

6 Shipping and Receiving

6.1 Receiving Hours of Operation

Monday – Friday, 8:00 am to 3:00 pm or by Appointment

6.2 Preferred Carriers

D.S. Brown utilizes the 3rd Party Logistics (3PL) services of TA Services.

6.3 Freight Terms

The Supplier should first confirm the freight terms of the purchase order before proceeding with any shipment arrangements outlined in these instructions. The freight terms are listed on the purchase order. If the Supplier needs any clarification regarding the freight terms or routing, they should contact the DS Brown Buyer shown on the purchase order. The Supplier should provide appropriate lead-time to ensure the PO is delivered by the Due Date on the PO.

6.3.1 Prepaid

The Supplier is responsible for the transportation routing and freight charges.

6.3.2 Third Party

The responsible party is determined by the freight billing address. If DS Brown is the responsible billing address contact TA Services for routing.

6.3.3 Collect

Brown is responsible for the transportation routing and freight charges.

6.4 Routing Instructions for Truckload & Less-than-Truckload Routing

DS Brown's authorized transportation management provider is TA Services for truck load and less-than-truckload shipments.

Freight

Complete the Routing Request Form and contact TA Services:

Email: dsbrown@taservices.com (preferred method is to email completed Routing Request Form)

Phone: (205) 321-1118 option 1 for Inbound Routing

6.4.1 Routing Notice

DS Brown requires the following routing notice:

Truckload = 2 business days

Less-Than-Truckload = 4 hours

6.4.2 Routing Response

Routing Requests received by 12pm EST will be routed by 5pm EST. Routing Requests received after 12pm EST will be returned by 12pm EST the following business day. Regular business hours: 8am - 5pm EST

6.4.3 Bill of Lading



TA Services will provide an emailed bill of lading (pdf document) which will contain the Shipping Date and Carrier Name. This bill of lading must be provided to the driver at pickup for signature.

- For less-than-truckload shipments, the PRO number will be preassigned to this load. Fold the bill of lading in half and use as a pallet label. Do not use carrier pro stickers in place of the preassigned PRO number.

6.4.4 Primary Reference & Questions

When contacting TA Services for changes, status requests or any other questions please use the Load ID reference. The Load ID will also show as the Bill of Lading Number and start with an "LD" prefix.

6.4.5 Example Bill of Lading

Date: 10/16/2018 8:00 AM		BILL OF LADING		Page 1
SHIP FROM		Bill of Lading Number: LD0206379		
Name:	ABC Vendor			
Address:	10320 SOUTH MEDALLION DRIVE			
City/State/Zip:	CINCINNATI, OH 45241			
Comments:				
Early Ship:	10/16/2018 8:00 AM	CARRIER NAME: XPO Logistics Freight, Inc.		
Late Ship:	10/16/2018 4:00 PM	SCAC: CNWY		
SHIP TO		Trailer Number:		
Name:	DS Brown Company	PRO NUMBER: 632-8965856		
Address:	300 East Cherry St.			
City/State/Zip:	North Baltimore, OH 45872			
Comments:				
Phone:	419-257-3561			
Early Delivery:	10/17/2018 4:00 PM	Job Number: 123654-12		
Late Delivery:	10/17/2018 5:00 PM	PO Number: 987654654		
THIRD PARTY FREIGHT CHARGES BILL TO:		Freight Charge Terms: (freight charges are prepaid unless marked otherwise)		
Name:	DS Brown Company	Prepaid Collect X 3rd Party		
Address:	300 East Cherry St.			
City/State/Zip:	North Baltimore, OH 45872			
Special Instructions: Carriers must email POD & Invoice to dsbrown@ipsww.com				
Load ID: LD0206379		<input type="checkbox"/> Master Bill of Lading: with attached Underlying Bills of Lading (check box)		

6.5 Routing Instructions for Parcel

The Purchase Order will contain the carrier name and account number.

6.6 Ground Expediting

For expedited freight contact the Buyer immediately for authorization. For full truckloads, the Buyer will contact dsbrown@taservices.com with the authorization, service requirements and PO. The Supplier will need to email the Routing Request Form to dsbrown@taservices.com.