



US Domestic Routing Guide for Suppliers

March 2024 Rev 1.3



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US Routing Guidelines

Dear Valued Supplier,

All shipments that do not meet our “Prepaid” terms and are being billed to a Specialty Bolt & Screw, Inc. (SBS) freight account as “Collect” or “Third Party” are expected to conform to this routing guide by March 18, 2024. SBS reserves the right to dispute freight costs associated with any shipment that does not comply with the instructions set forth in the Routing Guide.

Consolidation Requirements

All orders with the same ship date, destination/consignee, and service level must be consolidated into a single shipment moving under a single Bill of Lading. As mentioned in the Packaging Requirements, when consolidating, a carton cannot exceed 40 lbs and all shipments 150 lbs or more must be palletized.

Packaging Requirements

- **DO NOT** ship cartons over 40 lbs.
- Shipments of more than 15 cartons and/or over 149 lbs must be palletized.
- **DO NOT** stack pallets.

Label Requirements

- **Packing lists** must be readily visible/secured to the outside surface of the package and must show all order numbers included in the shipping container.
- **Country of Origin** should be clearly marked on either the product or the shipping container.
- **Bill of Ladings** should include the following information when created:
 - Order number(s)
 - Pallet and carton count
 - NMFC and Freight Class

Invalid Accessorial Selections


- **Declared Value**
- **Signature Required**
- **Residential Delivery**
- **Guaranteed Service:** Refer to the section titled “Expedited” for time sensitive shipments.
- **Saturday Delivery:** Refer to the section titled “Expedited” for time sensitive shipments.

Returns

If a shipment is returned due to a supplier quality issue – SBS will not be responsible for freight charges, returns will be sent back to the supplier as a “Collect” shipment. Additionally, SBS is not responsible for freight charges to ship the material back to SBS once the product is repaired and/or replaced.

Shipment Request Form

To minimize back-and-forth emails, use the Shipment Request Form when emailing Logistics@SpecialtyBolt.com for shipping instructions by copying the form and pasting it into the body of email. Please format the Subject Line as follows: "Vendor Name – Ready for pick up – Date "

		Date requested: <input type="text"/>	
Shipment/Quote Request Form			
Company Tel: 413-789-6700 x 5003 Company Fax: 413-789-9319			
Ship Date			
Delivery Date			
Incoterm/Freight pay term			
SBS Reference Number			
Type of Service [i.e., Priority/ Economy]			
Ship From name:			
Ship From Address			
Ship From [city, state zip]			
Shipper Contact Info.	POC:	Email:	
Shipping Hours			
Ship To name:			
Ship to Address			
Ship To [city, state zip]			
Receiver Contact Info.	POC:	Email:	
Receiving Hours			
Est Number of Pcs/Cartons/Skids			
Dimensions [LxWxH]			
Est Total Weight			
Shipment Details (NMFC/Class)			

Quick Reference Routing Guide

If the shipment does not meet the Prepaid terms please use the below accounts, unless otherwise specified on the PO.

Packaging Requirements:

- **DO NOT** ship cartons over 40 lbs.
- Shipments of more than 15 cartons and/or over 149 lbs must be palletized.
- **DO NOT** stack pallets.

Palletized

Under 5,000 lbs or under 5 pallets use R&L Account: SPEAGA

Over 4,999 lbs or over 4 pallets, email the Shipment Request form to Logistics@specialtybolt.com

For shipments to SBS US Locations, please utilize the following "ship to" address:

SBS Agawam 235 Bowles Road Agawam, MA USA 01001 Receiving Hours: Mon – Fri, 0800 - 1600 FedEx Ground Account#: 110940602	SBS West 42015 Remington Avenue, Suite 103 Temecula, CA USA 92590 Receiving Hours: Mon – Fri, 0800 - 1600 FedEx Ground Account#: 110940602
SBS Montana 9063 Bonner Mill Rd Bonner, MT USA 59823 Receiving Hours: Mon – Fri, 0900 - 1500 FedEx Ground Account#: 723729815	SBS Wisconsin 4145 Courtney Street, Suite # 3 Franksville, WI USA 53126 Receiving Hours: Mon – Fri, 0800 - 1500 FedEx Ground Account#: 878631390
SBS Michigan 16410 Grove Road Lansing, MI USA 48906 Receiving Hours: Mon – Fri, 0900 – 1500 FedEx Ground Account#: 110940602	SBS Minnesota 956 East Hill Street Saint Peter, MN USA 56082 Receiving Hours: Mon – Fri, 0900 - 1500 FedEx Ground Account#: 110940602

For shipments to SBS Canada Locations, please utilize the following "ship to" address:

SBS Valcourt C/O Livingston Customs Broker 395 Caswell Avenue Derby Line, VT USA 05830 Receiving Hours: Mon – Fri, 0900 - 1600 FedEx Ground Account#: 967597317

For shipments to SBS Mexico Locations, please utilize the following "ship to" address:

SBS Juarez C/O EP Logistics, LLC 9601 Pan American Drive El Paso, TX USA 79927 Receiving Hours: Mon – Fri, 0900 - 1600 FedEx Ground Account#: 804149708	SBS Monterrey / Queretaro C/O EP Logistics, LLC 13481 Resource Drive, Dock 39 & 40 Laredo, TX USA 78045 Receiving Hours: Mon – Fri, 0900 - 1600 FedEx Ground Account#: 723805856
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For more information, please visit <https://shop.specialtybolt.com/supplierinfo/supplier>

If there are any issues creating the shipment label or arranging pickup, email the Shipment Request Form to Logistics@SpecialtyBolt.com for routing instructions.

Shipping Instructions

If there are any issues creating the shipment label or arranging pickup, email the Shipment Request Form to Logistics@SpecialtyBolt.com for routing instructions.

Small Package Shipments

Preferred Carrier: FedEx

All small package shipments (under 150 lbs and/or less than 16 cartons) must be routed with **FedEx Ground**, unless otherwise specified.

Important Note: Do not use FedEx small package for shipments that are palletized – shipments must be palletized when over 149 lbs or 15 cartons. Refer to the next section for instructions if shipping palletized orders.

Truck Shipments

Shipments under 5,000 lbs or under 5 Pallets

Preferred Carrier: RL Carriers

Any shipment of more than 15 cartons and/or over 149 lbs must be palletized and routed with **RL Carriers Standard Service** using account number SPEAGA, unless otherwise specified. To arrange a pickup, please call 800-543-5589.

Important Note: The SBS Agawam information must be used in the “Bill To” section for “Collect” shipments going to SBS Agawam as well as “Third Party” shipments going to all other SBS locations or vendor-to-vendor.

Shipments over 4,999 lbs or over 4 pallets

For shipments that are over 4,999 lbs or 4 pallets, email the Shipment Request Form to Logistics@SpecialtyBolt.com for routing instructions.

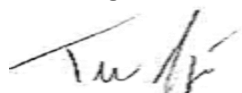
Expedited Shipments

For shipments that need to be expedited email the Shipment Request Form to Logistics@SpecialtyBolt.com for routing instructions.

SBS will only pay freight charges if all the instructions within this routing guide are followed. SBS reserves the right to dispute freight costs associated with a shipment that does not adhere to these guidelines. If you have questions or concerns regarding the material included here in, please contact US HQ Logistics at Logistics@SpecialtyBolt.com

Thank you for your continued partnership.

Sincerely,
Teah Gagné



Global Logistics Manager
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