



# Inbound Freight Routing Instructions (North America)

**Effective Date: August 1st, 2018**

Applicable HYG Destinations

Berea, KY \* Buchanan, MI \* Danville, IL \* Greenville, NC  
Ramos Arizpe, MX \* Laredo, TX \* Sulligent, AL

<https://www.hyster-yale.com/about-hyster-yale-group/suppliers/supplier-resources/>

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### 1. Introduction

These requirements are structured to provide for supply chain efficiencies that support our needs and those of our customers. Maintaining competitiveness in the marketplace is critical to HYG. We value our supplier partner relationships and view these instructions as essential for our mutual success.

### 2. Shipper's Requirements

- 2.1. Corporate negotiated terms, contracts, and premium freight authorizations take precedence over these instructions.
- 2.2. Shipments must include a packing slip that clearly identifies the HYG part number, quantity, and purchase order.
- 2.3. Multiple orders to the same destination on the same day must ship on one bill of lading.
- 2.4. All shipments must be routed in accordance with section 4 of this document.
- 2.5. The Bill of Lading (excluding small package shipments) must be marked third-party billing to the following address:

**Third Party Bill To:**

Hyster-Yale Group, Inc.  
c/o Ryder Freight Bill Processing  
39550 Thirteen Mile Road  
Novi, MI 48377

### 3. Compliance Program

#### 3.1. Non-Compliance (Destinations: Danville, IL and Buchanan, MI)

- 3.1.1. Incorrect Carrier Utilization – Failure to tender shipment to the designated carrier, as outlined in section 4 of this guideline.
- 3.1.2. Incorrect Mode Selection – Failure to notify Ryder Logistics (Ryder) in the event a shipment qualifies for truckload dispatch, shipment of LTL size shipment via parcel carrier, or shipment of parcel size shipment via LTL carrier.
- 3.1.3. Multiple Same Day Shipments – Failure to place all daily PO's shipping from a common origin to the same destination on a single bill of lading.

#### 3.2. Non-Compliance (Destinations: Berea, KY; Greenville, NC; Sulligent, AL; Laredo, TX)

- 3.2.1. No shipment notification – Failure to pre-advise shipment in Ryder's online portal or submit Appendix C (Mexico origins)
- 3.2.2. Incorrect Mode Selection – Shipment of LTL size shipment via parcel carrier

#### 3.3. Escalation

- 3.3.1. First Offense - Warning issued by HYG Logistics Department.
- 3.3.2. Continued Non-Compliance – After warning has been issued, if supplier continues to ship product in a manner inconsistent with the Inbound Freight Routing Instructions, a debit memo will be issued for 100% of the cost difference.
- 3.3.3. Annual Reset – The escalation process will reset automatically each January 1<sup>st</sup> or upon the release of an updated routing guide.

## 4. Routing Instructions

**4.1. Premium Freight** - Premium freight (expedited shipments) will be managed by the HYG Logistics Department.

### 4.2. Small Package (All Destinations)

- 4.2.1. Provider: UPS
- 4.2.2. Service Level: Ground (Verbal approval from HYG planner or inventory analyst required for air shipments)
- 4.2.3. Weight Restrictions: Less than 150#
- 4.2.4. Contact your HYG material planner or inventory analyst for account number.
- 4.2.5. Freight Billing Terms: Collect

### 4.3. Less Than Truckload (Destinations: Danville, IL and Buchanan, MI)

- 4.3.1. Provider: See Appendix A
- 4.3.2. Suppliers located in Mexico should utilize Appendix C to arrange transportation to the border.
- 4.3.3. Service Level: Standard
- 4.3.4. Weight Restrictions: Greater than 150#, Less than 10,000# or less than 12 pallet positions or 12 linear feet whichever is applicable based on freight density – if unsure contact Ryder for guidance @ T. (888)490-5804 or E. [Hysteryale@ryder.com](mailto:Hysteryale@ryder.com).

