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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.**
 - Theft and pilferage are at an all-time high. Our need for a typed seal # is to eliminate any question as to what the seal number should be upon arrival to our DCs. It is the shipper's responsibility to provide a seal for the shipment. Failure to do so may result in a chargeback.
 - 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
 - TMS ID (this is provided in the Shipper Load Report)
 - Date of shipment (date of carrier pick-up, not date BOL was written)
 - PO number

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- 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
 - 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

Example of 3rd party billing information:

SHIP FROM		SHIP TO	
Name:		Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Authorization #:		City/State/Zip:	
THIRD PARTY BILLING:		FREIGHT TERMS	
Bill to: Data2Logistics LLC C/O DSW PO Box 61050 Fort Myers, FL 33913		Bill of Lading Number: XXXXXXXX SCAC: Carrier Name: Trailer #: Seal #: Prepaid___ Collect___ 3 rd Party <u>X</u> ___	
		☐ Master Bill of Lading: with attached (check box) underlying Bills of Lading	

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.

8.3 Proof of Delivery (POD)

- POD requests may be sent to traffic@dswinc.com.