

STANDARD ROUTING / LOGISTICS INSTRUCTIONS

General Shipping Guidelines

This will serve as routing/logistics instructions when shipping product utilizing Autocar Parts carriers. **These terms and 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 utilizing Autocar Parts carriers:

- 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**. Click → [Here](#) or read below to find instructions.

Autocar Packing List / Purchase Order

Packing List for Autocar Parts to the designated delivery location should include:

- Part Numbers
- Quantity of each part shipped
- PO Numbers associated with the shipment (all PO#'s)

Email packing list and **Tracking Number** to buyer from Autocar Parts and CC email below:
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 (Dropship)

On PO, follow any of the Vendor Notes*, which may include special instructions for the shipment, *such as Next Day Air*

Telephone:
Contact:

Terms	Incoterms	Ship Via
Net 30 Days	Free On Board	
Order Date	Ordered By	Confirming To
	Buyer Name	Buyer Email

VENDOR NOTES:

****unit down****

SHIP UPS NEXT DAY AIR ACCOUNT NUMBER W8Y850 - Contact Evans
Transportation for all heavy weight (150+LBS) shipments at Autocar@evanstrans.com

How to Ship UPS Parcel Domestic

For shipments, shipping domestically, **weighing less than 150 pounds** – use **UPS Ground service unless product exceeds 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
- Attached [below](#) are the detailed instructions to booking a shipment on UPS
Use the **following instructions below** for creating a UPS shipment:
 - Complete **shipping** facility name, address, and phone number
 - Complete **delivery** facility name, address, and phone number
 - 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
 - Under Reference 1: Purchase Order Number (i.e. PO#####)
 - *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*
 - **Default to ground shipping unless directed on purchase order (picture below)**

When would you like it delivered?

Select a shipping service option



- Select 3rd party billing
- Please use **UPS Account # W8Y850**

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

Packing Slip

- 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 packing list to buyer and issuer of the PO from Autocar Parts and CC email below:

Transportation@autocarpartsllc.com

How to Ship LTL/Containers

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

Booking shipments must be done by **scheduling a shipment at [EvansTrans Portal](https://ship.evanstrans.com/v/autocar)** → Link found at: ([Ship.evanstrans.com/v/autocar](https://ship.evanstrans.com/v/autocar)) or emailing to autocar@evanstrans.com

Attached [below](#) are the detailed instructions to booking a shipment on Evans Portal

If the shipping mode requested is Next Day Air/Expedited, please contact Autocar parts representative to confirm mode as LTL Air needs to be confirmed by an Autocar Parts Representative before booking shipment

The following information **MUST** be provided to Evans **prior to booking the 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
- Payment Terms should **ALWAYS** be **Third Party**
- **Please add Classification of product**
- **If fragile, please add do not stack or special handling instructions**
- **When presented with shipping options, please select the most cost effected alternative**

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

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

- **Packing Slip**
 - Include a packing slip attached to **each shipping unit** (i.e. per pallet, if more than one)
 - Part Numbers
 - Quantity of each part shipped
 - PO Numbers associated with the shipment (all PO#'s)
- **Bill of Lading** as provided by Evans Transportation
 - **Check email for BOL or print from the site**

A packing slip should be attached with the BOL

***Email packing list and Tracking Number to buyer and CC email below: 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

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

For any Broker related questions, please contact ME Dey below:

For Exports:

Shannon Kirsop
Shannon@medey.com
Direct Ph: 414-831-0540
Main Ph: 414-747-7000 ext. 140

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 be in charge of 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 leu 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
- **Observe the appropriate shipping method guidelines based on above routing instructions**

SPECIAL NOTES:

- Please contact 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@autocartruck.com

Contact: 630.480.2016 or 765.489.1944

- **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

EVANS PORTAL INSTRUCTION

To begin, go to **Ship.evanstrans.com/v/autocar** (copy and paste onto your web browser)

Step 1:

- Origin and Destination zip codes
- Ship date
- 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*

- **Payment Terms – Select “Third Party”**

ET Express Parent

LOCATIONS FREIGHT SERVICES RATES DISPATCH

ORIGIN Zip: <input type="text" value="53045"/> City: <input type="text" value="Brookfield, WI"/> Ship Date: <input type="text" value="07/18/2019"/>	DESTINATION Zip: <input type="text" value="75110"/> City: <input type="text" value="Corsicana, TX"/>
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New Truckload Request

Please enter a PO#

*** PO NUMBERS**

Enter each value on its own line.

