

# UPS Shipping Service Guidelines for Frontgate Vendors

Updated: 10/15/2021

# UPS Shipping Service Guide

## Purpose:

- This document provides our vendors guidance on how to correctly and most cost effectively use UPS to ship samples, swatches and other types of smaller parcel items.
- A key aspect includes choosing the appropriate level of “service” for shipping.
- Failure to ship within the guidelines outlined or without proper approval from the brand partners, will result in a vendor non-compliance chargeback, including a \$250 per occurrence fee plus the difference in service level costing.

# UPS Shipping Waybill

-All shipper and receiver boxes outlined **must** be completed as fully and accurately as possible to avoid mistakes, delays and possible extra charges.

PLEASE PRINT. SEE INSTRUCTIONS ON BACK.

SHIPPER'S UPS ACCOUNT NO. A		SHIPPER'S EMPLOYER IDENTIFICATION NUMBER (E.I.N.) B	
NAME OF SENDER C		TELEPHONE NO. (Very Important) D	
COMPANY NAME AND ADDRESS (Include ZIP Code) E			
POSTAL CODE		COUNTRY	
RECEIVER'S UPS ACCOUNT NO. 2		RECEIVER'S IDENTIFICATION NO. FOR CUSTOMS PURPOSES (V.A.T., Importer's No., R.F.C. No., etc.)	
NAME OF CONTACT PERSON C		TELEPHONE NO. (Very Important) D	
COMPANY NAME AND ADDRESS (Include Postal Code) E			
POSTAL CODE		COUNTRY	
RESIDENTIAL DELIVERY <input type="checkbox"/>			
PAYMENT OF CHARGES <i>not all options available to/from all countries</i>			
BILL SHIPPING CHARGES TO:			
<input type="checkbox"/> SHIPPER (S) <small>Account No. in Section 1</small> <input type="checkbox"/> RECEIVER (R) <small>Account No. in Section 2</small> <input type="checkbox"/> THIRD PARTY (T) <small>Enter Account No. Below</small>			
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK    THIRD PARTY COMPANY NAME: _____			
ENTER THIRD PARTY'S UPS ACCOUNT NO. OR SHIPPER'S MAJOR CREDIT CARD NO.    THIRD PARTY COUNTRY OR EXPIRATION DATE: _____			
BILL DUTIES AND TAXES TO (DUTIABLE SHIPMENTS ONLY):			
<input type="checkbox"/> SHIPPER (S) <small>Account No. in Section 1</small> <input type="checkbox"/> RECEIVER (R) <small>Account No. in Section 2</small> <input type="checkbox"/> THIRD PARTY (T) <small>Enter Account No. Below</small>			
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK    THIRD PARTY COMPANY NAME: _____			
THIRD PARTY ACCOUNT NO.: _____    THIRD PARTY COUNTRY: _____			

UPS Worldwide Services Waybill (non-negotiable)				
4 SERVICE LEVEL (Please mark large "X". Select one level only. Refer to the appropriate service guide for levels available.)				
EXPRESS PLUS				
EXPRESS				1
EXPRESS FREIGHT				
SAVER				1P
EXPEDITED				2
STANDARD				
SHIPMENT INFORMATION				
TOTAL NO. OF PACKAGES/PALLETS IN SHIPMENT A		TOTAL ACTUAL WEIGHT OF SHIPMENT B		POSTAL BILLABLE WEIGHT OF SHIPMENT (If different than B, enter, if applicable) C
D Mark "X" if All Packages/Pallets Are Same Size & Weight				
E Mark "X" if Large Package Surcharge applies to lead package				
F Mark "X" if Additional Handling Charge applies to lead package				
G <input type="checkbox"/> ENV <input type="checkbox"/> PAK <input type="checkbox"/> 10KG BOX <input type="checkbox"/> 25KG BOX <input type="checkbox"/> OTHER				
DESCRIPTION OF GOODS H				INDICATE # OF DOCUMENTS ONLY I
DECLARED VALUE OF SHIPMENT FOR CARRIAGE ONLY (US \$) J				DECLARED VALUE OF SHIPMENT FOR CUSTOMS ONLY (US \$) K
L REFERENCE NO. 1				
M REFERENCE NO. 2				
N COUNTRY OF ORIGIN (MANUFACTURE) OF GOODS				

