

Appendix

Glossary

The following is a list of key terms commonly used throughout this guide.

Term	Definition
Advanced Shipping Notice (ASN)	Common term for the 856 Ship Notice/Manifest EDI transaction set. An ASN contains shipping and item information relative to a particular shipment. ASNs enable the recipient to plan for receipt of the shipment and to automate the merchandise receiving process.
Back Order	Any shipments against a Purchase Order (PO) after the first shipment.
Cartons	Enclosed storage unit for product received from a vendor.
Case	An enclosed storage unit for product shipped to a Party City location.
Case pack	The packaging of the same item in multiple quantities. Sometimes referred to as a master pack, # of selling units in a standard vendor carton.
Cube	The length, width and height of an item or container.
CBM	Cubic Meter
Consolidated Freight Station (CFS)	Vendor delivers truck with product to consolidator. Consolidator unloads, warehouses and loads container. Vendor is charged a fee.
Cube utilization	Determined by counting the total cubic feet of materials stored in a Party City location and expressing the number as a percentage of the total cubic dimensions. Using racks to increase storage space can increase cube utilization.
Cubiscan	Accurately measure the weight and dimensions of a carton
CY	Direct to Warehouse - Vendor picks up container and vendor loads container, seals, brings to ocean vessel and loading zone.
DDP	Delivered Duty Paid - Vendors are responsible for delivery to the Party City Corporation Distribution Center (PCC DC) door, including all freight costs, duties, and customs clearance under vendor's own importer of record number. Party City Corporation takes possession of goods upon receipt at our PCC DC locations.
Drayage	The movement or hauling a heavy container or shipment.
Each	A single selling unit.
Electronic Data Interchange (EDI)	The computer-to-computer transmission of documents between two companies. Computer-to-computer implies that all information contained in the document is capable of being read and processed without human intervention.

Term	Definition
EDI Service Provider	A company that performs EDI on behalf of its clients. Most service providers offer various levels of EDI services tailored to a client's needs ranging from fax to web based EDI.
EDI Software Provider	A company that markets software solutions (ranging from PC-based solutions to A-400/mainframe based systems) that enable a company to perform EDI transactions in-house. Some software solutions are specifically designed to accommodate Party City's EDI documents. These packages are solely the product and responsibility of the company that markets them.
Exceptions	Any discrepancies with merchandise that cause a delay with merchandise being processed in the facility (e.g. no allocation, invalid UPCs, and unacceptable substitutions).
Flat	A material handling classification of product, which may be processed and shipped in cartons or totes. Generally apparel and peg board merchandise.
FCA	Free Carrier Alongside
FCR	Forwarder's Cargo Receipt
Floor Ready Merchandise (FRM)	Merchandise that is ready for sale when received.
FOB	Free On Board AKA Port of Origin (POO) - Vendors are responsible for delivery to Party City Corporation's designated freight forwarder at the foreign port. Party City Corporation is responsible for import freight costs and customs clearance and takes possession of goods upon Forwarder Cargo Receipt (FCR) issuance.
Inner Pack	A unit pack that is less than the master pack but larger than the selling unit.
Item setup	Process for establishing a new product in our systemic item file. All items must go through this process prior to being handled.
LDP	Landed Duty Paid AKA Port of Entry (POE) - Vendors are responsible for delivery to the port of entry and can include the terminal railhead located nearest to the PCC DC destination. LDP includes all freight costs and customs clearance under the vendor's own importer of record number. Party City Corporation takes possession of the goods after clearing customs.
License Plate Number (LPN)	A bar-coded label with unique non-repeating numbers used to identify a load of merchandise. Includes the item number, quantity, and location and is put on all totes being moved through a Party City distribution operation.
Loading Term	How product is delivered to forwarder for export
Master Pack	The largest individual packaging unit available. Also known as

