

Truck Load Procedures

- Freight must be ready to ship when requesting Authorization.
- Shipper is responsible for the carton counting, loading and sealing of the trailer. Genesco's authorized carriers do not require their drivers to count or assist in truck loading. Truckload shipments are to be sorted and loaded by Purchase Order.
- Trailers should be loaded in Purchase Order sequence. Load one Purchase Order completely before loading the next order.
- All trucks must be loaded on a timely basis – no exception. Freight and corresponding paperwork must be complete and accurate at the time of the scheduled pick-up.
- All shippers are expected to load trailers on a timely basis. Excessive time in loading, delays, and layovers will result in a chargeback.
- All merchandise shipped to Genesco's Distribution Center on a Truckload Carrier must be floor loaded and **NOT** on pallets, unless specifically authorized by Genesco Corporate Logistics. Shipments moving on pallets without the proper authorization will result in charge backs to your company.
- If you have received authorization to ship on pallets, you must consider the **AMOUNT OF TRAILER SPACE** the shipment will require when calculating cubic feet. (As an example, you must take into consideration the additional space required if the pallets cannot be double stacked, etc.) The correct cube (including additional space required for pallets) must be included on the routing request.
- If the shipment has not been approved to ship palletized and is loaded on pallets when the carrier arrives to pick up, any wait time, redelivery, or other accessorial charges billed by the carrier while the shipment is removed from pallets and converted to floor load will be charged back to the shipper.
- Bills of Lading must be signed "**Shipper Load and Count**". Any shortages will then be the responsibility of the vendor.
- Packing List and Bill of Lading must be included with each shipment. Bill of lading must be faxed to (615) 367-7157 or emailed to Routing@Genesco.com within one business day.
- Number of PO's and units authorized must be the number of PO's and units shipped.

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- Multiple full truckloads (or overflow from full truckloads) are not subject to the shipping frequency requirements. If you are shipping multiple truckloads, you must comply with the following:
- Do not split purchase orders across multiple trucks, unless a single purchase order covers multiple trucks.
- Issue one bill of lading per truck and one ASN per bill of lading.
- Do not transmit one ASN for multiple trucks or bills of lading.
- Use only the carrier authorized by the Corporate Logistics Department.
- The **Authorization number** that will be assigned must **be on all documentation.**
- An **ASN** is **required** on all shipments. For more information regarding ASN's, please refer to the EDI section.