



VICS Voluntary Guidelines for the Routing Guide

June 2002

Table of Contents

1	Introduction	2
1.1	Objective	2
1.2	Overview	2
1.3	Benefits of the Standard Approach to Creating and Changing a Routing Guide.....	3
1.4	Application and Use	3
2	The Routing Guide Template (RGT) Standard.....	4
2.1	Components	4
3	Rules of Use	5
4	Data Field Definitions	6
4.1	Header Information	6
4.2	Body Information	7
4.2.1	Initial Ship From/Ship To Location	7
4.2.1.1	Ship From (Shipment Origin).....	7
4.2.1.2	Ship To (Shipment Destination)	8
4.2.2	Shipping Parameters.....	8
4.2.3	Revised Ship To Location	9
4.2.4	Routing Information	9
5	Change Management	11
5.1	Rules for Assigning a New Routing Guide Number	11
5.2	Rules for Assigning a New Routing Guide Release Number.....	12
5.3	Summary of Change	13
5.3.1	Summary of Change Document Format (Appendix G)	13
5.3.2	Completed Summary of Change Document (Appendix G.1)	13
6	Glossary.....	14
	Static Routing Guide	17
7	Routing Guide Appendices.....	18
7.1	Appendix A – Base Routing Guide Template (RGT)	18
7.2	Appendix B – Ship From Origins.....	18
7.3	Appendix C – Assigned Ship To Locations.....	18
7.4	Appendix D – Overriding Freight Terms Through Routing Determination	18
7.5	Appendix E – Revised Ship To Section	19
7.5.1	Appendix E.1 - A consolidator is the carrier and shipments are not combined by the supplier	19
7.5.2	Appendix E.2 - An LTL carrier is used to ship to the consolidator, and shipments are not combined by the supplier	19
7.5.3	Appendix E.3 - A consolidator is the carrier, and shipments are combined by the supplier	20
7.5.4	Appendix E.4 - An LTL carrier is used to ship to a consolidator, and shipments are combined by the supplier	20
7.5.5	Appendix E.5 - Deconsolidation of DC level shipments.....	20
7.6	Appendix F – Dynamic Routing.....	20
7.6.1	Appendix F.1 – 3PL Routing	21
8	Supplemental Documents	22
8.1	Store/Distribution Center Cross Reference: Summary Of Changes.....	22
8.2	Store/Distribution Center Cross Reference.....	22

1 Introduction

1.1 Objective

The primary objective for standardizing a retailer routing guide is to facilitate the interpretation and processing of routing instructions and to ensure compliance by trading partners. Today, the form, method of change notification, and the method of routing guide deployment are not standardized. In some instances, companies have employed individuals to continually search trading partners' Websites to determine routing guide changes and download vendor compliance documents. This is costly and inefficient.

Improving the shipper's ability to comply with routing guide instructions increases productivity by avoiding the costly and time-consuming steps involved in identifying errors, determining their causes, and taking corrective action. Compliance reduces transportation costs and service delays by eliminating misinterpretation of routing instructions by the shipper, which often results in expense offsets to the shipper and lost sales for the retailer. There is little doubt that improvements in routing compliance make for better supply chain management, including improved cycle time, lower costs, and better merchandise availability.

Additional objectives for standardizing a retailer routing guide include providing a framework for a central routing guide repository and a standard change management process. Both of these objectives will increase suppliers' responsiveness to retailer changes/updates.

The long-term goal for standardizing a routing guide is to create an electronic format that can be used to systematically determine routing instructions based on elements and characteristics of shipments.

1.2 Overview

Routing guides today are not standardized. The wide differences in the terminology, format, and content of routing guides decrease shipper accuracy and productivity when determining where and how to ship merchandise. Shippers must contend with a multitude of routing guide structures, each with different terminology, tables, addenda, rules, and notes. Typically, routing guides are imbedded within a retailer's vendor compliance manual, which is a primary source of information about the rules of engagement between buyer and seller. The vendor compliance manual may pass through many hands, and the data required at each point in the logistics process must be located and identified. As personnel change within trading partner organizations and revisions are made to routing guides, it becomes increasingly important to standardize the routing guide as well as the change management process to avoid misinterpretation.

Originally, routing guides were developed to convey information about how to determine the carrier for collect freight. As retailers have grown more sophisticated with using various distribution strategies and improved technologies, routing guides have become complex and difficult to use, especially when coupled with the many structures and rules with which an individual shipper must contend.

The routing guide is one of the cornerstones of the transportation process within the supply chain. The standardization of the routing guide, the associated VICS Routing Guide Template (RGT), and the guidelines contained in this document will improve communication and interpretation between trading partners.

It is recommended that a trading partner implement the VICS Routing Guide and change management process for new releases of their routing guide before or by January 1, 2003.

1.3 Benefits of the Standard Approach to Creating and Changing a Routing Guide

Use of this standardized approach by multiple retailers will result in improved shipper compliance with retailer routing instructions. In addition, compliance with a standardized routing guide will:

Facilitate the accurate interpretation of routing instructions by suppliers

Improve expense control for the shipper and customer through a reduction in expense offsets

Improve supply chain performance by the customer (e.g., reduced cycle time, better merchandise availability)

Improve relationships among shippers and customers

Improve the supplier's ability to monitor routing guide changes

1.4 Application and Use

The information described herein is applicable to shipments originating in and destined to locations in the United States, Canada, Mexico, and Puerto Rico.

2 The Routing Guide Template (RGT) Standard

The Routing Guide Template (RGT) is a standard framework for conveying routing information and providing flexibility of data content. Nearly all individual retailer's needs and requirements can be accommodated. For a copy of the RGT, see [Appendix A](#).