UPS Waybill Tracking No. H559 745 002 6

SPECIAL INSTRUCTIONS			
<input type="checkbox"/> Saturday Delivery (Apply except Saturday Delivery routing label below Waybill.)			
7 U.S. SHIPPER'S EXPORT DECLARATION (S.E.D.)			
An S.E.D. is required when the value of any commodity is greater than \$2,500 U.S. or when an export license is required.			
<input type="checkbox"/> Check here if S.E.D. is included with Export Documents.			
<input type="checkbox"/> Enter your A.E.S. ITN number if S.E.D. is electronically filed.			
<input type="checkbox"/> Check here and complete section below if you want UPS to prepare an S.E.D. on your behalf.			
HARMONIZED TARIFF CODE	ECCN Export Commodity Control No.		
LICENSE NUMBER & EXPIRATION DATE OR LICENSE EXCEPTION			
COUNTRY OF ULTIMATE DESTINATION			
PARTIES TO TRANSACTION	RELATED	NON-RELATED	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When a gross value for carriage is declared in writing in the space provided on this waybill, the carrier's liability is limited by the carrier's Convention and any amendments thereto, and the other applicable provisions contained in the Terms and Conditions on the reverse side of this waybill which are incorporated herein by reference.			
Shipper certifies that these commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.			
Shipper agrees to the terms and conditions on the reverse side of this waybill. The shipper authorizes UPS to act as Forwarding agent for import control and customs purposes.			
B DATE OF SHIPMENT		SHIPPER'S SIGNATURE	
/ /			
RECEIVED FOR UPS BY:		DATE:	TIME:
When applicable, use reverse side of Shipper's Copy to calculate charges. Record total here.		SHIPPING CHARGES:	

UPS COPY

# UPS Shipping Services – Waybill Selection

Vendors / Agents are instructed to utilize these service levels when shipping samples, swatches and other items to FG or GR.

Please Select:

- **SAVER** – This is the cheapest International option and should be chosen for anything 1 lb and under.
- **EXPEDITED** – Provides an approximate 2-5 day transit time. This International option should be chosen for anything 1 lb and up to 109 lbs.
- **NOTE** - *Should any other option be used without written permission from a member of Cinmar LLC, a chargeback will be applied.*

PLEASE PRINT. SEE INSTRUCTIONS ON BACK.

