

Garnet Hill

Drop Ship Routing Guide

Effective 3-16-2026

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 or UPS Express**

***We require the Garnet Hill Order Number to 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)

ATTENTION: NEW VENDOR REGISTRATION

- Route through **AIT** if a single carton weight is > 150 lbs, total order is > 400 lbs, or dimensions exceed UPSable.
 - Refer to Drop Ship Vendor Procedures for template and Step by Step Instructions
 - For support with online registration email
- All registrations must include: Garnet Hill Order #, Customers Delivery Address, Customer Phone #, Customer Email Address, Service Type (Threshold), Weight and Dimensions.

AIT WorldWide Logistics Inc.

For Online Registration:

- Contact Nicole Jobe at njobe@aitworldwide.com or (859)669-9560 for login credentials
- Refer to AIT Registration SOP for Step-by-Step Instructions
- Complete registration at <https://login.aitworldwide.com>

For EDI Order Import

Refer to Drop Ship Vendor Procedures for template and Step-by-Step Instructions

Shipment method/service:

1) Truck (Threshold) - IDD

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

Acct# **244**

GARNET HILL INC # 244

231 Main Street

Franconia, NH 03580

603-823-5545

Attn: Lisa Merrow

Lisa.Merrow@cornerstonebrands.com

BOL **Must** include the following verbiage:

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

Return

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

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