

THE O.C. TANNER ROUTING GUIDE



UPDATED & RELEASED
September 3rd, 2025

We appreciate your willingness to comply with this routing guide, allowing O.C. Tanner the best possible opportunity to reduce freight costs and provide extraordinary service to our customers.

We ask that all suppliers, both prepaid and collect, complete a supplier outbound profile located at www.octanner.com/logistics/downloads. This form provides O.C. Tanner's logistics department basic shipping information and contract information should we need to contact you.

Sections of this guide can be accessed by clicking on the section in the list below or scrolling down to the desired page.

Table of Contents

Insurance Information	5
Communication and Contact Information	5
O.C. Tanner Logistics Contacts	5
Shipping to O.C. Tanner Facilities	5
LTL	5
General Instructions	5
Bill of Lading Instructions	5
Shipping Standards	5
Packing List Requirements	6
Labeling	6
Packing Requirements	6
Shipment Routing and Carrier Selection	7
*State Matrix (Changed)	8
Delivery Locations and Contacts (Purchase Orders will specify delivery location)	9
Appointment Scheduling	9
Small Parcel	10
Important Information	10
General Instructions	10
Shipping Information Required	10
Shipping Standards	10
Packing List Requirements	10
Labeling	10
Packing Requirements	11
Shipment Routing and Carrier Selection	11
Delivery Locations and Contacts (Purchase Orders will specify delivery location)	11
Appointment Scheduling	11
Drop Shipping to Consumer Requirements	12
Drop Shipping Carrier Selection Criteria	12
Home Delivery Service	12
Small Parcel	12
Home Delivery Service (Over 100 billable lbs.)	12
Product Type and Delivery Method	12
O.C. Tanner's Carriers	13
Small Parcel	13
Carton Requirements	13
Shipping Requirements	13
O.C. Tanner's Carrier	13
Freight Forwarding	14
Export Requirements	14
Import Requirements	14
O.C. Tanner's Carrier	14
Expeditors International	14
Expeditors' Contact Information	14

Definitions.....	15
UCC128- Example	16
Packing Slip Example	17
Pallet Label Example.....	18

Insurance Information

O.C. Tanner holds their own Cargo Insurance for freight and parcel shipments. Insurance for individual shipments will never be requested by O.C. Tanner. If Insurance is selected by the vendor, the vendor will be responsible for paying the cost of the insurance.

Communication and Contact Information

O.C. Tanner communicates with suppliers about POs, ASNs, and invoices through EDI X12 transactions or via email. With EDI X12 being our preferred method. Please contact the appropriate O.C. Tanner Buyer for more information on setting up communication, including transaction specs or how to get set up as an EDI supplier. All invoices sent by email should be sent to Accounts.Payable@octanner.com.

O.C. Tanner requires all suppliers to send PO acknowledgments (EDI 855) within 24 hours of receiving the PO.

O.C. Tanner Logistics Contacts

Director of Enterprise Logistics
 Michael Erickson
 (801) 634-8294
Michael.Erickson@octanner.com

Logistics Manager - Small Parcel
 Ray Peterson
 (801) 514-7311
Ray.Peterson@octanner.com

Logistics Manager - Home Delivery and LTL
 Nate Robbins
 (801) 232-8061
Nate.Robbins@octanner.com

Shipping to O.C. Tanner Facilities

LTL

General Instructions

- O.C. Tanner sends POs through EDI, SFTP, API, and email
- PO acknowledgments must be sent to O.C. Tanner within 1 business day of receipt of the PO
- ASNs and invoices must be sent to O.C. Tanner within 1 business day of shipment from the supplier either via EDI or email
- Shippers may only combine POs that have the same delivery address
- Effort should be made to consolidate POs to one shipment per week per delivery location
- Effort should be made to help products arrive on or before O.C. Tanner's Dock Date
- Shipments larger than 150 pounds should be shipped using one of O.C. Tanner's core LTL carriers listed below.

