



## SHIPPING ROUTING INSTRUCTIONS

If shipment weighs:	Use the following Core Carriers:	For orders originating from California and shipping to a Destination point in California, use the following Carriers:
Less than 150 lbs total and comprises of 3 cartons or less. Cartons must be less than 130 inches in L+G.	Small Parcel Carriers: <b>UPS Ground*</b> or <b>Fed Ex Ground</b>	Small Parcel Carriers: <b>UPS Ground*</b> or <b>Fed Ex Ground</b>
151 to 9,999 lbs or less than 10 pallets.	LTL Carriers: <b>Yellow Freight</b> or <b>Roadway Express</b>	LTL Carriers: <b>Central Freight Lines</b> or <b>Matheson Fast Freight</b>
Over 10,000 lbs; 750 cubic ft or over 10 pallets	<b>Call the HDS Transportation Dept.</b> (858) 831-2000 ext. 2554 between 8am-5pm PST for a Truckload carrier preference.	<b>Call the HDS Transportation Dept.</b> (858) 831-2000 ext. 2554 between 8am-5pm PST for a Truckload carrier preference.

**\*Contact the HDS Transportation Department for other LTL carrier preferences and for the UPS 3<sup>rd</sup> Party shipper account number.**

### Shipping Instructions

1. All shipments must be correctly labeled (with barcode) and have a packing slip attached to the **outside** of the merchandise.
2. For multiple packages on a PO, the packing slip must be located on the outside of Package 1 of the total package count.
3. All Bill of Ladings and shipping labels must show the HD SUPPLY FACILITIES MAINTENANCE Purchase Order (PO) number.
4. For multiple shipments to the same destination, on the same day, each PO must be consolidated on one Bill of Lading.
5. For any shipment containing shrink wrapped pallets, the Bill of Lading and pallets must state "Do not break shrink wrap".
6. Carrier transit times differ. It is your responsibility to meet required delivery dates using the carriers listed above. All orders must be delivered to the appropriate HD SUPPLY FACILITIES MAINTENANCE destination on or before the PO due date.
7. If you cannot meet the delivery date specified on a PO, you must notify HD SUPPLY FACILITIES MAINTENANCE at (858) 831-2000 ext. 2554. Please provide the expected ship date. Failure to notify HD SUPPLY FACILITIES MAINTENANCE may result in a charge back.
8. We expect that you will make every effort to ship each PO complete, to arrive at our HD SUPPLY FACILITIES MAINTENANCE locations on the due date. We do not want you to hold shipments for short parts, nor do we want unnecessary split shipments. We reserve the right to notify you of inappropriate shipping methods that do not meet the level of vendor cooperation that we expect.
9. You must label each master pack or carton with your vendor part number, the HD SUPPLY FACILITIES MAINTENANCE part number, the purchase order number, and the quantity per master pack/carton.

10. You are responsible for ensuring that the overall quality of any pallets and packaging is sufficient to ensure that all parts arrive intact and in good condition at the HD SUPPLY FACILITIES MAINTENANCE destination.
11. HD SUPPLY FACILITIES MAINTENANCE does not participate in a pallet exchange program.
12. LTL and TL orders require a minimum of 24 hours advance delivery notification.
13. Only core carriers have regularly scheduled appointments at the distribution centers.
14. FOB Destination Vendors are responsible for paying transportation charges to the door. If shipment is sent collect and freight is billed to HD SUPPLY FACILITIES MAINTENANCE, charge will be billed back to the vendor. When a purchase order has not met the prepaid freight minimum, freight charge should be shown as a separate line item on the vendor invoice.
15. Failure to comply with HD SUPPLY FACILITIES MAINTENANCE'S routing instructions may result in a "Non-Compliance" chargeback fee of \$25.00 in addition to other fees that may incur as a result of not following the instructions.