



## Domestic Routing Guide

*Last Update: January 26, 2024*

## Table of Contents

- Preceding Statements ..... 2
- Distribution Center Shipments ..... 3
  - Registering for Control Tower..... 3
  - Routing FAQ’s..... 3
  - Required Steps After Routing ..... 3
  - Freight Terms ..... 4
- Small Parcel Shipments ..... 4
- Direct to Store Shipments..... 4
- Bill of Lading..... 5
  - Requirements..... 5
  - Additional Actions for TL shipments ..... 5
- Glossary..... 7
- Appendix ..... 8

## 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. PO's will not appear in Control Tower until 2 weeks before the start ship date of the shipping window.
  - b. Routing requests cannot be submitted any later than 72 hours prior to the cancel date.
  - c. The scheduled pickup date must be on the ready to pick up date.
2. If you are shipping multiple PO's to a Bealls distribution center, route all PO's consecutively (same date & back-to-back) with the same pickup date.
  - a. If you receive multiple loads, do not combine shipments (load ID's) onto the same BOL.
3. Bealls prohibits more than one LTL shipment, to each Bealls distribution center, 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

The freight charge terms for all shipments will be *3<sup>rd</sup> party* unless your shipment meets **ALL** the criteria in the table below.

Vendor <i>Ship from</i> State/Zip Code	Size Thresholds	Freight Charge Terms
CA zip codes 900 – 930, NJ zip codes 070 – 079, NJ zip codes 083 – 089, NY zip codes 100 – 117, NY zip code 12771, or NY zip code 12785.	Less than 11 pallets, 8,000 lbs., <b>AND</b> 1,200 cubic ft	Prepaid – All criteria must be met.

### **Definitions:**

1. **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.
2. **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.

**Note:** **DO NOT** add freight charges to the merchandise invoice.

## 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 or equal to 8 Cartons.
2. **Carton weight:** The entire shipment (sum of all cartons for all PO's) must be less than or equal to 100 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 small parcel shipment carrier is FedEx Ground.
  - a. Bealls requires that the PO number is included in the reference section of your FedEx routing.

## Direct to Store Shipments

1. The vendor PO will indicate a direct to store shipment.
2. Submit a transportation webform ticket: RC9. **DO NOT** route direct to store shipments through Bealls Control Tower application.

## Bill of Lading

- All shipments over 8 cartons and 100 lbs. must use a VICS BOL. Any other vendor BOL will not be accepted.
- Do not use a master BOL. A separate VICS BOL must be completed for each load ID (shipment).
- The vendor must print 3 copies of the BOL. The driver will sign all 3 copies and leave one with the vendor.
- The numbers and letters in the requirements section correlate to the 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. The "ship to" location on your BOL must match the ship to location on the load confirmation email, including C/O.
4. The assigned carrier's company name that is provided in the load confirmation email.
5. Freight terms
  - a. Freight terms can be found in the [Distribution Center Shipments](#) section of this document.
  - b. 3<sup>rd</sup> party shipments only:
    - i. Include the 3<sup>rd</sup> party billing address in the "3rd party freight charges bill to" section.  
3<sup>rd</sup> party billing address:

Bealls Inc  
2100 47th Terrace East  
Bradenton, FL 34203
6. The load number that is provided in the load confirmation email.
7. 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.
8. 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.
9. 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 pickup location address here*  
 Address:  
 City/State/Zip: 2  
 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.** Location #: \_\_\_\_\_  
 Store # \_\_\_\_\_  
 Address:  
 City/State/Zip: 3  
 CID#: FOB: \_\_\_\_\_

Carrier Name: Refer to the load confirmation  
 Trailer number:  
 Seal number(s): *For truckloads only* 4

**THIRD PARTY FREIGHT CHARGES BILL TO:**  
 Name: Bealls Inc.  
 Address: 2100 47th Terrace East  
 City/State/Zip: Bradenton, FL 34203  
5b) 3<sup>rd</sup> Party Shipments Only

SCAC:  
 Pro number: *If available*  
 BAR CODE SPACE

SPECIAL INSTRUCTIONS:  
6 *Load Number (refer to the load confirmation)*

Freight Charge Terms: 5a)  
 Prepaid \_\_\_\_\_ Collect \_\_\_\_\_ 3<sup>rd</sup> 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. #012345	120	480	Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
<b>GRAND TOTAL</b>	<b>120</b>	<b>480</b>			

CARRIER INFORMATION						RECEIVING STAMP SPACE			
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION		LTL ONLY	
QTY	TYPE	QTY	TYPE			Small text about special care and NMFC item 360.	NMFC #	CLASS	
XX	PLTS	XX	CTNS	XXX					
	<span style="border: 1px solid red; padding: 2px;">8</span>			<span style="border: 1px solid red; padding: 2px;">9</span>					
<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>GRAND TOTAL</b>			

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

3. **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.
4. **Control Tower:** A software used by Bealls for inputting, saving, reviewing, and sending POs to Bealls Transportation Management System.
5. **FOB Point:** The city/state to which the merchandise is being shipped from.
6. **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.
7. **Transportation Management System (TMS):** Bealls software for planning the transportation of POs.
8. **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.
  - b. **RC2:** User ID, Password or Access Issue with Control Tower.
  - c. **RC3:** Cannot Locate Purchase Order in Control Tower.
  - d. **RC4:** Cannot Complete Routing in Control Tower.
  - e. **RC5:** Purchase Order Dates Require Change.
  - f. **RC6:** Pick Up Location Issues.
  - g. **RC7:** Have not received carrier & tender confirmation.
  - h. **RC8:** Carrier Missed Pickup.
  - i. **RC9:** Small Parcel
  - j. **RC10:** Need to Make Changes to a Load.
9. **Data Universal Numbering System (DUNS):** A company's unique 9-digit identification number.
10. **Less Than Truckload (LTL):** A shipment typical of smaller size and/or quantities of freight that does not require a full truckload.
11. **Truckload (TL):** A shipment typically larger in size and/or quantities of freight that require a full truckload.
12. **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.
13. **Freight Terms:** A label given to the form of payment for transporting a PO.
  - 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.
14. **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 Distribution Center DC #817 (Store #115) 2100 47th Terrace East Bradenton, FL 34203	bealls Distribution Center DC #818 (Store #995) 506 Beall Blvd Jacksonville, TX 75766	Bealls Florida 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	<a href="mailto:BeallsTMS@Beallsinc.com">BeallsTMS@Beallsinc.com</a>
PO compliance	Supply Chain Inbound team	<a href="mailto:SupplyChainInbound@beallsinc.com">SupplyChainInbound@beallsinc.com</a>

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