



## ROUTING GUIDE 2022

Our preferred method of receiving ASNs, packing lists, and other documents is via email to [leo@okayokaythankyou.com](mailto:leo@okayokaythankyou.com) cc: [joey@okayokayla.com](mailto:joey@okayokayla.com)

All incoming shipments, regardless of size, require timely advance notice and must be scheduled by OKAYOKAYTHANKYOU. Carriers should be instructed to contact us (via email) to request a delivery appointment date and time 48 hours or two business days prior.

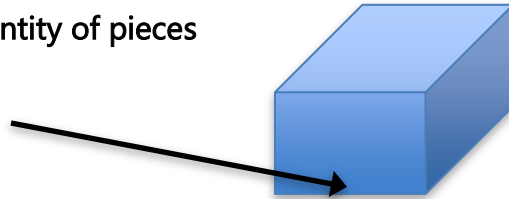
Providing a timely ASN and packing lists will help speed your goods through our receiving department, especially during the busiest parts of each season.

### PACKING INSTRUCTION

#### A. MERCHANDISE IDENTIFICATION/MARKINGS

1. All merchandise must have a Vendor Style Number affixed to the outside of each product. This number must correspond to the style number specified on the purchase order entered into ERP system.
2. **One packing list per Purchase Order**
3. Packing lists must agree with the contents of the total shipment.
4. Carton Construction & Size
  - a. Preferred dimensions per carton are 24"L x 14"W x 10"H
    - i. Minimum dimensions should surpass 12"L x 12"W x 10"H
  - b. Cartons must not exceed 50\_lbs.
5. **Carton Labeling \***
  - a. Each carton must be side marked with the following information:
    - 1) Brand name
    - 2) Purchase order number
    - 3) Style

- 4) Color
- 5) Size
- 6) Quantity
- 7) Cartons numbered (ex. 1 of 4, 2 of 4, 3 of 4, 4 of 4)
- 8) **A bar-coded label on the outside of the carton for each SKU inside with the quantity of pieces beside.**



## B. PACKING LIST

1. Each PO must have its own packing list attached to the lead carton (even when the style information is written on the outside of the cartons). The packing list must contain the following information:
  - a. Each PO must have its own packing list
  - b. Carton detail by style, size & color per carton
  - c. Vendor name and address
  - d. Purchase order number
  - e. Total units by style, size & color
  - f. Total number of cartons & weight of shipment
  - g. Carrier name
2. PLACEMENT – one packing slip must be placed in a clear plastic envelope on the outside of the lead carton.

## C. PACKING INSTRUCTIONS - Each purchase order must be packed and identified separately. No single carton is to contain multiple purchase orders.

1. Bulk packaging (+1,001 units)
  - a. All purchase orders must be packed and identified separately.
  - b. Styles must be packed individually by size and color.
    - i. Any mixed cartons should be last of the lot
  - c. All merchandise must be poly-bagged for protection.
    - i. Exceptions are: shoes must be boxed

- d. Stickers with size and style number must be placed on the bottom right corner of each bag.
- e. Sizes shipped must correspond with the sizes shown on the packing materials such as poly bags.
  - 2. Small quantity packaging (less than 1,000 units)
    - a. All purchase orders must be packed and identified separately.
    - b. Styles may be packed by style and color
    - c. One UPC sticker must be placed on the outside of the carton for each style inside the carton.
      - 3. Hanging Merchandise/Garments on Hangers (GOH)
        - a. Hangers must be double strand wire or solid plastic, which is 1/4" wide with rounded ends.
        - b. All GOH must be poly-bagged for protection that extends 6" below the garment.
        - c. Stickers with size and style number must be placed on the top right corner of each bag. All sets must be packed together and marked accordingly as a set.
        - d. GOH must be sorted by style, color, and size.

#### D. SORTING INSTRUCTIONS

- 1. Sort cartons by delivery on truck
- 2. DO NOT send same PO or style in multiple shipments (especially not within days of each other)

#### DELIVERY APPOINTMENTS

- A. EXCEPT FOR FEDEX & UPS deliveries, APPOINTMENTS MUST BE MADE for ALL incoming shipments, 24 hours or one business day prior to delivery.
  - a. Carriers must contact our Receiving Department with all appropriate purchase order numbers referring to the delivery. Receiving hours are between 9:00am and 4:00pm, Monday through Friday.
- B. PO's must be in ERP system 24 hours prior to scheduled appointment
- C. OKAYOKAYTHANKYOU Receiving Department must receive all delivery cancellations via email, no later than 3:00pm the day prior to the scheduled appointment.
- D. Failure to keep delivery appointments without written notification of cancellation will result in a \$25 chargeback per missed appointment.

#### VENDOR PACKING AND ROUTING VIOLATIONS CHART

FAILURE TO COMPLY WITH ANY OF THE INSTRUCTIONS CONTAINED IN THIS PACKING  
& ROUTING GUIDE WILL RESULT IN A MINIMUM \$25 CHARGEBACK PER VIOLATION.

PLEASE DIRECT ALL COMMUNICATIONS TO THE FOLLOWING:

OKAYOKAYTHANKYOU:

4455 Fruitland Avenue

Vernon, CA 90058

Ph. 818-448-8846

E-mail: [joey@okayokayla.com](mailto:joey@okayokayla.com)

OKAYOKAYTHANKYOU: Receiving Dept.

4455 Fruitland Avenue

(Loading Dock entrance at Fruitland & DeKalb  
Ave) Vernon, CA 90058

E-mail: [leo@okayokaythankyou.com](mailto:leo@okayokaythankyou.com)

cc: [joey@okayokayla.com](mailto:joey@okayokayla.com)