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.

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