



BNSF Railway  
Materials  
General Shipping Instructions  
& Routing Guide

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## 2. SUMMARY INFORMATION

### 2.1. CURRENT DOCUMENT STATUS

Document Owner:	Bill Deters
Document Number:	2014-RG-v1.10
Last Updated:	02/01/2014
Document Version:	1.10

### 2.2. LETTER FROM BNSF RAILWAY/LATEST CHANGES



BILL DETERS

*Material Manager -- Logistics*

**BNSF Railway**

2500 Lou Menk Dr.

AOB - 1

Ft. Worth, TX 76131

Dear BNSF Supplier:

**By supplying any product to BNSF Railway Company (“BNSF”) you acknowledge and agree that you shall comply with routing instructions as specified on, or referenced in BNSF’s purchase order, or other purchase agreement. When BNSF is responsible for freight charges, the routing instructions below in this BNSF Railway Materials General Shipping Instructions and Routing Guide (this “Routing Guide”) must be used. Non-compliance with this routing guide may result in increased costs and liability to BNSF. You acknowledge and agree that you shall be financially responsible for any and all damages arising from or as a result of non-compliance to this agreement.** Please review this Routing Guide with those in your organization and any shippers that are responsible for shipping BNSF’s freight. You also acknowledge and agree

that this Routing Guide is applicable to your satellite facilities, as well as third party supplier shipments to the BNSF consignee or satellite facilities.

## **SIGNIFICANT CHANGES TO ROUTING GUIDE SINCE LAST UPDATE:**

Effective Date: February 1, 2014:

**Density / Capacity - LTL shipments containing one or more articles with dimensions that equal or exceed 12 feet in length or combined total occupies 750 cubic feet or more and has an average density of less than 6 pounds per cubic foot will require the shipper to contact BNSF Logistics at (855) 894-3655 Toll Free for routing instructions. Failure to notify BNSF Logistics may result in unexpected costs, and will be subject to a charge-back**

**BNSF Railway contact numbers and e-mail addresses have been updated.**

## **\*\*\*THIS CONCLUDES CHANGES SINCE LAST UPDATE\*\*\***

Section 2.1 of this Routing Guide provides a summary of the routing instructions for BNSF Materials. We encourage your organization to print and laminate section 2.1 for easy review. Section 4.1 of this document, "GENERAL SHIPPING INSTRUCTIONS" contains more detailed information and should also be reviewed with all parties responsible for shipping BNSF freight.

This Routing Guide is also available electronically via e-mail, on the BNSF Intranet (for BNSF employees), and on the Supplier section of the <http://www.bnsf.com/suppliers/pdf/RoutingGuide.pdf>. Hard copies of this Routing Guide are available upon request. Please contact BNSF Railway Manager of Logistics at (817) 352-2253 or email [william.deters@BNSF.com](mailto:william.deters@BNSF.com) and provide: Company name, contact name, e-mail address, physical address and number of copies needed. If you have any questions, please call please contact BNSF Railway Manager of Logistics at (817) 352-2253. Thank you for your cooperation.

## 2.3. SUMMARY ROUTING GUIDE

### **Anti-Corruption Compliance Requirements**

By supplying and product to BNSF, you acknowledge and agree that you and each supplier you use shall comply with all applicable anti-corruption laws. Should you have any questions regarding Anti-Corruption Compliance, please call please contact BNSF Railway Manager of Logistics at (817) 352-2253 or email [william.deters@BNSF.com](mailto:william.deters@BNSF.com) and provide: Company name, contact name, e-mail address, physical address and specific questions needing answers.

