

Cinmar

Drop Ship Routing Guide

Effective 10-12-09

Drop Ship vendors must use our preferred carriers. In unique circumstances, Cinmar 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 / Parcel Shipments – (Total Weight Less than 150 Lbs)

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	3 rd Party # X107W4

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

Large / Motor Freight Shipments – (Greater than 150 lbs or dims exceeding UPSable)

Route through **Ceva** via Threshold and In-Home services)

Two shipment methods/services:

- 1) **Truck** (Threshold) - **IDD**
- 2) **In-Home** (White Glove) - **WGD**

The **BOL** (Bill of Lading) **Must** be marked as **3rd Party Billing** to:

Acct# FRON55450
Cinmar – Frontgate/GrandinRoad
8877 Union Centre Blvd.
West Chester, OH 45069

BOL **Must** include the following verbiage:

- “Inside Delivery Required. All charges are Pre-Paid”
- The Cinmar / Customer Order Number

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