SHIPPER'S UPS ACCOUNT NO. A		SHIPPER'S EMPLOYER IDENTIFICATION NUMBER (E.I.N.) B		<b>UPS</b> Worldwide Services Waybill (non-negotiable)		4 SERVICE LEVEL (Please mark large "X". Select one level only. Refer to the appropriate service guide for levels available.) <b>EXPRESS PLUS</b> <b>EXPRESS</b> <b>EXPRESS FREIGHT</b> <b>SAVER</b> <b>EXPEDITED</b> <b>STANDARD</b>	1 1P 2
NAME OF SENDER C		TELEPHONE NO. (Very Important) D					
COMPANY NAME AND ADDRESS (Include ZIP Code) E							
POSTAL CODE	COUNTRY						
RECEIVER'S UPS ACCOUNT NO. A		RECEIVER'S IDENTIFICATION NO. FOR CUSTOMS PURPOSES (V.A.T., Importer's No., R.F.C. No.) B		5 SHIPMENT INFORMATION TOTAL NO. OF PACKAGES/PALLETS IN SHIPMENT A TOTAL ACTUAL WEIGHT OF SHIPMENT B TOTAL BILLABLE WEIGHT OF SHIPMENT (If greater than 68kg, use this from Entry, if applicable) C D Mark "X" if All Packages/Pallets Are Same Size & Weight E Mark "X" if Large Package Surcharge applies to lead package F Mark "X" if Additional Handling Charge applies to lead package G <input type="checkbox"/> ENV <input type="checkbox"/> PAK <input type="checkbox"/> 10KG BOX <input type="checkbox"/> 25KG BOX <input type="checkbox"/> OTHER H DESCRIPTION OF GOODS I INDICATE # DOCUMENTS ONLY Mark "X" if shipper only certifies documents of no commercial value J DECLARED VALUE OF SHIPMENT FOR CARRIAGE ONLY (US \$) K DECLARED VALUE OF SHIPMENT FOR CUSTOMS ONLY (US \$) L REFERENCE NO. 1 REFERENCE NO. 2		6 COUNTRY OF ORIGIN (MANUFACTURE) OF GOODS	
NAME OF CONTACT PERSON C		TELEPHONE NO. (Very Important) D					
COMPANY NAME AND ADDRESS (Include Postal Code) E							
POSTAL CODE	COUNTRY						
3 PAYMENT OF CHARGES <i>not all options available to/from all countries</i> <b>BILL SHIPPING CHARGES TO:</b> <input type="checkbox"/> SHIPPER (S) Account No. in Section 7 <input type="checkbox"/> RECEIVER (R) Account No. in Section 2 <input type="checkbox"/> THIRD PARTY (T) Enter Account No. Below <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK THIRD PARTY COMPANY NAME: _____							
ENTER THIRD PARTY'S UPS ACCOUNT NO. OR SHIPPER'S MAJOR CREDIT CARD NO. THIRD PARTY COUNTRY OR EXPIRATION DATE: _____							
<b>BILL DUTIES AND TAXES TO (DUTIABLE SHIPMENTS ONLY):</b> <input type="checkbox"/> SHIPPER (S) Account No. in Section 7 <input type="checkbox"/> RECEIVER (R) Account No. in Section 2 <input type="checkbox"/> THIRD PARTY (T) Enter Account No. Below THIRD PARTY COMPANY NAME: _____ THIRD PARTY ACCOUNT NO.: _____ THIRD PARTY COUNTRY: _____							
7 U.S. SHIPPER'S EXPORT DECLARATION (S.E.D.) An S.E.D. is required when the value of any commodity is greater than \$2,500 U.S. or when an export license is required. <input type="checkbox"/> Check here if S.E.D. is included with Export Documents. <input type="checkbox"/> Enter your A.E.S. ITN number if S.E.D. is electronically filed.							
SPECIAL INSTRUCTIONS <input type="checkbox"/> Saturday Delivery (Apply except Saturday Delivery routing label below Waybill.) <input type="checkbox"/> Check here and complete section below if you want UPS to prepare an S.E.D. on your behalf. HARMONIZED TARIFF CODE _____ ECCN Export Commodity Control No. _____ LICENSE NUMBER & EXPIRATION DATE OR LICENSE EXCEPTION _____ COUNTRY OF ULTIMATE DESTINATION _____ PARTIES TO TRANSACTION <input type="checkbox"/> RELATED <input type="checkbox"/> NON-RELATED							
8 DATE OF SHIPMENT _____ SHIPPER'S SIGNATURE _____ RECEIVED FOR UPS BY: _____ DATE: _____ TIME: _____ When applicable, use reverse side of Shipper's Copy to calculate charges. Record total here. SHIPPING CHARGES: _____							

02876501 1/13 RRD

FOR INTERNATIONAL INFORMATION OR ASSISTANCE CALL 1-800-782-7892

UPS COPY



# UPS Shipping Services – Incorrect Waybill

**\*\*DO NOT SELECT\*\*:**

- **EXPRESS PLUS** (2-3 day AM delivery)
- **EXPRESS FREIGHT**

-There is a premium of almost 2.5x the cost for this additional service which is proving to be non-value added since EXPEDITED arrives in almost the same time frame.

PLEASE PRINT. SEE INSTRUCTIONS ON BACK.


