



MonkeySports, Inc.®

## Vendor Requirements 2024

**Attention: Traffic Department, Customer Compliance Department, and Accounting Department.**

Dear Vendor:

Our goal is to make our Routing and Receiving procedures, and our Invoicing and Monthly Statement requirements, as efficient as possible for all parties involved. This Guide establishes those procedures and policies. You can access a copy of the current version of this Guide as well as any other vendor standards or basic instructions about our transportation and shipping requirements at <http://monkeysports.com/logistics>. Within this Guide, MonkeySports, Inc. and any or all of its affiliates may be referred to individually or collectively as “MS”.

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# MonkeySports, Inc.

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### Transportation Requirements

#### I. General Information

- A. Communication.** In an effort to streamline the Routing and Receiving process, we request you contact our Receiving Supervisor ***via e-mail*** when making routing requests. (With the large quantity of vendors we have, it is almost impossible to return phone calls in a timely manner.) However, do not hesitate to call if you have questions or concerns that need to be addressed.
- B. Contact information.** It is critical that we maintain accurate, up-to-date contact information. Please update this information with us whenever a change occurs. Important contact information for us is:

#### Allen, TX Warehouse

Assistant Warehouse Manager:

Pete Kosol

[Pete.Kosol@monkeysports.com](mailto:Pete.Kosol@monkeysports.com)

office: 214-383-8856

cell: 949-903-6816

Warehouse Manager:

Daniel Gonzalez

[Daniel.Gonzalez@monkeysports.com](mailto:Daniel.Gonzalez@monkeysports.com)

office: 747-237-8348

Receiving Supervisor:

Yvette Nethery

[Yvette.Nethery@monkeysports.com](mailto:Yvette.Nethery@monkeysports.com)

Office: 214-383-8855

#### Corona, CA Warehouse –

**No Longer in Operation**

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### **Transportation (cont.)**

#### **Irvine, CA Retail Store:**

Receiving Contact:

Mark Greco  
[Mark.Greco@monkeysports.com](mailto:Mark.Greco@monkeysports.com)  
office: 949-337-4980 x1505

Retail Manager:

David Reskey  
[Dave.Reskey@monkeysports.com](mailto:Dave.Reskey@monkeysports.com)  
office: 949-337-4980 x1500

#### **New Jersey Retail Store:**

Receiving Contact:

Kyle Nagy  
[Kyle.Nagy@monkeysports.com](mailto:Kyle.Nagy@monkeysports.com)  
office: 732-634-1446

Retail Manager:

Kyle Nagy  
[Kyle.Nagy@MonkeySports.com](mailto:Kyle.Nagy@MonkeySports.com)  
Office: 732-634-1446 ext. 1305

#### **Massachusetts Retail Store:**

Receiving Supervisor:

Chuck Losh  
[Chuck.Losh@MonkeySports.com](mailto:Chuck.Losh@MonkeySports.com)  
Office: 781-769-1754

Retail Manager:

Justin Savage  
[Justin.Savage@monkeysports.com](mailto:Justin.Savage@monkeysports.com)  
office: 781-769-1754 ext. 1400

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### **Transportation (cont.)**

#### **New Hampshire Warehouse:**

Receiving Supervisor: Brendan O'neil  
[Brendan.Oneil@monkeysports.com](mailto:Brendan.Oneil@monkeysports.com)  
office: 214-383-8826

Retail Manager: John O'neil  
[John.Oneil@MonkeySports.com](mailto:John.Oneil@MonkeySports.com)  
office: 603-505-4004 x2500

#### **Colorado Retail Store:**

Receiving Supervisor: Tim Horsch  
office: 303-615-3735

Retail Manager: Tim Horsch  
[Tim.Horsch@MonkeySports.com](mailto:Tim.Horsch@MonkeySports.com)  
office: 303-615-3735 x 2400

- C. Authorized Exceptions to this Guide.** Only Sevan Das or Pete Kosol may authorize exceptions to the policies and procedures stated in this Guide, except where otherwise indicated in this Guide.