Term	Definition
	a case pack.
Merchandise Management System	Allocation system used for inventory management (MMS).
New Vendor	A vendor doing business 90 days or less from the date of their first PO.
New Vendor Package	A grouping of documents (Welcome Letter, VSM, and VPA) sent to a vendor to establish proper vendor relations and documentation.
Non-conveyable items	Items too large to be sent through the sortation system. These items are transported manually to shipping where they are scanned and loaded directly onto an outbound trailer.
Order Create Date	The day that the PO is initiated by a Merchandise Manager or authorized Planning and Allocations associate.
Off-Site Receiving (OSR)	A receiving facility that is separate from a retail location.
POE	Port of Entry – See LDP
POO	Port of Origin – See FOB
PO Receipt	The amount of product received on a specific shipment for a specific SKU to be applied in allocation and replenishment to specific stores. The specific amount of product to be shipped to stores on a single shipment and not spread across multiple shipping days.
Pallet	A portable platform made of wood, metal, or plastic on which merchandise is stacked to facilitate handling, storing, and transporting with manual or mechanical equipment.
Pre-existing Vendor	A vendor doing business for more than 90 days from the date of their first PO.
Purchase Order (PO)	Information sent to vendors to request merchandise for a specific location. Includes manufacturer item number, quantity, price and discounts, vendor information, and ship-to-information.
Receiving Area	The location where shipments arrive from suppliers and are checked in.
Regional Distribution Center (RDC)	A central receiving and shipping point which processes merchandise for shipments to select stores based on store allocations.
Reimbursement	Deductions against any current or future invoice to recover expenses incurred due to vendor non-compliance.
Requested Ship Date	The day the vendor tenders shipment. The order quantity must match the tendered quantity. Back orders will not be accepted.

Term	Definition
Routing	Transporting instructions passed from a Load Control Center to vendors sending product to a Party City distribution location and the sending of product to stores.
Ship To – Mark For	Merchandise that is vendor prepared, floor ready, and picked/packed for a specific store. It is received at a Party City distribution location and shipped to the “marked for” store.
TOPS	Total Packaging and Palletization Software
Vendor Participation Agreement (VPA)	Standardized form of Party City (Party America, The Paper Factory) requirements for all merchandise trading partners. A current copy must be on file to receive Party City POs.

MERCHANDISING RESOURCE ALIGNMENT

President
Chief Merchandising Officer
VP of Seasonal Merchandising
VP of Seasonal Merchandising
VP of Everyday Merchandising
VP of Marketing
Director of Planning & Allocation - Everyday
Director of Planning & Allocation - Seasonal
Director of Central Planning
Director of Visual Merchandising
Manager of Space Planning

Lisa Laube - 8655
 Barry Morin - 8837
 Mary Ellen Turner - 8660
 Jane Rolfe - 8888
 Mary Goosman - 8658
 Bill Furtkevic - 8854
 Kevin McGrath - 8841
 John Cappadoccia - 8602
 Pam Henke - 8750
 Rosalie Ballinger - 8880
 Don Dobbie - 8699