<b>1 SHIPPER'S UPS ACCOUNT NO.</b>		<b>SHIPPER'S EMPLOYER IDENTIFICATION NUMBER (E.I.N.)</b>		<b>UPS Worldwide Services Waybill (non-negotiable)</b> 		 UPS Waybill Tracking No. H559 745 002 6
A		B				
<b>NAME OF SENDER</b>		<b>TELEPHONE NO. (Very Important)</b>		<b>4 SERVICE LEVEL</b> (Please mark large "X". Select one level only. Refer to the appropriate service guide for levels available.)		SPECIAL INSTRUCTIONS <input type="checkbox"/> Saturday Delivery (Apply except Saturday Delivery routing label below Waybill.) <b>7 U.S. SHIPPER'S EXPORT DECLARATION (S.E.D.)</b> An S.E.D. is required when the value of any commodity is greater than \$2,500 U.S. or when an export license is required. <input type="checkbox"/> Check here if S.E.D. is included with Export Documents. <input type="checkbox"/> Enter your A.E.S. ITN number if S.E.D. is electronically filed.
C		D				
<b>COMPANY NAME AND ADDRESS (Include ZIP Code)</b>				<b>EXPRESS PLUS</b>		<input type="checkbox"/> EXPRESS <input checked="" type="checkbox"/> <b>EXPRESS PLUS</b> <input type="checkbox"/> EXPRESS FREIGHT <input type="checkbox"/> SAVER <input type="checkbox"/> EXPEDITED <input type="checkbox"/> STANDARD
E				1		
<b>POSTAL CODE</b>		<b>COUNTRY</b>		<input checked="" type="checkbox"/> 1P		<input type="checkbox"/> Check here and complete section below if you want UPS to prepare an S.E.D. on your behalf. HARMONIZED TARIFF CODE ECEN Export Commodity Control No. LICENSE NUMBER & EXPIRATION DATE OR LICENSE EXCEPTION COUNTRY OF ULTIMATE DESTINATION PARTIES TO TRANSACTION <input type="checkbox"/> RELATED <input type="checkbox"/> NON-RELATED
F		G		2		
<b>RECEIVER'S UPS ACCOUNT NO.</b>		<b>RECEIVER'S IDENTIFICATION NO. FOR CUSTOMS PURPOSES (V.A.T., Importer's No., R.F.C. No., etc.)</b>		<b>5 SHIPMENT INFORMATION</b>		UNLESS A greater value for carriage is declared in writing in the space provided on this waybill, the carrier's liability is limited by the Warsaw Convention and any amendments thereto, and the other applicable provisions contained in the Terms and Conditions on the reverse side of this waybill which are incorporated herein by reference. The shipper certifies that these commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Division contrary to U.S. law is prohibited. The shipper agrees to the terms and conditions on the reverse side of this waybill. The shipper authorizes UPS to act as forwarding agent for export control and customs purposes.
A		B				
<b>NAME OF CONTACT PERSON</b>		<b>TELEPHONE NO. (Very Important)</b>		TOTAL NO. OF PACKAGES/PALLETS IN SHIPMENT TOTAL ACTUAL WEIGHT OF SHIPMENT TOTAL BILLABLE WEIGHT OF SHIPMENT (Use actual weight unless from Europe, if applicable)		
C		D		A B C D Mark "X" if All Packages/Pallets Are Same Size & Weight E Mark "X" if Large Package Surcharge applies to lead package F Mark "X" if Additional Handling Charge applies to lead package G <input type="checkbox"/> ENV <input type="checkbox"/> PAK <input type="checkbox"/> 10KG BOX <input type="checkbox"/> 25KG BOX <input type="checkbox"/> OTHER H DESCRIPTION OF GOODS I INDICATE # DOCUMENTS ONLY Mark "X" if shipper only certifies documents as no commercial value J DECLARED VALUE OF SHIPMENT FOR CARRIAGE ONLY (US \$) K DECLARED VALUE OF SHIPMENT FOR CUSTOMS ONLY (US \$) L REFERENCE NO. 1 REFERENCE NO. 2		
<b>COMPANY NAME AND ADDRESS (Include Postal Code)</b>		<b>POSTAL CODE</b>		<b>6 COUNTRY OF ORIGIN (MANUFACTURE) OF GOODS</b>		
E		F		RESIDENTIAL DELIVERY <input type="checkbox"/>		
<b>3 PAYMENT OF CHARGES</b> <i>not all options available to/from all countries</i>		<b>BILL SHIPPING CHARGES TO:</b>		8 DATE OF SHIPMENT SHIPPER'S SIGNATURE		
<input type="checkbox"/> SHIPPER (S) Account No. in Section 1 <input type="checkbox"/> RECEIVER (R) Account No. in Section 2 <input type="checkbox"/> THIRD PARTY (T) Enter Account No. Below <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK THIRD PARTY COMPANY NAME: _____ ENTER THIRD PARTY'S UPS ACCOUNT NO. OR SHIPPER'S MAJOR CREDIT CARD NO. _____ THIRD PARTY COUNTRY OR EXPIRATION DATE: _____		THIRD PARTY COMPANY NAME: _____ THIRD PARTY ACCOUNT NO.: _____ THIRD PARTY COUNTRY: _____		RECEIVED FOR UPS BY: _____ DATE: _____ TIME: _____ When applicable, use reverse side of Shipper's Copy to calculate charges. Record total here.		
<b>BILL DUTIES AND TAXES TO (DUTIABLE SHIPMENTS ONLY):</b>		SHIPPER (S) Account No. in Section 1 RECEIVER (R) Account No. in Section 2 THIRD PARTY (T) Enter Account No. Below THIRD PARTY COMPANY NAME: _____ THIRD PARTY ACCOUNT NO.: _____ THIRD PARTY COUNTRY: _____		02876501 1/13 RRD FOR INTERNATIONAL INFORMATION OR ASSISTANCE CALL 1-800-782-7892		