### **Required Shipping Information (All transportation Types)**

For each freight request, the following must be provided:

- BNSF's tracking document number is required, this may include the following: BNSF purchase order number, 5-digit numeric BNSF Railway Cost Center Code, **or** 7 Digit AFE/Cost Center Code combo.
- Shipment's weight, accurate dimensions, type of packaging, shipment value.
- The bill of lading must contain BNSF Railway - Consignee name(s), address including building number/name, telephone number, department if available, and the BNSF delivery instructions.
- Expedite requests require BNSF approval. Please notify BNSF Logistics of all expedites or accessorials e.g., unloading required at destination, inside delivery, etc., prior to noting them on the Bill of Lading. Failure to notify BNSF Logistics, LLC, may result in unexpected costs, and will be subject to a charge-back.

### **Parcel - United Parcel Service (UPS) – Please contact UPS directly**

- **All Inbound Collect *domestic & international* shipments that are less than 150 lbs** (total combined weight) and meet UPS packaging guidelines are to be routed **via UPS**. **If you need the BNSF Railway's UPS account number** please contact BNSF Railway Manager of Logistics at (817) 352-2253 or email [william.deters@BNSF.com](mailto:william.deters@BNSF.com). If you cannot send shipment via UPS due to size or packaging restrictions, use the Less-Than-Truckload (LTL) routing instructions as detailed below (Section 2.3, beginning on page 8).
- Suppliers will ship to end-users on a once-per-week schedule. MRO materials include (but are not limited to...) items such as small electrical products, paper products and safety supplies. MRO supplier shipment dates are based on the region to which each "ship to" address is located (see zone detail below).
  - Zone 1: Monday/Thursday
    - Colorado, Kansas, Missouri, Illinois and Tennessee
  - Zone 2: Tuesday

- North Dakota, South Dakota, Minnesota, Nebraska, Wyoming, Wisconsin and Iowa
- Zone 3: Wednesday
  - Washington, Oregon, Idaho, Montana, California, Nevada, Utah and Arizona
- Zone 4: Friday
  - New Mexico, Texas, Oklahoma, Arkansas, Louisiana, Mississippi and Alabama

Please review your current shipment processes and plan accordingly. If you have questions, comments or concerns about the MRO shipping schedule, please contact BNSF Railway Manager of Logistics at (817) 352-2253 or email [william.deters@BNSF.com](mailto:william.deters@BNSF.com) and provide: Company name, contact name, e-mail address, physical address of origin, physical address of destination and detail specific questions you may have.

**Shipping outside of the guidelines set in this routing letter can result in increased transportation costs, and will be subject to a vendor charge-back of any additional charges incurred.**

- Note the following “Bill To” address on the Bill of Lading:

**BNSF Materials  
C/O Williams and Associates  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299**

**[Less-than-Truckload \(LTL\) \\*\\* STANDARD SHIPMENTS ONLY \\*\\* -- Please contact BNSF Logistics](#)**

- **ALL Inbound Collect and Third Party (BNSF Material) shipments weighing between 151 lbs and 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs should be routed via BNSF Logistics.**
- Contact BNSF Logistics at **(855) 894-3655 Toll Free** (Always listen to the complete listing of menu prompts as prompts may have changed since your last call.) to arrange transportation needs or fax completed order forms to (479) 587-3098. Transportation order forms (included below) may also be emailed to [BNSFMaterials@bnsflogistics.com](mailto:BNSFMaterials@bnsflogistics.com).
- It is the responsibility of BNSF Logistics to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to BNSF Logistics as soon as possible.

**Shipping outside of the guidelines set in this routing letter can result in increased transportation costs, and will be subject to a vendor charge-back of any additional charges incurred. ALL shipments that do not meet any criteria listed above or for any transportation related questions, please call:**

**[BNSF Logistics – Customer Service Call Center \(855\) 894-3655 Toll Free](#)**

Always listen to the complete listing of menu prompts as prompts may have changed since your last call.

