



## **Consolidation – How To**

Let's say you want to consolidate 1 bag purchased from Artisan with "importer A". Basically, you arrange for coffee from "importer A" to be combined with Artisan's 1 bag on a pallet.

Here's the steps from your side:

- 1.** You confirm with importer A that their coffee is stored at the same warehouse where Artisan's coffee is stored, (Continental NJ or Annex CA)
- 2.** You decide whether to have importer A or Artisan arrange the LTL trucking. (Assuming you don't usually arrange trucking yourself). Normally, the importer with the higher number of bags on the pallet is asked to arrange the LTL shipping.
- 3.** If you decide to have importer A arrange the LTL trucking, when you are placing your order for coffee with importer A, tell them "we'd like to consolidate 1 bag from Artisan Coffee Imports. We'll send you the DO soon." Now importer A knows they need to arrange the LTL trucking for the number of bags you just ordered from them plus 1 bag from Artisan.
- 4.** You send an email to Artisan to order the coffee and say "for consolidation with importer A. Please cc .....[email of your rep at importer A] on the DO."
- 5.** Artisan will create the DO and email it to the warehouse, which essentially instructs them to put the bag on the pallet with other bags from importer A on behalf of your roasting co. You'll be cc'd, and so will the rep from importer A.
- 6.** Importer A will send a separate email to Jackie (usually Artisan is not copied), with the DO for their coffee and the BOL for the LTL shipment. You'll be cc'd.