Routing Requirements

Safeway is continually seeking to improve our supply chain reliability and efficiency and eliminate practices that drive up the cost of doing business which results in higher prices for the goods we sell. These costs impede us in providing our customers the superior service and competitive prices they demand and deserve. With this goal in mind Safeway has developed these Inbound Routing Requirements to improve inbound performance.

Safeway Inc Routing Guide:

All Shipments – both collect and pre-paid.

- ☐ **0 – 75 lbs or Priority/overnight service:**
Ship via UPS pending Safeway authorization on a Pre-Paid basis.
Please send authorization requests to carol.silvers@safeway.com.
- ☐ **75 – 8000 lbs:**
Use attached LTL Routing Guide
e-mail: LTL.Optimization@safeway.com
- ☐ **Over 8,000 lbs – or more than 400 cubic feet:**
Contact Safeway Corporate Traffic
e-mail: info.carrier.development@safeway.com

*When contacting Safeway Corporate Traffic, you must provide the PO#, cases, weight, point of origin and destination city and zip code.

LTL Routing Guide by Region	
Intrastate shipments for California and Arizona	Tony's Express
Interstate Shipments between Arizona, California and Nevada	Tony's Express
Shipments originating from any other location in the U.S. and Canada to Safeway locations	ABF Freight System Inc. or Estes Express Lines

Product out of any area to any Safeway Inc. designated location must be shipped by ABF Freight System Inc, Estes Express Lines or Tony's Express.

LTL Carrier Contact information	
Tony's Express	e-mail: tjacob@tony-express.com e-mail: kfasola@tony-express.com Ph: 909-427-8700 ext. 367 Contact: Terry Jacob
ABF Freight System Inc.	e-mail: customercare@abf.com Online: www.abfs.com Ph: 877-794-6356
Estes Express Lines	e-mail: customercare@estes-express.com Online: www.estes-express.com Ph: 866-378-3748

Shipping Instructions:

All Shipments

The following instructions apply to both collect and prepaid shipments. All shipments must have a Bill of Lading, Manifest and/or Invoice stating quantity, description of each case, pallet, with a packing list attached to the shipment. When shipping via any LTL carrier, shipments must be packaged according to that LTL carrier's standards and labeled accordingly. Any package shipped improperly will subject the Vendor to a bill back for additional cost plus a pre-approved administrative fee.

Bill of Lading

Any "COLLECT" shipment must have prior authorization by Safeway Inc. Any shipments sent "COLLECT" without prior authorization by Safeway Inc. will be billed back to the shipper. All shipments must be clearly marked "PREPAID", or "COLLECT".

Each Bill of Lading must be complete including the Safeway PO or appropriate reference/work order number and due date (Safeway's Requested Arrival Date or RAD) with directions to the carrier to include this information on the freight invoice.

LTL Shipments

The Bill of Lading should be made out to the appropriate customer and address. Goods must be tendered to the carrier in a sorted and segregated manner, identifying sizes, variety and colors as necessary. Keep in mind that freight tendered to the carrier is also tendered to the various Safeway facilities in the same manner. Safeway Inc will not accept any charges on prepaid shipments.

All shipments must include item numbers, pieces, description and weight. Third Party Billing must be indicated on the Bill of Lading where applicable. Failure to note the accurate class and weight will be subject the Vendor to a bill back for additional costs.

Truckload Shipments

Truckload carrier Bills of Lading should contain the pieces and weight being transported as well as a full description of the product. Each Bill of Lading should have the Safeway PO number and due date with directions to the carrier to include this information on the freight invoice. All shipments must include accurate case and pallet counts.

The use of a seal is required on the trailer, and the seal number must be included clearly on the Bill of Lading.

Piggyback TOFC/COFC / Intermodal

Piggyback Bills of Lading should be consigned to Safeway at the appropriate address. All Bills of Lading must contain the appropriate Safeway PO number and due date.

The use of a seal is required on the container and the seal number on the Bill of Lading where applicable. All aspects of the Intermodal Safe Container Act as indicated below must be followed. The Intermodal Safe Container Transportation Act of 1992 requires any shipper who tenders an Intermodal container or trailer having a gross lading weight of 10,000 lbs or more, to give the carrier accurate information about the nature and weight of the cargo.

The regulation states that this information is to be provided in a very concise manner and certification to the carrier must include:

- Title "Intermodal Certification"

- Container or trailer initials and number

- Actual gross cargo weight, including the unit of measurement, of the contents of the container or trailer, including packing materials and pallets

- Reasonable description of the contents

- Name and company of the person tendering the loaded container or trailer

- Date unit was loaded

- Signature of person or representative tendering the loaded container or trailer

Delivery Appointments

A delivery appointment is required for all shipments consigned to Safeway Distribution Centers. All delivery appointments are to be scheduled by the carrier through the One Network Scheduling platform. For questions about getting setup as a partner to schedule Safeway warehouse delivery appointments contact One Network directly at help@onenetwork.com. The notation for a delivery appointment should be made on each Bill of Lading.

Product not available

On collect shipments, if the product is not available at the time of the shipment, the shipment will become “prepaid” and the sole responsibility of the vendor. If vendor ships backordered products collect, we will bill back the entire freight invoice plus the amount imposed by the receiving Distribution Center.

Sorting and Segregating

The vendor should tender all freight to the carrier in a sorted and segregated manner. Shipper must certify on all Bills of Lading that the “freight has been sorted and segregated according to sizes, brands and/or other distinguishing characteristics and so tendered to the carrier”. Any failure on the part of the vendor to tender freight in a sorted and segregated manner will result in a bill back of the sorting and segregating charges and any detention charges.

Labeling

All labels must be addressed to Safeway Inc at the appropriate address, show the origin and contain the Safeway Inc purchase order number.

Palletizing

Any product that weighs over 45 lbs per case at our location must be on pallets. All pallets must be 48 X 40, hardwood, GMA specification pallets. Safeway does not do pallet exchange at any of our facilities.

Due Date

Each Safeway Inc purchase order has an expected delivery date (Safeway’s Requested Arrival Date or RAD) designated on it. This “Due Date” is the appropriate date product must arrive by at the designated Safeway Inc location and/or store. This due date must be notated on each of the Bills of lading and instruct the carrier to indicate this due date on their freight invoice.

LTL Optimization

Thank you for your compliance in our new program. We know that you may have questions before and after the transition. Please help us respond to you in a timely manner by sending all questions to:

LTL.Optimization@safeway.com.

Non-Compliance

Safeway Inc. reserves the right to refuse unloading of any unauthorized carriers in accordance with this routing guide. Failure to adhere to the policies within this guide and continued use of unauthorized carriers may result in a reduction or loss of business and fines imposed as determined by Safeway.