



Inbound Freight Requirements

DATE

May 27, 2008

Valued Industries for the Blind Supplier,

This document is the revised Industries for the Blind Domestic inbound Routing Guide. These instructions are effective April 1, 2008 and supersede all previous inbound routing guides.

The purpose of these procedures is to provide instruction to suppliers for shipping and routing from U.S. locations to Industries for the Blind West Allis facility or for a drop shipment to an IB Milwaukee customer.

While this guide has been prepared specifically for the use of F.O.B. Origin shippers, we recommend that that F.O.B. destination suppliers also comply with these instructions in order to expedite the movement of merchandise and alleviate congestion at our facilities.

Please review this guide in its entirety as there have been changes for 2008, and provide the information to your shipping, Billing and Accounting Department. Suppliers of Industries for the Blind may

**Industries for the Blind
445 S Curtis Rd
West Allis WI 53214**

Shipment Preparation



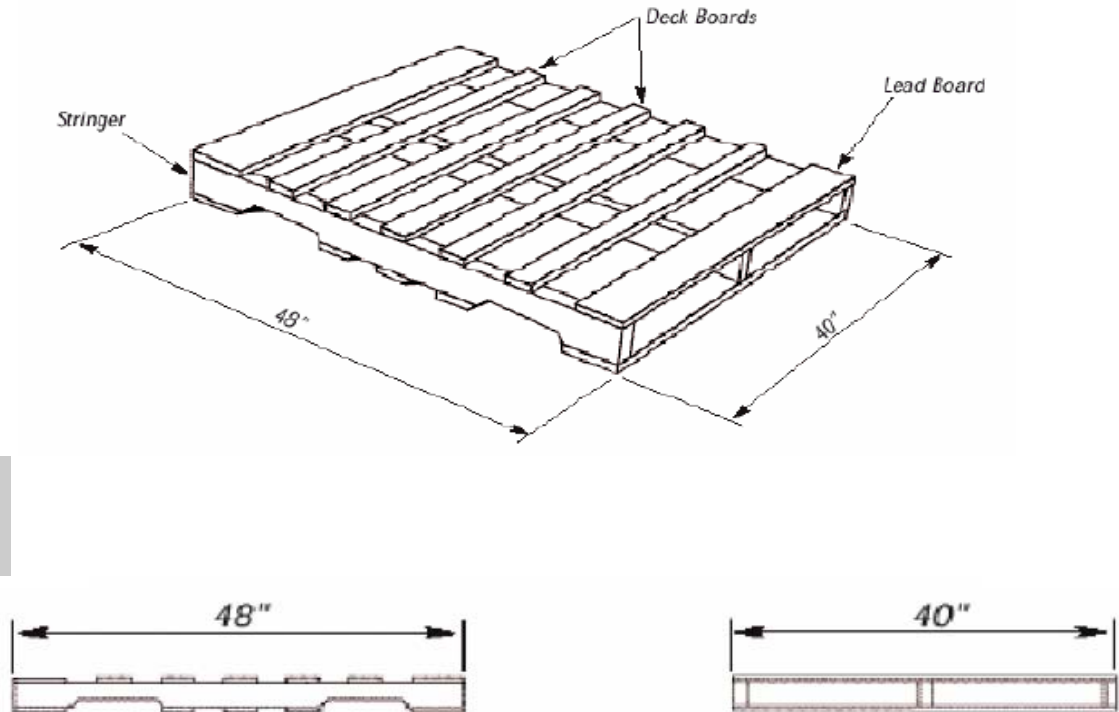
Palletization

All freight must be shipped on 40" x 48" hardwood GMA #1 or Grade A pallets, and securely shrink wrapped– with the following exceptions:

- UPS Ground shipments or shipments of less than three (3) cases to a single destination.

Exhibit A GMA Pallet Specifications

New or Repaired "Premium Grade A"
40 x 48 Flush "GMA" Style.



