



## Phelps 2023 Domestic Routing Guide

We recently updated our Routing Guide. This update to our routing guide includes contact and distribution center information. Along with packaging, and shipping changes to several key areas impacting inbound orders delivering to Phelps United.

### Key updates are below as follows:

#### Phelps United LLC Contact Information (inbound and routed Shipments)

- **Luis Rivera** – Operations Manager (Primary Contact)
  - Email: [luis.rivera@phelpsunited.com](mailto:luis.rivera@phelpsunited.com)
  - Phone: (949) 228-3108
- **Sonny Pacho** - Warehouse Manager
  - Email: [sonny.pacho@phelpsunited.com](mailto:sonny.pacho@phelpsunited.com)
- **Shane Young** – Senior Warehouse Lead
  - Email: [Shane.young@phelpsunited.com](mailto:Shane.young@phelpsunited.com)
  - Phone: (609) 222-0502
- **Gustavo Gonzalez** – Receiving Lead
  - Email: [gustavo.gonzalez@sourcingsolutions.com](mailto:gustavo.gonzalez@sourcingsolutions.com)
- **Edgar Perez** – Shipping Lead
  - Email: [edgar.perez@phelpsunited.com](mailto:edgar.perez@phelpsunited.com)

#### Phelps United Distribution Center (General Inbound Information)

- Address: 4852 East La Palma, Anaheim, CA 92807
- Shipping Department Times
  - Monday – Friday: 8AM – 5PM (PST)
- Receiving Department (All Inbound Shipments)
  - Monday – Friday: 8AM – 4PM (PST)
- No delivery appointment required at this time\*
  - Drivers are to follow guided directions at the staging location.

- Phelps United Primary Carriers:
  - Parcel – UPS
  - LTL/Truckload – FedEx
- Notice: Will accept deliveries from all carriers.

## Shipping Documents and Reference Information

- Shipping Documents – All shipping documents for Phelps United packages require that the Phelps United PO number and line item (if applicable) be referenced. The delivery/pick-up location with the point of contact must be listed on the shipping documents (Bill of Landing, packing list, Shipping Labels).
  - These reference requirements are for all shipments regardless of if they are FedEx or other transportation provider shipments.
    - These documents include:
      - ◇ The Bill of Landing (BOL)
      - ◇ Airway Bill (AWB) – If applicable
      - ◇ Shipping Label
      - ◇ Packing List
      - ◇ Invoices
      - ◇ Delivery Receipt
  - BOLs must be notated with all PO numbers associated with the shipment, to include total carton and pallets.
  - All ship cartons must reference PO number on the outside of the carton on all corresponding documents, including the packing list.
    - Please face all carton labels outward on palletized loads
  - Packing list must be attached, but not permanently affixed to the outside.
    - One packing list for the entire shipment will suffice.
    - Packing list should reflect what is on the Phelps United PO
    - If breakdown at line-item level per pallet is available, please provide this to the Phelps United receiving team or your primary contact.

## Shipping Instructions

\*VPN = Vendor Part Number listed on Phelps United Purchase Order

- General Guidelines for LTL Shipments

- Packages that weigh more than 250 LBs or multiple packages exceeding UPS dimensional requirements (This freight must be palletized)
- All Palletized shipments must be shrink wrapped and should not exceed 7' in height, measured from the floor to the top. Standard 40" x 48" pallets are preferred (not required unless specified for FBA)
- Primary LTL Carrier: FedEx
  - Applies to Shipments scheduled by Phelps United
- For LTL Shipments scheduled by the Vendor/Supplier:
  - Please provide a copy of the bill of landing (BOL) and packing slip (if available) to your primary contact at Phelps United.
- For LTL shipments scheduled by Phelps United:
  - Phelps United will contact you with the name of the carrier that will be making the pickup.
  - Phelps United will communicate the pickup information to this carrier.
  - Phelps United will email a copy of the bill of landing to be given to the carrier.
- General Guidelines for Truckload Shipments
  - Shipments that exceed 8 pallets or 16,000 LBs
  - Primary Truckload Shipment Carrier: FedEx
  - For Truckload Shipments scheduled by the Vendor/Supplier:
    - Please provide a copy of the bill of landing (BOL) to your primary contact at Phelps United
  - For Truckload shipments scheduled by Phelps United:
    - Phelps United will contact you with the name of the carrier that will be making the pickup.
    - Phelps United will communicate the pickup information to this carrier.
    - Phelps United will email a copy of the bill of landing to be given to the carrier.

## Packaging Details

**Note:** (Please check with your Account Manager if packaging restrictions are applicable)

- General Guidelines for Retail Box Products

- XL products
  - Product box size is greater than 20in x 20in x 20in, and/or greater than 30lbs.
  - Each pallet can only have maximum 3 unique VPN.
  - Each pallet needs a packing list with all VPN and quantities contained.
    - ◇ Large Size products
  - Product box size is greater than 15in x 15in x 15in, and/or greater than 20lbs.
  - Each box on each pallet must only contain one unique VPN.
  - Each box needs a packing list for its contents listed by VPN and quantities.
  
- Medium Size products
  - Product box size is greater than 10in x 10in x 10in, and/or greater than 10lbs.
  - Each box on each pallet must only contain maximum 2 unique VPN.
  - Each box needs a packing list for its contents listed by VPN and quantities.
  
- Small Size products
  - Product box size is greater than 5in x 5in x 5in, and/or greater than 5lbs.
  - Each box on each pallet must only contain maximum 3 unique VPN.
  - Each box needs a packing list for its contents listed by VPN and quantities.
  
- General Guidelines for Non-Retail Box/Master Pack Products
  - XL products
    - Shipping box size is greater than 24in x 24in x 24in, and/or greater than 35lbs.
    - Each Box can contain 2 unique VPN.
    - Each VPN needs to be individually bagged.
    - Each Box needs a packing list with all VPN and quantities contained.
  
  - Large Size products
    - Product box size is greater than 20in x 20in x 20in, and/or greater than 25lbs.
    - Each Box can contain 3 unique VPN.
    - Each VPN needs to be individually bagged.
    - Each Box needs a packing list with all VPN and quantities contained.
  
  - Medium Size products
    - Product box size is greater than 15in x 15in x 15in, and/or greater than 15lbs.

- Each Box can contain 4 unique VPN.
- Each VPN needs to be individually bagged.
- Each Box needs a packing list with all VPN and quantities contained.
  
- Small Size products
  - Product box size is greater than 10in x 10in x 10in, and/or greater than 5lbs.
  - Each Box can contain 5 unique VPN.
  - Each VPN needs to be individually bagged.
  - Each Box needs a packing list with all VPN and quantities contained.
  
- Automatic Refusal Shipments
  - No boxes over 50lbs will be accepted.
    - Except in the case of overweight single units
  
  - Products without clear labels on packaging identifying VPN.
  
  - Shipments arriving without packing slips for each box.

If you have any questions, please contact your Phelps United account manager or logistics team.