

Shipment Type: Large / Motor Freight Shipments (Non-UPSable)

1. DropShip Orders Shipping Instructions

a. For Residential Delivery DropShip

Single carton weight greater than 150 lbs, total order greater than 400 lbs, or dims exceeding UPSable *Route through: Watkins & Shepard via JB Hunt* Threshold and In-Home services

- BOL must include “JB” tracking number
- BOL must include the Ballard Designs order #
- BOL must include service type (Threshold or In-home)

b. For Ballard Designs Retail Store Delivery DropShip

Single carton weight greater than 150 lbs, total order greater than 400 lbs, or dims exceeding UPSable *Route through: Watkins & Shepard via JB Hunt* Threshold

- BOL must include “JB” tracking number
- BOL must include the Ballard Designs order #
- BOL must include service type (Threshold)

2. Returns/Cancel Instructions

Furniture or Fabric contact BDcancels@ballarddesigns.net for further direction.

3. Inbound PO to Ballard Designs /Cornerstone DC Instructions

Vendor Shipping Instructions for Returns/Cancel and Inbound PO to Ballard Designs/Cornerstone DC

- All freight shipping to the same destination (whether Inbound PO or returns) will be consolidated Monday through Friday. On the first business day of the following week vendor is to book shipment through the Kingsgate website (Instructions below).
- If full 53’ truckload can be filled before week consolidation period, then book with Kingsgate immediately.
- Kingsgate routing will determine carrier to utilize for shipment.
- If shipment is for an Inbound PO, Advanced Shipment Notification (ASN) must be sent before scheduling pickup.

Kingsgate Booking Instructions

Kingsgate bookings must be made through the Kingsgate website: www.kingsgatetrans.com

**Note:* A username and password is required to use the Kingsgate booking portal. A username can be requested at: www.kingsgatetrans.com Create a New Account can be found under Client Login. Use Authorization Code king2269

For support with online registration please call 1-800-336-3441 x1004

**Note:* be sure to record the Routing Authorization Number on the Bill of Lading.

Kingsgate provides consolidation services 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, shipment is not guaranteed to pick up on the ready date.

Kingsgate will communicate date of pickup at least 24hrs in advance.

Kingsgate 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 if shipment is an Inbound PO.
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.

Note: Kingsgate routing may ask you to ship with Watkins & Shepard LTL. Kingsgate will not provide any BOL or services for Watkins & Shepard. It will be the vendor's responsibility to ship with Watkins & Shepard and schedule pick-up in these instances.

Watkins & Shepard Instructions (LTL)

Route through: **Watkins & Shepard** direct to destination

**Note:* Watkins & Shepard LTL should only be utilized if routed as such by Kingsgate booking

Bill of Lading Requirements

1. Notate as "**LTL**" on BOL
2. Provide debtor code "**355703**" in the third party billing section of the BOL
3. Do not provide "JB" tracking # on BOL
4. Do not notate as Threshold or In-home on BOL

Shipment Type: Small / Parcel Shipments (UPSable)

**Note:* To ensure items can withstand UPS network all items must be package tested by Ballard Design's prior to using the small/parcel shipments section. If you are unsure if an item has been package test approved you may contact the following: packaging@ballarddesigns.net

Total order weight is less than 400 lbs and:

- Each carton does not exceed 150 lbs actual weight
- Each carton does not exceed 165 inches Length plus Girth (L+G) (see http://www.ups.com/content/us/en/resources/ship/packaging/weight_size.html for details on how to calculate)
- Each carton's Length (longest side) does not exceed 108 inches

Route through: **UPS (United Parcel Service)** via the Ground service.

<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Website/Email</u>	<u>Billing Information</u>
UPS	800-PICK-UPS	www.ups.com	3rd Party # A0R539

UPS Third Party Address: Ballard Designs
8879 Union Center Blvd.
West Chester, OH 45069

***Under no circumstances should any order be shipped UPS Freight**

***We require the Ballard Designs Order Number be entered in the Reference field #1.**

If you have any questions about routing or need to set up an **Expedited or Express Truck shipment**, please contact a Transportation Specialist at: routing@cornerstonebrands.com