**Verizon Domestic Transportation Routing Guide**

**General Shipping Info**

* **US Domestic Only** Shipping where Verizon is responsible for shipping charges on PO (FOB Origin)
* **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

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 Parcel shipments over weight or dimensions

Declared value on parcel shipments Failure to request freight carrier assignment from Coyote

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

**Parcel Shipments**

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

1. **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

1. **Billing and Account Instructions: Do Not Declare Value** on any shipment

**Bill 3rd Party** Account based on PO numbering **Bill-To:** Verizon C/O Data2 Logistics PO starting with 86, 81, 83, 84, 89 use **UPS Acct #6A499R**; Zip Code 75038 VZRN02/VZRN01 PO Box 57990-0990

PO starting with 85, 82 use **UPS Acct #9V2949**; Zip Code 75038 Salt Lake City, UT 84107

**Freight Shipments**

1. **Shipping and Documentation Requirements**
* Shipment requests should be submitted through **Coyote.com**; Email Verizon@Coyote.com if shipper login is needed or additional support is needed. After Hours or Urgent Contact: Verizon@coyote.com, **847-810-4754**
* Freight must be ready for pickup before submitting 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 (Inside Delivery, Remove and Unpack material, 24hr notice)
* 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 may update the destination** of a shipment based on Verizon rules, suppliers must adhere to these updates and should use Coyote provided BOLs with all shipments

If supplier doesn’t use Coyote provided BOL, they must ensure their BOL has the following:

Freight collect/Billing information Accurate Verizon PO in PO/Reference field

Coyote Load Number Intended Ship Date

Freight Class and NMFC code for each pallet Total Pallets or Shipping Units

Total Weight Per pallet/unit weight, dimensions, stackable

Special Delivery Instructions provided by Coyote

1. **Billing Instructions:** Freight Collect, 3rd Party Billing

**Bill-To:** Verizon C/O Coyote Logistics

960 Northpoint Parkway Suite 150

Alpharetta, GA 30005

**All International Shipments including Canada & Mexico**

See “International Freight Routing Guide” at the below link

<http://vsource.verizon.com/PROCUREMENT/transportation.html>