



Vendor Compliance Guide

1.3, rev. 04-01-2020

Appendix – A: Vendor Management Form

Appendix – B: Vendor Dropship Program

Appendix – C: Performance Deductions / Offsets / 'Chargebacks'

Appendix – D: SPS Fulfillment Portal Instructions

Our Mission Statement: We are committed to being the world-class authority in pool and spa care, supported by our dedication to offer the best value across all channels and the highest quality of customer service, delivered through knowledge, integrity, and friendliness.

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Introduction

To Our Valued Vendors,

Leslie's Poolmart, Inc. is dedicated to the continued development of strong relationships with its vendors to ensure the timely and efficient delivery of merchandise to our consumers. One of the paramount features of the E-commerce and Retail program at Leslie's is the ability to meet customer demands for unique items that are not immediately available in our retail stores. By collaborative demand management we can meet the customer demand with best-practice inventory management, reducing costs for both our vendors and Leslie's at the same time. In addition, the expanse of inventory we can make available online is a direct result of our vendor relationships. By leveraging such powerful vendor relationships, together, we can be the sole source of pool supplies for our customers.

Our Vendor Compliance Guide attached is intended to incorporate all vendor related shipping and transportation policies and procedures for our vendors. The Vendor Compliance Guide includes instructions for shipment documentation, labeling, packaging, billing, and our routing compliance policies.

The Vendor Compliance Guide, 1.0 can be downloaded at: <http://www.lesliespool.com/vendors.htm>

We look forward to continued growth in our relationship with you, and appreciate your adherence to our policies and instructions.

Kyle Hagen

Manager, Vendor Compliance

Leslie's Poolmart, Inc.

About Leslie's Poolmart

Leslie's, based in Phoenix, Arizona, operates over 900 stores in 36 states, and has annual sales of over \$1 billion. Leslie's was founded in 1963 by partners Phil Leslie and Ray Cesmat, who were working out of a backyard shed in North Hollywood, California. Since then, over 56 years later, Leslie's Poolmart, Inc., "The World's Largest Retailer of Swimming Pool Supplies", continues its dedication to making pool care easy. Leslie's operates five distribution centers to support our Retail, Commercial, and E-commerce sales. The Leslie's team consists of over 5,500 dedicated members nationwide in season, and is growing every year. We've been helping millions and millions of pool owners enjoy good, clean, family fun right in their own backyard.

Leslie's offers quality products that work right the first time. This includes chemicals, cleaning devices, equipment parts, recreational, and safety products, as well as many unique items for the backyard and patio. In addition to quality products, we also offer professional on-site equipment installation and repair services in most areas.

Leslie's significant and consistent growth over time has positioned us to leverage our volume within the industry to offer more and better products than our competition. Pool owners come back to Leslie's because we offer the greatest value for their dollar. Our well-trained, courteous, and service-oriented teams take pride in helping their customers solve any pool problem. And, they are equipped with the products, tools, and training to do just that.

Leslie's strategy is designed to ship goods in an efficient, accurate, and timely manner. To support this process and our ultimate relationship with you, our valued vendor, our packaging, routing and shipping requirements must be adhered to. If you have any questions regarding the Vendor Compliance Guide, please contact our Vendor Compliance team at vendors@lesl.com

For purposes of the Vendor Compliance Guide, a "shipment" is defined as all cartons or pallets shipped directly to individual consumers in a single day from a single point of origin. This only applies to shipments to Leslie's customers (stores or customer direct). This does not apply to shipments to Leslie's warehouses, hereafter referred to DC (Distribution Center)/Replenishment.

The following instructions are applicable to **all** vendors shipping merchandise. This includes vendors shipping either **prepaid, collect**, or through a **third party**.

Where to find the current Vendor Compliance Guide:

The Guide is posted on the Leslie's website at: <http://www.lesliespool.com/vendors.htm>

The Vendor Compliance Guide is subject to change without notice...Please ensure frequent review of this material online, to ensure you stay up to date with any changes and updates.

Effective Date

Version 1.0 of the Vendor Compliance Guide will be in effect April 1st, 2020. Vendors must follow all shipping and routing instructions detailed in the Vendor Compliance Guide. This document, as with all

vendor documents, is an evolving document, and is subject to change without notice. Vendors should always refer to <http://www.lesliespool.com/vendors.htm> for the most current version of these documents.

Basic Vendor Requirements and Information

1. All new vendors must complete the Vendor Management Form. (Appendix – A, attached or online at <http://www.lesliespool.com/vendors.htm>, and return it to Vendor Compliance at: vendors@lesl.com
2. All new vendors shipping merchandise to our consumers will be sent an e-mail invitation from our Vendor Compliance team to complete the new vendor onboarding process. This process gives a high-level overview of Leslie's policies and procedures. The e-mail will come from the email address: vendors@lesl.com If you do not receive this e-mail, please contact the Vendor Compliance team at vendors@lesl.com
3. After completing the on-boarding tasks, new vendors are encouraged to set up a conference call with the Vendor Compliance team to review the policies and ask any remaining questions prior to shipping. Inquiries should be sent to: vendors@lesl.com.
4. Vendors must maintain 98% or higher fulfillment rate while participating in the Dropship Program.
5. Vendors must use EDI to do business with Leslie's. Leslie's Poolmart, in cooperation with SPS Commerce, a 3rd party vendor, to communicate orders with our vendors for processing and shipping. All orders will be received through a connection to SPS Commerce to include order exception monitoring (i.e. order holds, cancellations, returns) and order tracking information. This process allows Leslie's Poolmart Customer Service representatives to communicate timely and accurate shipping information to our customers on their orders.
 - Drop ship certification (846) – this will be addressed in the Drop Ship Appendix
6. All Leslie's Poolmart EDI specs are available at <https://community.spscommerce.com/leslies-poolmart-inc/>. Any questions regarding the specs should be directed to the Vendor Compliance team at vendors@lesl.com.
7. Vendors must ship the complete order to the consumer using the "Ship To" address on the EDI 850 PO within two (2) business days of receiving the purchase order, unless otherwise specified in writing by Leslie's Vendor Compliance team.
8. All shipments must arrive on time. It is strongly suggested that you make a delivery appointment at least 7 working days in advance of shipping. Late or missed deliveries may incur a performance deduction.
9. No product substitutions are permitted without prior authorization from Leslie's.
10. The Vendor MUST notify Leslie's via the Order Acknowledgement EDI 855 when product will not ship within the required two (2) business days, regardless of reason. The 855 Notification must be within one business day of receiving the EDI 850. Any exceptions to the 850 PO MUST be communicated via the EDI 855.
11. Vendor MUST provide an EDI 856 Advance Ship Notice with all applicable tracking numbers immediately upon shipment.
12. All orders must have a packing list enclosed in each carton shipped. If vendor is unable to produce the packing list from the data transmitted in the EDI 850 purchase order, you may find

one on the website at <http://www.lesliespool.com/vendors.htm> in the Vendor Compliance Guide or via SPS at <https://community.spscommerce.com/leslies-poolmart-inc/> Required elements for this packing list are found in the Shipping Requirements section of this Vendor Compliance Guide.

13. Vendors are reviewed weekly and monthly against Leslie's Poolmart performance requirements and scorecard. Vendors that fall below Leslie's Poolmart standards are subject to review and corrective action, which includes performance deductions/offsets/'chargebacks', probation and/or termination from the Dropship and/or DC/Replenishment Programs.
14. Price change requests must be submitted 8 weeks advance of the proposed requested effective date. Price change request form should be requested from your merchant. This form must be filled out completely with specific request justification. Vendors must allow 5 business days for information to be reviewed. If Leslie's agrees to a price change, orders placed while the former price is in effect must be honored.
15. Vendor must comply with all requirements in the Vendor Agreement signed by Vendor and Leslie's representatives.

Confidential Information; Leslie's Poolmart Customer Information

- All Leslie's customer information provided to the Vendor is Leslie's Poolmart Confidential Information governed by the confidentiality terms in the Vendor Agreement. Vendor will use this information only to fulfill orders approved by Leslie's Poolmart and not for any other purposes.
- Vendors will NOT use any customer names or addresses supplied by Leslie's Poolmart for any purpose other than fulfilling a Leslie's Poolmart order without written permission. No form of communication is authorized without written permission.
- Regarding confidential information, vendors must be willing to delete and prove deletion of customer data at any time upon request from Leslie's.

EDI Requirements

SPS Commerce Account Set Up Process

Leslie's Poolmart, in cooperation with SPS Commerce, a 3rd party vendor, to communicate orders with our vendors for processing and shipping. All orders will be received through an SPS Certified EDI connection to include order exception monitoring (i.e. order holds, cancellations, returns) and order tracking information. This process allows Leslie's Poolmart Customer Service representatives to communicate timely and accurate shipping information to our customers on their orders.

When SPS Commerce receives potential vendor referral instructions from Leslie's, they will contact the vendor directly to discuss account set up options. SPS Commerce offers monthly and one-time fee based structures depending on the capabilities of the vendor. The vendor will have to sign an agreement directly with SPS Commerce. Once SPS Commerce receives the signed agreement back from the vendor, SPS Commerce will officially begin full engagement with the vendor. SPS Commerce will start with a kick off call to discuss/align on the vendor's preferred interface; answer any questions; and define tentative testing and training timeframes. When the account set up and testing has been completed, SPS Commerce will coordinate with the Leslie's Vendor Compliance team to schedule a "Go Live" date.

