

NAFTA Region Freight Routing Guide



Effective Date: April 1, 2010

This new routing guide supersedes all previous routing guides.

Applicable NMHG Facilities:

Berea, KY (MFG)
Buchanan, MI (FAPCO)
Danville, IL (PDC)
Greenville, NC (MFG)
Ramos Arizpe, MX / Laredo, TX (MFG)
Sulligent, AL (MFG)

Available for download
<http://www.nmhg.com/9Supplier.asp>

Table of Contents

1. Message to Our Supplier Partners
 2. Key Logistics Contacts
 3. Shipper's Requirements
 4. Compliance Program
 5. Routing Instructions
 6. Customs Brokerage Information
 7. Supplier Acknowledgement
- Appendix A - LTL Carrier Routing Matrix
- Appendix B - Truckload Shipment Request

1. Message to Our Supplier Partners

Dear Supplier:

In consideration of our continuing business relationship and for your convenience, our NACCO Materials Handling Group, Inc. (NMHG) NAFTA Region Routing Guide has been designed to provide you with a quick and easy reference for our shipping requirements. Please read this guide before shipping any NMHG purchase order(s). Failure to adhere to these guidelines may result in charge back violations and financial penalties.

Section 4 provides a detailed overview of our charge back program and the steps that NMHG may take to ensure compliance. Please read this section carefully.

These requirements are structured to provide for supply chain efficiencies that support our needs and those of our customers. Maintaining competitiveness in the marketplace is important to us and we value our supplier relationships and view these guidelines as essential for our mutual success.

Thank you in advance for following these requirements. Should you have questions, please contact Andy Street, Logistics Manager, at andy.street@nmhg.com regarding Manufacturing issues and Tom O'Connell, Logistics Manager, at tom.oconnell@nmhg.com regarding Danville Parts Distribution Center issues.

Please advise all departments within your organization that may be affected by these requirements.

Thank You,



Steve J. Karas
Supply Chain Director, Americas

2. Key Logistics Contacts

CEVA Logistics
NMHG Inbound Routing Group
Phone: (904) 928-1555
Fax: (904) 680-1506
NA.inbound.nmhg@cevalogistics.com

Andy Street, CSCP
Logistics Manager, Americas Division
NACCO Materials Handling Group, Inc.
1400 Sullivan Drive
Greenville, NC 27834

Tom O'Connell
Logistics Manager, Parts Distribution Center
NACCO Materials Handling Group, Inc.
1010 E. Fairchild Street
Danville, IL 61832
tom.oconnell@nmhg.com

3. Shipper's Requirements

- 3.1. Corporate negotiated terms, contracts, and premium freight authorizations take precedence over these guidelines.
- 3.2. All shipments must include packing slip.
- 3.3. Multiple orders to the same destination on the same day must ship on one bill of lading.
- 3.4. All shipments must be routed in accordance with section 5 of this document.
- 3.5. Bills of lading should include the following:
 - 3.5.1. The correct, lowest freight tariff class number, and specific commodity descriptions, per NMFC 100 – articles, items and sub numbers, so as to minimize freight charges.
 - 3.5.2. The purchase order number and line number.
 - 3.5.3. The NMHG part number.
 - 3.5.4. If shipment is palletized or is on skids, then both the total number of pallets/skids and the total number of cartons must be stated.
 - 3.5.5. The Bill of Lading (excluding small package shipments) must be marked third-party billing to the following address:

NACCO Materials Handling Group, Inc.
c/o CEVA Logistics
ATTN: 1308 – Managed Transportation
P.O. Box 45033
Jacksonville, FL 32232

4. Compliance Program

- 4.1. Examples of Non-Compliance
 - 4.1.1. Incorrect Carrier Utilization – failure to tender shipment to the designated carrier, as outlined in section 5 of this guideline.
 - 4.1.2. Incorrect Mode Selection – failure to notify NMHG's 3rd party logistics provider in the event a shipment qualifies for truckload dispatch, shipment of LTL size shipment via parcel carrier, or shipment of parcel size shipment via LTL carrier.
 - 4.1.3. Failure to follow routing instructions as outlined in section 3 of this guideline.
- 4.2. Escalation for Non-Compliance
 - 4.2.1. First Offense = warning issued by NMHG Logistics Department.
 - 4.2.2. Second Offense = 25% of total freight bill will be issued to the supplier in the form of a debit memo. Documentation will be included.
 - 4.2.3. Third Offense = 50% of total freight bill will be issued to the supplier in the form of a debit memo. Documentation will be included.
 - 4.2.4. All Other Offenses = 100% of total freight bill will be issued to the supplier in the form of a debit memo. Documentation will be included.

- 4.2.5. Annual Reset – The escalation process will reset automatically each January 1st or upon the release of an updated routing guide.

5. Routing Instructions

5.1. Small Package

- 5.1.1. Provider: UPS
- 5.1.2. Service Level: Ground (Verbal approval required for air shipments)
- 5.1.3. Weight Restrictions: Less than 100#
- 5.1.4. Origins: US, Canada and Mexico
- 5.1.5. Destinations & Acct #'s:
 - 5.1.5.1. Berea, KY - Acct # 410127
 - 5.1.5.2. Buchanan, MI – Acct # 698295
 - 5.1.5.3. Danville, IL – Acct # 629591
 - 5.1.5.4. Greenville, NC - Acct # 213879
 - 5.1.5.5. Laredo, TX – Acct # E8E913
 - 5.1.5.6. Ramos Arizpe, MX - Acct # 323A29 (Air Packages ONLY)
 - 5.1.5.7. Sulligent, AL - Acct # 332197
- 5.1.6. Terms: Freight Collect

5.2. Less Than Truckload

- 5.2.1. Provider: See Appendix A
 - 5.2.1.1. Suppliers located in Mexico should contact Eduardo E. Lozano LCB to arrange LTL transportation to the border. Contact information can be found in section 6.3.
- 5.2.2. Service Level: Standard
- 5.2.3. Weight Restrictions: Greater than 100#, Less than 10,000#
- 5.2.4. Origins: US, Canada and Mexico
- 5.2.5. Destinations:
 - 5.2.5.1. Berea, KY
 - 5.2.5.2. Buchanan, MI
 - 5.2.5.3. Danville, IL
 - 5.2.5.4. Greenville, NC
 - 5.2.5.5. Sulligent, AL
 - 5.2.5.6. Ramos Arizpe, MX (Laredo, TX)
- 5.2.6. Terms: See Section 3.5.5.

5.3. Truckload

- 5.3.1. Provider: CEVA Logistics
- 5.3.2. Service Level: Standard
- 5.3.3. Weight Restrictions: Greater than 10,000#
- 5.3.4. Origins: US, Canada and Mexico
- 5.3.5. Destinations:

- 5.3.5.1. Berea, KY
- 5.3.5.2. Buchanan, MI
- 5.3.5.3. Danville, IL
- 5.3.5.4. Greenville, NC
- 5.3.5.5. Sulligent, AL
- 5.3.5.6. Ramos Arizpe, MX / Laredo, TX
- 5.3.6. Terms: See Section 3.5.5.
- 5.3.7. Special Instructions: Truckload requests must be made at least 48 hours in advance (based on shipper's time zone) in order for a standard cost truckload carrier to be dispatched to meet the requested pickup time. Notification inside 48 hours may result in the need for a premium carrier that will be charged back at the supplier's expense.
- 5.4. **Premium Freight** – All premium freight must be approved by the NMHG Americas Division Materials Manager and/or the Division VP of Manufacturing. Requests for premium freight must be coordinated through the supplier's assigned Material Planner and/or Inventory Analyst. Premium freight will only be arranged if a signed "Premium Authorization Form" has been submitted to CEVA Logistics from the Materials Planning department.

6. Customs Broker Information

- 6.1. Shipments Originating in Canada, Destined for Berea, KY, Greenville, NC and Sulligent, AL USA
 - 6.1.1. Livingston International – Please visit Livingston's website for information pertaining to the appropriate office to use for border crossing. <http://www.livingstonintl.com/index.cfm>
- 6.2. Shipments Originating in Canada, Destined for Buchanan, MI (FAPCO) or Danville, IL (PDC) USA
 - 6.2.1 Carmichael International
 - Contact: Bill Simpson
 - 1000 Tower Lane Suites 350
 - Bensenville, IL 60106-1043
 - Phone: 630-595-1407
 - Fax: 630-595-1710
 - Email: williams@carmnet.com
- 6.3. Shipments Originating in Mexico, Destined for USA
 - 6.3.1. Eduardo E. Lozano LCB
 - Contact: Ricardo Mijon
 - Phone: 956-712-2422 x109
 - Email: ricardomijon@uscustombroker.com
 - Contact: Eduardo Lozano
 - Phone: 956-712-2422 x103
 - Email: eduardolozano@uscustombroker.com
- 6.4. Shipments Originating in USA, Destined for Mexico
 - 6.4.1. Laser Forwarding
 - Contact: Patty Chávez
 - Phone: 956-794-3612
 - Email: pchavez@laser.com.mx
 - Contact: Ana Laura García
 - Phone: 956-794-3600
 - Email: agracia@laser.com.mx

7. Supplier Acknowledgement

PLEASE NOTE: DETACH, COMPLETE AND RETURN THIS PAGE

We acknowledge the receipt of the NMHG/CEVA Logistics NA Vendor Guide dated April 1, 2010. We realize this amendment supersedes the instructions as stated in the current NMHG vendor guide and agree to conduct our business with NMHG/CEVA Logistics based on the instructions in this guide.

