



Domestic Routing Guide

Last Update: September 23, 2022

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Preceding Statements

Beall's, Inc. and its Subsidiaries and Affiliates will be, here after, referred to as Bealls.

All instructions shown in this routing guide are transportation compliant terms and conditions of our purchase orders and must be followed when shipping to a Bealls distribution center, or direct to stores. All Bealls merchandise and non-merchandise vendors are required to use Bealls Routing Guide on all shipments that Bealls is paying the freight charges.

This transportation routing guide is only valid for purchase orders issued by Bealls. All purchase orders are subject to the PO terms and conditions on the Vendor Partnership Guide website. This guide does not supersede any of those terms and conditions.

The vendor (or the vendor's agent) is responsible for all routing requirements in this guide. This guide supersedes all previous Domestic Transportation Routing Guides and exception routing issued by Bealls. Only the Bealls transportation team can authorize changes to routing instructions. Future updates to this guide will be posted on Bealls vendor partnership guide website. Vendors must stay in compliance with all guidelines listed in the most recent update.

Vendors may be subject to chargeback fees if all compliance guidelines are not followed. A Bealls vendor chargeback key can be found at: [Bealls](#) or [Bealls Outlet/Home Centric](#). If you cannot fully comply with all instructions in this guide, you must contact the Bealls transportation team prior to shipping. Bealls transportation team's contact information can be found in the [appendix](#) section of this document.

The shipping window will be decided by the vendor's purchase order, unless directed otherwise by Bealls transportation team. It is a vendor's responsibility not to ship prior to, or after, the shipping window.

Bealls Vendor Partnership Guide website can be found at the following links: [Bealls](#) or [Bealls Outlet/Home Centric](#)

Distribution Center Shipments

Bealls requires vendors to route ALL distribution center shipments through Bealls Control Tower application.

Registering for Control Tower

1. Submit a transportation webform ticket: RC1 for Bealls Control Tower onboarding.
2. You will need an active DUNS number, United States address, and a PO to start the setup.
3. Bealls transportation team will send a confirmation email, to the email address you provided, containing your user ID and a link to the website with instructions.

Routing FAQ's

1. Date-based restrictions:
 - a. Routing requests cannot be submitted more than 2 weeks prior to the start ship date. Any routing submitted prior to 2 weeks before the start date will be canceled.
 - b. Routing requests cannot be submitted any later than 48 hours prior to the cancel date.
2. If you are sending multiple shipments to a Bealls distribution center, combine all shipments and schedule the same pick-up date for each shipment.
3. Bealls prohibits more than one LTL shipment per week.
4. Bealls requires all LTL shipments to be palletized. Palletizing instructions can be found under the Packing and Marking section of the Vendor Partnership Guide.
5. For instructions using Bealls Control Tower application, refer to TMS Training Tools tab on Bealls vendor partnership guide website.

Required Steps After Routing

Once routing has been completed in Bealls Control Tower application you will receive a load confirmation email containing the following information:

1. Load Plan Data Excel Worksheet with all PO's for the shipment. Do not include any more/less PO's in your trailer, than what is listed on this document.
2. Load ID
3. Your assigned carrier and their contact information
 - a. You must contact your carrier to schedule a pickup appointment.
4. Delivery location for your bill of lading (BOL)

You may not receive the load confirmation email until 1-3 days before the pickup date. If you do not receive an email, submit a transportation webform ticket: **RC7**. The transportation webform ticket can be found under the routing guides tab.

Freight Terms

Vendor Ship from State	Size Thresholds	Freight Charge Terms
New Jersey Zip Codes 070 – 079 New Jersey Zip Codes 083 – 089	< 11 pallets OR < 8,000 lbs. OR < 1,200 cubic ft	Prepaid
New York Zip Codes 100 – 117		
California zip codes 900 – 930		
All other States/Zip Codes	< 11 pallets OR < 20,000 lbs. OR < 1,200 cubic ft	3rd party

Small Parcel Shipments

Your shipment(s) must meet the following criteria to qualify as a small parcel shipment:

1. **Carton count:** The entire shipment (sum of all cartons for all PO's) must be less than 25 Cartons.
2. **Carton weight:** The entire shipment (sum of all cartons for all PO's) must be less than or equal to 250 lbs.
3. **Carton dimensions:** The shipment must be less than 48 in. on the longest side AND less than 30 in. on the second longest side.

