

BARNES & NOBLE DISTRIBUTION

BARNES & NOBLE STORES

BARNES & NOBLE.COM

DOMESTIC ROUTING GUIDE



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Introduction

Barnes & Noble has developed this guide to strengthen our ability as business partners and to mutually gain from supply chain efficiency. This guide includes the revised freight routing guidelines for **Barnes & Noble Inc.**, including its divisions Barnes & Noble Bookseller, B. Dalton Bookseller and **Barnes & Noble Distribution** warehouse facilities.

Compliance with these guidelines is expected. Non-compliance will be documented and will result in charge backs and/or reimbursement for the related expenses. The charges associated with noncompliance are listed in the Efficient Receipt Program.

Any questions regarding the specifications outlined in this guide should be directed to Barnes & Noble Logistics Department at traffic_group@bn.com or (732) 656-7400. Requests for any variance from the requirements as outlined will require review and will be subject to final approval from the appropriate Vendor Relations contact.

- **Barnes & Noble College Stores are not included in this routing guide.**

➤ **If routing instructions are needed for this division, contact:**

Traffic Group
Tel: 732-656-7400
traffic_group@bn.com

Christina Mayfield
Tel: 908-991-2720
Cmayfield@bncollege.com

- **Wholesalers and Importers are not included in this routing guide.**
 - **Routing guide supplements are available for both Wholesalers and Import Shipments. These can be obtained by contacting Barnes & Noble Logistics Department.**

These guidelines are effective **November 21, 2011** and supersede all previous instructions.



Changes in this revision

The Barnes & Noble Domestic Routing Guide was last issued on October 6, 2010. In revisions of the guidelines since then, the following changes have been made:

- Barnes & Noble Logistics encourages vendors to register with the MIQ Logistics web site to enter information online for shipments weighing over 250 lbs. to receive routing instructions (see page 13). Another option is to email the Logistics Department at traffic_group@bn.com for routing instructions. Please include:
 - Purchase order number(s)
 - Pick-up location company name and address
 - Contact name, telephone number, and email address
 - Date and time freight available for pick-up
 - Destination/delivery address
 - Number of cartons and pallets and total weight

You can request an easy Routing Instructions Request form (Microsoft Excel format) by email to traffic_group@bn.com.

This email address can be used to make delivery appointments, arrange for order pickups, or request general information relating to shipping orders to the stores or one of our distribution facilities.

If you do not have access to a computer, vendors can reach the Logistics Department by phone at (732) 656-7400.

Transportation and Routing Instructions

Barnes & Noble Distribution Centers

The Bill of Lading (BOL) must include the following: the proper Barnes & Noble facility address; the Barnes & Noble P.O. #(s); number of pallets and number of cartons. Please attach a copy of the packing slips to each BOL.

Multiple shipments which may consist of multiple purchase orders that are shipping on the same day and that are destined for the same Barnes & Noble Distribution Center or Consolidation Center must be combined on a master bill of lading.



Incorrect ship to address on the B.O.L. or omission of purchase order number will result in a \$200.00 charge back.

This guide is for shipments that incur a freight charge ultimately paid by, or reimbursed by, Barnes & Noble. Furthermore, this guide does not apply to shipments made where freight costs are totally paid by the shipper.

1. Vendors With Regular Barnes & Noble Pickups (NY, NJ and PA):

Barnes & Noble will pick up all shipments regardless of weight.
(Alternate carrier may be assigned by the fleet dispatcher)

Do not ship UPS or use any other carrier without authorization from Barnes & Noble Logistics Department.

2. All Other Vendors:

(a) Shipments weighing 250 lbs. or less – UPS Third Party Billing

UPS Shipper Number	Billing Address
Email Barnes & Noble Logistics at: traffic_group@bn.com	B&N.com/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831
Email Barnes & Noble Logistics at: traffic_group@bn.com	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831

UPS Third Party Billing should only be used for orders where Barnes & Noble ultimately pays for the freight charges.

