

**SUPPLIER ROUTING / PACKAGING / SHIPPING INSTRUCTIONS FOR FREIGHT CARRIERS**

<p>SUPPLIER <u>MUST APPLY</u> INSTRUCTIONS TO PURCHASE ORDERS ISSUED BY VERIZON AS OUTLINED IN THE CONTRACTUAL AGREEMENT BETWEEN SUPPLIER AND VERIZON</p>	<p>SUPPLIER <u>MUST FOLLOW</u> ALL CONTRACTUAL REQUIREMENTS FOR PACKAGE LABELING, PACKAGING AND SHIPPING CONTAINERS. HAZARDOUS MATERIALS MUST BE LABELED APPROPRIATELY</p>
<p>SUPPLIER <u>MUST PROVIDE AND DISPLAY</u> THE FOLLOWING INFORMATION ON EACH BILL OF LADING</p> <ol style="list-style-type: none"> (1) SELECT FREIGHT COLLECT / FOB U.S. ORIGIN (2) DISPLAY VERIZON PURCHASE ORDER # ON PO FIELD (3) DISPLAY UPS SCS LOAD NUMBER ID ON REFERENCE FIELD PROVIDED BY UPS SCS CALL CENTER (4) FREIGHT CLASS & NMFC COMMODITY CODE (5) DISPLAY SHIP DATE (6) DISPLAY TOTAL PALLETS OR MASTER SHIPPING UNITS (7) DISPLAY TOTAL WEIGHT (8) DISPLAY 3RD PARTY BILLING ADDRESS 	<p>SUPPLIER <u>MUST ENSURE</u> ALL MATERIALS PACKED IN SHIPPING CONTAINERS ARE CUSHIONED, BLOCKED, BRACED, SHRINKWRAPPED, AND ANCHORED TO PREVENT MOVEMENT OR DAMAGE TO FREIGHT WHILE IN TRANSIT.</p> <p>SPECIAL SERVICES OR EQUIPMENT REQUIRED MUST BE REQUESTED IN ADVANCE ON SUPPLIER ROUTING REQUEST FORM (I.E. LOAD BARS, E-TRACK, ETC)</p>
<p>SUPPLIER <u>MUST AGGREGATE/CONSOLIDATE</u> ALL PURCHASE ORDERS SHIPPED LESS THAN TRUCKLOAD (LTL) OR FULL TRUCK LOAD (FTL)</p> <ol style="list-style-type: none"> (1) FROM SAME ORIGIN (2) TO SAME DESTINATION (3) ON SAME CARRIER (4) ON SAME DATE (5) UNDER ONE MASTER BILL OF LADING <p>FAILURE TO FOLLOW INSTRUCTIONS PROVIDED BY UPS SCS WILL RESULT IN LIABILITY OF COSTS ON THE BEHALF OF SHIPPER.</p>	<p>NON PARCEL SHIPMENTS - SUPPLIER <u>MUST DISPLAY</u> FREIGHT COLLECT, 3RD PARTY BILLING ADDRESS ON BILL OF LADING:</p> <p>VERIZON COMMUNICATIONS C/O COYOTE LOGISTICS 960 NORTHPOINT PARKWAY SUITE 150 ALPHARETTA, GA 30005</p>
<p>SUPPLIER <u>MUST NOT DECLARE</u> VALUE OR DIRECT CARRIER TO PROVIDE ADDITIONAL CARGO INSURANCE</p>	<p>SUPPLIER <u>MUST HAVE FREIGHT PICKED, PACKED AND READY</u> BY SHIP DATE AND CARRIER PICK-UP TIME TO AVOID DELIVERY DELAYS</p>

1 – 350 lbs. GROUND SHIPMENTS DOMESTIC ONLY

SUPPLIER ROUTED. DO NOT CONTACT UPS SCS CALL CENTER
BILL TO: VERIZON C/O DATA2 Logistics VZRN02/VZRN01 PO Box 57990-0990 SALT LAKE CITY, UT 84107

- For materials that can be delivered by the required delivery dates (as indicated on the purchase order)
- UPS Ground Service (CWT/Hundredweight Program) Guidelines**
- Use **UPS Acct #6A499R** for Verizon Telco PO #s (billing zip code 76051) for 3rd party billing. PO #s starting with 86, 81, 83, 84 and 89.
- Use **UPS Acct #9V2949** for Verizon Business PO #s (billing zip code 38125) for 3rd party billing. PO #s start with 85 and 82.
- **Packages must not be palletized**
- **Maximum weight for total packages**
 - Maximum weight cannot exceed a total of 350 lbs of actual or dimensional [L x W x H / 194] weight when shipped to same destination with same ship date
- **Maximum weight and size per individual package**
 - Maximum weight can be up to 150 lbs [70kg] per package
 - Maximum length can be up to 108 inches [270 cm] per package
 - Maximum length and girth [L + (2 x Width) + (2 x Height)] can be up to 260 inches per package for ground.
 - Maximum weight for hazardous materials limited to 70 lbs [32 kg] per package
- **Labeling per individual package**
 - Affix UPS individual adhesive delivery address label to each package/box
 - Affix special heavy package label if individual package weighs more than 70 lbs (32 kg)
- **If above package limits are exceeded, then complete vendor routing request and email to UPSVerizonIBSupport@coyote.com or fax to (972) 724-6463 or 6464**

UPS SCS CALL CENTER CONTACT INFO

- Days of operations: Monday – Friday
- Hours of operations: 7:00a – 6:00p (CST)
- Email: UPSVerizonIBSupport@coyote.com
- Telephone: (800) 483-0015 (business hours)
- After hours/weekends: (800) 483-0015 (emergencies)
- Fax: (972) 724-6463 or 6464

Over 350 lbs. GROUND SHIPMENTS

- Complete Supplier Routing Request, then email to UPSVerizonIBSupport@coyote.com or fax to (972) 724-6463 or 6464
- Each pallet must be 42" x 42" and no higher than 46" in overall height and weighing no more than 2,000 lbs.
- For less-than-truckload and truckload shipments, BOL must contain:
 - **UPS SCS LOAD ID# REQUIRED ON BOL FOR PAYMENT**
 - **PO NUMBER**
 - **DO NOT MARK GUARANTEED UNLESS INSTRUCTED**
 - **SPECIAL INSTRUCTIONS MUST BE LISTED (IE 24 HOUR NOTICE)**
- For truckload shipments only, BOL must contain:
 - **NOTIFY UPS SCS CALL CENTER at least 24-48 hours prior to delivery to the Regional Distribution Centers: ALBURTUS, PA and Grapevine, TX for delivery appt.**

Over 1 lb. – EXPEDITED SHIPMENTS (air-overnight, 2nd day, 3rd day, or guaranteed ground)

- For materials that cannot meet the required delivery dates on PO
- For specialty transportation services requiring white glove, padded van, rigging, or crane services, etc.
- Maximum length and girth [L + (2 x W) + (2 x H)] can be up to 194 inches per package for air.
- Complete Vendor Routing Request, then email to UPSVerizonIBSupport@coyote.com or fax to (972) 724-6463 or 6464

CANADIAN / INTERNATIONAL SHIPMENTS

SEE THE INTERNATIONAL FREIGHT ROUTING GUIDE

SHIPPER'S NOTICE

- COMPLIANCE TO UPS SCS / VERIZON LOGISTICS' ROUTING AND SHIPPING GUIDELINES IS SHIPPER'S RESPONSIBILITY**
- Failure to comply with these requirements will result in freight costs charged back to supplier (including insurance if selected)
 - Freight charges due to non-compliant transactions shall be billed to the supplier.