



# GENERAL ROUTING

**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**  
**HUBBELL INDUSTRIAL CONTROLS**  
**INBOUND/OUTBOUND LTL ROUTING GUIDE - EFFECTIVE FEBRUARY 1, 2011**

[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.

Industrial Controls c/o Cass Information Systems, PO Box 17631, St. Louis, MO 63178

DO NOT delcare 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

## Hubbell Industrial Controls

### 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 \$50.00

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

## HUBBELL INDUSTRIAL CONTROLS

### 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.

HUBBELL INDUSTRIAL CONTROLS INBOUND AND OUTBOUND 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](mailto:cstrook@hubbell.com)) FOR SHIPMENT ROUTINGS WHEN 15,000 lbs AND OVER OR MORE THAN 8 PALLETS.

Small Parcel - Guideline - READ FIRST TAB	ISSUED 2/1/2011
FROM	8 PALLETS OR LESS
Alabama	AAA COOPER
Arizona	UPS FRT
Arkansas	AAA COOPER
California	UPS FRT
Colorado	UPS FRT
Connecticut	ESTES
Delaware	ESTES
Florida	AAA COOPER
Georgia	AAA COOPER
Idaho	UPS FRT
Illinois	HOLLAND
Indiana	HOLLAND
Iowa	HOLLAND
Kansas	ESTES
Kentucky	AAA COOPER
Louisiana	AAA COOPER
Maine	ESTES
Maryland	ESTES
Massachusetts	ESTES
Michigan	HOLLAND
Minnesota	HOLLAND
Mississippi	AAA COOPER
Missouri	HOLLAND
Montana	UPS FRT
Nebraska	UPS FRT
Nevada	UPS FRT
New Hampshire	UPS FRT
New Jersey	ESTES
New Mexico	UPS FRT
New York	ESTES
North Carolina	AAA COOPER
North Dakota	UPS FRT
Ohio	HOLLAND
Oklahoma	AAA COOPER
Oregon	UPS FRT
Pennsylvania	ESTES
Rhode Island	UPS FRT
South Carolina	AAA COOPER
South Dakota	UPS FRT
Tennessee	AAA COOPER
Texas	AAA COOPER
Utah	UPS FRT
Vermont	ESTES
Virginia	ESTES
Washington	UPS FRT
West Virginia	ESTES
Wisconsin	HOLLAND
Wyoming	UPS FRT
Alaska	UPS FRT
Hawaii	UPS FRT
PUERTO RICO	Contact C. Strook
All Points Canada	UPS FRT
All Points Mexico	Contact C. Strook