UPS COPY

# UPS Shipping Services – Incorrect Waybill

- Vendors are **NOT** to choose EXPRESS PLUS or EXPRESS FREIGHT when shipping samples, swatches or any other item(s). Suppliers who choose these service levels without prior written approval from a member of FG or GR will be subject to a vendor non-compliance penalty, including a \$250 fee plus the difference in service level costing.

PLEASE PRINT. SEE INSTRUCTIONS ON BACK.

SHIPPER'S UPS ACCOUNT NO. A		SHIPPER'S EMPLOYER IDENTIFICATION NUMBER (E.I.N.) B	
NAME OF SENDER C		TELEPHONE NO. (Very Important) D	
COMPANY NAME AND ADDRESS (Include ZIP Code)			
POSTAL CODE		COUNTRY	
RECEIVER'S UPS ACCOUNT NO. A		RECEIVER'S IDENTIFICATION NO. FOR CUSTOMS PURPOSES (V.A.T., Importer's No., R.F.C. No., etc.) B	
NAME OF CONTACT PERSON C		TELEPHONE NO. (Very Important) D	
COMPANY NAME AND ADDRESS (Include Postal Code)			
POSTAL CODE		COUNTRY	
<b>3 PAYMENT OF CHARGES</b> <i>not all options available to/from all countries</i> <b>BILL SHIPPING CHARGES TO:</b> <input type="checkbox"/> SHIPPER (S) <small>Account No. in Section 1</small> <input type="checkbox"/> RECEIVER (R) <small>Account No. in Section 2</small> <input type="checkbox"/> THIRD PARTY (T) <small>Enter Account No. Below</small> <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK    THIRD PARTY COMPANY NAME: _____ ENTER THIRD PARTY'S UPS ACCOUNT NO. OR SHIPPER'S MAJOR CREDIT CARD NO. _____ THIRD PARTY COUNTRY OR EXPIRATION DATE _____			
<b>BILL DUTIES AND TAXES TO (DUTIABLE SHIPMENTS ONLY):</b> <input type="checkbox"/> SHIPPER (S) <small>Account No. in Section 1</small> <input type="checkbox"/> RECEIVER (R) <small>Account No. in Section 2</small> <input type="checkbox"/> THIRD PARTY (T) <small>Enter Account No. Below</small> THIRD PARTY COMPANY NAME: _____ THIRD PARTY ACCOUNT NO.: _____ THIRD PARTY COUNTRY: _____			
02876501 1/13 RRD			
<b>UPS Worldwide Services Waybill</b> (non-negotiable)			
<b>4 SERVICE LEVEL</b> (Please mark large "X". Select one level only. Refer to the appropriate service guide for levels available.)			
<input checked="" type="checkbox"/> <b>EXPRESS PLUS</b>		<input type="checkbox"/> 1	
<input type="checkbox"/> EXPRESS		<input type="checkbox"/> 1P	
<input type="checkbox"/> EXPRESS FREIGHT		<input type="checkbox"/> 2	
<input type="checkbox"/> SAVER		<input type="checkbox"/> 2	
<input type="checkbox"/> EXPEDITED		<input type="checkbox"/> 2	
<input type="checkbox"/> STANDARD		<input type="checkbox"/> 2	
<b>5 SHIPMENT INFORMATION</b>			
TOTAL NO. OF PACKAGES/PALLETS IN SHIPMENT A		TOTAL ACTUAL WEIGHT OF SHIPMENT B	
TOTAL VOLUMETRIC WEIGHT OF SHIPMENT C		TOTAL BILLABLE WEIGHT OF SHIPMENT (Use actual weight unless otherwise indicated)	
D Mark "X" if All Packages/Pallets Are Same Size & Weight			
E Mark "X" if Large Package Surcharge applies to lead package			
F Mark "X" if Additional Handling Charge applies to lead package			
G <input type="checkbox"/> ENV <input type="checkbox"/> PAK <input type="checkbox"/> 10KG BOX <input type="checkbox"/> 25KG BOX <input type="checkbox"/> OTHER			
DESCRIPTION OF GOODS H			INDICATE # DOCUMENTS ONLY I
DECLARED VALUE OF SHIPMENT FOR CARRIAGE ONLY (US \$) J		DECLARED VALUE OF SHIPMENT FOR CUSTOMS ONLY (US \$) K	
L REFERENCE NO. 1 REFERENCE NO. 2			
<b>6 COUNTRY OF ORIGIN (MANUFACTURE) OF GOODS</b>			
8 DATE OF SHIPMENT _____ SHIPPER'S SIGNATURE _____			
RECEIVED FOR UPS BY: _____		DATE: _____ TIME: _____	
When applicable, use reverse side of Shipper's Copy to calculate charges. Record total here.		SHIPPING CHARGES: _____	
7 U.S. SHIPPER'S EXPORT DECLARATION (S.E.D.) An S.E.D. is required when the value of any commodity is greater than \$2,500 U.S. or when an export license is required. Check here if S.E.D. is included with Export Documents. <input type="checkbox"/> Enter your A.E.S. ITN number if S.E.D. is electronically filed. _____ Check here and complete section below if you want UPS to prepare an S.E.D. on your behalf. <input type="checkbox"/> HARMONIZED TARIFF CODE _____ ECCN Export Commodity Control No. _____ LICENSE NUMBER & EXPIRATION DATE OR LICENSE EXCEPTION _____ COUNTRY OF ULTIMATE DESTINATION _____ PARTIES TO TRANSACTION <input type="checkbox"/> RELATED <input type="checkbox"/> NON-RELATED			
UPS Waybill Tracking No. H559 745 002 6 SPECIAL INSTRUCTIONS Saturday Delivery (Apply except Saturday Delivery routing label below Waybill.) <input type="checkbox"/> UPS COPY			

