

WinCo Foods Modesto Distribution Center

Receiving Policies and Information

Contact Information

Address: 4400 Crows Landing Road, Modesto, CA 95358

Phone: 209.537.1444 Fax: 209.537.3444

Receiving Scheduling: Dry Goods 209.556.6025 Fax 209.556.6066

All Perishables 209.556.6026 Fax 209.556.6076

Receiving Schedule

General: Monday through Friday, with limited appointments also available on weekends. Closed on Thanksgiving and Christmas, as well as other dates as determined by the Warehouse Manager.

Dry Goods: Truckload receiving is primarily scheduled for 7:00 pm through 1:30 am. Pre-midnight appointments are considered to be the next day for due date purposes. LTL and secondary truckload receiving (schedule overflow) appointments are from 3:00 am through 10:30 am, and all receiving must be complete by 11:30 am.

Perishables/Produce: Receiving appointments are scheduled beginning at 3:00 am with final appointments at 10:00 am. All receiving must be complete by 11:30 am. Receiving appointments outside these hours may be scheduled with prior approval of warehouse supervision.

Frozen/Dairy Foods: Receiving appointments are scheduled beginning at 3:00 am with final appointments at 10:00 am. All receiving must be complete by 11:30 am. Receiving appointments outside these hours may be scheduled with prior approval of warehouse supervision.

Appointment Scheduling

We are pleased to announce that WinCo Foods is beginning migration to a web-based platform for scheduling inbound appointments via the Capstone Managed Receiving online appointment scheduling system. The system is a web-based Microsoft platform application that can be accessed via computer or smart device. Each individual trade partner will need to register for access to the new system prior to scheduling deliveries. WinCo believes that this transition will make the scheduling of appointments a simpler and cleaner process for both the Vendor and Carrier as well as our WinCo staff.

Our transition plan, beginning with the Pilot location at our **Modesto Distribution Center located at 4400 Crows Landing Rd, Modesto, CA 95358**, will require that effective **February 22, 2021 – 6:00 PM MST** all appointments for deliveries will need to be scheduled using Managed Receiving. **(There will not be any**

changes to the scheduling process at any other WinCo DC locations at this time.) Please access the Modesto DC scheduling system through the following URL:

<https://managedreceiving.capstonelogistics.com>

To access the new scheduling application version, please:

1. Complete the registration process by **February 18, 2021** (See instructions below)
2. The site will be available **February 22, 2021 – 6:00 PM MST**. Continue to use the URL: <http://mgdrec.capstonelogistics.com> through **February 21, 2020 before 2:00 PM MST – The site will be unavailable from 2:00 PM to 6:00 pm MST**

Registration Instructions

Please note that “Google Chrome” is the only approved browser for accessing Managed Receiving.

Navigate to URL: <https://managedreceiving.capstonelogistics.com/> and click “Sign up now” to create an account. This is a 2-step verification process. You must enter the verification code provided in the Microsoft email before the “Create” button will become available. After registering, you will select “WinCo Foods” as the Partner and “WinCo Modesto” as the site to schedule.

You will need to enter the following information to register:

- Email address (a code will be sent to this email during the “verification” process)
- Create a password
- Given name and surname (User’s First Name and User’s Last Name)
- Organization (Your Company’s Legal Name)
- MC or DOT number
- Address
- Telephone #

Please feel free to call 1-800-838-4549 – option 6 if you need assistance.

48 hours advance notice is required for all appointments unless approved otherwise by the Warehouse Manager.

A valid WinCo purchase order number is required in order to schedule an appointment. If more than one PO is included in a shipment, each individual PO must be identified and included on the appointment record. Shipments that arrive with an unscheduled PO may be rescheduled or placed at the end of that day’s receiving schedule.

Delivery appointments are expected to be scheduled on the purchase order due date. If WinCo’s receiving schedule cannot accommodate delivery on the due date, it may be scheduled one business day before or after the due date at warehouse discretion. Buyer notice and/or approval is required if a delivery appointment is scheduled outside these parameters.

Delivery appointment days and times will be offered/assigned based on the expected unload time for the shipment, the time slots available, the availability of unloading service staff (if required), and the availability of WinCo warehouse staff to complete the receiving.

A finalized appointment is assigned a "load number" of up to five digits at the time of scheduling. This will serve as the confirmation number and should be recorded. If you do not receive a load number when you schedule an appointment, you cannot be sure the appointment is valid.

Back ordered shipments will not be scheduled or accepted without a valid WinCo backorder PO number.

Carriers are required to call WinCo at least 2 hours in advance if they will be late or unable to make their scheduled appointment time. Failure to do so will result in a "No call/No Show" logged against the shipment, and the vendor may be charged a fee.

