



Vendor Manual
Section I. Introduction
Sub-Section G
Vendor
Updates/Letters/E-
Mails/Policies

TO: All Goody's Vendors

FROM: Goody's Vendor Relations

SUBJECT: New UPS Freight Invoicing POLICY

DATE: February 22, 2002

Please note the following NEW POLICY regarding the invoicing of UPS Freight Charges to Goody's...

Currently, per the Goody's Vendor Relations Manual, on single shipments weighing less than 125 pounds, vendors are to ship this product via UPS to the properly designated warehouse. Furthermore, on "Freight Collect" shipments, the vendor is to pre-pay the UPS freight and invoice Goody's separately for this freight. (Vendors are not to invoice Goody's for this freight on the same invoices as the merchandise itself.)

NEW UPS REQUIREMENTS...

- **Effective IMMEDIATELY, a dated/signature/name/receiving document for each carton MUST be attached to the UPS invoice.**
- **Goody's MUST receive the UPS freight invoice no later than 90 days after the receipt of the merchandise itself. If a UPS freight invoice is received after 90 days, this invoice will NOT be considered for payment.**

As always, if you have any questions regarding these or any other Vendor Relations issue, please feel free to contact the Office of Vendor Relations at 865-966-2000, ext 1267.

Thank you for your help and support in the area of Vendor Relations at Goody's!

Goody's Vendor Relations
2-22-02