



## Section 2: Routing & Shipping Instructions

### Supplier Responsibilities

- PREPAID (supplier-paid) shipments should be routed via BJ's preferred carriers whenever possible.
- Route all COLLECT (BJ's-paid) shipments via the designated carrier as assigned by BJ's Domestic Transportation Department.
- SHIP ON TIME. BJ's allows merchandise to be received up to 3 business days prior to the delivery date on the purchase order. Chargebacks will be levied for deliveries made after the purchase order due date.
- All drop appointments, **collect or prepaid**, must arrive at the Distribution Centers by 6:00 AM on the appointment date. Drop appointments may be delivered up to 3 business days prior to the appointment date, exceptions will be communicated by BJ's Domestic Transportation.
- Ensure that shipments meet the conditions specified on the BJ's purchase order. If differences exist with order quantity, ability to meet due dates or if shipments exceed a truckload, then the appropriate BJ's Replenishment Specialist and BJ's Domestic Transportation must be notified prior to shipment.
- Palletize and shrink-wrap all merchandise by purchase order. Notify the appropriate BJ's Buyer whenever palletizing exceptions exist.
- Include all purchase order numbers on the Bill of Lading, when product is tendered to the carrier.
- Minimize the use of small parcel (UPS type) shipments, whenever possible, when making deliveries to any BJ's Distribution Center. In order to ship small parcel, authorization must be obtained by contacting BJ's Domestic Transportation (774-512-6903).
- BJ's will not be responsible for any additional charges on prepaid shipments, including but not limited to, charges for delays, driver assist, storage, notifications, or any other similar charges. If a carrier assesses charges, the supplier will be responsible for such charges.

### Collect Shipments

- Route all COLLECT shipments via BJ's designated carriers as assigned by BJ's Domestic Transportation. COLLECT purchase orders are routed through a Transportation Management System (TMS) that evaluates the shipment's specific characteristics and assigns the optimal carrier.
- Carrier assignments for COLLECT shipments are available through BJ's TMS Vendor Portal. For purchase orders that are not a full truckload, additional shipment details including shipment ready date, shipment weight and the number of pallet positions will need to be submitted through the portal in order for carrier assignments to become available. User ID's and passwords for the portal can be requested through contacting BJ's Domestic Transportation at 774-512-6903 or [transportation@bjcs.com](mailto:transportation@bjcs.com). You will need to supply contact information including contact name, vendor # (or existing PO), vendor address, ship from address (if different), phone # and email to be set up as a user.
- All COLLECT shipments must be scheduled for pickup with the assigned carrier a minimum of 48 hours prior to the expected pickup date. Note that purchase orders reflect a delivery date; therefore transit time must be considered when scheduling a pickup. All collect drop shipments must arrive at BJ's DC before 6:00AM on the appointment date. If the carrier fails to pick up at the scheduled time, notify BJ's Domestic Transportation at (774-512-6903) or [transportation@bjcs.com](mailto:transportation@bjcs.com) for resolution.
- DO NOT, under any circumstances, combine or consolidate purchase orders to create a larger shipment without receiving prior authorization from BJ's Domestic Transportation Department.