



150 Venture Boulevard • Spartanburg, SC 29306  
Phone: (864) 574-8960 • Fax: (864) 578-7308

## **Supplier Routing Instructions for FREIGHT CARRIERS**

*Effective July 1<sup>st</sup>, 2008*

**Scope:** These instructions supplement the Purchase Order notes and provide the packing, marking and shipping instructions for all domestic shipments under the terms FOB Origin, Freight Collect.

### **GENERAL SHIPPING INSTRUCTIONS**

1. As much as feasible, consolidate all shipments being released in one day.
2. Describe freight in accordance with the National Motor Freight Classification. Make descriptions complete, so the carrier may apply the proper ratings. This will also help in initiating loss and/or damage claims.
3. Do not declare or insure any shipment. Venture Measurement is self-insured.
4. All bill of lading, shipping documents, cartons and packing slips must contain Venture Measurement's purchase order number. Packages not meeting this policy may be rejected or returned at the supplier's expense.
5. All Freight bills should be sent to:

**VENTURE MEASUREMENT**  
**c/o TRENDSET, INC.**  
**P.O. BO 1208**  
**MAULDIN, SC 29662.**

### **CHARGE BACK PROCEDURE**

Compliance to Venture Measurement' routing guidelines and instructions is the shipper's responsibility. Venture Measurement Materials Manager or the buyer of record must authorize deviation in advance and in writing.

**Carrier:** Venture Measurement reserves the right to refuse payment on excess freight charges due to non-compliance of Venture Measurement's routing instructions and excess freight charges will be charged back to shipper.

**Insurance:** Any declared value for insurance premium will be charged back to the supplier.

### **Ground / Non-expedited Freight**

#### **1. Shipments of 150 pounds or less & Individual Packages of < 50 lbs**

- Use UPS Ground Service – Collect (for acct# please request if from your planner/buyer)..

#### **2. Shipments of >150lbs or & Individual Packages of > 50 lbs are classified as less-than-truck-load (LTL)**

(LTL includes all shipments {single BOL} that are less than 20,000lbs and occupies less than half the truck...generally 14'. Both requirements have to be met to be classified as LTL)

- Ship via UPS Freight – Collect (for acct# please request if from your planner/buyer).

#### **3. Shipments of Truck Loads**

(TL includes all shipments {single BOL} that are greater than or equal to 20,000lbs or that occupies more than half the truck...generally 14" ).

- Contact your purchasing contact for specific guidance before making the shipment.

### **Expedited Freight**

When your purchasing contact has authorized expedited shipment of our order, the following guidelines will apply. In all cases, the authorization will require written authorization from Venture Measurement buyer of record.

#### **1. Shipments of 150 pounds or less & Individual Packages of < 50 lbs**

- Use UPS Express with the service level requested by purchasing.

#### **2. Shipments of >150lbs or & Individual Packages of > 50 lbs**

- Use FedEx Express Freight – Collect (for acct# please request if from your planner/buyer).