**Standard Hours 0700 – 1800, Monday through Friday, Central Standard Time (CST)**  
AFTER HOURS and **EMERGENCY** support, please call **(855) 894-3655 - Option 1**

**Truckload, Specialized, Gang Related, Over-Dimensional and Expedited Freight**

- **ALL Inbound Collect and Third Party (BNSF Material) shipments weighing in excess of 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs should be routed via BNSF Logistics.**
- Contact BNSF Logistics at **(855) 894-3655 Toll Free** to arrange transportation needs or fax completed order forms to (479) 587-3098. Transportation order forms (included below) may also be emailed to [BNSFMaterials@bnsflogistics.com](mailto:BNSFMaterials@bnsflogistics.com).
- It is the responsibility of BNSF Logistics to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to BNSF Logistics as soon as possible.
- To avoid expedite charges, a minimum of **two business days notice** (by no later than noon CST) is required on all **standard truckload** shipments; notice received after noon CST will be processed the following business day.
- **In order to accommodate permits and other pre-shipment requirements, we request vendor's provide 2 – 3 weeks notice where possible and a minimum of 3 business days for internal handling on Over-Dimensional freight (See Over –Dimensional freight definition in Section 5.4).**

**Shipping outside of the guidelines set in this routing letter can result in increased transportation costs, and will be subject to a vendor charge-back of any additional charges incurred. ALL shipments that do not meet any criteria listed above or for any transportation related questions, please call:**

**[BNSF Logistics – Customer Service Call Center \(855\) 894-3655 Toll Free](#)**



**Standard Hours 0700 – 1800, Monday through Friday, CST**  
AFTER HOURS and **EMERGENCY** support, please call **(855) 894-3655 - Option 1**

## 2.4. REQUIRED SHIPPING INFORMATION AND DOCUMENTATION (FOR ALL SHIPMENT TYPES)

### All shipments require the following:

- Shipper is required to utilize BNSF Logistics, LLC Bill of Lading (BOL) for all shipments over 150lbs. The BOL issued by BNSF Logistics, LLC will contain appropriate "Bill To" information. Failure to comply with BOL requirement may result in shipper charge-backs. If BNSF is unable to hold a shipper responsible for such charge-backs, you will be responsible for such charge-backs.
- For shipments under 150lbs, shipper is required to completely fill-out United Parcel Service shipping documents
- BNSF Tracking document number, i.e. BNSF purchase order number, **OR** 5-digit numeric BNSF Railway Cost Center Code, **or** 7-digit AFE number/Cost Center combination must be clearly printed on the BOL. If none of the above are available, the supplier's return authorization number (RMA) should be noted. Other forms of shipment identifiers are unacceptable (i.e. verbal, equipment numbers, local shop or facility numbers). If you are unable to obtain the proper reference numbers, please contact BNSF Railway Manager of Logistics (817) 352-2253.
- Shipment's weight, accurate dimensions, type of packaging, shipment value must be provided for any shipping request. Any changes to these elements must be communicated to the transportation provider (BNSF Logistics, or UPS) as soon as possible. **Failure to communicate changes or incorrect consignee information may result in additional freight charges that will be charged-back to the shipper.**
- Consignee names, address, telephone number, and the BNSF delivery instructions must be communicated for any shipping request.

## 2.5. HIGH VALUE FREIGHT – SHIPPING REQUIREMENTS

The mode of transportation and the value of the shipment will determine the requirements for high value shipments (i.e. Communications, Signal and Computers). Each carrier insures freight up to a specified value without additional insurance needed. It is important to "Declare Value" on the Bill of Lading, prior to shipment of the material. Once the material has shipped BNSF and the supplier have no recourse for Claims and Damage if the additional insurance was not purchased or noted prior to shipment. Please refer to the following to determine if additional insurance is needed.

<u>Mode of Transportation</u>	<u>Carrier</u>	<u>Action Needed</u>
Parcel and Air Parcel	UPS	If shipment value exceeds \$100, Declare Shipment Value on the Bill of Lading.
Air / Expedite	BNSF Logistics	Is (weight of material x .65 cents per lb.) greater than or equal to value of shipment? If yes - then no additional insurance is required. If no – then Declare Shipment Value on the Bill of Lading.
LTL	BNSF Logistics	Declare Shipment Value on the Bill of Lading.
Truckload	BNSF Logistics	Advise BNSF Logistics of shipment value and they will ensure the carrier meets the insurance requirements. Typically, anything over \$100K is considered "High Value".

