

North American Routing Guide

Effective July 1, 2022

Applicability

This guide applies to all suppliers to Motor Guard Corporation in the U.S. and Canada.

General Transportation Requirements

All shipments to Motor Guard Corporation shall be made in accordance with the Freight Terms on the Purchase Order.

Motor Guard Corporation does not accept "Prepay and Add" freight charges.

Freight Payment Terms

Prepaid

If your freight payment terms are specified as "Prepaid", ship via the carrier and mode of your choice to the specified address. Advance notice or delivery appointments are not required.

Collect

If your freight terms are specified as "Collect", ship via the mode and carrier specified in the Routing Table below.

Third Party Billing

If your freight terms are specified as "Third Party Billing", ship via the mode and carrier specified in the Routing Table below and direct charges to Motor Guard Corporation

Chargebacks

Failure to follow the instructions in this Routing Guide will result in a chargeback to the shipper for differential amount had the shipment been processed correctly.

Motor Guard Corporation does not allow "Prepay and Add" freight charges. These charges will be deducted from the invoice when payment is made. Supplier will be notified and may re-invoice the eligible freight charges at Motor Guard Corporation's calculated net cost had the shipment been processed correctly.

Shipping Documents

All shipping documents must contain the following information, at a minimum:

Packing Slips – Packing slips must be included in every shipment and must clearly state:

- Motor Guard Corporation Purchase Order Number
- For Drop Shipments, indicate Receiver's Purchase Order Number
- Quantity, Description and Motor Guard Part Number for each item shipped
- Number of Shipping Units and Weight

Small Parcel Shipments – Small Parcel Shipments must contain the following:

- Complete Shipping Information including Ship To Address, Date Shipped, Number of Pieces and Weight.
- Reference Field 1: Motor Guard Corporation Purchase Order Number
- Reference Field 2: Shipper's Reference Information

LTL/TL Shipments – Bill of Lading for LTL/TL Shipments must contain the following:

- Motor Guard Corporation Purchase Order Number
- Complete Shipping Information including Ship To Address, Date Shipped, Number of Pieces and Weight.
- Description of Merchandise as indicated in the National Motor Freight Classification
- Actual Freight Class of Merchandise as indicated in the National Motor Freight Classification

Routing Table (Freight Collect Shipments)

Shipment Specifications	Service Type	Shipment Origin	Mode	Carrier
Total Shipment Weight Under 300 Pounds 25 Cartons or Less No Individual Carton Over 70 Pounds	UPS GRD COL UPS Ground Commercial	All	Small Parcel	UPS Ground Commercial Acct # 850023
Total Shipment Weight 200 to 500 Pounds Any Carton Count, Non-Palletized Shipment No Individual Carton Over 70 Lbs	UPS GFP COL UPS Ground with Freight Pricing*	48 States	Small Parcel	UPS Ground Commercial Acct # 850023
Total Shipment Weight Greater than 500 Pounds Less than Truckload Shipments that do not meet above specifications **	TFF COL TForce Freight Collect	48 States Canada	LTL LTL	Tforce Freight Acct# 27924643 Call (800) 333-7400
Truckload Shipments	TL COL	All	TL	Call for Instructions

* Contact your UPS representative or Motor Guard for details of Ground with Freight Pricing program. UPS shipping software required.

** For shipments occupying 750 cubic feet or more of trailer space and being less than 6 pounds per cubic foot, or occupying 12 feet or greater of trailer space (6 non-stackable skids), contact Motor Guard Corporation at 209-239-9191 before shipping.