



## ROUTING CARRIER GUIDE

This guide will assist you in shipping to Lord & Taylor. Failure to follow any of these instructions, unless authorized in advance by the Transportation Department, can result in a chargeback. This guide supersedes any previous guide, verbal instruction or instructions on a Purchase Order. However, if a vendor specific guide was issued to you by Lord & Taylor. If you have any questions as to which instructions to follow, contact the Transportation Department prior to shipping. Changes or updates are shown in **red**.

Refer to the [EDI and Floor Ready Requirements](#) site for additional information (EDI, floor ready, offset chargebacks).

### Table of Contents

<b>SHIPPING INSTRUCTIONS</b> .....	<b>2</b>
<b>General Instructions</b> .....	<b>2</b>
<b>BILL OF LADING INSTRUCTIONS</b> .....	<b>3</b>
<b>FOB TERMS</b> .....	<b>4</b>
<b>UCC-128 CARTON LABELS - PACKING SLIPS</b> .....	<b>5</b>
<b>PACKING/PALLETIZING INSTRUCTIONS</b> .....	<b>5</b>
<b>INVOICE INSTRUCTIONS</b> .....	<b>5</b>
<b>RETURNS</b> .....	<b>5</b>
<b>INSURANCE/RELEASED VALUE</b> .....	<b>6</b>
<b>CLAIMS POLICY</b> .....	<b>6</b>
<b>CARTON SIZE</b> .....	<b>6</b>
<b>ROUTING INSTRUCTIONS</b> .....	<b>6</b>
<b>SMALL PACKAGE</b> .....	<b>6</b>
<b>FEDEX GROUND</b> .....	<b>6</b>
<b>SMALL PACKAGE (FED-EX GROUND) MIN/MAX SCHEDULE</b> .....	<b>7</b>
<b>LESS THAN TRUCKLOAD (LTL)</b> .....	<b>8</b>
<b>LESS THAN TRUCKLOAD (LTL) CARRIERS</b> .....	<b>9</b>
<b>LTL CARRIERS &amp; CONSOLIDATIONS INFORMATION</b> .....	<b>10</b>
<b>TRUCKLOAD</b> .....	<b>12</b>
<b>AIR</b> .....	<b>12</b>
<b>JEWELRY &amp; WATCHES</b> .....	<b>12</b>
<b>FURNITURE</b> .....	<b>13</b>
<b>LORD &amp; TAYLOR CONTACT LIST</b> .....	<b>Error! Bookmark not defined.</b>
<b>VOLUME LOAD WORKSHEET</b> .....	<b>15</b>

