



Verizon Domestic Transportation Routing Guide

General Shipping Info

- **US Domestic Only** PO terms - (**FOB Origin**)- Verizon is responsible for shipping charges
- **Verizon PO** must be in a Reference Field with carrier on all Shipments regardless of mode (Parcel & Freight)
- Any **Expedited Shipping** regardless of mode requires written pre-approval from Verizon
- Supplier must follow all contractual requirements for package labeling, packaging and shipping containers. Hazardous material must be labeled and shipped appropriately.
- Palletized Shipments: **42W x 42L X 48H** (Max 48H), Max Weight **2,000 lbs.**, Corner Posts & Shrink Wrapped
- All International Shipments including Canada & Mexico - See "International Freight Routing Guide" at the below link
 - <http://vsource.verizon.com/PROCUREMENT/transportation.html>

Failure to comply with any requirements in this document will result in **all freight costs** being charged back to the supplier

Common Issues with Non-compliance

No PO referenced on shipment

Declared value on parcel (FedEx/UPS)

Parcel shipments over weight or dimensions

Failure to request freight carrier assignment from 4PL (Coyote/Ryder)

Failure to use 4PL BOL document upon shipping

Failure to consolidate shipments under a master BOL/PRO number as instructed by Coyote

Parcel Shipments (UPS)

1. Size Limits and Requirements: Shipment must **not be palletized**

- **70 lbs** Max weight for Hazardous Material
- **350 lbs** Max Weight per Shipment
- **90 lbs** Max weight per Package
- **96 inches** Max Length per Package (longest side)
- **130 inches** Max Girth per Package (L+2*W+2*H)

If any package in a shipment **exceeds any of the limits** above, please refer to Freight Section

2. Label Requirements

PO must be in a Reference Field in carrier upload for **each tracking number** and on the Physical Label

Individual label must be adhered to each package

All carrier label requirements for Heavy (over 70 lbs.) and Hazardous material must be followed

3. Billing and Account Instructions:

Do Not Declare Value on any parcel shipment (UPS)

Bill 3rd Party Account based on PO numbering

PO starting with 81, 83, 84, 86, 89 use **UPS Acct #6A499R**; Zip Code 75038

PO starting with 82, 85 use **UPS Acct #9V2949**; Zip Code 75038

Bill-To: Verizon C/O Data2 Logistics

VZRN02/VZRN01 - PO Box 57990-0990

Salt Lake City, UT 84107



Freight Shipments Requirements: Pallets - Truck Load and LTL Shipments

1. Shipping and Documentation:

- Freight must be ready for pickup before submitting shipping request unless otherwise approved.
- Any special pickup or delivery requirements on the PO related to the shipment must be supplied to Coyote on the routing request notes field or shipment memo field (Inside Delivery, Remove and Unpack material, 24hr notice).
- Supplier must submit **total shipment value in value fields** in CoyoteGo.
- Coyote may update the destination of a shipment based on Verizon rules, suppliers must adhere to these updates and must use Coyote provided BOLs with all shipments.

2. Shipper release to Carrier upon pick up:

Supplier is responsible to verify Carrier information upon pick up for secure transfer and release of goods.

Carrier must provide:

Carrier Company Name

Load # / BOL # for shipment they are picking up

If the Carrier information does not match your expected pick-up detail, please have the Carrier call their dispatch and/or contact: VZ.Domestic.Transportation@verizon.com; see Coyote contacts on the following page.

Supplier must record driver's name, carrier, time of arrival, and trailer number

Once carrier is loaded, the driver signs the final BOL, receives copies, and departs

Documentation Check: Driver must present the following to shipping personnel before release:

Bill of Lading (BOL)#

Purchase Order (PO) number or Load Number

Carrier Identification (Driver's License)



Freight Carrier Detail

- Shipments should be submitted through Coyote.com
- Email Verizon@Coyote.com if shipper login is needed. After Hours or Urgent Contact: **847-810-4754**
- Supplier must **aggregate all POs** shipped LTL or FTL using a single pro number and Bill of Lading with Same Origin and Destination Pair shipped on the same date
- Pro Number must be uploaded to Coyote.com within **24 hours of pickup**
- **Coyote BOL must be used.**

2. Billing Instructions: Freight Collect, 3rd Party Billing –

Coyote/RXO:

Bill-To:

Verizon C/O Coyote Logistics
960 Northpoint Parkway Suite 150
Alpharetta, GA 30005