***INDIVIDUAL BUYERS ARE NOT AUTHORIZED TO MAKE EXCEPTIONS***

# MonkeySports, Inc.

## Vendor Requirements 2024

### Transportation (cont.)

## II. Shipping Information

- A. **Shipping Address(s).** All shipments must be made to the '**Ship To**' address designated on the Purchase Order.
- B. **Consolidation of Orders.** To control rising freight costs, it is our desire for vendors to consolidate orders as much as possible within our required ship dates.
- C. **Bill of Lading ("BOL").** A BOL must accompany any palletized order. All BOLs must contain itemized details including:
  - 1. All PO number(s) included with the shipment
  - 2. The total number of cartons/pallets associated with each PO as well as the total number of cartons/pallets associated with the entire shipment.  
**Note: The total number of cartons/pallets tendered to the carrier must match the number of cartons/pallets indicated on the Bill of Lading.**
  - 3. A proper description of the goods shipped  
**Note: DO NOT combine multiple shipments on one master BOL when delivering multiple shipments on the same day to a single location.**

## III. Packing, Labeling and Shipping

### A. Pallets

- 1. We accept only standard 4 way pallets.
- 2. All pallets must remain intact from origin to destination.
- 3. All pallets must be fully wrapped with stretch film.
- 4. All pallets should be made as 4x4x8 for a total cube size of 128.
  - a. Exception, if 4x4x8 pallets cannot be made, make them 4x4x4 so they are stackable when loading onto a truck.

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### **Transportation (cont.)**

#### **B. Labeling Cartons**

1. All cartons weighing 50 lbs or greater must be clearly labeled indicating the weight of each carton (e.g. "57 lbs").
2. Any special handling notations must be clearly labeled on each carton (e.g., "FRAGILE")
3. If an individual SKU comes in two(2) or more cartons, put the unique UPC Barcode on each item and clearly label each carton as "Carton 1 of 8, Carton 2 of 8," etc
4. Label each carton with the following:
  - a. Vendor name and address
  - b. PO number
  - c. Carton count classification by PO (e.g., "PO number 1234, 1 of 2, PO number 1234, 2 of 2")
  - d. Unique UPC Barcode for each item.
  - e. Quantity contained in each carton by vendor style, color, size.

#### **C. Packing**

1. Pack each PO separately.
2. Packing Lists are mandatory and must be placed on the lead carton for each shipment. The lead carton must be clearly labeled as such, so it noticeably stands out from the rest of the cartons.
3. Packing lists must include the following information:
  - a. Vendor name
  - b. Name of shipper
  - c. Ship date
  - d. PO number
  - e. Total quantity of cartons
  - f. SKUs, Vendor Model Numbers, and the Quantity of Each SKU
  - g. UPC number for each individual SKU.

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## Vendor Requirements 2024

### Transportation (cont.)

#### D. Shipping

1. Deliveries are by appointment only. (EXCEPTION, UPS and Fedex deliveries do not require an appointment.) Carriers must schedule appointments. Typical appointments are scheduled within 48 hours of a carrier's request to make a delivery. The following information must be provided when requesting a delivery appointment:
  - a. Vendor name
  - b. PO number(s)
  - c. Quantity of cartons or pallets
2. All shipments with a total weight of less than 150 lbs. must be shipped as small parcels.
3. Items delivered to us may be held in a vendor holding area for any of the following discrepancies:
  - a. Incorrect Style, Size, Color or Quantity
  - b. Incorrect shipping address
  - c. PO cancellation and Vendor recalls
4. If a shipment contains multiple POs, each PO must be separated in the loading process so each PO can be clearly identified when unloading
5. POs shipped more than 21 days prior to the ship date stated on the PO must receive prior written approval from our Warehouse Manager. All such requests must be made **via email** to our Warehouse Manager. (Note: Buyers are not authorized to give approval.) Orders shipped prior to this period without proper approval will result in freight carriers holding merchandise as it will not be given a delivery appointment. (Note: all charge backs and additional freight costs incurred as a result of these orders being held or reshipped are the responsibility of the vendor.
6. **DO NOT SHIP:**
  - a. Any merchandise after the PO cancel date. (Orders delivered after the PO cancel date will be returned at vendor's expense, with applicable handling expenses added.)
  - b. Cancelled or invalid POs on the same freight bill with valid POs in an attempt to insure acceptance
  - c. Merchandise substitutions unless approved in writing by the appropriate buyer
  - d. Merchandise directly to our Retail Stores, unless you have received buyer authorization and it is clearly stated on the PO



# MonkeySports, Inc.

## Vendor Requirements 2024

### Transportation (cont.)

#### E. Routing Request

1. Unless stated otherwise in your vendor agreement, all LTL and Small Parcel shipments, where MS is responsible for shipping fees, must be submitted via email to our Assistant Warehouse Manager for shipping instructions.
  - a. These instructions also pertain to all MS retail locations.