# UPS International Routing Guide

Please ensure the UPS International Routing Guide is followed at all times. \*\*SEE NEXT SLIDE FOR ROUTING GUIDE.

## - At A Glance

### a. UPS Saver to be used for:

- Any item/package under 1lb.

### b. UPS Worldwide Expedited to be used for items that meet BOTH criteria as:

- Any item/package 1lb and up to 109lbs. **AND**
- LG (length + girth) less than 157".

#### 1. Calculating LG (Length + Girth)

- ✓ Length + Girth, where Girth =  $2x \text{ width} + 2x \text{ height}$ .
- ✓ UPS will use the largest number as the length so the width and height should be calculated using the two smallest numbers in your dims.
- ✓ EXAMPLE: A sample has dims of 34" x 31" x 38". Take the two smallest numbers (34" & 31") and multiply those by 2, where  $34" \times 2 = 68"$  and  $31" \times 2 = 62"$ . Those two numbers added together ( $68" + 62"$ ) give you your total **GIRTH** of 130". Take that number and add the largest number left (LENGTH) which is 38" and that gives you a total Length ( $38" + \text{Girth } 130"$ ) = 168". Based on the maximum allowable requirement of 157" Length + Girth – this item is NOT acceptable to ship UPS.
- ✓ In this case, since 157" is the max, if this item does ship UPS, it will incur an overmax fee and those can range from \$800 – \$1000+. That fee will be charged back to the supplier plus a \$250 administrative fee.

- If an item/package is over 109lbs **and/or** exceeds the LG of 157", please contact your merchant or sourcing specialist to advise on a ship method. **DO NOT** ship these items/packages via UPS unless approved.

