

**Terrain Domestic Vendor Shipping Procedures:**

All POs should ship to the address indicated on the Purchase Order.  
Terrain ships to two different URBN Distribution Centers.

**Retail DC: GAP**

Address:  
Terrain  
755 Brackbill Road  
GAP, PA 17527

**Direct DC: GFC**

Address:  
Terrain  
766 Brackbill Road  
GAP, PA 17527

Please remember to include the packing list inside a packing slip on the outside of the *lead* carton of your shipment in order to avoid delays in processing the PO and receiving payment. Please write Terrain and your PO # on your boxes as well to avoid delays.

If you are shipping samples or a PO to the Home Office please ship to:

5000 S. Broad Street  
Bldg: 18 Mezz  
Philadelphia, PA 19112

**\*\*Please note that we only cover shipping when you follow the below procedures. If you use your own account and charge it on the PO you will not be refunded\*\***

If your PO weighs less than 150 pounds, you will ship via our UPS 3rd Party Account. Please email me for the account and follow the below instructions

In order to ship 3rd-party via UPS, you will have to create an account on UPS.com and have a valid UPS account number. Once created and you have entered your shipment details: • Select "Bill Another Third Party" • Enter URBN's UPS account number in the "Account #" field (Account # V897V2) • Enter 17527 in the "Postal Code" field • Select your UPS account # from the "Associate a Shipper's UPS Account #" drop down. • Click the "Next" button located on the lower right hand of the screen to continue.

If your PO weighs more than 150 pounds please ship UPS Freight, YRC, Gilbert East, or Performance Team. Please see <http://www.urbnvendor.com/us/how-do-i-ship-domestically-collect/> for carrier specific info. When you reach out to the carrier let them know that you have a Terrain PO to ship and the following information: • Ready date • Pickup date • PO # • Origin address & contact information • Carton count • Pallet count • Carton & pallet dimensions • Whether pallets are stackable • Weight