Bill of Lading Instructions

- A Bill of Lading (BOL) must accompany every shipment and should include:
 - Delivery address as stated on the PO
 - Each PO number shipped at the line-item level
 - The proper NMFC freight class at the line-item level
 - The correct number of pallets shipped
 - The correct number of cartons shipped
 - The correct gross weight of the shipment including weight of the pallets
 - The correct net weight of the shipment excluding 50 pounds per pallet
 - BOL must be complete
- O.C. Tanner's LTL contracts included a pallet exception of up to 50 pounds per pallet. The pallet exception only applies to BOLs which include the gross weight and calculated net weight that subtracts 50 pounds for each pallet tendered. It is critical for suppliers to include both gross and net weight when completing a bill of lading.
 - Assistance in creating a BOL can be provided in any of the following ways:
 - The BOL feature on the carrier's website
 - A custom PDF form provided by O.C. Tanner's logistics department. Contact Logistics@octanner.com for more information.
 - BOL created by O.C. Tanner's partner Box Logic

Shipping Standards

- Supplier must not ship products for which they have not received a valid PO from O.C. Tanner.
- Overages will not be accepted. Any overages sent will be denied. It will be the responsibility of the vendor to pay for the freight of the return shipment. Exceptions to this policy should be approved by the buying team.
- Freight should be sorted by PO
- Items with the same part number must be sorted and kept together
- Products (style, number, size, color, etc.) and quantities received, identified on the packing list and purchase order

must match.

Packing List Requirements

- A packing list per PO must accompany every shipment
- In the event multiple trailers or containers are necessary to ship products, an itemized packing list must accompany each trailer or container
- Packing list must be attached to the lead pallet or carton and must be legible
- Each packing list must contain the following:
 - Barcoded PO number(s) associated with the shipment/ASN
 - Supplier Name
 - Delivery address as stated on the PO
 - O.C. Tanner material number for each line item
 - Description
 - Number of Cartons and Case pack quantity
 - Total number of units on backorder

Labeling

Pallet Labeling

All less than truckload shipments to O.C. Tanner must be labeled and shrink wrapped with the following information (see end of routing guide for pallet labeling example):

- Purchase Order Number (use paperboard or cardboard to segregate purchase orders when possible)
- Carton count per pallet
- BOL Number/POD Label
- When shipping more than one pallet, identify the pallet number and total pallets being shipped (e.g. 1 of 3, 2 of 3, 3 of 3)

Carton Labeling

All shipments sent to O.C. Tanner must be labeled with a standard UCC-128 Shipping Container Label (see end of routing guide for template).

Please use only one UCC-128 label per unit.

Label must contain the following information:

- Supplier name and ship from address
- Barcoded O.C. Tanner's PO number
- UPC number (if carton is mixed, enter "MIXED" instead of UPC barcode)
- Carrier name and bill of lading number
- SSCC-18 shipping container barcode
- Product that is shipped with multiple components per selling unit must be identified as such and each piece labeled as 1 of 3, 2 of 3, and 3 of 3, if three cartons comprise one selling unit.
- Only one ASN per shipping unit (A shipping unit is either a pallet or a carton)

Packing Requirements

Pallet Quality Requirements

- All pallets/crates to be constructed out of wood with no signs of deterioration or plastic
- Conform to the National Wood Pallet Container Association's standard for wood pallets
- Contains no broken boards or loose nails
- All crates must provide a support bar across the center of the bottom of the pallet
- All imports must be free of bark and pests, and comply with all U.S. regulations

ADC Pallet Requirements (1825 South State Street Salt Lake City, UT 84115)

- All freight must be shrink wrapped and Palletized. Exceptions may be granted upon prior written approval from your buyer.
- The standard pallet size is 40" x 48" with a maximum height of 54". Please stay within this standard. Cartons must not overhang the pallet. Keeping within this height limit allows items to be transferred to O.C. Tanner's ASRS (Automated Storage and Retrieval System) without additional handling.
- All LTL and truckload shipments must be shipped on 4-way pallets. If you have concerns about shipping your product on pallets, please contact your buyer so they may address your concern.
- Damaged boxes cannot be accepted. Product damaged due to palletizing incorrectly will be returned to you at your expense.
- Stack product in such a way as to allow overall carton count without having to break down the pallets.
- Do not mix products on the same pallet. When products must be mixed for shipping efficiencies, keep similar items together on the pallet and make sure boxes are clearly marked. Pallets containing more than one SKU, must

contain a “Mixed” sign on the pallet.

- Add the POD Label to each pallet so we can match the POD to the appropriate pallet to verify we have received everything ordered.
- Shipment must be ready for pickup by the carrier, “Sort and Segregation” charges from the carrier to O.C. Tanner will be charged back to the vendor.

