


These guidelines are to be utilized for Inbound Shipments to TriMark Cleveland (SS Kemp) and are applicable to shipments into our Cleveland & Pittsburgh Warehouses and for Drop Shipments Direct-to-Customer where the Freight Terms on the Purchase Order states **COLLECT PER ROUTING GUIDE**.

**Transportation Mode—Small Parcel / Less-Than-Truckload (LTL) / Truckload**—is based on four factors:

- 1.) Total carton count of the shipment
- 2.) Total weight of the shipment
- 3.) Dimensions and weight of the cartons within the shipment
- 4.) Total linear feet of trailer space required for the shipment

## SMALL PARCEL MODE

Ship via:  **FedEx** Ground

Choose "Recipient" for "Bill Transportation To"

Enter **[TriMark Acct# provided]** in "Account #" field

**Use Small Parcel Mode when:**

**Carton Count:** 20 cartons or less

AND


**Total Weight:** 250 lbs. total weight or less

AND

**Individual Carton Size and Weight:**

[length + girth] is less than or equal to 130 inches for ALL cartons within shipment. Length cannot exceed 108 inches and weight cannot exceed 150 lbs. for each carton

## LESS-THAN-TRUCKLOAD (LTL) MODE



(Email) [Trimark@onestopshipping.com](mailto:Trimark@onestopshipping.com) or you may (Call) (800) 699-9316 for carrier assignments. Ascent Global Logistics will provide a Bill of Lading for the shipment.

**Use LTL Mode when:**

**Carton Count:** Greater than 20 cartons

AND/OR

**Total Weight:** Between 250 lbs. and 5000 lbs.

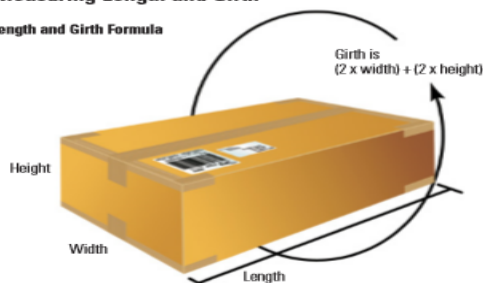
AND/OR

**Individual Carton Size and Weight:**

[length + girth] is greater than 130 inches for at least one carton within the shipment, and/or at least one carton is greater than 108 inches in length or 150 lbs.

### Measuring Length and Girth

#### Length and Girth Formula



*\*Length is always the longest side of the carton*

Example: [Length + Girth]

\*Length = 16 inches

Width = 12 inches

Height = 10 inches

Length + (2x Width) + (2x Height) = 60 inches

**TRUCKLOAD MODE**



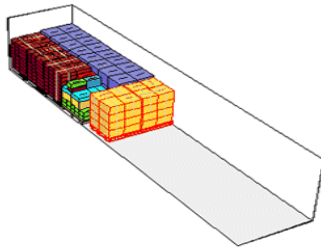
**Contact:** [Trimark@onestopshipping.com](mailto:Trimark@onestopshipping.com), or call (800) 699-9316 for carrier assignment. Ascent Global Logistics will provide Bill of Lading for shipment.

**Use Truckload Mode when:**

**Total Weight:** Greater than 5000 lbs.

AND/OR

**Trailer Space Required:** 25 linear feet of trailer space or greater



*Sample shipment with mixed merchandise greater than 5000 lbs. total taking up 25 linear feet of trailer space*

**Please provide the following shipment information:**

- Origin Address
- Destination Address
- Pickup Date
- Delivery Date
- Purchase Order Number(s)
- Total Weight
- Total Pieces and/or Total Pallet Count with Pallet Dimensions (length/width/height)
- National Motor Freight Classification (NMFC) and/or commodities of item(s) in shipment—If multiple NMFC's, please provide total weight and total piece/pallet count for each NMFC within the shipment

**IMPORTANT NOTES FOR ALL SHIPMENTS**

- ✓ All TriMark Cleveland purchase orders shipping to the same destination on the same date should be combined onto one bill of lading.
- ✓ Freight Collect shipments should not be shipped Prepaid & Add. All Freight Collect shipments that are shipped Prepaid & Add will have the freight charges deducted from the invoice payment.
- ✓ If you do not have a FedEx account, please call FedEx at (800) 463-3339 to set one up.
- ✓ For shipments that need expedited transportation, please contact the assigned Buyer for your account at 1 (800)-SAY-KEMP if specific instructions are not called out on your purchase order.

## IMPORTANT NOTES IN REGARDS TO PARCEL SHIPMENTS

- Populate one reference field with the TriMark purchase order number:
  - For FedEx, use of **Original Ref#3/PO Number** is recommended, but other reference fields are acceptable (**Original Customer Reference** or **Original Ref#2**).
  - For UPS, either **Reference #1** or **Reference #2** are acceptable.
  - Do **NOT** include prefix/suffix of the PO number with characters or leading zeroes (i.e. PO#123456 or 000123456)
  - If multiple purchase order numbers are being shipped together, use a single carrier reference field and separate the PO references with a semicolon.