



# Vendor Packing Instructions and Routing Guide

Please remember to check for the most current routing guide at [www.c21freight.com](http://www.c21freight.com).

## **PRE-SHIPPING INSTRUCTIONS**

### **A. MERCHANDISE IDENTIFICATION / MARKINGS**

1. The merchandise must have a visible hangtag or label on the garment or neck label with the size clearly indicated. All merchandise must also have a care label sewn into the garment.
2. All merchandise must have a Style Number affixed to the outside of each product. This number must correspond to the style number specified on the Century 21 Department Stores purchase order.
3. Packing lists must agree with contents of total shipment.
4. International shipments require a packing list for each carton for customs inspections.

### **B. CARTON SIZE / CONSTRUCTION**

1. a. ***For UPS and FedEx Shipments only: No cartons may be larger than 3 cubic feet; that is, the length x width x height of each carton must be 3 cubic feet or less.***  
b. For all other carriers: Maximum allowable carton length is 3', maximum width is 3' and maximum depth is 2'. Preferred carton size is 12\_H x 12\_W x 24\_L.
2. Maximum parcel specifications are: length and girth combined not to exceed 108\_.
3. Maximum weight per carton is seventy (70) pounds.
4. Corrugated test weight must be at least 175 pounds. Cartons must be reshippable.

### **C. CARTON LABELING / IDENTIFICATION**

1. Each carton must be labeled with a 4\_ x 6\_ label on the end with the following information:
  - a. Purchase Order Number
  - b. Number of cartons on lot (i.e., 1 of X, 2 of X, ũ , X of X) by purchase order.
  - c. Store number / Department number
  - d. Style #
2. Packing slip must be placed in an envelope and attached to the lead carton (i.e., 1 of X).

### **D. PACKING INSTRUCTIONS**

1. All purchase orders placed for Century 21 Department Stores are considered individual orders. Each purchase order must be packed and identified separately. A carton CANNOT contain multiple purchase orders.
  - a. Bulk Packaging
    - All purchase orders must be packed and identified separately.
  - b. Pre-pack by store
    - Merchandise should be pre-packed by store only when specifically requested by the buyer.
    - Each purchase order must be packed and identified separately by Store Number with packing slips per store.
    - Cartons must be labeled with Purchase Order and Store Number.
    - Cartons must be labeled in lots per store.
  - c. All orders that are pre-hung by manufacturer must be placed on plastic hangers only.
  - d. All orders that are shipped on hangers, without cartons, must be protected with plastic wrap or a suitable alternative.
2. **Glassware, Giftware and Cosmetics**
  - a. P.O. number must be on the outside of each carton.
  - b. Style number must appear on all merchandise.
  - c. Glassware cartons must be marked with `Fragile` stickers.
  - d. Maximum weight per carton is thirty (30) pounds.

#### **E. PACKING SLIP REQUIREMENTS**

1. Each order must have its own MASTER PACKING SLIP attached to the lead carton, enclosed in a packing slip envelope. Each packing slip must contain the following information:
  - a. Vendor name and address
  - b. Purchase order number
  - c. Store number / Department number
  - d. Quantity specified in dozens or pieces, detailed by style, size and color
  - e. Carrier name
  - f. Total number of cartons in the order

2. When shipping GOH, the packing slip must be placed in a clear document bag attached to the hanger neck of the lead garment for each purchase order number.
3. When shipping via UPS or FedEx, each carton must have its own packing slip because each carton is considered an individual package. Multiple carton shipments are not consolidated nor guaranteed to arrive together.

**F. INVOICES SHOULD BE SENT TO:**

**CENTURY 21 DEPARTMENT STORES**

**Attn: Accounts Payable Department**

**22 Cortlandt Street**

**New York, NY 10007**

For questions regarding invoicing, call our Accounts Payable Department at:

(212) 227-9092

## **SHIPPING INSTRUCTIONS**

### **A. GENERAL INSTRUCTIONS**

1. The Bill of Lading must contain the following information:
  - a. All purchase orders must be listed on the Bill of Lading.
  - b. Every Bill of Lading must show the total carton count for the shipment. The body of the Bill of Lading must contain the total carton count for each purchase order. Vendor assumes liability for shortages where purchase order numbers are not itemized on the Bill of Lading.
  - c. The description portion of the Bill of Lading must be completed using the proper description as outlined in the current edition of the National Motor Freight Classification. The correct density and released value sub-classification must be properly listed when applicable with the appropriate number of cartons and the weight for each classification provided.
  - d. Any excess freight charges that Century 21 Department Stores incurs due to a vendor error on the Bill of Lading, i.e. incorrect weight, etc., will be charged back to the vendor.
2. All cartons and weights shipped within 48 hours from one location to one of our facilities must be combined on one master Bill of Lading showing all purchase order numbers, carton counts per purchase order number and total carton count and weight. This aggregate weight is to be used when determining the proper routing instructions.
3. Each purchase order must be packed in separate cartons.
4. Each purchase order to be delivered directly to a store location and containing more than 10 cartons must be separated from other purchase orders and stretch-wrapped to pallets before it is given to the carrier.
5. Goods must be shipped in accordance with the Delivery Start Ship date and the Complete / Cancel Date on the Purchase Order.
6. **If you are shipping from within the New York City/New Jersey Commercial Trade Zone, we expect that you will ship the merchandise prepaid.**
7. **Freight charges must not be prepaid and added to the merchandise invoice.**  
Merchandise invoices that contain freight charges will be paid net of freight.

8. All deviations from these standard routing instructions must be individually authorized by the Traffic Department prior to shipment. Any excess charges incurred due to deviation from these instructions will be charged back to the vendor. Buying offices are not authorized to issue routing instructions.

## **B. ROUTING INSTRUCTIONS**

1. Shipments made within a 48-hour time frame must be consolidated on one Bill of Lading. A shipping manifest must accompany a consolidated shipment.
2. **Non-prepaid shipments from CA ZIP codes 90001 – 94999 should be shipped Prepaid to our Consolidator, Collect Beyond. Please call City Fashion Express, Inc. at (310) 223-1010 to schedule a delivery or pick-up.**
3. **Non-prepaid shipments from CA ZIP codes beginning with 950-962 should be shipped via Fed Ex as per the designated carrier listing.**
4. Shipments having a total combined weight of less than 150 lbs. and fewer than 10 cartons must be shipped **via a Century 21 Department Stores preferred carrier or service. Our routing chart (see Appendix A), designating carrier by state of origin, must be utilized when Century 21 Department Stores is responsible for all or any part of the freight charges.** Cartons shipped UPS or FedEx must meet all Carton Size/Construction requirements on page 2 of this Routing Guide. UPS charges are to be identified as `FREIGHT COLLECT\_ when manifesting cartons to UPS. FedEx charges are to be processed `Bill 3<sup>rd</sup> Party\_ when manifesting cartons FedEx.
  - a. **The Century 21 purchase order number must be included in reference field #1 on the manifest. Freight charges will be billed to Century 21 Department Stores directly by UPS utilizing the “FREIGHT COLLECT” billing and by FedEx when Billing 3<sup>rd</sup> Party.**
  - b. Century 21 Department Stores will not be responsible for freight charges applied to the merchandise invoice.

All FedEx Ground and Express shipments are to be billed using the Third Party billing option. Please call the Appointments Desk at (201) 348-2252, ext 7101 for updated account information.

Updated UPS account information should be obtained by calling the Appointments desk at (201) 348-2252, ext 7101.

5. Shipments having a total combined weight of 150 lbs. or more must be shipped via a Century 21 Department Stores preferred carrier or service. Our routing chart (see Appendix A), designating carrier by state of origin, must be utilized when Century 21 Department Stores is responsible for all or any part of the freight charges.
6. Shipments consisting of 7 or more pallets should qualify for a Full or Partial Trailer Load discount. When contacting the carrier in Appendix A, specify how many pallet spaces the shipment fills and request special Full or Partial Trailer (Head Load) pricing for this shipment.
7. If a designated carrier does not service your area, please contact our Traffic Department for special routing instructions at (201) 348-2252 ext. 7101 or 7161

### **C. DELIVERY APPOINTMENTS**

1. Deliveries will not be accepted without an appointment made 24 hours in advance. Vendor's House Trucks & Common Carriers must contact our Receiving Department with all applicable purchase order numbers referring to the delivery. Appointments are to be made with the appropriate receiving department at the locations designated below:

a. New York, NY 10007	(212) 227-9092 ext. 400
b. Brooklyn, NY 11209	(718) 748-3266 ext. 273
c. Westbury, NY 11590	(516) 333-5200 ext. 4300
d. Morristown, NJ 07960	(973) 401-9500 ext. 3459
e. Paramus, NJ 07652	(201) 490-2000 ext. 6051
f. Secaucus, NJ 07094	(201) 348-2252 ext. 7101

#### **D. DELIVERIES TO WRONG LOCATIONS**

1. Vendors that ship an order to a location other than the `SHIP TO` location specified on the order or order transmission, without specific written instructions from the Century 21 Department Stores Traffic Department, will be responsible for all re-consignment charges from the carrier.

