



TÉCNICO CORPORATION
FREIGHT ROUTING GUIDE

The vendor is required to follow the instructions listed in this routing guide. Not following this guide, such as using unapproved carriers, not completing bill of lading as directed (include PO numbers) can result in the vendor being billed for the freight charges and/or a negative impact on invoice payment for the provided material.

Transportation Logistics Coordinator:

Point of Contact: Sandra P. Oakley
Phone: (757) 545-4013 Ext. 1042
Fax: (757) 543-5402
Email: soakley@tecnico.com

Receiving Department:

Point of Contact: Willie Lewis
Phone: (757) 545-4013 Ext. 1110
Email: wlewis@tecnico.com

Purchasing Department:

Point of Contact: Kevin Lee
Phone: (757) 545-4013 Ext. 1065
Email: klee@tecnico.com

SHIPMENTS BY GROUND WEIGHING 70 LBS. OR LESS: SHIP UPS COLLECT

SHIPMENTS BY GROUND WEIGHING MORE THAN 70 LBS:

Técnico's standard terms are FOB Shipping Point, Freight Collect for less-than-truckload (LTL) shipments.

Utilizing the by-state carrier guide, choose the preferred carriers listed by the state from which the vendor is shipping.

Example: 350 lbs. shipment from National City, California to Técnico's Chesapeake facility, use YRC, Old Dominion or ABF, FOB Shipping Point, Freight Collect.

Attached are examples that show how to fill out truck Bill of Lading. Técnico's PO number must be used on all documentation.

- If the purchase order freight terms are *freight collect*, the **shipper** must not prepay and add to the material invoice.
- If the **vendor** prepaid and added freight to the material invoice, Técnico requires that a copy of the paid freight bill accompany the material invoice.



Freight collect is the preferred method – this enables Técnico to utilize negotiated freight discounts with preferred carriers. The buyer will be notified if the vendor is not able to ship collect.

- **DO NOT SHIP C.O.D.**

SHIPMENTS BY AIR, FLATBEDS, EXCLUSIVE USE, RAIL, OCEAN, OR BARGE

| | |
|---|--|
| Small air shipments weighing 70 lbs or less | Ship UPS or FedEx collect |
| Air shipments over 70 lbs | The transportation logistics coordinator or an authorized Técnico representative will coordinate |
| Shipments by flatbed or exclusive use | Contact Técnico's transportation logistics coordinator |
| Shipments by rail, ocean, and barge | Contact Técnico's transportation logistics coordinator |

MANDATORY REQUIREMENTS

Técnico's Material Purchase Order number must be included on all Bills of Lading.

Purchase order numbers must be a Técnico Material Purchase Order number, not the suppliers' third party number.

RECEIVING REQUIREMENTS FOR MATERIAL SHIPPED TO TÉCNICO CORPORATION

The following are requirements for material deliveries to Técnico from suppliers. Suppliers must meet these requirements, or a delay in payment may occur.

1. Each shipment must include a legible packing list for each PO line item number of each material purchase order.
2. Two (2) copies of the packing list shall be provided, one attached to the outside of the material (box, crate, container, etc.) and the other inside the container.
3. Each packing list and each box shall contain:
 - a. Técnico's material PO number
 - b. Total number of marked containers associated with packing list
 - c. The unit of measure for the item number



BY STATE CARRIER GUIDE

| STATE | FREIGHT CARRIER |
|---------------|-----------------------------------|
| Alabama | Estes, Southeastern, Wilson |
| Arizona | Estes, YRC, Old Dominion |
| Arkansas | Old Dominion, Southeastern |
| California | ABF, Old Dominion, YRC |
| Colorado | ABF, Old Dominion |
| Connecticut | Estes, ABF, Old Dominion |
| Delaware | Estes, ABF, Old Dominion |
| Florida | Estes, Wilson, Southeastern |
| Georgia | Estes, Southeastern, Wilson |
| Idaho | Old Dominion, YRC |
| Illinois | Estes, Old Dominion, YRC |
| Indiana | Estes, Old Dominion, YRC |
| Iowa | YRC, Old Dominion |
| Kansas | Old Dominion, YRC |
| Kentucky | Estes, ABF, Old Dominion |
| Louisiana | Southeastern, Estes, Old Dominion |
| Maine | ABF, Estes, Old Dominion, YRC |
| Maryland | Estes, Wilson |
| Massachusetts | ABF, Estes, YRC |
| Michigan | ABF, Estes |
| Minnesota | YRC, Old Dominion |
| Mississippi | Southeastern, Estes |
| Missouri | Old Dominion, YRC, Estes |
| Montana | YRC, Old Dominion |