1. Vendors may use a third party EDI provider to trade transactions where both EDI and non-EDI formats are supported.
2. Vendors must utilize EDI X12 version 4010 when exchanging documents. EDI Mapping Guides for required documents may be accessed via <https://community.spscommerce.com/leslies-poolmart-inc/>.
3. Dropship vendors must transmit EDI 846 Inventory advice daily that includes all agreed upon SKUs intended for sale to an end-consumer. Provided inventory levels should represent those units a vendor is committed to have available for purchase at any time. EDI 846 documents will be transmitted once daily. *There will be no exceptions to this requirement. (Some vendors prefer to assemble to order. In that case, when finished goods are not currently in inventory, vendors must transmit what they are confident and committed to assembling, selling, and shipping in a timely fashion.)*
4. Vendor will receive EDI 850 Purchase Order documents, which will be transmitted multiple times throughout the day, at regular intervals during normal business hours. Any variance in the vendor's EDI 850 purchase order pickup schedule must be approved by the Vendor Compliance team.
5. Vendor must transmit EDI 855 Purchase Order Acknowledgement documents for all inbound to vendor transactions.
6. Any changes to the Purchase Order will be communicated via a Purchase Order Change Request EDI 860 that will come from the Buyer.
7. Vendor must transmit EDI 856 Advance Ship Notice (ASN) the same business day that the order ships. EDI 856 documents **must contain carrier tracking information**. *It is critical that all tracking numbers for all shipments be included per the 856 spec.*

8. Vendor must transmit EDI 810 Invoice within 30 days of the shipment.
9. Any updates or changes to the Purchase Order should be managed on the Order Acknowledgement (855) noting any line item updates on quantities available, description/pricing modifications, and/or availability to ship. Order Acknowledgements and updates are expected with 24 hours of receiving the Purchase Order.
10. Vendor shipments are subject to Leslie’s Poolmart Expense Offset Policy as detailed in the Performance Deductions/Offsets/‘Chargebacks’ section of this guide.

EDI Documents Required by the Exchange			
Data Type	Direction	EDI Document	Timing
Order	From Leslie’s	850 EDI Purchase Order	24/7
Shipment Notification	To Leslie’s	856 EDI Advanced Ship Notice	Daily with Shipments
Invoice	To Leslie’s	810 EDI Invoice	Daily
Order	From Leslie’s	860 Purchase Order Change Request	24/7
Order Acknowledge	To Leslie’s	855 Purchase Order Acknowledgement	24/7

Purchase Order Requirements

Shipping partial orders (any short POs) may result in a deduction for additional transportation costs, as well as a performance deduction/offset/'chargeback'. We maintain a "no back order" policy. If a vendor is unable to fill a Purchase Order as ordered, substitutions of SKU/Item, color, quantity changes, SKU/Item elimination, ticketing discrepancies and date changes must be approved by the buyer.

Merchandise shipped shall be the same as the approved samples. Failure of the vendor/shipper to comply shall result in either the merchandise being returned to the vendor at the vendor's expense, or other options negotiated and agreed to by the buyer.

All merchandise must be received by the due date listed on the purchase order. Any late POs may be cancelled with or without notice and may be subject to a performance deduction. Should an order have a shipping delay, you **MUST** communicate changes via the Purchase Order Acknowledgement EDI 855. You will receive a notification alerting you of the approval or a notice to cancel the order. Leslie's will not be grant approval for a third change.

Product substitutions are not permitted under any circumstances for any reason. If an order cannot be fulfilled, it should be cancelled or the estimated ship date adjusted. (Unless Leslie's agrees to substitution and updated PO is sent via 860.)

The return of any merchandise because of failure to ship or deliver on time or conform to the specifications on the Purchase Order shall be at the vendor's sole expense. In addition, for any collect shipments, the inbound transportation costs will be charged back to the vendor.

When merchandise is to be returned to the vendor, an authorization number must be provided to Leslie's within three (3) days of request.

Listed below are the dates on a sample PO in paper and EDI format. In matrix below, the sample gives a definition for each date.

Date Name	Definition	Paper PO Reference	EDI PO Reference
PO Date	Date the PO was created by Leslie's	Date Created	BEG05
Requested Delivery Date	The date shipment should deliver to the customer	Requested Delivery Date	DTM02 with DTM01 = '002'
Requested Ship Date	5 days prior to requested delivery date	Requested Ship Date	DTM01 = '010'
Do Not Ship Before Date	Do not ship prior to this date	Do Not Ship Before	DTM001 with DTM002 = '037'
Cancel Date	The last day the PO can ship without incurring possible late ship penalty or risk being cancelled by Buyer	Cancel if not Shipped by	DTM02 with DTM01 = '001'

Product Date Codes: Leslie's requires the most recently manufactured products be shipped with each order. Date codes are required on all products with a shelf life. The date code must reference either the date of manufacture or, preferably, the date “best used by” and must appear on each of the smallest units of packaging intended for sale. For example, 09,265 might indicate that the product was manufactured in 2009 on the 265th day of the year. The specific code system and shelf life of the product(s) must also be provided to your Category Director.

Vendors will receive email notifications when a purchase order has been sitting for over 24 hours without Leslie’s receiving an 855 PO acknowledgement.

GS1-128 Label Placement Requirements

When possible, GS1-128 labels should be placed on a master carton side (not top or bottom) facing outward if on a pallet. Additionally, each inner carton must be labeled with the appropriate ship quantity. If carton size does not permit label placement on a side, contact the Vendor Compliance team for labeling instructions. Labels should be kept away from vertical edges so that barcodes are less likely to be accidentally damaged in transit. This also applies to drop shipments.

From: Vendor Vendor's Address	To: <u>Leslie's Poolmart</u> DC Name (EG: CDC) DC Address
Ship To Postal Code <small>(420) SHIP TO POSTAL CODE</small>  <small>(420) 94111</small>	Carrier:
Shipment Info: PO# Leslie's SKU # Quantity	UPC# 7 25272 73070 6
Serial Shipping Container Code: <small>SSCC - Serial Shipping Container Code (SSCC)</small>  <small>(00) 0 0718908 562723189 6</small>	

Label Size: standard 4x6 labels (minimum 4x4)

- Request an exemption if standard 4x6 label cannot be used because of carton size limitation

Zone	Description	Font	Information Required
A	Ship From Address	12 pt.	Mandatory: Vendor Name Optional: Vendor Address
B	Ship To Address	12 pt.	Ship to name, address, DC
C	Ship To Postal Code and Barcode		
D	Carrier Information		Carrier Name
E	, Leslie's PO# Leslie's SKU #,		Leslie's SKU # (5 digit readable)

	Quantity in Carton		
F	UPC # Barcode	32 pt.	UPC # ONLY
G	Serial Shipping Container Code	32 pt.	Readable

Font 12 to 32 pt. depending on the zone of the label and 20 mil bars unless specifically noted. Leslie’s will provide carton labels for any vendor for a nominal fee of \$.035 each. Request labels a minimum of two (2) weeks prior to shipping. Call 909-605-9445 and ask for additional assistance.

Labeling Notes:

- Per the GS1 standards, the SSCC-18 value must not be reused within a 12 month period. See <http://www.gs1-128.info/sscc-18> for more information.
- ASNs and GS1-128 labels are not required for FedEx/UPS shipments
- Shipments that are pallet loaded where a pallet contains like merchandise the label will be per pallet.
- Shipments that are floor loaded the label will be per carton.
- Shipments that are pallet loaded where a pallet contains mixed merchandise the label will be per pallet and per carton.
- If merchandise is shipped in the same carton that will be displayed on the sales floor; DO NOT place the shipping label on the facing of the carton. Place it on the bottom or the backside of the carton.
- Please ensure that no portion of the UPC barcode or pertinent graphics and merchandise specifications are covered.
- Special handling requirements such as, but not limited to: Circular merchandise, Fragile, Flammable, Hazardous, Perishable,
- Protect from Heat, This End Up, Protect from Freezing, Rush etc., must be prominently displayed close to the outer carton markings associated with the GS1-128 label.
- UPC value: When sending item master data to your buyer, they will request the ITEM UPC as part of the item set up. Do not send case UPCs in place of item UPCs.
- All UPCs a) must be item UPCs, and b) must correctly scan and match what is in Leslie’s Poolmart system. Any UPC errors (missing UPC, incorrect UPC, or UPC will not scan) may result in a vendor performance deduction (see: Performance Deduction/Offsets/‘Chargebacks’).
- Item Label:



ITEM #: 14802

*STAIN/SCALE 1/2 GAL



QTY = 6

Shipping Requirements

Deliveries will not be accepted without a delivery appointment and confirmation number. An appointment will not be given unless the carrier can provide a valid Leslie's purchase order number. All requests for delivery appointments should be made **prior** to shipping but **must** be made at least twenty-four (24) hours in advance during normal Leslie's receiving hours.

Receiving hours and appointment availability may vary by distribution center and are adjusted seasonally. (This does not apply to drop shipments. Refer to the Appendix for Vendor Dropship Program.) To make an appointment and verify receiving hours, **PLEASE EMAIL:**

CDC Ontario, CA	cdcreceiving@lesl.com (909-605-9445 ext. 103
DDC Dallas, TX	ddcreceiving@lesl.com	972-780-9060 ext. 118
NDC Swedesboro, NJ	ndcreceiving@lesl.com	609-241-0010 ext. 5010
KDC Hebron, KY	kdcrcceiving@lesl.com	859-586-0936 ext. 112
FDC Orlando, FL	fdcreceiving@lesl.com	407-438-2051
IDC Chicago, IL	idcreceiving@lesl.com	

Note:

- Leaving a telephone message does not constitute making a delivery appointment.
- Missed delivery appointments will be rescheduled at the next available appointment time.
- Leslie's will not pay for carrier charges associated with missed appointments or delays.

Note: In order for the vendor to be eligible to use the Leslie's 3rd party billing accounts, the vendor terms must be Collect or Prepaid with Allowance FOB Origin. Vendor will be the shipper of record. Please contact transportationops@lesl.com with any questions.

Collect/FOB Origin (SKU pricing cannot include freight)

- Leslie's is responsible for the management, execution and freight services to end PO destination.
- Leslie's is also responsible for payment to the logistics provider.

Prepaid with Allowance/FOB Origin

- Vendor provides a freight allowance percentage (%) to Leslie's.
- Leslie's is responsible for the management, execution and freight services to end PO destination.
- Leslie's is also responsible for payment to the logistics provider.

If vendor terms are Prepaid, Prepaid & Add, or FOB Destination, freight costs must be preapproved by the Vendor Compliance team when initiating the relationship with Leslie's Poolmart.

Prepaid/FOB Destination

- Vendor is responsible for the management and execution of freight services to end PO destination.
- Vendor is also responsible for payment to the logistics provider.
- Leslie's and vendor agree that Leslie's dedicated drivers will provide lane-specific logistics services (backhaul) in exchange for fair market rates.

Prepaid and Add/FOB Destination (SKU pricing cannot include freight)

- Vendor is responsible for the management and execution of freight services to end PO destination.
- Vendor is also responsible for payment to the logistics provider. Vendor adds freight cost to the PO invoice (EDI 810)

Leslie's retains the right to dispute excessive freight costs.

