



# TRANSpec

## FASTENERS INC

2700 Handley Ederville Road, Fort Worth, TX 76118-6915  
817-462-9300 \* 800-451-8160 \* Fax 817-462-9336  
[www.transpec.com](http://www.transpec.com)  
CAGE CODE 0CYX7 \* DUNS 18-378-2176



## FREIGHT CARRIER ROUTING GUIDE

Should you need assistance or have any questions, you may contact:

Michelle Thornburg @ 817-462-9361 or  
[materials\\_mgr@transpec.com](mailto:materials_mgr@transpec.com)

HOURS: MONDAY – FRIDAY 8AM – 5PM Central Time

### 1. GENERAL INSTRUCTIONS:

#### A. **Shipments Within the Domestic United States:**

This guide provides direction on the handling of freight shipments wherein TranSpec Fasteners Inc is responsible for the charges. (i.e., Freight Collect) If there are specific shipping instructions incorporated in the terms and conditions of any order, they will take precedence over this guide.

#### B. **Shipments from Outside of The United States to TranSpec Fasteners, Inc., In the United States:**

Shipping instructions will generally be established on the individual order. If the purchase order does not state how the goods are to be shipped, contact: **Michelle Thornburg @ 817-462-9361 or materials\_mgr@transpec.com**

#### C. **Prepaid Shipments:**

For shipments where TranSpec Fasteners Inc does not specify a freight carrier and method, and TranSpec Fasteners, Inc. is paying for and absorbing the freight costs, it is recommended that the carrier be selected that offers the most economical charge and transit times available.

#### D. **Penalties for Non-Compliance:**

Penalties for non-compliance with these routing instructions will subject the shipper to either a \$100.00 service charge per shipment; and /or a deduction of any and all excess freight charges incurred by TranSpec Fasteners Inc. due to non-compliance from invoice.

### 2. SHIPPING HAZARDOUS MATERIALS:

Shipping hazardous material involves a very complicated set of regulations and attempting to address all situations is beyond the scope of this guide. TranSpec Fasteners, Inc. is only certified to ship said materials via United Parcel Service.



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### 3. SHIPPING DOCUMENTATION

#### A. **Packing Lists:**

A detailed packing list shall include the following information:

- Ship from location.
- Indicate the purchase order number/or tracking numbers.
- Quantity shipped for each item in the shipment.
- The purchase order item numbers, or manufacturer's part number, for each item shipped.

Attach the packing list securely to a designated shipping unit, carton, coil, Gaylord box, or bag.

#### B. **Bill of Lading:**

Bills of lading **MUST** include the following:

- Correct applicable NMFC commodity description, including the correct NMFC item number. When density is involved in classification, it must be shown because different densities provide different classifications, resulting in different freight charges.
- Purchase Order/or tracking number.
- Total number of cartons, styles, and weight, (itemized according to NMFC commodity description).
- Correct addresses and zip codes of the shipper, and consignee.

#### C. **Declared Value:**

The supplier shall declare the appropriate value, for insurance purposes, as directed by the terms of the purchase order. Failure to insure a shipment for the appropriate value will result in the cost of the lost and/or damage parts, if any, being deducted from your invoice. Cost of the lost and/or damaged parts will include the cost of the original material and all processes to date.

### 4. AIR FREIGHT

Under no circumstance is air freight to be used at the expense of TranSpec Fasteners, Inc. without advance specific shipment permission and instructions. If authorized, use the routed air carrier and ship collect using the corresponding TranSpec Fasteners Inc account number.

### 5. UPS GROUND SHIPMENTS 1 POUND TO 150 POUNDS

- A. When shipping to TranSpec Fasteners, Inc. facilities using UPS Ground Service, the cost will be charged to the TranSpec Fasteners Inc UPS account shown on our purchase order.
- B. Packages are **not** to exceed **50** pounds per box. Any surcharges billed to TranSpec for package weight non-compliance will be billed back to the shipper.
- C. When shipping 100 pounds to 150 pounds, please specify UPS Hundredweight service and comply with the UPS Hundred Weight shipping rules and requirements per UPS.



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## 6. INTERSTATE AND INTRASTATE SHIPMENTS (MOTOR CARRIER)

### A. Freight Classifications

When shipping via L.T.L. (less than truckload) carriers, the freight must be classified as CLASS 50 as found in The National Motor Freight Classification. Improperly classified freight that results in higher than necessary freight charges will result in the excess freight cost being deducted from the purchased material payment.

### B. Less Than Truckload Shipments 150 Pounds and up

TranSpec Fasteners Inc will determine the appropriate freight carrier. Please call **Michelle Thornburg @ 817-462-9361** or [materialsmgr@transpec.com](mailto:materialsmgr@transpec.com) for shipping instructions.