

## Appendix

### Glossary

The following is a list of key terms commonly used throughout this guide.

Term	Definition
Advanced Shipping Notice (ASN)	Common term for the 856 Ship Notice/Manifest EDI transaction set. An ASN contains shipping and item information relative to a particular shipment. ASNs enable the recipient to plan for receipt of the shipment and to automate the merchandise receiving process.
Back Order	Any shipments against a Purchase Order (PO) after the first shipment.
Cartons	Enclosed storage unit for product received from a vendor.
Case	An enclosed storage unit for product shipped to a Party City location.
Case pack	The packaging of the same item in multiple quantities. Sometimes referred to as a master pack, # of selling units in a standard vendor carton.
Cube	The length, width and height of an item or container.
CBM	Cubic Meter
Consolidated Freight Station (CFS)	Vendor delivers truck with product to consolidator. Consolidator unloads, warehouses and loads container. Vendor is charged a fee.
Cube utilization	Determined by counting the total cubic feet of materials stored in a Party City location and expressing the number as a percentage of the total cubic dimensions. Using racks to increase storage space can increase cube utilization.
Cubiscan	Accurately measure the weight and dimensions of a carton
CY	Direct to Warehouse - Vendor picks up container and vendor loads container, seals, brings to ocean vessel and loading zone.
DDP	Delivered Duty Paid - Vendors are responsible for delivery to the Party City Corporation Distribution Center (PCC DC) door, including all freight costs, duties, and customs clearance under vendor's own importer of record number. Party City Corporation takes possession of goods upon receipt at our PCC DC locations.
Drayage	The movement or hauling a heavy container or shipment.
Each	A single selling unit.
Electronic Data Interchange (EDI)	The computer-to-computer transmission of documents between two companies. Computer-to-computer implies that all information contained in the document is capable of being read and processed without human intervention.
EDI Service Provider	A company that performs EDI on behalf of its clients. Most service providers offer various levels of EDI services tailored to a client's needs ranging from fax to web based EDI.
EDI Software Provider	A company that markets software solutions (ranging from PC-based solutions to A-400/mainframe based systems) that enable a company to perform EDI transactions in-house. Some software solutions are specifically designed to accommodate Party City's EDI documents. These packages are solely the product and responsibility of the company that markets them.

Term	Definition
Exceptions	Any discrepancies with merchandise that cause a delay with merchandise being processed in the facility (e.g. no allocation, invalid UPCs, and unacceptable substitutions).
Flat	A material handling classification of product, which may be processed and shipped in cartons or totes. Generally apparel and peg board merchandise.
FCA	Free Carrier Alongside
FCR	Forwarder's Cargo Receipt
Floor Ready Merchandise (FRM)	Merchandise that is ready for sale when received.
FOB	Free On Board AKA Port of Origin (POO) - Vendors are responsible for delivery to Party City Corporation's designated freight forwarder at the foreign port. Party City Corporation is responsible for import freight costs and customs clearance and takes possession of goods upon Forwarder Cargo Receipt (FCR) issuance.
Inner Pack	A unit pack that is less than the master pack but larger than the selling unit.
Item setup	Process for establishing a new product in our systemic item file. All items must go through this process prior to being handled.
LDP	Landed Duty Paid AKA Port of Entry (POE) - Vendors are responsible for delivery to the port of entry and can include the terminal railhead located nearest to the PCC DC destination. LDP includes all freight costs and customs clearance under the vendor's own importer of record number. Party City Corporation takes possession of the goods after clearing customs.
License Plate Number (LPN)	A bar-coded label with unique non-repeating numbers used to identify a load of merchandise. Includes the item number, quantity, and location and is put on all totes being moved through a Party City distribution operation.
Loading Term	How product is delivered to forwarder for export
Master Pack	The largest individual packaging unit available. Also known as a case pack.
Merchandise Management System	Allocation system used for inventory management (MMS).
New Vendor	A vendor doing business 90 days or less from the date of their first PO.
New Vendor Package	A grouping of documents (Welcome Letter, VSM, and VPA) sent to a vendor to establish proper vendor relations and documentation.
Non-conveyable items	Items too large to be sent through the sortation system. These items are transported manually to shipping where they are scanned and loaded directly onto an outbound trailer.
Order Create Date	The day that the PO is initiated by a Merchandise Manager or authorized Planning and Allocations associate.
Off-Site Receiving (OSR)	A receiving facility that is separate from a retail location.
POE	Port of Entry – See LDP
POO	Port of Origin – See FOB
PO Receipt	The amount of product received on a specific shipment for a specific SKU to be applied in allocation and replenishment to specific stores. The specific amount of product to be shipped to stores on a single shipment and not spread across multiple shipping days.
Pallet	A portable platform made of wood, metal, or plastic on which merchandise is stacked to facilitate handling, storing, and transporting with manual or mechanical equipment.

