

## STANDARD ROUTING / LOGISTICS INSTRUCTIONS

### General Shipping Guidelines

AZ conditions cannot be altered, changed, or deviated from without written consent from Autocar Parts. Deviations without prior approval from an Autocar Parts Buyer or other authorized person will result in the responsibility of the freight being applied in chargebacks, which will be deducted from the supplier invoice.

It is expected that the following guidelines will **ALWAYS** be observed when shipping product on behalf of Autocar Parts:

- Cost price documentation (i.e. Purchase Order, Sales Order, etc.) will **NOT** be included in shipping documentation
- When shipping multiple Purchase Orders, vendors should consolidate order to **least** amount of shipping units possible while meeting Autocar Parts, Carrier, and Traffic Department packaging requirements
- International purchase orders instructions **MUST** be followed as specified in designated '**International shipment purchase orders**' section of **this document**.

Quick links to sections within this document

- [How to Ship LTL/FTL/Containers](#)
- [How to Ship to an International Location](#)
- [How to Ship from an International Location into a US Based Autocar Facility/Customer](#)
- [Packaging, Paperwork, and Labeling Instructions](#)
- [Invoicing Instructions](#)
- [Global Tranz - Vendor Instructions](#)
- [How to Ship Domestic UPS Parcel Shipments Overview](#)

### Autocar Packing List / Purchase Order

The Following shipping documentation is required for **every shipment**:

- **Packing Slip containing the following information**
  - Part Numbers
  - Quantity of each part shipped
  - PO Numbers associated with the shipment (all PO#'s)
  - **A packing slip should be attached to every individual parcel**

Email a copy of the packing list and **Tracking Number** to the issuer from Autocar Parts and CC the following email: [Transportation@autocarpartsllc.com](mailto:Transportation@autocarpartsllc.com)

#### **Print out Packing list and add to shipment (LTL shipments)**

The ship to location on this document may be an autocar facility or a Autocar Customer's facility (Direct/Dropship)

\*If Applicable follow any Vendor Notes on a PO, as these will include special instructions for each specific shipment\*.

## How to Ship LTL/FTL/Containers

For shipments **weighing more than 150 pounds** or is considered **Oversize** by previously stated UPS Requirements—use **Global Tranz** to ship product Domestic or International. **Product must be palletized.**

Booking shipments must be done by **scheduling a shipment at [Global Tranz Portal](#)** → Link found at: (<https://carrierrate.globaltranz.com/CR2/Account/Login>) or emailing to [wcconsulting@globaltranz.com](mailto:wcconsulting@globaltranz.com)

Use the instructions under the **Global Tranz – Vendor Instructions** below creating a LTL shipment. The following information will be required Global Tranz **prior to booking of the shipment**:

**\*Note\*** Shipping mode of Next Day Air/Expediated shippers **must** contact an Autocar parts representative to confirm for approval. All Air/expedited shipments needs to be confirmed by an Autocar Parts Representative before booking shipment

- Complete shipping facility name and address
- Complete delivery facility name and address
- Autocar Purchase Order Number (i.e. PO####) - **Shipping Units should bear reference # (i.e. package/pallet)**
  - *When shipping multiple purchase orders, This field should include only **one** Autocar Parts **purchase order No.***
- Any additional references Buyer/Autocar advise (i.e. **Customer PO####**) – *only if Applicable*
- No. of Shipping units (i.e. pallets), total weight of shipment, and dimensions of each shipping unit
  - **For Drop Ship Orders** - Payment Terms should **ALWAYS** be **Third Party**
  - **For Shipments to our PDCs** - Payment Terms should **ALWAYS** be **PREPAID**
- **Classification of product is required for all shipments**
- **Add do not stack to special handling instructions**
- **When presented with shipping options, select the most cost-effective alternative**

Global Tranz will provide the **Bill of Lading (BOL)** – *via email or download after booking*

The following shipping documentation is required for **every shipment**:

- **Packing Slip containing the following information**
  - Part Numbers
  - Quantity of each part shipped
  - PO Numbers associated with the shipment (all PO#'s)
  - **A packing slip attached to each shipping unit (i.e. per pallet, if more than one)**
- **Check email for BOL or print from the site**
  - A packing slip should be physically attached with each BOL

Email a copy of the packing list to the issuer from Autocar Parts and CC the following email: [Transportation@autocarpartsllc.com](mailto:Transportation@autocarpartsllc.com)

## How to ship to an International Location

For Autocar Parts purchase orders delivering to international locations additional documentation will be required. Please ensure **all below documents are available and provided to carrier at time of shipping**:

- Packing Slip
- BOL (as applicable)
- Commercial Invoice (Proforma)
  - Document should include **product HS codes & country of origin**

The above documentation **MUST** be scanned and emailed to the following email address with the Purchase Order and/or Sales Order number in the **email subject line**: [Transportation@autocarpartsllc.com](mailto:Transportation@autocarpartsllc.com)

All other shipping requirements for Parcel and LTL should follow the standard instructions above.