### c. Should a method need to be used, other than UPS Saver or UPS WW Expedited, an approval must be sent in writing, by your FG merchant or sourcing specialist. If not shipped with proper approval / authorization, chargebacks will apply.

To access vendor information, you may click on this link.

<http://www.ccsghinc.com/cinmar.htm>

And scroll down to Routing Guides, choosing “International Routing Guide” to access the form on the right.



**FRONTGATE®**  
**grandinroad.**  
**CINMAR INTERNATIONAL ROUTING GUIDE**

DIMENSIONS/ WEIGHT	ORIGIN COUNTRY	NOMINATED CARRIER	FREIGHT TERMS	ACCOUNT NUMBER
1. Pkg. Length (longest side) does not > 108 in / 274 cm. 2. Pkg. Length + Girth (2xW) + (2xH) does not > 157 in / 399 cm. 3. Pkg. Billable Wgt.* = or < than 50 kilos / 109 lbs.	All Origins	UPS	Collect	Contact Merchant
<b>Select WW Expedited as the UPS Service for Package &amp; WW Express Saver for Letter. Any other UPS Service requires Approval from the Cinmar Merchant Team</b>				
<b>Any Air Freight of Samples or Purchase Orders requires Approval and to reach out directly to the Merchant to obtain Routing Instructions and Account Number</b>				
<b>Reference Purchase Order Number in the Reference Field of the Airway Bill</b>				
<b>Issues contact <a href="mailto:enterprisesupport@ups.com">enterprisesupport@ups.com</a></b>				

*\*Billable Wgt. = greater of Dim. Wgt. vs Act. Wgt. [Dim. Wgt. = Volume (cubic in.) / 300]*

DIMENSIONS/ WEIGHT	ORIGIN COUNTRY	NOMINATED CARRIER
1. Pkg. Length (longest side) does not > 108 in / 274 cm. 2. Pkg. Length + Girth (2xW) + (2xH) does not > 157 in / 399 cm. 3. Pkg. Billable Wgt.* = or < than 50 kilos / 109 lbs.	Canada Mexico	See Domestic Routing Guide
<b>Reference Purchase Order Number in the Reference Field of the Bill of Lading</b>		

DIMENSIONS/ WEIGHT	ORIGIN COUNTRY	BOOKING AGENT	FREIGHT TERMS	ACCOUNT NUMBER
1. Pkg. Length (longest side) is > 108 in / 274 cm. 2. Pkg. Length + Girth (2xW) + (2xH) is > 157 in / 399 cm. 3. Pkg. Billable Wgt.* > than 50 kilos / 109 lbs.	All Origins (except Canada/Mexico)	CH Robinson	Collect	Not Required
<b>BOOKING AGENT ORIGIN CONTACT INFORMATION</b>				
See CH Robinson Origin Contact List				
<b>CUSTOMS DOCUMENTS &amp; EXPRESS RELEASE/SEAWAY BILL SUBMITTED TO ORIGIN COUNTRY DOCUMENTS</b>				
All Origins		<b>EXPRESS RELEASE/SEAWAY BILL TO CH ROBINSON ORIGIN OFFICE BOOKING AGENT</b>		



# Additional Notes

- Please DO NOT mark waybills to have the receiver pay import fees. This will result in delays and possibly the return of item(s) to the shipper.
- When shipping multiple packages out at once, please send under SEPARATE tracking numbers to avoid extra fees. UPS may lump them together into ONE shipment, causing weights or dims to go over max. Please work with UPS up front to ship each package separately in order to avoid unnecessary fees.
- When shipping UPS, please make sure to use the appropriate UPS account number. If you are unsure as to what account number to use, please contact your Merchant or Sourcing Specialist and they will provide that to you.
- Please be sure the UPS account number(s) are keyed in properly. Inputting incorrect account numbers can cause delays in shipment and could incur additional costs. Example: Inverting two numbers will create an incorrect account number so please double check your entries.
- ALWAYS refer to the International Routing Guide.  
<http://www.ccsinc.com/private/FG/InternationalRoutingGuideFG.pdf>
- Should there be any questions or concerns regarding a sample shipment, please always reach out to your Merchant or Sourcing Specialist.