



DROP SHIP ROUTING GUIDE

Effective June 26, 2008

All vendors must use our preferred carriers. In unique circumstances, the Cinmar Planner may allow exceptions based on final transportation rates. Written approval of exceptions is required, and failure to comply will result in a compliance chargeback.

Small Shipments – (Parcels)

All small shipments are to be made *via* **United Parcel Service (UPS) Ground Service**.

Carrier Name	Carrier Phone Number	Website/E-Mail	Billing Information
UPS	800-PICK-UPS	www.ups.com	3rd Party # X107W4

- The Purchase Order number must be entered in the Reference field.

Motor Freight Shipments – (Truck Deliveries)

All motor freight shipments are to be made with third party billing *via* **Yellow Freight**.

Carrier Name	Carrier Phone Number	Website/E-Mail	Billing Information
Yellow Freight	800-610-6500	www.yellowfreight.com	3rd Party Billing

- The bill of lading *must be clearly marked* as 3rd party billing to:
Cinmar – Frontgate/GrandinRoad
8877 Union Centre Blvd.
West Chester, OH 45069

All Bill of Ladings must include the following verbiage:

1. ***“Inside Delivery Required. All charges are Pre-Paid”***
2. ***The Cinmar Purchase Order Number must be referenced on the Bill of Lading.***

In-Home Delivery Shipments – (White Glove)

All *“In-Home”* delivery shipments must be scheduled through the **Bekins Online Pickup Request System**. Click: [Bekins Online Request](#)

Carrier Name	Carrier Phone Number	Website/E-Mail	Billing Information
Bekins	800-326-6556	www.starckvan.com	3rd Party #- 15510

- **Mandatory:** Please download a copy of the **Bekins Online Pickup Request** guide

Prior to shipping an “in-home” delivery, setup an account by contacting Starck Van Lines at: operations-admin@starckvan.com

You must include the following information in your e-mail:

Vendor name, Default pick-up address and Contact name/phone number

Once you have an orders ready for delivery, log into the Bekins website and submit your pickup request.

If you have any questions about drop ship routing, please contact a Transportation Specialist at: routing@ccsginc.com