

Section – 6b (Wholesale) Transportation Routing Guide

DISTRIBUTION CENTER SHIPPING INSTRUCTIONS

The section of the Transportation Routing Guide (TRG) provides information for merchandise and non-merchandise items destined to all Amscan Distribution Centers. In order to plan receiving functions at each Distribution Center, all shipment pick-ups must be requested utilizing the "Pickup Request – Freight Collect Vendors" form. The form is available electronically and can be e-mailed. The form is also available in hard copy form for faxing. Sample of the form is included in the Appendix of this VSM.

Freight Collect

Amscan / Party City is responsible for 100% of the freight charges and for specifying which carrier to use. Our preferred carrier partner will bill Amscan / Party City separately.

Freight Collect Vendors must utilize the "Pickup Request – Freight Collect Vendors" form to advise Amscan / Party City Logistics Department that a freight collect shipment is ready for pick-up. Amscan / Party City Logistics Department will send the "Pickup Request – Freight Collect Vendors" form back to the vendor with the carrier information. The selected carrier will call to make a pick up appointment with the vendor. The vendor will be responsible to e-mail or fax the packing list as soon as possible but no later than the actual pick up date to the following people.

For Chester Location

Joan Itzla
Tel: 914.784.4022
Fax: 914.345.8684
Email: jitzla@amscan.com

Jean Zaccagnino
Tel: 914.784.4026
Fax: 914.345.8684
Email: jzaccagnino@amscan.com

Note: When emailing the packing list please include both contacts on the email.

For Naperville location

Dave Sanchez
Tel: 630.579.2067
Fax: 630-579-2467
Email: dsanchez@factorycard.com

"Pickup Request – Freight Collect Vendors" forms must be sent to:

E-mail pickup request to:

Routing@Partycity.com or routing@amscan.com Email is preferred.

If you do not have e-mail ability you may fax to: 973.983.4767

If you have any questions regarding the "Pickup Request – Freight Collect Vendors" form, contact Jaime Perez at Amscan / Party City at jperez2@amscan.com or 973.453.8718 or Jamie Wohlrabe jwohlrabe@amscan.com or 973.453.8786. Business hours of the Amscan / Party City Logistics Department are Monday-Friday 8:00 AM – 5:30 PM Eastern Standard Time.

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Requests must be filed on a separate “Pickup Request – Freight Collect Vendors” form by DC locations..

Note: For all vendor locations for freight collect shipments assumed to operate in a SLC (shipper load and count) environment, vendor must provide seal & documentation.

Note: Vendors must accurately and comprehensively complete the forms, as Amscan / Party City will assign carriers, capacity, time and labor based on the shipment details (Date, cube, weight, pallets, etc.) provided on the form. In an event that any of the information is entered incorrectly and results in additional charges the vendor will receive a chargeback.

Amscan will provide pick-up information within three (3) business days of receiving a “Pickup/Delivery Request” form (carrier, pick up date, etc). It is your responsibility (and the carrier’s responsibility) to provide adequate time to schedule an appointment. Vendors are encouraged to contact Amscan/Party City Logistics as far in advance as possible to avoid delays and/or congestion on your dock.

Shipment Documentation Requirements

The following elements must be included on each Bill of Lading (BOL), as applicable:

REQUIRED FOR MERCHANDISE BOL:

1. The Purchase Order (PO) number for every PO on the shipment
2. Accurate carton and pallet count for the shipment
3. Accurate total shipment weight
4. Correct NMFC freight class for each item on the PO
5. Note if pallets are stackable
6. Address and telephone number of shipping location
7. Address and telephone number of actual recipient DC location as follows:

DC Locations

**Amscan
47 Elizabeth Drive
Chester, NY 10918**

845.469.9116 (Scheduling)

**Amscan C/O FCPO
2727 Diehl Road
Naperville, IL 60563**

630.579.2067 (Scheduling)

8. Freight terms (prepaid or collect), NEVER COD
9. If shipment is freight collect, mark bill to as follows:

**Bill To: Amscan c/o Party City Corporation
25 Green Pond Road, Suite 1
Rockaway, NJ 07866
Attn: Logistics Department**

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10. Pick-up date/ Ship date (date shipment leaves vendor dock)
11. Carrier Name
12. Carrier's PRO or tracking number
13. The delivery appointment date and time of advance appointment provided by Amscan
14. Amscan/Party Logistics Routing #

Accessorial Charges

Party City will chargeback for services required by vendors, or not requested by Party City, which are additional services and are billed to Party City. Vendors must contact the Amscan/Party City Logistics team to approve additional services requested by the store. If approved it must be noted on the BOL and carrier must have store sign that service was completed.

Examples of additional services are:

- Driver and equipment are required to wait more than two hours past the scheduled appointment time to be loaded.
- Inside pick up or Delivery
- Lift gate
- Truck ordered not loaded

Freight Prepaid

The cost of transportation/freight is included in the cost of goods. As the vendor is responsible for 100% of freight charges, vendor determines carrier selection.

Amscan will not accept pre-paid and add to invoice, unless approved by the Amscan / Party City Logistics Department.

If a shipment does not meet vendor minimums as defined in Section 1, Merchandise Information, vendor must ship the order as Freight Collect using the appropriate carrier as per this TRG.

Freight Prepaid vendors must fax or e-mail the packing list to the DC contacts below before the merchandise ships from the vendor's dock. Failure to submit packing list of shipped product will result in a vendor chargeback. On Freight Prepaid orders it is the vendor or vendor's carrier responsibility to secure an appointment with Amscan scheduling.

Freight Prepaid Shipments to Chester, NY – Must call for appointments:

Scheduling Desk: Margaret Ferris
Tel: 845.4699116
Fax: 845.572.2120

If you have any questions regarding a prepaid shipment to the East Coast DC, contact Jaime Perez at Amscan / Party City at jperez2@amscan.com or 973.453.8718 or Jamie Wohlrabe at jwohrlabe@amscan.com or 973.453.8786.

Due to limited appointments per day carriers will need to call to schedule an appointment as soon as possible.

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Business hours are Monday through Friday from 8:00 AM – 5:00 PM PST.

Receiving hours are Monday through Friday from 8:00 AM – 4:00 PM PST.

Prepaid Shipments to Naperville, IL - Must call for appointments:

Scheduling Desk: Dave Sanchez
Tel: 630.579.2067
Fax: 630.579.2467

If you have any questions regarding a prepaid shipment to the DC, contact Jaime Perez at Amscan / Party City at jperez2@amscan.com or 973.453.8718 or Jamie Wohlrabe at jwohrlabe@amscan.com or 973.453.8786.

Due to limited appointments per day carriers will need to call to schedule an appointment as soon as possible.

Business hours are Monday through Friday from 8:00 AM – 5:00 PM CST.

Receiving hours are Monday through Friday from 6:00 AM – 2:30 PM CST.

Note: Vendors must accurately and comprehensively fax the packing list, as Amscan will base their receiving documents on the shipment details (Date, cube, weight, pallets, etc.) provided on the packing list. Failure to provide packing list before delivery will result in a vendor chargeback.