Term	Definition
Pre-existing Vendor	A vendor doing business for more than 90 days from the date of their first PO.
Purchase Order (PO)	Information sent to vendors to request merchandise for a specific location. Includes manufacturer item number, quantity, price and discounts, vendor information, and ship-to-information.
Receiving Area	The location where shipments arrive from suppliers and are checked in.
Regional Distribution Center (RDC)	A central receiving and shipping point which processes merchandise for shipments to select stores based on store allocations.
Reimbursement	Deductions against any current or future invoice to recover expenses incurred due to vendor non-compliance.
Requested Ship Date	The day the vendor tenders shipment. The order quantity must match the tendered quantity. Back orders will not be accepted.
Routing	Transporting instructions passed from a Load Control Center to vendors sending product to a Party City distribution location and the sending of product to stores.
Ship To – Mark For	Merchandise that is vendor prepared, floor ready, and picked/packed for a specific store. It is received at a Party City distribution location and shipped to the “marked for” store.
TOPS	Total Packaging and Palletization Software
Vendor Participation Agreement (VPA)	Standardized form of Party City (Party America, The Paper Factory) requirements for all merchandise trading partners. A current copy must be on file to receive Party City POs.



## MERCHANDISING RESOURCE ALIGNMENT

**President**  
**Chief Merchandising Officer**  
**VP of Everyday Merchandising**  
**VP of Marketing**  
**Director of Planning & Allocation - Everyday**  
**Director of Planning & Allocation - Seasonal**  
**Director of Central Planning**  
**Director of Retail Merchandising**  
**Promotional Marketing Director**

Lisa Laube - 8655  
 Erik Mandell - 8837  
 Mary Goosman - 8658  
 Bill Furtkevic - 8854  
 Kevin McGrath - 8841  
 John Cappadoccia - 8602  
 Pam Henke - 8750  
 Tom Jordan - 8660  
 Jeff Wilkes - 8665

To contact any of the merchandising team members below dial: 973-453-xxxx

	Everyday - Mary Goosman				Seasonal - Erik Mandell			
CATEGORIES	PARTY CELEBRATIONS	CONSUMABLES & STATIONERY	SPECIAL OCCASIONS	PARTY BASICS	HALLOWEEN	HALLOWEEN DECORATIONS (26)	SEASONAL	SEASONAL
Departments:	<b>Alice:</b> 1st Birthday General Birthday Juvenile Birthday Latex Balloons Pinatas  <b>Heather:</b> Birthday Accessories Kid's Favors Mylar Balloons	<b>Michelle:</b> Barware Everyday Candy Seasonal Candy  <b>Denise:</b> Custom Invitations Greeting Cards Inscribe Stationery/Invites	<b>Maria:</b> Baby - Gift Wrap-Bags- Tissues-Bows Wedding  <b>Jana:</b> Cinco - Professional Sports Sports Party Themes	Bakeware Candles Catering Event Planning Fashion Ensembles General Deco Solids	Costume Costume Accessories D27 Halloween D55 Halloween Purim	D26 Halloween Graduation New Year's St. Pat's Day	CNY Communion/Conf Fall Hanukah Mardi Gras Patriotic Thanksgiving Valentine's Passover	Christmas Easter/Spring Summer/Luau
Merchandise Mgr	Seth Rubin - 8870	Eric Evans - 8920		Adrienne Taylor - 8838	Melissa Sprich - 8867	open	Christine Meszaros - 8814	Diane Miller - 8852
Assoc. Mdse. Mgr		Michelle Zarkiewicz - 8816	Maria Portela - 8829					
Asst. Mdse. Mgr	Heather Burdett - 8809 Alice Mann - 8792	Denise Ellison - 8834	Jana Rooney - 8746	Cherise Correale - 8794	Melissa Arango - 8698 Alyssa Dellureficio - 8674	Sara Adkins - 8697	Tatyana Ikhelson - 8661	Jimmy Salianni - 8866
P&A Mgr	Beth Stein - 8649	Jim Jennings - 8876	Cathie Xenakis - 8645	Jim Jennings - 8876	Scott Califano - 8843	Scott Califano - 8843	Stacy Patten - 8747	Stacy Patten - 8747
Planner/Sr. Analyst	Alison West - 8853	Christopher Payne - 8875	Steve Pino - 8817	Christopher Payne - 8875	Cecile LaSala - 8802	Cecile LaSala - 8802	Allison Jungkind - 8749 Amber Simpson - 8624	Allison Jungkind - 8749 Amber Simpson - 8624
Replenishment Analyst	Courtney Beisel -8850 Carlos Xiloj - 8741	Anthony Smorra - 8685 Jackie Levin - 8831	Joann Zoppi - 8869 Tara Giuliano - 8785	Anthony Smorra - 8685 Jackie Levin - 8831	Dandley Alexandre - 8322	Dandley Alexandre - 8322	Jennifer Hudzik - 8791 Kevin Finneran - 8687	Jennifer Hudzik - 8791 Kevin Finneran - 8687
Visual Mdse. Mgr	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Shaunessy - 8748
Visual Coordinator	Valerie Kelly - 8619	Valerie Kelly - 8619	Valerie Kelly - 8619	Valerie Kelly - 8619	Janet Secallus - 8836	Janet Secallus - 8836	Janet Secallus - 8836	Janet Secallus - 8836

