

Chapter 6 A: Domestic Transportation

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CHAPTER OVERVIEW

SHIPPING PREPARATION & RELEASING PO FOR DC SHIPMENTS

Tuesday Morning will pick up shipments from vendor locations using contracted carriers. After vendors, input information regarding the size of the shipment, the date when a shipment will be ready, and close the PO in the Vendor Portal, Inbound Transportation will arrange appropriate truck(s) or truck space and pick-up. Carriers use trailers 53'x110" tall and shipments less than a full load will be combined with other vendor shipments. Please see below the standard parameters by ship method:

	Max Pallets	Max Cube	Max Weight
Non Stack Pallets	30	3,500	41,000
Stackable Pallets	60	3,500	41,000
Floor Loaded	N/A	3,500	41,000

Follow the process detailed in the Vendor Portal Process Guide section to release PO lines and close completed POs in the Vendor Portal. This will notify Inbound Transportation that the product is ready to ship. POs must be closed before the required purchase order due date. Links to the TMS and the user guide can be found on <https://tuesdaymorningvendors.com>.

Questions about the routing process or about the TMS should be directed to:

TMScarriers@tuesdaymorning.com

Cubic Feet Calculations

For assistance calculating cubic feet of the shipment, please use this cubic feet calculator:

<http://www.estes-express.com/tools/density.html>

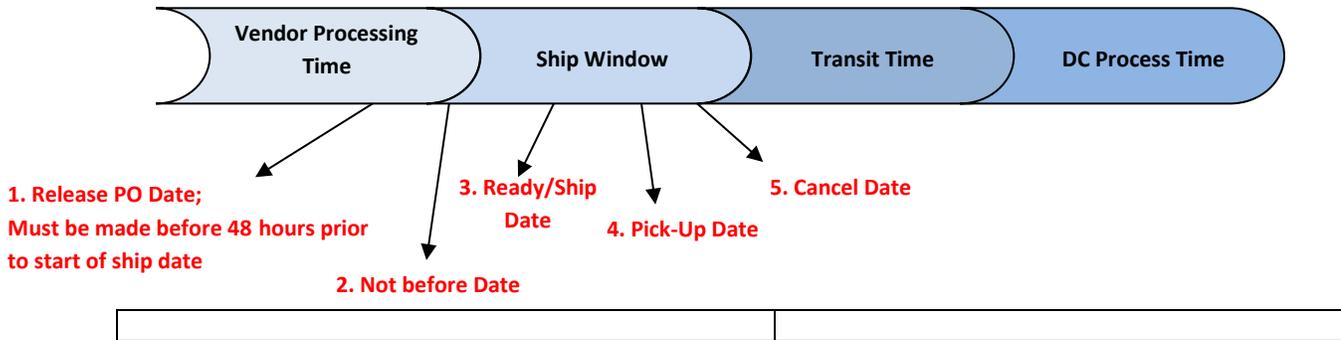
Specific details for shipping to the DC:

- All Purchase Orders must be shipped within the ship/cancel window.
- Releasing POs earlier than the required deadline is preferred whenever possible.
- POs should be released as soon as they are ready for pick up. Do not release POs that are not ready for pick up, or include items on a release that will not be part of the shipment.
- POs can be released for pick up at any time once they are ready. The Ready Date submitted must be before the cancel date of the PO.
- Carriers will contact vendors for appointments to pick up POs. It is our preference that LTL loads be scheduled with a pick up window rather than a specific time.
- Each pick up must be completed within a **2 hour time frame**. Any carrier delays due to load times or a vendor rescheduling a pick up may result in a chargeback. As a guideline, a full truckload shipment may take up to 2 hours; LTL shipments should be loaded in an hour or less.
- All shipments must palletized, including Vendor Direct shipments.
- Carriers **will not** assist with loading and are unable to pick-up in residential areas or areas where a large-size trailer is restricted.

- Pallet size and loading instructions are covered in the Pallet Specifications and Requirements Section found below.
- When the PO has been closed in the vendor portal the Tuesday Morning Transportation Management System will plan the load and secure a Carrier for the next available pick-up in the area.

Contact Inbound Transportation at TrafficInbound@tuesdaymorning.com

Shipping Window Example:



NOTE: 1) Unauthorized shipments will be refused until all required information is received by Inbound Transportation and an authorization number has been assigned

2) Live unloads are strictly prohibited and will be scheduled only for extreme emergencies based on needs of the business. Live unloads May only be scheduled by the Inbound Transportation Coordinator and must be on the schedule **48** hours in advance

Loading Trailer for delivery

- Vendor is responsible for loading the trailer. Carrier is not contracted to do this but must sign the BOL acknowledging the quantity loaded.
- Federal regulations hold the carrier responsible for safe loading. Vendor should comply with all carrier instructions regarding safe loading of equipment even if those instructions conflict with the requirements in this Chapter. The vendor must exercise discretion to ensure that loading is performed safely, even if that means failure to strictly comply with the guidelines set forth herein.
- When routing pallets as double stackable, vendor must load double stacked in order for carrier to be able to handle additional pick-ups.
- **Load should be organized by sku until full.**
- Load pallets by SKU# (PO line item)
- Load heavier merchandise on bottom and lighter items on top
- Each truck must be loaded within a 2 hour time frame or subject to carrier detention chargeback.

