



Domestic Routing Guide

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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 an RC1 ticket for Control Tower onboarding: [bealls](#) or [Bealls Florida](#).
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. PO's will not appear in Control Tower until 7 days prior to the start of the ship 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 truckload and 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.
6. The transportation webform ticket can be found under the routing guides tab of the Vendor Partnership Guide website.

Required Steps After Routing

1. Once routing has been completed in Bealls Control Tower application you will receive a load confirmation email containing the following information:
 - a. 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.
 - b. Load ID
 - c. Your assigned carrier and their contact information
 - d. Delivery location for your bill of lading (BOL).
2. If your shipment is tendered through Dynamic Worldwide or Hub Group, you will need to login to their portal to confirm shipment details and cargo ready date.
3. 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**. Once the Bealls Transportation team tenders the shipment, postponement is not permitted. You must contact the assigned carrier and confirm pickup within 1 business day of receiving your load notification and a confirmed pickup date must be scheduled within 3 business days of receiving your load notification. Please note that any PO's that are not shipped or scheduled for pickup within 14

days of Bealls tendering the shipment will be cancelled. If you need to make changes to a routed PO, submit a transportation webform ticket: **RC5**.

Freight Terms

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

Vendor Ship from 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., AND 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

- Hub Group BOL must be used for all shipments where Hub Group is the designated carrier. Hub Group will provide you with a copy of the completed BOL after your shipment is routed in Control Tower and confirmed in the Hub Connect portal.
- 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.
- Always issue one (1) Bill of Lading per Load ID.
- Do not create separate BOLs for individual Purchase Orders (POs).

Requirements

1. Date
2. Vendor “Ship from” address - Include the company name and shipping address.
3. A “ship to” address - 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. 3rd party shipments ONLY - 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. 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.** DC #: Store #:
 Address:
 City/State/Zip: 3
 CID#: FOB:

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

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

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

Freight Charge Terms: 5a)
 Prepaid Collect 3rd Party

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

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	
GRAND TOTAL	120	480			

CARRIER INFORMATION						RECEIVING STAMP SPACE			
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION		LTL ONLY	
QTY	TYPE	QTY	TYPE			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	NMFC #	CLASS	
XX	PLTS	XX	CTNS	XXX					
	8			9					
Total		Total		Total		GRAND TOTAL			

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. **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	Transportation team	Bealls_IB_Route@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
Hub Group	https://www.hubgroup.com/	Email: bealls@hubgroup.com