

LC INDUSTRIES



Manufacturers of Quality Products

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www.lcibsc.com

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LC INDUSTRIES VENDOR ROUTING GUIDE

MODE OF SHIPMENT	CARRIER	PAYEE/TERMS	THRESHOLD RULES
Parcel Inbound to LCI	UPS Ground www.UPS.com or 1-800-742-5877	LCI 3 rd Party	0 – 300lbs** Max of 25 packages
Parcel Direct to customer	Vendor's Carrier	Vendor PPD & Add	0 - 250lbs**
LTL and Truckload	Complete attached Inbound Routing Details and submit to ClearView Audit Via: Email: lcj@clearviewaudit.com or Fax: 855-376-1314	Provided on BOL	301lbs +

**Oversize Parcel shipments exceeding parcel carrier “length and girth” rules and Direct to Customer shipments above 250lbs – Must ship via Less Than Truckload.

Charge-backs

Carrier: When our supplier uses a carrier different from the LCI specified carrier, a chargeback is calculated by subtracting the LCI specified carrier freight charge from the actual carrier freight charge. In addition, shipments that are incorrectly billed to LC Industries will result in a charge-back of all associated fees imposed by the carrier to correct the billing error.

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

Freight Terms: When a supplier does not conform to the freight terms specified on the LCI purchase order, the supplier will pay all freight charges.

Shipment Information: When the actual shipment information differs from the information provided on the Inbound Routing Details PDF in such a way to result in; carrier reweigh, inspection, reclassification fees, etc., there will be a chargeback of said fees.

Failure to comply with these instructions will result in a debit memo being taken against you for additional freight expense incurred by LCI.

Small Parcel Shipping Procedures: Inbound to LCI <300lbs

**To LCI Distribution Centers, Manufacturing Facilities and Base Supply Stores:
Use UPS Ground Third Party.**

If the weight of your shipment is <300lbs and the shipment is bound for any of LCI's facilities—please ship UPS Ground Third Party. In order to use this option you must have the UPS ground account number of the site to which you are shipping. If you do not know the account number, please refer to the attached spreadsheet for a complete listing of all LC Industries Facilities. Create your UPS ground label to be attached to the package. Labels can be generated with UPS Ship Manager at www.UPS.com or with UPS Ship Manager Software on your PC. UPS will bill LC Industries for applicable transportation charges from the barcode on the shipping label.

Select "UPS Ground Service" as the Service Type, then choose "Bill Another 3rd Party" in the Bill Shipping Charges to: field and input the UPS account number (Supplied by LCI) in the Associate a Shipper's UPS Account field. Lastly, enter LCI's Purchase Order Number in the "Reference #1 & Reference #2" field for all shipments. This is a required entry and failure to enter this PO# in the reference field will result in a charge back of the transportation costs. Print your label and affix it to your package. Schedule your package pickup online at www.UPS.com or by calling 1-800-PICK-UPS (1-800-742-5877). If you do not have a regular UPS ground pickup, allow one extra day for package shipping. Avoid pickup fees by dropping off at a UPS drop-off location. Find the nearest location by calling 1-800-742-5877 or on www.UPS.com.

Small Parcel Shipping Procedures: Drop Ships/Customer Direct <250lbs

Drop Shipments only: "Prepaid & Add" on your own parcel account number.

Bill back LCI for these charges when you bill for merchandise. The invoice must have back up detailing these charges sent along with the invoice. Charges are not to include any handling or other service charges. These charges will be reviewed prior to payment. LC Industries will not file claims against a vendor's carrier on prepaid shipments.

****Shipments >251Lbs and or oversized should be treated as LTL – refer to the LTL to Customer portion of this guide.**

****DO NOT SHIP OVERSIZED SHIPMENT PARCEL. CHOOSE LTL AS THE SHIPPING METHOD IF YOUR SHIPMENTS EXCEEDS GIRTH RESTRICTIONS SET FORTH BY YOUR PARCEL CARRIER.**

No air freight shipments will be made without authorization from LC Industries.

