



SHIPMENT CONTROL FORM – USA Domestic Shipments Only

Supplier Name: _____ Contact Name: _____
 Street Address: _____ Phone #: _____
 City: _____ State: _____ Zip: _____ Shipping Hours: _____
 Pickup Address & Phone # if Different from Above: _____
Additional Instructions and/or Pick-Up Number: _____

Ready to Ship Date:	Floor Load <i>OR</i> Palletized: <input type="checkbox"/> LOOSE <input type="checkbox"/> PALLETS	Supplier Load <i>OR</i> Driver Load: <input type="checkbox"/> SUPPLIER <input type="checkbox"/> DRIVER
In-House/Due Date:	Stackable Pallets: <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver Count: <input type="checkbox"/> YES <input type="checkbox"/> NO
Temperature Restrictions: <input type="checkbox"/> COOLER 35°-38° <input type="checkbox"/> FREEZER 0° <input type="checkbox"/> NO	24 Hour Notice Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Appointment Needed: <input type="checkbox"/> YES <input type="checkbox"/> NO

Purchase Order #	Package Label #	General Item Description	Total Cartons	Weight (Lbs.)	Pallets/ Cube	Pallet/Carton Dimensions	Freight Class
TOTALS:							

Top Section to Be Completed by Supplier / Shipper

Bottom Section to Be Completed by the Colony Brands Transportation Department

Carrier Information:

PLEASE NOTE:

- Copies of the Packing List must be attached to both the Freight and to the Bill of Lading.
- Bill of Lading must include the Freight Class as well as the NMFC # and/or item description.
- Revisions must be submitted to Traffic@colonybrands.com for reassessment before shipping.

**** Failure to comply may result in chargebacks. ****

Please Email Form to Colony Brands Transportation Department:

Traffic@colonybrands.com

For a downloadable copy, please visit -- <http://www.colonybrands.com/supplier-manual-nonfood>

ROUTING REQUESTS – COMPLETING SHIPMENT CONTROL FORMS

- “Section # 1”:
 - Supplier Name: Vendor name – not the name of the warehouse holding the product
 - Street Address, City, State, Zip: Vendor’s address
 - Pickup Address & Phone # if Different from Above: Name, address, & phone number of the location that the product is actually shipping from – *IF* it differs from the vendor’s “home” address
 - Additional Instructions and/or Pick-Up Number: *IF* a pick-up number is required and/or special instructions are required to obtain the shipment
 - Contact Name: Person that is able to answer questions about the shipment, if necessary
 - Phone #: Contact information of the person that is able to answer questions about the shipment
 - Can be phone number and/or email address
 - Shipping Hours: Days of week & hours per day that shipments can be retrieved from your facility
- “Section # 2”:
 - Ready to Ship Date: Date that the shipment will be in-house, packed, palletized, labeled, & ready to be picked up
 - Shipment Control Forms cannot be accepted for orders that are still in containers and/or have not yet arrived at your warehouse & prepped for shipment
 - In-House/Due Date: Date that Colony Brands has requested the shipment arrive by
 - Temperature Restrictions: Mark as “cooler”, “frozen”, or “no – dry”
 - Floor Load or Palletized: Mark either “loose – floor” or “palletized”
 - Please note that Colony Brands prefers the use of standard 48 x 40 pallets, with NO product overhang, whenever possible
 - There are no height restrictions, as long as the pallets are stable & shippable
 - Stackable Pallets: Mark whether or not the pallets are stackable, please take into account both the height of your pallets & also the stackability of the products being shipped
 - 24 Hour Notice Required: Mark either “yes” or “no”, depending on your warehouse’s requirements for pick-ups
 - Supplier Load or Driver Load: Mark either “supplier” or “driver”, depending on who will be required to load the shipment onto the truck
 - Driver Count: Mark whether or not the driver will be expected to count the product being loaded onto the truck
 - Appointment Needed: Mark either “yes” or “no”, depending on your warehouse’s requirements for pick-ups
- “Section # 3”:
 - Purchase Order #: Colony Brands PO number, provided by your buyer
 - Package Label #: Colony Brands item number, provided by your buyer
 - General Item Description: Brief description of your product
 - Total Cartons: Number of cartons being shipped
 - Weight (Lbs): Total weight, including any pallet weight
 - Pallets / Cube: Total number of pallets being shipped
 - *IF* the shipment is floor loaded (loose cartons), cube **MUST** be provided
 - Pallet/Carton Dimensions: For accurate routing, dimensions of the handling units **MUST** be provided
 - Freight Class: National Motor Freight Classification
 - TOTALS: Provide the total cartons, weight, pallets/cube of the shipment
 - NOTES ABOUT SECTION # 3:
 - Complete 1 shipment control form per ship-to location and/or truckload
 - List each PO number only once

- If multiple PLN's are shipping under the same PO number, list only the total cartons/weight/pallets for the PO – please do NOT break out by color/size
 - All fields are considered required, as it ensures proper routing & limits the chance of transportation related chargebacks
- “Section # 4”:
- This area must remain blank, as it will contain your shipping instructions upon the form being returned to you
 - Colony Brands Traffic will provide the carrier name & contact information – along with any other necessary information

ADDITIONAL NOTES:

- All routing requests MUST be sent to traffic@colonybrands.com – Colony Brands no longer utilizes fax
 - Please do not include individual Colony Brands Traffic contacts, as traffic@colonybrands.com is already a shared address
- Colony Brands Traffic MUST be notified of ALL shipment related changes PRIOR to shipping:
 - Carton count, weight, pallet count revisions
 - Both over & under the original amounts provided
 - Pick-up location revisions
 - Ready-to-ship date revisions
- If you submit a routing request in which the shipment is on pallets – the order MUST ship on pallets
 - If the shipment is changed to floor loaded (loose cartons), a revision MUST be submitted – as the carrier information will need to be updated
- Shipment control forms MUST be submitted in order to receive shipping instructions
 - Shipping instructions will not be provided via phone and/or without a form being submitted
- Questions regarding In-House/Due dates & other PO issues must be submitted to your buyer
- Please visit <http://www.colonybrands.com/supplier-manual-nonfood> for additional information – including packaging & labeling requirements

BOL REQUIREMENTS:

- The shipment control form does NOT qualify as an acceptable BOL, you MUST create your own
 - Standardized templates can be found using an internet search if your company does not have their own
- *IF* a change of ship-to location has been requested on the shipment control form that was returned to you, you MUST ship to the location requested
- *IF* your PO terms are set to Freight Collect, you MUST mark your BOL accordingly
 - Failure to check the Freight Collect box on your BOL will result in you receiving the bill for the shipping costs
- *IF* a quote number is provided on your shipment control form, it MUST be written on your BOL
 - Failure to provide the quote number to the carrier will result in incorrect billing & typically chargebacks
- Temperature restrictions MUST be communicated to the carrier & noted on your BOL
- At minimum, Freight Class must be included on your BOL – though NMFC number is also strongly encouraged
 - Failure to provide an accurate Freight Class will result in incorrect billing & typically chargebacks
- All PO numbers included in the shipment MUST be listed on your BOL
- A copy of the packing list must be attached to the BOL
- If you have any additional questions about completing a proper BOL, please reach out to traffic@colonybrands.com for assistance