

**Ballard Designs**  
**NORTH AMERICA VENDOR ROUTING GUIDE**  
**Effective October 01, 2010**

Please note that Kingsgate may route shipments via LTL carriers.  
Please be sure to record the Routing Authorization Number on the Bill of Lading.

\*Note: A username and password is required to use the Kingsgate booking portal. A username can be requested at:  
<http://signup.kingsgateextranet.com>

**Standard Shipments**

**If Shipping From: USA**

<u>Shipment Weight</u>	<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Carrier Website/E=Mail</u>	<u>Other Information</u>
0 – 150 pounds	<b>UPS</b>	800-Pick-UPS	<a href="http://www.ups.com">www.ups.com</a>	Use UPS <u>Collect</u> Billing - Account # A0R539
Over 150 pounds	<b>Kingsgate</b>	800-336-3441 x1004	<a href="http://portal.kingsgateextranet.com">http://portal.kingsgateextranet.com</a>	Kingsgate may route shipments w/ other LTL carriers.

**If Shipping From: Canada**

<u>Shipment Weight</u>	<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Carrier Website/E=Mail</u>	<u>Other Information</u>
0 – 150 pounds	<b>UPS</b>	800-Pick-UPS	<a href="http://www.ups.com">www.ups.com</a>	Use UPS <u>Collect</u> Billing - Account # A0R539
Over 150 pounds	<b>Kingsgate</b>	800-336-3441 x1004	<a href="http://portal.kingsgateextranet.com">http://portal.kingsgateextranet.com</a>	Kingsgate may route shipments w/ other LTL carriers.

**If Shipping From: Mexico**

Email Cornerstone Brands Transportation: [routing@cornerstonebrands.com](mailto:routing@cornerstonebrands.com)

**Kingsgate Requirements**

Pickup requests should be submitted 48 working hours in advance of ready date. Daily cutoff is 2PM EST. Examples:

- i. Booking placed on Monday, 10AM. Earliest available pickup would be Wednesday of the same week.
- ii. Booking placed on Monday, 3PM. Earliest available pickup would be Thursday of the same week.
- iii. Booking placed on Friday, 10AM. Earliest available pickup would be Tuesday of the following week.

Kingsgate provides consolidation services for Cornerstone in Southern California and the NY/NJ area.  
Shipments from these areas are allowed up to **5** days consolidation time from ready date.

All other points are allowed up to **3** days consolidation time from ready date.

*As a result of the consolidation program, your shipment is not guaranteed to pickup on the ready date.*  
Kingsgate will communicate date of pickup at least 24hrs in advance.

**Bill of Lading Requirements**

1. Bill of Lading must have ALL Purchase Order Numbers on it.
2. Carton and Skid Count must be listed on Bill of Lading. Carton count must match ASN.
3. Routing Authorization Number (if applicable) must be on Bill of Lading.
4. All full truckload shipments must have a seal placed on them with the seal number listed on the BOL.

**Please refer to the vendor compliance manual for ASN, packaging, labeling and all other requirements.**

Routing guide is subject to change.

For the most up to date routing guide and vendor compliance manual please go to our web site at:

<http://www.ccsinc.com/>

**\*Failure to follow these routing instructions will result in a charge back penalty.\***  
**\*Please see the vendor compliance manual for details.\***