If the shipment(s) meets all the criteria for a small parcel shipment:

1. Submit a transportation webform ticket: RC9. **DO NOT** route small parcel shipments through Bealls Control Tower application.
2. Do not send more than one small parcel shipment per week.
3. If you have multiple small parcel shipments, combine all shipments, and schedule the same pick-up date for each shipment.
4. Bealls preferred small parcel shipment carrier is FedEx Ground.

Direct to Store Shipments

1. The vendor PO will indicate a direct to store shipment.
2. DO NOT route direct to store shipments through Bealls Control Tower application.
3. Email BeallsTMS@Beallsinc.com with your PO number in subject line to begin routing. Upon the vendor's routing request, the Bealls transportation team will provide the proper instruction.

Bill of Lading

All shipments over 25 cartons and 250 lbs. must use a bill of lading. All vendors should only provide a VICS Bill of Lading, any other vendor bill of lading is unacceptable. Vendors must fill out a separate VICS Bill of Lading for each distribution center destination. The vendor must print 3 copies of the BOL, the driver signs all 3 copies of the BOL and leaves one with the vendor.

The numbers and letters in the requirements section correlate to the Bill of Lading example on page 7.

Requirements

1. Date
2. Vendor "Ship from" address
 - a. Include the company name and shipping address.
3. A "ship to" address
 - a. Vendors must ensure the "ship to" location on your bill of lading matches the ship to location on the load confirmation email, including C/O.
4. The assigned carrier's Company Name
5. Freight terms
 - a. Freight terms can be found in the [Distribution Center Shipments](#) section of this document. Make sure to refer to the correct tables for the vendor "ship from" location.
 - b. 3rd party shipments only:
 - i. Include the 3rd party billing address in the "3rd party freight charges bill to" section.
3rd party billing address:

Bealls Inc
2100 47th Terrace East
Bradenton, FL 34203
6. All purchase orders
 - a. If there are more than 5 POs in the shipment, vendors must use the supplemental VICS BOL to fit all POs on the bill of lading.
7. Carton count by purchase order
 - a. Give the number of cartons by purchase order.
 - b. The driver does not count cartons.**
 - c. Record the pallet quantity under the "Handling Units" section and the carton quantity under the "Package" section.
8. Weight by purchase order
 - a. The total weight must include the pallet weight.

Additional Actions for TL shipments

1. The vendor must include the seal number and trailer number.
 - a. All alpha and numeric characters must be noted.
 - b. For multi-stop truckloads, the vendor must note seal number the trailer arrived with at the second stop.

BILL OF LADING

Page _____

Date: **1)**

SHIP FROM
 Name: Vendor Company Name
 Address: 123 Vendor St. **2)**
 City/State/Zip: Vendor City, ST 12345
 SID#: _____ FOB:

Bill of Lading Number: 12345678-9
 BAR CODE SPACE

SHIP TO
 Name: Do not use the ship to on the PO. Refer to the ship to on the load confirmation email. Location #: _____
 Address: _____ **3)** Store # _____
 City/State/Zip: _____
 CID#: _____ FOB: _____

Carrier Name: Carrier Assigned
 Trailer number: **4)**
 Seal number(s): _____

THIRD PARTY FREIGHT CHARGES BILL TO:
 Name: Bealls Inc.
 Address: 2100 47th Terrace East **3b) 3rd Party Shipments Only**
 City/State/Zip: Bradenton, FL 34203

SCAC: _____
 Pro number: _____
 BAR CODE SPACE

SPECIAL INSTRUCTIONS:

Freight Charge Terms: **5)**
 Prepaid _____ Collect _____ 3rd Party _____
 Master Bill of Lading: with attached underlying Bills of Lading (check box)

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
P.O. 789123	120	480	Y	N	
P.O. 889457 6)	100	300	Y	N	
P.O. 771456	300	1000	Y	N	
			Y	N	
			Y	N	
GRAND TOTAL	520	1780			

CARRIER INFORMATION

HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small>	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
10	PLTS	520	CTNS	1780				100
		7)		8)				
10		520		1780		GRAND TOTAL		

RECEIVING STAMP SPACE

10	520	1780	GRAND TOTAL
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Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
 "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

COD Amount: \$ _____
 Fee Terms: Collect: Prepaid:
 Customer check acceptable:

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
 Signature _____ Shipper

SHIPPER SIGNATURE / DATE
 This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Trailer Loaded: By Shipper By Driver
 Freight Counted: By Shipper By Driver/pallets said to contain

CARRIER SIGNATURE / PICKUP DATE
 Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.

