



PO Box 3365  
Tulsa, OK 74101  
(918) 878-4620

April 5, 2021

Dear Valued Supplier,

In an effort to streamline processes and oversee a managed transportation program, **The NORDAM Group** has developed the following routing guide for all **TNG (The NORDAM Group)** suppliers and customers.

Your full compliance is necessary upon receipt of this notification, when shipping to all TNG Divisions. This correspondence guides the services of Parcel, Less-Than-Truckload, Expedite, Truckload & International and replaces all previously published guides.

For any **domestic** shipment, over **75 pounds** or packages with a large size to weight ratio, please contact The NORDAM Group's Dedicated Account team at **Echo Logistics** to obtain routing instructions:

[nordam@echo.com](mailto:nordam@echo.com)

Phone: 224-251-6199

Please have all required information pertaining to the shipment available when contacting **Echo**:

- Shipment ready time and latest pickup time
- Ship to & from address and contact
- Weight & Dimensions per Handling Unit
- Freight Class & Commodity Description (NMFC if available)
- Piece and/or Handling Unit Count
- Purchase Order Number Issued by The NORDAM Group
- Delivery Date & Time Requirements
- Any special instructions for pick up or delivery (hazardous material, lift-gate, temperature controlled, etc.)

Please note the following parameters regarding shipping the correct mode:

- |                                |                                    |
|--------------------------------|------------------------------------|
| • LTL                          | 1 to 5 Pallets, up to 7,500 lbs    |
| • Volume LTL/Partial Truckload | 1 to 15 pallets, up to 29,000 lbs  |
| • Full Truckload - FTL         | 10 to 30 pallets, up to 43,000 lbs |

**IMPORTANT: Shipments are to be scheduled at least 24 hours in advance of latest pickup time.**

Echo Logistics will create and provide the Bill of Lading (BOL) and schedule the carrier to arrive at the specified date and time with any special instructions provided at the time of booking.

**Failure to adhere to the instructions listed within this guide or as directed by NORDAM Transportation will result in a charge back to the supplier the excess fees of what buyer would have incurred.**

The shipper is presumed to know the characteristics of its merchandise and is responsible for proper cargo packaging to ensure that shipment arrives at NORDAM damage free.



**Domestic Parcel Shipments:**

FedEx Serves as the Primary Provider for The NORDAM Group, and UPS as a Secondary Provider.

When deemed necessary by The NORDAM Group, we may direct Suppliers to expedite delivery. As directed by the NORDAM Purchase Order and / or written authorization from the NORDAM buyer, the Shipper will be authorized to utilize an expedited service to ensure that all packages arrive at The NORDAM Group within three to five (3-5) business days.

**The NORDAM Group does not authorize use of FedEx First Overnight and UPS Next Day Air Early Service levels – any use of these services will result in a charge back to the supplier.**

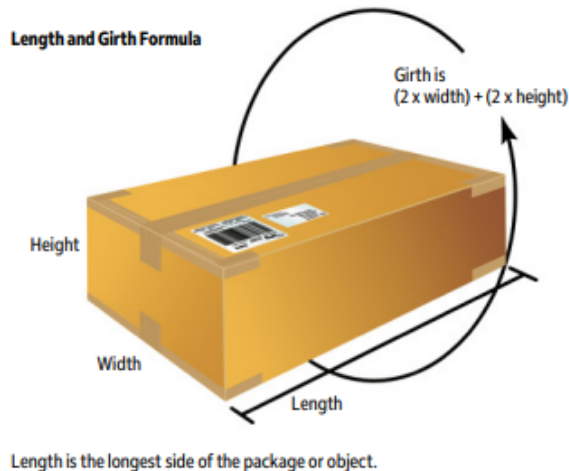
Parcel Shipments		Carrier	Service Level	Account Number	Notes
Primary	Non Palletized Boxes weighing <150lbs (68kg)	FedEx Ground	Ground	Obtain from TNG Buyer	Shipments must not exceed 108" Length or 165" Length and Girth Combined
Primary - Expedited		FedEx Express	Standard Overnight or Priority Overnight	<b>Prior Authorization Required</b>	Shipments must not exceed 119" Length or 165" Length and Girth Combined
Secondary		UPS	Ground	Obtain from TNG Buyer	Shipments must not exceed 108" Length or 165" Length and Girth Combined
Secondary - Expedited		UPS	Next Day Air Saver or Next Day Air	<b>Prior Authorization Required</b>	

