

\*\*\* urgent notice !!! after 5/12/07 Belk merchandise routing will be done only through our web-based portal (please ask for instructions NOW by e-mail to transportation\_services@belk.com) \*\*\*

BELK INC.

TRANSPORTATION SERVICES DEPARTMENT

valid until replaced by Belk PAGE 1 OF 1 - LEGAL SIZE

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LAST REVISED: 5/18/09

VENDOR ROUTING GUIDE to DC # 737 in Blythewood, SC only\*\*\*\* (merchandise - see note 5)

IF YOU HAVE ANY QUESTION CONTACT THE BELK TRANSPORTATION SERVICES DEPARTMENT AT (803) 754-6338 or E-Mail to transportation\_services@belk.com

**PLEASE READ CAREFULLY:**

1.) FOR THE LATEST COPY OF OUR BELK EXPEDITED STOCK TURN (BEST) PLAN & OTHER TRANSPORTATION / LOGISTICS DOCUMENTS, PLEASE VISIT OUR WEBSITE AT :

[WWW.BELK.COM](http://WWW.BELK.COM)

a.) Scroll to bottom of Home Page and click on "About Us"

b.) Menu on left side will appear then select "Vendor Info"

[http://www.belk.com/AST/Misc/Belk Stores/About Us/Vendor Information.jsp](http://www.belk.com/AST/Misc/Belk_Stores/About_Us/Vendor_Information.jsp)

2.) ANY ROUTING GIVEN BY THE Belk POV-WebTendering System IS A "ONE-TIME" ROUTING. A NEW ROUTING MUST BE REQUESTED FOR EACH SUBSEQUENT SHIPMENT.

3.) ALL STANDARD BELK ROUTINGS ARE ON A COLLECT BASIS, INCLUDING FedEx Ground. VENDORS MAY PREPAY FREIGHT (without using the POV-WebTendering System) TO THE BELK DC VIA THE CARRIER OF THEIR CHOICE, AT THE VENDOR'S SOLE EXPENSE. ANY FREIGHT CHARGES APPEARING ON A VENDOR'S INVOICE TO BELK WILL BE CHARGED BACK IN FULL WITH HANDLING OFFSET.

4.) BELK WILL NOT BE RESPONSIBLE FOR ANY FREIGHT SHIPPED IN ERROR - OR MAY CHOOSE TO RETURN IT WITH APPROPRIATE EXPENSE OFFSETS (CHARGE BACKS).

5.) **THE Belk POV-WebTendering System is NOT Valid TO ROUTE SHIPMENTS OF FINE JEWELRY (Depts. 541, 542, 543, 544, 545, 546, and 547), EXPENSE GOODS, DISPLAY ITEMS, LEASE DEPT. MERCHANDISE, OR ADVERTISING MATERIALS. SUCH GOODS SHOULD BE ROUTED BY THE BUYER, IN CONJUNCTION WITH THE BELK "BEST" PLAN. PLEASE CALL TRANSPORTATION SERVICES IF YOU HAVE QUESTIONS.**

6.) POE CONTAINERS SHOULD BE ROUTED PREPAID TO THE BELK DC AT VENDOR EXPENSE PER THE "BEST" PLAN PAGE 11. PLEASE CALL TRANSPORTATION SERVICES IF YOU HAVE QUESTIONS.

7.) SHIPPING ADDRESS FOR BELK DISTRIBUTION CENTER (737): "120 BELK COURT, BLYTHEWOOD, SC 29016" PHONE: (803) 754-6004 OR FAX:(803) 691-6816.

8.) YOU MAY CONTACT THE BELK TRANSPORTATION SERVICES DEPT VIA EMAIL AT: [TRANSPORTATION\\_SERVICES@BELK.COM](mailto:TRANSPORTATION_SERVICES@BELK.COM) or BY PHONE 803-754-6338.

Please Note: this document should be printed on 8 1/2 by 14 inch paper

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