## 2.6. FREIGHT BILLING

### 2.6.1. BILLING METHODS

THE FOLLOWING METHODS OF BILLING APPLY WHEN THE TERMS OF THE PURCHASE ARE F.O.B DESTINATION FREIGHT COLLECT.

- |  |  |
|--|--|
| • Parcel - United Parcel Service (UPS) | Third Party Billing- Supplier to BNSF                                  |
| • Parcel – United Parcel Service (UPS) | BNSF to BNSF and/or supplier – to establish UPS contact (817) 352-2253 |
| • Rail                                 | Guidelines provided by Equipment Management                            |

On material purchased F.O.B. Destination Freight Collect, the BNSF is responsible to pay freight only from the shipping location to the BNSF's destination. Shipper is required to issue a consolidated bill of lading/manifest for multiple units/packages. Any other freight charges (i.e. incoming freight) are the responsibility of the shipper.

*Note: The term "COLLECT", should not be interpreted as COD (Cash on Delivery), BNSF will be billed by the Carrier, rather than the shipper, for transportation charges. Suppliers must comply with routing specified on BNSF's purchase order, or other purchase agreement. Any form of freight or handling*

*charges added to a material invoice, without the express consent of BNSF Manager Contract Services-Logistics and supporting notation made on the purchase order, will be rejected.*

When the terms of purchase are F.O.B. Destination and shipper absorbs the freight, please make the shipment Prepaid.

## 2.6.2. BILLING ADDRESSES

- For United Parcel loads:

Supplier inbound - UPS Third Party  
BNSF Railway  
C/O Williams & Associates, Inc.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299

- **"BNSF to BNSF" or "BNSF to supplier" contact please contact BNSF Railway Manager of Logistics at (817) 352-2253 to ensure account setup, discounts, and billing requirements are met.**

## 2.6.3. BILLING QUESTIONS

- The BNSF contracts with a pre-audit and freight payment service organization. Questions or problems concerning payment of freight bills associated with Williams and Associates should be addressed to:

BNSF Materials  
C/O WILLIAMS & ASSOCIATES INC.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299  
Telephone: (952) 884-9959  
Fax: (952) 884-0218  
Email: [info@waionline.com](mailto:info@waionline.com)

- Billing problems or questions on Third Party Truckload, Over-Dimensional, and Expedite shipments associated with BNSF Logistics shall be addressed to:

BNSF Materials  
C/O BNSF Logistics LLC  
P.O. Box 7690  
Springdale, AR 72762  
Telephone: (855) 894-3655 Toll Free (Always listen to the complete listing of menu prompts as prompts may have changed since your last call.).

## 2.7. INTERNATIONAL SHIPMENTS

### 2.7.1. DEFINITION

**Any freight shipments entering United States borders or destined to a physical address outside of United States borders are defined as international shipments.**

### 2.7.2. REQUIRED NOTICE

In order to ensure timely border crossing, and avoid truck detention costs at the border, please provide a minimum of three (3) business days notice for all international shipments. This will ensure all paperwork is received by the customs broker prior to the dispatch of the transportation provider.

### 2.7.3. REQUIRED PAPERWORK

To obtain forms and instructions for completing specific forms including:

1. Bill of Lading (BOL),
2. Packing Lists,
3. NAFTA Certification and/or
4. Customs Invoice

Contact BNSF Logistics International, LLC (Manager – Client Services) at 817.310.7258 or email [Phillip.Walsh@bnsflogistics.com](mailto:Phillip.Walsh@bnsflogistics.com).

### 2.7.4. CONTACT INFORMATION

If you have any questions regarding international shipping documents, requirements or processes, please contact BNSF Logistics International (Manager – Client Services) at 817.310.7258 or email [Phillip.Walsh@bnsflogistics.com](mailto:Phillip.Walsh@bnsflogistics.com).