| STATE | FREIGHT CARRIER |
|----------------|-------------------------------|
| Nebraska | ABF, YRC |
| Nevada | ABF, YRC |
| New Hampshire | Estes, ABF, Old Dominion |
| New Jersey | Estes, ABF, Old Dominion |
| New Mexico | Old Dominion, YRC |
| New York | Estes, ABF |
| North Carolina | Estes, Wilson |
| North Dakota | Old Dominion, YRC |
| Ohio | Estes, ABF, YRC, Old Dominion |
| Oklahoma | Southeastern, Old Dominion |
| Oregon | ABF, Old Dominion, YRC |
| Pennsylvania | Estes, ABF, YRC, Old Dominion |
| Rhode Island | Estes, ABF |
| South Carolina | Estes, Wilson, Southeastern |
| South Dakota | ABF, YRC |
| Tennessee | Estes, Wilson, Southeastern |
| Texas | Southeastern, Old Dominion, |
| Utah | Old Dominion, YRC, ABF |
| Vermont | Estes, ABF |
| Virginia | Estes, Wilson |
| Washington | ABF, Old Dominion, YRC |
| West Virginia | Estes, ABF, Old Dominion |
| Wisconsin | ABF, Old Dominion |
| Wyoming | Old Dominion, YRC, ABF |

Carriers e-mail address:

| | |
|--------------|--|
| ABF | www.abf.com |
| Estes | www.estes-express.com |
| Old Dominion | www.odfl.com |
| Southeastern | www.sefl.com |
| Wilson | www.wilsontrucking.com |
| YRC | www.yrcfreight.com |

Phone Numbers:

| |
|----------------|
| (800) 237-4274 |
| (866) 378-3748 |
| (800) 348-6335 |
| (800) 731-7335 |
| (800) 353-6209 |
| (800) 610-6500 |



SCAC: RDWY

Place PRO label here

Date: B/L number:

PRO Number: Consignee name and address:

Shipper information fields: Shipper number, Trailer number, Shipper name, Address, City, State, ZIP code, Origin city.

Invoicee information fields: Invoicee, Address, City. Includes 'SEND INVOICES TO:' label pointing to the address field.

Destination and contact information fields: Destination City, State, ZIP Code, Phone Number, Customer number, Store number, Department, P.O. Number, Special instructions. Includes 'MANDATORY' label pointing to the P.O. Number field.

Service selection section: Expedited & Guaranteed Services (select one of the services below), Contact Name, Contact Phone, Clear Expedited & Guaranteed Services info. Includes checkboxes for Time-Critical and Guaranteed services, and a Time-Critical logo.

Table with columns: No. shipping units, Kind of package, No. pieces, Unit of measure, HM, Description of articles, special marks and exceptions, NMFC item number, Class, Weight (lb) Subject to correction, Shipment dimensions (Length, Width, Height). Includes 'MARK COLLECT' label pointing to the table.

EMERGENCY CONTACT section: Phone, Name, Contract #, Shipment charges are prepaid unless marked collect: Collect, Total charges: \$

NOTE (1) Where the rate depends on value, shippers must state specifically in writing the agreed or declared value of the property as follows: The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____. Note (2) Liability limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. §14706 (c)(1)(A) and (B). Note (3) Products requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(e) of NMFC item 360. If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges. Signature of consignor

Received subject to individually determined rates or written contracts that have been agreed on in writing between the carrier and shipper, if applicable, otherwise to rates, classifications and rules that have been established by the carrier. The property described above is in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined, as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry its usual place of delivery of said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Shipper company name: YRC FREIGHT, Carrier, Trailer #, Date, Trailer loaded by: Shipper/Driver, Freight counted by: Shipper/Driver, Shipper signature, YRC Freight employee signature, H/U received, Shipper/Driver: Loose pieces

Mark "X" in "HM" column for hazardous materials.