- (b) Multiple shipments shipping to the same Barnes & Noble Distribution Center on the same day that exceed 250 lbs must be combined and routed with an LTL or TL carrier



Charge backs will be applied if not adhered to

Barnes & Noble Distribution Centers (continued)

2. All Other Vendors (continued):

- (b) **Collect Shipments weighing over 250 lbs.** – Routing Required
If you are a registered shipper/vendor with MIQ Logistics for Barnes & Noble, enter each shipment on the MIQ Logistic web site (see Page 13).

All other vendors will email Barnes & Noble Logistics Department for routing instructions – traffic_group@bn.com. You must provide the Barnes & Noble purchase order number, the number of pallets, the number of cartons, the total weight and the delivery location of each shipment. You will be supplied with the proper routing.

Collect shipments must be third party billed to:



*Barnes & Noble Inc.
C/O Iron Data
3400 Players Club Parkway, Suite 300
Memphis, TN 38125
Tel # 800-755-0110*

- (c) **Prepaid Shipments weighing over 250 lbs.**
The name of the carrier delivering the shipment to Barnes & Noble must be provided. Prepaid vendors will have their carriers call **(732) 656-7408 or (732) 656-7417** for a delivery appointment. Purchase order numbers and delivery addresses are required to secure an appointment. **All deliveries into Barnes & Noble Distribution Centers require a scheduled delivery appointment.**

Barnes & Noble Distribution Centers (continued)

3. Barnes & Noble.com Volume Orders

For all shipments weighing **150 lbs. or less** use FedEx Ground. For shipments weighing **over 150 lbs.** email Barnes & Noble Logistics Department for routing instructions – traffic_group@bn.com. Specify that you need routing for a BN.com Volume Order. These orders use a specific SAN:

Ship To: Barnes & Noble.com
Volume Ordering
1 Barnes & Noble Way
Suite P
Monroe Township, NJ 08831
SAN 8009724

FedEx Shipper #: Email Barnes & Noble Logistics
traffic_group@bn.com



If you are a prepaid vendor utilizing your own carrier or ship air freight without prior authorization from Barnes & Noble Logistics Department OR if your carrier arrives at any Barnes & Noble Distribution Center without an appointment, a \$200.00 charge back plus any differential in freight charges will result.

If for any reason you cannot comply with these instructions, please email the Logistics Department at traffic_group@bn.com or call (732) 656-7400.

4. Barnes & Noble Distribution Services – Institutional Orders

Barnes & Noble Distribution Services representatives may specify different routing instructions from this guide for orders shipping direct to institutions or stores. The fax cover sheet for each order will serve as authorization for the special shipping instructions required. If you have any questions, please contact Distribution Services at (732) 656-7570.

Barnes & Noble Inc. - Direct to Store Orders

For all direct to store shipments, this guide gives explicit instructions according to vendor origin and weight break.

This guide is for shipments that incur a freight charge ultimately paid by, or reimbursed by, Barnes & Noble. Furthermore, this guide does not apply to shipments made where freight costs are totally paid by the shipper.



If prepaid vendor ships collect, they will be charged all freight costs plus a handling charge of \$200.00.

Do not use a Parcel Post or FedEx Ground Collect on any orders. Barnes & Noble will not pay freight on invoice. Any freight on invoice will be automatically deducted.

When processing our store direct orders, ship on a daily basis. Do not hold up a shipment for several days to accumulate the order(s).



Barnes & Noble Logistics must approve all collect air shipments prior to shipping.

The use of airfreight without prior authorization will result in a chargeback of full freight, plus a handling charge of \$200.00.

IF YOU ARE LOCATED IN:	SHIP TO:	ROUTING INSTRUCTIONS
NJ, NY, PA See Section B(1) – page 9	Barnes & Noble Inc. C/O Argix Direct 100 Middlesex Center Blvd. Jamesburg, NJ 08831	Call B&N Fleet Department for Pickups: 732-656-7407
AL, CT, DC, DE, FL, GA, IA, IL, IN, KS, KY, MA, ME, MD, MI, MO, MS, NE, NH, NC, OH, RI, SC, TN, VT, VA, WV, WI See Section B(1) – page 9	Barnes & Noble Inc. C/O Argix Direct 100 Middlesex Center Blvd. Jamesburg, NJ 08831	Email B&N Logistics Department for Routing Instructions: traffic_group@bn.com
AZ, AR, CA, CO, ID, LA, MN, MT, NV, NM, ND, OK, OR, SD, TX, UT, WA, WY See Section B(2) – page 9	Ship Direct to Store	400 lbs. or Less - Ship via UPS Third Party Billing (see below) Over 400 lbs. - Email B&N Logistics: traffic_group@bn.com
See detailed instructions on pages 7 & 8. Special shipping instructions for B&N Stores in AK & HI are on page 8.		