### Breakdown of Party City Corporation's Departments

Everyday	
Dept No	Dept Desc
101	Mylar Balloons
102	Baby
103	Wedding
104	Party Themes
105	Solids
106	Fashion Ensembles
108	Sports
109	General Decorations
110	Catering
111	Birthday Bakeware
112	Pinatas
113	Gift Wrap
114	Stationery/Novelties
115	Birthday Accessories
116	Non Seasonal Candy
117	Kids Favors
133	Greeting Cards
134	General Birthday
135	1st Birthday
137	Kids Birthday
139	General Candles
140	Rentals
141	Custom Invitations
142	Event Planning
143	Latex Balloons
145	Professional Sports
147	Inscribe

Seasonal	
Dept No	Dept Desc
207	Spring
217	Rentals
218	NFL/Superbowl
219	Valentine's Day
220	St. Patrick's Day
221	Easter
222	Communion/Confirmation
223	Graduation
224	Patriotic
225	Summer
226	Halloween
227	Costumes
228	Fall
229	Thanksgiving
230	Hanukkah
231	Christmas
232	New Years
236	Specialty Holiday
244	Seasonal Candy
248	Store Supplies
255	Costume Accessories
256	Mardi Gras

**Unit of Measure**



**Carton**  
Shipping receptacle.

Selling Unit = 1  
ALWAYS!



**Selling Unit**  
One (1) unit of sellable product.

Ex: SKU 71073- 50 Ct Forks – Pretty Pink



12 cartons on a pallet.



**Case Pack**

Number of **selling units** in a standard vendor **carton**.

Ex. 12 selling units (4 layers of 3 selling units)

	Shipments to PCC DC	Shipments to PCC Store (DSD)
Pack Qty	Number of <b>selling units</b> in a carton for a shipment to a PCC DC. Defined by vendor. Ex. DC Pack Qty = <b>12 selling units</b>	Number of <b>selling units</b> in a carton for a shipment to a PCC Store. Can be between 1 and the standard vendor case pack <b>qty</b> . Ex. DSD Pack Qty = <b>1 selling unit</b>
Minimum Order Qty	Minimum number of selling units vendor requires PCC to buy for shipment to a PCC DC. Must be a multiple of the <b>pack qty</b> for PCC DC. Ex. 12 cartons of 12 selling units. DC minimum order qty – 12x12 = <b>144 selling units</b>	Minimum number of selling units vendor will ship to a PCC store. Typically equals <b>1 selling unit</b> , but can be greater than 1. Ex. Vendor will not ship any less than 1 selling unit to a store. DSD min order qty = <b>1 selling unit</b>
Pack Cost	Cost to PCC of PCC DC pack qty Ex. DC Pack Cost = <b>\$2.22</b> (DC pack cost) / (DC pack qty) = DC selling unit cost <b>\$2.22/12 = \$0.185</b>	Cost to PCC of DSD pack qty Ex. DSD Pack Cost = <b>\$0.185</b> <b>NOTE:</b> DSD Pack Cost often equals the DC selling unit cost.



