**Loaded & Sealed Consolidator Trailer Instruction:**

Neiman Marcus Group requires The Gilbert Company to pickup our shipments from your Brand DC/3PL on a loaded and sealed trailer.

Gilbert will ensure that NMG is either the final box truck pickup OR the only box truck pickup once an asset has completed their outbound deliveries on their route.

* Gilbert driver will count freight being loaded onto their trailer.
* Gilbert driver will be required to sign for freight on a loaded and sealed trailer, which will be sealed (security seal) by the brand or 3PL.
* Security seal will be a unique numbered seal which will be placed on the trailer by the brand or 3PL.
* Seal number on the trailer will then be noted on the carrier freight Bill of Lading (BOL) that the driver signs.
* Brand/3PL dock associate and the Gilbert driver will both sign the carrier freight BOL which notes the seal number on the trailer and BOL are the same and that the dock associate placed the seal on the trailer. Driver signs acknowledging trailer seal number matches carrier BOL seal number.
* Sealed loaded trailer will be taken immediately back to the Gilbert facility where the driver will present the driver BOL paperwork to a gate/security Guard upon arrival at the Gilbert facility in Keasbey, NJ.
* Guard will inspect the seal for any tampering and ensure the seal is intact upon arrival to the Gilbert Facility in Keaseby, NJ.
* Driver and Guard signature will be documented on the carrier BOL copy – documenting the seal is in tact and without compromise.
* Driver will be directed to place trailer in said unload door at Gilbert facility.
* Dock unload teams will take a picture of the seal prior to breaking the seal and beginning unload.
* Any discrepancies will be immediately elevated to Management within The Gilbert Company for immediate resolution.
* Freight will be unloaded and processed as normal once seal is confirmed “good”.
* Flow of freight from this point on will proceed as normal processing through The Gilbert Company.