UPS Third Party Billing Shipper #	Billing Address
Email Barnes & Noble Logistics at: traffic_group@bn.com	B&N Stores/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831

Barnes & Noble Inc. - Direct to Store Orders (continued)

1. **Vendors shipping from the states of:** AL, CT, DC, DE, FL, GA, IA, IL, IN, KS, KY, MA, MD, ME, MI, MO, MS, NC, NE, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WI, and WV.

Please email or call B&N Logistics Department to verify routing instructions – traffic.group@bn.com or 732-656-7400.

Most orders shipping from your company to multiple stores will ship to Barnes & Noble Inc., C/O ARGIX DIRECT, 100 Middlesex Center Blvd., Jamesburg, NJ 08831. However, the total weight of the shipment and the number of store orders to be shipped are factors that may determine the order should go directly to the store.

- (a) **MANIFESTING:** The manifest must show store number, ASNs or purchase order number, pieces per store, and your invoice number. Each manifest should have a master bill of lading.

(b) MASTER BILL OF LADING:

1. When a shipment is ready to move to our consolidator, a master bill of lading must be prepared showing number of cartons, number of pallets and weight for that shipment. A master bill of lading and manifest must accompany shipment to Argix Direct.
2. All freight charges are to move collect. The bill of lading must show as Consignee: Barnes & Noble Inc.
C/O ARGIX DIRECT
100 Middlesex Center Blvd.
Jamesburg, NJ 08831

All Freight charges are to be billed 3rd party collect:



*Barnes & Noble Inc.
C/O Iron Data
3400 Players Club Parkway, Suite 300
Memphis, TN 38125
Tel # 800-755-0110*

SHIPPING INSTRUCTIONS:

Barnes & Noble Inc. will arrange or supply routing instructions for all pickups from your facility. When merchandise is ready for pickup, please call the Logistics Department at (732) 656-7400.

**Be sure to ship Direct to Store Orders on a daily basis.
DO NOT HOLD A SHIPMENT FOR SEVERAL DAYS
TO ACCUMULATE ORDER(S).**

Barnes & Noble Inc. - Direct to Store Orders (continued)

2. **Vendors shipping from the states of:** AR, AZ, CA, CO, ID, LA, MN, MT, ND, NM, NV, OK, OR, SD, TX, UT, WA, and WY.

Vendors located in these states should ship direct to store as follows.

(a) SMALL PARCEL (shipments 400 lbs. or less)

Our primary small parcel carrier is United Parcel Service. You must ship orders weighing 400 lbs. or less via UPS Third Party Billing.

UPS Third Party Billing Shipper #	Billing Address
Email Barnes & Noble Logistics at: traffic_group@bn.com	B&N Stores/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831



DO NOT USE FEDEX GROUND COLLECT OR PARCEL POST.

For Shipments to Barnes & Noble Stores in Alaska and Hawaii:

All orders should ship directly to the store. On shipments (orders) weighing **70 lbs. and LESS**, utilize UPS Third Party Billing – Deferred Ground. For shipments weighing **OVER 70 lbs.** utilize Transgroup Air Freight and specify delivery date if provided. For a supply of air bills and for pick-ups call (888) 312-7400.