#### **E. DELIVERY REFUSALS**

1. Shipments may be refused for the following reasons:
  - a. Attempts to deliver without a scheduled appointment.
  - b. Purchase orders not on file.
  - c. Shipment delivered past cancellation date.



## APPENDIX A

<b>Designated Carrier Listing - Effective July 14, 2014 changes in bold.</b> If Century 21 Department Stores is responsible for all or any part of the freight charges and all pre- shipping instructions on pages 1 - 3 of this routing guide have been met, ship `Freight Collect` via shipper listed below.	
<b>Alabama</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight ⇒ FedEx Freight Economy
<b>Alaska</b>	Under 150 lbs. and fewer than 10 cartons ⇒ ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ YRC
<b>Arizona</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Arkansas</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>California</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program For over 150 lbs: ZIP codes 90001-94999 ⇒ Prepaid to Consolidator, City Fashion Express. (see page 6, item B, 2) ZIP codes 950 - 962, 150 lbs. - 1,000 lbs. ⇒ FedEx Ground ZIP codes 950 - 962, over 1,000 lbs or over 1,000 lbs dimensional weight ⇒ FedEx Freight Economy
<b>Canada</b>	Under 150 lbs. and fewer than 10 cartons ⇒ UPS - Collect Billing Program 150 lbs. and over ⇒ YRC
<b>Colorado</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs. ⇒ FedEx Freight Economy
<b>Connecticut</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ New England Motor Freight
<b>Delaware</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. and over or over 1,000 lbs dimensional weight ⇒ Jay Dee Trucking
<b>District of Columbia</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. and over or over 1,000 lbs dimensional weight ⇒ Jay Dee Trucking
<b>Florida</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. - FedEx Freight Economy
<b>Georgia</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Hawaii</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ YRC
<b>Idaho</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. - 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1000 lbs dimensional weight. ⇒ FedEx Freight Economy

<b>Illinois</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Indiana</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Iowa</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Kansas</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Kentucky</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Louisiana</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Maine</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ New England Motor Freight
<b>Maryland</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1000 lbs ⇒ <b>FedEx Ground</b> Over 1000 lbs or 1000 lbs dimensional weight ⇒ <b>FedEx Freight Economy</b>
<b>Massachusetts</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. and up ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ <b>FedEx Freight Economy</b>
<b>Michigan</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Minnesota</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Mississippi</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight ⇒ FedEx Freight Economy
<b>Missouri</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Montana</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Nebraska</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Nevada</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>New Hampshire</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ New England Motor Freight

<b>New Jersey</b>	<p>Within NYC/NJ Commercial Trade Zone ⇒ ship prepaid (see page 5, item 5)</p> <p>All other ZIP codes outside NYC/NJ Commercial Trade Zone</p> <p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <ul style="list-style-type: none"> <li>• Over 150 lbs. ⇒ Jay Dee Trucking</li> </ul>
<b>New Mexico</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy</p>
<b>New York</b>	<p>Within NYC/NJ Commercial Trade Zone ⇒ ship prepaid (see page 5, item 5)</p> <p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>For over 150 lbs. :</p> <p>New York City (5 boroughs, not inc. NYC Commercial Trade Zone), Long Island, Southern NY State (Nassau, Suffolk, Orange, Putnam, Westchester &amp; Dutchess Counties) ⇒ Jay Dee Trucking</p> <p>Upstate and points not listed, 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Upstate and points not listed, over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ New England Motor Freight</p>
<b>North Carolina</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p><b>150 lbs. – 500 lbs. ⇒ FedEx Ground</b></p> <p>Over 500 lbs. ⇒ Con-Way Freight</p>
<b>North Dakota</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy</p>
<b>Ohio</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ~ FedEx Freight Economy</p>
<b>Oklahoma</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy</p>
<b>Oregon</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1000 lbs dimensional weight. ⇒ FedEx Freight Economy</p>
<b>Pennsylvania</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ For zip code prefix 150-165 and 167 ⇒ FedEx Freight Economy</p> <p>For all other zip codes ⇒ Jay Dee Trucking</p>
<b>Rhode Island</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ Jay Dee Trucking</p>
<b>South Carolina</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p><b>150 lbs. – 500 lbs. ⇒ FedEx Ground</b></p> <p><b>Over 500 lbs. ⇒ Con-Way Freight</b></p>
<b>South Dakota</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy</p>
<b>Tennessee</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy</p>
<b>Texas</b>	<p>Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program</p> <p>150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground</p> <p>Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy</p>

