



Quick Reference for Successful Routing

Steps for Routing Collect Shipments:

- All routing requests must be submitted no less than two business days prior to the expected ship date **by 8:30 AM Eastern Time**. Requests submitted after 8:30 AM Eastern Time will be considered as received the next business day.
- When routing in TMS, **provide a ready ship date in the “ready date” field and the earliest PO cancel date of all POs being routed, in the “cancel date” field. The ready date must be no less than one business day prior to the earliest PO cancel date.** If a shipment will not be ready to pick up before a cancel date, you must contact your buyer for an extension.
- All merchandise shipping from the **same location**, on the **same date** that will deliver to the **same destination DC** must be routed as one shipment up to one truckload. If a shipment exceeds 3,500 cubic feet and/or 42,000 lbs., additional shipments must be created. There should only be one Shipment ID number per truckload. **It is not necessary to route each PO separately.**
- **Ship to the servicing Distribution Center only. Vendors are to never ship directly to a specific Belk Retail Store.**
- Vendors must reach out to the assigned carrier within the two hours of confirmation to schedule a pick up appointment. If a carrier misses a pick up appointment, it is the vendor’s responsibility to immediately arrange a new pick up time with the carrier and inform Transportation Services of the service failure by email at Transportation_Services@belk.com.
- It is the vendors’ responsibility to ensure physical shipments adhere to the assigned ship window. Only the Belk buyer may approve and make changes to the start ship or cancel date. **The vendor is ultimately responsible for making sure goods do not ship past the cancel date or before the start of the ship date.**
- Accurate ASN information must be transmitted at the time the shipment is picked up.
- Changes can be made to existing shipments up until 2 PM Eastern Time one business day prior to the ship date. All changes must be submitted on the required Shipment **Form can be found in the Vendor News Portal within your TMS profile.**
- Vendors shipping from NJ and CA will ship less than truckload shipments with our consolidator (Performance Team) and need to have a separate account set up with them. Please send an e-mail request to GTCustomerService1@performanceteam.net to obtain access.

Additional Resources:

- Belk Vendor Guide – including full list of expense offsets - http://www.belk.com/media/pdf/vendor_info/transportation_documents/BestPlan.pdf
- Mercury Gate Routing Instructions
- Link to Mercury Gate TMS website - <https://belk.mercurygate.net/MercuryGate/>

Chargebacks:

- The following chargebacks will be assessed for non-compliance to the Belk routing instructions provided here and in the supplemental documents:

TRANSPORTATION

NON-COMPLIANCE	EXPENSE OFFSET
Unauthorized Air Shipment	Full invoice amount + \$50 handling
Authorized Air Shipment	As pre-approved by Transportation
No Manifest, failed to provide EDI 204/211 document to the carrier	\$50 per occurrence
Missing or incomplete EDI 214 Carrier Shipment status	\$50 per occurrence
Shipped to wrong Distribution Center	\$250 per occurrence + \$5.00 per carton
Failure to consolidate shipments on the same day	Full invoice amount + \$50 handling
Failure to obtain valid Belk Routing authorization (Routing for both DCs is considered two requests)	Full invoice amount + \$50 handling
Used unauthorized carrier (Routing not authorized by Belk)	Full invoice amount + \$50 handling
Significant changes made to weight, cartons, cube, P.O. cancel, etc. without contacting Belk Transportation to revise Routing	Full invoice amount + \$50 handling
Freight available date is less than one business day from earliest PO cancel date (Routing for both DCs is considered two requests)	\$300 per Routing Request per DC + \$50 handling
Carrier accessorial fees (driver load, driver count, etc.)	As invoiced by Carrier + \$50 handling
Chargeback inquiries older than six (6) months	\$30 per aged item/claim
Vendor request to authorize changes in freight billing	Total freight cost + minimum \$50 handling
Vendor mismatch of Bill of Lading numbers on ASN (856), Invoice (EDI or Printed) and/or physical Bill of Lading issued to freight carrier	\$300 per PO/shipment (for each DC)
Freight collect should be prepaid	Full invoice amount + \$50 handling
Missing and/or erroneous POs on BOL	\$50 per PO per BOL + \$50 handling
Missing and/or erroneous shipment ID numbers on BOL	\$50 per shipment – no handling fee
Unauthorized Direct to Store shipment	Full invoice amount + \$50 handling
Shipped Prior to PO Start Ship Date	\$25 per store/PO receipt + inbound and outbound freight
Shipped After PO Cancel Date	\$25 per store/PO receipt + inbound and outbound freight
Unordered Merchandise - Unauthorized substitutions (including style, size, and/or color), invalid orders, cancelled orders, early shipments, past cancellation date shipments, over shipments, and duplicate shipments may be shipped back to the vendor.	\$20 per carton (if Belk decides to keep the non-compliant merchandise)