Shipment Preparation



Palletization

- If a product must be shipped on a pallet other than a GMA pallet, Industries for the Blind must approve it in writing.
- Multi-carton shipments of ten (10) or more cartons must be palletized.
- Maximum weight over standard pallet should not exceed pounds.



GMA #1 – Grade A Pallet



Pallet Damage



Damaged Runner

Shipment Preparation



Palletization

Pallet Height Specifications

- When shipping single SKU (part number) pallets, the height requirement can be up to 54”
- When shipping mixed SKU’s on a pallet the height requirement can be up to 54” in accordance with OPWA industry standards.
- If there is a product category that requires a supplier to ship product stacked over 54 inches– Industries for the Blind must approve it, in writing.
 - Exceptions may apply for some paper products, furniture products and oversized products that will not fit correctly on the pallet specified.
 - Under no circumstances will a pallet be accepted if it is over 54” inches in height due to safety considerations
 - Double stack pallets must be individually shrink



PROPER PALLET HEIGHT –Under 54 inches

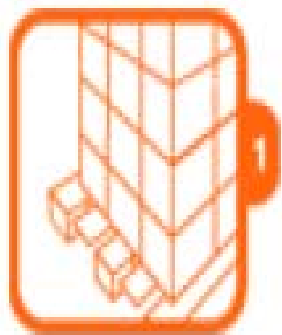
Shipment Preparation



Palletization

Pallet Loading Requirements

- Cartons must be stacked to form a stable pallet
- Cartons must have the strength of 200lb per SQ IN.
- When possible, carton should only be stacked overlapping each other (bricklayer method) when individual boxes and their contents form a tight unit
- Pyramid shaped pallet loads are a problem because the lack of a level surface weakens the overall packaging and may expose the contents to damage from other shipments. Do not stack pallets in a pyramid fashion.
- Overhang— product must not overhang the pallet. Overhanging product increases the risk of damage during shipping and receiving.
- It is not acceptable to “chimney stack” pallets-product cannot be stacked around the edge of the pallet with the middle left with empty space.



Block Stack – Strongest Configuration
Use for pallets built with all same size cartons



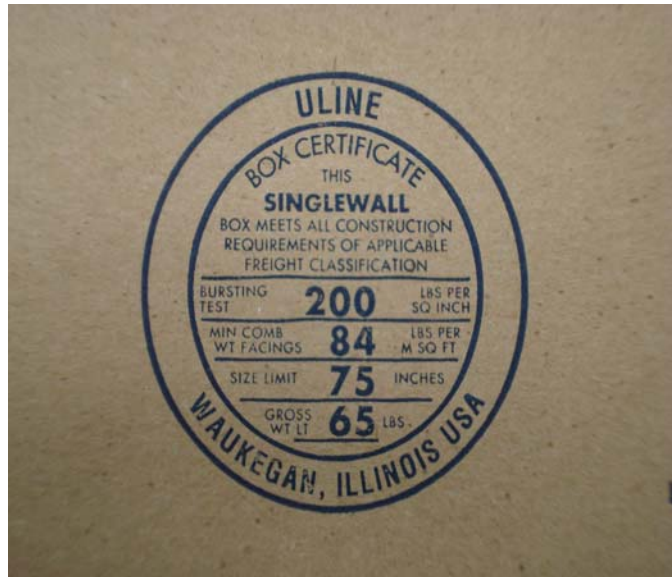
Pyramid Configuration
Avoid – high risk of damage

Shipment Preparation

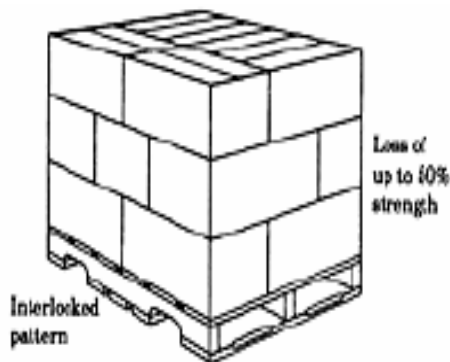


Palletization

Pallet Loading Requirements



*Overhang Configuration
Increases the risk of damage to product.*



Bricklayer Method – Most Stable Configuration

Shipping Documents



Bill of Lading

Each less-than-truckload (LTL) or truckload (TL) shipment must be accompanied by a Bill of Lading (also referred to as a BOL or B/L).