## 2.8. BNSF RAILWAY INFORMATION

### 2.8.1. CONTACT INFORMATION

General Fax Number (817) 352 7245

Manager – Logistics (817) 352 2253 [william.deters@BNSF.com](mailto:william.deters@BNSF.com)

### 2.8.2. BNSF RAILWAY - RAIL EQUIPMENT MOVES

Equipment Management Group – General rail equipment question or way billing empty rail equipment - (817) 867-6210

To release rail equipment or reject empty rail equipment call 817-593-1892

### 2.8.3. BNSF STANDARD BILL OF LADING

Contact BNSF Logistics, LLC to obtain or get answers concerning a Bill of Lading (BOL) at (855) 894-3655 Toll Free (Always listen to the complete listing of menu prompts as prompts may have changed since your last call.).

### 2.8.4. SAFETY AND CARRIER PERFORMANCE HOTLINE

BNSF has set up a voice mailbox that is intended to assist the Logistics group in resolving delivery problems, invoicing issues and general shipping problems. If you have an issue, please call 1-888-703-7727, option (5) for Logistics and then press option (7) or company line 8-676-3830 option (5) for Logistics and then press option (7). This will send your call to the BNSF Logistics Team Lead. If that individual is able to take your call, he/she will need the following information: name, phone number, problem / issue, Purchase Order or Bill of Lading number (if known), date of occurrence / invoice, and any other relevant information pertaining to the issue. If the Team Lead is unable to answer call, leave a message with the following information: name, phone number, problem / issue, Purchase Order or Bill of Lading number (if known), date of occurrence / invoice, and any other relevant information pertaining to the issue. This voice mailbox is checked and problems resolved daily.

## 2.8.5. CLAIMS

If product is delivered to a BNSF manned facility – verify material is for your location and note damages on the bill of lading; if product requires removal from the container to determine extent of damage simply note: visual container damage - product requires inspection.

For unmanned locations – inspect product and notify appropriate shipper and claims representative.

<b>UPS</b>	- Notify shipper, the shipper is responsible to file a claim on the receiver's behalf.
<b>LTL</b>	- Contact Cargo Claims Group with BNSF Logistics, LLC, (479) 927-8808 or email <a href="mailto:cargoclaims@bnsflogistics.com">cargoclaims@bnsflogistics.com</a>
<b>Truckload, etc</b>	- Contact Cargo Claims Group with BNSF Logistics, LLC, (479) 927-8808 or email <a href="mailto:cargoclaims@bnsflogistics.com">cargoclaims@bnsflogistics.com</a>

Pertinent information includes:

1. Claimant Name and telephone number or email address,
2. Ship date
3. Shipper name and address
4. Consignee name and address
5. Carrier name
6. Value of the lost or damaged product(s)
7. Brief description of the damage (Include any photos if available)
8. Copy of Bill of Lading (BOL)
9. Original product invoice and any repair invoice if available and/or applicable
  - a. Note that the BNSF Railway purchase order will not substitute for the product invoice

## 2.9. BNSF LOGISTICS INFORMATION

### 2.9.1. CONTACT INFORMATION

General Fax Number

(479) 587-3098

BNSFL Call Center

**(855) 894-3655 Toll Free**

Always listen to the complete listing of menu prompts as prompts may have changed since your last call.

Email Address

[BNSFMaterials@bnsflogistics.com](mailto:BNSFMaterials@bnsflogistics.com)

Emergency Line

**(855) 894-3655 – Option 1**

## 2.9.2. BNSF LOGISTICS CALL CENTER PHONE MENU

When calling BNSF Logistics' Call Center at **(855) 894-3655 Toll Free**, please listen to the full menu as options may have changed since your last call. Please remember for freight over 10,000 lbs you may fax the load information to (479) 587-3098 or email it to [BNSFMaterials@bnsflogistics.com](mailto:BNSFMaterials@bnsflogistics.com).

