

Shipping Larger Shipments

Some of our fulfillment centers require you to schedule delivery windows for inbound inventory.

For all facilities, carriers should prepare an email containing the following information (include ASN # in the subject line):

1. Name

2. Company / Carrier

3. Fax / Phone Number

4. ASN Number(s)

5. BOL/PRO Numbers

6. Seal # (if applicable)

7. Carton & Pallet Count (must be accurate)

8. Container Number and size: [specify]

9. Floor loaded or palletized: [specify]

Email must be received by 2pm local warehouse time for next day consideration but 48 hours or more is preferred. Failure to include all of the above may result in appointment confirmation delays.

Merchant or carrier will receive a message from the facility confirming the appointment date/time. It should not assume that the appointment date/time requested is booked until they receive confirmation.

If you do not receive a response within 24 hours of requesting an appointment, please contact your customer success representative or email customercare@ingrammicroservices.com.