

January 1, 2020

## Inbound Freight Requirements

Dear Supplier,

These requirements are effective February 1, 2020 and supersedes all previous inbound routing guides.

The purpose of this document is to provide instruction to suppliers for labeling and shipping from U.S. locations to Industries for the Blind and Visually Impaired, Inc. (IBVI) facilities.

While this guide has been prepared specifically for the use of suppliers shipping to IBVI facilities, we recommend that suppliers shipping to IBVI customers (i.e. dropship) also comply with these instructions in order to expedite the movement of merchandise and alleviate congestion at our facilities.

Please review this guide in its entirety as there have been changes. Complete compliance is required. In the event complete compliance is not possible please contact IBVI warehouse [warehouse@ibvi.org](mailto:warehouse@ibvi.org) for redirection.

Thank you for your cooperation,

Theodore R Williams Jr.  
Director of Logistics

## Labeling Requirement

The following will apply to all purchased product

- Item
  - Commercial Off the Shelf (COTS)
    - Manufacturer part number (where feasible)
- Storage Container
  - Required information
    - IBVI item number
      - with scannable barcode (Code 39 preferred)
    - Description
    - Quantity in carton
    - Unit of Measure
    - Purchase Order Number
    - Manufacturer Item Number
  - Optional Information
    - Shelf Life Cycle

Example:

**ibvi Part Number**

**MFG Part Number**

**Description**

**Count: XXX U/M: XXX**

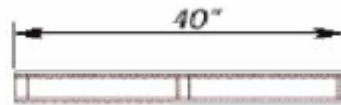
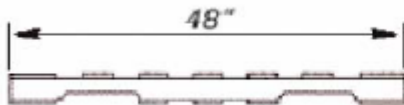
**PO: XXXXXX**



## Shipment Preparation & Palletization

All inbound shipments shall adhere to all requirements below when applicable:

- Less than Truck Load (LTL) and Truck Load (TL)
  - Shipping unit Stacked on a 48" x 40" pallet (fig 1)



- Pallet must be free of damage i.e. no missing runners, stringers or top boards
- Pallet to be stacked no higher than 54" from the floor unless documented exemption is given by IBVI.
  - Exceptions may apply for oversized products that will not fit correctly on the pallet specified.
- All products must be securely stacked on pallet and packaged in sufficient strength packages to ensure safe transport.
- Product shall not hang over the edge of the pallet.

- Parcel Shipment
  - Product shall be packaged in carton that support weight of product inside.
  - Purchase order number shall be displayed on label in Reference Field that appears on label.

### Shipment Documents

Each inbound shipment to an IBVI facility must be accompanied by a packing slip and a Bill of Lading.

The following will provide guidance on what information is required by IBVI to ensure proper receipt of goods.

- Packing Slip (parcel/LTL/TL) - All shipments must include an accurate packing slip that includes the following information
  - IBVI PO number
  - IBVI sku number
    - Manufacturer Part Number
  - Quantity contained in shipment
  - Unit of Measure on Purchase Order (PO)
- Bill of Lading (LTL/TL only) - Bills of lading must be completed in their entirety. In addition to the standard information, ship to/ship from, freight terms, # of pallets, weight and class, ibvi requires to the following be annotated on the BOL:
  - PO number
  - Number of boxes
- Billing Terms
  - The billing terms for all shipping will be stated on all IBVI PO and should be shipped in accordance.
- Advance Ship Notice (ASN) - IBVI expects all suppliers to be ASN compliant with all shipments. This includes any shipments from a suppliers third party warehouses.
  - A copy of the packing slip must be emailed to [warehouse@ibvi.org](mailto:warehouse@ibvi.org) at time of shipment from supplier's facility.

## Preferred Carrier List

Effective Date:	11/01/2019
Outbound Freight Terms:	F.O.B. Destination Prepaid, Prepaid & Add
Inbound Freight Terms:	F.O.B. Origin Collect

### Less than Truckload Primary Carriers

#### 500 lbs or More (1 – 8 Pallets)

ABF Freight System	800-610-5544	<a href="https://arcb.com/">https://arcb.com/</a>
NM Transfer Co (WI only)	800-236-4463	nmtransfer.com

### Domestic Parcel Package & Overnight Carriers

#### 500 lbs or Less

##### Primary

United Parcel Service	800-742-5877	www.ups.com
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##### Secondary - (Letters, Documents, & MSC Application Packets Only)

FedEx	800-448-9961	<a href="http://www.fedex.com">www.fedex.com</a>
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### Partial Truckload Carrier (9-15 Pallets)

Advantage Transportation	262-790-1110	advantagegetransportation.com
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### Truckload Carrier (16-26 Pallets)

##### Primary

Ultra Transportation	262-628-9102	Kristie Waldvogel <a href="mailto:kristieultra@yahoo.com">kristieultra@yahoo.com</a>
Advantage Transportation	262-790-1110	Steve Beringer <a href="mailto:steve@advantagegetransportation.com">steve@advantagegetransportation.com</a>

##### Secondary

ABF Freight System	800-610-5544	<a href="https://arcb.com/">https://arcb.com/</a>
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### International Parcel Package Service

#### 250 LBS or Less

#### Imports and Exports

##### Primary

UPS	800-742-5877	<a href="http://www.ups.com">www.ups.com</a>
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##### Secondary

Fedex	800-448-9961	<a href="http://www.fedex.com">www.fedex.com</a>
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**Same Day and Expedited Freight Service**

**Primary**

Quicksilver	414-645-4000	
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**Secondary**

Advantage Air	262-790-1110	Steve Beringer <a href="mailto:steve@advantagetransportation.com">steve@advantagetransportation.com</a>
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**Hawaii, Virgin Island, Alaska Service, Puerto Rico Service**

UPS	800-742-5877	<a href="http://www.ups.com">www.ups.com</a>
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