

ROUTING INSTRUCTIONS:

The following instructions are for booking your shipments to our new Lithia Springs consolidation Center for the stores supported by the Store Distribution Centers for vendors in the following states and state/zip combinations:

AL, AR, FL, GA, IN, KY, MI (zip 490), OH (zips 430,432,450,451,452,454), SC, TN, TX (all except zips 791,797,799), WV (zip 258).

Carrier: SAIA

Customer Service Email: showell@saia.com 800-765-7242 x-4033

BOL Address: 757 Douglass Hill Rd, Lithia Springs, Ga. 30122

Pickup Request Line Phone Number: **1-800-765-7242 – Option 1**

Website: www.saia.com

Using SAIA.com:

1. Signing In:

2. Log on to www.saia.com
3. Select "Ship It."
4. Select "Pick-up Request"

Or

1. Select SaiaSecure Login/Register
2. Enter user name and password. If you do not have a user name and password select SaiaSecure Login. On the right hand side of the screen select "need a password" and fill out the appropriate information. Your user name and password will be sent to you within 48 hours. Using the SaiaSecure login will pre-populate some of the information that would otherwise be entered in the steps below.

Scheduling a Pickup:

1. Enter pickup information
2. Enter Contact information
3. Enter Optional Information including Bill To Code () and Bill to Name (Stein Mart)
4. Enter Reference Number (ENTER MASTER PO NUMBER)
5. Enter your telephone contact information
6. Enter Pick up date
7. Enter Ready time and Close time
8. Enter Destination Zip Code (30294)
9. Enter number of pieces
10. Enter package type (Loose)
11. Enter weight in pounds
12. Review all information and click "Submit Pickup Request."
13. You will receive a confirmation number for tracking.

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LA, NC (all zips except 278), MS, VA (zips 240,241,243), VA (zips 240,241,243)

Carrier: SEFL – Southeastern Freight Lines

Customer Service: 1-800-637-7335

BOL Address: 757 Douglass Hill Rd, Lithia Springs, Ga. 30122

Pickup Request Line Phone Number: Click “Contact Us” and call the service center that is closest to your shipping location

Website: www.sefl.com

Signing In:

1. Log on to www.sefl.com
2. Select “MY SEFL”
3. Enter user name and password. If you do not have a user name and password, click “apply for a username and password.” Enter required information and click “Submit Query.”
4. Your User ID and Password will be emailed to you within 24 hours.

Scheduling a Pickup:

1. Log into www.sefl.com and, select “MY SEFL” and enter your User ID and Password
2. Once signed in, hover over “MY SEFL” in the top right hand portion of the screen, a drop down menu will appear
3. Select “Pickups”
4. Select either “previously scheduled pickup requests” or select “shipper” if a first time pickup
5. Select Stein Mart Consolidation and submit
6. Fill in the shipment details and place Master PO number in the “Special Number” section
7. Select Submit
8. You will receive a confirmation number for tracking

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068-079, 085-098, 100-118

Carrier: NRS – National Retail Systems

Customer Service Hours: Monday through Friday 8:30a – 5:00p Eastern

Address: 1624 16th St. North Bergen, N.J. 07047

Pickup Request Line Phone Number: **201-863-3200**

Website: www.nrsonline.com

Signing In:

1. Log on to www.nrsonline.com
2. Select "Login to Your Account"
3. If you are a current NRS customer, enter Sign In Name and Password (case sensitive)
4. If you are not a current NRS customer you will need a Sign In Name and Password. The instructions and link to this is to the left of the sign in. Once you have clicked on the link, follow the instructions for "vendor" and click on the "click here" link. Fill in the appropriate information. You will receive a Sign In and Password within 24 hours.

Scheduling a Pickup:

1. You will find your account information on the left hand side of the screen as well as the NRS customer service information
2. Enter date available for pickup (up to 48 hours in advance)
3. Available Time (Monday – Friday, 6:00a – 6:00p)
4. All pickups should be loose freight
5. Your contact name and extension if different from your customer profile
6. Any remarks
7. Click "Continue"
8. Choose Consignee: Stein Mart
9. Payment type: Collect
10. Freight Class: Select Appropriate Freight Class
11. Click Continue
12. Enter Master Purchase Order, Cartons, Weight, Cube (if known), Dept
13. You may enter additional Purchase Order Numbers if Appropriate or Delete specific Purchase Orders from Pickup
14. Once complete with Purchase Orders, click "Submit Purchase Orders"
15. Review information you have entered
16. Click "Submit for Pickup"
17. Review Terms for Pickup and check box to "agree to terms"
18. Click "Submit for Pickup" and you are Complete!
19. You will be assigned a pickup number. Use this number for any inquiries to NRS

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010-040, 053-067, 120-129, 134, 141-156, 161-166, 170-201, 207-239, 244, 254, 278, 435-448, 480-481, 493, 495, 541

Carrier: NEMF – New England Motor Freight

Customer Service Hours: Monday through Friday 7:30a – 5:00p Eastern

Address: I-71 North Avenue East Elizabeth, NJ 07201

Customer Service: **800-847-2728**

Website: www.nemf.com

Signing In:

1. Log on to www.nemf.com
2. Under "Online Tools" select "Shipment Tools" and Select "Schedule Pickup"
3. Select "Schedule Customer Pickup" prompting you for User ID and Password
4. If you are not a current NEMF customer you will need a User ID and Password. Click "Request User ID & Password" which is the 5th option on the screen. Fill in the appropriate information. You will receive your User ID and Password within 24 hours.

Scheduling a Pickup:

NOTE: On the website, all required fields are marked with a red asterisk..

1. After entering User ID and Password
2. Enter shipper name
3. Enter contact person at shipper
4. Enter phone number for contact person above
5. Enter pickup address
6. Enter pickup city
7. Enter pickup state (or use drop down menu)
8. Enter pickup date or click on calendar icon (pickup date can be entered up to a week in advance)
9. Enter time for pickup (must be military time)
10. Enter who same as shipper in the "pickup requested by" selection.
11. Enter any special instructions (such as lift gate needed or closed for lunch 12-1, have driver go to dock B and ask for Mike, etc)
12. Enter the quantity you are shipping
13. Enter the quantity category (skids, cartons, etc) click on drop down option for choices (all pickups should be loose freight)
14. Enter the weight of the shipment
15. Enter the destination zip code (07047)
16. Enter the cube if desired (this is not a mandatory field)
17. Enter whether the shipment contains hazardous materials – enter Y for yes or N for no (not a mandatory field)
18. Enter "N" for Guaranteed AM Shipment

19. You may now enter an email address if you wish for the pickup request to be sent via email

20. Hit the submit icon.

After submitting the pickup a confirmation number will be provided. If confirmation page does not
Come up, the pickup was not scheduled successfully and will require re-entry.

Please call NEMF customer service for assistance @ 800-847-2728