

**Green Mountain Corporation
d/b/a/ Peter Glenn Ski & Sports
2012 Routing Guide & Vendor Compliance Document**

To: All Vendors

Our business is a partnership with our vendors. While attempting to streamline our costs and manage the flow of product through our system, we must require that certain guidelines be followed.

When shipping merchandise to our stores or Distribution Center, please complete the attached LCC form and fax it to the Load Control Center (954-731-9236). Requests may also be "e-mailed" to Warehouse@Peterglenn.com. Once the form is received, the order will be evaluated, and shipping instructions will be faxed back to the vendor. Each LCC issued must be used within 7 business days. Subsequent ship dates will require a new LCC.

If for any reason, you have not received your shipping instructions within a 24-48 hour period, you will need to contact the LCC at (954) 484-7800 ext 250. If, after you receive your shipping instructions, you feel for any reason that your company cannot comply with them, you may contact the LCC manager Duane Payne (954) 484-7800 ext 157, or via e-mail at dpayne@peterglenn.com and request a Routing Guide Addendum. Exceptions will be granted on a "per vendor" case and must be approved by the Buyer and the LCC Manager.

Order Handling Instructions:

- All Orders must be shipped FedEx Ground Collect
 - Do not ship **C.O.D.**
 - Each LCC issued must be used within **7 business days of actual shipment**.
 - The **LCC #** must be **referenced** on all shipping documents, and placed in the "Your Reference" field on the FedEx label.
 - Shipments **without** an assigned **LCC** will be refused.
 - Vendors who provide "**Free Freight**" are still required to obtain an LCC.
 - **FREE FREIGHT** orders must be **shipped PREPAID!!!**
 - Do not **declare a value** on any shipments unless authorized by the buyer.
 - Do not request a Signature on any shipments. **Direct Signature Required** (DSR).
 - **Early shipments** require prior approval from the PG buyer.
 - If an order is shipped after the PO **cancel date** there will be an additional 30% discount taken and the terms will be extended an additional 60 days from the original due date, unless prior approval in writing was obtained from the PG Buyer.
 - **Back Order/Partial Shipments** Purchase orders will be subject to a \$25 charge for each shipment over 3 made to a PO/Store combination.
 - **Label all boxes** with the Purchase Order Number and box count (ie: 1 of 2, 2 of 2) and place the packing list on or in the first box.
 - **Do not mix purchase orders** on a single packing list or pack multiple orders in one box.
 - The **purchase order** number must be referenced on all shipping documents.
 - No product **substitutions**. Products not listed PO will be returned at the vendor expense.
 - All **packing slips** and invoices must have printed on them the purchase order number.
 - **Invoices** must not include freight/shipping charges
 - When using FedEx Ground, utilize **boxes no larger than 108" in size**.
- Failure to comply with any of the above will result in charge back of additional shipping charges, plus a \$25.00 per incident Shipping Violation Charge.**

We are looking forward to a mutually successful year with your company and all of your efforts will facilitate that for both of us. Thank You.

Green Mountain Corporation
d/b/a Peter Glenn Ski & Sports

Vendor Compliance Document

In an effort to better serve our mutual customers Peter Glenn is in the process of developing this manual to outline our requirements for our merchandise vendors. The requests contained in this guide are in keeping with the best practices within the Retail Industry and is in no means the complete standards used by many large retailers. We have selected the “core requirements” that we feel will help Peter Glenn stay competitive in this retail sector by offering our customers the top quality merchandise at fair market prices. While Peter Glenn acknowledges that these requests can not be made overnight by our vendor community every effort should be made to adhere to these guidelines and strive to meet these requirements in the near future.

1. Merchandise must be “floor ready”.
 - a. Pre ticketed by the vendor using either hard or soft tickets with Style, color, width, size and a scan-able UPC bar code and MFSR.
 - b. If the vendor does not use suggested retail prices Peter Glenn can supply its retail price for placement on the vendor’s ticket.
 - c. In the event that the vendor cannot satisfy either of these requests Peter Glenn will mail pre-printed labels to the vendor for application at the vendors processing center. For Footwear vendors Peter Glenn requires two tickets one on the outside of the box and one on the shoes or hangtag attached to the shoes with the same requirements as above.
2. The manufacturer must supply Peter Glenn’s buying staff with a file containing all of its current UPC codes before the styles can be setup in the Peter Glenn system.
 - a. “Official” Peter Glenn purchase orders cannot be generated until the styles have been created first and purchase orders keyed into the merchandising system.
 - b. “Unofficial” excel spreadsheets are NOT binding documents and should be treated as worksheets for planning purposes only.
3. All shipments MUST be shipped to the address on the purchase order, “Ship to” address’s can change between either a regional warehouse or direct to the stores.
4. All Peter Glenn purchase orders have a stated ship date. This is the date that we request the Vendor to release the product from your warehouse. As a vendor you should try to ship the order complete on the specified date. If you would like to request multiple shipments, please contact the buyer.
5. Purchase orders are NOT to be shipped after the cancel date without prior approval from the buyer and a revised purchase order received back to the vendor with an extended cancel date. Peter Glenn reserves the right to refuse issuing a Load Control for pickup or decline delivery for all orders shipped after the cancel date.

