

# Ballard Designs

## NORTH AMERICA VENDOR ROUTING GUIDE

Effective 3-01-2021

**NOTE: ASN must be sent before scheduling pick-up**

### **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](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.*

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

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

### **Large / Motor Freight Shipments**

Single carton weight greater than 150 lbs, total order greater than 400 lbs, or dims exceeding UPSable

*Route through Kingsgate, bookings must be made through the Kingsgate website – [www.kingsgatelogistics.com](http://www.kingsgatelogistics.com)*

Select COMPASS LOGIN

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

### **Kingsgate Requirements**

*\*Note:* A username and password is required to use the Kingsgate booking portal. A username can be requested at: [www.kingsgatelogistics.com](http://www.kingsgatelogistics.com). "Create a New Account" can be found under Compass Login.

*\*Please note that Kingsgate may route shipments via LTL carriers.*

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

Pickup requests should be submitted 48 working hours in advance of ready date. Daily cutoff is 2PM EST. Here are some examples:

- Booking placed on Monday, 10AM EST. Earliest available pickup would be Wednesday of the same week.
- Booking placed on Monday, 3PM EST. Earliest available pickup would be Thursday of the same week.
- Booking placed on Friday, 10AM EST. Earliest available pickup would be Tuesday of the following week.

Kingsgate provides consolidation services for Cornerstone 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, your shipment is not guaranteed to pick up on the ready date. Kingsgate will communicate date of pickup at least 24hrs in advance.*

### **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.

**If shipping from: USA**

<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Website/Email</u>	<u>Billing Information</u>
UPS	800-PICK-UPS	<a href="http://www.ups.com">www.ups.com</a>	UPS Collect Billing Account # 307E97
Kingsgate	800-336-3441 X1004	<a href="http://www.kingsgatelogistics.com">www.kingsgatelogistics.com</a>	

**UPS Third Party Address:** Ballard Designs  
8939 Union Center Blvd.  
West Chester, OH 45069

**If shipping from: Canada**

<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Website/Email</u>	<u>Billing Information</u>
UPS	800-PICK-UPS	<a href="http://www.ups.com">www.ups.com</a>	UPS Collect Billing Account A0R539
Kingsgate	800-336-3441 X1004	<a href="http://www.kingsgatelogistics.com">www.kingsgatelogistics.com</a>	

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

**If shipping from: Mexico**

Email Cornerstone Brands Transportation: [routing@cornerstonebrands.com](mailto:routing@cornerstonebrands.com)

*Routing guide is subject to change.*

*For the most up to date routing guide and vendor compliance manual please go to our website at:  
<http://www.ccsinc.com>*

**\*Failure to follow these routing instructions will result in a charge back penalty.\*  
\*Please see the vendor compliance manual for details.\***