



Attention: All Venchurs, Inc. Suppliers  
 Subject: Shipment routing instructions  
 Date: 8/17/2016

**North American Shipments (US, Mexico and Canada)**

All collect shipments from your facility must comply with the following weight/space restrictions chart. Purchase Orders are location specific. Multiple Purchase Orders to the same Venchurs location due in the same week should be combined into one shipment. Shipments in excess of once per week to the same location must be approved in advance by your Venchurs expeditor using the AETC process outlined below. An attached packing slip must accompany each shipment.

Total Weight of Shipment	Space Requirement	Mode	Location of Supplier	Carrier	Contact #	Website
<150 pounds	Individual Package	UPS Ground Service	All Suppliers	United Parcel Service	1-800-742-5877	<a href="http://www.ups.com">www.ups.com</a>
<b>Note: Please make every effort to consolidate multiple carton shipments into an LTL Shipment when possible</b>						
151 pounds - 9999 pounds	< 16 Ft of Trailer Space	LTL	IA, IL, IN, KS, KY, MI, MN, MO, OH, WI and <b>Canada</b>	Dayton Freight	1-800-860-5102	<a href="http://www.daytonfreight.com">www.daytonfreight.com</a>
			NC, SC	Holland	1-800-234-6730	<a href="http://www.hollandregional.com">www.hollandregional.com</a>
			AL, AR, AZ, CA, , CO, CT, DC, DE, FL, GA, ID, LA, MA, MD, ME, MS, MT, ND, NE, NH, NJ, NM, NV, NY, OK, OR, PA, RI, SD, TX, TN, UT, VA, VT, WA, WV, WY and <b>Mexico</b>	YRC	1-800-610-6500	<a href="http://www.yrc.com">www.yrc.com</a>
> 10,000 pounds	> 16 Ft of Trailer Space	TL	All Suppliers	National Logistics	Username / Password below	<a href="http://venchurs.natlogistics.com">venchurs.natlogistics.com</a>
A username and password is required for entering truck load shipment requests. The following is for ALL vendors. <b>Username: vendor Password: vench800</b>						

**Customs Clearance**

All NAFTA documentation for customs clearance needs to be on file with Fed Ex Trade Networks & Venchurs Inc.  
<http://www.ftn.fedex.com/us/locations/>  
 E-mail to the following addresses

[pdig@ftn.fedex.com](mailto:pdig@ftn.fedex.com) or fax documents to the following # (716) 871-5770

[nafta@venchurs.com](mailto:nafta@venchurs.com)

Fed Ex Trade Networks must be noted as Venchurs' custom broker on export shipping documents

**Billing**

All freight invoices need to be marked collect to Venchurs, Inc.

**NOTE:** BOL **must** include the correct **NMFC Code** and **Freight Class**. **The excess cost incurred from the freight carrier due to the exclusion of this information will be charged back to your company plus an additional \$50 Administration Fee.**

**AETC Process:**

Any deviation from the above routing instructions will require an AETC number (Authorization for Excess Transportation Charges) obtained from your Venchurs buyer. **The A.E.T.C. # given must appear on any bill of Lading and Packing List associated with the shipment.**

Failure to comply with the above instructions may result in excessive freight costs. **The excess amount will be charged back to your company plus an additional \$50.00 Administration Fee.**



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## Non - North American Shipments

All international non North American shipments need to be entered into the routing freight portal at [venchurs.natlogistics.com](http://venchurs.natlogistics.com) at least 7 days prior to required ship date in order for Venchurs to obtain a competitive freight quote.

A username and password is required for entering international shipment requests. The following is for ALL vendors.

**Username:** vendor **Password:** vench800

### Required information:

Required information:			
Service requested air / ocean	Origin including address and contact information	Destination city and state	PO#
Product Description	Commodity Code (HTS or HS)	Number of pallets shipping	Pallet dimensions
Total number of parts shipping	Total weight	Total value of shipment	Currency quoted (EUR, USD..)
Date available for pick up			