



LSC Communications Inbound Routing Guide

Issued by LSC Communications US, LLC

December 2022

Transmittal Receipt Form

Routing Guide, Freight Policies and Procedures for LSC Communications US, LLC ("LSC")

Dear LSC Supplier:

Attached is a copy of our current shipping and delivery instructions for LSC suppliers. These new instructions supercede and replace all prior shipping and delivery instructions from us, and are part of the terms and conditions to which all of our purchase orders are subject. Please read the attached letter and ensure that the responsible person(s) at your company are fully aware of our requirements. **Please sign the form / scan and save document with your company name / forward document to the attention of Tab Wyckoff, email address: Tab.Wyckoff@lscom.com.** We thank you in advance for your time, effort, and cooperation in meeting LSC's shipping and delivery needs.

Print Contact Name

Print Name of Company

Signature

Date

Address

City, State, Zip

Contact Phone Number

Email Address

This policy applies to all LSC Inbound and LSC routed shipments except for hazardous shipments. If your shipment contains hazardous materials, call the LSC issuing facility and request carrier information. All LSC approved (collect or 3rd party) customer routing instructions should still be adhered to.

**Ground Transportation Continental United States,
Alaska, Hawaii, Puerto Rico, and Canada:**

SMALL PACKAGE SHIPMENTS:

- Packages up to 150 LBS in weight, and within the parcel carrier's dimensional requirements.
- **Primary Carrier: UPS**
Please request an account number from the issuing LSC facility. Shipments are to be sent UPS Ground unless faster delivery service is required by LSC.
- Small package air shipments (follow the same direction as stated above) and ship UPS Air under the UPS Account number provided by LSC.

LSC COMMUNICAITONS PICKUP REQUEST FORM

The PICKUP REQUEST FORM gives LSC Logistics all of the pertinent information that is required to determine mode and needed services per shipment.

The use of the LSC Logistics PICKUP REQUEST FORM is preferred, however if a supplier has another form that contains ALL of the same details requested in the LSC Form then that may be submitted with the pick-up request.

The LSC Form includes Billing Information, Pickup and Delivery Date & Time, Shipper Name or Origin/Address & Contact, Consignee Name or Destination/Address & Contact, Freight Information as Material Description, Freight Classification, NMFC Number, Declared Value. Total Number of Pallets/Dimensions/Weight, LSC PO# / Reference#, & Hazmat Classification . All information that is needed to ensure we are booking the appropriate transportation method for the shipment. **(See included example form.)**

LTL (LESS THAN TRUCKLOAD) AND TRUCKLOAD SHIPMENTS:

- Packages that weigh more than 151 LBS, or multiple packages exceeding UPS dimensional requirements fall into this category. This freight must be palletized.
- **Primary Carrier:** Contact LSCL Inbound Supply, phone @ 1-833-744-7572 or by email @ LSCLInboundSupply@LSCCOM.com
- Please email the completed PICK UP REQUEST FORM to LSCLInboundSupply@LSCCOM.com (**Please see the attachment for this form**).
- LTL Shipments are classified as 7 pallets or 10,000lbs.
- Same day LTL pick up requests need to be sent in by 1PM for that time zone.
- Truckload requests must be submitted at minimum a full 24 hours prior to requested pick up time.
- LSCL Inbound Supply will contact you with the name of the carrier that will be making the pickup, and supply the LSC Bill of Lading for the shipment.
- LSCL Inbound Supply will communicate the pickup information to the carrier.
- LSC's Bill of Lading must be supplied to the carrier and time of pick up.

HEAVY WEIGHT AIR SHIPMENTS AND INTERNATIONAL SHIPMENTS:

- Air Freight shipments that exceed 150LBS or packages that exceed parcel carrier's dimensional requirements.
- **Primary Carrier:** LSCL Inbound Supply by Phone @ 1-833-744-7572 or by email at LSCLInboundSupply@LSCCOM.com
- Please email the completed PICKUP REQUEST FORM (**Please see the attachment for this form**). All shipment notifications need to be sent in 24 hours prior to expected pick up date.
- LSCL Inbound Supply will contact you with the name of the carrier that will be making the pick-up, and supply the LSC Bill of lading for the shipment.
- LSCL Inbound Supply will communicate the pickup information to the carrier.
- LSC's Bill of Lading must be supplied to the carrier and time of pick up.

