

Effective 9/12/2018

Milliken



| Table of contents                             | PAGE<br>2 |
|---|-----------|
| Purchase Order Routing Instructions Language  | 3         |
| UPS Ground Instructions                       | 4         |
| UPS Parcel Dimension & Packaging Limits       | 5         |
| Milliken LTL Routing Guide                    | 6         |
| LTL Bill of Lading Consolidation Instructions | 7         |
| Milliken Logistics Contacts                   | 8         |

# Vendor Routing Guidelines



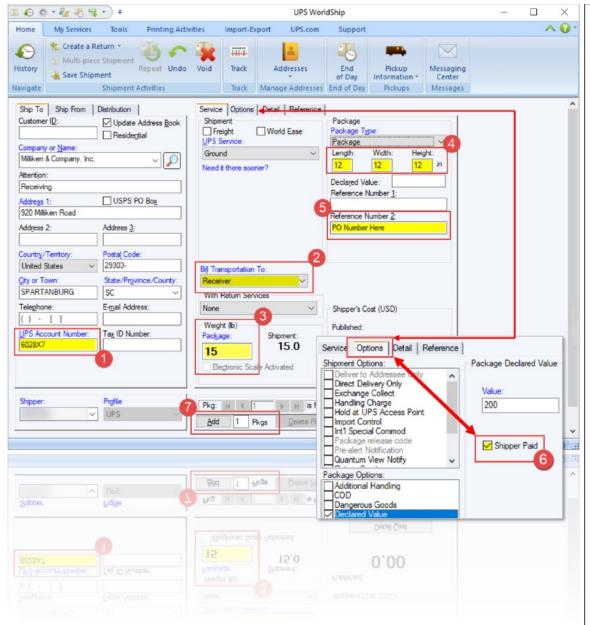
In order to move its freight in the most efficient and cost-effective manner, Milliken & Company requests that all vendors and business partners route COLLECT or MILLIKEN 3<sup>RD</sup> PARTY PAID shipments according to the following guidelines:

#### **COLLECT/EXW SHIPPING INSTRUCTIONS**

- 1. For any shipment under 150 lbs. please ship UPS Ground Collect. UPS Account 6028X7 for all Milliken locations.
- 2. For shipments 150 lbs. to 15000 lbs. please refer to the routing guide for carrier selection.
- 3. For any shipment over 15000 lbs., or exceeding 24 ft of trailer space, please contact Milliken Logistics for routing instructions:
  - Angela Peterson 864-503-1789
  - David Patrick 864-503-2178
- \* Dimensional & Packaging limits apply See pages 5-6 of this presentation or visit supplier.Milliken.com "UPS Inbound Instructions" for UPS GROUND process. If the characteristics of the shipment (i.e., size, packaging, hazmat, etc.) make UPS GROUND questionable, contact Milliken Logistics for instructions.
- \*\* Milliken preferred LTL carrier can be found on page 7 of this presentation or at supplier. Milliken.com under "Inbound Routing Guide Map".
  See instructions for consolidating BLs (page 7 of this presentation).

### UPS Ground Instructions





Milliken has a designated account number to use with shipments being shipped at Milliken's expense to a Milliken location.

To process a shipment in UPS's provided WorldShip software:

- Enter Milliken's receiver account number 6028X7 in the "UPS Account Number" field in the Ship To section.
- Pick "Receiver" under "Bill Transportation To:"
- 3. Enter the actual weight of the package.
- Enter the actual dimensions of the package (do not skip this).
- Put the appropriate Milliken PO Number in Reference Number 2.
- Optional: If requesting additional carrier liability in excess of \$100 per package, check the "Shipper Paid" box under Options for Declared Value.
- When sending a multi-package shipment, using the "Add" button at the bottom of the page can help you quickly process the shipment – you will need to update package details (weight, dims, etc.) for each package.

These same steps can be followed if using <a href="https://www.ups.com">www.ups.com</a> to complete a shipment.

Milliken's PO Number should be entered in section 5, Reference Number 1; Milliken's account number 6028X7, and ZIP code

29303 is entered in section 6.

Contact Milliken's Logistics department at (864) 503-2175 for general questions.

UPS's WorldShip <u>User Guide</u>, <u>Shortcut</u> <u>Guide</u>, and <u>Support</u> ((888) 553-1188) can assist with shipment processing questions.

#### **IMPORTANT**

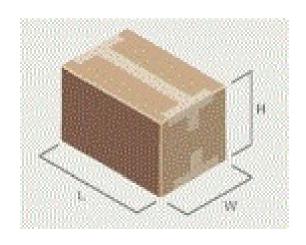
Vendor should always select UPS GROUND (i.e., not Next Day Air, Next Day Early AM, etc.) as the service type unless otherwise specifically instructed by the receiving Milliken location or an authorized Milliken associate.

