



# GENERAL ROUTING INSTRUCTIONS

This routing guide must be followed for all shipments for which Hubbell Industrial Controls is the party responsible for the payment of the freight charges. FAILURE TO COMPLY TO THESE ROUTING INSTRUCTIONS AND APPLY THE PROPER CARRIER ROUTING WILL RESULT IN A CHARGEBACK TO YOUR ACCOUNT OF ALL APPLICABLE FREIGHT COSTS PLUS A \$50.00 ADMINISTRATION FEE.

HUBBELL, INC.  
Transportation/Logistics  
Wiegmann

INBOUND LTL ROUTING GUIDE - EFFECTIVE FEBRUARY 1, 2017

[Questions regarding this routing guide should be directed to – Cheri Strook \(920\) 387-7324 or email – cstrook@hubbell.com](mailto:cstrook@hubbell.com)

## **Shipping Instructions - COLLECT TERMS:**

- Step one - **Reference Mode Selection**
- Step two - **Reference Carrier Selection**
- Step three - **See LTL Inbound Guide for carrier selection.**

If designated carrier does NOT service your shipping location as a DIRECT point, see contact information above

If expedited service is requested and Hubbell Industrial Controls is to pay the shipping charges

1. See contact information above for carrier selection
2. Suppliers must obtain a Hubbell Expedite request in writing from the person requesting premium service.

**BILL OF LADING:** The bill of lading must be given to the driver and contain the following information:

- Shipping Date
- Hubbell Purchase order number (s).
- Shipper – complete accurate supplier name and address to include street, city, state and ZIP
- Carrier name
- Number of shipping units ( skids, cartons, etc)
- Complete and accurate National Motor Freight commodity description, item number and class.
- Signature and date from shipper
- Signature and date from carrier.

## **General Instructions**

Consolidate all purchase orders into a single shipment.

Consolidate all shipments to be shipped on a single day to the same destination on a single bill of lading.

Third party or drop shipments must be marked with the following billing information provided on the bill of lading:  
(Specific Hubbell Business) c/o Cass Information Systems, PO Box 17631, St. Louis, MO 63178

DO NOT declare excess value on any shipment unless provided specific instructions to do so by an authorized representative of Hubbell.

COD shipments will not be accepted

Packing list must be affixed to the outside of the containers in an appropriate manner to assure it arrival in legible form.

# Read First Wiegmann Transportation Routing Instructions

## I. MODE SELECTION CRITERIA

### A. SMALL PARCEL GROUND

1. 1-150 LB.
2. EIGHT CARTONS OR LESS
3. NO SINGLE DIMENSION EXCEEDING 108"
4. LENGTH, WIDTH & GIRTH NOT EXCEEDING 130"
5. TOTAL FREIGHT COST NOT EXCEEDING \$75.00

Note: If any of the above are exceeded see LTL mode criteria.

### B. SMALL PARCEL AIR (MUST BE AUTHORIZED BY HUBBELL)

1. TOTAL SHIPMENT WEIGHT 1-70 LB.
2. NO SINGLE DIMENSION EXCEEDING 119"
3. LENGTH AND GIRTH NOT EXCEEDING 165"
4. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 70 LB.

Note: Dimensional weight is length X width X height = Divided by 194

Note: If any of the above are exceeded see Heavy Weight Air mode criteria.

### C. HEAVY WEIGHT AIR (MUST BE AUTHORIZED BY HUBBELL)

1. TOTAL SHIPMENT WEIGHT GREATER THAN 70 LB. BUT LESS THAN 500 LB.
2. TOTAL DIMENSIONAL WEIGHT NOT EXCEEDING 500 LB.
3. SHIPMENTS EXCEEDING 500 LBS - CONTACT Cheri Strook - 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)

Note: Single packages exceeding 70 lb. or 84" in length require that the carrier be notified prior to shipment.

Note: Shipments with destinations 700 miles or less from origin may move as quickly and at lower cost via expedited ground. Contact Cheri Strook - 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com), if necessary.

### D. EXPEDITED GROUND (MUST BE AUTHORIZED BY HUBBELL)

1. TOTAL SHIPMENT WEIGHT EXCEEDS 500 LB.  
\*Weight factor could vary dependent on distance.
2. EXPEDITED DELIVERY REQUIRED.

Note: Contact Cheri Strook - 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com) if necessary

### E. LESS THAN TRUCKLOAD (LTL)

1. TOTAL SHIPMENT WEIGHTS 150-15,000 LBS
2. SHIPMENT OCCUPIES LESS THAN 20' OF TRAILER SPACE
  - a. EIGHT STANDARD PALLETS OR LESS
3. SHIPMENT OCCUPIES 749 CUBIC FEET OR LESS.