SDC Pallet Requirements (1509 South Gustin Rd, Suite A Salt Lake City, UT 84104)

- All freight must be shrink wrapped and Palletized. Exceptions may be granted upon prior written approval from your buyer.
- The standard pallet size is 40” x 48” with a maximum height of 72”. Please stay within this standard. Cartons must not overhang the pallet. Keeping within this height limit allows items to be transferred to O.C. Tanner’s pallet racking- without additional handling.
- All LTL and truckload shipments must be shipped on 4-way pallets. If you have concerns about shipping your product on pallets, please contact your buyer so they may address your concern.
- Damaged boxes cannot be accepted. Product damaged due to palletizing incorrectly will be returned to you at your expense.
- Stack product in such a way as to allow overall carton count without having to break down the pallets.
- Do not mix products on the same pallet. When products must be mixed for shipping efficiencies, keep similar items together on the pallet and make sure boxes are clearly marked. Pallets containing more than one SKU, must contain a “Mixed” sign on the pallet.
- Add the POD Label to each pallet so we can match the POD to the appropriate pallet to verify we have received everything ordered.
- Shipment must be ready for pickup by the carrier, “Sort and Segregation” charges from the carrier to O.C. Tanner will be charged back to the vendor.

Carton Requirements

- Products from multiple POs may not be mixed in a single carton.
- Products with mixed SKUs in a carton should be avoided when there is sufficient volume of one SKU to make a full carton. If necessary, cartons containing more than one SKU must contain a “Mixed” sign on the carton.
- Do not use foam peanuts for packaging. This slows down our receiving and impacts the space in our dumpster.

Shipment Routing and Carrier Selection

All shipments will fall under one of three shipping terms:

- FOB Origin Freight Collect
- FOB Origin Freight 3rd Party
- FOB Destination Freight Prepaid

Custom terms on the PO supersede these instructions.

If no terms appear on the PO, title transfer will be determined by shipping terms as they are matched and listed above.

Shipments larger than 150 pounds should be shipped using one of O.C. Tanner’s core LTL carriers listed below. O.C. Tanner does not need to be contacted prior to shipment.

To manage the freight mix between our carriers, O.C. Tanner has assigned each carrier a different state. Please see the matrix below to determine which carrier should be used when shipping to O.C. Tanner. If the state that you are shipping from is not listed or if you are shipping to a state other than Utah, please contact logistics at Logistics@octanner.com and they will assign you a carrier.



*State Matrix (Changed)				
Origin	Destination	ABF Freight	FedEx LTL	XPO
Alabama	Utah			X
Arkansas	Utah		X	
Arizona	Utah	X		
California	Utah	X		
Colorado	Utah		X	
Connecticut	Utah	X		
Florida	Utah			X
Georgia	Utah			X
Illinois	Utah		X	
Indiana	Utah		X	
Kansas	Utah		X	
Kentucky	Utah		X	
Maryland	Utah		X	
Massachusetts	Utah		X	
Michigan	Utah		X	
Minnesota	Utah		X	
Mississippi	Utah			X
Missouri	Utah		X	
New Jersey	Utah	X		
Nevada	Utah			X
New York	Utah	X		
North Carolina	Utah			X
Ohio	Utah			X
Oregon	Utah			X
Oregon	Ontario Canada			X
Pennsylvania	Utah		X	
Rhode Island	Utah			X
South Carolina	Utah	X		
Tennessee	Utah			X
Texas	Utah	X		
Utah	Utah			X
Washington	Utah	X		
Wisconsin	Utah	X		
State Not Listed	Utah	X		
Utah Outbound Freight				X

If the state that you are shipping from is not listed, please use ABF, and mark the BOL as Collect.

If you are shipping to a state other than Utah, please contact logistics at Logistics@octanner.com and they will assign you a carrier.

Carrier Information (Changed)

ABF Freight SCAC – ABFS

BOL Creation: <https://arcb.com/abf-freight>

Pickup requests can be made online at <https://arcb.com/tools/pickup-request/advanced> or by finding your local terminal by going to <https://arcb.com/tools/service-search.html>.

Mark the BOL as Collect

Do not select their Guaranteed Delivery Service.