**Case Pack Dimensions:**

Height in inches  
Length/Depth in inches  
Width in inches  
Weight in lbs.

**Planogram Dimensions:**

POG Height in inches – Top to bottom  
POG Length/Depth in inches – Front to back  
POG Width in inches – Side to Side along the shelf or as pegged item



## See Website for Following Forms:

### Wholesale

- ✓ Amscan Sourcing Sheet
- ✓ Freight Collect Pick-Up form -- Amscan and Party
- ✓ Amscan Quote Sheet
- ✓ Grasslands Road Quote Sheet
- ✓ GCC
- ✓ CPSIA
- ✓ VSM Acknowledgement
- ✓ Vendor Participation Agreement

### Retail

- ✓ New Item Submission Form
- ✓ Freight Collect Pick-Up form -- Amscan and Party
- ✓ GCC
- ✓ CPSIA
- ✓ VSM Acknowledgement
- ✓ Vendor Participation Agreement
- ✓ New Vendor Package
- ✓ List of Approved PO Department Codes
- ✓ List of Approved Invoice Charges and Allowances
- ✓ Ship To Bill To (S2B2)
- ✓ Franchise store PO Contacts
- ✓ EDI Mapping Guidelines
- ✓ EDI TP Questionnaire



**Julian Calendar -**

**Regular years:**

(2001, 2002, 2003, 2005, 2006, 2007, 2009, 2010, ...)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>1</b>	1	32	60	91	121	152	182	213	244	274	305	335
<b>2</b>	2	33	61	92	122	153	183	214	245	275	306	336
<b>3</b>	3	34	62	93	123	154	184	215	246	276	307	337
<b>4</b>	4	35	63	94	124	155	185	216	247	277	308	338
<b>5</b>	5	36	64	95	125	156	186	217	248	278	309	339
<b>6</b>	6	37	65	96	126	157	187	218	249	279	310	340
<b>7</b>	7	38	66	97	127	158	188	219	250	280	311	341
<b>8</b>	8	39	67	98	128	159	189	220	251	281	312	342
<b>9</b>	9	40	68	99	129	160	190	221	252	282	313	343
<b>10</b>	10	41	69	100	130	161	191	222	253	283	314	344
<b>11</b>	11	42	70	101	131	162	192	223	254	284	315	345
<b>12</b>	12	43	71	102	132	163	193	224	255	285	316	346
<b>13</b>	13	44	72	103	133	164	194	225	256	286	317	347
<b>14</b>	14	45	73	104	134	165	195	226	257	287	318	348
<b>15</b>	15	46	74	105	135	166	196	227	258	288	319	349
<b>16</b>	16	47	75	106	136	167	197	228	259	289	320	350
<b>17</b>	17	48	76	107	137	168	198	229	260	290	321	351
<b>18</b>	18	49	77	108	138	169	199	230	261	291	322	352
<b>19</b>	19	50	78	109	139	170	200	231	262	292	323	353
<b>20</b>	20	51	79	110	140	171	201	232	263	293	324	354
<b>21</b>	21	52	80	111	141	172	202	233	264	294	325	355
<b>22</b>	22	53	81	112	142	173	203	234	265	295	326	356
<b>23</b>	23	54	82	113	143	174	204	235	266	296	327	357
<b>24</b>	24	55	83	114	144	175	205	236	267	297	328	358
<b>25</b>	25	56	84	115	145	176	206	237	268	298	329	359
<b>26</b>	26	57	85	116	146	177	207	238	269	299	330	360
<b>27</b>	27	58	86	117	147	178	208	239	270	300	331	361
<b>28</b>	28	59	87	118	148	179	209	240	271	301	332	362
<b>29</b>	29		88	119	149	180	210	241	272	302	333	363
<b>30</b>	30		89	120	150	181	211	242	273	303	334	364
<b>31</b>	31		90		151		212	243		304		365