**Green Mountain Corporation
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Routing Guide & Vendor Compliance Document**

Vendor Name: _____

I, _____ hereby accept and agree to the details on this
(Authorized Vendor Contact, Name and Title)

Peter Glenn Routing Guide & Vendor Compliance Document.

_____ Name
_____ Signed _____ Date
_____ Printed

This form must be signed and faxed back to Peter Glenn (954) 739-5724

**Green Mountain Corporation
d/b/a/ Peter Glenn Ski & Sports
Routing Guide & Vendor Compliance Document**

Vendor Name _____

I, _____ acknowledge the receipt of the Peter Glenn Routing Guide &
(Vendor's Representative)

Vendor Compliance Documents, and will forward it to the responsible people within my organization.

This contact person within our organization responsible for Logistics and Compliance is:

_____ Contact Person

_____ Signed _____ Date

_____ Printed

LOAD CONTROL MANIFEST

VENDOR PLEASE COMPLETE & FAX BACK OR EMAIL TO PETER GLENN SKI & SPORT

Green Mountain Corp.
D/b/a Peter Glenn Ski & Sport
Fax # (954) 731-9236
Phone # (954) 484-7800 X250

VENDOR NAME: _____

E-mail: warehouse@peterglenn.com

PICK UP ADDRESS: _____

READY DATE: _____ #####

CITY, STATE, ZIP: _____

PICK UP HOURS: _____

FAX #: _____

CLASSIFICATION: _____

PHONE #: _____

DESCRIPTION: _____

PO CANCEL DATE: _____

SHIPPING CONTACT: _____

OVERSIZED BOXES

		SHIP TO: PETER GLENN SKI & SPORT	PETER GLENN'S PO#	#OF BOXES	# OF PALLETES	WEIGHT (LBS)	LCC#
<input type="checkbox"/>	# 3	13205 U.S HIGHWAY 1, #302 JUNO BEACH, FL 33408					
<input type="checkbox"/>	# 4	4833 OKEECHOBEE BLVD WEST PALM BEACH, FL 33417					
<input type="checkbox"/>	# 5	2901 W. OAKLAND PARK BLVD. #B12, FT. LAUDERDALE, FL 33311					
<input type="checkbox"/>	# 6	1350 LINTON BLVD. SUITE A-5 DELRAY, FL 33444					
<input type="checkbox"/>	# 7	10330 N. DALE MABRY HWY #190 TAMPA, FL 33618					
<input type="checkbox"/>	# 8	990 N. STATE ROAD 434, #1112 ALTAMONTE SPRINGS, FL 32714					
<input type="checkbox"/>	# 12	11855 S DIXIE HIGHWAY MIAMI, FL 33156					
<input type="checkbox"/>	# 13	900 PARK CENTRE BLVD. #444, MIAMI, FL 33169					
<input type="checkbox"/>	#18	5403 INTERNATIONAL DRIVE ORLANDO, FL 32819					
<input type="checkbox"/>	# 55	1771 EAST SUNRISE BLVD FT. LAUDERDALE, FL 33304					
<input type="checkbox"/>	#1	INTERNET- 2688 NW 29TH TERRACE, OAKLAND PARK, FL 33311					
<input type="checkbox"/>	#99	2688 NW 29TH TERRACE OAKLAND PARK, FL 33311					
<input type="checkbox"/>	# 9	42A GALLERIA PAKRWAY NW ATLANTA, GA 30339					
<input type="checkbox"/>	#19	5600 ROSWELL ROAD, #17 ATLANTA, GA 30342					
<input type="checkbox"/>	#34	9507 WEST BROAD STREET RICHMOND, VA 23294					
<input type="checkbox"/>							
<input type="checkbox"/>							

CARRIER ASSIGNED : _____

SPECIAL INSTRUCTIONS: _____

PLEASE ALLOW 24 - 48 HOURS FOR A RESPONSE