FedEx Freight LTL SCAC – FXFE

BOL Creation: <https://www.ltlselect.com/#/>

Pickup requests can be made online at <https://www.ltlselect.com/#/>

Mark the BOL as Collect

Do not select their Guaranteed Delivery Service

XPO Logistics LTL SCAC – XPOL

BOL Creation: <https://ext-web.ltl-xpo.com/landing>

Pickup requests can be made online at <https://ext-web.ltl-xpo.com/public-app/create-pickup-request>

Mark the BOL as Collect

Do not select their Guaranteed Delivery Service

LARGE SHIPMENTS (Over 6 Pallets or 3,000 lbs.)

Shipments that are larger than 6 pallets or 3,000 pounds will need to be routed using O.C. Tanner's partner Box Logic. Requests for routing can be sent to them either via email at octanner@boxlogic.com or by calling (801) 924-4900 and talk to either Curtis Fisher or Mickey Peterson.

Please include all the information below in an e-mail or have it ready when you call the number.

- Origin zip code
- O.C. Tanner destination (ADC, SDC, Main, or Returns)
- O.C. Tanner PO numbers included on the shipment
- Product Description
- NMFC Freight Class
- Total Pallet Count
- Total Gross Shipment Weight

Delivery Locations and Contacts (Purchase Orders will specify delivery location)

O.C. Tanner – ADC 1825 South Main Street Salt Lake City, UT 84115 Contact: Receiving Phone: (801) 483-8307 Email: ADCRdock@octanner.com Receiving Hours: Monday - Friday: 7:00 AM to 1:30 PM	O.C. Tanner SDC 1509 South Gustin Rd, Suite A Salt Lake City, UT 84104 Contact: Receiving Phone: (801) 493-3655 Email: SDC@octanner.com Receiving Hours: Monday - Friday: 6:30 AM to 2:30 PM
O.C. Tanner – Main 1930 South Main Street Salt Lake City, UT 84115 Contact: Receiving Email: Main.Receiving@octanner.com Phone: (801) 486-2430 ext. 32523 Receiving Hours: Monday - Friday: 6:00 AM to 2:00 PM	O.C. Tanner – Returns 1865 South Main Street Salt Lake City, UT 84115 Contact: Returns Email: Return.Questions@octanner.com Phone: (801) 493-3062 Receiving Hours: Monday - Friday: 7:00 AM to 3:00 PM

Appointment Scheduling

- Freight is received at four locations – ADC, SDC, Main Building, and Return Center.
 - ADC and SDC require delivery appointments through Transwide.
 - Main Building and Return Center can be delivered without an appointment during regular business hours.
- O.C. Tanner's core carriers have an account with Transwide scheduling system, they can go online and schedule their delivery appointments. This allows the flow of product to arrive on time to our dock.

- O.C. Tanner carriers have an appointment process that they follow, do not mark BOLs as appointment required. If you are shipping prepaid, please notify your carrier that O.C. Tanner requires an appointment for delivery. If an appointment is not made, the delivery will not be received. If the supplier does not use O.C. Tanner's core carriers and O.C. Tanner is billed for an appointment fee, the supplier will be responsible for the charge.

Small Parcel

Important Information

Carriers charge an additional handling surcharge for packaging that is in non-standard, including any package that:

- Is not fully encased in an outer shipping container
- Is encased in an outer shipping container not made of corrugated fiberboard (cardboard) materials, included but not limited to metal, wood, canvas, leather, hard plastic, soft plastic (e.g., plastic bags) or expanded polystyrene foam (e.g., Styrofoam)
- Is encased in an outer shipping container covered in shrink wrap or stretch wrap
- Is encased in a soft-sided pack (e.g., courier packs, poly bags and bubble mailers) that exceeds 18 inches along its longest side or 13 inches along its second-longest side or 5 inches in height
- Is cylindrical, including (without limitation) mailing tubes, cans, buckets, barrels, drums, or pails
- Is bound with metal, plastic or cloth banding, or has wheels casters, handles, or straps (including packages where the outer surface area is loosely wrapped, or where the contents protrude outside the surface area) could become entangled in or cause damage to other packages or the carrier sortation system

No shipment sent on behalf or to O.C. Tanner should be in non-standard packaging.

