

SPRINGS WINDOW FASHIONS

the Best Experience Company 



INTERNET TRANSPORTATION ROUTING GUIDE

Springs Window Fashions LLC is pleased to announce the introduction of this tool that will assist our suppliers or associates in selecting a Springs Window Fashions LLC approved LTL carriers, the Springs Window Fashions LLC Internet Transportation Routing Guide. The routing guide allows you to select appropriate carriers based upon the location, weight, and time sensitivity of the cargo.

It is **imperative** that this process is used for routing all of your Springs Window Fashions LLC LTL shipments. **Failure to ship freight via the preferred carrier will result in your obligation to pay the difference in any freight charges that may arise from the use of a carrier that is not the preferred Springs Window Fashions LLC carrier. In addition, non-compliance with this policy will result in your obligation to pay a \$100.00 administrative fee for each occurrence.** We will allow a grace period of 60 days before applying the Administrative Fee.

Please note that the weight of the shipment matters

Small Parcel

Shipments **less than 250 lbs** please ship via FedEx **Ground** Collect (not FedEx Freight). If assistance is need please contact Carlos Vitela (608) 836-6102 or Vicky Fell (608) 836-6238.

Truck Load

If the weight of the shipment **exceeds 5,000 pounds** or if the shipment fills up **more than 18 feet** of trailer space please contact Jan Reeve (608) 836-5391 or Judy Stofflet (608) 836-6194 for routing instructions. **Unless otherwise specified by Springs Window Fashions LLC, there must be a minimum of 24 hours notice for the following contacts to tender a load.**

LTL Shipments

If the weight is less than 5,000 pounds or if the total volume fills up less than 18 feet of trailer space, this will constitute a less-than-truckload (LTL) shipment. In this case, the routing guide

will be used to determine the appropriate carrier. LTL carriers should be utilized for all LTL shipments unless given consent by Springs Window Fashions LLC to do otherwise.

To use this web page you need to provide three basic characteristics about the shipment:

- 1) The point of origin Zip Code or City, ST
- 2) The destination Zip Code or City, ST
- 3) The weight Pounds

Instructions: First go to the web page http://starrate2.tranzact.com/swf_route/.

Enter the origin zip code and destination zip code (**Origin & Destination may be entered as a city and state however zip codes are the preferred method**) Enter the total weight of the shipment in POUNDS. The ship date will default to current date. After filling in all fields, click on the "Find Carrier" to determine the preferred carrier for this shipment. In most cases, there are two carriers to pick from, pick which ever you prefer. To contact the carrier to schedule pickup, there is a toll-free phone number, which is provided on the screen next to the carrier. If you need assistance with the web page please contact Vicky Fell 608-836-6238

If the published transit times will not satisfy Springs Window Fashions LLC requirements or if the preferred carrier is not able to perform the pickup please contact any Springs Window Fashions LLC Transportation associate listed above.

Compliance to this policy will insulate suppliers from any chargeback, which may arise. Alternate LTL carriers must be documented and approved by Springs Window Fashions LLC. Remember that LTL carriers should be utilized for all LTL shipments unless given consent by Springs Window Fashions LLC to do otherwise.

One last **NOTE: it is a requirement that the Springs Window Fashions PO # be referenced on your Bill of Lading.**

We hope you find this site useful. If you should have any questions on it's use, please contact one of the associates listed above or myself.

Sincerely,

Mike Modica
Transportation Manager
Springs Window Fashions LLC
Transportation Department
608.836.6282
mike.modica@springswindowfashions.com