

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

<p>SUPPLIER MUST APPLY INSTRUCTIONS TO PURCHASE ORDERS ISSUED BY VERIZON AS OUTLINED IN THE CONTRACTUAL AGREEMENT BETWEEN SUPPLIER AND VERIZON</p>	<p>SUPPLIER MUST ADHERE TO STANDARDS SET FORTH BY THE TCIF IMPLEMENTATION GUIDE FOR PACKAGE LABELING, PACKAGING AND SHIPPING CONTAINERS. HAZARDOUS MATERIALS MUST BE LABELED APPROPRIATELY</p>
<p>SUPPLIER MUST PROVIDE AND DISPLAY 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) DISPLAY SHIP DATE (5) DISPLAY TOTAL PALLETS OR MASTER SHIPPING UNITS (6) DISPLAY TOTAL WEIGHT (7) DISPLAY 3RD PARTY BILLING ADDRESS (8) DISPLAY VERIZON PO # 	<p>SUPPLIER MUST ENSURE 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 MUST AGGREGATE/CONSOLIDATE 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>Non Parcel Shipments - SUPPLIER MUST DISPLAY FREIGHT COLLECT, 3RD PARTY BILLING ADDRESS ON BILL OF LADING:</p> <p>VERIZON COMMUNICATIONS C/O UPS FINANCIAL SERVICE CENTER MAIL STOP 157 1335 NORTH MEADOW PARKWAY, SUITE 119 ROSWELL, GA 30076</p>
<p>SUPPLIER MUST NOT DECLARE VALUE OR DIRECT CARRIER TO PROVIDE ADDITIONAL CARGO INSURANCE</p>	<p>SUPPLIER MUST HAVE FREIGHT PICKED, PACKED AND READY BY SHIP DATE AND CARRIER PICK-UP TIME TO AVOID DELIVERY DELAYS</p>

1 – 350 lbs. GROUND SHIPMENTS

SUPPLIER ROUTED. DO NOT CONTACT UPS SCS CALL CENTER
BILL TO: VERIZON C/O IRON DATA, 3400 PLAYERS CLUB DRIVE STE 300, MEMPHIS, TN 38125

- 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 860, 810, 830 and 840
- Use **UPS Acct #9V2949** for Verizon Business PO #s (billing zip code 38125) for 3rd party billing. PO #s start with 850 and 820.
- 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 165 inches [419 cm] per package
 - 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 (Attachment B) and email to verizoninbound@ups.com or fax to (972) 724-6463 or 6464**

Over 350 lbs. GROUND SHIPMENTS

- Complete Supplier Routing Request (see Attachment B), then email to verizoninbound@ups.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**
- For truckload shipments only, BOL must contain:
 - **NOTIFY UPS SCS CALL CENTER at least 24-48 hours prior to delivery to the 5 Regional Distribution Centers: Lewisberry, PA, Ontario, CA, Tampa, FL, Grapevine, TX and Littleton, MA**

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

- For materials that cannot meet the required delivery dates
- For specialty transportation services requiring padded van, rigging, or crane services, etc.
- Complete Vendor Routing Request (see Attachment B), then email to verizoninbound@ups.com or fax to (972) 724-6463 or 6464

CANADIAN / INTERNATIONAL SHIPMENTS

SEE EXHIBIT I, SECTION I-2 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 excess freight costs charged back to supplier (including insurance if selected)
- Freight charges due to non-compliant transactions shall be billed to the supplier.

UPS SCS CALL CENTER CONTACT INFO

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