General Instructions

- O.C. Tanner sends POs through EDI and email
- PO acknowledgments must be sent to O.C. Tanner within 1 business day of receipt of the PO
- ASNs and invoices must be sent to O.C. Tanner within 1 business day of shipment from supplier either via EDI or email
- Shippers may only combine POs that have the same delivery address
- Effort should be made to consolidate POs to one shipment per week per delivery location excluding Gift Cards they should be shipped as soon as possible
- Effort should be made to help products arrive on or before O.C. Tanner's Dock Date
- Shipments less than 150 lbs. should be shipped using UPS Ground.

Shipping Information Required

- The purchase order must be listed in the carrier's reference field to identify the package through online tracking and to enable freight payment processing.

Shipping Standards

- Supplier must not ship unordered products
- Overages will not be accepted. Any overages sent will be denied. It will be the responsibility of the vendor to pay for the freight of the return shipment. Exceptions to this policy should be approved by the buying team.
- Freight should be sorted by PO
- Items with the same part number must be sorted and kept together
- Products (style, number, size, color, etc.) and quantities received, identified on the packing list and purchase order must match.

Packing List Requirements

- A packing list per PO must accompany every shipment
- In the event multiple containers are necessary to ship products, an itemized packing list must accompany each container
- Packing list must be attached to the lead carton and must be legible
- Each packing list must contain the following:
 - Barcoded PO number(s) associated with the shipment/ASN
 - Supplier Name
 - Delivery address as stated on the PO
 - O.C. Tanner material number for each line item
 - Description
 - Number of Cartons and Case pack quantity
 - Total number of units on backorder

Labeling

Carton Labeling

All shipments sent to O.C. Tanner must be labeled with a standard UCC-128 Shipping Container Label (see end of routing guide for template).

Please use only one UCC-128 label per unit.
 Label must contain the following information:

- Supplier name and ship from address
- Barcoded O.C. Tanner's PO number
- UPC number (if carton is mixed, enter "MIXED" instead of UPC barcode)
- Carrier name and bill of lading number
- SSCC-18 shipping container barcode
- Product that is shipped with multiple components per selling unit must be identified as such and each piece labeled as 1 of 3, 2 of 3, and 3 of 3, if three cartons comprise one selling unit.
- Only one ASN per shipping unit (A shipping unit is either a pallet or a carton)

Packing Requirements

Carton Requirements

- Products from multiple POs may not be mixed in a single carton.
- Products with mixed SKUs in a carton should be avoided when there is sufficient volume of one SKU to mark a full carton. If necessary, cartons containing more than one SKU must contain a "Mixed" sign on the carton.
- Do not use foam peanuts for packaging. This slows down our receiving and impacts the space in our dumpster.

Shipment Routing and Carrier Selection

Shipments less than 150 lbs. should be shipped using UPS Ground. To ship UPS expedited services, suppliers must receive approval from the O.C. Tanner Buyer.

Delivery Locations and Contacts (Purchase Orders will specify delivery location)

O.C. Tanner – ADC 1825 South Main Street Salt Lake City, UT 84115 Contact: Receiving Phone: (801) 483-8307 Email: ADCRdock@octanner.com Receiving Hours: Monday - Friday: 7:00 AM to 1:30 PM	O.C. Tanner SDC 1509 South Gustin Rd, Suite A Salt Lake City, UT 84104 Contact: Receiving Phone: (801) 493-3655 Email: SDC@octanner.com Receiving Hours: Monday - Friday: 6:30 AM to 2:30 PM
O.C. Tanner – Main 1930 South Main Street Salt Lake City, UT 84115 Contact: Receiving Email: Main.Receiving@octanner.com Phone: (801) 486-2430 Ext 32523 Receiving Hours: Monday - Friday: 6:00 AM to 2:00 PM	O.C. Tanner – Returns 1865 South Main Street Salt Lake City, UT 84115 Contact: Returns Email: Return.Questions@octanner.com Phone: (801) 493-3062 Receiving Hours: Monday - Friday: 7:00 AM to 3:00 PM

Appointment Scheduling

Is not required for Small Parcel Shipments.

Drop Shipping to Consumer Requirements

O.C Tanner requires all drop-shipments to ship on our account or on the account of our customer to provide better visibility to shipments in transit. To receive O.C. Tanner's third-party account number or to receive the Home Delivery Carrier selection, please contact us at Logistics.Coordinator@octanner.com.

