



GENERAL INBOUND ROUTING INSTRUCTIONS

This routing guide must be followed for all shipments for which PCC and its Affiliates, PCC Print Shop, ABB, ABA, ABT is the party responsible for the payment of the freight charges.

INBOUND ROUTING GUIDE TO BE USED BY: PCC Inc. and its Affiliates. Effective from June 1, 2016 until MAY 31, 2017.

Shipping Instructions –FREIGHT COLLECT TERMS ONLY.

Follow this three step process and refer to appropriate section.

1. Mode Selection Criteria (*Air, Ground, Truck, LTL*)
2. Carrier Selection Criteria
3. LTL Inbound Guide for Carrier Selection

SUPPLIER INSTRUCTIONS FOR BILL OF LADING AND GENERAL INSTRUCTIONS:

(MAY BE FAXED TO SUPPLIER UPON THEIR REQUEST FOR REFERENCE PURPOSES)

BILL OF LADING:

The Bill of Lading must be given to the driver and contain the following information:

- Company name including shipping address
- Date
- Purchase order number(s)
- Contact name and address information
- Carrier Name
- Number of shipping units (skids, cartons, etc.)
- Complete and accurate National Motor Freight commodity description, item number and class.
- Signature and date from shipper
- Signature and date from carrier

General Instructions:

- Consolidate all purchase orders into a single shipment.
- Consolidate all shipments to be shipped on a single day to the same destination on a single bill of lading sent to either
 - A BEKA BOOK 5414 Rawson Lane Pensacola FL 32503
 - PCC Print Shop 118 St. John Street Pensacola FL 32503
- DO NOT declare excess value on any shipment unless provided specific instructions to do so by an authorized Ministry representative.
- COD shipments will not be accepted.
- A Packing list in legible form must be affixed to the outside of the containers in an appropriate manner to assure its arrival.

If designated carrier does **NOT** service your shipping location as a "DIRECT point", or an expedited service is requested requiring "The Ministry" to pay the shipping charges, contact Jeff Price @ ext. 5073 jprice@abeka.com
If you need help with Carrier selections please contact Mr. Price. Suppliers **must obtain** a request in writing from the person requesting premium service.



I. MODE SELECTION CRITERIA

A. SMALL PARCEL GROUND

1. 1-200 LB. Shipment (no single carton weighing more than 150 lbs.)
2. EIGHT CARTONS OR LESS
3. TOTAL FREIGHT COST NOT EXCEEDING \$85.00 Note: If any of the above are exceeded see LTL mode criteria.

B. SMALL PARCEL AIR (MUST BE AUTHORIZED BY THE MINISTRY)

1. TOTAL SHIPMENT WEIGHT 1- 150 LB.
2. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 150 LB.

Note: Dimensional weight formula (*Length x Width x Height*)/166

Note: **If any of the above are exceeded see Heavy Weight Air mode criteria.**

- NO SINGLE DIMENSION EXCEEDING 108"
- LENGTH, WIDTH&GIRTH NOT EXCEEDING 130"
- NO SINGLE DIMENSION EXCEEDING 119"
- LENGTH & GIRTH NOT EXCEEDING 166"

C. HEAVY WEIGHT AIR (MUST BE AUTHORIZED BY THE MINISTRY)

1. TOTAL SHIPMENT WEIGHT GREATER THAN 150 LB. BUT LESS THAN 500 LB.
2. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 500 LB.
3. SHIPMENTS EXCEEDING 500 LBS - CONTACT Jeff Price ext. 5073 jprice@abeka.com

D. LESS THAN TRUCKLOAD (LTL)

1. TOTAL SHIPMENT WEIGHTS 200-15,000 LBS
2. EIGHT STANDARD PALLETS OR LESS
3. SHIPMENT OCCUPIES 749 CUBIC FEET OR LESS. Note: If any of the above are exceeded see Truckload mode criteria.

F. TRUCKLOAD

1. TOTAL SHIPMENT WEIGHT 15,000 LB. OR GREATER DENSITY OF COMMODITY SHIPPING IS 4 LB. PCF OR LESS AND OCCUPIES 750 CUBIC FEET OR MORE. Contact Jeff Price ext. 5073 jprice@abeka.com for instructions.