### IV. Chargebacks

1	Failure to schedule a delivery appointment.	\$250 / occurrence
2	Failure to arrive at a scheduled appointment (without rescheduling).	\$250 / occurrence
3	Shipments received after a Purchase Order cancellation date.	\$200 / pallet
4	Shipments made to a wrong address (e.g., shipments made to a retail store where the Purchase Order designates the warehouse).	\$20 / carton (plus labor & shipping costs incurred by MS to forward)
5	Storage fees for items not ordered, unauthorized item substitution, and/or items placed in a holding area until their scheduled delivery date.	\$55 / pallet / day
6	Failure to deliver the same number of pallets as indicated on the Packing Slip or Bill of Lading.	\$500 / occurrence
7	Failure to include a Packing Slip with the lead carton or Bill of Lading.	\$500 / occurrence (plus cost incurred by MS to recreate)
8	Failure to include the valid and accurate MS Purchase Order number on the Packing Slip or Bill of Lading.	\$500 / occurrence
9	Failure to include the valid N.M.F.C Class and Sub-Class on the Bill of Lading.	\$250 / occurrence
10	Failure to accurately label individual cartons (and/or incorrectly designating the contents and/or the quantity if items in any carton) as described in Section III above.	\$20 / carton
11	Failure to stretch fill wrap pallets.	\$200 / pallet
12	Disposal of unusable pallets.	\$20 / pallet
13	Failure for each item to have an accurate UPC barcode.	\$10 / item

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### Administrative Requirements

#### I. General Information

**A. Communication.** In an effort to streamline the Invoice and Monthly Statement Requirements, we request you contact our Accounts Payable office **via e-mail** at [payables@monkeysports.com](mailto:payables@monkeysports.com). However, do not hesitate to call if you have questions or concerns that need to be addressed.

**B. Contact information.** It is critical that we maintain accurate, up-to-date contact information. Please update this information with us whenever a change occurs. Important contact information for us is:

Accounts Payable:

[payables@monkeysports.com](mailto:payables@monkeysports.com)  
office: 214-383-8846

**C. Authorized Exceptions to this Guide.** Only the MonkeySports CFO may authorize exceptions to the policies and procedures stated in this Guide, except where otherwise indicated in this Guide.

#### II. Document Requirements

##### A. Invoices.

1. There must be a separate invoice for each Packing Slip issued.
2. Each invoice must be provided to us electronically via email to [payables@monkeysports.com](mailto:payables@monkeysports.com). The Subject line should include the Vendor Name, Invoice Number, and Invoice Date.
3. Invoices must include MS Purchase Order number and packing slip or shipment reference number accurately and prominently.
4. Terms stated on invoices must match exactly with the terms stated in the associated Purchase Order, with no additional terms inserted into the invoice. (If terms differ, MS may in its sole discretion, accept or ignore it.) There will be no penalties imposed on MonkeySports for ignoring any differing or additional invoice term not included in the Purchase Order.

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### **Administrative (cont.)**

5. Prices stated in invoices must match exactly with the prices stated in the Purchase Order.
6. No invoice may include sales tax for any items for which MS is tax exempt.
7. No invoice may include or reference freight charges if the Purchase Order designates free freight.

#### **B. Monthly Statements.**

1. Monthly Statements including Invoice Number, Invoice Date, MonkeySports PO Number, and Amount due must be provided within 10 days following the end of each calendar month.
2. Monthly Statements must be provided electronically via email to [payables@monkeysports.com](mailto:payables@monkeysports.com). The subject line should include the Vendor Name, applicable month and the word "Statement".
3. Monthly Statements emailed must be in Microsoft Excel format.

### **III. Chargebacks**

A.1	Invoice included items from more than one packing slip (shipment).	\$50 / invoice
A.2	Invoice not provided electronically.	\$25 / Invoice
A.3	Failure to include MS Purchase Order number and packing slip or shipment reference number accurately on invoice.	\$100 / invoice
A.4	Terms on invoice do not match terms on MS Purchase Order or addition terms included on Invoice that were not present on Purchase Order.	\$25 / invoice
A.5	Prices on invoice do not match Prices on MS Purchase Order.	\$25 / invoice
A.6	Invoice includes sales tax for items for which MS is exempt.	\$25 / invoice
A.7	Invoice includes charge for freight and MS PO designates free freight.	\$25 / invoice
B.1	Monthly statement not provided within 10 days.	\$100 / statement
B.2	Monthly statement not provided via email.	\$100 / statement
B.3	Monthly statement not provided in Microsoft Excel format.	\$100 / statement

\* Note that chargebacks may also include costs required to rectify the issue.