

# Ballard Designs

## DOMESTIC VENDOR ROUTING GUIDE

Effective 4-1-09

The following routing instructions apply to all ship to locations.

\*Please refer to the purchase order for the correct ship to address.

### OVERSIZE and EXCEPTION SHIPMENTS - ANY of the Following

Weight is greater than 2,500 pounds.

Shipment is less than 4 pounds per cubic foot and occupying 750 or more cubic feet.

Shipment is 1,500 or more cubic feet.

Shipment is 6 or more skids.

Any Air or Expedited Shipping Requests.

If your shipment meets ANY of Oversize or Exception Shipment characteristics please contact the Routing Center at Kingsgate Transportation for Custom Routing.

Please note that Kingsgate may route shipments via Yellow.

Please be sure to record the Routing Authorization Number on the Bill of Lading.

Routing Center Web Utility Address:	<a href="http://www.kingsgateextranet.com/ccsq">http://www.kingsgateextranet.com/ccsq</a>
Routing Center E-Mail Address:	<a href="mailto:cornerstone@kingsgatetrans.com">cornerstone@kingsgatetrans.com</a>
Routing Center Phone Number:	800-336-3441 x1027

### Standard Shipments

If Shipping From: **California All zips.**

Shipment Weight	Carrier Name	Carrier Phone Number	Carrier Website/E=Mail	Other Information
0 – 100 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
101- 750 pounds	<b>Yellow</b>	800-610-6500	<a href="http://www.yrc.com">www.yrc.com</a>	Billing is Freight Collect
Over 750 pounds	<b>Kingsgate</b>	800-336-3441 x1027	<a href="http://www.kingsgateextranet.com/ccsq">http://www.kingsgateextranet.com/ccsq</a>	Kingsgate may route shipments w/ Yellow.

If Shipping From: **New Jersey All zips, New York zips 10000 to 11999 and Pennsylvania zips 18900 to 19499.**

Shipment Weight	Carrier Name	Carrier Phone Number	Carrier Website/E=Mail	Other Information
0 – 100 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
101- 750 pounds	<b>Yellow</b>	800-610-6500	<a href="http://www.yrc.com">www.yrc.com</a>	Billing is Freight Collect
Over 750 pounds	<b>Kingsgate</b>	800-336-3441 x1027	<a href="http://www.kingsgateextranet.com/ccsq">http://www.kingsgateextranet.com/ccsq</a>	Kingsgate may route shipments w/ Yellow.

If Shipping From: **Any State or Zip Code NOT Listed Above.**

Shipment Weight	Carrier Name	Carrier Phone Number	Carrier Website/E=Mail	Other Information
0 – 100 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
101- 2,500 pounds	<b>Yellow</b>	800-610-6500	<a href="http://www.yrc.com">www.yrc.com</a>	Billing is Freight Collect
Over 2,500 pounds	<b>Kingsgate</b>	800-336-3441 x1027	<a href="http://www.kingsgateextranet.com/ccsq">http://www.kingsgateextranet.com/ccsq</a>	Kingsgate may route shipments w/ Yellow.

### 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.ccsqinc.com/>

**\*Failure to follow these routing instructions will result in a charge back penalty.\***

**\*Please see the vendor compliance manual for details.\***