Small Parcel Shipments

Shipments that will be shipped small parcel must be shipped with Leslie's preferred carrier, **FedEx Ground**. A small parcel shipment will be classified as any shipment to a US street address that totals less than 300 lbs. AND DOES NOT EXCEED OVERMAX GUIDELINES OUTLINED BELOW.

The FedEx account number and billing info will be provided to the vendor by Leslie's Logistics team upon approval by the Buyer. To be set up with FedEx, please contact you're Buyer and the Logistics team at transportationops@lesl.com.

Please follow the below guidelines when shipping via FedEx.

- The Authorized Shipment Method is FedEx Ground – shipping code "FDGR"
- Do not Ship via FedEx Express International or Smart Post.
- Do not declare value or provide insurance on merchandise.
- Do not request a Saturday pick up or Saturday delivery.
- Do not ship product on pallets when shipping FedEx Small Package.
- Ship any package that weighs up to 150 LBS, up to 300 lbs. in total shipment weight, but does not exceed FedEx maximum limit. (See diagram to determine how to know if a single carton exceeds FedEx over maximum guidelines).
- For any shipment that has any package that exceeds FedEx maximum; that total shipment must be shipped LTL.

Packaging Requirements & Corrugate Recommendations

FedEx Over Max Guide

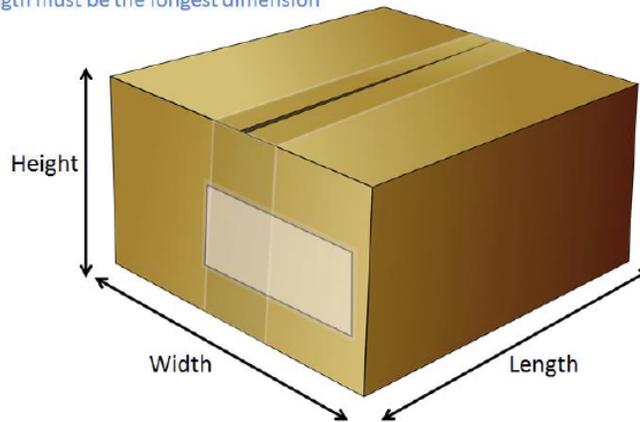
If your shipment exceeds any of the below, do **NOT** ship via FedEx

Any order shipped via FedEx that is Over Max will result in a \$675 over max charge by FedEx. This will be charged back to the vendor as a pass through by Leslie's.

Any package weight	Greater than or equal to 150 lbs
Length	Longest side greater or equal to 108"
Girth	Greater than or equal to 165"

$$\text{Girth} = \text{Length}^* + (\text{Width} \times 2) + (\text{Height} \times 2)$$

*Length must be the longest dimension



- You can ship envelopes and packages up to 150 lbs. and have a combined length and girth of no more than 130 inches using most FedEx Express and FedEx Ground.
- Failure to Provide the PO# in the reference field will Place the vendor in a performance offset.
- Please contact Ffedex@lesl.com for FedEx issues.

Less than Truckload (LTL) Shipments

For orders of unique dimensions or over 150 pounds, vendors will use the carrier specified on the Vendor Routing Guide below.



VENDOR ROUTING GUIDE

ROUTING MATRIX			
PO Ship-to Location	Weight	Carrier	Bill-to Address
Store or Customer Ship To location Numbers: (Store 1-990 & 997-1200 & 3000-3030) (Customer: 991-996 & 2101-2126)	301 – 35,000 lbs. or more	Echo	Echo Global Logistics
	AND/OR Per Package Weight ≥ 151 lbs.	(312) 999-2756 Leslies@echo.com	600 W Chicago AVE STE 725 Chicago, IL 60654

LTL requirements include:

- Product must be securely wrapped to all 4 corners of the pallet using 3 layers of stretch wrap.

- Allow adequate transit time for delivery to meet the “requested delivery date” on the PO. (see state to state transit matrix below)
- LTL provider/carrier BOL must be used – do NOT use your own.
- Correct weight and freight class must be listed on the Bill of Lading (BOL). Assume and include 50 lbs. for pallet weight.
- No accessories should be added to the shipment other than:
 - Lift gate (if going to a residence, customer or Leslie’s commercial location). Do not select lift gate if LTL freight is non-palletized, E.G. pool rails, spa covers, etc.
 - Residential only if going to a residence.

LTL transit times must be calculated using the below map and transit matrix.

- You must use this table to determine the day you must ship an order for it to arrive to the end destination by the PO due date.
- You must notify the carrier the freight is available 1 business day in advance of the ship date
 - **Example:** Shipment going from Corona, CA destined to Dallas, TX that is due to a residential address on a Friday 9/20/2019:
 - **Transit Time:** 3 business days (per matrix) + 1 business day for pick up + 1 business day for residential delivery appointment = 5 business days.
 - **Pickup Date:** Monday 9/16/2019
 - **Notify Carrier of Freight Ready to Ship Date:** Friday 9/13/2019



LTL Transit Matrix
Business Days ONLY

		Destination Zone				
		Z1	Z2	Z3	Z4	Z5
Origin Zone	Z1	2	3	4	5	6
	Z2	3	2	3	4	6
	Z3	3	3	2	4	6
	Z4	4	3	3	2	4
	Z5	6	5	5	3	2

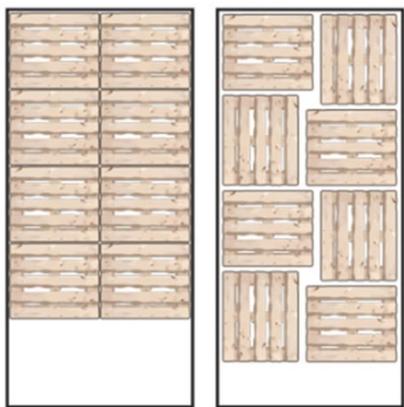
*Transit days **DO NOT** include weekends or holidays
 *Transit days **DO NOT** include pickup day
 *Residential deliveries **MUST** add 1 additional day of transit for delivery appointment

Truckload (TL) Transit Time Calculation

- Truckload drivers will only be able to drive about 500 miles per day, including weekends and holidays.
 - **Example:**
 - Origin: Chicago, IL **TO** → Destination: Orlando, FL = Distance: 1,150 miles.
 - **Transit Time:** 1,150 miles / 500 miles per day = 2.3 calendar days of transit.
 - **Pickup Date:** If the load needs to deliver on 2/20/2020 it must depart no later than early AM on 2/18/2020.
 - **Notify Carrier of Freight Ready to Pick-up date:** Carrier notification of freight ready date must be 48 business hours before ship date. In this case you must notify carrier that freight is ready to ship on 2/14/2020.

Truckload (TL) Trailer Loading Requirements:

- All truckload shipments that are less than a full truckload **MUST** be loaded sideways with the longest side of the pallet across the trailer. If pallets are too large for sideways loading, pinwheel loading must be executed.
- You may not load additional footprints than originally communicated unless you have prior authorization from Echo global logistics Leslies@echo.com
- It is important to load as directed such that space can be planned accordingly and other vendor inbound freight may be picked up afterwards



Sideways Load Pattern Pinwheel Load Pattern

General Guidelines:

1. **Important** – Approval for Expedited Shipping **MUST** be obtained from the Leslie's Poolmart Vendor partnership team prior to shipping.
2. All shipments must have an Advanced Ship Notice 856 provided at time of shipment.
3. All orders must be Ship Confirmed in SPS Commerce within 24 hours of shipping.
4. Subsequent shipments to complete an order due to out of stock inventory not being reported on the EDI 846 must be done at the Vendor's expense.
5. The Bill of Lading and/or Freight Bill must reference the Leslie's purchase order number.
6. Shipments that are mis-routed due to Vendor error must be resolved at vendor's expense and may incur a performance deduction.
7. **Safety Data Sheets (SDS)** as required under the Hazard Communication Standard set forth by the Occupational Safety and Health Administration (OSHA) must be submitted to Leslie's Risk

Management Department, at least three weeks prior to the first shipment of any new Product to Leslie's. Furthermore, revised SDS must be forwarded to Leslie's Risk Management Department within 14 days of any revision. SDS must be submitted electronically to Leslie's Risk Management Department at (mjennings@lesl.com) in PDF format and should not exceed 150 KB. The product name on the SDS must match the product name on the product container label. Questions regarding these SDS submittal requirements should be directed to Leslie's Risk Management Department by calling 602-366-3946 or via email to

8. If Leslie's is paying the freight, Leslie's will specify the carrier to be used. Refer to the shipping terms on the purchase order or contact Leslie's Transportation team at transportationops@lesl.com for shipping instructions. Leslie's attempts to use their in-house fleet to back haul where applicable to help each vendor partner keep freight costs to a minimum.
9. Leslie's WILL NOT provide any form of payment upon delivery. DO NOT ship COD. Leslie's will not recognize the term of 'Freight Allowed'.
10. All charges for accessorial service performed at the vendor's ship point not previously agreed upon by the buyer/or the Leslie's transportation team will be the responsibility of the vendor. These include, but are not limited to loading detention, truck ordered not used, extra stop/stop off, lay over, lumper, overweight charges, incorrect disclosure of weight and footprint count on the BOL, putting more footprints freight on trailer than originally communicated, re-consignment, redelivery, reefer charges, scale charges, drop trailer, shipped with incorrect carrier, sort/segregate and pickups cancelled after carrier has arrived.
11. **Note:** any additional freight charges arising from re-consignment due to incorrect address information that Leslie's does not receive in advance of pickup will be the vendor's responsibility. The destination on the vendor's BOL must match the destination on the purchase order.
12. All carriers delivering hazardous material to a Leslie's facility will be required to comply with all regulatory requirements including but not limited to the following:
 - a. Driver is Hazmat qualified with proper license and endorsements available for review.
 - b. 24/7 security contact phone number on the bill of lading which is different than the emergency response (Chemtrec) number.
 - c. Driver can produce correct and accurate truck/load/driver documentation. (see Shipper Load and Count Agreement)
 - d. Carrier has implemented a security plan and driver has been sufficiently trained on the plan.
 - e. Any accidents or incidents that occur during the delivery process and before Leslie's takes possession of the shipment shall be the sole responsibility of the vendor, including but not limited to incident response/clean up, any required reporting to local, state or federal agencies, and any damages, expenses, or fees that Leslie's or any third party incurs as a result of said accidents or incidents.
13. Time is of the essence of this Agreement with respect to the specified dates for shipment of Product; provided that the parties will work together to mitigate any damages or adverse effects caused by any shipment delays. Vendor will pay any additional freight expenses incurred in connection with an expedited shipment arising from a shipment delay or other cause attributable to Vendor. Any charges related to special requests of Vendor to carrier, including loading assistance, detention, or any other instructions, prior to title passage, shall be the responsibility of the Vendor.