## GENERAL INFORMATION

### SHIPPING INSTRUCTIONS

#### General Instructions

- Merchandise must be packed in accordance with the guidelines defined in the NMFC. Merchandise damaged in transit because of poor packaging will be charged to the shipper.
- If your company is paying all the freight cost, the choice of shipping method to the DC is at your option.
- If your company is paying the freight cost into a consolidation (see FOB Point) the choice of shipping method to the consolidator is at your option. For our NJ consolidation, we can offer you low inbound “collect & charged back” rates: contact Traffic for details.
- **An appointment is necessary for carriers delivering to the DC or consolidators. If a carrier reports to you having problems establishing an appointment, please notify Traffic via email at [Traffic.LT@lordandtaylor.com](mailto:Traffic.LT@lordandtaylor.com)**
- Accessorial charges assessed by a carrier resulting from shipper's loading method, i.e. sort and segregate, detention, re-labeling, loading charges will be charged to the shipper.
- Maintain PO integrity within a BOL when tendering freight to a carrier. Carrier sort & segregate expense will be charged back.
- Ship all merchandise to our distribution center or consolidator. See Routing Methodology below. Direct store shipments must be approved in advance by the Transportation Department.
- HAZMAT – for anything classified as hazardous material, notify the Traffic Department at [Traffic.LT@lordandtaylor.com](mailto:Traffic.LT@lordandtaylor.com) before shipping.
- All liquids should be marked, “This Side Up” and “Fragile – Carton Contains Liquids” and shipped accordingly.
- Do not show a shipment value on the Bill of Lading.
- Use of Air freight is restricted see page 12.
- Jewelry, Watches and other high-value items may require special routing see page 12.
- Consolidate all shipments made on a single day into one shipment.
- Consolidate as much as possible, shipments should not be shipped on consecutive days. Exceptions must be authorized by Transportation. Shipping Friday and Monday are not considered consecutive days.
- Consolidate all individual Bills of Lading on a master Bill of Lading, which describes the individual bills shipped and has copies of these attached to the master, but use the individual Bills of Lading on the ASN's, not the master Bill of Lading.
- Routing instructions are based on the aggregate weight of all freight/Bills of Lading prepared each day for each location.
- On LTL shipments, carton counts on palletized loads must be verified by the driver. If the driver signs the Bill of Lading as \_\_\_\_ pallets said to contain \_\_\_\_ cartons, all shortages will be charged back to you, not to carrier.
- Correct format to use for pallets is: \_\_\_ CARTONS, \_\_\_ WGT. \_\_\_ PALLETS. Carrier must verify carton counts; make sure the correct Bill of Lading check off boxes are marked, showing who loaded and who counted the shipment. This must be consistent with the Carrier's signature on the Bill of Lading. For example: If the “Freight Counted By” section check-off indicates “By Driver/pieces”, do not allow the carrier to sign for a pallet total.
- On LTL shipments, all unit counts must be verified by the carrier's agent when the shipment is picked up. Bills of Lading signed by the carrier's agent as shippers load and count (SLC or SL&C) will absolve the carrier and Lord & Taylor from liability for shortages.
- LTL shipments of clothing must have a density of 6 pounds per cubic foot. See page 10

- Small Package, LTL, and Consolidation shipments may not be shipped on consecutive days. Exceptions must be authorized by Transportation. Shipping Friday and Monday are not considered consecutive days.
- Orders must be shipped complete, back orders must be shipped freight prepaid.
- Exceptions authorized by the Transportation Department must have an authorization number included in the special instructions field of your Bill of Lading.
- Bill of Lading must clearly note which party (shipper or driver) loaded and which party (shipper or driver) counted freight.
- **Routing methodology:**
- If you are paying all the freight, ship directly to our DC in Wilkes-Barre, PA, via the carrier of your choice. For all other shipments, see our FOB terms starting on page 4 before proceeding further.
- If you are shipping in an area we define as a consolidation area, you must pay the freight into one of our consolidators (see FOB terms). If the shipment exceeds LTL guidelines on page 8 , use a Volume Load Worksheet, page 14, otherwise note the following:
  - For the NJ Consolidation – Do not ship any small package carrier into the consolidation, these carriers and any shipments from any carrier that are less than 151 pounds must not be shipped to the NJ consolidation- they must be shipped PREPAID to our Wilkes-Barre DC. Otherwise, prepaid LTL carrier selection into the consolidator is at your option.
  - For the CA consolidation – All freight not prepaid to the DC ships prepaid into the consolidation. LTL carrier selection into the consolidator is at your option. If the shipment exceeds LTL guidelines on page 8, use a Volume Load Worksheet, page 14.
- For all other shipments, you will be shipping to our DC. See if your total shipment meets small package criteria – under small package routing, page 6. If larger – see LTL guidelines on page 8. If larger than LTL guidelines or LTL guidelines require, use the Volume Load Worksheet, covered under Truckloads, page 14.

## **BILL OF LADING INSTRUCTIONS**

### Information Required

You are required to follow the Bill of Lading standards published by VICS

You must provide all field information that is deemed "Mandatory" per VICS.

In addition, you must provide all information that is deemed "Conditional" per VICS, as appropriate based on type of shipment.

