

Johnston & Murphy Retail Less Than Truckload Procedures

- All shipments must ship by the end of the next business day! If not, notify the Corporate Logistics Department immediately!
- Use only the carrier authorized by the Corporate Logistics Department.
- Number of cartons authorized must be the number of cartons shipped.
- Consolidate all purchase orders authorized on a single day into one shipment grouped only by Johnston & Murphy.
- Consolidate all individual shipment's Bills of Lading on (1) Master Bill of Lading, which describes the individual bills shipped and has copies of these attached to the master.
- **All cartons and weights shipped on one day from one location to one "ship to" location MUST be combined on one Master Bill of Lading. Purchase order number, carton count by purchase order, and carton count by shipment must be on the Master Bill of Lading. Failure to do so WILL result in a chargeback.**
- Routing instructions will be based on the aggregate weight of all Bills of Lading prepared each day for each location.
- Do not show a shipment value on the Bill of Lading.
- Completed Bills of Lading with Pro Number, Authorization Number, and driver's signature must be faxed to the Corporate Logistics Department at **(615) 367-7157** or e-mailed to Routing@Genesco.com
- Vendor must arrange pickup with Authorized LTL Carrier.
- Must be shipped **3rd Party Billing**.
- 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.