

STANDARD INBOUND ROUTING INSTRUCTIONS

These routing instructions supersede all previous instructions and are effective **January 27th 2025**. They pertain to all goods delivered to Griffith Rubber Mills receiving locations on any existing or new purchase orders. **Special noted routing instructions on individual purchase orders supersede these instructions.**

1.) Parcel Service: UPS Ground Service - Collect

Ship to account numbers:

Portland, OR: 945062

Garrett, IN (Taylor Rd): 442003

Eugene, OR: 946704

Garrett, IN (Lee St.): G85K32

-Shipment weights at or below 70 lbs.

-Shipment dimensions below 130". (L" + (W" x 2) + (H" x 2))

2.) LTL & Air Freight Service: Unishippers

-Shipment weights 70lbs – 15,000lbs

-Email David Officer at Unishippers, officer.dave@unishippers.com with the following shipment specifications necessary to complete the Unishippers Bill of Lading. Unishippers will complete the BOL and email back to you.

-Origin Name, Address, & Contact Information

-Destination Name, Address, & Contact Information

-Shipment weight

-Number of pallets/pieces

-Pallet Dimensions

-Commodity Description

-NMFC Number

-Freight Class

-Reference Numbers (PO, Sales Order #, etc...)

-Special Service Requirements (Appointment Required, etc...)

* For LTL shipments, the Unishippers Bill of Lading will specify the necessary 3rd party billing information as well as the phone number for the transportation carrier selected. The carrier phone number is located in the upper right section of the Unishippers Bill of Lading. **You will need to call the carrier to schedule pickup.**

Please acknowledge receipt of these instructions with signature / date and return to sender:

Acknowledged by: _____ Date: _____