

Drop Ship Routing Instructions for Standard, Standard B2B, Ship to Store shipments - Collect shipments.

Small Parcel Shipment Instructions

- Vendor/Shipper 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, or call 1.800.GOFedEx 1.800.463.3339 to set one up.
- Direct to customer shipments will use FedEx Home Delivery for residential small packages up to 70 lbs. while packages over 70 lbs. ship FedEx Ground® Service. Both services must be 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 for more information.
- Do not declare value.
- Select Bill Third Party and contact vendorrelations@basspro.com for the correct account number to use.
- 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 – Example 1234567,2345678. Enter the UON (unique customer order number) in the second reference field.
- **NOTE: No Canada or Foreign shipments allowed.**
- Failure to accurately complete any of the required fields 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.
- For large quantities and/or multiple line consolidation please reach out to inbound@basspro.com for routing guidance/instructions prior to shipping. Shipping LTL vs multiple small parcel shipments might be preferred.

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. For confirmation or guidance please reach out to inbound@basspro.com prior to shipping.

- Vendors are to route with the EDI 753 Routing Request
- Routing instructions will be sent back to the vendor specifying the carrier and to provide a load number.
- Mark BOL showing Third Party Billing
 - **Third Party Bill to Address:**
Bass Pro, LLC
Attn: Transportation Dept 2500 E Kearney
Springfield, MO 65898
- The Bill of Lading must be complete including:
 - **The load number must be listed on the BOL in the special instructions section on all dropship orders.**
 - The customer's phone number is required on the routing and BOL.
 - NMFC and Freight Class must be on BOL and match the routing request for all LTL loads.
 - Weight, cases, and pallets must be on BOL and match routing request for all loads.

- Pallet weight should be included in the total weight when shipping on pallet.
- Pallet dimensions must be listed on the BOL.
 - If approved to ship without a pallet provide loose shipment dimensions
- Each Purchase Order must be entered on an individual line in the customer order field to include cartons and gross weight per Purchase Order
- 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.
- Do not declare value.
- Contact inbound@basspro.com prior to shipping with any questions or concerns.
- **Failure to accurately complete any of the required fields above may result in chargeback fees.**

Compliance Guidelines

All shipments and invoices will be monitored for compliance with 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.