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8.0 Inbound Shipping Documentation

8.1 General Bills of Lading Information

- BOLs must be scanned and e-mailed to traffic@dswinc.com and vendorcompliance@dswinc.com no later than 24 hours after pickup.
 - **BOLs must have the driver's signature, PO number, TMS ID, 3rd party billing information, seal number (typed, not handwritten) and trailer number. Additionally, please note on the BOL approximately how full the trailer is- i.e. 90%, 100%, etc.**
 - If freight is found to be left off the trailer that was expected to ship under the specific TMSID the vendor should contact traffic@dswinc.com immediately, failure to do so may result in chargeback for any excessive costs.
- Any changes and or additions due to overflow or creating the BOL before loading must be clearly marked.
- Packing lists **ARE NOT** to be faxed. The Company no longer requires the use of packing lists to accompany the shipment to delivery. If the vendor's system automatically generates a packing list or shipment manifest, Packing lists may be included as part of the trailer BOL documentation packet, **but please DO NOT FAX** or send in an e-mail to Transportation.
- Any costs associated with the merchandise or transport must not be shown on the BOL.
- All master BOLs will list all individual BOL numbers, quantities and have copies attached to the master BOL.
- Shipment cube must appear clearly on Bill of Lading, failure to do so may result in chargeback for any excessive costs.
- Vendors can use any existing pre-formatted BOL if the following information is provided:
 - Name and address of shipper, including phone number (*shipping facility preferred*)
 - Name and address of ship to location (this should match the Shipper Load Report)
 - Unique BOL number
 - Date of shipment (date of carrier pick-up, not date BOL was written)
 - PO number
 - Freight terms – all terms are 3rd Party unless otherwise authorized by DSW
 - BOL must include the following for 3rd Party billing information (example below)
 - Bill To:
Data2Logistics LLC
C/O DSW
PO Box 61050
Fort Myers, FL 33913



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- Total carton and pair quantities shipped
 - Total weight of shipment
 - National Motor Freight Classification (“NMFC”) commodity description of freight (i.e. NMFC 28160 Shoes, Class 150
 - Driver or carrier’s agent signature
- Any questions pertaining to BOL requirements should be sent to traffic@dswinc.com

8.2 General Packing List Information

- The Company **no longer requires the use of packing lists** to accompany the shipment to delivery. Packing lists should be included as part of the trailer BOL documentation packet. **DO NOT FAX** or send in an e-mail to Transportation.
- If the vendor’s system automatically generates a packing list or shipment manifest, the vendor may attach it to the last carton loaded.
- Any questions pertaining to the packing list requirements should be forwarded, via e-mail or phone, to the Company’s Domestic Transportation department (see Section 12).

8.4 Proof of Delivery, (POD)

- If the Company utilizes a third-party consolidator for pick-up in CA or NJ/NY commercial, the vendors POD will be the signed Bill of Lading from the driver, unless the shipment is Shippers Load and Shippers Count, (SLC).
- Vendors shipping directly into the Company’s consolidator, (CA or NJ), must submit their request for POD or verification of the unload count must do so within 72 hours of the container empty notification, (or within 5 business days after the container is dropped).
- Other POD requests may be sent to the Transportation Manager via e-mail only (see Section 12).

Example of 3rd party billing information:



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SHIP FROM		Bill of Lading Number: XXXXXXX	
Name:		SCAC:	
Address:			
City/State/Zip:			
Authorization #:			
SHIP TO		Carrier Name:	
Name:		Trailer #:	
Address:		Seal #:	
City/State/Zip:			
THIRD PARTY BILLING:		FREIGHT TERMS	
Bill to: Data2Logistics LLC C/O DSW PO Box 81050 Fort Myers, FL 33913		Prepaid___ Collect___ 3 rd Party __X__	
		<input type="checkbox"/> Master Bill of Lading: with attached (check box) underlying Bills of Lading	