



Transportation Guidelines Addendum

please note the following for when delivering Trader Joes/WCD

- Trucks arriving without seals or padlocks are subject to rejection
- PODs signed "SLC" Subject to Late Count
 - Will not be not accepted
 - **Driver will be responsible for any shortages
- **POD must be signed in full or do NOT leave DC**
 - email TraderJoes@ClassicHarvest.com for assistance
- **PODs** must be submitted via email before EOD on delivery day
 - emailed TraderJoes@ClassicHarvest.com
 - Include the POD CH number in subject line *EXAMPLE: "POD CH235111"*
 - Driver can text a pic to you for forwarding
 - Don't CC individuals – "just in case" – this will reroute your email.
 - *We realize you send the PODs with invoice; need same day to prevent claims*
- BIO-TERROR Forms – most DCs require this for delivery.
 - Is just BOL with lot numbers added and title "bio-terror"
 - Your pickup location should provide this.
 - Please coach drivers to present Bio-Form with BOLs. TWO Docs
- For Assistance - email TraderJoes@ClassicHarvest.com
 - Don't CC individuals – "just in case" – this will reroute your email.
 - Examples
 - Need new BOLs or Bio-Forms
 - Truck was signed out short and still at the dock
 - DC took someone else's fruit off truck and wont give back
- TJ has three types of POs- noted on your tender
 - JIT- can deliver on due date and one day early
 - Cross Dock and Opp Buy – Must deliver on exact due date