Multiple orders shipped to IB Milwaukee on the same day must be consolidated on one Bill of Lading, regardless of different purchase order numbers.

Bills of lading must be completed in their entirety; including the total number of pieces and pallets, commodity descriptions, National Motor Freight Classification (NMFC) codes (LTL only), and freight classes (LTL only). In addition to this standard required information, each BOL **must** contain the following detail:

- **Shipment Date:** The date the carrier picks up the shipment.
 - Note:** Do not pre-date the Bills of Lading
- **Supplier Name**
 - Note:** When utilizing a distribution or other third party company to fulfill IB Milwaukee purchase orders, the Company name must read as the supplier name provided in the IB Milwaukee purchase order c/o the distribution company name.
 - e. g., Top Promotions
c/o Joe Blows Headwear
- **Purchase Order number (s)**
 - All purchase orders shipped **must be listed** on the Bill of Lading.
 - All IB Milwaukee stock purchase orders are six (6) characters in length. Leading zero must be included.

Shipping Documents



Bill of Lading

- **Special Instructions (Include on every BOL)**
 - “Delivery appointment Required”
 - Deliver shipment Intact. DO NOT BREAK SHRINK”
- Billing Terms
 - The billing terms for all shipping will be stated on all IB Milwaukee purchase orders and should be shipped accordingly.
 - The billing terms for shipments being drop-shipped to Ib Milwaukee customers are to be marked as “Third Party Billing” and billed to:
Industries for the Blind
445 S Curtis Rd
West Allis WI 53214

Shipping Documents



Packing List

An legible copy of the packing list must accompany the Bill of lading on all shipments.

The original copy of the packing list should be located on the outside of the first pallet closest to the tail of the truck and in a highly visible position.

Shipping Documents



Advance Shipping Notice

Industries for the Blind expects all suppliers to be ASN compliant on all shipments intended for Industries for the Blind. This includes any shipments from a suppliers third party warehouses.

- The ASN must be filled out completely and accurately
- All Advance Shipping Notice documents must be emailed to the Industries for the Blind warehouse. Emails listed in this document.

Mode Selection



Quick Reference

Effective Date:	03/17/2008
Outbound Freight Terms:	F.O.B. Destination Prepaid, Prepaid & Add
Inbound Freight Terms:	F.O.B. Origin Collect

Less than Truckload Primary Carriers

500 lbs or More

(see schedule on page 3&4 for state coverage)

ABF Freight System	414-321-0039	abf.com
Old Dominion Freight Line	414-486-0770	odf.com
NM Transfer Co (No Wal-Mart)	800-236-4463	nmtransfer.com

Less than Truckload Secondary Carriers

Yellow Transportation	800-610-6500	myyellow.com
Fedex Freight	414-761-7757	fedex.com
USF Holland Inc	414-501-1600	usfc.com

Domestic Parcel Package & Overnight Carriers

500 lbs or Less

Primary

UPS	800-742-5877	ups.com
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Secondary-(Letters, Documents, & MSC Application Packets Only)

Fedex	800-448-9961	Fedex.com
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Partial Truckload Carrier (9-15 Pallets)

Advantage Transportation	262-790-1110	advantagetransportation.com
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Mode Selection



Quick Reference

Truckload Carrier (16-26 Pallets)

Primary

Ultra Transportation	262-628-9102	
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Secondary

Advantage Transportation	262-790-1110	advantagegetransportation.com
CRST	866-750-2778	crstlogistics.com

