



May 1, 2024

Dear Variety Wholesalers Vendor,

In our ongoing effort to improve efficiency and route optimization, we are making the following changes to our routing guidelines:

- When a PO is created and released, it will have a 7 day ship window
- Vendors will be required to route 7 days prior to the start of the ship date in the [HUB Connect Portal](#) and must have the freight ready on the start date. The portal will not allow you to select any ready date other than the first day of the ship window. For example, if the ship window is 7/1 - 7/7, the start date is 7/1
- If the vendor cannot route 7 days before the ship window and have the product ready to ship on the first day of the ship window, they must contact the buyer ASAP
- If a shipment is not routed prior to the start date of the ship window, or if it is not ready by the start date of the ship window, then the PO is subject to cancellation
- Buyers should not write PO's that exceed a full truckload. If a PO is more than a truckload, the vendor should contact the buyer ASAP
- When routing, the vendor is required to enter the correct sizing information for the PO; weight, pallets, cartons, volume and the correct freight class. If you are not sure what of the correct freight class, contact HUB at varietywholesalers@hubgroup.com and they will assist
- Before routing, make sure the FOB on the PO is correct. If the FOB is not correct, contact the buyer to have it changed ASAP
- NY and NJ Vendors - If Hub tenders the PO as Prepaid to the consolidator "Avrio", the vendor is responsible to have the freight delivered to Avrio within the ship window
- Hub will be required to have the freight planned and picked up on or before the last day of the ship window. If the freight has not been picked up by the cancel date, contact HUB and your buyer so it can be addressed ASAP

PREPAID VENDORS:

- The vendor or carrier must make an appointment to deliver to the DC's. Please contact the appointments team by emailing

Henderson NC appointment@vwstores.com

Newnan GA appointment@vwstores.com

Buyers will start writing orders to comply with these updated routing guidelines on 6/1 and HUB will have the system locked down to ensure execution starting 7/1.

Thanks for your prompt attention and adherence to these new routing guidelines. As always, we value our relationship with you and look forward to partnering on these changes going forward.