Glossary

1. **Purchase Order (PO):** A record of the official purchasing agreement between Bealls and the vendor. The document states the product purchased, quantity of the product, and the price of the product.
2. **Control Tower:** A software used by Bealls for inputting, saving, reviewing, and sending POs to Bealls Transportation Management System.
3. **FOB Point:** The city/state to which the merchandise is being shipped from.
4. **Shipment:** A vendor's PO(s) that has been routed in Bealls Control Tower Application and is ready to be transported to a Bealls distribution center or to a Bealls consolidator.
5. **Transportation Management System (TMS):** Bealls software for planning the transportation of POs.
6. **Transportation webform tickets:** Bealls requires that vendors use ticket submissions to communicate any issues with the transportation of POs.
 - a. **RC1:** Need to onboard to control tower – Creates a new profile for vendors.
 - b. **RC6:** Cannot confirm shipment routing was successful
 - c. **RC7:** Have not received carrier & tender confirmation – The vendor never received a load confirmation email.
 - d. **RC8:** Carrier Missed Pickup - If the carrier does not make the pickup on the date you requested through Bealls Control Tower application, or if you have any problems with the service from our designated carrier.
 - e. **RC9:** Small Parcel Request
 - f. **RC10:** Non-merchandise/materials routing e.g. fixtures or boxes
 - g. **RC11:** Issues with routing POs to the new Texas distribution center
7. **Data Universal Numbering System (DUNS):** A company's unique 9-digit identification number.
8. **Less Than Truckload (LTL):** A shipment typical of smaller size and/or quantities of freight that does not require a full truckload.
9. **Truckload (TL):** A shipment typically larger in size and/or quantities of freight that require a full truckload.
10. **Voluntary Inter-Industry Commerce Standards Bill of Lading (VICS BOL):** A standardized transportation document for listing PO information, locations traveled and to be traveled, and handlers from the vendors possession to Bealls possession. Refer to the Bill of Lading section of this document for directions for filling out your bill of lading.
11. **Freight Terms:** A label given to the form of payment for transporting a PO. Payment is decided by the type of transportation agreed upon by the Bealls transportation team and the vendor.
 - a. **Prepaid:** The vendor is responsible for paying all costs of transportation from the vendor location to a consolidation point. Bealls consolidating partner will invoice you for the transportation charges.
 - b. **Collect:** Bealls is responsible for transporting and paying for the cost of transportation from the vendor location to Final Destination.
 - c. **3rd Party:** Bealls is responsible for transporting and paying for the cost of transportation from the vendor location to Final Destination. The Vendor will coordinate with the 3rd party for pickup instructions.
12. **NMFC number:** Freight classifications assigned to goods to streamline freight categorization and create more accurate freight pricing.

Appendix

Bealls Distribution Center (DC) Shipping Addresses		
Bealls Outlet Distribution Center DC #817 (Store #115) 2100 47th Terrace East Bradenton, FL 34203	Bealls Outlet Distribution Center DC #818 (Store #995) 506 Beall Blvd Jacksonville, TX 75766	Bealls Distribution Center DC #810 (Store #050) 1806 38th Avenue East Bradenton, FL. 34208

Bealls Contact Information		
Information Regarding	Contact	E-mail
Transportation/Bill of Lading	Transportation team	BeallsTMS@Beallsinc.com
PO compliance	Supply Chain Inbound team	SupplyChainInbound@beallsinc.com

Consolidator Contact Information		
Company Name	Website	Contact Information
Dynamic Delivery (DYDS)	Login	Phone Number: (973) 344 - 6300
City Logistics (CGMC)	http://CityxForms.activeTrac.net	Phone Number: (310) 223 - 1010
Central Transport	My Central - Login (goctii.com)	Customer Service: (586) 467 - 1900 Corporate Office: (586) 939 - 7000