International (LCL) Less than Container Load, and (CL) Container Loads

Imports and Exports

LCL-250 pounds or more

Phoenix International	262-317-0110	phoenixintl.com
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International Parcel Package Service

250 LBS or Less

Imports and Exports

Primary

UPS	800-742-5877	ups.com
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Secondary

Fedex	800-448-9961	Fedex.com
Phoenix International	262-317-0110	phoenixintl.com

Same Day and Expedited Freight Service

Advantage Transportation	262-790-1110	advantagegetransportation.com
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Hawaii, Virgin Island, Alaska Service, Puerto Rico Service

Fedex	800-448-9961	Fedex.com
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Inbound Less-Than-Truckload (LTL) Carriers



Carrier Matrix

State	#1	#2		State	#1	#2
AL	ABF	OD		NE	ABF	OD
AZ	ABF	OD		NV	ABF	OD
AR	ABF	OD		NH	ABF	OD
CA	ABF	OD		NJ	ABF	OD
CO	ABF	OD		NM	ABF	OD
CT	ABF	OD		NY	ABF	OD
DE	ABF	OD		NC	ABF	OD
FL	ABF	OD		ND	ABF	OD
GA	ABF	OD		OH	ABF	OD
ID	ABF	OD		OK	ABF	OD
IL	ABF	OD		OR	ABF	OD
IN	ABF	OD		PA	ABF	OD
IA	ABF	OD		RI	ABF	OD
KS	ABF	OD		SC	ABF	OD
KY	ABF	OD		SD	ABF	OD
LA	ABF	OD		TN	ABF	OD
ME	ABF	OD		TX	ABF	OD
MD	ABF	OD		UT	ABF	OD
MA	ABF	OD		VT	ABF	OD
MI	ABF	OD		VA	ABF	OD
MN	ABF	OD		WA	ABF	OD
MS	ABF	OD		WV	ABF	OD
MO	ABF	OD		WI	NM	OD
MT	ABF	OD		WY	ABF	OD

Mode Selection



Small Package

Small package routing applies to shipments weighing a maximum of 400 pounds, shipping either direct to Industries for the Blind or to an IB customer, and which meet United Parcel Services (UPS) standards.

- The purchase order number must be entered in the “Reference Number 1” field on the UPS label.
- UPS has established specific weight and size limits for packages. The restrictions below only pertain to individual packages.
 - Packages may be up to 150lbs (70kg).
 - Packages may be up to 130 inches (330 cm) in length and girth combined.
 - Packages may be up to 108 inches (270cm) in length
 - Packages weighing more than 70 lbs require a special heavy-package label.

Shipping Instructions

Assessment fee Schedule for non-Compliance

Failure to request appointment via email by 12:00 noon local the day prior using the Advance Shipping Notice Form.	\$250 per occurrence
Failure to provide all information correctly and completely on the first email submitted on the IB Advance Shipping Notice.	\$250 per occurrence
Pallet Standards and Loading Requirements	
Product is not on a GMA#1 or Grade A pallet 4 way pallet, and negatively impacts productivity	\$250 per occurrence
Damaged pallet	\$250 per occurrence
Pallet height exceeds 54"	\$250 per occurrence
Cartons not stacked to form a stable pallet	\$250 per occurrence
Product overhanging edge of pallet	\$250 per occurrence
Carton on pallets not secured with shrink wrap	\$250 per occurrence
Load not secure – pallets shifted or toppled	\$250 per occurrence
Pallets had to be removed by exceptional means	\$250 per occurrence
Packaging and Label requirements	
Does not scan	\$250 per occurrence
Information is not in human readable format	\$250 per occurrence
Label is missing required information	\$250 per occurrence
Package information not in compliance with standards.	\$250 per occurrence
Product must be relabeled by IB facility	\$4 per carton with a minimum of \$50 per stocking location.
Product must be repacked by IB facility	\$4 per carton with a minimum of \$50 per stocking location.