



## Baltimore Aircoil Company Inbound Transportation Guide

The purpose of these procedures is to provide instruction to suppliers for shipping and routing from a supplier to any Baltimore Aircoil Company (BAC) location, or for direct shipments from a supplier to a BAC customer.

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### I. Scope

The Baltimore Aircoil Company Inbound Transportation Guide is to be followed for all “Freight Collect” shipments made on BAC’s behalf to all BAC facilities and for direct shipments to BAC customer locations as specified on the BAC purchase order. The BAC ship to locations include:

BAC – Milford 1162 Holly Hill Road Milford, DE 19963	BAC – Dayton 990 Manufacturers Rd. Dayton, TN 37321	BAC – Madera 15341 Road 28 ½ Madera, CA 93638	BAC – Corporate 7600 Dorsey Run Road Jessup, MD 20794
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### II. Shipping Documents – Bill of Lading

Each less-than-truckload (LTL) or full truckload (FTL) shipment must be accompanied by a Bill of Lading (also referred to as a BOL or B/L).

Multiple items shipped to a single facility and business unit, on the same day must be consolidated on one bill of lading, regardless of different purchase order numbers.

**Bills of Lading must be completed in their entirety; including the total number of pieces and pallets, commodity descriptions, National Motor Freight Classification (NMFC) codes (LTL only), and freight classes (LTL only). In addition to this standard required information, each BOL must contain the following detail:**

- **Shipment Date:** The date the carrier picks up the shipment

**Note:** The document must always reflect the date that the order(s) actually shipped.



- **Supplier Name (“Ship From”):**

**Note:** When utilizing a distribution or other third-party company to fulfill purchase orders, the shipper name must read as the supplier name provided in the purchase order c/o the distribution company name.

e.g.: XYZ Supplies (Supplier name on BAC purchase order)  
c/o ABC Distribution (Distribution or third-party company)

- **Shipper Address (“Ship From”):** The address where the product is actually shipping from (not necessarily the same as a corporate address).

- **Destination Facility (“Ship To”):**

Baltimore Aircoil Company + Location (i.e. Milford)

**Note:** In the case of direct shipments to BAC customers, the “Ship To” party or “Consignee” will be the customer that is receiving the drop shipment.

- **Purchase Order Number(s)**

All purchase orders shipped must be listed on the Bill of Lading.

### **III. Shipping Documents – Packing List**

A legible copy of the packing list must accompany the Bill of Lading on all common carrier (LTL), full- truckload (FTL) and consolidated shipments.

The original copy of the packing list should be located on the outside of the first pallet closest to the tail of the truck and in a highly visible position. This packing list must be removable.

### **IV. Mode Selection – Quick Reference**

Mode is the method of transporting goods and materials from origin to destination based on the weight of the shipment and utilizing the most economical method to meet service requirements.

Mode selection determines service times and the unit cost of transportation. The principle modes of transportation covered herein are: Small Package (Ground), Less-Than-Truckload (LTL) and Full- Truckload (FTL).

Details to follow, but the table below may serve as a quick shipping reference.



## BALTIMORE AIRCOIL COMPANY

7600 Dorsey Run Road Jessup, MD 20794 > tel 410.799.6200 > fax 410.799.6416 > [www.BaltimoreAircoil.com](http://www.BaltimoreAircoil.com)

<b>Weight:</b>	0 – 150 lbs	151 – 5,000 lbs	>5,000 lbs
<b>Mode:</b>	Small Package	LTL (Less than truckload)	FTL (Full truckload)
<b>Carrier:</b>	<b>FedEx</b>	As specified in BAC vendor specific LTL routing guide	Ryan Transportation <a href="mailto:bchennault@ryantrans.com">bchennault@ryantrans.com</a>

### V. Mode Selection – Small Package

Small Package routing applies to shipments weighing from 0 – 150 pounds, shipping either directly to a Baltimore Aircoil facility or direct shipping to a Baltimore Aircoil Company customer, and which meet FedEx's shipping criteria below.

#### FedEx Size and Weight Restrictions:

- Maximum weight: 150 pounds
- Maximum length: 119 inches
- Maximum length + girth: 165 inches
- All packages shipping to a BAC facility must be marked as "Collect" and billed to the facility's assigned FedEx account number.  
Please contact the BAC "Buyer" indicated on the BAC purchase order for the applicable FedEx account number if required.

### VI. Mode Selection – Less-Than-Truckload (LTL)

All shipments weighing in excess of 150 pounds are to be shipped by LTL if they meet typical LTL weight and dimensional requirements.

**Note:** LTL carriers typically have a 5,000 lb weight, and a 16 linear foot (16 feet of trailer space) rule, where there are additional charges incurred if these limits are exceeded. For shipments exceeding these limits, the appropriate full-truckload (FTL) carrier should be used.

**LTL carriers must be used as specified in the vendor specific LTL route guide for each BAC ship to location. The LTL routing guides are transmitted as separate documents to BAC suppliers or are included in the BAC / Vendor supply agreements, as preferred carriers are different for each supplier depending on shipment origin and destination locations.**

If no routing guides exist, only the following approved BAC LTL carriers should be used:



## Baltimore Aircoil Company Approved LTL Carrier Information

SCAC	Carrier Name	Customer Service #	Website
AVRT	Averitt Express	(800) 283-7488	<a href="http://www.averittexpress.com">www.averittexpress.com</a>
FXFE	Fedex Freight	(800) 463-3339	<a href="http://www.fedex.com">www.fedex.com</a>
CNWX	XPO/Con-way Freight, Inc.	(800) 755-2728	<a href="http://www.xpo.com">www.xpo.com</a>
PITD	Pitt Ohio Express, LLC	(800) 291-7488	<a href="http://www.pittohio.com">www.pittohio.com</a>

In addition to a copy of the packing list, each pickup request must be accompanied by all BOL information, including the following information:

- National Motor Freight Classification (NMFC) codes and actual freight classes.
- Shipment Weight
- The number of Pieces
- Special Instructions (Inside, Lift Gate, Residential, etc.)

### VII. Mode Selection – Full-Truckload (FTL)

For full truckload shipments, the carrier may be arranged and specified by BAC. If no carrier is specified, the supplier will arrange shipment, where the lowest cost carrier as identified by a minimum of three competitive quotes shall be used.

- Shipments to be billed “Collect”, FOB shipping point
- Supplier will make every effort to consolidate shipments to minimize freight costs, including maximizing cargo volumes on full truckload shipments.

### VIII. Routing Guide Adherence – Chargebacks and Assessments



The routing instructions contained in this guide are mandatory for all “Collect” shipments, or for suppliers with an established freight allowance program.

**Failure to adhere to these instructions, unless specifically authorized by a Baltimore Aircoil Company, will result in a chargeback to the supplier for the transportation/accessorial/fuel expense, plus a possible administrative fee for each shipment not in compliance.**



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### Revision History

No.	Date	Description
3	12/27/23	Removed non-contract carriers and adjusted weight classifications.
-	5/10/12	Initial Release