

Garnet Hill

Drop Ship Routing Guide

Effective 11-01-13

Drop Ship vendors must use our preferred carriers. In unique circumstances, Garnet Hill 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 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	3 rd Party # F336A7
UPS Third Party Address: Garnet Hill 231 MAIN ST FRANCONIA, NH 03580			

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

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

Large / Motor Freight Shipments – (Greater than 150 lbs, total order greater than 400 lbs, or dims exceeding UPSable)

Route through Ceva via Threshold

ATTENTION: NEW VENDOR REGISTRATION

The 1st shipment requires a scheduled pick request through the 800 registration line. Please call CEVA at 855-492-0999.

Once registered Ceva will accept email pick-up requests at cornerstone.inquiries@cevalogistics.com

Shipment method/service:

1) Truck (Threshold) - IDD

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

Acct# **55450**

Garnet Hill

231 Main Street

Franconia, NH 03580

603-823-5545

Attn: Lorry Kezerian/Jessie Barrett

lkezerian@garnethill.com

jbarrett@garnethill.com

BOL **Must** include the following verbiage:

- “THRESHOLD DELIVERY”
- The Garnet Hill / Customer Order Number
- **As dictated by the order service level:** “Threshold (IDD)”

Returns

Garnet Hill requires all returns be sent back to the Drop Ship vendor.

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