



## IMPORTANT CHANGES TO HART RECEIVING PROCEDURES

We have recently completed the installation of a new Merchandising and Warehousing system which will require the following procedures to be followed for all merchandise to be shipped to our warehouse.

### How to book your appointment:

- All shipments require an appointment to be made minimum 10 days prior to cancel date.
- Your appointment is to be booked through our website <http://www.hartstores.com>
- You are required to complete all the information asked for when requesting your appointment.
- You will receive your confirmed delivery appointment by email.
- We will not accept any broken pallets.
- Appointments not respected or past cancel date will be subject to a \$200 penalty fee.

### Information required with your Bill of Lading:

- The purchase orders that are being delivered
- The number of pallets and cartons that are being delivered

### Information required with your packing slip: (To be attached to your Bill of Lading)

- The master carton and inner case packs for each style that is being delivered
- There is to be 1 packing slip for each Purchase Order

### Special Instructions for all D4 shipments: (Cartons packed and labeled per store)

- The cartons on the pallets must be grouped together by store number and in numerical store sequence by Purchase Order number and our S.K.U. number.
- Each carton must be labeled at the **END** of the carton to clearly indicate the store number and the Purchase order number, visible when palletized. (See photo on page 2)
- Label size to be used is 4 in x 4 in.
- Store number dimensions are 2 in x 2 in.
- All styles from the same PO must be in the same box.
- Fill out the list (page 3) for each PO. In the “# of Boxes” column, write the number of boxes by PO and by store

**Please ensure that this information is communicated to those individuals in your organization responsible for the shipments to us.**



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home and fashion





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PO Number \_\_\_\_\_

Store #	# of Boxes
4	
5	
6	
7	
8	
9	
10	
12	
13	
15	
18	
19	
20	
22	
23	
25	
26	
27	
28	
29	
31	
32	
33	
34	
35	

Store #	# of Boxes
36	
39	
40	
42	
43	
44	
46	
47	
48	
49	
51	
52	
53	
54	
55	
56	
57	
58	
61	
66	
67	
69	
70	
72	
73	

Store #	# of Boxes
74	
75	
76	
78	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	

Store #	# of Boxes
201	
202	
203	
204	
205	
207	
208	
209	
210	
211	
212	
213	
214	
215	
216	
218	
219	
220	
221	
222	
223	
224	
225	

TOTAL: \_\_\_\_\_