- Name and address of shipper
- Name and address of consignee location, including suite # & Distribution Center Number
- Authorization numbers, if provided by the Lord & Taylor.
- Unique Bill of Lading number which must match that transmitted electronically for ASN's
- Date of the shipment (picked up by carrier)
- All purchase orders & a Carton or piece count and weight by purchase order.
- Pallet/Slip indicator (Y/N) must be indicated.
- Define each commodity with the correct NMFC classification item number (with sub code, if required) and class.
- Bill of Lading must state "Maintain Shipment Store & PO Sequence".
- Volume shipments: If more than one vehicle is required, prepare a separate Bill of Lading/ASN for each vehicle.

- For Volume Shipments, Email the signed bill of lading immediately after shipping to: [LT-Receiving@lordandtaylor.com](mailto:LT-Receiving@lordandtaylor.com).
- If palletized, show carton count first and the # of pallets separately. Pallet weight must NOT be included in the total weight shown on the Bill of Lading.
- If you are shipping footwear, Boots, Shoes or Slippers: Describe as MNFC item 28160, “Boots, NOI” or “Footwear, NOI, other than hosiery” or “Shoes, NOI” or “Slippers.”
- For Clothing classification, see note on page 10

## FOB TERMS

FOB terms, **other than for consolidations or commercial zones**, if not extant, are negotiated at the time of purchase.

In all cases the FOB point must be a U.S.A. address.

**For the definition of our consolidation zones & freight terms within our consolidation zones, see FOB Consolidator, below.**

If terms are not specifically addressed on a purchase order, the assumption is FOB destination, freight prepaid by the shipper.

Freight terms other than those listed below, must be negotiated with the Transportation Manager prior to shipping.

FOB terms that result in freight prepaid by the shipper, but added to merchandise invoice or invoiced separately, are prohibited unless an authorization number has been obtained from the Transportation Department.

### FOB Destination

Freight prepaid. The shipper may use any mode or carrier it chooses. We strongly recommend you use the same carriers used for collect shipments. These carriers provide the most reliable transit service to our facilities.

- **FOB Consolidator**  
Where Lord & Taylor has a consolidation (**as defined below**), freight must be delivered prepaid to this facility from all shippers located within the area Lord & Taylor designates as the consolidation zone. “Collect” terms on Purchase Orders with freight originating in the aforementioned areas means “prepaid” to our consolidator and “collect” from the consolidator to the DC.
- **For the New Jersey consolidation**, Lord & Taylor defines this area as all 5 boroughs of New York City, Westchester, Rockland, Long Island and all of New Jersey. If you choose not to participate in our “collect and charged back” program to our NJ Consolidation, prepaid carrier selection is at your option.

### **NOTE:**

- Do not ship any small package carrier into our NJ consolidation. Ship any small package carrier shipments "PREPAID" to the Wilkes-Barre DC.
- All shipments of less than 151 pounds must not be shipped to the NJ consolidation-they must be shipped PREPAID to the Wilkes-Barre DC.
- For prepaid shipments exceeding LTL guidelines on page 8, complete and email to us a Volume Load Worksheet, see page 14.
- **For the Los Angeles consolidation**, the free zone is recognized as all of California and must be shipped prepaid and arrive at the consolidator within 24 hours of being shipped. All of California is to be routed prepaid to the consolidator in Los Angeles, prepaid carrier selection is at your option. **If the shipment exceeds our maximum LTL guidelines for CA on page 8, please complete and email to us a Volume Load Worksheet, see page 14.**

### FOB Origin

Freight collect. Lord & Taylor pays all freight charges as long as its routing instructions are followed. Freight must be shipped collect. Do not ship prepaid and add the charges to an invoice. **Note: In areas where Lord & Taylor has a consolidation, terms are FOB consolidator, not FOB Origin, see FOB Consolidator, above.**

## RETURNS, FOB DESTINATION

All returns are shipped prepaid and the freight including surcharges (e.g., fuel) will be charged back where appropriate. All discrepancies must be reported within 30 days of receipt. Failure to report within 30 days, will exempt Lord & Taylor from liability. If you return any portion to Lord & Taylor, include copies of original paper.

