

General Routing Procedures - Domestic

The following are routing instructions that must be followed on all shipments consigned to Genesco Inc. and its various divisions.

ALL FREIGHT MUST BE SHIPPED 3RD PARTY BILLING. DO NOT PREPAY AND ADD FREIGHT CHARGES TO THE MERCHANDISE INVOICE. Merchandise invoices that contain freight charges will be paid net of freight. Please send invoices to:

Division name		Division name
C/O Genesco	or	C/O Genesco
P O Box 731		1415 Murfreesboro Road
Nashville, TN 37202		Suite 638
		Nashville, TN 37217

Prior to making a shipment to any Genesco division, it is required that the vendor must contact the **Corporate Logistics Department** for **pre-authorization**. Any shipments shipped without authorization will result in a chargeback to the respective vendor.

Buyers cannot authorize routing and should not be contacted for routing instructions.

If the location on the PO is 9950 the shipments need to be sent to:

635 Genesco Parkway
Lebanon, TN 37090

To receive routing authorization, please contact the Corporate Logistics Department by:

Completing and submitting the online routing request form, which is located in the forms section of this routing guide. **All routing requests need to be submitted online.**

- Routing is determined by the number of cartons, weight and cube of the shipment and shipment availability. **This information must be accurate.** Variances or inaccurate information will result in a chargeback (including full freight).
- The following information must be provided when requesting routing. Incomplete forms will not be processed.
- Total weight of shipment.
- Total cubic feet of the shipment (amount of trailer space the shipment will require).
- Date available for pickup.

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- Carton count, Unit count, weight, and cube by purchase order.
- Shipments should be submitted for routing **NO MORE THAN 48 HOURS** prior to **the order's Ready to Ship date**, taking into consideration weekends and holidays.
- Vendor's Ready to Ship date must be **no less than 48 hours** prior to the purchase order cancel date.
- **Vendors are required to combine all shipments from the same location with the same destination within a two (2) day period.**
- Use only the carrier authorized by the Corporate Logistics Department.
- Number of PO's and units authorized must be the number of Po's and units shipped.
- Vendors must provide accurate cube information. Calculations for cubic feet should be based upon actual amount of trailer space used. Failure to provide accurate cubic feet information to GENESCO may result in a chargeback to your company.

- Calculating the "Cube" or Cubic Feet of a Shipment:

For all cartons of the same size, multiply carton LENGTH by carton WIDTH by carton HEIGHT by the total NUMBER OF CARTONS of this size. Divide the total by 1728. The resulting number is the shipment CUBE.

Example: Carton Size: Length: 25", Height 21", Width 25" Number of cartons of that size: 150

Calculation: $25 \times 21 \times 25 \times 150 = 1,968,750$ Divide 1,968,750 by 1728 = 1,139 cube

This same calculation would be done for every carton size. Add up the cube figured for each carton size – this is the total cubic dimension for the shipment.

- Completed Bills of Lading with Pro Numbers and Authorization Numbers must be faxed to the Corporate Logistics Department at **(615) 367-7157** or e-mailed to Routing@Genesco.com
- The **Authorization number** that will be assigned must **be on all documentation!** This includes the Packing lists, Bills of Lading, etc.

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- An **ASN** is **required** on all shipments. The ASN must be sent within 24 hours of the purchase order being picked up. We must have the ASN in order to receive the purchase order. The ASN is not usable if it is received after the purchase order arrives to us.
Failure to send an ASN within 24 hours will result in a chargeback.
- **ASN's** received with the incorrect SCAC code will be considered invalid. We use the SCAC code as a trigger to route the ASN for proper receiving, so it is necessary that this element of the ASN is accurate. If the SCAC/TD503 in the ASN is incorrect chargebacks **WILL** be issued.

For more information regarding ASN's, please refer to the EDI section.

***Note: 24 Hour Authorization window does not apply to full Truckload or Hudd/Maersk Shipments.**

****Note: Exception will be made for shoe care products.**