To contact any of the merchandising team members below dial: 973-453-xxxx

CATEGORIES	Everyday - Mary Goosman			Seasonal - Mary Ellen Turner			SEAS
	PARTY CELEBRATIONS	SPECIAL OCCASIONS	EVENT PLANNING/DECORATIONS	HALLOWEEN COSTUME ACCESSORIES (55)	HALLOWEEN DECORATIONS (26)	HALLOWEEN COSTUMES (27)	SEASONAL
	Birthday Accessories General Birthday Juvenile Birthday 1st Birthday Pinatas Foil Balloons Favors	Baby Themes Latex General Decorations Fashion Ensembles Sports NFL/Superbowl Greeting Cards Gift Wrap-Bags-Tissues-Bows General Candles	Solids Candy Seasonal Candy Catering Barware Event Planning Custom Invitations Wedding Bakeware New Business Racks Stationary Rentals	Costume Accessories	Halloween Graduation	Costumes Purim	Easter - Stacy Patten Comm/Conf - Stacy Patten Fall - Stacy Patten Hanukkah - Stacy Patten Thanksgiving - Stacy Patten Valentines Day - Stacy Patten Cinco - Stacy Patten CNY - Stacy Patten Mardigras - Scott Califano Passover - Stacy Patten
Merchandise Mgr	Diana Avato - 8814	James Lee - 8793		Melissa LaCognata - 8867	Thenson Dialectos - 8877		Adrienne Taylor - 8838
Assoc. Mdse. Mgr	Michelle Zarkiewicz - 8816	Maria Portela - 8829	Letizia Bonifacio - 8834				
Asst. Mdse. Mgr		James Saliani - 8866	Heather Burdett - 8809				Megan Sagui - 8697
Merchandise Coordinator							Tatyana Ikhleson - 8661
P&A Mgr	Beth Stein - 8649	Julie Maggio - 8713	Jim Jennings - 8876	Scott Califano - 8843	Scott Califano - 8843	Scott Califano - 8843	Stacy Patten - 8747
Planner - Seasonal				Allison Jungkind - 8749	Allison Jungkind - 8749	Allison Jungkind - 8749	
Sr. Replenishment Analyst	Marcella Vanhook - 8764	Steve Pino - 8817	Christopher Payne - 8875				
Replenishment Analyst	Anthony Smorra - 8685 Courtney Beisel - 8850	Renee Caputo - 8634 Joann Zoppi - 8869	Alison West - 8853 Jennifer Hudzik - 8791 Carlos Xiloj - 8741				Traci Mayer - 8624
Visual Mdse. Mgr	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Shaunessy - 8748	Karen Rose - 8839	Karen Rose - 8839	Karen Rose - 8839	Karen Rose - 8839
Visual Coordinator	Pamela Wyman - 8721	Pam Wyman - 8721	Pam Wyman - 8721	Janet Secallus - 8836	Janet Secallus - 8836	Janet Secallus - 8836	Janet Secallus - 8836

Breakdown of Party City/Party America Corporation's Departments

Everyday	
101	Mylar Balloons
102	Baby
103	Wedding
104	Party Themes
105	Solids
106	Fashion Ensembles
108	Sports
109	General Decorations
110	Catering
111	Birthday Bakeware
112	Pinatas
113	Gift Wrap
114	Stationary Novelties
115	Birthday Accessories
116	Non Seasonal Candy
117	Kids Favors
133	Greeting Cards
134	General Birthday
135	1st Birthday
137	Kids Birthday
139	General Candles
140	Rentals
141	Custom Invitations
142	Event Planning
143	Latex Balloons

Seasonal	
207	Spring
217	Rentals
218	NFL/Superbowl
219	Valentine's Day
220	St. Patrick's Day
221	Easter
222	Communion/Confirmation
223	Graduation
224	Patriotic
225	Summer
226	Halloween
227	Costumes
228	Fall
229	Thanksgiving
230	Hannukah
231	Christmas
232	New Years
233	Greeting Cards
234	Mother's/Father's Day
235	Passover
236	Specialty Holiday
244	Seasonal Candy
255	Costume Accessories
256	Mardi Gras

The Party City/Party America department listing is accurate as of the release of the 2007 VSM. However, we are in the process of changing our product hierarchy. Upon completion of this change, Party City will notify all of our vendor partners.

Unit of Measure



Carton
Shipping receptacle.

Selling Unit = 1
ALWAYS!



Selling Unit
One (1) unit of sellable product.

Ex: SKU 71073- 50 Ct Forks – Pretty Pink



12 cartons on a pallet.



Case Pack

Number of **selling units** in a standard vendor **carton**.

Ex. 12 selling units (4 layers of 3 selling units)

	Shipments to PCC DC	Shipments to PCC Store (DSD)
Pack Qty	Number of selling units in a carton for a shipment to a PCC DC. Defined by vendor. Ex. DC Pack Qty = 12 selling units	Number of selling units in a carton for a shipment to a PCC Store. Can be between 1 and the standard vendor case pack qty . Ex. DSD Pack Qty = 1 selling unit
Minimum Order Qty	Minimum number of selling units vendor requires PCC to buy for shipment to a PCC DC. Must be a multiple of the pack qty for PCC DC. Ex. 12 cartons of 12 selling units. DC minimum order qty – 12x12 = 144 selling units	Minimum number of selling units vendor will ship to a PCC store. Typically equals 1 selling unit , but can be greater than 1. Ex. Vendor will not ship any less than 1 selling unit to a store. DSD min order qty = 1 selling unit
Pack Cost	Cost to PCC of PCC DC pack qty Ex. DC Pack Cost = \$2.22 (DC pack cost) / (DC pack qty) = DC selling unit cost \$2.22/12 = \$0.185	Cost to PCC of DSD pack qty Ex. DSD Pack Cost = \$0.185 NOTE: DSD Pack Cost often equals the DC selling unit cost.