G. INTERNATIONAL ULTIMATE DESTINATION OUTSIDE THE US.

Contact Jeff Price ext. 5073 jprice@abeka.com

H. RAIL WEIGHT EXCEEDS 40,000.

Contact Jeff Price ext. 5073 jprice@abeka.com



2. CARRIER SELECTION BY MODE

The following list of carriers must be used when The Ministry is responsible for the payment of freight charges.

- A. Small Parcel Ground UPS or FDX COLLECT -
- B. Small Parcel Air UPS or FDX COLLECT
- C. Heavy Weight Air Contact Jeff Price ext. 5073 jprice@abeka.com
- D. Less than Truckload (LTL). PLEASE REFER TO INBOUND AND OUTBOUND routing instructions for your location
– See Step Three
- E. Truckload (van or flatbed equipment) Contact Jeff Price ext. 5073 jprice@abeka.com
- F. International Contact Jeff Price ext. 5073 jprice@abeka.com
- G. Rail Contact Jeff Price ext. 5073 jprice@abeka.com



3. LTL INBOUND/OUTBOUND GUIDE FOR CARRIER SELECTION

<u>LTL by State</u>	<u>Carrier</u>	<u>LTL by State</u>	<u>Carrier</u>	<u>LTL by State</u>	<u>Carrier</u>	<u>LTL by State</u>	<u>Carrier</u>
Alabama	UPSF, AAA, ABF, SEFL, SAIA	Alaska	UPSF, SAIA	Arizona	UPSF, SEFL, SAIA	Arkansas	UPSF, SEFL, AAA, SAIA
California	UPSF, SAIA	Colorado	UPSF, SEFL, SAIA	Connecticut	UPSF, SEFL, SAIA	Delaware	UPSF, SEFL, SAIA
Florida	UPSF, AAA, ABF, SEFL, SAIA	Georgia	UPSF, SEFL, AAA, SAIA	Hawaii	UPSF, SAIA	Idaho	UPSF, SEFL, SAIA
Illinois	UPSF, AAA, SEFL, SAIA	Indiana	UPSF, SEFL, AAA, SAIA	Iowa	UPSF, SEFL, SAIA	Kansas	UPSF, SEFL, SAIA
Kentucky	UPSF, AAA, SEFL, SAIA	Louisiana	UPSF, SEFL, AAA, SAIA	Maine	UPSF, SEFL, SAIA	Maryland	UPSF, SEFL, SAIA
Massachusetts	UPSF, SEFL, SAIA	Michigan	UPSF, SEFL, SAIA	Minnesota	UPSF, SEFL, AAA, SAIA	Mississippi	UPSF, SEFL, AAA, SAIA
Missouri	UPSF, SEFL, SAIA	Montana	UPSF, SEFL, SAIA	Nebraska	UPSF, SEFL, SAIA	Nevada	UPSF, SEFL, SAIA
N. Hampshire	UPSF, SEFL, SAIA	New Jersey	UPSF, SEFL, SAIA	New Mexico	UPSF, SEFL, AAA, SAIA	New York	UPSF, SEFL, SAIA
North Carolina	UPSF, AAA, SEFL, SAIA	North Dakota	UPSF, SEFL, SAIA	Ohio	UPSF, SEFL, SAIA	Oklahoma	UPSF, SEFL, AAA, SAIA
Oregon	UPSF, SEFL, SAIA	Pennsylvania	UPSF, SEFL, SAIA	Rhode Island	UPSF, SEFL, SAIA	South Carolina	UPSF, SEFL, AAA, SAIA
South Dakota	UPSF, SEFL, SAIA	Tennessee	UPSF, SEFL, AAA, SAIA	Texas	UPSF, SEFL, AAA, SAIA	Utah	UPSF, SEFL, SAIA
Vermont	UPSF, SEFL, SAIA	Virginia	UPSF, SEFL, SAIA	Washington	UPSF, SEFL, SAIA	West Virginia	UPSF, SEFL, SAIA