



INTERNATIONAL GENERAL ROUTING INSTRUCTIONS

EFFECTIVE DATE: Click or tap to enter a date.

Supplier Information

Name					
Street Address					
City		State/Prov.		Zip/P.C.	
Contact					

These general routing instructions pertain unless otherwise stated in writing by **Choose your Plant**

1. Any questions regarding these instructions should be directed to _____ via the contact information listed below.
2. Routing effective for "collect" suppliers / shipments only. Without written authorization, prepaid freight charges will not be reimbursed.
3. Unauthorized deviations from these routing instructions will result in a debit to the supplier for the excess freight and administrative charges.
<PLANT> Will not be responsible for payment to non-core carriers.
4. In the absence of specific instructions to the contrary, all items shipped on the same day must be consolidated into a single shipment. This means one (1) bill of lading for the entire <PLANT> shipment (same origin-destination).
5. Bills of lading shall be provided to _____ for each LCL shipment and truckloads via e-mail.
 - a. Customs documents must accompany every shipment. A copy of the customs documents and packing slip must be e-mailed to the contacts' e-mail below and faxed to _____ at time of shipment.
 - b. If the proper BOL is not used causing an increase in freight charges, the incremental charge will be debited to the supplier.
6. Packing lists and Invoice must be attached to the outside of each shipment
7. Premium transportation charges (surface expedite, air, additional shipments, etc.) must be pre-approved by <PLANT> personnel.

<PLANT> Contacts are

Primary				Secondary		
E-mail				Email		

8. **Please take note that the dates showing are arrival dates at our facility not the ship date.**
Note: Suppliers may only ship according to their designated frequency and on their assigned shipping day unless a deviation is specifically authorized by <PLANT>

SHIP DAY/DATE	Carrier SCAC Code	Carrier name	Plant
			<PLANT>
Local Terminal			

9. Suppliers must ship parts in quantities equal to their <PLANT> material release. Suppliers may not ship parts in quantities less or greater than what is ordered by <PLANT> unless they receive written authorization from <PLANT> prior to the scheduled pick up.
10. Suppliers must notify _____ not less than **24 hours** in advance to cancel a scheduled pickup if the supplier does not have any material to ship for their scheduled ship day. **FAILURE TO NOTIFY _____ IN ADVANCE MAY RESULT IN THE SUPPLIER BEING BILLED EXCESS TRANSPORTATION CHARGES BY <PLANT>.**
11. Suppliers may be responsible for detention charges for failure to ship within their assigned shipping window time.
12. Suppliers must notify _____ immediately if the carrier fails to make a pick-up.
13. **PACKAGING: All shipments must have sufficient packaging to prevent damage from reasonable handling. _____ must be contacted prior to shipping material that requires special handling or bracing, or classified as a hazardous material.**
14. Suppliers not returning a signed copy of these routing instructions automatically agrees to be bound by them.

TRANSPORTATION COMPANY

Primary Contact	Secondary Contact
	OFFICE TEL.
	MOBILE
	E-MAIL

Signature: _____

Signature (Please PRINT) _____

Date: _____

Please fax a signed copy of these general routing instructions to

Also, email to Logistics@abcgrp.com