## UCC-128 CARTON LABELS - PACKING SLIPS

Lord& Taylor requires every shipment to have an accurate VICS 856 carton level advance ship notice/manifest with a UCC-128 shipping carton label. (See the Lord & Taylor Vendor Manual at <http://partners.lordandtaylor.com/>).

Ship, pack, and invoice by store.

## PACKING/PALLETIZING INSTRUCTIONS

- Ship only 1 department, purchase order, store per carton.
- LTL shipments of clothing must have a density of **6** pounds per cubic foot. See page 10
- Palletized loads must not have stores scattered throughout the pallets and should minimize the number of pallets used.
- Each pallet must have a label displaying the Vendor Name, Logo or Abbreviation, each PO and the number of cartons for that PO:

ANYCO  PO 23456 – 10 cartons PO 12345 – 30 cartons
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- Pallet Label Sample
- Maximum pallet height, including cartons and pallet, is **84 inches, provided cartons do not crush.**
- Use standard 40x48 pallets. Do not allow cartons to overhang the edges of any pallets.
- When palletizing, use pallets that weigh 45 pounds or less.
- Master Packing: **If merchandise ordered for a store will result in a less than minimum size carton or minimum weight carton, masterpack (group) store cartons into larger (masterpack) cartons. Each individual carton inside a masterpack carton must be labeled as previously defined and the outside of the masterpack must be labeled "MASTERPACK" and have the Purchase Order number, total inside carton count, & individual Store Numbers listed on the outside of the carton. For truckload & less-than-truckload shipments, please describe on the BOL each PO and the number of inner cartons being shipped. If the cartons still fail to meet the minimum requirements, contact the traffic department to obtain an authorization number. Email to [Traffic.LT@lordandtaylor.com](mailto:Traffic.LT@lordandtaylor.com) .**
- Bulk shipping is not allowed.
- Use cartons that fit the merchandise.
- For more specific Packing Information, please see our detailed packing instructions at [http://partners.lordandtaylor.com/partners/pdfs/vendor\\_manual.pdf](http://partners.lordandtaylor.com/partners/pdfs/vendor_manual.pdf).

## INVOICE INSTRUCTIONS

- Lord & Taylor requires electronic invoices (VICS 810)
- Please consult our Vendor Manual at <http://partners.lordandtaylor.com/> for more information on invoicing requirements.

## RETURNS

- Returns made for any reason will be made on a prepaid basis via our carriers and where appropriate, freight will be added to the debit at full class rates including surcharges (e.g., fuel).

## INSURANCE/RELEASED VALUE

- Do not declare value or insure (see Jewelry & Watches Routing on page 12 for exceptions).
- When provided for in the NMFC, LTL shipments only should be shipped at the lowest released value.
- Do not declare value or release value on truckload shipments.

## CLAIMS POLICY

- For shipments which are FOB origin, freight collect, and properly routed, Lord & Taylor files against the carrier.
- All other shipments, Lord & Taylor will charge the shipper for any shortages or damages, and the shipper must file claim against the carrier.

## CARTON SIZE

<u>Minimum</u>				<u>Maximum</u>			
<u>Length</u>	<u>Width</u>	<u>Height</u>	<u>Weight</u>	<u>Length</u>	<u>Width</u>	<u>Height</u>	<u>Weight</u>
9"	9"	4"	3 lbs	36"	24"	30"	60 lbs

## **ROUTING INSTRUCTIONS**

**(For Shipments FOB Origin Only – see FOB terms on page 4.)**

If you are in a consolidation area (see page 4) and you are not shipping prepaid to our DC in Wilkes Barre, PA consolidator, you must ship prepaid to our consolidator unless the shipment exceeds the Maximum LTL Guidelines shown on page 8. In that case, submit a Volume Load Worksheet (page 14).