2.1 Components

The Routing Guide Template (RGT) is comprised of three main components:

The header information of the RGT contains the name, key dates, and change control information along with the high-level characteristics to which the routing instructions apply, such as Freight Terms, Merchandise Type, and Division (if a multidivisional company).

The body of the RGT contains specific information used to determine the routing of shipments.

The body of the RGT includes the following sections:

Initial Ship From/Ship To Location

Shipping Parameters

Revised Ship To Location

Routing Information

The footer of the RGT may contain additional information or provide clarification about the above.

3 Rules of Use

The following rules should be followed when creating and using a routing guide based on the VICS Routing Guide Template (RGT):

A retailer may have one or more routing guides depending on the business. Unique routing guides may be required for different merchandise types (e.g., general, jewelry, lumber), freight terms (collect, prepaid), or different divisions. If routing instructions are consistent for all merchandise types/freight terms/divisions, a single routing guide should be used. However if routing instructions differ across merchandise types/freight terms/divisions, multiple routing guides are required.

All mandatory columns and any optional columns in the RGT that apply to the retailer's routing instructions must be populated. For readability, non-populated columns should be omitted from the RGT.

The RGT is read from left to right and from top to bottom.

List RGT entries in alphabetical/numerical order based on the Ship From applicable fields Country, State, and Zip Code.

Within each Ship From location identified on the RGT, routing instructions should be listed in order from most specific to least specific.

Any additional cross-reference tables needed are defined outside the RGT (e.g., store/distribution center relationships). These tables will be referenced in [Section 8. Supplemental Documents](#).

If a field is left blank, it does not apply to the routing instructions.

4 Data Field Definitions

Following are the Routing Guide Template (RGT) components and associated fields. An “M” after a field name indicates that information in the field is mandatory, while an “O” indicates it is optional, and a “C” indicates that the information is conditional.

4.1 Header Information

The following fields make up the header information. Many of these relate to change control procedures.

Routing Guide Name (M) – This field is the name of the retailer who created the routing guide.

Division (M) – This field is used to identify the divisions to which the routing guide applies.

Appropriate ways of populating this field are:

- “All” must be entered in this field if a single routing guide applies to all divisions.
- “All, Except...” must be entered in this field if there is a limited list of exceptions that have separate routing instructions (e.g., “All, Except Division C”). A separate routing guide must cover division exceptions.
- A single division or a list of divisions also can be included in this field.

Merchandise Type (M) – This field is used to identify the merchandise type to which the routing guide applies. Appropriate ways of populating this field are:

- “All” must be entered in this field if a single routing guide applies to all merchandise types.
- “All, Except...” must be entered in this field if there are merchandise types that have separate routing instructions (e.g., “All, Except furniture and jewelry”). A separate routing guide must cover merchandise type exceptions.
- A single merchandise type or lists of merchandise types also can be included in this field.

Freight Terms (M) – This field is required and has one of the three possible values: collect, prepaid, and third-party bill. The freight terms specified in the header apply to the entire routing guide unless overwritten at the detail level in the freight term override column located under the Routing Information section (e.g., the freight terms are collect, but the shipping parameters for shipments less than 10 cartons are to be shipped prepaid).

Routing Guide Number/Release (M) – The field includes a Routing Guide Number followed by a decimal point and a two-digit Release Number (e.g., 2.01). Each routing guide issued must be assigned a unique Routing Guide Number for each combination of key fields in the header (Routing Guide Name, Division, Merchandise Type, and Freight Terms). Routing Guide Numbers are assigned sequentially beginning with “1.” A new Release Number must be assigned when any non-key routing guide information is changed (see [Section 5.2](#)). The Release Number is initially “00” and is incremented by one as each new release of the Routing Guide is published. For example, routing guide release 2.01 follows routing guide release 2.00.

Suppose Retailer ABC has six routing guides (two divisions each with three merchandise types). Retailer ABC’s routing guides initially will have Routing Guide Numbers “1” through “6” (e.g., 1.00, 2.00, 3.00, 4.00, 5.00, 6.00).

Changing a key field (Routing Guide Name, Division, Merchandise Type, or Freight Terms) requires issue of a new routing guide and the assignment of a new Routing Guide Number (e.g., regrouping of Merchandise Type would require a new Routing Guide Number) (see [Section 5.1](#)).

In the event a Release Number reaches V.99, the subsequent Release Number should be reset to V.00.

Supersedes Routing Guide Number/Release (M) – This field is used to identify the Routing Guide Number(s)/Release(s) being replaced by the new Routing Guide Number/Release. If the routing guide does not supersede or replace a previous routing guide, the field should contain the words "Initial Release."

Publish Date (M) – This field includes the date the routing guide / release was published. The format is mm/dd/yyyy. The publish / notification date should be at least 15 days prior to the effective date.

Effective Date (M) – This field includes the effective date of the routing guide. The format is mm/dd/yyyy. Orders shipped on or after this date should reference this guide. The effective date should be at least 15 days after the publish date.

Expiration Date (O) – This field includes the anticipated last date the routing guide is effective. This date is intended to provide pre-notification to suppliers of the expected publication of a new routing guide. The format is mm/dd/yyyy.

Contact (O) – This field includes the trading partner's name/department, phone number, fax number, email address, and Website contact information.

Comments (O) - This section is used to provide additional information or requirements regarding certain shipping guidelines (e.g., expedited shipments, late shipments, appointment indicator; see Store/Distribution Center Cross Reference).