Vendors sending ASNs must still send packing lists with their freight unless otherwise authorized by the Logistics team.

Freight Instructions:

1. If Leslie's is paying the freight, Leslie's will specify the carrier to be used. Refer to the shipping terms on the purchase order or contact Leslie's Transportation team at transportationops@lesl.com for shipping instructions. Leslie's attempts to use their in-house fleet to back haul where applicable to help each vendor keep freight costs to a minimum.
2. Leslie's WILL NOT provide any form of payment upon delivery. DO NOT ship COD. Leslie's will not recognize the term of 'Freight Allowed'.
3. All charges for accessorial service performed at the vendor's ship point not previously agreed upon by the buyer/or the Leslie's transportation team will be the responsibility of the vendor. These include, but are not limited to loading detention, truck ordered not used, extra stop/stop off, lay over, lumper, overweight charges, re-consignment, redelivery, reefer charges, scale charges, drop trailer, shipped with incorrect carrier, sort/segregate and pickups cancelled after carrier has arrived.
4. **Note:** any additional freight charges arising from re-consignment due to incorrect address information that Leslie's does not receive in advance of pickup will be the vendor's responsibility. The destination on the vendor's BOL must match the destination on the purchase order.
5. All carriers delivering hazardous material to a Leslie's facility will be required to comply with all regulatory requirements including but not limited to the following:
 - a) Driver is Hazmat qualified with proper license and endorsements available for review.
 - b) 24/7 security contact phone number on the bill of lading which is different than the emergency response (Chemtrec) number.
 - c) Driver can produce correct and accurate truck/load/driver documentation. (see Shipper Load and Count Agreement)
 - d) Carrier has implemented a security plan and driver has been sufficiently trained on the plan.
 - e) Any accidents or incidents that occur during the delivery process and before Leslie's takes possession of the shipment shall be the sole responsibility of the vendor, including but not limited to incident response/clean up, any required reporting to local, state or federal agencies, and any damages, expenses, or fees that Leslie's or any third party incurs as a result of said accidents or incidents.

Bill of Lading (BOL) Requirements

Vendors must provide the Bill of Lading for the driver, and must ship using DC specific Bills of Lading. There should never be more than one (1) Bill of Lading per location, unless you have received special authorization from our transportation team to do so in advance. If the Bill of Lading also serves as the

packing list, please make a copy of the Bill of Lading and present this in a clear plastic envelope attached to the outside of the last pallet or carton loaded. Any BOL missing required information may result in a performance deduction. This also applies to drop shipments.

The Bill of Lading must contain the following information:

- Complete destination Distribution Center address
 - Freight Terms (Collect, Prepaid or 3rd Party)
 - Vendor name and complete ship from address
 - Vendor's ID number
 - Ship date
 - Carrier name
 - Leslie's Purchase Order #
 - DC Appointment
 - Seal number attached to the trailer by the vendor
 - Shipper load and count assumption
 - Accurate NMFC # for LTL shipments (including sub item # if applicable), NMFC Class, number of cartons and weight by item.
1. Please note that it is the vendor's responsibility to update any changes to the NMFC #s applicable to their products. Vendors will be responsible for all additional freight charges resulting from items that are misclassified.
 - a. Note: Shipments moving through a cross-dock facility must have the final DC destination address listed on the purchase order as the "Ship To" address on the BOL.
 2. An internet search for "GS1 BOL form" will provide links to a sample BOL form. Some BOL forms can be completed online.
 3. Any BOL for a Collect PO missing the 3rd party freight charges bill to information may result in a performance deduction.
 4. For "Said to Contain" scenarios only: Leslie's designated carriers will NOT accept Bills of Lading that are marked "Said to Contain". All Bills of Lading must have complete and accurate carton counts. If, however, the carrier cannot count the cartons due to stretch wrap inhibitors, or if the bill of lading information cannot be accurately verified, the carrier will sign for stretch-wrapped pallets as the responsible pieces. The carrier will only be responsible for the pieces (cartons or pallets) signed for. All other shortages will be the responsibility of the vendor. Carriers will do their best to count each and every carton.
 5. For all other vendors that are utilizing the services of a third party shipping facility (3PL) the vendor's name and vendor ID MUST be shown on the Bill of Lading as the shipper of record "In Care Of" the 3PL. All BOLs that show the 3PL as the shipper of record will be subject to Performance Deductions. **Do not, under any circumstances, prepay and add freight charges to your invoice. Freight charges added to a vendor's invoice will be deducted and subject to an administrative fee.**

Packing List Requirements

Packing lists are mandatory and must accompany each shipment. The packing list information must match the contents of the trailer. A missing or inaccurate packing list may result in a performance deduction.

1. **The packing list must be presented (for Truckload) in a clear plastic envelope and attached to the outside of the last pallet or carton loaded for each shipment, facing the trailer or container door.** If the Bill of Lading also serves as the packing list, please make a copy of the Bill of Lading and present this in a clear plastic envelope attached to the outside of the last pallet or carton loaded.
2. Small parcel shipments – place packing slip in one of the cartons and boldly mark the carton “Packing Slip Within” or affix to one of the cartons in a packing slip envelope.
3. LTL (less than trailer load) Shipment – affix to one of the cartons in a packing slip envelope and position the carton on the pallet so that the packing slip envelope is visible.
4. Leslie’s requires at least **ONE** packing list per trailer. If shipping multiple POs on the same trailer, there should be a packing list for **each** PO.
5. Drivers requesting a packing list may be given a copy. **However, the original packing list must remain on the freight. The packing list must contain the following information:**
 - a. Vendor name, address, and telephone number
 - b. Leslie’s ‘ship to’ address
 - c. Ship date
 - d. Leslie’s purchase order number
 - e. The vendor item number
 - f. The product description
 - g. Leslie’s SKU number
 - h. The quantity of each item (SKU) contained in this specific shipment
 - i. DO NOT list multiple purchase orders on the same packing slip. Only one packing list per purchase order
 - j. **NOTE** -- Make sure the correct Leslie’s purchase order is referenced on the packing slip and carrier’s Bill of Lading. For shipments covering multiple purchase orders, **ALL** shipped purchase order numbers must be listed on the Bill of Lading.

Note: Vendors sending EDI ASNs (advanced shipment notifications) must also send a packing list with their loads unless otherwise instructed by the Vendor Compliance team.

Packaging Requirements

1. All products must be packed in a way that ensures that they will arrive free of any damage or wear. Sufficient internal packaging materials must be used to ensure adequate protection during handling and shipping (e.g., bubble wrap, Styrofoam layers, corrugated or wood dividers, corrugated corner protection, blow-in foam, items individually wrapped or bagged, etc.).
2. All pallets must have adequate stretch wrap that includes three (3) layers of stretch wrap secured to all four (4) corners of the pallet.
3. All packaging must conform to all Department of Transportation regulations where applicable. This includes, but is not limited to, packaging, labeling, marking and manifest documentation.
4. The master carton must be able to sustain floor loading within trailers for distribution where applicable.
5. The appropriate packaging includes, but is not limited to: envelopes, cartons, crates, pallets, blanket wrap and any of the preceding in combination, or any other packaging method that ensures that product arrives free of damage.
6. It is the vendor's responsibility to package and protect merchandise subject to regional climatic specifications.
7. All shipping cartons must protect inner packs and individual selling units.
8. All hazardous material items that conform to the Limited Quantity standard and must be marked and shipped as Limited Quantity. All items shipped under Limited Quantity exemptions as described in CFR49 must meet or exceed all conditions of the exemptions including packaging, labeling, marking and proper shipping documents.
9. Product received damaged from the vendor due to substandard packaging may be billed back to the vendor.

Corrugate Recommendations

1. Both master and inner cartons should be of a corrugated material (i.e. not boxboard or chipboard), unless otherwise approved by your buyer
2. Preferred style is of a regular slotted carton (RSC)
3. Cartons with a gross weight of 1-65 lbs. should have corrugate with a burst strength of 200 lbs./in or 32 lbs./in ECT
4. Cartons with a gross weight over 65 lbs. should have corrugate with a burst strength of 275 lbs./in or 44 lbs./in ECT
5. Required corrugate strength may be greater depending on the product packaged.

Loading, Packing and Palletizing Requirements

1. Product must be packaged in the quantity specified on the Leslie's purchase order and in a carton as specified above. DO NOT mix multiple SKUs in a single master carton unless authorized to do so in writing by Leslie's. Exception: Small parts may be combined into a single carton. However, the following rules apply:
 - Each SKU must be individually packaged in a package(s) and clearly marked with the vendor part number and required label (see below)
2. If the quantity of a single item exceeds 1 cubic foot, it must be placed in a separate set of cartons

All Products being shipped either common or contract carrier must be delivered on Leslie's dock and be palletized. Leslie’s Poolmart DOES NOT HAVE A PALLET EXCHANGE POLICY. It is the vendors’ responsibility to inform the carrier of our “No Pallet Exchange” policy. Any charges for pallets must be negotiated up front with the buyer.

