

Garnet Hill

INTERNATIONAL ROUTING GUIDE

***See Domestic Routing Guide for CANADA, and MEXICO**

DIMENSIONAL WEIGHT	ORIGIN COUNTRY	NOMINATED CARRIER	FREIGHT ACCOUNT TERMS	ACCOUNT #
1. Pkg. Length (longest side) does not > 108 in / 274 cm. 2. Pkg. Length + Girth (2xW) + (2xH) does not > 157 in / 399 cm. 3. Pkg. Billable Wgt.* = or < than 50 kilos / 109 lbs.	All Origins	UPS	Collect	3AR672
Select WW Expedited as the UPS Service for Packages & WW Express Saver for Letters. Any other UPS Service requires Approval from the Garnet Hill Team				
Reference Purchase Order Number in the Reference Field of the Airway Bill				
Issues contact enterprisesupport@ups.com				

**Billable Wgt. = greater of Dim. Wgt. vs Act. Wgt. [Dim. Wgt. = Volume (cubic in.) / 300]*

DIMENSIONAL WEIGHT	ORIGIN COUNTRY	NOMINATED CARRIER
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Reference Purchase Order Number in the Reference Field of the Bill of Lading		

DIMENSIONAL WEIGHT	ORIGIN COUNTRY	BOOKING AGENT	FREIGHT TERMS	ACCOUNT NUMBER
1. Pkg. Length (longest side) does not > 108 in / 274 cm. 2. Pkg. Length + Girth (2xW) + (2xH) does not > 157 in / 399 cm. 3. Pkg. Billable Wgt.* = or > than 50 kilos / 109 lbs.	All Origins (except Canada/Mexico)	CH Robinson	Collect	Not Required

BOOKING AGENT ORIGIN CONTACT INFORMATION	
See CH Robinson Origin Contact List at the following link: http://www.ccsinc.com/garnet.htm	
CUSTOMS DOCUMENTS & EXPRESS RELEASE/SEAWAY BILL SUBMITTED TO	
ORIGIN COUNTRY	DOCUMENTS
All Origins	ALL DOCUMENTS TO CH ROBINSON ORIGIN OFFICE BOOKING AGENT

INSTRUCTIONS:

- **Booking in Advance Requirement**

- All bookings must be made a minimum of 14 calendar days prior to the Garnet Hill required ship/sail date.

- **Ship/ Sail Dates**

- Ship date is the date the goods must be on the vessel.
 - **Ship Dates:** It is important to note that the date printed on your PO is the required vessel sail date to our distribution facility in Ohio. Ship date= sail date. This is NOT the date that we need it in our warehouse. It is the date the goods must be on the vessel so that they are received and ready for our “go live” date.

Vendor must provide at the time of freight pickup:

- 1) Booking Form
- 2) ISF Form (must include Garnet Hill Item #'s)
- 3) Commercial Documents
 - a. Commercial Invoice
 - b. Packing list (**** Packing lists must show container # & must state "this shipment contains no solid wood packing materials"**)
- 4) Garnet Hill Commercial Invoice/ Customs Documentation Checklist. See vendor compliance manual at <http://www.ccsinc.com/garnet.htm>
- 5) Container Load Plan (only if shipping multiple containers)
 - a. PO #/ Garnet Hill Items #'s/ Quantity loaded into each container

Effective 7-23-20