4.2 Body Information

The body of the routing guide consists of four main sections:

- Initial Ship From/Ship To Location
- Shipping Parameters
- Revised Ship To Location
- Routing Information

4.2.1 Initial Ship From/Ship To Location

This section represents the shipment origin and expected destination locations. The destination location is either:

- Specified on the purchase order

- Derived from the Store/DC cross-reference table based on the buying location or mark for location specified on the purchase order (see Section 8)

4.2.1.1 Ship From (Shipment Origin)

The following fields make up the Ship From information. At least one of the three fields must be populated.

Country (O) – This field includes the two-character alpha ISO 3166 country code (CA = Canada, MX = Mexico, PR = Puerto Rico, and US = United States). This field is required if the routing guide applies to Ship From locations in multiple countries.

State (O) – This field includes a single two-character United States Postal Service state code, province code, or Mexican Estado code, listed by country and alphabetically within country. "All" is a permitted value for this field when the corresponding routing applies to all states.

Zip (O) – This field includes the individual three- or five-digit zip code, individual six-character postal code, range(s) of three- or five-digit codes, or any combination of the above. Zip code

ranges cannot span more than one state. When this column is used, the appropriate ways of populating this field are as follows:

- "All" if the routing instruction applies to all zip codes
- A single zip code, a list of zip codes, and/or a range of zip codes (e.g., 900-931, 937)

4.2.1.2 Ship To (Shipment Destination)

The following fields make up the Ship To information. At least one of the five fields must be populated.

State (O) – This field includes a single two-character United States Postal Service state code, province code, or Mexican Estado code. "All" is a permitted value for this field when the corresponding routing applies to all states.

Consolidator (O) – This field describes the logistics process that provides for a consolidation point where goods from multiple shipping points are combined for a single volume shipment.

DC (O) – This field includes a location identifier assigned by the customer to the specific distribution center where the merchandise is to be shipped. When this field is used, the appropriate ways of populating are as follows:

- A single DC or a list of DCs (e.g., 1001, 2002, 3003)
- "All" if the routing instruction applies to all DCs
- "All, Except..." if there is a limited list of DC(s) that apply to other instructions (e.g., "All, Except 1001, 2002, 3003")

Store (O) – This field includes the location identifier assigned by the customer to the specific store where the merchandise is to be shipped. When this field is used, the appropriate ways of populating are as follows:

- A single store or a list of stores (e.g., 101, 202, 303)
- "All" if a single routing guide applies to all stores
- "All, Except..." if there is a limited list of store(s) that apply to other routing instructions (e.g., "All, Except 101, 202, 303")

Department (O) – This field includes the department number assigned by the customer that defines a merchandise category. This field should be used only if the retailer is creating separate routing instructions at the department level. When this field is used, the appropriate ways of populating are as follows:

- A single department or a list of departments (e.g., 410, 420, 430)
- "All" if a single routing guide applies to all departments
- "All, Except..." if there is a limited list of departments that apply to other routing instructions (e.g., "All, Except 410, 420, 430")

4.2.2 Shipping Parameters

The Shipping Parameters section includes decision points based on certain requirements predetermined by the retailer about the method of shipment and sometimes the service levels. These decisions may include:

Handling Unit (Type, Min/Max) (O) – This field includes the type of handling unit (e.g., CTN = carton, P = pallet and S = slip-sheet) and the minimum and maximum number of handling units for a routing instruction (use VICS EDI standard handling unit codes).

Weight (Min/Max) (O) – This field includes the minimum and maximum total shipment weight (pounds) for a routing instruction.

Cube (Min/Max) (O) – This field includes the minimum and maximum total shipment cube (cubic feet) for a routing instruction. To calculate cubic feet per carton, multiply width (in inches) by

height (in inches) by length (in inches). Divide the total number by 1,728 (total inches in a cubic foot). (Example: 25" x 30" x 35" = 26,250 and 26,250/1728 – 15.19 cubic feet per carton.)

Linear Feet (Min/Max) (O) – This field includes the minimum and maximum linear feet of a trailer occupied by the shipment for a routing instruction.

Shipment Type (O) – This field includes the unique shipment characteristics that result in different equipment requirements (e.g., GOH, blanket wrap, reefer).

4.2.3 Revised Ship To Location

This section is used only to convey changes to the Ship To location based on parameters specified in the Initial Ship From/Ship To Location section and/or the Shipping Parameters section. When a revised Ship To location is provided and the carrier field is left blank, second pass routing must be performed, with the revised Ship To location used as the new Ship To. Second pass routing identifies the carrier for the combined shipment. The Revised Ship To Location consists of three fields. Only one of these three fields may be used per routing table entry.

DC (O) – This field includes the location identifier assigned by the customer to the specific distribution center where the merchandise is to be shipped. Only a specific DC or "All" may be populated in this field.

Consolidator (O) – This field describes the logistics process that provides for a consolidation point where goods from multiple shipping points are combined for a single volume shipment. Only a specific consolidator or "All" may be populated in this field.

Store (O) – This field includes the location identifier assigned by the customer to the specific store where the merchandise is to be shipped. Only a specific store or "All" may be populated in this field.

4.2.4 Routing Information

This section is used to specify the method/action by which the shipment will be moved.

DR (Dynamic Routing) (O) – A "Y" in this field indicates that routing instructions will be received outside of the static routing guide (e.g., EDI or through the Internet). This field will be left blank if dynamic routing does not apply.

Priority (O) – This field includes a numeric value that specifies the order of selection of preferred carriers (e.g., "1" indicates first preference).

