

UNIS Warehouse Appointment and Delivery Requirements

Updated 02/04/2021

UNIS Warehouse Address:
6800 Valley View St.
Buena Park, CA 90620

All deliveries require an appointment.

- All appointments must be scheduled a minimum of 24 hours in advance to allow for efficient offloading and processing.
- Appointments are set by email only. Please email all of the below contacts for a delivery appointment:
Ph-csrteam@unisco.com
Nancy.pichardo@unisco.com
veronica.lerma@unisco.com
Mary.smothers@unisco.com
- All delivery appointment requests must reference the BevMo! PO(s) for that scheduled delivery request

Check-in/Receiving:

Hours: Monday through Friday 8am to 2pm.

- No late afternoon or evening deliveries. No weekend deliveries.
- **An itemized Packing List and BOL for the delivery appointment scheduled for the specific PO(s) must be presented upon arrival**
- Appointments must be confirmed with the shipping clerk or CSR prior to this delivery.
- Drivers should pull up to the Guard Gate and show a valid government photo ID
- Once checked in by security, drivers must park and go to the check in window to be assigned a door by the shipping clerk.
- Check in window is at dock door 157



- All drivers must have advanced shipping notification sent to UNIS in order to have product received in a timely manner.
- Inbounds will be unloaded by UNIS.
- Pallet height maximum is 64".
- **All drivers must check out at the Guard Gate after delivery with their signed BOL from the shipping clerk.**
- No smoking at this facility except DESIGNATED SMOKING AREAS.

Small Parcel Deliveries (FedEx/UPS/Etc.)

- All small packages must say **ATTN:BEVMO/NANCY** and delivered to Dock157.
- Please also provide tracking numbers and POD if available at the time of delivery.