Note: If any of the above are exceeded see Truckload mode criteria.

### F. TRUCKLOAD

1. TOTAL SHIPMENT WEIGHT 15000 LB. OR GREATER
2. SHIPMENT OCCUPIES MORE THAN 20' OF TRAILER SPACE
3. DENSITY OF COMMODITY SHIPPING IS 4 LB. PCF OR LESS AND OCCUPIES 750 CUBIC FEET OR MORE.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto:cstrook@hubbell.com) for instructions.

### G. INTERNATIONAL

1. ULTIMATE DESTINATION OUTSIDE THE US.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto:cstrook@hubbell.com) for instructions.

### H. RAIL

1. WEIGHT EXCEEDS 40,000.

Contact Cheri Strook - 920-387-7324 or email - [cstrook@hubbell.com](mailto:cstrook@hubbell.com) for instructions.

# Read Second Wiegmann Transportation Routing Instructions

*The following list of carriers must be used when Hubbell Industrial Controls is responsible for the payment of freight charges*

## I. **Approved Carrier by Mode:**

- a. **Small Parcel Ground**
  - 1. UPS (WHEN COLLECT - SEE PO FOR UPS ACCOUNT NUMBER)
- b. **Small Parcel Air**
  - 1. UPS (WHEN COLLECT - SEE PO FOR UPS ACCOUNT NUMBER)
- c. **Heavy Weight Air**
  - Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)
- d. **Expedited Ground**
  - Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)
- e. **Less Than Truckload (LTL)**
  - 1. PLEASE REFER TO INBOUND AND OUTBOUND routing instructions for your location
- f. **Truckload (van equipment)**
  - Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)
- g. **Truckload (flatbed equipment)**
  - Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)
- h. **International**
  - Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)
- i. **Rail**
  - Contact Cheri Strook at 920-387-7324 or email [cstrook@hubbell.com](mailto:cstrook@hubbell.com)

If you are uncertain about these instructions for any given situation please contact Cheri Strook (HEP Transportation Manager) @ 920-387-7324 **PRIOR TO SHIPMENT**.

Do not enter into any agreements or agree to tender any material to a non-approved carrier.

Any inquiries or solicitations for transportation related matters should be directed to Cheri Strook.

**WIEGMANN - FREEBURG, IL INBOUND LTL ROUTING GUIDE FOR SHIPMENTS WEIGHING BETWEEN 151 AND 15,000 POUNDS. CONTACT HEP TRAFFIC DEPARTMENT AT 920-387-7324 or (email cstrook@hubbell.com) FOR SHIPMENT ROUTINGS WHEN 15,000 lbs AND OVER OR MORE THAN 8 PALLETS.**

<b>Small Parcel - READ FIRST TAB</b>	<b>8 Pallets or less</b>
<b>FROM</b>	<b>SHIP TO: Freeburg, IL</b>
Alabama	Estes
Arizona	Estes
Arkansas	Estes
California	XPO
Colorado	XPO
Connecticut	Estes
DC	XPO
Delaware	Estes
Florida	Estes
Georgia	Estes
Idaho	Dohrn
Illinois	XPO
Indiana	Dohrn
Iowa	Dohrn
Kansas	XPO
Kentucky	USF Holland
Louisiana	Estes
Maine	XPO
Maryland	Estes
Massachusetts	Estes
Michigan	USF Holland
Minnesota	Dohrn
Mississippi	Dohrn
Missouri	Estes
Montana	XPO
Nebraska	Estes
Nevada	XPO
New Hampshire	Dohrn
New Jersey	Estes
New Mexico	Estes
New York	XPO
North Carolina	XPO
North Dakota	XPO
Ohio	USF Holland
Oklahoma	Estes
Oregon	Estes
Pennsylvania	Estes
Rhode Island	Estes
South Carolina	Estes
South Dakota	XPO
Tennessee	Estes
Texas	Estes
Utah	XPO
Vermont	Estes
Virginia	Estes
Washington	Estes
West Virginia	Dohrn
Wisconsin	Estes
Wyoming	XPO
Alaska	<b>CONTACT C. STROOK</b>
Hawaii	<b>CONTACT C. STROOK</b>
<b>PUERTO RICO</b>	<b>AVERITT</b>
ON, QC, NB, NF, NS, AB, BC, MB, SK	XPO
<b>OTHER CANADA</b>	<b>CONTACT C. STROOK</b>
<b>All Points Mexico</b>	<b>CONTACT C. STROOK</b>