Carrier (M) – This field includes the official company name of the carrier or instructions on how to obtain the routing instructions (e.g., "CALL" or "FAX"). If this field is left blank, second pass routing must be used to determine the appropriate routing for the shipment.

SCAC (C) – This field includes the four-letter alpha code that uniquely identifies a carrier. Carrier SCAC codes are assigned and maintained by the National Motor Freight Transportation Association (NMFTA). To obtain an SCAC code or a list of all carrier SCACs, contact the NMFTA at (703) 838-1868. This field must be populated when the carrier field contains the name of a carrier.

Service Level (C) – This field includes the service level as defined by the carrier (e.g., air, ground, three-day service).

Contact (M) – When the carrier field contains a carrier name, this field contains the carrier's phone number. When the carrier field contains instructions, this field contains either a phone number, fax number, email address, or URL.

Freight Term Override (O) – This field is used only to override the freight terms specified in the header area.

5 Change Management

This section contains the rules for identifying routing guide changes. It is important to provide clear instructions and information on the changes and their effective dates. In addition, retailers should implement an active notification process to inform vendors when a new routing guide is issued or always utilize the expiration date field in the routing guide header.

There should not be an overlap in dates between releases of a specific routing guide. If the routing guide expiration date is populated, the retailer must provide a new routing guide release, which goes into effect the day after the current guide expires. For example, Retailer A issues Routing Guide 2.21 with an effective date of 07/01/2001 and expiration date of 06/30/2002. Routing Guide 2.22 (which supercedes 2.21) should have an effective date no earlier than 07/01/2002. The effective date should be at least 15 days after the publish date.

If the expiration date is left blank, the implied expiration date of a routing guide is the day prior to the effective date of the next release. For example, Retailer A issues Routing Guide 3.00 with an effective date of 10/01/01 and no expiration date. At a later date, Retailer A issues Routing Guide 3.01 with an effective date of 12/01/01. The implied expiration date of Routing Guide 3.00 is 11/30/01.

Retailers should retain all versions of routing guides and make them available for three years for non-compliance issues.

5.1 Rules for Assigning a New Routing Guide Number

A separate Routing Guide Number must be assigned for each unique combination of the following key fields in the header section of the routing guide: Routing Guide Name, Division, Merchandise Type, or Freight Terms. These key fields generally do not change. If they change, it is usually due to some type of restructuring on the part of the retailer.

The following scenarios provide examples of when a new routing guide version must be issued.

1. The routing guides of two divisions are merged into one.

Before (Division A and Division B have two separate routing guides):

- Division A

1. Routing Guide Name: Retailer A
2. Division: Division A
3. Merchandise Type: All
4. Freight Terms: Collect
5. Routing Guide Number/Release = 1.01
6. Supercedes Routing Guide Number/Release = 1.00

- Division B

1. Routing Guide Name: Retailer A
2. Division: Division B
3. Merchandise Type: All
4. Freight Terms: Collect
5. Routing Guide Number/Release = 2.05
6. Supercedes Routing Guide Number/Release = 2.04

After (Division A and Division B are combined under one routing guide):

1. Routing Guide Name: Retailer A
2. Division: Division A & B
3. Merchandise Type: All
4. Freight Terms: Collect

5. Routing Guide Number/Release = 3.00
6. Supersedes Routing Guide Number/Release = 1.01, 2.05

2. Retailer A is purchased by Retailer B; Retailer A becomes a division of Retailer B.
Before (Retailer A and Retailer B are two separate companies):

- Retailer A routing guide

1. Routing Guide Name: Retailer A
2. Division: All
3. Merchandise Type: All
4. Freight Terms: Collect
5. Routing Guide Number/Release = 1.01
6. Supersedes Routing Guide Number/Release = 1.00

After (Retailer A is now a division under Retailer B, and Retailer B already has two other divisions):

1. Routing Guide Name: Retailer B
2. Division: (Formerly Retailer A)
3. Merchandise Type: All
4. Freight Terms: Collect
5. Routing Guide Number/Release = 3.00 (note: routing guide numbers 1 and 2 already assigned to the pre-existing divisions of Retailer B)
6. Supersedes Routing Guide Number/Release = Initial Release

3. A routing guide is needed for a merchandise type (e.g., furniture).

Before (All of Retailer A's merchandise types are classified under the same routing guide):

- Retailer A routing guide (All merchandise types)

1. Routing Guide Name: Retailer A
2. Division: All
3. Merchandise Type: All
4. Freight Terms: Collect
5. Routing Guide Number/Release = 1.03
6. Supersedes Routing Guide Number/Release = 1.02

After (Retailer A's furniture merchandise is routed using a different routing guide from the other merchandise types):

- Retailer A routing guide (Furniture)

1. Routing Guide Name: Retailer A
2. Division: All
3. Merchandise Type: Furniture
4. Freight Terms: Collect
5. Routing Guide Number/Release = 2.00
6. Supersedes Routing Guide Number/Release = 1.03

- Retailer A routing guide (All merchandise except furniture)

1. Routing Guide Name: Retailer A
2. Division: All
3. Merchandise Type: All except furniture
4. Freight Terms: Collect
5. Routing Guide Number/Release = 3.00
6. Supersedes Routing Guide Number/Release = 1.03

5.2 Rules for Assigning a New Routing Guide Release Number

A new Release Number must be assigned when any non-key routing guide information is changed. Changes made to any of the following fields/sections will require a new Routing Guide Release Number: Publish Date, Effective Date, Expiration Date, Contact, Initial Ship From/Ship

To section, Shipping Parameters section, Revised Ship To Location section, Routing Information section, or Comments section.

