

VENDOR ROUTING GUIDE

Mode of Shipment	Carrier	Payee/Terms	Threshold Rules
Parcel Inbound to Brewer	UPS *Ground	Brewer Account Medical 581169 Design 581169	0 - 100 lbs. ** max of 6 packages NON OVERSIZED
Parcel Drop ship	UPS *Ground	Brewer Account Medical 581169 Design 581169	0 - 100 lbs. ** max of 6 packages NON OVERSIZED
LTL/VOL/TL Inbound & Drop Ship	Ship Via Evan's Transportation	Collect – Direct to Brewer Third Party – Drop ship	> 100 lbs.

Charge-backs

Failure to comply with these instructions will result in a debit memo being taken against your invoice for all freight expense incurred by the Brewer Company.

Insurance: Do not insure or declare value on any shipment unless authorized by the Brewer Company. Any declared value surcharge for insurance will be charged back in full.

Small Parcel Shipping Procedures: <100lbs/6 pkg, non-oversized

If the weight of your shipment is < 100# (and is less than 6 cartons and not oversized), please ship UPS Ground using the appropriate UPS account number, Medical division #581169, Design division #581169. All shipments must be in a box including vinyl. If material is shipped to Brewer using one of the above UPS account #'s then it must be in a box. Failure to comply with these instructions will result in a debit memo taken against your account to cover the extra UPS charges for material not in a box.

***No air freight shipments will be made without authorization from The Brewer Company.**

****Shipments >100 lbs. and / or oversized should be treated as LTL – Oversize Parcel are determined by the following formula: TAKE THE DIMENSIONS OF YOUR CARTON AND ADD LIKE THIS: L + WX2 + HX2= IF THIS ADDS UP TO BE EQUAL TO OR GREATER THAN 130, THEN YOUR CARTON IS OVERSIZED AND MUST SHIP LTL.**

Less Than Truckload/Volume/Truckload: >100#

All shipments routed Brewer Company will need be entered, via the web, with Evans Transportation Services Inc. This will begin **Monday, February 2, 2015.** ***

VENDOR ROUTING GUIDE

Once you have properly entered the shipment information into the **Evans Transportation Services**, you will be prompted to print a BOL. **The Evan's provided BOL must be used for all non-parcel shipments.**

All purchase orders ready for shipment on the same day to a single destination must be combined on one bill of lading as a single shipment.

Packing List:

- **A packing slip must be included in every shipment.**
- Packing list must clearly state the Brewer purchase order number, quantities, descriptions and the Brewer product number of each item being shipped. For multiple purchase orders, the packing list must clearly delineate the items and quantities being shipped against each purchase order.
- Destination and full address must be shown
- Number of shipping units and weight must be indicated.



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*** Please request the Evans Transportation Services TMS Vendor Order Entry Guide if you require additional instruction on shipment entry via the web.