## **SMALL PACKAGE**

### **FEDEX GROUND**

- Refer to **Small Package Min/Max** Schedule on page 7 for carton & weight restrictions. For shipments over these limits, refer to LTL instructions, page 8.
- Make sure you include the suite # on the shipping label on the same lines as our address (250 Highland Park Blvd. Suite 1). Failure to comply will result in a compliance chargeback.
- When shipping **Fed-Ex**, do not use cartons that would be dimensionalized: charged at a higher weight rate based on size. For details go to:
  - <http://www.fedex.com/be/tools/dimweight.html>
- Fed-Ex shipments may not be shipped on consecutive days. Exceptions must be authorized by Transportation. Shipping Friday and Monday are not considered consecutive days.
- **When freight terms are collect, Fed-Ex shipments are sent collect. Ship collect, bill recipient: Place Account number in the field for recipient's account number. Unless air is authorized ship Fed-Ex GROUND.**
- To obtain our Fed-Ex account number, email [Traffic.LT@lordandtaylor.com](mailto:Traffic.LT@lordandtaylor.com), specify Vendor Name, PO number, origin, carton total & weight.
- **Lord & Taylor's PO# must be inserted in reference field #1 and the department # in reference field #2. Enter only numbers with no spaces or characters.** If shipping masterpack cartons, please note "Masterpack" in reference field #3.
- Shipments of less than 151 pounds must not be shipped to the NJ consolidation—they must be shipped PREPAID to

the Wilkes-Barre DC.

- For shipments over these limits, refer to LTL instructions.
- **When shipping via Fed-Ex, use one Tracking number in lieu of the bill of lading number required in your ASN.**
  - **Enter the last 14 digits of the tracking number**

**SMALL PACKAGE (FED-EX GROUND) MIN/MAX SCHEDULE**

**(For Shipments FOB Origin Only – see FOB terms on page 4.)**

- If the number of cartons you are shipping are within the minimum and maximum weight chart listed below, ship **FED-EX GROUND**. If the cartons or weight exceed the maximum, follow the LTL instructions on page 8. **DO NOT USE FOR CA OR all 5 boroughs of New York City, Westchester, Rockland, Long Island and all of New Jersey.**
- If the number of cartons is below what the minimum weight allows, these should be master packed, see Packing Instructions on page 5.

Carton	Min	Max
1	3	60
2	6	120
3	9	180
4	12	240
5	15	300
6	18	360
7	21	420
8	24	480
9	27	500
10	30	500
11	33	500
12	36	500
13	39	500
14	42	500
15	45	500
16	48	500
17	51	500

## LESS THAN TRUCKLOAD (LTL)

- If your shipment is over **the Fed-Ex** Ground limits and exceeds the parameters below, follow the Truckload Instructions on page 11.
- See the new rules affecting shipments of clothing, page 10
- If our LTL carrier fails to pick up freight within 24 hours of calling in the pickup, notify the Transportation Manager.

Maximum LTL Guidelines	Max Weight Up To:	Max Trailer Cube	Comments
All states except CA, NJ, and NY (zip zones 100-119 and Commercial zone)	7,000lbs.	1,400	8 pallets max
NJ and NY (zip zones 100-119 and Commercial zone)	7,000lbs.	1,400	
CA	4,000 lbs.	750	



## LESS THAN TRUCKLOAD (LTL) CARRIERS

**For Shipments Exceeding Our Small Package Guidelines and Not Exceeding LTL Guidelines on page 8, for larger shipments, use a Volume Load Worksheet, page 15**

**See Important shipping & Carrier Information on the Next Page**

Origin State	For Zip Code	Carrier number (see next page for name)
AL	All	6
AZ	All	6
AR	All	6
CA	All FOB Cons.	15
CO	All	6
CT	All	6
DE	All	7
FL	All	6
GA	All	6
ID	All	6
IL	All	6
IN	All	6
IA	All	6
KS	All	6
KY	All	6
LA	All	6
ME	All	6
MD	All	7
MA	All	6
MI	All	6
MN	All	6
MS	All	6
MO	All	6
MT	All	6
NE	All	6
NV	All	6
NH	All	6
NJ	All	23
NM	All	6
NY	Commercial Zone/FOB Cons.	23
NY	100-104, 110-119 FOB Cons.	23
NY	105-109 FOB Cons.	23
NY	120-149	7
NC	All	7
ND	All	6
OH	All	7
OK	All	6
OR	All	6
PA	All	7
RI	All	6
SC	All	7
SD	All	6
TN	All	6
TX	All	6
UT	All	6
VT	All	6
VA	All	7
WA	All	6
WV	All	6
WI	All	6
WY	All	6

