

Domestic Freight Collect Routing Instructions for Expeditors:

Prior to booking your first pickup with Expeditors, you will need to contact URBN-NewVendor@expeditors.com and provide the below information to get set up for shipments:

Shipper/Vendor Address:

(Please list address where the PO(s) will be picked up)

Shipper/Vendor Contact:

(Shipping Group E-mail Inbox)

Pickup Hours of Operation:

Pickup Requirements:

Liftgate required?

Appointment Required?

Shipping Hazardous Goods on behalf of Urban?

Once the above details are sent to URBN-NewVendor@expeditors.com, all subsequent booking requests will be sent to URBN-Bookings@expeditors.com. You will need to fill out all fields in the below template to schedule a pickup. Once received, Expeditors will respond back confirming pickup has been scheduled.

EXPEDITORS PICK UP REQUEST INFORMATION REQUIRED:

****Attach Bill of Lading and Packing List****

Hello,

Please provide routing for the following purchase order.

PO# (3 leading zeros followed by seven numbers):

Brand (Anthropologie, Free People, Urban Outfitters, Nuuly):

Destination DC/FC (GFC, GDC, REN, RNO, BRO, IFC, KC1):

Units:

Carton count per PO:

Skid count with Dimensions:

Pallet weight:

Pallet Weight UOM (Advise if weight is in KGs or LBS):

Description of Goods:

Dangerous Goods? (Yes/No):

Ready date/time & hours of shipping:

Special Requirements at Shipper:

Shipper/Vendor Address:

(Please list address where product is picking up from)

Shipping To Address:

(Please list address of destination URBN facility)