**For any Broker related questions, please contact ME Dey below:** [Imports@medey.com](mailto:Imports@medey.com)

## How to Ship from an International Location into a US based Autocar Facility/Customer

Suppliers producing outside of USA and shipping directly to Autocar warehouse locations are expected to adhere to Delivered Duty Paid (DDP) INCO terms. This means if the product is produced in a foreign country and shipped directly to Autocar Parts US warehouse, it needs to arrive with all costs (freight, tariffs, etc..) included in the PO cost of the item.

Suppliers producing outside of USA and shipping to USA facility, Not Autocar Affiliated, are expected to adhere to Delivered Duty Paid (DDP) INCO terms. Autocar will oversee handling the shipping once delivered to USA location to our facility.

The same applies to customer orders (Direct or Drop ship) being sent to our customers. They are required to be sent to the customer Delivered Duty Paid (DDP) INCO terms.

Autocar Parts at its discretion may decide to manage the shipping of this product in lieu of the supplier. In those cases, Autocar Parts will inform the supplier and work to confirm FOB Port or city of origin costing.

- Ensure **all** documentation is in-hand **at time of shipping**. Such documentation includes:
  - Autocar Purchase Order
  - Packing Slip
  - BOL (as applicable)
  - Commercial Invoice (Proforma)
- The above documentation should be scanned and emailed to the following email address:  
[Transportation@autocarpartsllc.com](mailto:Transportation@autocarpartsllc.com)
- **Observe the appropriate shipping method guidelines based on above routing instructions**

### SPECIAL NOTES:

- Please contact [Transportation@autocarpartsllc.com](mailto:Transportation@autocarpartsllc.com) should **any of the above stated requirements are/cannot be met.**
- **HS codes, country of origin, and USMCA declaration (as applicable)**, shall be included on all paperwork where the shipment is going out of the US.

## PACKAGING, PAPERWORK, AND LABELING INSTRUCTIONS

- All shipping documents must include the Autocar Parts purchase order number(s) and shipper's reference number.
- Supplier's labeling and packaging shall comply with the National Motor Freight Classification Guide, as well as all additional specifications and guidelines required by Fed Ex, UPS Parcel and Autocar.
- Supplier's packaging for the end customer (the party using the service part) shall be strong enough to support its own weight when stacked eight (8) feet high on a pallet and
- Every part is required be labeled with the part numbers including the Uniform Symbology Specification (USS) Code 128 barcode.
  - Example:



A1440036-001  
INSTRUMENT CLUSTER

## INVOICING INSTRUCTIONS

- Invoices should be E-mailed to the following:

**Autocar Parts Accounts Payable**

[app@autocarpartsllc.com](mailto:app@autocarpartsllc.com)

- **NOTE:**
  - Discrepancies addressed directly with the purchase order author
  - Proof of delivery must be provided upon request
  - To avoid invoice issues please confirm the original order properly

## Global Tranz – Vendor Instructions

To begin, go to <https://carraterate.globaltranz.com/CR2/Account/Login> (copy and paste onto your web browser)

- **Payment Terms –**

- **For Drop Ship Orders - Payment Terms should ALWAYS be Third Party**
- **For Shipments to our PDCs - Payment Terms should ALWAYS be PREPAID**

### Booking Process:

- Go to [carraterate.globaltranz.com](https://carraterate.globaltranz.com)
  - U: VendorLTL
  - PW: VendorLTL123! (Case sensitive)
- Select the “New LTL” option from the rates tab on the home page:

### Quoting Process:

- Enter origin destination zip codes and Pickup date
- All blue fields are required
  - **Accessorial** can be found under the destination box

## Selecting Class:

- Enter pallet dimensions/weight
- This will populate the density
- Select the correct option from the description/commodity list based on density
  - {Total Density 30 or greater will be **Class 60**}

Shipment Items

Unit Type	# of Units	Description/Commodity	NMFC	Class	# of Pcs	Weight	Dimensions	Density	Stackable	Hazmat
Pallets(non-standar	1	Vehicle Parts 1<2-300		00		100 LB	48 40 50 IN FT	1.8	Stackable	Hazmat

Total Weight(LB): 100 Total Density(lb/cu ft): 1.8 Total Volume(cu ft): 55.56

Additional Details

Total Declared Value and Condition of Goods?   
 See Restricted/Excluded Commodities

Does this Shipment contain an Extreme Length Item?   
 NO YES

Does this shipment require Protect From Freeze?   
 NO YES

The Total Declared Value is currently set for this shipment, please adjust as necessary.   
 Cost of Transportation should be included in the Total Declared Value of the shipment.   
 For shipments larger than 12 linear ft. A manual quote is REQUIRED. Please CALL for an accurate quote.