**For Expedited or Emergency shipments during normal business hours – Press 1**

**For Expedited or Emergency shipments after normal business hours – Call (855) 894-3655 - Option 1**

## 2.9.3. HOURS OF OPERATION

BNSF Logistics' Call Center is open Monday through Friday from 7:00 am to 5:00 pm Central Standard Time (CST). For EMERGENCY calls after standard business hours, please call **(855) 894-3655 - Option 1**.

## 2.9.4. TRANSPORTATION ORDER FORM

To obtain a blank Transportation Order Form (i.e, Load Sheet), contact BNSF Logistics, LLC at **(855) 894-3655 Toll Free**, (Always listen to the complete listing of menu prompts as prompts may have changed since your last call.) and the appropriate transportation coordinator(s) will assist you in completing a form. Fill-out form completely since missing data could cause delays or errors in processing. You may also email or fax a copy of the transportation order form if calling is not an option.

## 3. PARCEL SHIPMENTS (0-150 LBS)

### 3.1. GENERAL SHIPPING INFORMATION

#### Parcel - United Parcel Service (UPS) – Please contact UPS directly

- **All Inbound Collect *domestic & international*** shipments that are **less than 150 lbs** (combined weight) and meet UPS packaging guidelines are to be routed **via UPS**. **If you need the BNSF Railway's UPS account number please contact BNSF Railway Manager of Logistics at (817) 352-2253 or email [william.deters@BNSF.com](mailto:william.deters@BNSF.com)**. If you cannot send shipment via UPS due to size or packaging restrictions, use the Less-Than-Truckload (LTL) routing instructions as detailed below (Section 2.3, beginning on page 8).
- Suppliers will ship to end-users on a once-per-week schedule. MRO materials include (but are not limited to...) items such as small electrical products, paper products and safety supplies. MRO supplier shipment dates are based on the region to which each "ship to" address is located (see zone detail below).
  - Zone 1: Monday/Thursday
    - Colorado, Kansas, Missouri, Illinois and Tennessee
  - Zone 2: Tuesday
    - North Dakota, South Dakota, Minnesota, Nebraska, Wyoming, Wisconsin and Iowa
  - Zone 3: Wednesday
    - Washington, Oregon, Idaho, Montana, California, Nevada, Utah and Arizona
  - Zone 4: Friday
    - New Mexico, Texas, Oklahoma, Arkansas, Louisiana, Mississippi and Alabama

Please review your current shipment processes and plan accordingly. If you have questions, comments or concerns about the MRO shipping schedule, please contact BNSF Railway Manager of Logistics at (817) 352-2253 or email [william.deters@BNSF.com](mailto:william.deters@BNSF.com) and provide: Company name, contact name, e-mail address, physical address of origin, physical address of destination and detail specific questions you may have.

- **Note the following "Bill To" address on the Bill of Lading:**

**BNSF Materials  
C/O Williams and Associates  
405 East 78<sup>th</sup> Street**



**Bloomington, MN 55420-1299**

## **3.2. BILLING INFORMATION**

Supplier inbound - UPS Third Party  
BNSF  
C/O Williams & Associates, Inc.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299

**'BNSF to BNSF' or 'BNSF to supplier' please contact BNSF Railway Manager of Logistics at (817) 352-2253 to ensure account setup, discounts, and billing requirements are met.**

## 4. LESS THAN TRUCKLOAD (151 – 10,000 LBS)

### 4.1. GENERAL SHIPPING INFORMATION

**ALL Inbound Collect and Third Party (BNSF Material) shipments weighing between 151 lbs and 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs should be routed via BNSF Logistics.**

LTL freight requires that all accessorial requests (i.e. inside delivery) and Expedite requests require BNSF approval.