The following scenario provides an example of when a new routing guide release must be issued.

1. Retailer A has changed its carrier assignment for shipments originating in Georgia.

Before (Shipping points in GA use Trucking Co. X to transport shipments to Retailer A):

1. Routing Guide Name: Retailer A

2. Division: All

3. Merchandise Type: All

4. Freight Terms: Collect

5. Routing Guide Number/Release = 1.00

6. Supersedes Routing Guide Number/Release = Initial Release

After (Retailer A changes the carrier assignment to Trucking Co. Y for shipping points in GA):

1. Routing Guide Name: Retailer A

2. Division: All

3. Merchandise Type: All

4. Freight Terms: Collect

5. Routing Guide Number/Release = 1.01

6. Supersedes Routing Guide Number/Release = 1.00

5.3 Summary of Change

A Summary of Change document must be created whenever a new Routing Guide Number or release is issued. The purpose of this document is to help vendors determine if changes in the new routing guide apply to them.

The Summary of Change document contains:

All the key fields that identify the unique Routing Guide Number (Routing Guide Name, Division, Merchandise Type, Freight Terms)

Additional mandatory header fields (Routing Guide Number/Release, Supersedes Routing Guide Number/Release, Publish Date, and Effective Date) of the new version of the routing guide

An itemized list of changes based on the Ship From location; the affected section of the routing guide is marked with an 'X' (comments can be provided to further describe the changes)

If only the expiration date or contact information changes, then only the comment line must be populated for that change number.

5.3.1 Summary of Change Document Format (Appendix G)

Please see [Appendix G](#) of the VICS Standard Routing Guide Appendices for the standard format of the Summary of Change document.

5.3.2 Completed Summary of Change Document (Appendix G.1)

Please see [Appendix G.1](#) of the VICS Standard Routing Guide Appendices for an example of a completed Summary of Change document. Refer to Appendix B for corresponding RGT example.

6 Glossary

ATA

The American Trucking Association is a federation of associations, councils, and conferences that represents the interests of the trucking industry to influence federal and state governmental actions; advance the trucking industry's image, efficiency, competitiveness, and profitability; provide educational programs and industry research; and to promote highway and driver safety. ATA owns the copyrights to the Uniform Straight Bill of Lading as found in the NMFC.

Bill of Lading (BOL)

The document and/or contract used to record and transfer detail information pertaining to a unique shipment.

Carrier

A firm that carries freight or passengers and is compensated for performing this service.

Carton

A folding box, usually containing consumer size quantities. Fiberboard boxes must meet the NMFC Item 222, construction of packages.

Collect

The consignee pays for the freight cost from the shipper's door to their door.

Commercial zone

An area, similar to a city or metropolitan region, to and from which interstate rates are quoted.

Consolidation

A logistics process that provides for a consolidation point where goods from multiple shipping points are combined into a single volume shipment.

Declared value

Documents the dollar value of the goods being shipped. Full value rates are applied. Only necessary when the value of goods exceeds the carrier's defined shipment value or the shipper requests the carrier to purchase additional insurance to cover the value of the shipment. The carrier is responsible for the full liability if declared on the Bill of Lading.

Deconsolidation

The separation of DC shipments into direct to store shipments.

Delivery manifest

A carrier generated manifest that is summary of LTL final destination shipments to a consignee. The delivery manifest may include the manifest control number, trailer number, PRO number, Hazardous Material indicator, purchase order numbers, weight, and carton count.

Drop shipments

Shipments delivered to a number of designated sites prior to last delivery stop. Sometimes called "stop in transit."

Dynamic Routing

The process where by the routing requirements are determined on per-shipment basis. The shipping information can be communicated by EDI or other Electronic means and the routing information / response is normally provided electronically.

EAN International

EAN international, based in Brussels, Belgium, is an organization of EAN Member Organizations that jointly manages the EAN.UCC System with the Uniform Code Council (UCC™).

FAK

Freight of all kinds; a mixture of different items bearing different classifications that travel at the same agreed rate with the carrier.

FOB

The point at which the title of the goods passes from the shipper to the consignee.

FOB Destination

Freight is free on board to the delivery destination dock with the terms of sale that note that the buyer takes possession of the merchandise when it is unloaded at the buyer's dock. The seller (shipper) selects own carrier to use, owns the goods, and files any loss and damage claims with the carrier.

FOB Origin

Freight is free on board at the pick-up originating dock with the terms of sale that note that the buyer takes possession of the merchandise when the merchandise is loaded onto the trailer at the shipper's dock. The buyer selects the carrier, owns the goods in transit, and files any loss or damage claims against the carrier.

Freight terms

Refers to the responsibility for paying the freight costs or terms under which merchandise is to be shipped. Freight terms can be prepaid or collect. Prepaid means the shipper is responsible for paying for the freight costs from the origin to the consignee's dock, while collect means the consignee is responsible for paying the freight costs from the shipper's dock to their dock.

Note 1: There is an arrangement related to freight terms called "Prepay and Add," whereby the shipper and buyer agree that the merchandise is to be shipped prepaid, the freight cost is paid by the shipper, and the freight cost is added to the merchandise invoice. In this case, the freight terms are prepaid on the Bill of Lading and the arrangement between the shipper and buyer is per their agreement to have the buyer compensate the shipper for the freight cost. It is possible that the instructions in a routing guide can instruct the shipper to ship merchandise prepaid and then add the cost to the invoice.

