

## General Domestic Routing Procedures

**The following are routing instructions that must be followed on all shipments consigned to Licensed Brands Footwear in care of Genesco Inc.**

**ALL FREIGHT MUST BE SHIPPED 3<sup>rd</sup> 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:

Licensed Brands Footwear C/O Genesco P O Box 731 Nashville, TN 37202	or	Licensed Brands Footwear C/O Genesco 535 Marriott Drive Road 11 <sup>th</sup> floor, Logistics Nashville, TN 37214
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Prior to making a shipment to any Licensed Brands Footwear 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.

If the location on the PO is 244 the shipments need to be sent to:

5894 Nashville Highway  
Chapel Hill, TN 37034

To receive routing authorization, please complete the routing request form. Please contact your buyer to receive the request form link. Buyers cannot authorize routing and should not be contacted for routing instructions.

Please email the Corporate Logistics Department at [Routing@Genesco.com](mailto:Routing@Genesco.com) with any questions about the request form or routing instructions.

- 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.
  - Carton count, unit count, weight, and cube by purchase order.
- 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).

- 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. Using any unauthorized carrier may result in chargebacks.
- 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 Licensed Brands Footwear 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 emailed to the Corporate Logistics Department at [Routing@Genesco.com](mailto:Routing@Genesco.com) within 12 hours of shipment pickup.