### 4.4. Truckload (Destinations: Danville, IL and Buchanan, MI)

- 4.4.1. Provider: Ryder (US and Canadian origins)
- 4.4.2. Suppliers located in Mexico should utilize Appendix C to arrange transportation to the border.
- ~~4.4.3. Complete Appendix B for US and Canada origins and Appendix C for Mexico origins.~~
- 4.4.4. Weight Restriction: Greater than 10,000# or greater than 12 pallet positions or 12 linear feet whichever is applicable based on freight density – if unsure contact Ryder for further shipping guidance.
- 4.4.5. Special Instructions: *Truckload requests must be made at least 48 hours in advance (based on shipper's time zone) in order for a standard cost truckload carrier to be dispatched to meet the requested pickup time. Notification inside 48 hours may result in the need for a premium carrier that will be charged back at the supplier's expense.*

### 4.5. Less Than Truckload and Truckload (Destinations: Berea, KY; Greenville, NC; Sulligent, AL; Laredo, TX)

- 4.5.1. Provider: Ryder (US and Canadian origins)
- 4.5.2. Service Level: Standard
- 4.5.3. Suppliers located in Mexico should utilize Appendix C to arrange transportation to the border.
- 4.5.4. Weight Restrictions: Greater than 150#
- 4.5.5. All requests for pickup in US or Canada should be entered into Ryder's online portal. Ryder will select the mode and carrier.
- 4.5.6. All pickup requests should be submitted at least 48 hours prior to requested pickup time.
- 4.5.7. Ryder will provide bill of lading to supplier on morning of requested pickup day.
- 4.5.8. Suppliers should request logins for shipping personnel as needed.
- 4.5.9. Ryder Online portal training is available upon supplier's request.

## 5. Customs Broker Information

Origin: Canada	Origin: Canada	Origin: Mexico	Origin: United States
<b>Destination(s):</b> Berea, KY, Greenville, NC, Sulligent, AL	<b>Destination(s):</b> Buchanan, MI, Danville, IL	<b>Destination(s):</b> Berea, KY, Buchanan, MI, Danville, IL, Greenville, NC, Sulligent, AL	<b>Destination(s):</b> Ramos Arizpe, CU Mexico
Livingston International – Please visit Livingston's website for information pertaining to the appropriate office to use for border crossing. <a href="http://www.livingstonintl.com/">http://www.livingstonintl.com/</a>	Carmichael International Contact: Bill Simpson 1000 Tower Lane Suites 350 Bensenville, IL 60106-1043 (630) 595-1407 <a href="mailto:williams@carmnet.com">williams@carmnet.com</a>	Eduardo E. Lozano LCB Ricardo Mijon (956) 712-2422 x109 <a href="mailto:ricardomijon@uscustombroker.com">ricardomijon@uscustombroker.com</a> Eduardo Lozano (956) 712-2422 x103 <a href="mailto:eduardolozano@uscustombroker.com">eduardolozano@uscustombroker.com</a>	Cargoquin, Inc. 5803 East Drive Laredo, TX 78041 Juan Carlos Gutierrez (956) 753-1370

# Appendix A – Less Than Truckload Routing Matrix

Origin		Buchanan, MI	Danville, IL	Origin		Buchanan, MI	Danville, IL	
Northwest	AK			Canada	AB			
	ID	<u>YRC</u>	<u>YRC</u>		BC		<u>YRC</u>	
	MT	<u>YRC</u>	<u>YRC</u>		MB	<u>YRC</u>		
	ND	<u>YRC</u>	<u>YRC</u>		NB			
	OR	<u>YRC</u>	<u>FXFE</u>		NL			
	SD	<u>YRC</u>	<u>YRC</u>		NT			
	UT	<u>YRC</u>	<u>YRC</u>		NS			
	WA	<u>YRC</u>	<u>YRC</u>		NU			
	WY	<u>YRC</u>	<u>YRC</u>		ON	<u>HMES</u>		
Southeast	AL	<u>YRC</u>	<u>FXFE</u>		PE			
	AR	<u>FXFE</u>	<u>FXFE</u>		QC			
	FL	<u>YRC</u>			SK			
	GA	<u>FXFE</u>	<u>YRC</u>		YT			
	KY	<u>DAFG</u>	<u>DAFG</u>		Midwest	IL	<u>HMES</u>	<u>HMES</u>
	LA					IN	<u>DAFG</u>	<u>DAFG</u>
	MS		<u>FXFE</u>			IA	<u>HMES</u>	<u>HMES</u>
	NC	<u>FXFE</u>	<u>DAFG</u>			KS	<u>FXFE</u>	
	OK	<u>FXFE</u>				MI	<u>HMES</u>	
	PR			MN		<u>HMES</u>	<u>DAFG</u>	
	SC	<u>HMES</u>	<u>HMES</u>	MO		<u>DAFG</u>	<u>DAFG</u>	
	TN	<u>HMES</u>	<u>HMES</u>	NE		<u>YRC</u>		
	TX	<u>YRC</u>	<u>FXFE</u>	OH		<u>DAFG</u>	<u>HMES</u>	
VA	<u>YRC</u>	<u>FXFE</u>	WV					
Southwest	AZ	<u>YRC</u>		WI		<u>DAFG</u>	<u>DAFG</u>	
	CA	<u>YRC</u>		Northeast		CT	<u>FXFE</u>	
	CO	<u>FXFE</u>			DE		<u>YRC</u>	
	HI				DC			
	NV				ME			
	NM				MD	<u>FXFE</u>		
			MA		<u>YRC</u>			
			NH		<u>FXFE</u>			
			NJ		<u>FXFE</u>	<u>YRC</u>		
			NY		<u>YRC</u>			
			PA		<u>YRC</u>	<u>YRC</u>		
			RI					
			VT					