1. Do not mix single SKUS across multiple pallets. EG: pallets should contain only one SKU if complete pallet can be built. In the case where small quantities have been ordered resulting in underutilized pallets; please contact the Logistics team at for appropriate palletizing instructions.
2. Pallets must be of at least **Grade B, 4-way type, 44”x44”**. Pallets must not have any broken or loose boards, or protruding nails.
3. Transparent shrink-wrap must be used to secure the freight to the pallet, unless authorized by Logistics team.
4. Pallets must have minimum of 3 layers of shrink-wrap tied or attached to all 4 corners of the pallet.
5. Pallet should be wrapped securely from the top to the bottom.
6. Single pallet weight may not exceed 2,500 lbs. without written authorization from Leslie’s.
7. Freight is not to overhang the pallet more than 1 1/2” on any side.
8. Palletized freight in bags (not in cartons) must have a slip sheet between the pallet and the freight to prevent the bags from sagging between the deck boards of the pallet.
9. Cartons are to be placed on the pallet so that the labels face upward or outward.
Pallets not meeting the standards listed may result in a performance deduction for freight not properly palletized.
10. Product must be palletized to the TixHi described on the original item specifications
11. All shipments containing dry chemicals must have a new corrugated or plastic slip-sheet placed on the pallet between the pallet and first layer of chemicals. The sheet must completely cover the top surface of the pallet and be free of any holes, slits or rips. Dry chemical shipments received at a Leslie’s Distribution Center that do not meet these requirements may be refused for delivery or assessed a performance deduction.

Please contact the Leslie’s Logistics team at: transportationops@lesl.com, if you have any questions about pallet requirements.

Pallet Maximum Dimensions Table

DC Name City	DC State	Pallet Length	Pallet Width	Max Pallet Weight
CDC Ontario	CA	44”	44”	2,500 lbs.
DDC Dallas	TX	44”	44”	2,500 lbs.
NDC Swedesboro	NJ	44”	44”	2,500 lbs.
KDC Hebron	KY	44”	44”	2,500 lbs.
FDC Orlando	FL	44”	44”	2,500 lbs.

Pallet Requirements: anything other than 44x44 contact who?

- Top Boards; 5/8” x 5.5” x 44” boards on each end and five (5) 5/8” x 3.5” x 40” boards evenly spaced between the end boards
- Stringers; 1.38” x 3.5” x 44” boards. All stringers will be solid.

- No companion stringers, block/plugs, or mending plates.
- All pallets will have bottom boards perpendicular to the stringers.
- Bottom Boards; 5/8" x 5.5" x 44" boards on each end and three (3 ea.) 5/8" x 3.5" x 40" boards evenly spaced between the cutouts (notches).
- No protruding nails or staples.
- No broken or missing boards.
- No splintered edges or surfaces.
- Rigid enough to limit deflection under load to 1/2" when supported on two sides with continuous surfaces.

Floor Loaded Shipping Requirements – All DCs CHRIS BONELLI

1. When floor loading trailers, always load tight, bottom to top and side to side.
2. DO NOT MIX ARTICLES when floor loading. Load one article until complete and then start the next article.
3. Always load heavy freight on bottom with light freight on top to prevent crushing and load instability.
4. When loading product on a trailer that will not be filled to capacity, down stack the product on the rear of the trailer to resemble stair steps (see left photo below). This should minimize product from falling while the trailer is in motion, thus reducing the chance of damage.



- **Vendors are responsible for securing pallets and floor loads to keep them from shifting during transit.** Approved items to secure freight are as follows: load locks, air bags, dunnage and trailer straps (see right photo above).
- Floor loaded shipments not meeting the standards listed may result in a performance deduction for freight not properly loaded.

Sealing of Trailers

For full truckload only the trailer must be sealed **by the vendor** before it departs the ship point. **The seal number must be noted on the BOL.**

Shipper Load and Count Agreement

Product must be shipped as **“Shipper Load and Count”** (SLC), unless previously authorized by the buyer and the Transportation Team to ship **“Shipper Load and Driver Count”**. Vendors must provide the

Logistics team written authorization from the buyer to make the change to **Driver Count**. Leslie's will hold the carrier responsible ONLY for cartons or pallets confirmed by the carrier at pickup.

For "Shipper Load and Count" scenarios: The agreement between the shipper and carrier will dictate that **cartons will be counted at the shipper's facility by the shipper**. If the vendor does not complete the Bill of Lading as stipulated in the agreement (e.g. the vendor completes the Bill showing a pallet count rather than a carton count) the carrier will only be responsible for the units as defined in the agreement. All other shortages will be the responsibility of the vendor. Leslie's will assume no liability for any SLC agreements between carrier and vendor. It is important that each carrier and vendor understand the exposure and risk of such agreements. If the carrier and vendor should enter into such an agreement, Leslie's asks that all carriers adhere to and agree with the elements of an SLC as found below, in particular:

- The SLC agreements will stipulate cartons counts, not skid counts
- Notification of exception must occur within twenty four (24) hours of first point of break
- Notification of exception or NO exception MUST be provided back to the vendor

If a vendor has a Shipper Load and Count Agreement that they would like Leslie's to review to see if it fits within Leslie's guidelines, please contact Leslie's Logistics team at: transportationops@lesl.com.

Alerts and Notifications

Vendors will receive an email when a key EDI response has not occurred within the expected time window. Examples of such alerts include EDI 855 PO Acknowledgements and EDI 856 ASNs. Vendors must respond to alerts by noon the same business day with an emailed assurance sent to the Buyer that orders have shipped and EDI responses have been transmitted. If the order has not shipped, the vendor must email their Buyer, to notify that shipment will be late and provide additional information.

During the vendor set up or vendor information management process, one email address must be provided by the vendor to receive notifications from Leslie's customer service and Vendor Compliance team, and this email must be monitored 24/7. All comments, inquiries, and changes coming from Leslie's must be completed within one business day of receipt.

Examples of reasons timely email communication is expected are listed below:

- Customer requesting ETA
- Item Discontinued
- Item Out of stock (on back order)
- Customer has requested change of address
- Order shipped/Customer didn't receive item
- Model #/Item # do not match
- Model # wrong
- Description wrong
- UPC wrong
- Cost discrepancy
- Vendor unable to contact customer to set up delivery
- Wrong tracking entered by vendor
- Customer refused delivery
- Item returned to vendor
- Claims

Customer Service

All customer service issues will be handled through email. Once an inquiry has been received by our customer service team, the information will be sent to the vendor at the email address provided during the vendor set up or vendor information management process. To ensure a quick resolution, your response should be provided within one business day of receipt of the inquiry or change. Be as specific as possible. Leslie's Poolmart will communicate with our customers as we receive updates from you. Please contact the Leslie's Poolmart customer service team at e-commerce_logistics@lesl.com with any questions or concerns that are time sensitive.

Claims and Returns

Leslie's Poolmart requires that vendors accept returns for merchandise within ninety (30) days after receipt by the Leslie's provided the merchandise to be returned is:

- Unused and resalable
- actually defective
- damaged during the course of shipment from Vendor to Leslie's Poolmart.

Invoicing Requirements

Submit invoices by EDI 810 only

Separate invoices are required for each purchase order and/or each shipment, and the PO number must be stated within the 810 document to receive prompt payment.

Vendor name in the invoice heading must match the vendor name on the purchase order.

Each 810 invoice must contain the following information:

- The commercial invoice date and number
- Purchase order number
- Leslie's SKU number, UPC/EAN or vendor part number, case pack and description of the item being shipped
- Unit cost

Additional Accounts Payable Contacts:

Vendors can receive payment dates/check numbers by contacting our Accounts Payable team at ap_invoices@lesl.com the customer order number must be used.

For payment status of an invoice, email: ap_invoices@lesl.com (Vendor number is required)

Payment Terms

Leslie's Poolmart issues payment for all invoices electronically. Terms of payment are calculated from the later of the invoice date or the receipt of goods. However, the due date could be extended without loss of discount, until an invoice is fully received.

When Leslie's Poolmart assumes any portion of the transportation cost, ship freight collect the invoices must not include that freight or non-merchandise related charges.

A valid POD (Proof of Delivery) is defined as a freight bill stamped and signed by an authorized representative of the carrier. We do not accept a Bill of Lading as a valid form of POD. The freight bill must also include: a purchase order number and carton count (if multiple orders, provide carton count by purchase order). FedEx shipments will not require vendors to provide a POD, but FedEx will provide if requested by Leslie's on vendor's behalf.

Vendor Payment Disputes

If amounts deducted from payments are in dispute, e-mail copy of the debit note, invoice, signed BOL and a brief explanation of the dispute. This must be received in the Accounts Payable department within 90 days of the check date or the deduction(s) will stand.

All correspondence relating to Accounts Payable matters for merchandise shipments should be e-mailed to: ap_invoices@lesl.com

FAQs and Communication

To maintain the highest standards of data integrity at Leslie's Poolmart all updates/changes **MUST BE COMMUNICATED IMMEDIATELY** to the appropriate Leslie's Poolmart resource.

Listed below are the Leslie's Poolmart contacts for all ordering, service, and inventory issues:

Department	Responsibilities	Contact Information
Vendor Compliance	<ul style="list-style-type: none"> New Vendor Set-up & onboarding Performance deductions inquiries Vendor EDI inquiries 	vendors@lesl.com
Customer Service	<ul style="list-style-type: none"> Customer Order inquiries Refunds /order adjustments Claims Shipping delays/questions – E-commerce	e-commerce_logistics@lesl.com
Buyers	<ul style="list-style-type: none"> Assortment changes; new items Cost discrepancies Product information changes including description, case, weight, cube configurations Pricing questions Point of Contact for vendor inquiries Shipping delays/questions - DC Customer order process inquiries 	Buyer specific
Accounting	<ul style="list-style-type: none"> Accounts Payable Invoice Inquiries 	ap_invoices@lesl.com
Logistics	<ul style="list-style-type: none"> 3rd Party Shipping account inquiries 	transportationops@lesl.com
SPS Commerce	<ul style="list-style-type: none"> EDI Mapping Guidelines and questions EDI Connection issues Drop Ship Manager Technical Support EDI Training Password Reset 	https://commerce.spscommerce.com/fulfillment/support EDI onboarding: onboarding@spscommerce.com EDI Support: support@spscommerce.com 888-739-3232

Performance Deductions / Offsets / 'Chargebacks'

Leslie's Poolmart requires its vendors to strictly adhere to the instructions contained within this guide. Vendors failing to adhere to these instructions will be subject to performance deductions/offsets/'chargebacks' as per the schedule below. These charges are designed to cover the additional costs incurred by Leslie's Poolmart, and to foster improved performance with our vendor base/Vendor Compliance Guide instructions.