Note 2: In the context of routing guides, there are often agreements between the shipper and retailer about how to handle or simplify processes that are outside the routing guide. For example, in a routing guide where the freight terms are collect, there may be instances where the instructions indicate that the freight should be shipped to a consolidator prepaid; however, the actual process may vary for different shippers. For example, for some shippers, the consolidator invoices the retailer for the complete charges (Pickup Charge, Consolidation Charge, Delivery Charge), and the retailer charges the shipper back for the Pickup Charge. For other shippers, freight is delivered to the consolidator on their own vehicles.

Handling unit

The shipping unit level handled by the carrier when loaded on the trailer. For, example when cartons are unitized onto a pallet, the handling unit is the pallet. When cartons are tendered loose (e.g., not unitized), the handling unit is the carton.

LTL

Less than truckload.

Master Bill of Lading (Master BOL)

A Bill of Lading used to summarize multiple Bills of Lading (commonly called underlying Bills of Lading), which represent one shipment. The Master Bill of Lading number shall be documented in the Special Instructions section of each underlying Bill of Lading.

NMFC

The National Motor Freight Classification. The publication produced by the NMFTA that classifies all commodities types and establishes level of rates for a shipment. LTL Carriers that are members of the NMFTA subscribe to the NMFC and follow the commodity classifications.

NMFC Number

The National Motor Freight Classification item number. The NMFC number is assigned by commodity type and is used by participating LTL carriers to determine the level of rates for a shipment.

Pallet/slip

Pallets or slips refer to the common types of unitizing cartons on a shipment.

Prepaid

The shipper pays for the freight costs from origin to the consignee's dock.

Pro number

A unique number assigned by the carrier to identify a specific shipment.

Package

The lowest level of shipping unit of an item. A package may be unitized into a handling unit for shipment (e.g., pallet, slip).

Routing guide

A document that is provided by the retailer to the shipper to standardize the interpretation and processing of routing instructions and to ensure consistent compliance.

SCAC

Standard Carrier Alpha Code. A four-letter alpha code uniquely identifying a carrier. Carrier SCAC codes are assigned and maintained by the National Motor Freight Traffic Association (NMFTA). To obtain a SCAC code or a list of all carrier SCACs, contact the NMFTA at (703) 838-1868.

Second pass routing

The process by which shipments destined for a particular Ship To location(s) are re-routed together to determine the appropriate routing to a new Ship To location according to routing rules.

Shipment

The movement of freight from one origin point to one destination point.

Shipment packing list

A summary by customer order of the number of pieces per Stock Keeping Unit (SKU) and associated carton count on the shipment. The list improves communication to the final receiving destination for receipt check-in of cartons and/or units to the customer order. Not used for cross-dock shipments. The information is not included on the Bill of Lading.

Shipment Manifest

The Shipment Manifest is a document generated by the shipper for a customer pertaining to store shipments that are shipped to a customer-specified intermediate location (e.g., distribution center, consolidator) with the individual cartons marked for specific store locations. This is commonly

referred to as Ship To/Marked For Cross Dock shipment. The Shipment Manifest contains store level detail that typically includes store location numbers, store addresses, customer order numbers, number of cartons per order per store, and weight/cube totals.

6.1 Static Routing Guide

A paper based document that contains routing instructions which remain constant for a specific period of time.

Third Party Logistics Provider (3PL)

A provider of routing and shipment processing outside a two party relationship (buyer and seller relationship).

UCC

The Uniform Code Council (UCC™), based in the United States, is a membership organization that jointly manages the EAN.UCC System with EAN International. The UCC also administers the EAN.UCC System in the United States and Canada.

Unitization

The placing of packaged goods onto pallets or slip-sheets. These loads typically are stretched wrapped (plastic film) to stabilize the load and maintain unit configuration and integrity.

VICS

Voluntary Interindustry Commerce Standards. VICS establishes cross-industry standards that simplify the flow of product and information in the general merchandise retail industry for retailers and suppliers. VICS is made up of executives whose efforts are directed at projects that will improve the timely and accurate flow of products and information between companies.

7 Routing Guide Appendices

This section describes various business scenarios that are represented in VICS Routing Guide Templates (RGTs) in the accompanying Microsoft® Excel document, VICS Standard Routing Guide Appendices.

7.1 Appendix A – Base Routing Guide Template (RGT)

For detailed information, see Section 3, Rules of Use, and Section 4, Data Field Definitions.

7.2 Appendix B – Ship From Origins

This appendix shows Ship From origins including various states, zip codes, and commercial zones. In this scenario, the retailer provides the store distribution on the purchase order, and there is one distribution center for all stores. The routing guide specifies carton counts and weight min/max to determine how and where to ship the merchandise. Within Shipping Parameters, when the carton count or weight does not apply to a routing guide detailed record, it is left blank. All carton counts and weight breaks are based on total shipments for all of the store locations on the same day. The VICS Routing Guide Template (RGT) provides the following columns to convey this information:

The Ship From field provides the shipping origin state and zip codes. The Shipping Parameters fields provide the minimum and maximum cartons and minimum and maximum weights associated with a specific shipping method.

The Revised Ship To Location fields provide the identifier of the DC to which the shipment should be shipped to if the weight and carton parameters are met. This field is left blank if the store number on the purchase order will be the Ship To location.

The Routing Instruction fields provide the carrier, SCAC code, service level, and contact number.