Shipments containing one or more articles with dimensions that equal or exceed 12 feet in length or occupies 750 cubic feet or more and has an average density of less than 6 pounds per cubic foot will require the shipper to contact BNSF Logistics at (855) 894-3655 Toll Free for routing instructions. Failure to notify BNSF Logistics may result in unexpected costs, and will be subject to a charge-back

Please notify BNSF Logistics of all expedites or accessories. Failure to notify BNSF Logistics may result in unexpected costs, and will be subject to a charge-back

**All shipments require the following:**

- Shipper is required to utilize BNSF Logistics, LLC Bill of Lading (BOL) for all shipments over 150lbs. The BOL issued by BNSF Logistics, LLC will contain appropriate "Bill To" information. Failure to comply with BOL requirement may result in shipper charge-backs.

### 4.2. CONTACT INFORMATION

To schedule an LTL standard pickup, contact BNSF Logistics at (855) 894-3655 Toll Free, (Always listen to the complete listing of menu prompts as prompts may have changed since your last call.). Changes to any of the shipping information (weight, dimensions, pick up date, additional pieces) should be communicated to BNSF Logistics as soon as possible.

To report carrier pickup issue, delivery issue, or other service delay, contact BNSF Logistics (855) 894-3655 Toll Free, (Always listen to the complete listing of menu prompts as prompts may have changed since your last call.).

## **4.3. BILLING INFORMATION**

- The BOL issued by BNSF Logistics, LLC will contain appropriate “Bill To” information. Failure to comply with BOL requirement may result in shipper charge-backs. If BNSF is unable to hold a shipper responsible for such charge-backs, you will be responsible for such charge-backs.

## 5. TRUCKLOAD SHIPMENTS (>10,000 LBS)

### 5.1. GENERAL SHIPPING INFORMATION

In addition to the general shipping requirements listed above, particular fields of information will be required by BNSF Logistics for proper execution of BNSF's freight. All of the following must be clearly provided:

- Shipper's Contact Name, phone number, and email
- Shipping Location address and telephone number
- Receiver's Contact Name, phone number, and if possible email
- Receiving Location address and telephone number
- BNSF's Purchase Order# **or** Cost Center# **or** Authorization for Expense (AFE#)/Cost Center Combo
- Product description including accurate dimensions and weight, packaging types, and product costs
- Special shipping or receiving instructions (i.e. requires unloading at destination, requires step deck trailer, etc.)
- Accurate date that product is needed by the receiver

### 5.2. BILLING INFORMATION

#### Truckload, Specialized, Gang Related, Over-Dimensional and Expedited Freight

- The BOL issued by BNSF Logistics, LLC will contain appropriate "Bill To" information. Failure to comply with BOL requirement may result in shipper charge-backs. If BNSF is unable to hold a shipper responsible for such charge-backs, you will be responsible for such charge-backs.

## 5.3. STANDARD TRUCKLOAD

### 5.3.1. DEFINITION

Standard truckload freight is defined as

- 1) Weighing in excess of ~10,000 lbs or that exceeds dimensional requirements of parcel or LTL freight **that can be**
- 2) Require 48hr notice, **and**
- 3) Based on an average of 500 driving miles per day, will reach its destination within your transit requirements, will be managed as standard truckload freight.

In some specific instances, the 10,000 lbs rule may not be the most economical choice for moving the freight. For example, a vendor requests ten pallets weighing 12,000 lbs to be moved. The vendor calls BNSF Logistics. Upon conducting modal analysis, BNSF Logistics notices the rate for moving this particular piece of freight is cheaper to run using LTL instead of a truckload carrier. In this example, BNSF Logistics would advise the vendor that they have identified an LTL carrier that would process this move at a better rate. It is the vendor's responsibility to call BNSF Logistics on all 151 lb or greater shipments, so modal analysis can be completed.

### 5.3.2. REQUIRED NOTICE

Standard truckload shipments require 2 business days notice prior to desired pick up date. Notice is to be received before 12:01 CST, notifications received after are processed on the following business day. For example, if a shipment is required to pick up on Tuesday, the shipment request needs to be provided to BNSF Logistics by no later than noon CST on the previous Friday.