(b) LESS THAN TRUCKLOAD (LTL) & TRUCKLOAD

(Shipments over 400 lbs. per store location)

Email Barnes & Noble Logistics for routing instructions – traffic_group@bn.com

All bills of lading MUST indicate:

1. Inside delivery required.
2. 3rd Party Collect billing to: *Barnes & Noble Inc.
C/O Iron Data
3400 Players Club Parkway, Suite 300
Memphis, TN 38125
Tel # 800-755-0110*



**Be sure to ship Direct to Store Orders on a daily basis.
DO NOT HOLD A SHIPMENT FOR SEVERAL DAYS
TO ACCUMULATE ORDER(S).**



Approved Barnes & Noble carriers assigned at designated weight breaks must be utilized or incurred freight charges and a \$200.00 administrative fee will be charged back.

Any deviation to this routing will result in chargeback to the vendor.

List of SANs for Barnes & Noble Distribution Facilities

- (1) All Barnes & Noble Distribution purchase orders will have a "Bill to" and a "Ship to" SAN indicated on them.
- (2) Please make sure that your order entry systems have the correct address for the corresponding SAN.
- (3) These instructions do not apply for vendors with regular B&N pickups in NY, NJ & PA.
- (4) Prepaid vendors will instruct their carriers to call B&N for a delivery appointment – 732-656-7408 or 7417.

Barnes & Noble Distribution – Reno, NV

Ship to SAN	Ship to address	Facility	Bill to SAN	Bill to address	Carrier for Collect Shipments 250 lbs. or less	Carrier Billing Address	Carrier for Collect Shipments over 250 lbs.
1927809	Barnes & Noble Distribution 12660 Old Virginia Road Reno, NV 89521	S Exact Qty	1926721	Barnes & Noble, Inc. PO Box 1843 Dept. 1926721 – ETB 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
1927817	Barnes & Noble Distribution 12660 Old Virginia Road Reno, NV 89521	R Casepack	192673X	Barnes & Noble, Inc. PO Box 1843 Dept. 192673X 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
1927833	Barnes & Noble Distribution CDF Orders 12660 Old Virginia Road Reno, NV 89521	Consolidation	1926721	Barnes & Noble, Inc. PO Box 1843 Dept. 1926721 – ETB 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
1799809	Barnes & Noble Distribution 12660 Old Virginia Road Reno, NV 89521	V Eaches	179275X	Barnes & Noble, Inc. PO Box 1843 Dept. 179275X NonCasepack 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
1979779	Barnes & Noble Distribution Bargain 12660 Old Virginia Road Reno, NV 89521	Y	192673X	Barnes & Noble, Inc. PO Box 1843 Dept. 192673X 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
8008418	Barnes & Noble Distribution Flow Through 12660 Old Virginia Road Reno, NV 89521	Z Flow Through Casepack	8008450	Barnes & Noble, Inc. PO Box 1843 Dept 8008450 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400

List of SANs for Barnes & Noble Distribution Facilities (continued)

Barnes & Noble Distribution – Monroe Township, NJ

Ship to SAN	Ship to address	Facility	Bill to SAN	Bill to address	Carrier for Collect Shipments 250 lbs. or less	Carrier Billing Address	Carrier for Collect Shipments over 250 lbs.
8001464	Barnes & Noble Distribution 1 Barnes & Noble Way Monroe Township, NJ 08831	E Casepack	8001502	Barnes & Noble, Inc. PO Box 1843 Dept. 800-1502 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
8001472	Barnes & Noble Distribution 1 Barnes & Noble Way Monroe Township, NJ 08831	I Exact Qty	8001510	Barnes & Noble, Inc. PO Box 1843 Dept. 800-1510 – ETB 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
8001480	Barnes & Noble Distribution 1 Barnes & Noble Way Monroe Township, NJ 08831	N Eaches	8001529	Barnes & Noble, Inc. PO Box 1843 Dept. 800-1529 NonCasepack 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
8001499	Barnes & Noble Distribution CDF Orders 1 Barnes & Noble Way Monroe Township, NJ 08831	O CDF	8001537	Barnes & Noble, Inc. PO Box 1843 Dept. 800-1537 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
8002290	Barnes & Noble Distribution CDF Order-Faster Delivery 1 Barnes & Noble Way Monroe Township, NJ 08831	O CDF	8001537	Barnes & Noble, Inc. PO Box 1843 Dept. 800-1537 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
8004919	Barnes & Noble Distribution Vendor Samples 1 Barnes & Noble Way Monroe Township, NJ 08831				UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
800840X	Barnes & Noble Distribution Flow Through 1 Barnes & Noble Way Monroe Township, NJ 08831	M Flow Through Casepack	8008442	Barnes & Noble, Inc. PO Box 1843 Dept. 800-8442 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400
8009724	Barnes & Noble Distribution Volume Ordering 1 Barnes & Noble Way Monroe Township, NJ 08831	P Volume Ordering Casepack	8009732	Barnes & Noble, Inc. PO Box 1843 Dept. 800-9732 1400 Old Country Road Westbury, NY 11590	FedEx (see page 7)		Call B&N Logistics 732-656-7400 (see Domestic Routing Guide p.6)
8016135	Barnes & Noble Distribution Non-Book Ordering 5 Barnes & Noble Way Monroe Township, NJ 08831	C Non-Book Ordering	8016143	Barnes & Noble, Inc. PO Box 1843 Dept. 801-6143 1400 Old Country Road Westbury, NY 11590	UPS 3 rd Party (see page 5)	B&N Distribution/Third Party 1 Barnes & Noble Way Monroe Township, NJ 08831	PowerTMS online OR Call B&N Logistics 732-656-7400

