

Shipping Routing Guide

Overview

This shipping guideline is to outline the process on truck shipments with our selected carriers for Domestic and Cross Border material & equipment orders that are Less than Truckload (**LTL**) and Truck Load (**TL**).

Compliance with the select carriers and shipping instructions is essential to effectively service CP orders. The selected vendors are contracted to provide us the best rate and service and meet our safety and security requirements.

Each Plant or Cost Center needs to set up an account with FedEx. For more information or to set up your individual account with FedEx, contact your local FedEx representative or dial 1-800-GOFEDEX or visit the FedEx website at www.fedex.com.

How to book a Shipment?

Based on the criteria of selecting the **mode of shipment**:

- Contact the shipper, and arrange for a pick up.
- If the shipment is more than 8,000lbs., please complete the **Shipping Request Form** and send to Transportation_Request@cpr.ca – This Inbox is monitored - **Mon to Fri - 0630hrs – 1500hrs**
- **Phone Contact for Transportation Matters: 403-319-7474**

Carrier Contact Information:

FedEx

Please contact your local FedEx representative or dial 1-800-GOFEDEX or visit the FedEx website at www.fedex.com.

YRC Freight

Please contact your local YRC Freight service centre at 1-800-610-6500.

Consolidated FastFrate

Please contact your local Fastfrate terminal. Contact information for Consolidated Fastfrate can be found at www.fastfrate.com/en/

Packaging Guidelines for Shipping LTL Freight

It is the shipper's responsibility to make sure that all shipments are packed properly and handled safely. Please refer to the two links to FedEx and YRC for guidance on their guidelines for packaging.

- FedEx <http://images.fedex.com/us/services/pdf/FreightPackagingGuidelines.pdf>
- YRC Freight <https://my.yrc.com/national/pdf/shippersGuide.pdf>

LTL Shipment Considerations

Please be aware that there are dimensional considerations to take into account when determining the weight of a shipment. If you are unsure how to calculate the dimensional-adjusted weight of a shipment, please contact your local Fastfrate or YRC Freight contact.

Failure to comply with any of the above requirements may result in charge-backs to the supplier. Shipments between non-CP entities c/o CP

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All goods moving between non-CP entities must include at least one of the following pieces of information:

- A CP Purchase Order number; or
- The name of the CP authorizing employee.
- A CP Stock Transfer Order
- A CP Cost Centre

Shipment Documentation and Information

Shipment between CP Entities

All goods moving between CP entities must include the Cost Center Number. In case of a Stock Transfer a STO number or PO Number.

Supplier Shipments (Domestic)

Bill of Lading (abbreviated as B/L or BoL)

A bill of lading is a document issued which details a shipment of merchandise and gives title of that shipment to a specific party. Bills of Lading are one of three important documents used in international trade to help guarantee that exporters receive payment and importers receive merchandise.

The BOL is to be completed by the Supplier. The Supplier may use a BOL supplied by the Transport Company. This BOL should include a detailed description, including the number of pieces, the dimensions and weights of the products being shipped. There must be a CP **Purchase Order (PO) or Work Order (WO) number** that also should be noted on the BOL.

International Shipments (Customs Documents)

For International shipments (Canada/U.S./Canada) the following **additional** Customs documentation must accompany the shipment:

- A **Commercial Invoice** indicating:
 - The Description of the goods being shipped,
 - The value of the goods being shipped,
 - The Harmonized Tariff Classification (the 9 digit code)
 - Country of Origin for each line item and currency being used.
 - Canadian Pacific Railway's Customs Broker is [FedEx Trade Networks](#) (FTN)
- Where a Commercial Invoice is not available (e.g. for CP-internal movements), a Pro-Forma invoice can be used instead.
- Indication on the paperwork that if Canadian Pacific Railway is the responsible importing party. – CPR must be shown as the Importer of Record (IOR)
- **Cross Border Documents to be submitted to FTN:** bpa@ftn.fedex.com or FTN fax 716-819-3339 – for shipments being imported into the U.S.

If applicable you should include:

- An up to date **NAFTA Certificate of Origin** for CDN and US imports. (Without a valid NAFTA, a duty rate where applicable would be imposed).
- **Manufactures Affidavit (MA)** - for U.S. goods returned only - A Manufactures Affidavit is recommended for all shipments being imported into the US as "U.S. goods returned" with a value \$5,000 or greater. Also required is a Declaration of Foreign form, and specific written instructions.

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Warranty-related Shipments

- Unless otherwise specified in a contract, CP is responsible for all costs associated with shipping defective product to the Supplier's facility.
- The supplier is required to cover the cost associated with shipping the repaired product back to CP's facility.
- Shipments of repaired product under warranty must be shipped Pre-Paid by the supplier.

Safety Instructions and Policy

CP has a stringent policy on wearing personal protective equipment and that all the LTL and TL carriers must comply with CP's Minimum Safety Requirements for Carriers while on Company property.

Canada Link: <http://www.cpr.ca/en/about-cp-site/Documents/safety-requirements-contractors-Canada.pdf>

US Link: <http://www.cpr.ca/en/about-cp-site/Documents/safety-requirements-contractors-US.pdf>