Vendor Did You Know...

Did you know you can route more than one PO going to the same location to ensure they ship together and utilize trailer space?
- The expectation when you have multiple POs going to the same destination, is that they should be routed on the same RTS.
- If the dates do not align, please reach out to your buyer to have them adjusted.
- You can either select the drop down on the PO screen to indicate "is not null" to bring in all POs or you can input multiple POs separated by commas. Select all POs you would like to route together and Create RTS FROM PO Lines like normal.

Using the "is not null" feature: *Using the multiple PO feature:*

Did you know the lines routed on a PO are added together to provide total weight, cube and pallets per truck?
Make sure the quantity, weight, cube and pallets are correctly entered:
- Do not put totals on every line. This will overstate your order. **All lines are added together to provide totals per truck/routing.**
- Total pallet *spaces* must never be more than 30. You can ship more than 30 stackable pallets but pallet spaces on your routing should never exceed 30.
- Weight must include pallet weight and weight of any additional materials needed to ship the product.
- Origin/Pickup location should be the same as what was agreed upon with your buyer. Failure to execute could lead to chargebacks.
- Freight class must be updated accordingly. 85 is the default for ALL POs. It is the vendor's responsibility to update if different.

Did you know that replenishment POs should never have more than one RTS?
If it does, please contact your buyer to reduce or write a new PO for the remainder of the quantity.

Did you know you can reduce late shipments and potential chargebacks?
Please contact inboundlogistics@biglots.com immediately if the following situations occur:
- The assigned carrier has not reached out to schedule their pickup appointment by the ready date.
- The assigned carrier wants to schedule an appointment beyond the PO ship window (after the PO Cancel Date).
- The assigned carrier missed their pickup appointment more than one time.