

# Cinmar

## Drop Ship Routing Guide

Effective 5-25-16

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. “Oversized Delivery” ship method shown in vendor net refers to the below methods. Utilize the “Small” or “Large” methods below depending on what your shipment falls under.

### **Small / Oversized 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.*

<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>	3 <sup>rd</sup> Party # X107W4

UPS Third Party Address: Cinmar Frontgate  
8879 Union Center Blvd.  
West Chester, OH 45069

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

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

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

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

### **ATTENTION: NEW VENDOR REGISTRATION**

The 1<sup>st</sup> 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](mailto:cornerstone.inquiries@cevalogistics.com)

Two shipment methods/services:

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

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

Acct# FRON55450

Cinmar Frontgate

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
- **As dictated by the order service level:** “Threshold (IDD)” **OR** “In-Home (WGD)”

**If you have any questions about drop ship routing, please contact a Transportation Specialist at: [routing@cornerstonebrands.com](mailto:routing@cornerstonebrands.com)**