

## **1.0 SCOPE**

**1.1** This document outlines the instructions for handling of inbound freight to the Prescott facility.

## **2.0 APPLICABLE DOCUMENTS**

**2.1** N/A

## **3.0 EFFECTIVE DATE**

**3.1** March 15<sup>th</sup>, 2015

**3.2** Revised June 24<sup>th</sup>, 2021

## **4.0 ROUTING GUIDELINES**

**4.1** Unless otherwise specified by a TCLAD representative, the following guide should be used to determine the shipping method for TCLAD. The shipper's failure to follow these guidelines may result in the shipper assuming the freight costs.

**4.1.1** Pre-Pay & Add or COD are NEVER a shipping option.

**4.1.2** Insurance should not be taken out on any shipment TCLAD is paying freight for.

**4.1.3** All boxes have a maximum weight limit of 150 lbs

**4.1.4** Shipment weight to be determined using Dimensional Weight standard outlined below.\*\*

**4.1.5** On multi-box shipments, the box containing the shipping documents and certifications should be identified.

**4.1.6** Purchase order number or RMA#, along with a general description of the goods must be indicated in the body of the Bill of Lading or Air Bill. For all Shipments, the PO# or RMA# should appear in Ref Field.

**4.1.7** When shipped on the same day, all Purchase Orders should be consolidated into a single box (or as few boxes/pallets as possible) and shipped on a single Bill of Lading or Air Bill. Clearly label each part and which P.O. it pertains to.

**4.2** Should you have any questions concerning your shipment, please contact your TCLAD representative.

For international Inbound Shipments under 150 lbs, please ship the following way.  
Fedex International Economy and charge the correct account number:  
# 769944214 (Prescott WI – TCLAD)

For International Inbound Shipments over 150 lbs., please email: [Eric.Yang@tclad.com](mailto:Eric.Yang@tclad.com)  
or [Eric.Seeger@tclad.com](mailto:Eric.Seeger@tclad.com)

For Domestic Inbound Shipment Under 150 lbs. please ship Fedex Ground and charge the correct account number:

769944214 – Prescott WI TCLAD)

If needed the UPS account number is 07ER35 (Prescott WI – TCLAD)

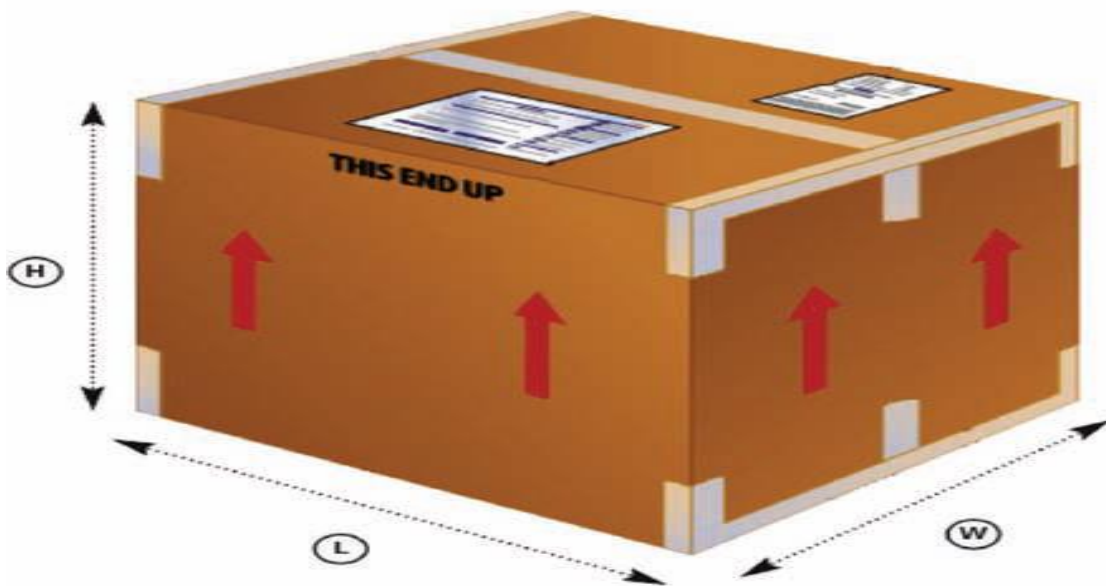
For domestic shipments over 150 lbs, please ship via Fedex Freight Priority Account Number 769944214 – Prescott WI TCLAD

For Full Truckload\* (FTL) shipments, please contact CH Robinson office at: 1-866-894-2435

\*Full Truckload shipments consist of 12 skids or more than 15,000 pounds

## Dimensional Weight\*\*

Due to the variations in package density, all freight carriers use a Dimensional Weight standard to determine Chargeable Weight. For less dense shipments, the dimensional weight often applies. **Domestic Shipments:** Dimensional Weight is only used for shipments that are greater than 3 cubic feet (5,184 cubic inches). For shipments less than 3 cubic feet (Length x Width x Height < 5184 inches), actual package weight is always used. For shipments greater than 3 cubic feet, Dimensional Weight is determined by multiplying the Length by Width by Height and dividing by 194 ( $L \times W \times H / 194$ ). If the Dimensional Weight is greater than the actual weight, the Dimensional Weight should be used as the weight to determine shipping method. Otherwise, use the actual weight to determine shipping method. For Multi-Box shipments, the above calculation needs to be conducted for each box and summed to determine total weight of the shipment. From the total shipment weight, the shipping method will be determined.



**Dimensional Weight (lbs):**

**Domestic Shipments =  $L \times W \times H / 194$  (inches)**

**International Shipments =  $L \times W \times H / 166$  (inches)**