Links: [DAFG](#) / [FXFE](#) / [HMES](#) / [YRC](#)

\*NOTE: If routing is blank please contact Ryder @ T.(888)473-1134 for carrier assignment.

**Appendix B – Truckload Shipment Request**



E-Mail Completed Form To:  
[hysteryale@ryder.com](mailto:hysteryale@ryder.com)

**This form should be submitted to RYDER 48 hours in advance of requested ship date.**

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

HYG Destination: \_\_\_\_\_  
Date Available for Pick-Up: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_  
HYG Required Delivery Date: \_\_\_\_\_

Commodity Description: \_\_\_\_\_  
Special Handling Requirements: \_\_\_\_\_  
Skid Quantity: \_\_\_\_\_ Skid Dimensions: \_\_\_\_\_  
FAK Class: \_\_\_\_\_ Total Weight: \_\_\_\_\_  
Are the skids / packages stackable? \_\_\_\_\_  
Trailer Type Requirement (Indicate quantity beside equipment type)  
Dry Van (53'): \_\_\_\_\_ Flatbed: \_\_\_\_\_  
Other (specify): \_\_\_\_\_  
Additional Comments: \_\_\_\_\_

## Appendix C – MX Origin Shipment Request

# Border Group Logistics, INC.

901 Carrier Dr.  
Laredo, TX 78045

### Carta de Instrucciones

<b>Proveedor:</b>	<b>Cliente:</b>
Shipper Name and Address	Hyster-Yale Group
<b>A.A. Mexicano</b>	<b>A.A. Americano</b>
Grupo Aduanero Garca S.C. 708 Donaciano Echavarría Colonia Hidalgo, Nuevo Laredo 88160  Telefono: (867)712-7514  Alberto Garza <a href="mailto:agarza@inovafwd.com">agarza@inovafwd.com</a> Nextel 62*206189*2  Alfredo Gonzalez <a href="mailto:agarza@inovafwd.com">agarza@inovafwd.com</a> Nextel 145*3*62999	EELCO Supply Chain Solution 901 Carrier Dr. Laredo, TX 78045 General e-mail: <a href="mailto:eelcoimports@uscustombroker.com">eelcoimports@uscustombroker.com</a>  Telefono: (956) 712-2422  Ricardo Mijon <a href="mailto:ricardomijon@uscustombroker.com">ricardomijon@uscustombroker.com</a> Nextel 145*3*52341
<b>Vigencia: Abril 11, 2012</b>	<b>Frecuencia:</b>
<b>Pick-up: todo lo que se notifique antes de las 12:00 pm la recolección será el mismo día. Después de las 12:00 se corre al siguiente día.</b>	<b>Transportista:</b> <b>Equipo: consolidado</b>

Nota: Todo pedido para recolección será solicitado a [bordergrouplogistics@uscustombroker.com](mailto:bordergrouplogistics@uscustombroker.com) por medio de correo electrónico junto con los datos de bultos, peso y dimensiones lo cual puede ser por medio de una lista de empaque. Para cualquier duda o aclaración favor de comunicarse con Eduardo Lozano tel: (956) 712-2422 Nextel: 145\*2\*3206