Clear Form Select Carrier

## Additional details:

- Carriers require a 2-hour pickup window, please note if it is past 4 pm your local time schedule the pickup for the following day
- # Of units = Pallet Count
- If pallets have different dimensions – select the add row button and add pallets (base each density/class on the individual pallet)
- 6 or more pallets/10,000+ lbs need to go volume, reach out to:
  - [weconsulting@globaltranz.com](mailto:weconsulting@globaltranz.com) (406)-599-9439

## Selecting Carrier:

- Select the top lowest cost carrier option (without insurance unless otherwise specified)

## BOL Creation:

- All blue fields are required – please include all details if available (phone number, email, contact)

- PO/REF number will always be a required field – this needs to be filled out prior to booking
- Click the agree to terms and conditions box
- Select “Book Shipment”

## BOL Retrieval:

- To email: Enter email address in highlighted box and select “send”
- To print: Select the print button to the left of “send”
  - Please print 3 copies of generated BOL (one on pallet, one for driver one for internal use)
- If you need to make any changes on BOL after booking, please contact:
  - [wcconsulting@globaltranz.com](mailto:wcconsulting@globaltranz.com) (406)-599-9439

BOL

Address Book

Separate multiple email addresses by comma

☐ Include Shipping Labels
☐ Include HTML File

Print

Send

Shipping Labels

Address Book

Separate multiple email addresses by comma

Qty

Size

Printer Type

1

Label 4X3.3

Normal

Label

Print

Send

BOL # 30584870

1 / 1

74%

+

1

GLOBALTRANZ

Single Bill of Lading - Short Form - Original - Not Negotiable

Phone: (800) 275-5407

CTZ BOL NO: 30584870

Fax: (627) 389-0891

Shipper

123 test st

City of Industry, CA 91709

USA

Country

Test

Phone No:

(408) 999-9439

Carrier Email:

Test

Fax No:

Consignee

123 test st

Seattle, WA 98109

USA

Country

Test

Phone No:

(408) 999-9439

Carrier Email:

Test

Fax No:

Carrier

AAA Copper

PO #:

101

Shipper Ref #:

101

Customer BOL NO:

Origin Terminal:

PJ4711 106-2219

Destination Terminal:

PJ4711 106-2219

Shipment Date:

03/17/2025

Est. Transit Days:

4 days

Carrier P#:

101

Third Party Billing Information

All charges prepaid to:

Globaltrans

PO Box 6348

Scottsdale, AZ 85264

Invoice Billing inquiries to:

(206) 688-4506

CTZ BOL NO:

30584870

Comments/Special Instructions:

Any problems with delivery, please contact Amy Davis at amy.davis@globaltrans.com or wconconsulting@globaltrans.com. If you need immediate assistance, please call 1-800-688-1159

Package Name	Units	Weight	Description	Weight	Class	Length	Width	Height	Volume
Product 001	1	0	0	100 Lb	95	40 In	48 In	0	17347
Total	1	0	0	100 Lb					

Any problems with delivery, please contact Jacob Whitley at j.whitley@globaltrans.com or (206) 688-4506.

The authorized signatories signing this document on behalf of its company consent and bind its company to the terms and conditions found on www.carriertrans.com.

Shipper Certification: I hereby certify that the contents of this assignment are fully and accurately described above by proper shipping name and are classified, packaged, marked and labeled and in proper condition for carriage by freight according to applicable national governmental regulations.

Shipper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trailer: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Delivered Certification: Carrier acknowledges receipt of packages in good order, condition and quantity unless otherwise stated below. Carrier certifies emergency response information and required placards were made available and carrier has the DOT emergency response guidebook on equipment in the vehicle.