SPECIAL INSTRUCTIONS:

- **Use of unapproved freight carriers;** LSCL Inbound Supply reserves the right to charge back all freight cost charges incurred by using an unapproved carrier.
- **First Violation-**Charge back of all freight charges by non-approved carriers plus at our discretion, a claim for administrative expenses (\$100.00) per occurrence.
- **Second Violation-**Charge back of all freight charges by non-approved carriers plus administrative expenses (\$100.00) per occurrence
- **Third Violation-**Charge back of all freight charges by non-approved carriers plus administrative expenses (\$100.00) per occurrence and a \$500.00 penalty.
- Repeated and flagrant violations may result in termination of our supplier relationship.

BILLING PROCEDURES:

- Carriers must be instructed to bill LSCL Inbound Supply in accordance with the procedure outlined in this letter.
- LSCL Inbound Supply will not pay charges billed to the wrong account.
- Shipping charges will be billed by and paid to the approved carrier that shipped your product to our locations.
- LSCL Inbound Supply does not accept responsibility for charge backs by a carrier resulting from mistakes your company may make in these billing instructions.
- Never send merchandise C.O.D. to any LSCL Inbound Supply or Customer location.

LSC Bill of Lading, Mandatory Use:

- The LSC Logistics BOL form supplied by the LSCL Inbound Supply Team must be supplied to the carrier at the time of shipping.
- For LTL shipments, the LTL providers PRO# must be documented on the signed BOL.

***** EXAMPLE BOL *****

LSC COMMUNICATIONS MCL LLC TRUCKLOAD STRAIGHT BILL OF LADING

Received, subject to LSC Communications MCL, LLC Motor Freight Tariffs, contracts and agreed rates (waiving all other tariffs and conflicting statutes pursuant to 49 USC §14101(b)) in effect on the date of the issue of this BOL, the property described below, except as noted (contents and conditions of contents of packages unknown), marked, consigned and destined as shown below, which carrier agrees, without brokering, to carry to destination with a common carrier responsibility pursuant to 49 USC §14706, excluding released value unless agreed to in writing, with scheduled delivery time of the essence waiving any right of reasonable dispatch for payment within 30 days of presenting a clear delivery receipt. Shipper accepts these terms for himself and his assigns.

FROM	LSC COMM US LIBERTY 3401 E HEARTLAND DR LIBERTY, MO 64068-3376 (816) 792-6482	Bill of Lading Number	106588856
Scheduled ship: 11/07/22 8:00 Confirm:		Subject to Section 7 of conditions of	
11/30/2022	LSC Communications MCL LLC	applicable bill of lading, if this	
CONSIGNEE TO	LSC COMM US DANVILLE MFG	shipment is to be delivered to the consignee	
DESTINATION	DANVILLE, KY 40422-9604	without recourse on the consignor, the	
DELIVERY ADDRESS	3201 LEBANON RD	consignor shall sign the following statement:	
		The carrier shall not make delivery of this	
		shipment without payment of freight and all	
		other lawful charges.	
		Signature of consignor	

DELIVERING CARRIER	J. B. HUNT DEDICATED	TRAILER/CAR NO.		TIME PULLED		Charge are 3rd party
						See_Details_Below

Send Freight Bill and Delivery Receipt to LSC Communications MCL, LLC 1000 WINDHAM PKWY BOLINGBROOK, IL 60490-3507

NUMBER OF PACKAGES	COMMODITY DESCRIPTION	GROSS WEIGHT	CLASS OR RATE
Delivery	LSC COMM US DANVILLE MFG 3201 LEBANON RD DANVILLE, KY 40422-9604 (859) 238-2651	Sched. Delivery Date 11/08/22 Sched. Delivery Time 8:00 Mi: 588 Wgt:28963.00 Plt: 27 Confirm: NONE REQUIRED	

Carrier: J. B. HUNT DEDICATED Total Miles: 588 PC Miler Version: 29.0
Total Pallets: 27 28963.00 lbs Total Sacks: 0 .00 lbs Total Pcs/Weight: 28963 Total Bundles: 0

NMFC 161700 Sub 3
Printed Matter
Class rate 55

Shipper, Per _____ Date _____ Carrier, Per _____ Date _____
This certifies no hazardous materials are shipped and all above described, described materials are marked, labeled, and in proper condition for transportation according to the applicable regulations of the DOT

Per _____ Date _____
Destination Receipt: In good order _____ Damage _____ Details noted on face of bill of lading

Per _____ Date _____