Please be advised that Leslie's decision to modify orders and/or forego offsets in any one or several instances shall not constitute an agreement to forego or waive any offset/'chargebacks' in the future, and shall not act as a waiver of the right to enforce offsets in the future. Leslie's Poolmart reserves all such rights and remedies, including the right to fully enforce all policies & procedures. Vendor scorecards will be made available weekly. To contact Vendor Compliance, email: vendors@lesl.com

Offset Code	Non-Compliant Issue	Validation	\$ Offset
EDI			
856a	Late/Incorrect ASN 856	ASN must contain all required fields (including tracking information) and be provided same day PO ships. ASN items and quantities must match shipment. (Pg. 7)	\$50 per ASN
846a	Late/Incorrect Inventory Advice 846	Inventory Advice must contain all required fields and be provided daily. (Pg. 7)	\$25 per Advice
855a	Late/Incorrect PO Acknowledgement 855	PO Acknowledgement must be sent no later than 2 business days from PO receipt (Pg. 5 and 7)	\$25 per PO
810a	Late/Incorrect Invoice 810	Invoice must contain all required fields and must be sent no later than 30 days from PO shipment. Invoice numbers must be unique and not reused. PO must have been shipped. (Pg. 7 & 19)	\$25 per Invoice
Purchase Orders and Inventory			
PO1	Late PO	Order must be shipped received by the Requested Delivery Date on the PO. (Pg. 9)	\$50 per PO
PO2	PO shipped incomplete	PO fill rate <98% (Pg. 5)	\$50 per PO
Shipping			
SH1	Unauthorized carrier or ship method used (Collect)	Must use Leslie's FedEx Ground account for parcel (up to 150 lbs) or Leslie's approved LTL/TL carrier. (Pg. 11-13)	\$50 per PO
SH2	Shipped to incorrect address	Vendor must ship to the address specified on the PO in the Ship To field on the 850. (Pg. 5)	\$50 per PO plus freight cost
Packing/Packaging			
PK1	Missing/Incorrect Packing List	Packing list was not present with the shipment or information (Qty, Item) was incorrect. (Pg. 14)	\$25 per PO

Vendor Disputes: Any dispute of a performance offset filed against a vendor must be addressed with the Vendor Compliance team within thirty (30) days of the offset date. Any performance offset not disputed by the vendor within thirty (30) days of the offset date, will stand as filed without further review. Any performance offsets reversed by the Vendor Compliance team do not necessarily relieve the vendor of any freight shortage deductions applied by Accounts Payable.

Appendix – A: Vendor Management Form

The attached *Vendor Management Form* is a tool that Leslie’s will use throughout its business, and that Leslie’s will rely upon in the event that it elects to enter into a Vendor Agreement with you for the upcoming season. As such it is critical that you provide current and accurate information on this form to ensure correct ordering, seamless flow of Products, and proper and timely payment. Please use additional paper if necessary.

Vendor Management Form			
			
Request Details			
Request Date	9/4/19		
Vendor Name:			
Default Address - Must Match W9			
Address 1			
Address 2			
City			
State			
Zip Code			
Phone		Remittance Address (if different)	
Fax		Address 1	
Country		Address 2	
Contact - EDI POC		City	
Email Address - EDI POC		State	
Web Address:		Zip Code	
Shipping Details			
Plan lead time (days)		Phone	
Min Ship Amount		Fax	
		Country	
		Contact - Finance POC	
Ship via 1		Email Address - Finance POC	
Ship via 2			
Shipping Point		RTV Address (if different)	
Shipping Comments		Address 1	
		Address 2	
Returns Policy			
Terms Code		City	
Freight Policy Code		State	
FOB Code		Zip Code	
Additional Terms/Charges		Phone	
		Fax	
Vendor Required Information			
Fully Executed Contract		Country	
W-9 Tax Form		Contact - Sales POC	
1099 Tax Form		Email Address - Sales POC	
Trade Vendor Supplement			
TIN #			

Appendix – B: Vendor Dropship Program

Vendors must maintain 98% or higher fulfillment rate while participating in the Dropship Program.

All Dropship orders must have an unbranded Leslie's Poolmart packing list enclosed in each carton shipped to the consumer. All Dropship shipments must be shipped without indicating costs

EDI 846 is an additional requirement for Dropship vendors.

Dropship vendors must transmit EDI 846 Inventory advice daily that includes all agreed upon SKUs intended for sale to an end-consumer. Provided inventory levels should represent those units a vendor is committed to have available for purchase at any time. EDI 846 documents will be transmitted once daily. *There will be no exceptions to this requirement. (Some vendors prefer to assemble to order. In that case, when finished goods are not currently in inventory, vendors must transmit what they are confident and committed to assembling, selling, and shipping in a timely fashion.)*

Packing List Requirements

6. All orders must have an unbranded Leslie's packing list enclosed in each carton shipped to the consumer. For those vendors leveraging the SPS Fulfillment tool, packing lists can be printed once a Ship Notice has been started. Vendors certified with SPS can see the packing list format on the website <https://community.spscommerce.com/leslies-poolmart-inc/>. Preapproved packing lists are also available for download on Leslie's website at <http://www.lesliespool.com/vendors.htm> in the Vendor Compliance Guide.
7. Required information includes:
 - Leslie's Poolmart Customer Order Number (Clearly displayed as Leslie's Customer Order Number")
 - PO Number
 - UPC information
 - Item Description
 - NO product pricing on packing list
 - NO address other than the customer's address on the packing list

Order Number:
Order Date:

Ship To:
Name
Address
City State Postal Code
Country

GIFT CARDS, E-GIFT CERTIFICATES, AND ONLINE ITEMS MARKED "FINAL SALE" MAY NOT BE RETURNED OR EXCHANGED.

Ship Date:

Item Number	Description	Ship Qty

Please visit our website to view the returns policy. Upon receipt of RMS number, please include the following return slip RMA's are required to process any return.
Our customer service team looks forward to serving you!

RMA #	Name	Phone Number	Email Address

Please return the Return Reason Code from this chart and write the number in the "RTN Code" Colum next to each item. Enclose this form with the merchandise when you return by mail. Please use invoice for exchanges in stores.

Service	Quality	Style/Performance	Other
B1. Wrong item shipped B2. Wrong color shipped B3. Wrong size shipped	C1. Faulty* C2. Workmanship C3. Item not as Pictured	D1. Don't like the color D2. Don't like the fabric D3. Don't like the item	E1. Gift - Don't want E2. Changed mind

*For items where you selected Return Reason Code # C1 or C2, please explain why in notes.

ItemNumber	Return Code	Quantity	Notes

Claims and Returns

Leslie's Poolmart requires that vendors accept returns for E-commerce Merchandise within ninety (90) days after receipt by the customer provided the merchandise returned is:

- unused and resalable
- actually defective
- Damaged during the course of shipment from a Dropship vendor to Leslie's Poolmart customer.

Customers are provided with return procedures on the packing list. All customers will be instructed to return goods to a Leslie's facility. Leslie's customer service team will work with the vendor to obtain RGA # to enable return to the vendor site.

- Customers will be sent the RGA label for return
- Each RMA is also marked by one of the following: Refund or Replacement.
- For each option, Leslie's will wait until the original item is delivered back to the warehouse

- Once confirmed, customer service will either submit a refund or processes the replacement request
- Leslie's will return this merchandise to the vendor for credit. Leslie's will not send vendor an order number or label returned merchandise.

Please notify the customer service team at e-commerce_logistics@lesl.com if you receive a request directly from a Leslie's customer.

1. If FedEx deems an order undeliverable, they will contact the vendor. The vendor must contact the Leslie's customer service team immediately via email at e-commerce_logistics@lesl.com for ship-to address verification.
2. The vendor is responsible for providing Proof of Delivery to the Central Purchasing team or customer service team via email at the request of the team within 24 hours of the request.
3. If Proof of Delivery is not provided; the vendor must replace the merchandise at no cost to Leslie's Poolmart or the consumer. If vendor does not do so, Leslie's Poolmart will assess an expense offset to the Vendor. A vendor may not use Leslie's Poolmart shipper number to ship replacement merchandise.
4. If a consumer contacts Leslie's Poolmart stating that merchandise was short shipped against the packing list, the customer service team will contact the vendor to ship all missing items to the consumer immediately and the vendor will comply.
5. If a consumer contacts Leslie's Poolmart stating that the merchandise received is damaged or defective, the customer service team will contact the vendor to provide a replacement at no cost.

Inventory Requirements

Leslie's requires daily inventory updates. This is accomplished either through entering inventory into the SPS Commerce portal or the transmission of an EDI 846. The data from the inventory entered into SPS Commerce Portal will be transmitted to Leslie's and will be used to control the display of items on and in our systems so that our online customers will be able to place orders for only product that is currently available.

All Dropship vendors **MUST** provide daily inventory updates via the EDI **846 Inventory Advice** and may be subject to performance offsets/'chargebacks' due to inventory update errors and/or omissions. *There will be no exceptions.*

Online inventories of vendor's items must be submitted once a day.

- Only items with a positive inventory on hand will be shown on Leslie's and its affiliate websites. Items with a zero (0) quantity on hand will not be shown on Leslie's or affiliate websites until a positive inventory on hand quantity is received from the vendor in their inventory updates.
- All vendors, especially those who cannot submit their inventory updates on the weekends and holidays need to add a safety factor into their inventories. This ensures that the vendor has inventory to cover all orders placed against the inventory submitted through Leslie's.
- All inventory updates need to be submitted at SKU level to ensure all items with size and color differences are updated correctly.
- Items going out of stock are required to have vendors transmit the zero (0) quantities on the same day they go out of stock.

- *(Some vendors prefer to assemble to order. In that case, when finished goods are not currently in inventory, vendors must transmit what they are confident and committed to assembling, selling, and shipping in a timely fashion.)*

Discontinued Notification

Customers place orders under the assumption that the items they are ordering are available for shipping immediately from the vendor. In order to maintain the highest level of customer satisfaction the Leslie's must ensure that the online system provides the customer with the latest and most accurate in stock status when the order is placed.

Vendors must immediately update the EDI 846 inventory file to reflect zero (0) on hand and notify the applicable Leslie's Buyer of any products being discontinued, so they can be removed from Leslie's Online Catalog and any future printed marketing materials.