LTL Routing Guidelines

For LTL shipments use ClearView Audit. Complete the attached Inbound Routing Details and submit it to ClearView Audit either via email at LCI@ClearViewAudit.com or fax at 855-376-1314

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. Any vendor shipping LTL should send only one (1) weekly shipment to each LCI facility, unless an LCI employee requests a particular order to be sent immediately. Back orders must be shipped FOB destination at the vendor's expense, unless approval is obtained from LC Industries.

Please use ClearView Audit's Bill of Lading that CVA will be providing in all LTL and TL shipments.

Note: For any reason ClearView Audit's Bill of Lading is not used and billing correction fee applied, shipper is liable for associated charges.

Packing Slips:

- **A packing slip must be included in every shipment.** On drop shipments, packing list must show LCI as the shipper.
- Packing list must clearly state the LCI purchase order number, quantities, descriptions and the LCI product number of each item being shipped. For multiple PO's, the packing list must clearly delineate the items and quantities being shipped against each purchase order. If a drop shipment, packing slip must indicate customer's purchase order number as well.
- Destination and full address must be shown.
- Shipper's address must be shown if different from name and address on invoice.
- Number of shipping units and weight must be indicated.

Truckload/Volume Routing Guidelines

Vendor must call/email at least 24 hours prior to pickup to allow scheduling of equipment.

For TL shipments use ClearView Audit. Complete the attached Inbound Routing Details and submit it to ClearView Audit either via email at LCI@ClearViewAudit.com or fax at 855-376-1314

**The shipper's personnel will load all vendor shipments, or shipper will be liable for any charges incurred at origin for loading or unreasonable delays. Carriers will be responsible for accurate counting of merchandise loaded upon their equipment unless "Shipper Load and Count (SL&C) is indicated. Shippers will seal all trailers on truckload shipments and note seal number on Bill of Lading. Bill of lading and packing slip information should be the same for truckload as for LTL shipments.

Hazardous Shipment Guide

1. ClearView Audit cannot by law advise or consult shippers and customers on hazardous materials related questions. Please use the following link for any questions;
www.phmsa.dot.gov/hazmat/info-center.
2. Point of Contact at LC Industries
 - a. Eugene Roddy- Director of Quality, Safety and Environmental
 - b. 919-596-8277 ext. 2265
3. Information that **MUST** be but not **LIMITED** to on a Hazardous BOL:
 - a. Correct Hazmat description (s) from the DOT-HM-Table
 - b. Corresponding volume or U/I for same
 - c. Corresponding total handling units, identify as box(s), pail(s), drums(s), etc.
 - d. The shipper's DOT HM certificate registration #
 - e. The HM emergency contact party; name, 24 hour- telephone # and respective contract/account #
4. Shipper **MUST** provide hazmat placards as required by DOT regulation and/or whenever the driver asks for them.
5. For any further questions please contact the ClearView Audit team
 - a. LCI@ClearViewAudit.com
 - b. Inbound Support Phone Number: 1-855-376-1314

Please fill in all the following routing information for your shipment to LC Industries and email this form to LCI@clearviewaudit.com or fax to 855-376-1314.

Today's Date: _____

Delivery Details

Delivery Address: _____

Delivery City: _____ Delivery State: _____ Delivery Zip: _____

Delivery Contact Name: _____ Delivery Contact Phone: _____

Delivery Contact Email: _____

Shipper Details

Shipper Address: _____

Shipper City: _____ Shipper State: _____ Shipper Zip: _____

Shipping contact name: _____

Shipping contact phone number: _____

Shipping contact email address: _____

Shipper Dock Hours: _____

Does the pickup require an appointment? _____

Pickup Accessorials Needed: _____

Shipment Details

Number of pallets/skids/crates: _____

Pallet/Skid/Crate dimensions: _____

Total shipment weight: _____

Commodity Description: _____

Freight class: _____

NFMC #: _____

Date and Time shipment is ready: _____

Additional Details

PO#: _____

Any other reference #'s needed for pickup or delivery: _____

Additional Shipping Instructions: