



Routing Guide

Effective May 19, 2014



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This routing guide is designed to provide you with American Hotel Register Company's transportation requirements. Please carefully review and share the guide's content with the appropriate personnel in your company to ensure that the requirements are understood and are being met. This routing guide will be updated from time to time, and you will be supplied email notices when this occurs. Adherence to these changes and compliance with the most current version of our routing guide is essential and is your responsibility. It is always available for review on <https://vendor.americanhotel.com>. Failure to do so will result in a non-compliance fee plus excess freight cost being assessed against your company. These fees are detailed on page 10 of this route guide.



Inbound Routing Process

All inbound COLLECT PO shipments must be entered into the Descartes TM system utilized by American Hotel Register for inbound planning. You should have been provided with sign-on information and directions enabling you to utilize the Descartes TM system. If you do not know if you should be following the Inbound/Descartes TM process, please ask yourself the following questions:

1. Is the PO collect (American Hotel Register Company is paying the freight)?
 - a. If “yes”, please continue to #2
 - b. If “no”, the shipment is PREPAID, please utilize your carrier network to ship the PO

2. Is this an inbound PO to one of American Hotel Register Company’s DCs?
 - a. If “yes”, then utilize the Descartes TM to route the shipment
 - b. If “no”, your PO is considered a Drop Shipment, please follow the Route Guide instructions located on the pages below:
 - i. Domestic (Continental U.S.) pages 4 & 5
 - ii. Alaska and Hawaii page 6
 - iii. Canada page 7 & 8
 - iv. International (non-Canada) page 9

If you need more information on the American Hotel Register Inbound process using *Descartes TM*, please contact us:

Email: inbound@americanhotel.com

Phone: 847-743-4376

NOTE: When shipping inbound with UPS, please make sure to include the PO# in the Reference Field 1 in the following format: 0000000 (do not include anything else other than the PO number itself).

Any inbound collect shipment not routed through Descartes TM will be subject to an administrative fee of \$300 plus any additional freight cost, per occurrence. Please refer to our Fee Schedule located on page 10



Continental U.S. (excludes Hawaii & Alaska) Small Package Drop Ship PO's

Small package ground shipments – UPS Ground

DEFINITION: Small Package Shipment contains 10 cartons or less with a total **BILLABLE** *weight* under 350 lbs.

- “Billable” weight is defined as the total actual or total dimensional weight, whichever is greater, of all packages in a shipment
 - Dimensional weight for American Hotel Register can be determined with this formula:
Length X Width X Height /200
- All drop ship/3rd party shipments must be billed to American Hotel Register **UPS account # X3963W**
 - **3rd Party Billing Address: American Hotel Register Co, 100 South Milwaukee Ave., Vernon Hills, IL 60061**
- Packaging must adhere to UPS requirements. Requirements can be found at UPS.com (<http://www.ups.com/content/us/en/resources/ship/packaging>)
- Total **BILLABLE** weight of shipment must not exceed 350 lbs
- Total carton count must not exceed ten (10) cartons
- Any shipments over 350 lbs (billable) and/or 10 cartons are to follow our **LTL Routing Instructions** located on p. 5
- All shipments must include a packing list. Packing list must accompany at least one of the cartons
- You must enter American Hotel Register Company purchase order number(s) in **Reference Field # 1** of the UPS label
- **Do not enter a Declared Value to any UPS shipment. Doing so will result in a billable violation. See page 10 for Fee Schedule**

Small package air express shipments – UPS Next Day & Second Day

This mode of transportation should only be used at the request of American Hotel Register Company

Continental U.S. (excludes Hawaii & Alaska)

LTL/FTL Drop Ship PO's

LTL – less than truckload

- At least **One** of the following qualifications must be met:
 - Weight is 351 lbs to 4,999 lbs
 - Carton quantity is 11 or more
- Utilize the attached zone matrix to find appropriate LTL carrier (p.13)
 - Vendor is responsible for contacting LTL carrier and setting up pick up for shipping
 - Carrier contact numbers are provided on the zone matrix
 - Purchase Order number(s) must be on the bill of lading and packing list

Exceptions

- If the shipment meets **ANY** of the following requirements, follow the Full Truckload instructions below:
 - Equals seven (7) or more pallets, non-stackable
 - Exceeds twelve (12) linear feet
 - Equals 5,000 lbs or more

Full Truckload

- Fill out the attached **Shipment Notification Form** (p. 11) and email it to the American Hotel Register Transportation Department, transportation@americanhotel.com, for special routing instructions
- One **Shipment Notification Form** is required per truckload
- All shipments must include a packing list
- Purchase Order number(s) must be on the bill of lading and packing list
- All trailers must be sealed and the seal number recorded on the bill of lading



Hawaii & Alaska Instructions

For **ALL** shipments going to Hawaii or Alaska, please fill out the **Shipment Notification Form** (p. 11) and email American Hotel Register Company's Transportation Department at transportation@americanhotel.com.

Custom routing will be provided for these shipment(s).

Failure to utilize the Shipment Notification Form and to notify American Hotel Register for routing instructions for ANY shipment to Hawaii or Alaska will be subject to an administrative fee of \$300 plus the additional freight cost, per occurrence. Please refer to our Fee Schedule located on page 10.



Canada

Small Package Drop Ship PO's

For orders under 150 lbs and 10 cartons or less, please ship as follows:

- All drop ship/3rd party shipments must ship to one of the following freight forwarders:

To Canada - East

Including Ontario (ON), Quebec (QC), Prince Edward Island (PE), New Brunswick (NB), Newfoundland and Labrador (NL), and Nova Scotia (NS)	Purolator USA 1370 Hamilton Parkway Itasca, IL 60143
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To Canada - West

Including Manitoba (MB), Saskatchewan (SK), Alberta (AB), British Columbia (BC), Northwest Territories (NT), Nunavut (NU), and Yukon (YT)	Purolator USA 18900 8th Avenue South Suite 800 Seattle, WA 98148
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- Bill prepaid **Third Party** to American Hotel Register's **UPS account # X3963W**
 - 3rd Party Billing Address: American Hotel Register Co, 100 South Milwaukee Ave., Vernon Hills, IL 60061**
- Packaging must adhere to UPS requirements. Requirements can be found at UPS.com (<http://www.ups.com/content/us/en/resources/ship/packaging>)
- Total **BILLABLE** weight of shipment must not exceed 150 lbs. and/or 10 cartons
 - "Billable" weight is defined as the total actual or total dimensional weight, whichever is greater, of all packages in a shipment
 - Dimensional weight for American Hotel Register can be determined with this formula:
Length X Width X Height /200
- Any shipments over 150 lbs. and/or 10 cartons are to follow our **LTL U.S. to Canada** routing instructions listed on page 8
- All shipments must include a packing list. Packing list must accompany at least one of the cartons
- Purchase Order number(s) must be on the bill of lading and packing list
- You must enter American Hotel Register Company's purchase order number(s) in **Reference Field # 1** of the UPS label
- Do not enter a Declared Value to any UPS shipment. Doing so will result in a billable violation.**
See page 10 for Fee Schedule



Canada

LTL Drop Ship PO's

LTL U.S. to Canada

- Fill out **Shipment Notification Form** (see page 12) and email American Hotel's Canada Routing department at canadarouting@americanhotel.com for Customs paperwork
- All Canadian customs documentation will be prepared and provided by American Hotel Register Canada Routing department
- American Hotel Register Company's Customs Broker is UPS Supply Chain Solutions (**UPS-SCS**)
- All shipments must include a packing list
- The purchase order number(s) must be on the Bill of Lading and packing list

LTL Canada to U.S.

- Fill out **Shipment Notification Form** (see page 12) and email American Hotel's Canada Routing department for Customs paperwork at canadarouting@americanhotel.com
- All Canadian customs documentation will be prepared and provided by American Hotel Register Canada Routing department
- American Hotel Register Company Customs Broker is UPS Supply Chain Solutions (**UPS-SCS**)
- All shipments must include a packing list
- The purchase order number(s) must be noted on the bill of lading and packing list



International

Small Package/LTL (excluding Canada)

Small Parcel and LTL to all other International Locations

- For all Drop Ship PO's that do not have a Shipping Agent address within the continental United States, please fill out the International Shipment Notification Form (see page 12) and email to exportrouting@americanhotel.com for routing instructions
- All shipments must include a packing list
- The purchase order number(s) must be noted on the bill of lading and packing list
- All LTL shipments are to be shipped on heat treated or plastic pallets
- **Do not enter a Declared Value to any UPS shipment. Doing so will result in a billable violation.**
See page 10 for Fee Schedule

NOTE: When shipping inbound with UPS, please make sure to include the PO# in the Reference Field 1 in the following format: 0000000 (do not include anything else other than the PO number itself).