Any order that is cancelled due to advertised items on a Leslie's website that are no longer available, may be subject to performance offset/'chargeback' fees, due to failure to update inventory resulting in order cancellation.

If the item is temporarily unavailable for an extended period of time, the vendor must notify the applicable Leslie's Buyer, so that the item can be temporarily removed for sale.

Appendix – C: Performance Deductions / Offsets / ‘Chargebacks’

Offset Code	Non-Compliant Issue	Validation	\$ Offset
EDI			
856a	Late/Incorrect ASN 856	ASN must contain all required fields (including tracking information) and be provided same day PO ships. ASN items and quantities must match shipment. (Pg. 7)	\$50 per ASN
846a	Late/Incorrect Inventory Advice 846	Inventory Advice must contain all required fields and be provided daily. (Pg. 7)	\$25 per Advice
855a	Late/Incorrect PO Acknowledgement 855	PO Acknowledgement must be sent no later than 2 business days from PO receipt (Pg. 5 and 7)	\$25 per PO
810a	Late/Incorrect Invoice 810	Invoice must contain all required fields and must be sent no later than 30 days from PO shipment. Invoice numbers must be unique and not reused. PO must have been shipped. (Pg. 7 & 19)	\$25 per Invoice
Purchase Orders and Inventory			
PO1	Late PO	Order must be shipped received by the Requested Delivery Date on the PO. (Pg. 9)	\$50 per PO
PO2	PO shipped incomplete	PO fill rate <98% (Pg. 5)	\$50 per PO
Shipping			
SH1	Unauthorized carrier or ship method used (Collect)	Must use Leslie’s FedEx Ground account for parcel (up to 150 lbs) or Leslie’s approved LTL/TL carrier. (Pg. 11-13)	\$50 per PO
SH2	Shipped to incorrect address	Vendor must ship to the address specified on the PO in the Ship To field on the 850. (Pg. 5)	\$50 per PO plus freight cost
Packing/Packaging			
PK1	Missing/Incorrect Packing List	Packing list was not present with the shipment or information (Qty, Item) was incorrect. (Pg. 14)	\$25 per PO

Appendix – D: SPS Fulfillment Portal Instructions

Leslie's Poolmart, Inc.

Welcome to the Leslie's SPS Fulfillment Portal Instructions guide. The intent of this material is to assist with your use of the SPS Commerce Fulfillment product to exchange documents with Leslie's

By the end of this document you will understand Fulfillment's functions and capabilities, and the business requirements for EDI documents exchanged with Leslie's.



Leslie's, based in Phoenix, AZ, operates over 900 stores in 36 states and have annual sales of over \$1 billion. Leslie's was founded in 1963 by partners Phil Leslie and Ray Cesmat who were working out of a backyard shed in North Hollywood, California. Since then, over 56 years later, Leslie's Poolmart, Inc. "The World's Largest Retailer of Swimming Pool Supplies" continues its dedication to making pool care easy. Leslie's operates five distribution centers to support our Retail, Commercial and e-commerce sales.

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- I. What is EDI?
- II. Why do I need Fulfillment and how will it help me?
- III. Reviewing a Purchase Order
- IV. Purchase Order Acknowledgement
- V. Purchase Order Change
- VI. Advance Ship Notice
- VII. Invoice

- I. **What is EDI?** EDI stands for Electronic Data Interchange. It allows you, the vendor, to exchange documents such as the Purchase Order Acknowledgment and Invoice electronically with Leslie's Poolmart, Inc. Each business document you exchange has a corresponding EDI number. See below for a list of document names and their corresponding EDI numbers for Leslie's.
 - Purchase Order – 850
 - Purchase Order Acknowledgement – 855
 - Purchase Order Change - 860
 - Advance Ship Notice – 856
 - Invoice – 810
 - Inventory Advice - 846
- II. **Why do I need Fulfillment and how will it help me?** Using EDI streamlines the connection between you and Leslie's. Fulfillment makes it possible to send and receive documents through a solution that keeps your orders in one place and provides a way to send return documents without having to fax or e-mail them. Documents can be sent and received within minutes, regardless of fulfillment model. It minimizes delays and human errors!

III. Reviewing a Purchase Order (850)

Leslie's sends a Purchase Order as a request for product, which initiates the product fulfillment cycle.

Purchase Orders from Leslie's Poolmart, Inc. will appear as either:

- **Stand Alone Order Original** - bulk orders to be shipped directly to a Leslie's Poolmart Distribution Center or Store.
- **Drop Ship Original** – order containing items which can be shipped directly to a consumer or Leslie's Poolmart Store.

To review a Purchase Order in your Fulfillment account, follow the steps listed below.

1. Navigate to the **Transactions** tab.
2. Click **Advanced Search** to set your search criteria.
 - a. For Trading Partner, enter **Leslie's Poolmart**
 - b. For Document Type, select **Order**.
 - c. Set a date range (optional).
3. Click **Search** to run the search.

The **Dashboard** tab within Fulfillment will show a list of all Open Orders.

Once you locate the desired Purchase Order, click on the Purchase Order **Document ID** to load the document view.

Review pertinent order information such as the Purchase Order Type, Purchasing Contact, Requested Ship Date, Due Date, Cancel Date, Ship To information, Bill To information, Payment Terms, and line item information.

Document Tagging Box

Add screen shots

In the upper right-hand corner, you will see the box to add custom keywords to any of your documents. Tags allow you to organize and search through your documents using criteria that you create yourself. Note: Tags will not be visible to your trading partner and will not be included in your response documents.

Workflow

Below the Tags section and to the right of the document view, you will see the **Workflow**. It displays all documents exchanged with Leslie's.

To create a response document for Leslie's— a Purchase Order Acknowledgement (855), an Advance Ship Notice (856) or an Invoice (810) – click **New** under the document within the **Workflow**. Once you have completed all return documents for an Order, the **Workflow** shows as complete. (846) Coming Soon!

At the bottom of a document, click **Show Comments** to add a comment that is visible to all Fulfillment users *at your company*. You can use the section however you want – you could write

a note about the document for your own reference or communicate with another person at your company. Note: This feature is for your company's internal use. Notification is not sent to Leslie's when comments are made in this section.

IV. Purchase Order Acknowledgement (855)

Sending the Purchase Order Acknowledgement lets Leslie's know that you can fulfill an Order as received. You also use the Purchase Order Acknowledgement to report any errors on the Purchase Order such as product information or price.

You must send a Purchase Order Acknowledgement within **24 Hours** of receipt of the Purchase Order.

Leslie's will support multiple iterations of the Acknowledgement if your ability to fulfill the order changes. This is the only accepted method in which you may communicate a change to the Purchase Order.

To create an Acknowledgement, complete the steps below:

1. Navigate to the **Transactions** tab and locate the Purchase Order.
2. Click on the Purchase Order **Document ID** to review the order details.
3. In the **Workflow** located to the right of the Purchase Order, under **Order Status Acknowledgement**, click **New**.
4. Select **Quick Entry** to load a quick edit screen, or **Full Form Entry** to load the full form.

Screen shot

When completing the Purchase Order Acknowledgement via Full Form Entry, the form has three tabs: **Header**, **Item Information**, and **Summary**. Required fields are designated with a star to the left of the field name.

Header:

The information below sources in from the Purchase Order or generates automatically on the form:

- PO Number
- PO Date (which one? Due or create)
- Internal Vendor Number
- Current Scheduled Ship Date
- Ship To Address information

You must complete the fields below:

- **Acknowledgement Type:**
 - Acknowledge – With Detail and Change – You can fulfill the Order but need to **request a change or multiple changes**. Return all line items on the Item Information tab from the original Order and designate any requested changes.
 - Acknowledge – With Detail No Change – You can fulfill the Order in full. Return all line items on the Item Information tab from the original Order.
 - Rejected – With Detail – You cannot fulfill any part of the Order. Return all line items on the Item Information from the original Order.

- Acknowledge – With Exception Detail Only – You can fulfill the Order but need to request a change or multiple changes.
- Acknowledge – No Detail or Change – You cannot fulfill the Order exactly as received.
- Rejected – No Detail – You cannot fulfill any part of the Order.

Item Information:

The Item Information tab is used to inform the Trading Partner specifics about the individual line items that were ordered.

Click the **Add** [insert Icon] **Icon** to select the items you would like to source into the Purchase Order Acknowledgement. Click **OK**.

Screen shot

Each Item will generate a repetition.

Set the **Item Status** for each item.

(!!!) Certain Item Statuses will require additional information.

- **Item Accepted - Date Rescheduled** – Send when the item will be shipped at a later date.
 - Send the updated **Current Schedule Ship Date** for that line item.
 - **Item Accepted** – Send when you can fulfill the item exactly as listed on the Order.
 - **Item Backordered (Leslie's does NOT accept backorders)** – Send when a backordered item will ship at a later date.
 - Send the updated **Current Schedule Ship Date** and **Quantity** for that line item.
 - **Item Accepted – Price Changed** – Send when indicating a price change.
 - Send the updated **Unit Price** for that line item.
 - **Item Accepted – Quantity Changed** – Send when indicating a quantity change.
 - Send the updated **Quantity** for that line item.
 - **Item Rejected** – Send when rejecting the item from the order.
 - **Item Accepted – (Leslie's does NOT accept substitutions) Substitution Made** – Send if you are not able to fulfill the item as listed and are shipping an alternate item in its place.
 - **Item Rejected – Invalid Item Product Number** – Send if the order was sent with incorrect item information.
- Once you successfully add all your line items and all other mandatory fields are complete, click **Check for Errors** at the top of the form. If the **Validation Summary** returns one or more errors, click **Fix This** to navigate to the field that needs additional information.
 - Once the form does not return any errors, click **Save** to save the document as a draft or **Send** to send the document to Leslie's.

V. Purchase Order Change (860)

Leslie's sends a Purchase Order Change to update or cancel an existing Purchase Order.

Purchase Order Changes have the same **Document ID** as the original Purchase Order and will show on the Transactions tab and the **Workflow**. To view the Purchase Order Change, click on the PO Change **Document ID**.

The Purchase Order Change type will be **Cancellation** or **Change**.

Possible changes include the following:

- Adding or deleting items
- Dates at order level
- Change of price
- Quantity increase or decrease

Once you review the Purchase Order Change and have decided whether you can comply with the changes, you need to accept or reject the Change within Fulfillment. In the upper right-hand corner of the document there are several icons.

