



## Routing Instructions

December, 2024


GALLS is committed to continuous excellence and realizes our suppliers are crucial to that commitment. To better manage our company's inbound shipments, we have partnered with FedEx® as our primary carrier for our **Less-than-Truckload (LTL) shipments**. These routing instructions are to be followed when GALLS is responsible for paying transportation charges and supersede previous instructions.

Shipments that are over the LTL guidelines provided below, please contact:

[GallsInbounddelivery@galls.com](mailto:GallsInbounddelivery@galls.com).- Our team will then provide the necessary shipment information and arrangements.

You MAY USE YOUR OWN BILL OF LADING OR YOU CAN CREATE AN ONLINE ACCOUNT. You must have your own FedEx® account number to process shipments ONLINE and to schedule pick-ups. If you don't already have an account, call FedEx Customer Support 1.800.GoFedEx (1.800.463.3339) for new account setup.

The preferred method to process our shipments is electronically on fedex.com. If that is not possible, please make sure that your shipping department understands how to fully complete the LTL Bill of Lading including our account number. Please find instructions below that are required to process the shipment electronically or to complete a manual Bill of Lading when shipping to our locations.

Quick Shipping Guide	
Shipment / Package Weight and Size	<ul style="list-style-type: none"> <li>• Palletized shipments up to 6 pallets.</li> <li>• A shipment must not exceed the Capacity Load Rule: A shipment utilizes a linear length of 15 feet or more and either of the following conditions apply:               <ul style="list-style-type: none"> <li>• Is 5 or more feet wide, or is less than 5 feet wide and no article identical in size and shipping form to the largest article in</li> <li>• the shipment will fit Shipments weighing 151 lbs. not to exceed 14,999 lbs.</li> <li>• Double stacking is not part of the calculation. When in doubt notify Galls and suggest a volume quote. Volume quote must be on the bill of lading to be valid. Please email <a href="mailto:volumeservices@fedex.com">volumeservices@fedex.com</a> and record the quote number and service level on the bill of lading.</li> </ul> </li> </ul>
Payment Terms	WHEN SHIPPING INBOUND TO GALLS, LEXINGTON KY please refer to their purchase order for freight terms. For COLLECT shipments to mark the freight bill Bill Freight Collect. If your shipment is a 3 <sup>rd</sup> party drop shipment please mark your bill of lading PREPAID 3 <sup>RD</sup> PARTY to bill GALLS,1340 Russel Cave Rd, Lexington, KY 40505
Mandatory Reference Information	Enter Purchase Order Number in the purchase order number field on the bill of lading or in the body of the billing lading.
Customer Service	1.866.393.4585
Pick-Up	Please provide a minimum of 2 hours for same day pickup before specified cut-off time as determined by the local service center Information available on fedex.com



## Completing a paper/ manual Bill of Lading

If you are unable to fedex.com to process our shipments, please make sure that you are fully completing the Bill of Lading with our provided account number. The following will help to ensure that the Bill of Lading is completed correctly.

**UNIFORM STRAIGHT BILL OF LADING ORIGINAL---NOT NEGOTIABLE**  
ALL SERVICES SUBJECT TO THE TERMS AND CONDITIONS OF THE FXF 100 SERIES RULES TARIFF. SEE FEDEX.COM FOR DETAILS. --- QUESTIONS? CALL 1.866.393.4585

Date		Purchase Order #	
Shipper #		Shipper #	
<b>REQUIRED: Please select a service type</b> <input type="checkbox"/> FedEx Freight® Priority <input type="checkbox"/> FedEx Freight® Economy		<b>OPTIONAL: You may select a money-back guarantee delivery (charges and tariff limitations may apply).</b> <input type="checkbox"/> A.M. Delivery <input type="checkbox"/> Close of Business Delivery	
<b>SHIPPER (from)</b> Please provide ZIP codes and phone numbers.		<b>CONSIGNEE (to)</b>	
Shipper	FXF Acct. #	Consignee	FXF Acct. #
Attn. to	Area Code   Phone Number	Attn. to	Area Code   Number
Address		Address	
Address (Store, Dept., Ste., Flr., Apt., Div.)		Address (Store, Dept., Ste., Flr., Apt., Div.)	
Address		Address	
City		City	
State/Province	ZIP/Postal Code   Country	State/Province	ZIP/Postal Code   Country
Optional or Additional Service Fees and Charges <input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Pickup <input type="checkbox"/> Limited Access		Optional or Additional Service Fees and Charges <input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Limited Access	
Shipper Bill of Lading #		<input type="checkbox"/> Custom Delivery Window:	
Special Instructions			

- Enter Shipment Date
- Select FedEx Freight Economy
- Enter your complete shipper information
- Enter complete ship-to name, address, and phone number listed on the Purchase Order
- Enter the Galls freight account number
- For further information, please contact the Galls Supply Planner listed on the Purchase order

## Compliance Guidelines

All shipments and invoices will be monitored for compliance to these terms. Use of any other carrier may result in a chargeback to your company for the shipping charges. Each supplier is responsible for forwarding this transportation directive to their Logistics Department and/or all individuals responsible for shipping to or on behalf of **GALLS**

## Account Confidentiality

FedEx account numbers are 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 Pickup

For LTL pickups, a same day pick up is available if before cut-off time; to learn more about cut-off times or to schedule a pick-up call 1.866.393.4585. You may also schedule a pickup online <https://www.fedex.com/en-us/shipping/freight/ltl.html>.

## FedEx Support

You may contact FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 for assistance anytime or use the following fedex.com resources

- <https://www.fedex.com/en-us/open-account.html>
- <https://www.fedex.com/en-us/shipping/freight/ltl.html>
- [FedEx Freight | Find Locations](#)



### **GALLS Support**

If you have any questions specific to this communication, please contact your GALLS Supply Planner as indicated on the purchase order.

To reiterate FedEx is Galls primary provider for less than truckload (LTL) shipments. LTL shipments must comply with FedEx Capacity Load rule. For palletized shipments measuring outside FedEx Capacity Load Rule, please contact Galls Inbound team with shipment specifics and to obtain shipment information and arrangements.

[GallsInbounddelivery@galls.com](mailto:GallsInbounddelivery@galls.com)

We value you as a supplier and trust this process will only enhance our working relationship.

Thank you for your cooperation and support.

Best Regards,  
GALLS