

## Vendor Routing Guide for Standard, Standard B2B, Ship to Store, and Collect Shipments

### Small Parcel Shipment Instructions

1. For Parcel Shipments, you will need their own shipper account number for pickup and routing purposes when shipping via FedEx to our Customers. If you do not have an account number, go to [www.fedex.com](http://www.fedex.com), or call 1.800.GOFedEx 1.800.463.3339 to set one up. Please note that you should not declare value on your shipments.

For guidance on shipping methods:

- Use FedEx Home Delivery Service for residential small packages up to 70 lbs. shipped directly to our customers.
  - Use FedEx Ground® Service for small packages shipped directly to our customers weighing over 70 lbs. but less than 150 lbs. and length plus girth is less than 130" or length less than 108". Shipment must be non-palletized, individually packaged and individually labeled.
  - Use FedEx Ground® Service for small packages shipped directly to Bass Pro Shops or Cabela's Retail Stores weighing less than 150 lbs. and length plus girth is less than 130" or length less than 108". Shipment must be non-palletized, individually packaged and individually labeled.
  - FedEx Express® 2Day service is allowed when shipping perishable foods with dry ice or when prior authorization has been given. Ensure packages are properly marked and labeled for dry ice. Please refer to [fedex.com](http://fedex.com) for more information.
2. Select Bill Third Party and contact [vendorrelations@basspro.com](mailto:vendorrelations@basspro.com) for the correct account number to use.
  3. Enter the required Bass Pro Shop's Purchase Order number in the first field reference field. If there are multiple POs, separate with a comma only (e.g. 1234567,2345678). Enter the UON (unique customer order number) in the second reference field.
  4. Please be advised of the following:
    - Failure to accurately complete any of the required steps above may result in chargeback fees.
    - It is the vendor's responsibility to make sure all Bass Pro Shops and Cabela's drop ship shipments are billed correctly. If they are not billed correctly to a Bass Pro Shops FedEx account, these fees will NOT be repaid or refunded.
    - **No Canada or Foreign shipments allowed.**

### Compliance Guidelines

**Shipping charges will be invoiced directly to Bass Pro Shops via FedEx while additional fees associated with your FedEx shipments, including pickup fees, additional handling, and oversized fees, if applicable, will be invoiced to the shipper/vendor. Costs associated with any other method of shipment falling outside these guidelines may not be paid by Bass Pro Shops. Additional shipping charges should not be added to merchandise invoices submitted through DSCO.**

### Account Confidentiality

FedEx billing account numbers are considered confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions.

### FedEx Support

For immediate assistance with questions about these routing guidelines call FedEx Customer Service at 1.800.GoFedEx (1.800.463.3339) for assistance anytime.

### **Drop Ship LTL/FTL - Collect Shipments**

For drop ship shipments over 150 lbs., 130" length and girth, or 108" in length, please use LTL/FTL shipping. Freight routing documents are tested via EDI at time of supplier onboarding. See guidance on the production process for these shipments below:

- Suppliers are to route with the EDI 753 Routing Request, submitted to DSCO via SFTP or AS2.
- Routing instructions will be sent back to the supplier with the EDI 754 Routing Response document, specifying the carrier and load number.
- You must mark the Bill of Lading (BOL) showing Third Party Billing details below
  - **Third Party Bill to Address:**
    - Bass Pro, LLC
    - Attn: Transportation Dept 2500 E Kearney
    - Springfield, MO 65898
- The BOL must be completed with the below information. **Failure to accurately complete any of the required fields above may result in chargeback fees.**
  - **Load number in the Special Instructions section for all dropship orders**
  - Customer phone number
  - NMFC and Freight Class—must match the routing request for all LTL loads
  - Weight, cases, and pallets—must match routing request for all loads
    - Pallet weight should be included in the total weight when shipping on pallets
  - Pallet dimensions
  - Purchase Order Number—must be entered on an individual line in the Customer Order field to include cartons and gross weight per PO.
  - Shipments utilizing over six (6) pallet spaces will require a freight quote, which will be sent via email.
    - This quote number must be in the Special Instructions field of the BOL.
    - Failure to do this will result in a chargeback. Contact [inbound@basspro.com](mailto:inbound@basspro.com) prior to shipping with any questions or concerns.

### **Compliance Guidelines**

All shipments and invoices will be monitored for compliance to these terms. Noncompliance may result in a chargeback of transportation fees, plus an incident fee and cost of goods fee. Each supplier is responsible for communicating and implementing this transportation directive to their Logistics Department and/or all individuals.

- Vendors will be assessed chargeback fees for all BOL discrepancies and associated charges incurred to correct these discrepancies.
- Common discrepancies:
  - Failure to indicate Third Party terms and bill to address.
  - Improper/ missing description of freight.
  - Improper/ missing NMFC and sub-class item number.
  - Improper/missing Freight Class.
  - Incorrect/missing pallet, carton information.
  - Incorrect/missing weight (including pallet weight).
  - Pallet dimensions for LTL shipments.
  - Failure to indicate Purchase Order and provide on BOL
  - Shipping to wrong destination.
  - Failure to indicate Carrier Pro/Load Number/BOL number.
  - Failure to use assigned carrier.
  - Failure to have shipment ready when carrier arrives for pickup.
  - Failure to add the Freight Quote number on BOL