- Mark all documentation "Bill Collect" and use the account number provided by the TNG Buyer
- You must put the NORDAM PO Number in the shipment reference field on your Shipping label.
- **Do not declare a value or insurance on any on small parcel shipments.**

**Dimensional Weight:**

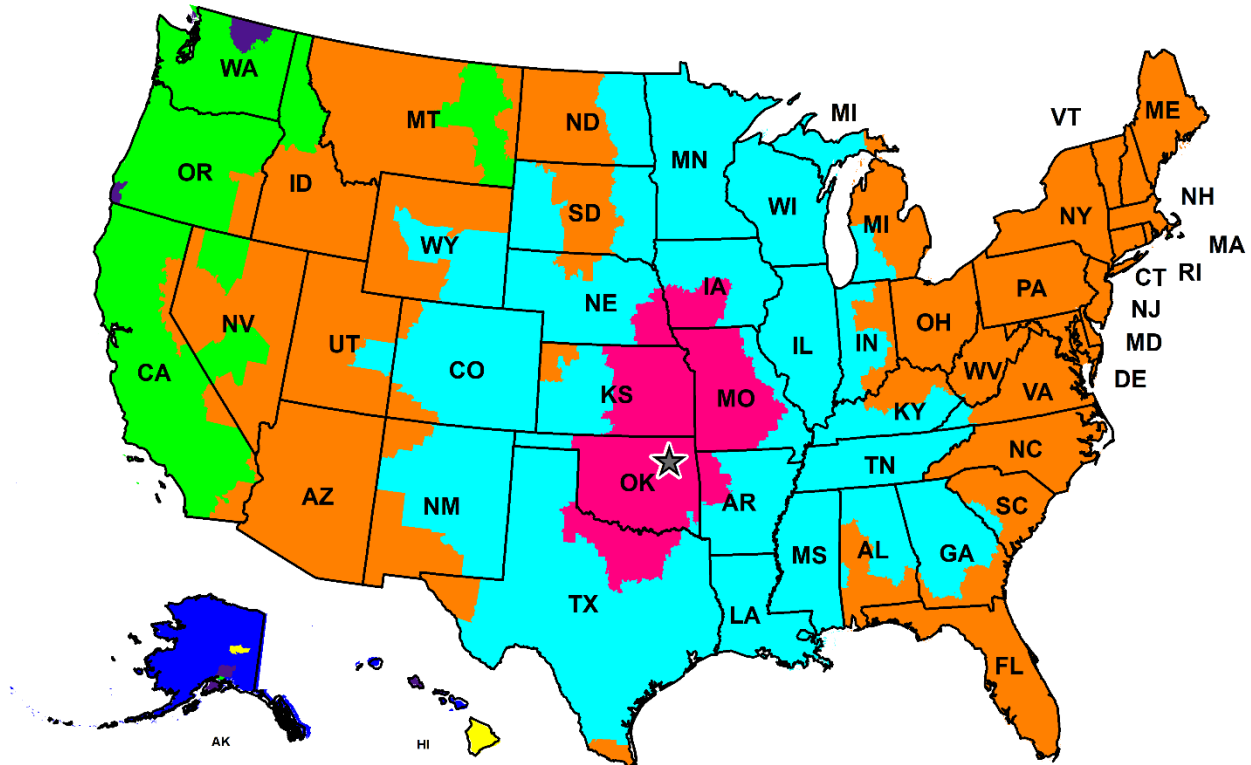
Length x Width x Height = Total Cubic Inches → Total Cubic Inches / 139 = Dimensional Weight

The chargeable weight is the greater of the actual weight or the dimensional weight.





FedEx Ground Service Level Map:



When will your FedEx Ground shipment be scheduled for delivery?

