



### **Ferguson Inbound Receiving for all Distribution Centers (DC's)**

All shipments into the Ferguson Distribution Network must have a scheduled delivery appointment. The only exception is for LTL deliveries with less than 9 skids; deliveries of this size may off load during normal facility receiving hours published on Ferguson.com. A courtesy call to the DC to notify of the delivery is requested; they can be reached 757-989-2744.

Appointments can only be made via email. To schedule your appointment, please email your request to [DC.Receiving@ferguson.com](mailto:DC.Receiving@ferguson.com)

#### **You must include:**

- Carrier name
- Vendor Name
- Trailer Number (if truckload)
- Ferguson Purchase Order number(s) (IE: L423-9876, L986-123)
- The date you are hoping to deliver
- The distribution (DC) location you are delivering to
- If a container:
  - How the material is loaded, either floor stacked or palletized
  - Container size
  - Last free day

You will receive a confirmation via email of your appointment date and time to promptly arrive at the DC.

It is just as critical to not arrive late as it is to not arrive early in the hope of being off loaded before your appointment time. Not all of our facilities have large truck parking areas for drivers to wait, and are often too busy to receive loads early, particularly our pipe yards.

If there is risk of being late for your appointment for any reason (traffic, mechanical failure, etc) please email [DC.Receiving@ferguson.com](mailto:DC.Receiving@ferguson.com) immediately. Every attempt will be made to reschedule same day, but it may need to be rescheduled to another day. The earlier the notification the greater flexibility when rescheduling.

Any loads arriving to the DC without an appointment can and will be refused. Missed appointments will be cancelled and the carrier needs to coordinate reschedule.

Proper paperwork and identification are required for receipt of any goods. All drivers must be able to produce a valid driver's license. C-TPAT containers must also have all supporting bills of lading and packing lists. Loads where proper identification and paperwork are not available will be refused.

Thank you for your support