Single shipment pickup:

MANDATORY

13 14 +

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UNIFORM STRAIGHT BILL OF LADING - Original - Not Negotiable
SHORT FORM
(EXLA)



3901 W. Broad Street
Richmond, VA 23230



- www.estes-express.com
- Enhanced Shipment Tracking
- Proof of Delivery Request
- Rate Quotation
- Online Pickup

With Collect on Delivery shipments, the biller "000" must appear before consignee's name or as otherwise provided in item 429 of Estes Rules Tariff EXLA 105

| | | |
|------------------|--|---|
| TO: CONSIGNEE | SHIPPER'S # | P.O. # TECNICO PO# |
| STREET | ROUTE | |
| STREET | FOR PAYMENT BILL TO | TECNICO CORPORATION 831 INDUSTRIAL AVENUE CHESAPEAKE, VA. 23324 ATTN: ACCOUNTS PAYABLE |
| CITY, STATE, ZIP | SPECIAL INSTRUCTIONS | |
| FROM: SHIPPER | | |
| STREET | | |
| STREET | Hazardous Materials Emergency Response Phone Number: | |
| CITY, STATE, ZIP | NOTE: Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. § 14706 (c)(1)(A) and (B). | |

SEND INVOICE TO:

TECNICO CORPORATION
831 INDUSTRIAL AVENUE
CHESAPEAKE, VA. 23324
ATTN: ACCOUNTS PAYABLE

| # Packages | HM | KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS | *Weight (Sub. to Corr.) | Cl. or Rate | Ck. Column | Collect On Delivery |
|------------|----|--|-------------------------|-------------|------------|---|
| | | | | | | \$ |
| | | | | | | C.O.D. Amount |
| | | | | | | <input type="checkbox"/> Cash or Certified Check <input type="checkbox"/> Consignee Check Accepted |
| | | | | | | C.O.D. fee to be paid by <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee |
| | | | | | | Freight charges are PREPAID unless marked collect. |
| | | | | | | CHECK BOX IF COLLECT <input checked="" type="checkbox"/> |

MARK COLLECT

Declared/Excess Value WARNING: Additional and/or Maximum Liability Limitations or other restrictions may supersede declared value or excess value request. Refer to EXLA 105 rules tariff for further details.

NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____

NOTE: Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(e) of HMFC item 360.

The fiber boxes used for this shipment conform to the specifications set forth in the box maker's certificate thereon, and all other requirements of Consolidated Uniform or National Motor Freight Classification.

*If the shipment moves between two ports by a carrier by water, the law requires that the Bill of Lading shall state whether it is "carrier's or shipper's weight."

Subject to Section 7 of Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:
The carrier shall not make delivery of the shipment without payment of freight and all other lawful charges.

(Signature of consignor)

CHARGES ADVANCED \$
Received \$ _____ to apply in the prepayment of the charges on the property described hereof.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise the rates, classifications and rules (Estes Express Lines 105 series) that have been established by the carrier and are available to the shipper, on request. The property described above, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown above, which said carrier agrees to carry to destination, if on its route, otherwise to deliver to another carrier on the route to destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed thereunder shall be subject to all the terms and conditions of the Uniform Bill of Lading set forth in the National Motor Freight Classification 100-X and successive issues. Note: It is also agreed that the carrier will not be liable for any consequential damages arising from the delay of delivery and carrier makes no guarantees concerning the delivery dates of times (Subject to terms and conditions of any applicable Gold Medal Service agreement).

| | | | |
|---|------|--|------|
| SHIPPER CERTIFICATION | | CARRIER CERTIFICATION | |
| Shipper certifies by its signature, its agreement to all of the foregoing terms and conditions, and further certifies that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT. | | Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent document in the vehicle. | |
| SHIPPER | | ESTES Express Lines-EXLA | |
| AUTHORIZED SIGNATURE | DATE | AUTHORIZED SIGNATURE | DATE |

*Mark with "X" if appropriate to designate Hazardous Materials or Hazardous Substances as defined in the Department of Transportation Regulations governing the transportation of hazardous materials.

Place PRO Label Here

Place Gold Medal Sticker Here

PLTS STC / PC and LOOSE