<b>Utah</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Vermont</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Virginia</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Washington</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>West Virginia</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Wisconsin</b>	Under 150 lbs. and fewer than 10 carton⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy
<b>Wyoming</b>	Under 150 lbs. and fewer than 10 cartons ⇒ FedEx single carton/ ground program 150 lbs. ~ 1,000 lbs. ⇒ FedEx Ground Over 1,000 lbs or over 1,000 lbs dimensional weight. ⇒ FedEx Freight Economy

## DESIGNATED CARRIER ADDRESS & TELEPHONE INFORMATION

**For all shipments of 7 or more pallets, you must request special Full or Partial/ Volume Trailer Load Pricing when contacting the carrier.**

### JAY DEE TRUCKING DELIVERY:

450 Duncan Avenue  
Jersey City, NJ 07306  
Tel: (201) 332-7200  
Fax: (201) 332-8456  
[www.jaydeetrucking.com](http://www.jaydeetrucking.com)

### NEW ENGLAND MOTOR FREIGHT:

1-71 North Avenue East  
Elizabeth, NJ 07201  
Tel: (908) 965-0100  
Fax: (908) 965-1881  
[www.nemf.com](http://www.nemf.com)

### UPS FREIGHT COLLECT BILLING and HUNDRED WEIGHT SERVICE:

See UPS shipping Instructions for more information found on the following page.

### FedEx Express or Ground Small Package

Call the FedEx Activation desk at (866) 883- 9290 Monday thru Friday, 8 am to 5pm CST. See shipping instructions below.

### FedEx Freight Economy

For assistance with FedEx Freight Economy  
Call (866) 393-4585. See shipping instructions below.

### City Fashion Express, Inc.

2016 East University Drive  
Dominguez Hills, California 90220  
(310) 223-1010

## **Con-Way Freight**

For assistance with Con-Way Freight  
Please call (800) 755-2728. You will  
be prompted to enter the zip code of  
the pick up location. You will be  
automatically re-routed to the  
appropriate Con-Way terminal.

## **UPS SHIPPING INSTRUCTIONS**

Below are the shipping instructions for **UPS Freight Collect Billing and UPS Hundred Weight Service**:

- Shipments having a total combined weight of less than 150 pounds and fewer than 10 cartons must be shipped via **UPS Freight Collect Billing**. UPS charges are to be identified as `collect\_ when manifesting cartons to UPS. The Century 21 purchase order number must be included in reference field #1 on the manifest. Freight charges will be billed to Century 21 directly by UPS utilizing the `freight collect\_ billing.
- Shipments having a total combined billable weight of 150 pounds through 1000 pounds must be shipped via **“UPS Hundred Weight Service”** and billed Freight Collect to Century 21. The Century 21 purchase order number must be included in reference field #1 on the UPS manifest. You must have a current UPS Online compatible shipping solution.

**IMPORTANT:** The **minimum average** carton weight should be 15 pounds per shipment.

Please call the Appointments Desk at (201) 348-2252, ext. 7101 to obtain updated account information.

- Shipments having a total combined billable weight in excess of 1,000 lbs. please refer to our Designated Carrier Listing.

**Reminder:** Century 21 purchase order cancellation dates are in-house cancel dates. If you are not shipping so that the scheduled delivery is on or before the cancel date, you must notify the respective Buyer to verify the status of the order. Canceled orders will be refused with freight charges reverting to the shipper.

Please return the attached sheet indicating whether or not you currently utilize a current UPS OnLine Compatible shipping solution.

If you have any questions, please contact our Traffic Department at (201) 348-2252 ext 7101 or 7161.

## **FedEx Shipping Guidelines**

1. **All FedEx Ground and Express shipments** are to be billed to the FedEx account numbers that correspond with their respective locations using the **Third Party billing option**. Please call the Appointments desk at (201) 348-2252, ext 7101 to obtain updated account numbers.

**IMPORTANT:** The **minimum average** carton weight for FedEx Ground should be 18 pounds per shipment.

For immediate assistance with specific questions about FedEx services, call the **FedEx Activation Desk toll-free at 1-866-883-9290**. This resource is available Monday through Friday, 8 a.m. to 5 p.m. CST.

2. **For all FedEx Freight Economy collect shipments:**

All shipments must be consigned/ shipped to the Century 21 Department Stores' name and corresponding address. For immediate assistance with questions about shipping with FedEx Freight Economy, please call **1-866-393-4585** (toll-free) or visit FedExfreight.com. To obtain direct service telephone numbers, just enter your city and state or zip code at this website.

If you have any questions, please contact our traffic department at (201) 348-2252, ext: 7101 or 7161. Thank you.