Unloading Policies

Check-in time is 10 to 30 minutes before the scheduled appointment time. Shipments checking in less than 10 minutes before the appointment time will be considered late, and other carriers already checked in and waiting to unload may be given that unloading time slot. Late trucks will be put on standby and worked in as the schedule permits, or rescheduled to another date/time at warehouse discretion. Trucks arriving more than 2 hours before their scheduled appointment time may be turned away and asked to return later. All trucks are expected to leave WinCo property within 30 minutes after WinCo has signed the driver's bills.

All shipments must include a bill of lading listing each individual PO included in the shipment, and a detailed itemized packing list for each PO. Shipments arriving without an accurate bill of lading or necessary packing list(s) may be delayed in receiving, rescheduled, or refused.

WinCo's Modesto warehouse is a "driver unload" facility. Unless other terms are negotiated with the vendor prior to issuance of a purchase order, the driver will be expected to unload his own truck, as well as sort, segregate, and palletize the goods to WinCo's specifications prior to receipt. Casual labor and unapproved unloading services are not permitted, and no other personnel are allowed on the dock.

WINCO APPROVED UNLOADING SERVICE: Capstone Logistics, LLC. To be set up or if you have questions concerning your account contact the Quality Control Analyst at 678-681-6238.

Due to liability and safety concerns, WinCo Foods does not allow drivers to use WinCo's power equipment to unload their trucks. All drivers who wish to unload or "lump" their own trucks at a WinCo Foods Distribution Center can do it by hand, use a hand held operated pallet jack (one will be provided by WinCo if necessary) or bring their own electric equipment with them, and prior to unloading, provide proof of Automobile Liability Insurance coverage in the amount of at least \$750,000 combined single unit.

Drivers who cannot comply with the above requirements will not be permitted to unload their own trucks on WinCo's dock. WinCo will supply or make available an approved unloading service, which may be hired by the driver at rates posted at the facility.

For safety and security reasons, drivers will also be expected to have current government issued photo ID, employer issued identification (where applicable), and proof of OSHA approved PITOT certification (if using power equipment of their own) on their person and available for inspection by WinCo management while inside a WinCo facility.

Drivers that choose to unload their own truck will be expected to complete their unloading in the time slot scheduled by WinCo. If the unloading is not completed in the time allotted, the load may be placed back on the truck and the driver required to pull his truck away from the dock. The driver will be given an opportunity to finish unloading at a later time/or different dock location that does not conflict with other scheduled delivery appointments and that fits within WinCo's operating schedule.

After all merchandise is sorted and palletized, WinCo will count and receive against WinCo PO(s). WinCo will accept only undamaged merchandise in the quantity specified on the PO, and conforming to the detailed UPC, description, and pack/size listed on the PO. Code dated goods that do not meet shelf life requirements will be refused. After all items have been identified, counted, and received, a WinCo employee will sign the driver's bills noting the case quantity accepted and received.

Drop trailer arrangements are encouraged, but an agreement between the carrier and the unloading service must be in place, and both the buyer and the warehouse manager must approve in advance.

All Winco facilities employ a "red light/green light" system, located on the building next to the dock door on the driver's side. Drivers are required to chock their wheels whenever backed into a dock, and are prohibited from pulling away from a dock without a green light. Violations of this rule will result in a \$500 fine assessed against the carrier and/or the vendor. Repeat violations will result in additional fines as well as individual drivers or the carrier itself being denied future access to the facility.

Pallets

Pallets must be acceptable to WinCo. If product is shipped on unacceptable pallets, the goods may be required to be re-stacked at carrier/vendor expense onto pallets supplied by WinCo during the unloading process. Pallet exchange and pallet banking are not available.

Acceptable Pallet Specifications

GMA Grade A standard Pallet



1. GMA, Grade A, 4-way, 48" x 40" pallet (5 top and 3 bottom Deckboards, 2 top and 2 bottom Leadboards, 3 Stringers with Fork notches).
2. Leadboards can be 3 ½" to 5 ½" wide but the spacing between top Deckboards cannot exceed 3 ½".
3. Leadboards Flush with end of stringer.
4. All top and bottom deckboards boards must be securely attached to all stringers.
5. All forms of stringer repair (double stringer, companion ringers, blocks and corrugates) are not acceptable.
6. Stringers that have a visible crack on three sides are not to be accepted (Weathering cracks that are not visible from three sides of the stringer are acceptable).
7. No partial Footings, Partial footings are when ¼ or more of the stringer's width has been removed exposing securing nail shanks.
8. No missing boards or broken boards across the width on top or bottom.
9. No cracks on top or bottom boards greater than 1/8" wide and 15 inches in length.
10. No tapered breaks with a depth of greater than 1 inch along a ten inch or more run. If at the ten inch distance the depth is less than one inch, the pallet is good. If the one inch depth runs the entire length of the board the pallet is unacceptable.
11. No exposed splinters greater than 3 inches in length.
12. Nail heads or nail points should be hammered down into the stringer.
13. Pallets should be clean and free of contaminants.
14. No Pine Boa.