- Vendor should put **packing list** (load list) on last carton loaded into truck

After loading the trailer

- Vendor is responsible for sealing the trailer and complete bottom portion of the load form with the trailer # and seal #
- Both vendor (shipper) and driver will sign the vendor form as verification trailer was sealed
- Bill of lading (BOL) should have actual carton count, weight and cube for each purchase order loaded on truck and should be emailed to: Trafficinbound@tuesdaymorning.com
- DO NOT list items that are not available for shipment. This will eliminate the need for the receiving person to verify a shortage that was not shipped.
- When **more than one purchase order** (PO) is being picked-up, each purchase order must have a separate packing list to ensure accuracy when receiving in the Warehouse.
- When **more than one truck load** is being shipped for the same PO, each truck must have a load specific packing list attached to last carton loaded for each load and visible when trailer doors are opened.

NOTE:

- 1) Do not route your PO unless your order is packed and ready to ship.
- 2) Tuesday Morning does not accept back orders after the cancel date.

PALLET SPECIFICATIONS AND REQUIREMENTS

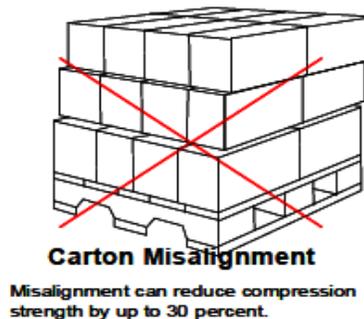
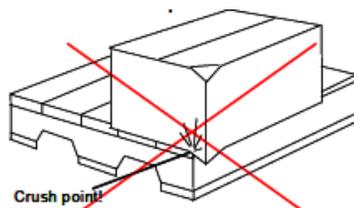
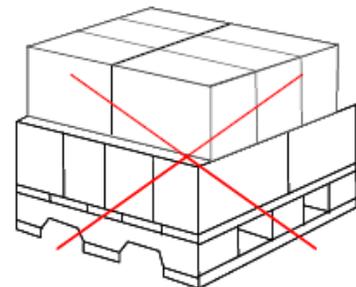
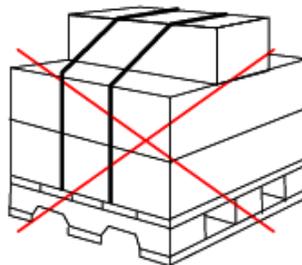
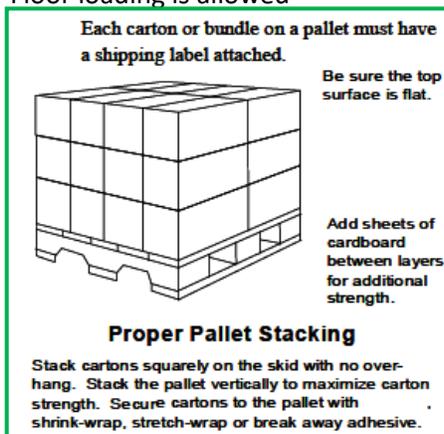
Loading and Stacking Pallets

The proper marking, loading and stacking of cartons for shipment are essential for merchandise to be received without damage. Cartons need to be marked as follows: Tuesday Morning name; address, Phone #---PO#, Tuesday Morning SKU#, Manuf Style #, IP QTY (# of pcs per inner carton), MP QTY (# of pcs per master carton), Pre-Priced (Yes/No), Fragile (Yes/No), and Country of Origin. All information must match the PO. **Please ensure employees responsible for performing loading and stacking understand the requirements and comply with the following guidelines:**

- Use 40"x48" pallets with no overhang
- Pallets may be loaded up to 96 inches high
- Pallets can be double stacked as long as they are secure
- Pack multiple cases of the same item together in the truck
- Pack lighter items on top and heavier items on the bottom
- KD furniture packed flat may be too heavy when stacked high. All furniture must be in cartons unless otherwise approved by Buyer
- All furniture (contained in cartons) must be palletized upright regardless of the height
- Tuesday Morning does not return or pay for pallets sent by vendors
- All exception requests regarding compliance with these stacking and loading guidelines, except those requested by the carrier on safety grounds, must be directed to and approved by the Transportation Inbound department at 1-800-457-0101 option 2.

NOTE: TM cannot accept product loaded on slip sheets.

Floor loading is allowed



SHIPPING DOCUMENT REQUIREMENTS

Packing List Requirements

A specific Packing List must be attached to each PO load. The packing list provides detailed information concerning the shipment at item level. A standard pre-formatted form may be used and should list only the items that are actually shipped with each load. Please make employees responsible for performing this function aware of these requirements in order to avoid issues after TM received the merchandise.

Packing lists must include vendor name and address, PO#, SKU#, Mfg. Item/Style Number, Item Description, Master Pack & Inner Pack quantities and quantity being shipped. Bill of Lading Requirements

A Bill of Lading (BOL) must accompany **every shipment**. The document provides information from the carrier regarding what and when the shipment was picked-up from the vendor. A standard pre-formatted BOL form may be used and must include the following information:

- TM purchase order number
- Number of cartons, pallets, total cubic feet, and total weight
- Must have the driver's signature and the trailer number.