

# **ROUTING GUIDE & TRANSPORTATION**

All shipments must follow the Routing Guides provided at [www.ccsinc.com/garnet.htm](http://www.ccsinc.com/garnet.htm). It is the Vendor's responsibility to have the most up-to-date Routing Guide available and we recommend that you visit the website periodically to confirm you have the most up to date version.

Any of the following violations will result in a penalty:

## **1. Unauthorized carriers:**

- If Garnet Hill or its affiliates are paying any portion of the freight, then the carrier specified in our current routing guide for the origin/destination/shipment size must be utilized. All merchandise lost or damaged will be the responsibility of the vendor if wrong carrier is used.

## **2. Weight of shipments:**

- Shipments must be scheduled with the appropriate carrier based on the weight specifications listed in our routing guide. Failure to do so will result in a charge back for the full amount of the freight

## **3. Unauthorized air shipment or express shipping**

## **4. Failure to consolidate same day / destination**

- All merchandise to be shipped from a single shipping address to a single destination address on the same day must be combined onto a single Bill of Lading. Routing guidelines should then be applied to the entire shipment.

## **5. Merchandise consigned to wrong location:**

Merchandise must be consigned to the proper location as specified on your purchase order. Failing to ship to the address specified on the purchase order will result in the following:

- All freight charges will be the responsibility of the vendor.
- All detention fees and/or transfer freight will be the responsibility of the vendor.
- An expense offset will be assessed.