## 5.4. OVER-DIMENSIONAL AND SPECIALIZED EQUIPMENT MOVES

### 5.4.1. DEFINITION

Over-dimensional freight is classified as:

- Anything weighing over 48,000 lbs, **OR**
- Having dimensions equal or greater than 48' long, **OR**
- Having dimensions equal or greater than 8'6" wide, **OR**

- Having dimensions equal or greater than 9'6" high, **OR**
- Any load needing specialized equipment (i.e. anything except a flat or van), **OR**
- Any load requiring a city or state permits to move legally
- Equipment/machine number (if available)
- Equipment type/description

The majority of this freight will be destined to a capital project and will have an associated AFE and Cost Center number combo.

#### Required Notice

Specialty equipment can be challenging to secure. BNSF requests a minimum of three (3) business days notice for all specialty equipment moves, notices received after 12:00 CST will be processed the following business day.

More specifically, Suppliers in an effort to reduce costs associated with shipping **over-dimensional** freight, BNSF requests all over-dimensional shipments be called into BNSF Logistics with three (3) weeks of notice prior to desired pick up date or when known. This will help BNSF explore the option to move the freight on rail.

In the event that three weeks of notice is not available, or if the freight is for an emergency, please be prepared to provide the name, telephone number, and email of the BNSF supervisor authorizing the expedite. A minimum of three (3) business days notice is required so BNSF Logistics can attempt to obtain permits from state and local authorities.

BNSF personnel are required to provide a minimum of 3 days notice to coordinate over-dimensional freight. Employees are required to plan and explore the option to move freight on rail and follow internal departmental guidelines.

## **5.4.2. ACCURATE DIMENSIONS AND WEIGHTS**

It is particularly important that over-dimensional loads be called in with accurate dimensions. BNSF expects all shippers of over-dimensional freight provide accurate dimensions at the time the transportation is requested of BNSF Logistics. Even very small changes in dimensions and weights, can result in delays and additional charges associated with obtaining city and local permits. **All cost impacts resulting from communication of inaccurate dimensions and weights will be charged back to the shipper. BNSF further requests that all dimensions be provided in writing to BNSF Logistics when requesting transportation of Over-dimensional freight.**

## 6. EMERGENCY FREIGHT (>151 LBS)

### 6.1.1. DEFINITION OF EMERGENCY FREIGHT

Emergency freight is defined as freight that must move via expedited service because the standard transit schedule will not deliver the product in time to avoid costs that will exceed the cost of expedited transportation. This is typically reserved for derailments, 10mph slow orders, plant-shut downs, or other such emergency situations impacting velocity of a train or safety. The cost of expediting is often 3-5 times the cost of standard freight and should be used sparingly. BNSF authorization and reason is required for all emergency freight. **Any freight that is expedited outside of the BNSF Logistic process is subject to supplier and/or local cost center charge-back.**

### 6.1.2. HOW TO CALL IN REQUESTS FOR EMERGENCY/EXPEDITE FREIGHT

During office hours, please call BNSF Logistics at **(855) 894-3655 Toll Free** and press option 1. Please identify yourself and advise the customer service agent that you are calling in reference to an expedited shipment. Please do not assume the person answering the phone will know you want expedited service.

If you are unable to reach a live person or if the emergency happens after standard business hours (M-F 8-5), please call after hours emergency line at **(855) 894-3655 Toll Free** and press option 1.

- All EMERGENCY FREIGHT requests require BNSF approval. Please be ready to provide the name, primary contact telephone number, reason, and email of the person authorizing the expedite.
- If the freight will need to be moved by air freight, BNSF Logistics will require accurate weight, piece count, dimensions, and product description prior to being able to locate a carrier for the move.
- Air freight is also dependent on flight times. Please be aware that enough lead time will be needed so the freight can be picked up and transported to the airport in time to make the flight schedule.