Route Guide Violation Fee Schedule

<u>Violation</u>	<u>Fee</u>
Not utilizing Descartes TM for collect inbound shipments	Excess freight cost plus Administrative fee \$300
Not following Route Guide for prepaid 3rd party shipments	Excess freight cost plus Administrative fee \$300
No PO # on Bill of Lading and packing list	Administrative Fee \$300
Not using vendor name and address as shipper on the bill of lading	Administrative Fee \$300
Failure to use American Hotel Register's commercial invoice or other provided export documentation for International shipments	\$300 Fee plus any additional charges incurred due to the error
Adding a Declared Value to any UPS shipment	\$300 Fee plus any additional charges incurred due to the error
Failure to utilize the Shipment Notification Form and to notify American Hotel Register for routing instructions for ANY shipment to Hawaii or Alaska	Excess freight cost plus Administrative fee \$300
Inaccurate shipping information on the Bill of Lading as detailed in the American Hotel Register Company Global Supply Chain Partnership Program (GSCPP). Examples include freight class, weight, pieces, and hazardous material and related documentation. See GSCPP for full list of requirements	Administrative Fee of \$300 plus any carrier related accessorials and/or additional charges incurred due to the error
Shipping errors and/or delays leading to additional charges assessed by the carrier at American Hotel's expense	Administrative Fee of \$300 plus any carrier related charges incurred due to the error



Corporate Transportation Department

Phone (847) 743-6012

E-Mail: transportation@americanhotel.com

SHIPMENT NOTIFICATION

(All shipments to Alaska and Hawaii MUST include dimensions and total weight)

Date _____

SHIPPER

CONSIGNEE

Company: _____

Company: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Phone #: _____

Pick-up Appt: Y or N _____

Notice before Pick-up: _____ hours

SHIPPING INFORMATION

PO #'S: _____

Date Ready: _____

Shipping Weight: _____

of Cartons: _____

Shipment Cube: _____

of Pallets: _____

Floor Feet of Trailer: _____

B/L or P/U #: _____

Freight Class: _____

Comments/Special Instructions

All shipments must be submitted in writing using this form.
Please fill in ALL blanks and email back to American Hotel.



International Transportation Department
Phone (847) 743-6012

SHIPMENT NOTIFICATION

(All International shipments MUST include dimensions and total weight)

Date _____

SHIPPER

CONSIGNEE

Company: _____

Company: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Phone #: _____

Pick-up Appt: Y or N _____

Notice before Pick-up: _____ hours

SHIPPING INFORMATION

PO #'S: _____

Date Ready: _____

Shipping Weight: _____

of Cartons: _____

Shipment Cube: _____

of Pallets: _____

Floor Feet of Trailer: _____

B/L or P/U #: _____

Freight Class: _____

Comments/Special Instructions

Four horizontal lines for entering comments or special instructions.

All shipments must be submitted in writing using this form. Please fill in ALL blanks and email back to American Hotel.

American Hotel Register Company Zone to Zone Route Guide

(IMPORTANT: THE AMERICAN HOTEL P.O. NUMBER MUST BE NOTED ON EVERY BOL)

DESTINATION

ORIGIN	ZONE 1 ID, MT, OR, WA	ZONE 2 CA	ZONE 3 AZ, NV	ZONE 4 AR, LA, NM, OK, TX, UT	ZONE 5 AL, DC, DE, GA, IL, IN, KY, MD, MI, MO, MS, NC, NJ, OH, PA, SC, TN, VA, WI, WV	ZONE 6 CO, CT, FL, IA, KS, MA, ME, MN, ND, NE, NH, NY, RI, SD, VT, WY
ZONE 1 ID, MT, OR, WA	RETL	RETL	UNDER 500# = CNWY OVER 500# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF
ZONE 2 CA	RETL	DPHE	DPHE	CENF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF
ZONE 3 AZ, NV	UNDER 500# = CNWY OVER 500# = UPGF	DPHE	DPHE	CENF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF
ZONE 4 AR, LA, NM, OK, TX, UT	UNDER 250# = CNWY OVER 250# = UPGF	CENF	CENF	CENF	UNDER 300# = CNWY OVER 300# = UPGF	UNDER 350# = CNWY OVER 350# = UPGF
ZONE 5 AL, DC, DE, GA, IL, IN, KY, MD, MI, MO, MS, NC, NJ, OH, PA, SC, TN, VA, WI, WV	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 300# = CNWY OVER 300# = UPGF
ZONE 6 CO, CT, FL, IA, KS, MA, ME, MN, ND, NE, NH, NY, RI, SD, VT, WY	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF	UNDER 250# = CNWY OVER 250# = UPGF

Key

- CENF = CENTRAL FREIGHT (254) 741-5527
- CNWX = CONWAY FREIGHT (800) 525-6256
- DPHE = DEPENDABLE HIGHWAY EXPRESS (800) 548-8608
- RETL = USF REDDAWAY (888) 420-8960
- UPGF = UPS FREIGHT (804) 231-8555

Zone 1 =

- Zone 1 = ID, MT, OR, WA
- Zone 2 = CA
- Zone 3 = AZ, NV
- Zone 4 = AR, LA, NM, OK, TX, UT
- Zone 5 = AL, DC, DE, GA, IL, IN, KY, MD, MI, MO, MS, NC, NJ, OH, PA, SC, TN, VA, WI, WV
- Zone 6 = CO, CT, FL, IA, KS, MA, ME, MN, ND, NE, NH, NY, RI, SD, VT, WY