Company Name _____
Street Address _____
PO Box _____
City _____ St _____ Zip Code _____

Please have an authorized individual in your company sign this acknowledgment and return it to CEVA Logistics as soon as possible.

Name _____
Title _____
Signature _____
Phone Number _____ Fax Number _____
Email Address _____

Please fax this page to:

CEVA LOGISTICS
ATTN: NMHG Inbound Routing Group
Fax: (904) 680-1506

Appendix A – LTL Carrier Routing Matrix

		Berea	Buchanan	Danville	Greenville	Laredo	Sulligent
		KY	MI	IL	NC	TX	AL
Abbreviation	Applicable Postal Codes	40403	49107	61832	27834	78045	35586
AL	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
AK	All	EXLA	DAFG	DAFG	EXLA	EXLA	EXLA
AZ	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
AR	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
CA	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
CO	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
CT	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
DE	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
DC	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
FL	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
GA	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
HI	All	EXLA	DAFG	DAFG	EXLA	EXLA	EXLA
ID	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
IL	All	HMES	DAFG	DAFG	HMES	EXLA	HMES
IN	All	HMES	DAFG	DAFG	HMES	EXLA	HMES
IA	All	HMES	CNWX	CNWX	HMES	EXLA	HMES
KS	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
KY	All	AVRT	DAFG	DAFG	AVRT	AVRT	AVRT
LA	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
ME	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
MD	All	HMES	DUIE	DUIE	HMES	EXLA	HMES
MA	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
MI	All	HMES	DAFG	DAFG	HMES	EXLA	HMES
MN	All	HMES	CNWX	CNWX	HMES	EXLA	HMES
MS	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
MO	All	HMES	CNWX	CNWX	HMES	EXLA	HMES
MT	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
NE	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
NV	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
NH	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
NJ	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
NM	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
NY	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
NC	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
ND	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
OH	All	HMES	DAFG	DAFG	HMES	EXLA	HMES
OK	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
OR	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
PA	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
PR	All	EXLA	EXLA	EXLA	EXLA	EXLA	EXLA
RI	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
SC	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
SD	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
TN	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
TX	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
UT	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
VT	All	EXLA	DUIE	DUIE	EXLA	EXLA	EXLA
VA	All	AVRT	CNWX	CNWX	AVRT	AVRT	AVRT
WA	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
WV	250-255, 257, 260, 261, 267, 268	HMES	CNWX	CNWX	HMES	EXLA	HMES
	All Other	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
WI	All	HMES	DAFG	DAFG	HMES	EXLA	HMES
WY	All	EXLA	CNWX	CNWX	EXLA	EXLA	EXLA
AB	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
BC	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
MB	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
NB	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
NL	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
NT	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
NS	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
NU	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
ON	K0-K9, L0-L9, M1-M9, N0-N9, P0-P9	HMES	YRCW	YRCW	HMES	EXLA	HMES
	All Other	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
PE	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
QC	G0-G9, H0-H9, J0-J9	HMES	YRCW	YRCW	HMES	EXLA	HMES
	All Other	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
SK	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA
YT	All	EXLA	YRCW	YRCW	EXLA	EXLA	EXLA

Carrier SCAC's

AVRT
CNWY
DAFG
DUIE
EXLA
HMES
YRCW

Carrier Names

Averitt Express
Conway Express
Dayton Freight
A. Duie Pyle
Estes Express
USF Holland
YRC

Carrier Website

www.averittexpress.com
www.con-way.com
www.daytonfreight.com
www.pyleco.com
www.estes-express.com
www.usfc.com/ltl/home/holland.jsp
www.yrc.com

Appendix B – Truckload Shipment Request



Fax or E-Mail Completed Form To:

Fax: (904) 680-1506

NA.inbound.nmhg@cevalogistics.com

Company Name: _____

Street Address: _____

City: _____ St: _____ Zip Code: _____

Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

NMHG Destination: _____

Date Available for Pick-Up: _____

Hours of Operation: _____

NMHG Required Delivery Date: _____

Commodity Description: _____

Special Handling Requirements: _____

Skid Quantity: _____ Skid Dimensions: _____

FAK Class: _____ Total Weight: _____

Are the skids / packages stackable? _____

Trailer Type Requirement (Indicate quantity beside equipment type)

Dry Van (53'): _____ Flatbed: _____

Other (specify): _____

Additional Comments: _____