## **UPS Parcel\* Dimension & Packaging Limits**



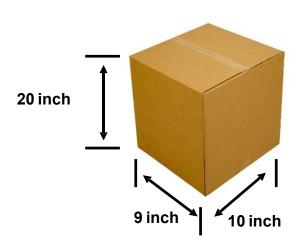
Packages meeting any one (1) of the criteria listed below should <u>NOT</u> be shipped via UPS Parcel:

- 1. Individual package exceeds 150LBS (any package > 69LBS incurs extra charges)
- 2. Individual package longer than 108 inches
- 3. Individual package with Length/Girth exceeding 130 inches\*
- 4. Package NOT encased in cardboard
- \* Length/Girth calculation = L + 2\*W + 2\*H



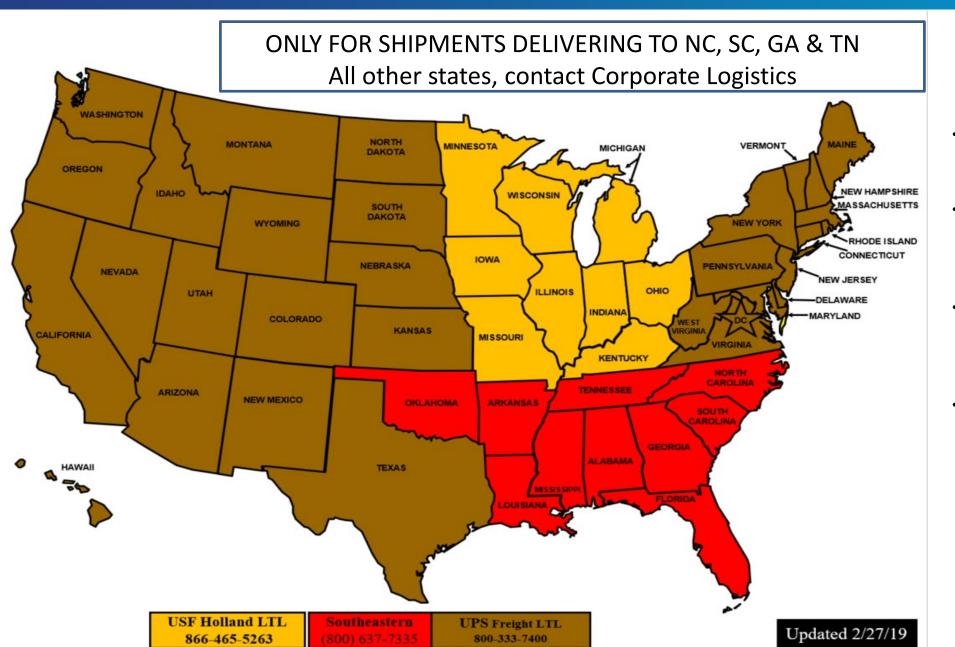
\* <u>Parcel</u> refers to all of UPS's small package services (ground and air). It does not refer to UPS Freight or other heavy-weight services.

#### **Length/Girth Calculation Example**



# <sup>6</sup> Milliken LTL Inbound Routing Guide





#### **IMPORTANT!**

- Please route all LTL shipments based on the state in which the shipment <u>originates</u>
- If shipping by SEFL outside of GA,
   NC, SC please contact Milliken
   Logistics at 864-503-1789 for
   further direction
- If shipping on the same day from same origin to same destination please refer to our consolidation rules on page 7
- For all other inquiries regarding routing or consolidation instructions please call Corporate Logistics at 864-503-1789

### LTL Bill of Lading Consolidation Instructions



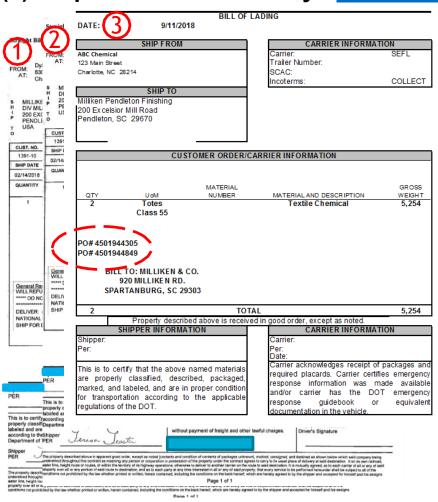
Multiple LTL bills of lading (BL) shipping on the <u>same day</u> to the <u>same destination</u> should be CONSOLIDATED under a single MASTER BL showing each PO#, total weight & total piece count.

### Two (2) Shipments on Same Day - INCORRECT



2 separate shipments presented to carrier @ 2,627LB each

### Two (2) Shipments on Same Day - CORRECT



1 consolidated shipment presented to carrier @ 5,254LB



| Mode                                   | Contact                         | Phone #                          | Email  |
|--|---------------------------------|----------------------------------|--|
| Parcel                                 | Laurie Ramsey                   | 1-864-503-2179                   | Laurie.ramsey@Milliken.com   |
| Less-Than-Truckload                    | David Patrick                   | 1-864-503-2175                   | David.Patrick@Milliken.com   |
| Truckload                              | David Patrick<br>Angie Peterson | 1-864-503-2175<br>1-864-503-1789 | <u>David.Patrick@Milliken.com</u><br><u>Apeterson@milliken.com</u> |
| International (air/ocean)              | Laurie Ramsey                   | 1-864-503-2179                   | Laurie.ramsey@Milliken.com   |
| Importer Security Filing (ISF or 10+2) | Becky Sanders                   | 1-864-503-2148                   | <u>isf@Milliken.com</u>  |
| CTPAT Supply Chain Security            | Andy Walters                    | 1-864-503-1786                   | Andy.walters@Milliken.com  |