MIQ Logistics Freight Management System

Barnes & Noble has implemented a new web based routing program. The Introduction and Quick Start Guide for the MIQ Logistics system follows. This system can be used for coordinating of all less-than-truckload (LTL) and truckload shipments. Shipments weighing 250 lbs. or less must ship UPS Third Party Billing and are not input into MIQ Logistics.

Please read through the Quick Start Guide; then register on the MIQ Logistics website. If you require assistance processing a shipment, please email or call the Barnes & Noble Logistics Department at traffic_group@bn.com or 732-656-7400 and select Option 7.

When your company is registered and ready to process shipments, please send a confirmation email to Marc Donohue (Mdonohue@bn.com).

Welcome to the Barnes & Noble Freight Management Program!

Your company has been identified as a supplier that ships inbound collect LTL and Truck-Load shipments to Barnes & Noble. Subsequently, we are requesting your participation in a program to create efficiencies and generate cost and time savings for both your company and Barnes & Noble.

What Is It?

The purpose of this program is to create a consistent and centralized process across Barnes & Noble's entire organization that will allow for compliance, visibility, and consistency for you, the supplier, and Barnes & Noble. Barnes & Noble has partnered with MIQ Logistics, a leading provider of logistics technology and management services (<http://tms.miq.com/servlet/AppDirectorController>), to provide an Internet based solution that will allow suppliers to perform the following:

- Enter shipping transactions, containing purchase order information, online via a web-based system accessible from anywhere at any time.
- Identify the optimal carrier for each specific Barnes & Noble order based upon pickup and delivery dates and times and Barnes & Noble's contract LTL/TL rates.

What Is Required of the Supplier?

As a Barnes & Noble supplier, you will be required to act upon this request on or after (**enter date**). The process is streamlined and supported by the MIQ Logistics Customer Care team to answer any system usage questions you may have. From an equipment perspective, all you need is a PC with a web browser and an internet connection.

When To Use This System?

This online program should be used for coordination of all Less-than-Truckload Shipments (**LTL**) and Truck-Load (**TL**) shipments.

How Do I Obtain Support?

Generally, there are two primary areas where questions may arise:

- **Purchase Order Related:** Purchase order questions should be directed to your Barnes & Noble purchasing contact.
- **Systems Usage:** Any Systems issues should be directed the MIQ Logistics Customer Care team (contact information is provided at the end of the Quick Start guide below).

BARNES & NOBLE AND YRC LOGISTICS THANK YOU FOR YOUR TIME, COOPERATION AND DEDICATION TOWARDS THIS WIN-WIN SOLUTION. LISTED BELOW ARE DETAILED USAGE INSTRUCTIONS FOR THE YRC LOGISTICS ONLINE SYSTEM.