7.3 Appendix C – Assigned Ship To Locations

The assigned Ship To locations are determined through the use of a store/DC cross-reference document. In this scenario, the retailer provides the store distribution on the purchase order; however, there are multiple distribution centers servicing specific stores. A store/DC cross-reference document must be utilized to determine the appropriate DC that is related to the store(s) on the shipment. Once the proper DC number has been obtained, the routing guide will be referenced with the DC as the initial Ship To. The routing guide specifies weight min/max and cube min/max to determine how and where to ship the merchandise. Within Shipping Parameters, when the weight or cube does not apply to a routing guide detailed record, it is left blank. All weight breaks and cubes are based on total shipments for all of the DC locations on the same day. The VICS Routing Guide Template (RGT) provides the following columns to convey this information:

The Ship From field provides the shipping origin state and zip codes. See [Section 8](#) for the Store/DC Cross Reference document used in conjunction with this example.

The Shipping Parameters fields provide the minimum and maximum weights and minimum and maximum cubes associated with a specific shipping method.

See [Appendix E](#) for use of the Revised Ship To Location fields.

The Routing Instruction fields provide the carrier, SCAC code, service level, and contact number.

7.4 Appendix D – Overriding Freight Terms Through Routing Determination

In this scenario, the retailer determines that the freight terms are collect. However, in certain situations, such as specific Ship From locations and depending on Shipping Parameters, freight

terms may change from collect to prepaid. The routing guide specifies weight min/max and cube min/max to determine how and where to ship the merchandise. Within Shipping Parameters, when the weight or cube does not apply to a routing guide detailed record, it is left blank. All weight breaks and cubes are based on total shipments for all of the DC locations on the same day. The VICS Routing Guide Template (RGT) provides the following columns to convey this information:

The Ship From field provides the shipping origin state and zip codes.

The Shipping Parameters fields provide the minimum and maximum weights and minimum and maximum cube associated with a specific shipping method.

See [Appendix E](#) for use of The Revised Ship To Location fields.

The Routing Instruction fields provide the carrier, SCAC code, service level, contact number, and freight terms override indicator.

7.5 Appendix E – Revised Ship To Section

This appendix provides examples for using the Revised Ship To section as it relates to freight consolidation.

The Ship From field provides the shipping origin state and zip codes.

The Shipping Parameters fields provide the minimum and maximum weights and minimum and maximum cubes associated with a specific shipping method.

The Revised Ship To Location fields are used for determining if shipping locations change.

The Routing Instruction fields provide the carrier, SCAC code, service level, contact number, and freight terms override indicator.

7.5.1 Appendix E.1 - A consolidator is the carrier and shipments are not combined by the supplier. In this scenario, the shipments are destined for the retailer's DCs, but the consolidator will act as the carrier for the shipments. There will be no consolidation of shipments by the supplier. The consolidator will pick up the shipment from the supplier and take it to the consolidation facility. There, the shipment will be combined with other freight before being transported to the retailer's DCs.

VICS Routing Guide Template (RGT): Revised Ship To: none; Routing Information: Consolidator is the carrier

BOL/Master BOL: Individual BOLs are created for each DC; no Master BOL

BOL Address: DC address will appear on each BOL

7.5.2 Appendix E.2 - An LTL carrier is used to ship to the consolidator, and shipments are not combined by the supplier

In this scenario, shipments are destined for the DCs, but will be shipped to the consolidator (CON1) via an LTL carrier. There will be no consolidation of shipments by the supplier. The LTL carrier will pick up shipments from the supplier and drop off the freight at CON1. There, the shipments will be combined with other shipments before being taken to the DCs.

VICS Routing Guide Template (RGT): Revised Ship To: CON1 is the Consolidator; Routing Information: The LTL carrier is the carrier

BOL/Master BOL: Individual BOLs are created for each DC; no Master BOL

BOL Address: CON1 address will appear on each BOL;

7.5.3 Appendix E.3 - A consolidator is the carrier, and shipments are combined by the supplier. In this scenario, the shipments are destined for multiple retailers' DCs, and a consolidator will act as the carrier for the shipments. There will be consolidation of freight by the supplier. The consolidator will pick up the shipment from the supplier and take it to the consolidation facility. There, the shipment will be combined with other freight before being transported to retailers' DCs.

Shipments across multiple DCs are consolidated as part of second pass routing. Second pass routing is used if the revised Ship To is populated, and the carrier is left blank.

VICS Routing Guide Template (RGT): Revised Ship To: CON1 is the Consolidator; Routing Information: left blank; second pass routing is used to determine the carrier

BOL/Master BOL: Individual BOLs are created for each DC; Master BOL for CON1

BOL/ Master BOL Address: DC address will appear on each BOL; CON1 address will appear on Master BOL

7.5.4 Appendix E.4 - An LTL carrier is used to ship to a consolidator, and shipments are combined by the supplier

In this scenario, shipments are destined for the DCs, but will be shipped to the consolidator (CON1) via an LTL carrier. There will be consolidation of shipments by the supplier. The LTL carrier will pick up shipments from the supplier and drop off the freight at CON1. There, the shipments will be combined with other shipments before being taken to the DCs.

VICS Routing Guide Template (RGT): Revised Ship To: CON1 is the Consolidator; Routing Information: left blank; second pass routing is used to determine the carrier

BOL/Master BOL: Individual BOLs are created for each DC; Master BOL for CON1

BOL/ Master Address: DC address will appear on each BOL; CON1 address will appear on Master BOL

7.5.5 Appendix E.5 - Deconsolidation of DC level shipments

In this scenario, shipments are destined for the DCs, but the weight does not meet the minimum criteria required for shipping direct to the DC. As a result, the Revised Ship To section is used to indicate that the shipment will go directly to the store. There will be deconsolidation of shipments by the supplier.