Case Pack Dimensions:

Height in inches
 Length/Depth in inches
 Width in inches
 Weight in lbs.

Planogram Dimensions:

POG Height in inches – Top to bottom
 POG Length/Depth in inches – Front to back
 POG Width in inches –Side to Side along the shelf or as pegged item

Add/Edit New Item Information

- Instructions:**
1. Enter new item information into the table below. Each item should be entered on a separate line.
 2. All fields must be completed; "notes" are optional. Shaded cells are calculated and cannot be changed.
 3. To remove a line item, select the "DELETE LINE" button and enter the "Count" number in the popup box. The line will be highlighted for deletion and you can not undo it.
 4. Upon completion of the form, select "Back to Vendor Main Menu" and proceed to Step 3.

Vendor Name:	sample	Date:	
Vendor Number:	9999	Vendor Contact Phone:	999-999-9999
Vendor Contact Person:	Sample	Vendor Contact Email:	Sample@email.com

Count	Description	Vendor Item #	DC Cost				DSD Cost				MSRP	UPC	Mult. UPC	Haz. Mat.	Country of Origin	POG / Product Dimensions			Case Pack Dimensions				Notes
			Pack Qty	Minimum Order Qty	Pack Cost	DC Unit Cost	Pack Qty	Minimum Order Qty	Pack Cost	DSD Unit Cost						Height (Inches)	Width (Inches)	Depth (Inches)	Height (Inches)	Width (Inches)	Depth (Inches)	Weight (Lbs.)	
1	Description	12345					1	1	\$1.000	\$1.000	\$2.00	368276121318		No	China	TBD	TBD	TBD	0.00	0.00	0.00	0.00	
														No	China	TBD	TBD	TBD					
														No	China	TBD	TBD	TBD					
														No	China	TBD	TBD	TBD					
														No	China	TBD	TBD	TBD					
														No	China	TBD	TBD	TBD					



Pickup Request - Freight Collect Vendors



A separate request is required for each destination DC

E-mail pickup request to: Routing@partycity.com

Fax request to: 973-983-4767

Destination DC Location: Chester, NY Fontana, CA (check one)

Routing #: _____

Date: _____

Vendor Name

Contact Name

Phone #

PC Vendor ID#

Email

Fax #

Pickup Address:

Name

Address

City / State / Zip

Phone#

Pickup Hours

Trucking Company

Contact Person

Phone#

Pickup Date

Delivery Date

Carrier Information:

Scheduled: Actual:

Scheduled: Actual:

Line #	PO #	Requested Pickup Date	# of Cases	Weight (lbs)	Cube	# of Pallets	Linear feet (if available)
1							
2							
3							
4							
5							

Special Remarks / Requirements: _____

Other shipping instructions (HAZMAT): _____

Sourcing Quote Sheet



Date Quote Requested: Sent to: Requested By:																															
PRODUCT SPECIFICATIONS										TARGET COSTS			VENDOR COSTS										CASE PACK INFORMATION								
Photo	Item #	Factory Ref. #	Product Description	Product Dimensions	Product Material	Product# of Colors	Package Type	Package Quantity	Package# of Colors	Target FOB	Target Landed Cost	Target Vendor	Vendor	Amscan Approved Vendor (Y/N)	MOQ	FOB Price 4000 pcs	FOB Price 8000 Pcs	Volume Level to Cover Price Break	Mold/Plate Charges	FOB Port	Tarriff Code	Open Market (Y/N)	Case Pack Inner	Case Pack Master	Case Length	Case Width	Case Height	Cubic Feet	Case Weight	40 Ft Contain Quantit	