

Shipping with UPS

Authorization numbers:

There will be an Authorization Number assigned for each UPS Shipment. This **Authorization Number must be on all documentation!**

Genesco UPS Account Numbers:

Always ship with **UPS 3rd Party Billing**.

If the order requires a zip code please enter the zip code 37217.

The routing request online form must be filled out and sent electronically prior to receiving the UPS account numbers.

Please contact the Corporate Logistics Department at Routing@Genesco.com for UPS account numbers pertaining to these divisions:

DIVISION
Jarman/Underground Station
Journeys
Journeys Kidz
Johnston & Murphy
Journeys Direct

Do not ship with insurance. Insurance must be authorized.

Tracking Numbers:

It is advised to use Genesco UPS account numbers that pertain to the Genesco divisions.

Tracking numbers must be provided when UPS shipments do not ship under Genesco UPS account numbers for the Genesco divisions.

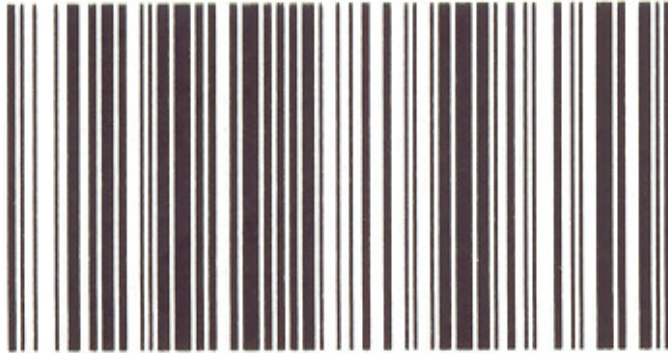
Reference Numbers:

Reference Numbers Must Be Used! In the 1st Reference Number field, enter the **Purchase Order / Authorization Number**. Example: If the Purchase Order is "700770" and the Authorization Number is "1244", enter "700770/1244." If the UPS shipment is going directly to a Store, then the **Store Number** must be entered in the 2nd Reference Number field.

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(Refer to Example Below)

TRACKING #: 1Z 011 111 00 0000 0000



BILLING: P/P

**Reference 1: Purchase
Order # / Authorization #**

REFERENCE #: 700770/1244
REF 2: 6460

Reference 2: Store #

UOM 40.22 UPS Ther 16.0A 11/2001

Oversize Packages

All oversized packages must have prior authorization from the Corporate Logistics Department. Any oversized package shipped without authorization will result in a charge back to the respective vendor. For more specific information as to oversized packages, please go to

www.ups.com/using/services/packaging/oversize-guide.html