

Routing Instructions for POE Orders – New York/New Jersey

The Tuesday Morning Vendor Relations Department appreciates early advisements on POE orders! Notifying us in advance will help avoid potential delays once the shipment arrives. DOs and detailed packing slips **with PO# and seal# noted** need to be sent to our POE partner, DSV/Agility Logistics, **fifteen (15) days** prior to scheduled arrival at the port.

Please be aware of the following:

- **Tuesday Morning or DSV/Agility Logistics will not be responsible for the payment or reimbursement of any fees associated with a POE order, including demurrage or per diem charges.**
- **Failure to provide the requested information fifteen (15) days prior to scheduled arrival at the port may result in delays and non-reimbursable expenses.**
- **Tuesday Morning reserves the right to cancel a POE Purchase Order up until the point the container is retrieved from the port by DSV/Agility Logistics or their designated carrier. Failure to provide requested information will be considered due cause for cancellation.**

Contact information for DSV/Agility Logistics:

Agility Logistics
Email: TMDomesticOrders@us.dsv.com

Please include TMSVendors@tuesdaymorning.com on any communications with Agility Logistics.

For questions on POE shipments, please contact us at TMSVendors@tuesdaymorning.com or at 972-934-7191 Monday – Friday, 7AM to 5PM Central Standard Time.

Ultimate destination of goods:

Tuesday Morning Dallas Distribution Center
4610 Langland Rd
Farmers Branch, TX 75244

Special Instructions for the Port of New York/New Jersey:

- Please refer to the POE Guidelines published on www.TuesdayMorningVendors.com for the most current updates to our POE policies.
- Please note that all containers must be registered with Pier Pass in order to avoid potential demurrage charges.

A sample of the information required by Tuesday Morning & DSV/Agility Logistics:

Email Subject:

PO#123456 Container#ABC12345 Destination Port: ETA: 01/01/2021

- If a shipment has multiple containers and same MBL, we only need one DO for all containers.
- If the shipment has the same PO# with different containers and different MBL, a separate email is needed for each container,
- Please advise if the PO# will be split.
- Please note on the subject always need to have the destination port.

Delivery Order Information and body of the email **must** have the below information.

- **Pick up location, firms code, and terminal name:** (must be on the DO so we can dispatch to the trucker)
- Container number and type: (20',40'std, 40HQ, LCL, Reefer,) and seal number
- ETA to port:
- Delivery location:
- Vessel and voyage number:
- **Packing list for each container broken-down by PO# attached with D/O.**
- **Cartons/KG/CBM for each container on D/O.**
- MBL#:
- PO# on the D/O:
- Commodity:
- Please use the below example for packing list.

CTN# & SIZE	PO#	CARTONS	CBM	GROSS WEIGHT	GRAND TOTAL
1					
2					
3					

- If a PO# was split please fill out the below and send an email advising that the PO# will be on multiple shipments.

PO#	SPLIT#	CONTAINERS/SIZE	Estimated Arrival