## **LTL CARRIERS & CONSOLIDATIONS INFORMATION**

**Note on clothing: For LTL carriers only – not Consolidations or truckloads**

**As of 12/25/10 - New Rules will be in effect for LTL rates on Clothing (NMFC item 49880)**

**Clothing is now a dimensionalized commodity: To avoid higher rates, all cartons of clothing must weigh at least 6 pounds per cubic foot.** To check your pounds per cubic foot, you must know the carton dimensions (Length, Width & Height, or L,W,H) & the weight of the carton.

Here is a method for the calculation of pounds per cubic feet, using the Length, Width & Height in inches:

Multiply LxWxH and divide the result by 1728 the result of this is the cubic feet of the carton.

Divide the weight of the carton by the cubic feet of the carton to find the pounds per cubic foot of the carton. If the pounds per cubic feet is less than 6, you need to put more garments in the box, or use a smaller box, limited by our carton size guidelines on page 6.

NOTE: It is possible that the total weight of your entire shipment divided by the total cubic feet of your entire shipment may reach 6 pounds per cubic foot, even if some individual cartons do not reach 6 pounds per cubic foot. This is acceptable.

If your freight is on pallets, you must use the pallet dimensions in the measurements. Do not put shipments on pallets, if this will reduce the pounds per cubic feet to less than 6.

However, if you are unable to have your shipment reach 6 pounds per cubic foot, you must obtain an authorization number from the Traffic Department before shipping. Email us at [traffic.lt@lordandtaylor.com](mailto:traffic.lt@lordandtaylor.com). **Include PO#, carton dimensions & weight.**

**All bills of lading must show the actual density or density group (NMFC sub code).**

**All packaging must meet NMFC requirements**

**All packages must be securely closed with reinforced tape not less than 3 inches wide.**

**For LTL and Consolidator shipments vendors have an hour to complete the loading process once the carrier arrives. Freight must be ready to be loaded when the carrier arrives. Carrier has the right to leave the pickup, should we incur any charges they will be passed along to the vendor.**

**FTL you have 2 hours to complete the loading process. After these 2 hours, should we incur any charges they will be passed along to the vendor.**

<b>LESS THAN TRUCKLOAD (LTL)</b>			
<b>LTL CARRIERS</b>			
<b>If our LTL carrier fails to pick up freight within 24 hours of your calling in the pickup, notify our Transportation Department. For LTL, consign to Lord &amp; Taylor DC 82 250 Highland Park Blvd Suite 1. Wilkes Barre, PA 18702</b>			
6	YRC Freight (RDWY)	Engaging YRC for pickups offers several options: <a href="mailto:Freightpickup@yrcfreight.com">Freightpickup@yrcfreight.com</a> 1-800-610-6500 – Press 1 or say “pickup” Sign up for My YRC – create an account online and select Pickup Request from the “SHIP” Menu	Effective 1/1/18
7	Ward (WARD)	Pick ups and Customer Service: P: 800.458.3625 option 1 E: <a href="mailto:cservice@wardtrucking.com">cservice@wardtrucking.com</a>	Effective 2/3/19
	Problems? Email LT Transportation for instructions	<a href="mailto:traffic.lt@lordandtaylor.com">traffic.lt@lordandtaylor.com</a>	

