



Transportation Routing Guide - Revised January 2024

Everbrite has established preferred transportation providers for surface and air shipments to and from our facilities and shipments direct to customers.

All shipments from vendors requiring Everbrite to pay the freight cost will be billed as Bill Recipient or Third Party using the applicable Preferred Carrier listed below. These guidelines must be used with no exceptions unless authorized in writing by Everbrite. Shipper's will be held responsible to follow these instructions and understand no prepaid and add shipping charges will be accepted and/or paid by Everbrite effective January 1, 2024.

Regardless of the transportation mode, consolidate shipments to the same address on one bill of lading and combine all purchase orders into the least number of containers possible. The purchase order number should be on all packing lists, containers, bill of lading and labels.

SERVICE	SHIPMENT WEIGHT	LOGISTICS PARTNER	INSTRUCTIONS
1. Ground - Small Parcel	1-200 lbs. (No single package over 150 lbs. Or 165 inches in length and girth combined). Up to 9' long.	FEDEX 800-GO-FEDEX 800-463-3339 www.fedex.com	1. Enter Purchase Order number in reference one field and on labels. 2. Parcel - Bill recipient/3rd Party FedEx Account
2. Ground - Multi-Weight	200-500 lbs. (No single package over 150 lbs. Or 165 inches in length and girth combined) NOTE: Due to the commodity being shipped or received, some shipments should be routed through the LTL mode, such as hazmat or anything not boxed, and will be determined by the shipping location or vendor.	FEDEX 800-GO-FEDEX 800-463-3339 www.fedex.com	1. Enter Purchase Order number in reference one field and on labels. 2. Parcel - Bill recipient/3rd Party FedEx Account
3. Air - Small Parcel	1-200 lbs. (No single package over 150 lbs. Or 165 inches in length and girth combined)	FEDEX 800-GO-FEDEX 800-463-3339 www.fedex.com	1. Enter Purchase Order number in reference one field and on labels. 2. Parcel - Bill recipient/3rd Party FedEx Account
4. International - Small Parcel	1-300 lbs. (No single package over 150 lbs. Or 130 inches in length and girth combined)	FEDEX 800-GO-FEDEX 800-463-3339 www.fedex.com	1. Enter Purchase Order number in reference one field and on labels. 2. Parcel - Bill recipient/3rd Party FedEx Account
FEDEX SPECIAL INSTRUCTIONS	Any FEDEX shipments to an Everbrite location must be shipped bill recipient via the appropriate Everbrite FEDEX account number. Any FEDEX drop shipment on behalf of Everbrite must be shipped via 3rd party billing via the appropriate Everbrite FEDEX Account number. Please contact your buyer for the appropriate FEDEX account number.		
5. International Exports Air and FCL and LCL Ocean	300 lbs. And up	CH Robinson 1501 N Mittell Blvd Ste A Wood Dale, IL 60191 Phone: 847-787-3345 642-oceanexports@chrobinson.com	1. Pls List CH Robinson USA as Notify party. 2. Documents required include C/I, P/L, C/O, BIL, ISF 3. Express Release

SERVICE	SHIPMENT WEIGHT	LOGISTICS PARTNER	INSTRUCTIONS
6. China/ Hong Kong Imports Air and FCL and LCL Ocean	300 lbs. And up	CH Robinson Room 1208 Ever Gain Plaza Tower One 88 Container Port Road Kwai Chung, N.T. Hong Kong FCL- Esther Yam-Customer Service esther.yam@chrobinson.com Tel: 852-26158799 Fax: 852-35512129 LCL- Carnan Wan - Ocean Export Operation Manager carman.wan@chrobinson.com Tel: 852-35512276 Fax: 852-35512129	1. Pls List CH Robinson USA as Notify party. 2. Documents required include C/I, P/L, C/O, BIL, ISF 3. Express Release
7. Domestic Freight-LTL	500 - 5,999 lbs.	CH Robinson www.chrobinson.com everbrite@chrobinson.com	Log into your Navisphere 2.0 profile at www.chrobinson.com to schedule shipments. If you don't have an on-line profile, please email CH Robinson to become credentialed.
8. Domestic Freight•Truckload	6000 lbs. And up	CH Robinson everbrite@chrobinson.com 800-473-0136	Email CH Robinson at everbrite@chrobinson.com with the complete logistic information required to properly rate and schedule your shipment.
9. Asian Freight Broker		CH Robinson	Samantha Barca 847-787-3238 samantha.barca@chrobinson.com
10. Canadian Freight Broker		J.B. Ellis	Leanne Tressel 604-408-7150 ltressel@jbellis.com Send release documentation to: imports@jbellis.com

Additional Instructions

1. LTL shipments should be consolidated and shipped once per week unless authorized by the buyer. LTL shipments more than once per week will result in a charge-back for all freight expense beyond the first shipment.
2. Shipment via an unauthorized carrier will result in a \$100.00 charge plus full freight charges debited to your account.
3. Any shipments arriving C.O.D. will be refused and all charges will be the responsibility of the shipper.
4. Expedited shipments must be specifically authorized by the buyer. Any shipments made without proper authorizations will be debited to the shipper. Expedited shipments include all air shipments or LTL shipments requiring expedited service.
5. Packing lists must accompany all shipments and include part numbers, quantity, bar codes, and purchase order numbers.
6. Bill of Lading must include - Everbrite's Purchase Order number and part description. All special delivery requirements must be noted on the PO Comments. Mark as "Third Party" in the appropriate area. Third Party Bill To Address: Everbrite c/o CH Robinson, CHRLRL, 14800 Charlson Road, Suite 2100, Eden Prairie, MN 55347
7. If shipper is using their own bill of lading to ship freight for which Everbrite is responsible for the charges, shipper must include the following on the bill of lading: PLEASE INSPECT IMMEDIATELY. ANY DAMAGE, SHORTAGE/OVERAGE MUST BE REPORTED TO THE CARRIER WITHIN 5 CALENDAR DAYS IN ORDER TO FILE A CLAIM. FAILURE TO CONTACT THE CARRIER IN THE 5 DAYS COULD RESULT IN FEES TO THE GUILTY PARTY.
8. All products must be properly packaged and labeled. Everbrite part numbers, bar codes, and Purchase Order numbers must be clearly marked on the outside of the cartons and packaging. If further clarification or exceptions are required, please contact your local Everbrite buyer for proper authorization.
9. Pallet weight limits are 5000 lbs. Any exception requires approval by the Everbrite buyer.
10. Current MSDS Reports are required for all items which are not exempt from the hazardous communications standards (40CFR-240-280)