PowerTMS™ QUICK START GUIDE

Support Information

Support for issues regarding operations of the MIQ Logistics online transportation management system, **PowerTMS**, should be addressed via one of the following methods:

- Via email: service@miq.com
- Via phone: Call **800-295-4014**
- Via **PowerTMS**: For registered users, assistance is available in the **Help** section. The **Help** section is accessed by logging in and clicking on the **Help** link located in the blue navigation bar located at the top of every screen.

Registration

1. From your web browser go to www.powertms.com
2. Click on the **“Register”** link.
3. If your company has never registered as a new vendor to Barnes & Noble via **PowerTMS**, enter **A1001780** in the **“One-time new supplier code:”** field. If your company has previously registered and you just need additional logins created for your co-workers, reference step 8 below or you may call **800-295-4014** for assistance.
4. On the **“Register as a Supplier”** page, in section **A**, enter your vendor or supplier number. This number is usually listed on the Barnes & Noble purchase order. If you do not know or cannot locate your vendor or supplier number, enter your phone number without dashes.
5. Choose a Login ID and password.
6. Enter your user information.
7. Enter your company's information. If it is the same as your information, click on **“Same as my personal contact information”** check box.
8. Upon successful creation you will receive a **“new registration code”**. As the first user for your company you will, by default, be setup as a **Supplier Administrator**, this will give you the authority to approve other users from your company as they register. Please write this down and store it in a secure place. Use this code to register additional users for your company. When additional users need access to enter shipments for your company, their accounts can be created by clicking the **“Register”** link at www.powertms.com and entering this **“new registration code”** in the **“New user”** field. Please reference the online **Help** for creating and approving additional users for your company.

PowerTMS™ QUICK START GUIDE

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LTL and Truckload Shipment Creation

1. To access the shipment creation functionality, you will need to login to **PowerTMS**. Go to www.powertms.com. Enter the Login ID and the password you created during the registration process.
2. Once logged on to **PowerTMS**, click on the “**New Shipment**” link, located in the blue navigation bar at the top of the screen.
3. Enter your shipment information as directed (Reference the online [Help](#)).
When completing the rest of the order entry, here are a few key items:
 - When selecting the Barnes & Noble “**Responsible Location**”, you will use the drop down menu to scroll through the list of valid locations and select the location responsible for your shipping transaction.
 - You will be entering shipment transactions, not individual purchase orders. If you are shipping more than one (1) Purchase Order on the transaction, enter one (1) Purchase Order # as reference in the PO # field, then enter Additional PO #s in the subsequent fields.
 - Please enter your bill of lading number in the “**Bill of Lading #**” field. **This is very important and must be entered to provide accurate status updates.**
 - Please make sure that you enter the total weight and handling units for the entire shipment in the section **D Line Items**.
 - Be sure to enter a Name, Address, City, State and Zip, as well as phone number if available for both section **B Origin (pickup)** and section **C Destination (drop)**. This information will be transmitted to the carrier during the notification process.
 - Be sure to enter a date and time range for both the pickup and drop off. These elements are required to get a valid carrier price quote returned. If you do not have a required delivery date, allow for 4 to 5 days between the pickup and drop off dates to maximize the choice of carriers available during the recommendation process.

Once you select “**Save**”, you will be taken to the “**Your Shipments**” screen. Your shipment is now completed. Barnes & Noble Logistics will take it from here and assign the carrier. Once the shipment has been assigned, you can login and access the shipment to print the Bill of Lading.

PowerTMS™ QUICK START GUIDE

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Miscellaneous

1. If you have another shipment to create, repeat the process for creating a shipment above, by clicking on “**New Shipment**” in the blue navigation bar.
2. If you would like to view all of your assigned shipments, click on the “**Your Shipments**” link at the top of the page. Select **Assigned** from the **Select Status Type** drop-down-menu; and then click the blue **Go** button to the far right to execute the search for your assigned shipments. Once all shipments have been displayed, you can view the details of each shipment by clicking on the blue-lettered “**View Details**” link.

If you have questions or issues, do not hesitate to contact the MIQ Logistics Customer Care team via the contact information provided below.

MIQ LOGISTICS CUSTOMER CARE CONTACT

- General Customer Care
 - service@miq.com
- Primary Phone Number
800-295-4014