



Phelps 2022 Routing Guide

We recently updated our Routing Guide. Effective Jan 1 2022, this update to our routing guide includes packaging/shipping changes to several key areas impacting inbound orders delivering to Phelps United.

Key updates are below as follows:

VPN = Vendor Part Number listed on Phelps United Purchase Order

- General Guidelines for Retail Box Products
 - All products must have VPN print labeled on outside of each box
 - 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

Phelps United is constantly looking at ways to improve the way we do business with you and for all of our partners. The changes to our routing guide and in our procedures are to maximize efficiency in the receipt and payment schedule of deliveries.

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

logistics@phelpsunited.com