=

= Clicking the **Accept** icon will accept the Purchase Order Change. Accepting the Change will cause a new Purchase Order to generate in your Fulfillment account that reflects the changes.

= Clicking the **Reject** icon will reject the Purchase Order Change and allow you to continue working with the original Order.

(!!!) Notification is not sent when you reject a Change in Fulfillment. You must email the Leslie's buyer/purchasing contact to further discuss the Change.

VI. Advance Ship Notice (856)

Sending the Advance Ship Notice (ASN) provides Leslie's visibility into a shipment's contents and to confirm shipping dates.

Each ASN will represent a single shipment (Ship-To location). Include all Orders physically in a Shipment/Trailer/Container within a single ASN.

Send Advance Ship notice on the same business day that the order ships.

Leslie's requires the use of Shipping Labels when packing and shipping orders. Fulfillment will generate GS1-128 Shipping Labels based off the information entered on the Advance Ship Notice. You can access Shipping Labels from a saved or sent Advance Ship Notice.

A Leslie's. Packing List is required for orders marked as Dropship. See Leslie's - Vendor Compliance Guide, Appendix – A: Vendor Dropship Program at: <https://www.lesliespool.com/vendors.htm>

To create an Advance Ship Notice, complete the steps below:

1. Navigate to the **Transactions** tab and locate the Purchase Order.
2. Click on the Purchase Order **Document ID** to review the order details.

3. In the **Workflow** located to the right of the Purchase Order, under **Shipment**, click **New**.
4. Select **Quick Entry** to load a quick edit screen, or **Full Form Entry** to load the full form.

Screen shot

When completing the Advance Ship Notice via Full Form Entry, the form has two tabs: **Header** and **Order**. Required fields are designated with a star to the left of the field name.

Header:

The information below sources in from the Purchase Order or generates automatically on the form:

- Date (which one?)
- Time
- Ship To Address information

You must complete the fields below:

- **Carrier Name** – Full name of the carrier being used on the shipment.
- **Tracking Information:**
 - For Stand-Alone orders, provide either the **Bill of Lading**, or **Master Bill of Lading**.
 - For Dropship orders, provide either **Carrier Pro/Tracking #**, or **Carrier Assigned Package ID #**.
- **Shipped Date** – Select the date the shipment is leaving your facility from the drop-down calendar menu.
- **Ship From address information** – Enter the address information for the location where the product is shipping from.
 - Name
 - Address
 - City
 - State
 - Zip Code

Order:

The PO Number sources from the Purchase Order or generates automatically on the form. You must complete the fields below:

- **Package Type** – Select the packaging type being used for the shipment.
 - Carton
 - Pallet
 - Envelope
- **Lading Qty** – Total number of units included in the shipment based on **Packaging Type** selected.

Click the **Add** [ss of icon here] icon under **Store or DC?**

Complete the fields below:

- **Type** – Select the description associate with the listed number.

- Mark For
- Buying Party

Click the **Add** [ss of icon here] icon under **Pack/Tare Info**.

- Select the **Hierarchical Level** for the shipment.
 - **Pack** – Select if shipping loose cartons, or a pallet containing more than one SKU.
 - **Tare** – Select if shipping a single SKU pallet.
- **Single** or **Multiple Item per Pack** – Choose the option that describes how you are packing the items.
(Lightbulb) This does not refer to the quantity in the pack/tare, but to the number of unique line items or SKUs.
 - **Single** item per pack means you are including one item, or one SKU, in that pack/tare.
 - **Multiple** items per pack means you are including multiple items, or SKUs, in that pack/tare.
- Click **Add a Line Item** under **Item Info**.
- Select the line item(s) that are going in that shipping unit by checking the box to the left of the item(s). Click **OK**.
- For each item, the **Shipped Qty** sources from the Purchase Order. This is the amount Leslie's ordered. NOTE: If you are not shipping the quantity on the Purchase Order for any reason, you must correct the quantities: You enter the **Qty per Carton** for each item. What you enter for the Qty per Carton depends on if you chose Single or Multiple.
 - **Single** – For single item per pack, the Shipped Qty can be evenly divisible by the Qty per Carton. This is the number of shipping labels that will generate for that pack/tare. If the Shipped Qty is not evenly divisible by the Qty per Carton, the two values must match. **Multiple** – For multiple items per pack, the Shipped Qty must equal the Qty per Carton for each item. Fulfillment will generate one shipping label for each multiple pack/tare.
- If you need to pack more than one shipping unit, click the **Add** [ss of icon here] icon under **Pack/Tare Info** and follow the steps listed above.
- Once you pack all on the shipment, click **Check for Errors** at the top of the form.
- Once the form does not return any errors, click **Save** to save a draft of the Advance Ship Notice and view your shipping documents. (!!!) Always save your Advance Ship Notice prior to sending to ensure you have accurately packed the items and generated the Shipping Labels and Packing Slips. If there are any issues (i.e. you have the wrong number of labels) go back and edit the Advance Ship Notice to correct how you have packed the items.
- Click **Send** on your Advance Ship Notice when the shipment leaves your facility.

VII. Invoice (810)

Send an Invoice to Leslie's to request payment for goods and services.

Send one invoice per single Purchase Order and shipment.

Ex 1. If a single order is sent in one shipment, one invoice is needed

Ex 2. If an order is split into two shipments, two invoices are needed.

Ex 3. If a shipment contains two orders, two invoices are needed.

Send the Invoice within 30 days of the shipment.

To create an Invoice, complete the steps below:

1. Navigate to the **Transactions** tab and locate the Purchase Order.
2. Click on the Purchase Order **Document ID** to review the order details.
3. In the **Workflow** located to the right of the Purchase Order, under **Billing**, click **New**.
4. Select **Quick Entry** to load a quick edit screen, or **Full Form Entry** to load the full form.

When completing the Invoice via Full Form Entry the form has three tabs: **Header**, **Detail**, and **Summary**. Required fields are designated with a star to the left of the field name.

Header:

The information below sources in from the Purchase Order or generates automatically on the form:

- Invoice Date
- Purchase Order Number
- Ship To Location Name and Number

You must complete the fields below:

- **Invoice Number** – Unique number assigned by you for each Invoice you send to Leslie's
- **Net Due Date** – Enter the payment terms Net Due Date.

Detail:

- Click **Add a Line Item** and choose the items from the Order that you shipped. Click **OK**.
- Ensure the **Quantity Invoiced** and **Unit Price** are accurate for each item. If there is incorrect information, change it in this section. *** The Invoice Total is the sum of the product quantity multiplied by price for all line items.

Summary:

- Verify the **Invoice Total** is correct.
If there is an error, go back to the **Item** section and make the needed updates so that the **Invoice Total** generates correctly.
- (lightbulb) If needed, add any allowances and/or charges, such as discounts, by clicking **Add a Line Item** under **Allowance/Charge Information**.
- Once all mandatory fields are complete, click **Check for Errors** at the top of the form. If the Validation Summary returns one or more errors, click **Fix This** to navigate to the field that needs information entered.
- Once the form does not return any errors, click **Save** to save the document as a draft or **Send** to send the document to Leslie's
-

Once you send all required documents, the **Workflow** will show as **Done** and the Purchase Order **Status** will move from Open to Complete!

VIII. Inventory Advice (846)

(!!!) This document is required for all vendors.

Sending the Inventory Advice provides Leslie's with visibility into your on-hand inventory for all items that you have previously agreed to offer to Leslie's.

(Lightbulb) The Inventory Advice should represent corporate level quantities regardless of the number of Ship From locations you have.

Send Inventory Advice as often as possible, at minimum **once per day**.

Only items with a positive inventory on hand will be shown on Leslie's affiliate websites.

(Lightbulb) Immediately update the Inventory Advice to reflect zero (0) on hands and notify the applicable Leslie's buyer of any products being discontinued, so they can be removed from Leslie's Online Catalog.

(!!!) Any order that is cancelled due to advertised items on a Leslie's website that are no longer available, may be subject to performance deductions due to failure to update inventory resulting in order cancellation.

If the item is temporarily unavailable for an extended period, the vendor must notify the applicable Leslie's buyer, so that the item can be temporarily removed for sale.

To create an Inventory Advice for Leslie's

1. Click **Create New** in the upper right-hand corner of the **Transactions** tab.
2. Choose Leslie's Poolmart from your list of Trading Partners, then **Continue**.
3. Check the box next to **I don't have a source document**.
4. Click the circle to the left of Inventory Advice, then **Continue**.
5. When prompted with 'Would you like to use a template?' leave the circle next to **No, thanks. I'd like to start from a blank document** filled. Click **Continue**.

(lightbulb)Creating and saving a template of your Inventory Advice can save you time on data entry. Complete the actions below to create an Inventory Advice template for Leslie's Create a new blank Inventory Advice document.

- a. Add information to the template that will not change from Inventory Advice to Inventory Advice you send.
- b. At the top left of the document, click Create New Template.

The Inventory Advice has two sections: **Header** and **Detail**. Required fields have a star to the left of the field name.

Header:

- **Report #** - Unique number you set for each Inventory Advice you send.
- **Internal Vendor #** - Enter your Leslie's assigned vendor number.
- **Reporting Location Name**

Detail:

- To add a line item to the Inventory Advice, click **Add a Line Item**.
- Enter the following for each item:
 - **Type** – Select which type of Identifier is used for the item.
 - European Article Number (EAN)
 - U.P.C./EAD Shipping Container Code
 - U.P.C. Consumer Package Code
 - Vendor's (Seller's) Part Number
 - **Number** – Identifying item number in relation to the **Type** selected in the previous column.
 - **Product Description**
 - **Quantity** – Click into the Nested Table
 - **Type**
 - Quantity Available for Sale
 - On Order Quantity Quantity on Hold
 - **Quantity**
 - **Available Date**
 - Lightbulb – If quantities of the same item are available on different dates, add a new line with the additional date and the associated quantities.
- Once you successfully add all your line items and all other mandatory fields are complete, click **Check for Errors** at the top of the form. If the **Validation Summary** returns one or more errors, click **Fix This** to navigate to the field that needs additional information.
- Once the form does not return any errors, click **Save** to save the document as a draft or **Send** to send the document to [trading partner].