

Bill of Lading/Invoice

1. SSI requires an accurate VICS Standard (long form) BOL. The BOL and Supplement to the BOL may be copied from page 38 or downloaded from the VICS Standards web site at www.vics.org. A pre-filled sample BOL is provided for your convenience.
2. A shipping manifest is not considered part of the Bill of Lading contract. The required information outlined must be detailed on the actual VICS BOL. Failure to supply proper BOL will result in non-compliance charges being assessed.
3. All freight routed through TMS must be marked "COLLECT" on the BOL when using a common carrier.
4. Cartons must be addressed correctly. Only the Ship To and Ship From sections should be filled out on the BOL for collect shipments. Do not fill in "Bill to"," Send Freight Bill to" or "Third Party Bill Freight To".
5. Stage Stores/Pebbles warehouse addresses are as follows:
 #00601: Stage Stores Warehouse 506 Bealls Blvd Jacksonville, TX 75766
 #05099: Pebbles Warehouse Three Pebbles St. South Hill, VA 23970
 #05899: Pebbles Warehouse 150 State Street Jeffersonville, Ohio 43128 (planned opening July 2008)
6. All shipments must be consolidated and detailed on one BOL using the carrier specified by TMS.
7. Each Purchase Order, corresponding department number, carton count and weight must be listed/itemized on the BOL. The vendor assumes liability for shortages where this information is not itemized on the BOL. If the BOL does not allow enough space to list each purchase order, vendor must utilize the VICS approved Supplement to the BOL. Vendors must list po's on initial page of BOL before utilizing the supplemental page for additional room. Information on BOL must match information entered into TMS.
8. The number of cartons must be listed on the BOL.
9. Each trailer/container must have a unique consolidated BOL representing the entire content of the trailer/container and the corresponding unique ASN.
10. When shipping on pallets, follow the VICS Standard BOL by circling Pallets and Y for Yes in the pallet section, then placing quantity of pallets and type in the handling units section.
11. Vendor must include the department number in the additional shipper information section.
12. Vendor must include the SRR (Shipment Routing Request) number assigned by TMS on the BOL in the special instructions section. SRR number must be labeled as SRR #.
13. Vendor must include the TMS assigned BOL number in the special instructions section. The TMS BOL number is provided in the freight routing notification email, and is different than the vendor generated BOL number. BOL number must be labeled as BOL #.
14. The vendor generated BOL number must match the ASN.
15. The BOL document must also contain contact name, telephone, and fax number in case of a refusal. Please add the contact information to the Ship From section on the Bill of Lading.
16. Small Parcel Carrier and authorized air shipments must NOT be insured. All insurance amounts will be assessed back to the vendor through a remittance deduction.
17. Upon request, vendors are required to fax BOL document for specified carriers to SSI. Request may be communicated via routing notification or email directly from SSI Transportation Dept. If the BOL is not received within 48 hours of request a non-compliance charge may be assessed.
18. Vendors must ensure all pages of the BOL (i.e. supplemental pages) are tendered to the driver.
19. Vendors should not include "Released Value" wording in any amount less than the full cost of the purchase order(s) being shipped without prior written approval from SSI. Failure to comply with this will result in vendor being fully liable for any loss incurred.

Any information outlined above that is not filled out completely and accurately according to the shipment released to the carrier, will be subject to non-compliance charges.