	1 Day	2 Days	3 Days	4 Days	5 Days	6 Days	7+ Days
If picked up on...	Will be delivered by...						
Monday	Tue	Wed	Thu	Fri	Mon <sup>@</sup>	Tue <sup>@</sup>	Wed <sup>=</sup>
Tuesday	Wed	Thu	Fri	Mon	Tue <sup>@</sup>	Wed <sup>@</sup>	Thu <sup>=</sup>
Wednesday	Thu	Fri	Mon	Tue	Wed <sup>@</sup>	Thu <sup>@</sup>	Fri <sup>=</sup>
Thursday	Fri	Mon	Tue	Wed	Thu <sup>@</sup>	Fri <sup>@</sup>	Mon <sup>=</sup>
Friday	Mon	Tue	Wed	Thu	Fri <sup>@</sup>	Mon <sup>@</sup>	Tue <sup>=</sup>
Saturday	Tue	Wed	Thu	Fri	Mon <sup>@</sup>	Tue <sup>@</sup>	Wed <sup>=</sup>
Sunday	Tue	Wed	Thu	Fri	Mon <sup>@</sup>	Tue <sup>@</sup>	Wed <sup>=</sup>

@ The following week  
 = Earliest possible delivery the following week  
 © 2018 FedEx. All rights reserved.

This map illustrates service schedules in business days as of July 2020 for FedEx Ground Shipments



**International Shipments:**

For any **international** shipment, over **75 pounds** contact **NORDAM Transportation** to obtain routing instructions [nordamfreightrequests@nordam.com](mailto:nordamfreightrequests@nordam.com)

**Please allow NORDAM Transportation a 24-48 hour window to respond with routing information.**

Due to the volatile state of the international transportation market, lead times may be extended. NORDAM Transportation will inform of expected delays.

Mode of transportation will be determined based upon date needed on dock, transit time, and cost. Many instances with a lead-time greater than 30 days will be directed to ship by ocean. **If this is a critical shipment, please state that when contacting NORDAM Transportation.**

International Parcel Shipments		Carrier	Service Level	Account Number	Notes
Primary	Non Palletized Boxes weighing <75lbs (34kg)	FedEx	International Economy	Obtain from TNG Buyer	Shipments must not exceed 108" Length or 130" Length and Girth Combined
Primary - Expedited		FedEx	International Priority	<b>Prior Authorization Required</b>	
Secondary		UPS	UPS Worldwide Saver	Obtain from TNG Buyer - <b>Prior Authorization Required</b>	Shipments must not exceed 108" Length or 165" Length and Girth Combined



## US Import Requirements for International Shipments:

### Commercial Invoice:

In accordance with 19 CFR 141.86 (from the U.S. Code of Federal Regulations) The NORDAM Group requirements, the following information must appear on all commercial invoices submitted for Customs clearance of imported merchandise.

- Part number
- Detailed description of the goods (nomenclature must be included with the part number)
- P.O. number
- Customs tariff classification
- ECCN (EXPORT Commodity Classification Number).
- Invoice must be in English.
- Port of entry
- Complete name and address of manufacturer
- Complete name and address of the Buyer
- Complete name and address of the Deliver to Party
- Terms of sale/INCOTERM
- Value of goods
  - All "free of charge" items must have a commercial value listed for Customs purposes.
  - Currency of purchase
  - Item purchase price & extended value (unit price x quantity shipped)
- Country of origin
- Item quantity in metric weights and measures, pieces, net and gross weights

Note: Dimensions should be listed on raw material.

### Packing List:

- Each packing list shall state in adequate detail what merchandise is contained in each individual package
- Packing list should be provided per container/crate/box/pallet, etc.

### Country of Origin Marking:

- Product and packaging must be marked with country of origin
- Marking must be conspicuous, legible, indelible, permanent, and in English
- Abbreviations must unmistakably indicate the country of

Note: Country of Origin means the country of manufacture, production or growth of any article of foreign origin entering the United States.

### Pre-Alerts

All shipping documentation must include the commercial invoice, packing list, airway bill or bill of lading and arrival notice.

- FedEx International Economy/Priority: Email pre-alert to include electronic copies of all documents to [globaltradecompliance@nordam.com](mailto:globaltradecompliance@nordam.com) in advance to avoid any delays.
- All other methods: Email pre-alert to include electronic copies of all documents to [globaltradecompliance@nordam.com](mailto:globaltradecompliance@nordam.com) and [dfwdocdesk@ups.com](mailto:dfwdocdesk@ups.com) in advance to avoid any delays.