**CONSOLIDATION INSTRUCTIONS**

15	Performance Team (562-741-1300)	Ship “Prepaid” via carrier of your choice (you may use Performance Team), consign to Lord & Taylor DC 82, c/o Performance Team / Gale Triangle (GLTR) 12816 Shoemaker Avenue Santa Fe Springs, CA 90670. Your carrier must call Performance Team for an appointment to deliver.
23	New Deal	Ship “Prepaid” via carrier of your choice (you may use New Deal), your carrier must call for appointment or ship “collect and charge back via New Deal”* to Lord & Taylor DC 82, c/o New Deal at <b>2400 69th Street North Bergen, NJ 07047</b> , for “collect and charge back” pickups call 201-985-0300, select option one for customer service, specify you want a “collect and charge back” pickup. New Deal will take pickups and requests for delivery appointment via phone at 201-985-0300, select option one for customer service or through email & faxes as well as through their website. Emails (preferred) must be sent to <a href="mailto:customerservice@ndonline.com">customerservice@ndonline.com</a> . Shippers can request a delivery appointment through the website at <a href="http://www.ndonline.com">www.ndonline.com</a> by clicking on appointments under the “contact us” option. Pickups can also be faxed to 201-985-1223. Customer service hours are 8-430pm.

\* The “collect and charge back” program is an option available to help you reduce your local delivery expense. Contact our Transportation Department for details.

## TRUCKLOAD

- For any shipments above the Less Than Truckload parameters shown on page 8, provide all information on Volume Load Worksheet, on page 14.
- Email the completed form to the Transportation Dept. **72 business hours in advance** of pick-up (See Contact List on page 13 for email address). To use the Volume Load Worksheet, keep it as an Excel file, save it on your PC with a new name or add a date to our name, for example: Volume Load Worksheet 11-21-08.xls. After filling in the information, re-save the file & then attach it to your email. If you are unable to use email, you may use the fax number shown.
- **Inability to provide three business day advance notice on such requests will result in a penalty chargeback to offset premium routing required to satisfy reduced lead time. Additionally, less than the three business day notice may result in an inability to secure transportation within the desired time frame. Thus resulting in delayed pick up and receipt of merchandise.**
- You will then be notified of the designated carrier for this load.
  
- If you do not receive a routing with 48 hours of submitting a Volume Load Worksheet, notify the Transportation Manager.
- Email the signed bill of lading immediately after shipping to: [LT-Receiving@lordandtaylor.com](mailto:LT-Receiving@lordandtaylor.com). Note the trailer # on the BOL.
- Insure that the trailer is sealed, and the seal number and trailer number are both on the Bill of Lading. Failure to seal a trailer can result in claims being filed against you, not the carrier. Palletized loads, must be built with UCC-128 barcode labels facing out on each pallet. Any store with 100 or more cartons, should be individually palletized for cosmetics, housewares, domestics, china/glassware. **Additional pallet instructions are on page 5.**
- Floor loads must be built with UCC-128 labels facing door of trailers.
- Cartons should be numbered sequentially, with lot # by store.
- Do not declare/released value on truckload shipments.

## AIR

- Allowed only if: (1) vendor absorbs 100% of the cost; (2) vendor equalizes air freight cost to the ground equivalent of our ground carriers; or (3) specific authorization by shipment has been granted by the Lord & Taylor's Transportation Department.
- **You must contact the Transportation Department for approval on all air shipments at [traffic.lt@lordandtaylor.com](mailto:traffic.lt@lordandtaylor.com) .**

## JEWELRY & WATCHES

- **The following Jewelry and Watch Departments require special routing instructions:**

39  
755  
758  
767  
793  
854  
856  
869  
879  
912  
970  
984  
992  
994

- If the department on your Purchase Order is in the list above, please email us at [traffic.It@lordandtaylor.com](mailto:traffic.It@lordandtaylor.com) , to obtain Routing Instructions. Include the following information:
  - One of the Lord & Taylor Purchase Order numbers that you will be shipping and your company name & contact person, with phone number.
  - We will email back to you the Routing Information.
- All other Jewelry and Watch Departments ship per the normal Routing Guide instructions, observe Fed-Ex and LTL weight breaks.
- Refer any questions on Jewelry & Watch shipping to our Traffic Department.
- Jewelry and Watch routings are subject to updates, which are made on the 15th of the month. Please check our website to see if an update notification has been posted.