Consignee Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel: please address all of the Shipper:

\* Mark with "C" to designate material as defined in Title 49 CFR

Any issues/questions regarding the portal reach out or if users would like to setup a video call for a walk-thru on the portal contact: [wconconsulting@globaltrans.com](mailto:wconconsulting@globaltrans.com) (406)-599-9439

\*Autocar Parts Routing Instructions\* last update 03/27/2025

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## How to Ship Domestic UPS Parcel Shipments

For domestic shipments, **weighing less than 150 pounds** use UPS Ground service unless product exceeds the following limitations below:

- Length is  $> 108''$
- Length + 2\*Height + 2\*Width  $> 165''$
- The weight of each package in the shipment cannot exceed **70 pounds**
- Item is fragile and requires special handling such as sheet glass
- Please see <https://www.ups.com/us/en/help-center/packaging-and-supplies/weight-size.page> for clarification.
  - The above conditions generate excessive UPS charges and therefore should ship LTL

To begin <https://www.ups.com/us/en/Home.page> (copy and paste onto your web browser)

### Booking Process:

Complete **shipping** facility name, address, and phone number

### Hello. Where are you shipping from?

**Country or Territory \***  
United States

**Full Name or Company Name \***

**Contact Name**

**Address \***  
  
[Edit Address - Add Suite/Apt](#)

**Email \***

**Phone \***

**Extension**

☐ Send status updates on this shipment using the email provided above.

Complete **delivery** facility name, address, and phone number

### Where is your shipment going?

**Saved Addresses**  
Enter New Address

**Country or Territory \***  
United States

**Full Name or Company Name \***

**Contact Name**

**Address \***  
  
[Edit Address - Add Suite/Apt](#)

**Email**

**Phone**

**Extension**

UPS may use the email address and/or mobile number provided to update your receiver about the status of their package.

## Quoting Process:

- Fill out Package Description
  - Total Packages, *if identical*, Weight for Each Package
    - If more than one package, and not identical in weight or dimensions, please add another package.
  - Length, Width, and Height for Each Package

## What kind of packaging are you using?

Package 1

Get flat rate shipping up to 50lbs.  
Predictable pricing nationwide with UPS Simple Rate.

On

off

Packaging Type \*

Total Identical Packages

Weight \*

My Packagin

1

 lbs

☐

 Unpackaged or crated (not fully boxed in cardboard)

Help ?

Length

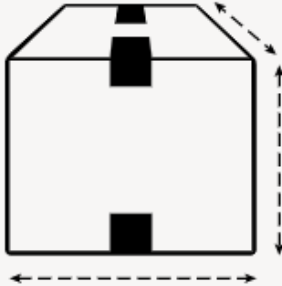
 in

Width

 in

Height

 in



 Ship Tip: Package weight and dimensions directly impact your cost.

Loss and Damage Protection (Declared Value)

We've got you covered up to \$100 at no charge. Is this package worth more than \$100? Purchase additional protection against loss or damage by entering the total amount of protection desired.

Total Package Value

Help ?

 USD

## Adding Reference Numbers

- Under Reference 1: Purchase Order Number (i.e. **POXXXX**)
  - *When shipping multiple purchase orders, this field should include only **one** Autocar Parts **purchase order #***
- Under Reference 2: Any additional references Buyer/Autocar advise (i.e. **Customer PO#**) – *only if applicable*

☒ **Add reference numbers**  
Track by purchase order, RMA, or memorable phrase.

**Reference #1**

☐ Use this number for all packages

☐ Add a scannable barcode for reference #1 on my shipping label

**Reference #2**


☐ Use this number for all packages

☐ **Include lithium batteries**  
All lithium ion or lithium metal cell batteries and powered devices.

☐ **Signature Options (+\$)**  
Verify delivery of this shipment.

☐ **C.O.D. (+\$)**  
Collect payment from receiver at time of delivery.

☐ **Oversized Package (+\$)**  
Bulky or unpackaged items.

 **Ship Tip:** A "reference number" is any combination of numbers and letters you can use to track and identify your shipment.

 [Add Another Package](#)

## Type of Shipping & Payment Method

- **Default to ground shipping unless directed on purchase order (picture below)**

When would you like it delivered?

Select a shipping service option

<b>Fastest</b> Friday 06/17 by 8:00 AM UPS Next Day Air Early \$79.17	<b>Recommended</b> Friday 06/17 by 10:30 AM UPS Next Day Air \$19.06	<b>Lowest Cost</b> Friday 06/17 by End of Day UPS Ground \$9.86
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- Select 3<sup>rd</sup> party billing
- For all Drop/Direct shipment use **UPS Account # W8Y850 Zip Code 47346**
- For all shipments to any PDC use **UPS Account # 5V8433 - Zip Code 40217**

The Following shipping documentation is required for **every shipment**:

- **Packing Slip containing the following information**
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