VICS Routing Guide Template (RGT): Revised Ship To: Store is the new ship to location; Routing Information: LTL Carrier1 is assigned

BOL/Master BOL: Individual BOLs are created for each store; no Master BOL required

BOL Address: Store address will appear on each BOL

7.6 Appendix F – Dynamic Routing

In this scenario, shipments that weigh more than 150 pounds are designated to be dynamically routed using an outside logistics provider.

VICS Routing Guide Template (RGT): Revised Ship To: None; Routing Information: Carrier left blank when dynamically routed

7.6.1 Appendix F.1 – 3PL Routing

In this scenario, shipments that weigh more than 150 pounds are designated to be routed using an outside logistics provider. If the logistics provider rejects the routing request, the supplier must statically route the shipment using the rules where Shipment Type = “Request refusal”.

VICS Routing Guide Template (RGT): Revised Ship To: None; Routing Information: Carrier left blank when dynamically routed

8 Supplemental Documents

Supplemental documents include additional tables, cross-reference information, and listings that are used in conjunction with the routing guide. References to any supplements should be made in the Comments section of the routing guide. See the following supplements in the accompanying Microsoft® Excel document, [VICS Standard Routing Guide Appendices](#).

8.1 Store/Distribution Center Cross Reference: Summary Of Changes

See [Supplement A](#) of the VICS Standard Routing Guide Appendices for an example of the Store/Distribution Center Cross Reference: Summary Of Changes. Supplements A and B must be published in conjunction with one another

8.2 Store/Distribution Center Cross Reference

See [Supplement B](#) of the VICS Standard Routing Guide Appendices for an example of the Store/Distribution Center Cross Reference. Supplements A and B must be published in conjunction with one another

Appendix B - Ship From origins including various states, zip codes, commercial

Only the columns that apply are shown

ROUTING GUIDE NAME (M) Retailer A
 DIVISION (M) All Except Kitchens, and BSS Special Orders (986)
 MERCHANDISE TYPE (M) All Except Furniture
 FREIGHT TERMS (M) Collect
 ROUTING GUIDE NUMBER / RELEASE (M) 1.00
 SUPERCEDES ROUTING GUIDE NUMBER / RELEASE (M) Initial Release
 PUBLISH DATE (M) 1/22/2001
 EFFECTIVE DATE (M) 2/22/2001
 EXPIRATION DATE (O) 5/31/2001
 CONTACT (O) Retailer A Transportation Services at Phone # and email Address
 COMMENTS (O)

SHIP FROM			SHIP TO		SHIPPING PARAMETERS						REVISED SHIP TO LOCATION		ROUTING INFORMATION			
STATE (O)	ZIP (O)	STORE (O)	TYPE	MIN	MAX	MIN	MAX	MIN	MAX	DC (O)	CARRIER (M)	SCAC (C)	SERVICE LEVEL (C)	CONTACT (M)		
AL	ALL	ALL	CTN	1	15	1	15	1	170	737	Fed Ex	FEDG	Ground	1-800-762-3725		
AL	ALL	ALL				171	1000		1000	737	Service Transport	SERJ	Ground	1-800-227-3503		
AL	ALL	ALL				1001	9999999		9999999		FAX			1-704-357-3607		
AL	ALL	ALL	CTN	16	9999					737	Service Transport	SERJ	Ground	1-800-227-3503		
CA	900-931, 940-952	ALL	CTN	1	5	1	5	1	60	737	Fed Ex	FEDG	Ground	1-800-762-3725		
CA	900-931, 940-952	ALL				61	1000		1000	737	Gale Triangle	GADC	Ground	1-562-345-2200		
CA	900-931, 940-952	ALL				1001	9999999		9999999		FAX			1-704-357-3607		
CA	900-931, 940-952	ALL	CTN	6	9999					737	Gale Triangle	GADC	Ground	1-562-345-2200		
CA	932-939	ALL	CTN	1	15	1	15	1	170	737	Fed Ex	FEDG	Ground	1-800-762-3725		
CA	932-939	ALL				171	1000		1000	737	Watkins Motor Lines	WWAT	Ground	1-800-456-4545		
CA	932-939	ALL				1001	9999999		9999999		FAX			1-704-357-3607		
CA	932-939	ALL	CTN	16	9999					737	Watkins Motor Lines	WWAT	Ground	1-800-456-4545		
NJ	070-089	ALL	CTN	1	5	1	5	1	60	737	Fed Ex	FEDG	Ground	1-800-762-3725		
NJ	070-089	ALL				61	1000		1000	737	Triangle Transport	TTPJ	Ground	1-201-332-3333		
NJ	070-089	ALL				1001	9999999		9999999		FAX			1-704-357-3607		
NJ	070-089	ALL	CTN	6	9999					737	Triangle Transport	TTPJ	Ground	1-201-332-3333		
NJ	090-101	ALL	CTN	1	15	1	15	1	170	737	Fed Ex	FEDG	Ground	1-800-762-3725		
NJ	090-101	ALL				171	1000		1000	737	Ward Trucking	WARD	Ground	1-800-458-3625		
NJ	090-101	ALL				1001	9999999		9999999		FAX			1-704-357-3607		
NJ	090-101	ALL	CTN	16	9999					737	Ward Trucking	WARD	Ground	1-800-458-3625		
NM	ALL	ALL	CTN	1	15	1	15	1	170	737	Fed Ex	FEDG	Ground	1-800-762-3725		
NM	ALL	ALL				171	1000		1000	737	Roadway Express	RDWY	Ground	1-800-257-2837		
NM	ALL	ALL				1001	9999999		9999999		FAX			1-704-357-3607		
NM	ALL	ALL	CTN	16	9999					737	Roadway Express	RDWY	Ground	1-800-257-2837		