

## Scheduling Deliveries - Freight Carriers

1. Fax paperwork (**itemized BOL**) to **919-661-6171**.
  - The itemized BOL paperwork must have the North Carolina 5-digit product code and quantity for each item.
  - Either the cover sheet or the BOL must have the following written on it: contact name, contact#, and preferred delivery date.
2. Next, call **919-773-2870** (after paperwork has been faxed) to schedule the appointment.
  - Leave the contact name, company (carrier), contact#, and a brief message with any other necessary information to schedule the appointment.
  - **You will be contacted no later than by the end of the next business day concerning your appt. request.**
    - Calls before noon... usually returned the same business day.
    - Calls after noon..... usually returned the next business day.
    - Normal lead time to get an appointment is 2-4 business days.
  - **If you call any other phone # besides the receiving# above, you will be instructed to hang up and call the receiving # above.**

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### A few things that will may prevent LB&B from scheduling an appointment:

- The BOL has not been faxed or the fax didn't come through.
- The faxed paperwork does not have the North Carolina 5-digit product codes and quantity for each item.
- The faxed paperwork does not have a preferred appt date...the soonest it is able to be delivered.
- If one or more items on the BOL will cause inventory levels to exceed the maximum allocation.

### Below is more information about what is needed to follow the process for scheduling and approving deliveries to the NC-ABC Warehouse.

- **Scheduling deliveries for the Raleigh & Clayton warehouse are ONLY processed through the contact # and fax # above.**
- Receiving hours are Monday – Friday, 6:00am to 11:00am.....any shipments arriving after 11am will be refused and rescheduled for a later time/date.
- Carriers will not be allowed on the premises until 6am and are required to leave immediately once unloaded.
- If the carrier does not have the itemized BOL, the shipment is subject to being refused since we are not able to verify the appt.
- There is no overnight parking allowed inside the fenced property.
- There is no access for carriers to go inside the Clayton warehouse.
- If a freight carrier arrives before or after their appointed time, we will work them into the schedule as long as they arrive before 11:00am.
- Raleigh warehouse address: 404 East Tryon Road, Raleigh NC 27610
- Clayton warehouse address: 977 Shotwell Road, Clayton NC 27520