Drop Shipping Carrier Selection Criteria

Home Delivery Service

- Large Screen Televisions above 48 inches
- Any package weighing more than **100 billable pounds** (See Definitions for billable weight)
- Any package measuring more than 108 inches in length
- Any package measuring more than 165 inches in length and girth combined

Small Parcel

Important Information

- Any package that weighs less than 100 billable pounds
- Carriers charge an additional handling surcharge for packaging that is in non-standard, including any package that:
 - Is not fully encased in an outer shipping container.
 - Is encased in an outer shipping container not made of corrugated fiberboard (cardboard) materials, included but not limited to metal, wood, canvas, leather, hard plastic, soft plastic (e.g. plastic bags) or expanded polystyrene foam (e.g., Styrofoam)
 - Is encased in an outer shipping container covered in shrink wrap or stretch wrap.
 - Is encased in a soft-sided pack (e.g., courier packs, poly bags and bubble mailers) that exceeds 18 inches along its longest side or 13 inches along its second-longest side or 5 inches in height.
 - Is cylindrical, including (without limitation) mailing tubes, cans, buckets, barrels, drums or pails.
 - Is bound with metal, plastic, or cloth banding, or has wheels casters, handles, or straps (including packages where the outer surface area is loosely wrapped, or where the contents protrude outside the surface area) could become entangled in or cause damage to other packages or the carrier sortation system.
 - No shipment sent on behalf or to O.C. Tanner should be in non-standard packaging.

Home Delivery Service (Over 100 billable lbs.)

Home delivery services include:
 Room of Choice (including two flight of stairs)
 Threshold (Delivery through the door)
 First Dry Area (No Signature Required)

Instructions for shipping products via home delivery services are described below. If your specific commodity is not found below, please reach out to Logistics.Coordinator@octanner.com to receive further instruction. Vendors will receive a letter notifying them of the Home Delivery carrier they should use to ship their items. If you have not been notified, please reach out to Logistics.Coordinator@octanner.com.

Product Type and Delivery Method

Televisions

- Delivery of TVs larger than 48 inches requires delivery through the threshold of the person's house.

Appliances

Product Type	Delivery Method
Washer and Dryer	Room of Choice
Large Refrigerators	Room of Choice
Range	Room of Choice
Dishwasher	Room of Choice
Small Refrigerators	Threshold
Wine Coolers	Threshold
Larger Freezers	Room of Choice
Freezer Chests	Threshold
Any not named	Logistics.Coordinator@octanner.com

**Exercise Equipment**

Product Type	Delivery Method
Home Gym Weights	Threshold
Exercise Bikes	Threshold
Ellipticals	Threshold
Treadmills	Threshold
Bench	Threshold
Rower	Threshold
Any not named	Threshold

Furniture

Product Type	Delivery Method
Massage Chair	Room of Choice
Furniture	Room of Choice
Outdoor Furniture	No Signature Required
Any not named	Logistics.Coordinator@octanner.com

Game Tables

Product Type	Delivery Method
Pool Table	Threshold
Foosball Table	Threshold
Air Hockey	Threshold
Table Tennis	Threshold
Shuffleboard	Threshold
Any not named	Threshold

Yard Equipment

Product Type	Delivery Method
Snow Blower	No Signature Required
Lawn Mower	No Signature Required
BBQ Grills	No Signature Required
Smokers	No Signature Required
Fire Pit	No Signature Required
Any not named	No Signature Required

O.C. Tanner's CarriersPilot www.Pilotdelivers.comCEVA www.CevaLogistics.comEFW <https://efwnow.com/>**Small Parcel****Carton Requirements**

Product must NOT contain any price information either on cartons, containers, or individual pieces.

Shipping Requirements

The purchase order must be listed in the carrier's reference field to identify the package through online tracking and to enable freight payment processing.

O.C. Tanner's Carrier**UPS Ground** using O.C. Tanner's account number. To receive the account number, please reach out to Logistics.Coordinator@octanner.com.