Terms:

NEXT

Step 2:

- Enter shipment details

ET Express Parent
Shipping from Brookfield, WI to CORSICANA, TX

ET Express Parent

LOCATIONS FREIGHT SERVICES RATES DISPATCH

Description	Weight (LBS)	Pieces	Pallets	NMFC	Class	Stackable	Hazardous	Length*	Width*	Height*
WIDGETS	500	1	1	123456	50	No	No	48	48	48

+ ADD ITEM PRODUCTS

Total Weight: 500

BACK NEXT

Powered by Evans Transportation Services, Inc.

Step 3:

- Select services (if applicable)

ET Express Parent
Shipping from Brookfield, WI to CORSICANA, TX

ET Express Parent

LOCATIONS FREIGHT SERVICES RATES DISPATCH

ORIGIN

- Residential Pickup
- Lift Gate Pickup

DESTINATION

- Residential Delivery
- Lift Gate Delivery
- Limited Access
- Notify Consignee
- Inside Delivery

SPECIAL HANDLING

▲ For Trade show, White Glove or Expedited shipments please call Evans at [\(262\) 754-5700](tel:2627545700)

BACK NEXT

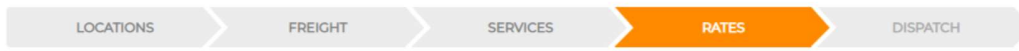
Powered by Evans Transportation Services, Inc.

Step 4:

- Select the carrier

ET Express Parent

Shipping from Brookfield, WI to Corsicana, TX



Carrier



SAIA MOTOR FREIGHT LINE

SAIA
Direct Origin
Direct Destination

SAIA

LTL
Third Party
2 days
1059 miles

SELECT

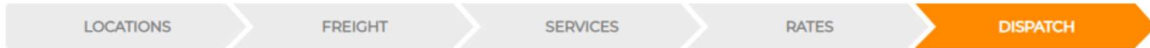
BACK

Step 5:

- Complete shipment information on final screen (reference numbers, special instructions)
- Click “Book”
- BOL and Pallet tags will download upon Booking.

ET Express Parent

Shipping from Brookfield, WI to Corsicana, TX



⚠ This rate expires at 7/19/2019 09:24



SAIA MOTOR FREIGHT LINE

LTL
Third Party
2 DAYS TRANSIT

BOL# 1563459729441

Book

ORIGIN
📅 7/18/2019 ETA

TIME WINDOW
Start:
0000 - 2359
End:
0000 - 2359

ADDRESS
* Company:
* Address 1:
Address 2:
Brookfield, WI 53045 USA

DESTINATION
📅 7/22/2019 ETA

TIME WINDOW
Start:
0000 - 2359
End:
0000 - 2359

ADDRESS
* Company:
* Address 1:
Address 2:
Corsicana, TX 75110 USA

UPS PORTAL INSTRUCTION

Step 1:

Link to UPS site: <https://www.ups.com/us/en/Home.page?>

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

Hello. Where are you shipping from?

Country or Territory *

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.

Step 2:

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

Where is your shipment going?

Saved Addresses

[Search Contacts](#) 

Country or Territory *

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.

Save As New Entry

 No

Step 3:

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

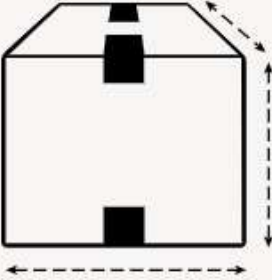
Packaging Type * Total Identical Packages Weight * lbs

Unpackaged or crated (not fully boxed in cardboard) [Help ?](#)

Length in

Width in

Height in



i 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

Step 4:

Adding Reference Numbers


- Under Reference 1: Purchase Order Number (i.e. **PO#####**)
 - *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

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

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.

[Add Another Package](#)

Step 5:

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.

The screenshot shows three shipping options side-by-side. The 'Fastest' option is light blue with a clock icon, showing 'Friday 06/17 by 8:00 AM' and 'UPS Next Day Air Early' for '\$79.17'. The 'Recommended' option is light blue with a star icon, showing 'Friday 06/17 by 10:30 AM' and 'UPS Next Day Air' for '\$19.06'. The 'Lowest Cost' option is green with a checkmark icon, showing 'Friday 06/17 by End of Day' and 'UPS Ground' for '\$9.86'.

Shipping Option	Delivery Date/Time	Service	Price
Fastest	Friday 06/17 by 8:00 AM	UPS Next Day Air Early	\$79.17
Recommended	Friday 06/17 by 10:30 AM	UPS Next Day Air	\$19.06
Lowest Cost	Friday 06/17 by End of Day	UPS Ground	\$9.86

- Select 3rd party billing
- Please use **UPS Account # W8Y850**

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

Packing Slip

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