## **FURNITURE**

- As stated previously, all freight, including furniture, must comply with NMFC packaging requirements.
- All furniture must be properly described, per the NMFC.
  - If you fail to properly describe the freight & as a result we incur higher freight charges, we will charge the resulting freight cost back to you.
- Please email [traffic.It@lordandtaylor.com](mailto:traffic.It@lordandtaylor.com) , to obtain Routing Instructions. Include the following information:
  - One of the Lord & Taylor Purchase Order numbers that you will be shipping and your company name & contact person, with phone number.

**LORD & TAYLOR CONTACT LIST**

CORPORATE OFFICE	DISTRIBUTION CENTER	TRANSPORTATION DEPARTMENT
424 Fifth Avenue New York, NY 10018 Phone #212-382-7800	DC #82 250 Highland Park Blvd. Suite 1 Wilkes-Barre, PA 18702	250 Highland Park Blvd. Suite 1 Wilkes-Barre, PA 18702 Manager, US Transportation: Michael Archer 570-821-6235 <a href="mailto:michael.archer@hbc.com">michael.archer@hbc.com</a> Inbound Transportation Supervisor: Kevin Munns 570-821-6251 <a href="mailto:kevin.munns@hbc.com">kevin.munns@hbc.com</a> Traffic Coordinator: <a href="mailto:Traffic.LT@lordandtaylor.com">Traffic.LT@lordandtaylor.com</a> Fax # 570-821-6242

**If you are contacting the Traffic Department to request authorization to deviate from the instructions in this guide, please make sure to include any information that may be useful in assessing the situation. This may include (but is not limited to) the following:**

- Purchase Order number**
- Shipping Point**
- Promotional information, brand name.**
- Freight issues.**
- Type of merchandise, NMFC Classification number & class.**
- Pallet size.**
- Carton dimensions.**

- Email authorization requests to [Traffic.LT@lordandtaylor.com](mailto:Traffic.LT@lordandtaylor.com)

**Please report any problems with the links in this document or questions to the Traffic Department at [Traffic.LT@lordandtaylor.com](mailto:Traffic.LT@lordandtaylor.com)**

# Volume Load Worksheet Form

Email the completed form to Transportation Dept. 48 hours in advance of pickup  
 Excel form is available [HERE](#)



# Volume Load Worksheet

Date: 01/11/16

From:	[Your Name]	Shipping Information:	[Shipper's Name]
Company	[Company Name]		[Street Address]
Phone	[Your Phone Number]		[City, ST ZIP Code]
Date Ready	[Date Shipment Will be Ready]		[Phone]
Fax Number	[Fax Number - if Email Fails]		[Loading Hours]

Please list all Purchase Orders and other information below:

Purchase Order	Dept. #	Cartons	Value at Cost	Weight	Pallets	Cubic Feet	NMFC Class #	SHIP DATE	CANCEL DATE
TOTALS		0	0	0	0	0.0			

Enter below Average Carton Dimensions:			Linear Trailer	Total Pallets if	Driver Load & Count? Y/N	Fill a Pup? Y/N	% of 53 Ft. trailer	Stackable? Y/N
[Length]	[Width]	[Height]						

Email the completed form as an Excel file to: [Traffic.LT@lordandtaylor.com](mailto:Traffic.LT@lordandtaylor.com)

Insure that the trailer is sealed, and the seal number and trailer number are both on the Bill of Lading.  
 Failure to seal a trailer can result in claims being filed against you, not the carrier.  
**Vendors are responsible to make sure all POs are valid & being picked up within the ship/cancel dates specified.**  
**Please do not wait until the the cancel date to schedule a pickup: carriers may on occasion miss a pickup**

Please notify us immediately if our carrier misses the assigned pickup. Use the email address above or call 570-821-6240/6241.  
 TO AVOID CHARGEBACKS, EMAIL THE SIGNED BILL OF LADING IMMEDIATELY AFTER SHIPPING TO: [LT-Receiving@lordandtaylor.com](mailto:LT-Receiving@lordandtaylor.com)

Thank you for your business!