Freight Forwarding

Export Requirements

- SLI (Shippers Letter of Instruction)
 - Shipper's Name
 - Consignee at destination
 - Pickup Location
 - Commodity (English Description)
 - Quantity
 - Dims
 - Mode (Air vs Ocean, Truck)
- Commercial Invoice
- Packing List
- Cargo Ready Date

Import Requirements

- Commercial Invoice
 - In English
 - Clear description of the product
 - Incoterms
 - Value
 - Currency
 - Quantity
- Packing List
- Classification
- Country of Origin
- Other government agency details as needed (FDA, USDA, and NHSTA)

O.C. Tanner's Carrier

Expeditors International

Expeditors' Contact Information





- Richard Sorenson
 - Direct: 801-303-6442
 - Office: 801-303-6400
 - Email: Richard.Sorenson@expeditors.com

Definitions

- **Bill of Lading:** A document issued by a freight carrier detailing the type, quantity, destination and other information relating to Products being shipped by such freight carrier.
- **Carton:** A plastic or cardboard box used to pack, store and transport Products.
- **FOB:** Free on board and indicates where title and risk of loss to Products pass from Supplier to O.C. Tanner. FOB is specified on each purchase order as either FOB Origin (Supplier's warehouse or other location specified by Supplier) or FOB destination (O.C. Tanner's warehouse or other location specified by O.C. Tanner).
- **Invoice:** A document prepared by Supplier and submitted to O.C. Tanner requesting payment in accordance with the Purchase Order. "Invoice" also means a document prepared by O.C. Tanner and submitted to Supplier requesting payment for fees or costs incurred due to receipt of Non- Conforming Products.
- **Original Promised Date:** The original and unrevised Promised Date specified on a Purchase Order.
- **Pallet:** A reusable platform usually made of wood, on which freight is loaded. The standard size of a Pallet is 48 inches x 40 inches.
- **Packing List:** An itemized list of Products included with each shipment specifying the Purchase Order number, quantity and description of Products.
- **Payment Terms:** The agreed-upon time for payment specified on the Purchase Order.
- **Products:** Goods supplied by Supplier to O.C. Tanner.
- **Dock Date:** The date specified on each Purchase Order stating when products are expected to deliver to O.C. Tanner's dock.
- **Purchase Order:** A document created by O.C. Tanner and transmitted to supplier respecting O.C. Tanner's offer to purchase products from Supplier. A purchase order sets forth the description, quantity, price, payment terms, dock date, FOB and other terms and conditions.
- **Material Number:** A bar-scan-readable stock-keeping unit (SKU) assigned by O.C. Tanner uniquely identifying a product.
- **UPC:** A bar-scan-readable universal product code uniquely identifying a product.
- **Supplier:** any person, corporation, limited liability Company, partnership or other legal entity who supplies products to O.C. Tanner.
- **Billable Weight:** Figure out the dimensional weight: $[(H \times W \times L)/139] = \text{dimensional weight}$. Then take the greater of the actual weight and the dimensional weight to get your billable weight.
 - **Example:** Dimensional weight $20 \times 12 \times 6 = 1440$ Volume divide that by 139 to get 10.36 then round that up to 11 lbs. The 11 lbs. would be the billable weight until the actual weight is greater than the 11 lbs. such as 15 lbs. Then the 15lbs. would be the billable weight.




UCC128- Example

FROM: Acme Products Anywhere Ave. Smithville		To: O.C. Tanner Company Attn: ADC Receiving 1825 South Main Street Salt Lake City, Ut 84115	
CARRIER INFO: B/L: 7734418773 SCAC: FDEG		POSTAL ZIP: (420) 84115 	
PO Number: 4500583688 			
Carton: 1 of 4		UPC:  859151004050	
Pallet: N/A			
SSCC-18 (00) 0 0859151 000010011 0 			



PACKING SLIP

SHIP FROM : Address Line1 Address Line2		DATE : Purchase Order #:  4502613586	
SHIP TO : Address Line1 Address Line2		BILL TO: Address Line1 Address Line2	
CARRIER/SERVICE:		NO. OF CARTONS: 3	
FRIEGHT TERMS :		NO. OF PALLETS: 0	
SPECIAL INSTRUCTIONS:			
SHIPPING INFORMATION			
Material Number	ITEM DESCRIPTION	B/O	Quantity Shipped
116858709	Item2 Long Description		10
116858708	Item1 Long Description	4	4
116858707	Item1 Long Description		8
116858703	Item1 Long Description		8

Page 1 Of 1

17



O.C.TANNER

Engaging Workplace Cultures

Pallet Label Example

From: Acme Products Anywhere Ave. 84100	To: O.C. Tanner Co. Attn: ADC Receiving 1825 South Main Street Salt Lake City, UT 84115
Total Pallets: 1 of 2	PO No: 4502584256
Total Cartons: 11 of 25	BOL No: 595-7125360