

# **MODULAR SPACE CORPORATION (ModSpace) TRANSPORTATION INSTRUCTIONS**

**EFFECTIVE 3/15/2006**

## **GENERAL GUIDELINES**

### **Dear Supplier, Traffic and Shipping Personnel:**

Effective March 15, 2006, ModSpace will require all suppliers of materials or supplies to any branch location to abide by this revised Freight Policy. This policy over-rides any prior communication from ModSpace regarding freight policies or procedures. Suppliers that do not follow the policy as outlined below may be subject to back charges for excessive freight billed to ModSpace. ModSpace Freight Policy is as follows:

### **A. SUPPLIES OR MATERIALS THAT HAVE FREIGHT INCLUDED OR FREE**

**FREIGHT ARRANGEMENTS:** If ModSpace has made arrangements with you to provide your product with the freight price included in the cost of the item or if the freight is free to ModSpace, this policy does not apply to you. Please continue to operate as you have.

### **B. SUPPLIES OR MATERIALS THAT ARE DELIVERED BY YOU (the supplier's)**

**IN HOUSE DELIVERY VEHICLE:** ModSpace will allow and encourages vendors to use their own in house delivery methods to bring product to our facilities where it makes financial and logistical sense. If charges for these deliveries have been approved by ModSpace in advance, you may add the delivery charge to the ModSpace Invoice if ALL OF THE FOLLOWING CONDITIONS ARE MET.

- 1) The delivery charge MUST be on a separate line item on the invoice.
- 2) The Freight line MUST include the weight of the product shipped, number of shipping pallets, and the freight class of the product.
- 3) The Freight line MUST include language that CLEARLY STATES that the freight charge is for an in house delivery. Failure to indicate that freight was delivered by your vehicle may cause the freight charge to be rejected. ModSpace will reject ALL invoices with third party freight that is paid by the supplier and added to the ModSpace Invoice.
- 4) ModSpace reserves the right to review all in house freight charges. In House charges found to be in excess of third party freight options may be rejected or adjusted.

### **C. SUPPLIES OR MATERIALS WITH A NET WEIGHT LESS THAN 150 LBS.:**

ALL items with a shipping weight less than 150 LBS. MUST be shipped via **FED-EX STANDARD GROUND** using the ModSpace Account Number of the BRANCH THAT ORDERED THE PRODUCT FROM YOU. The account number is on the attached form or can be obtained from the branch by calling them directly. ALL shipping through FedEx MUST be done using the corresponding ModSpace location account number AND must be done via the internet at [www.FedEx.com](http://www.FedEx.com). Use of an account number that does not correspond to the ordering branch, or any other misuse of ModSpace FedEx account numbers will result in freight charges being charged back to you.

- A. When you go to [www.FedEx.com](http://www.FedEx.com) you need to click on the SHIP button on the main horizontal task bar. Select "Prepare Shipment Online" and you will be taken to the shipment screen. If you already have a FedEx.com account you simply log in and set up your shipment. If you do not have a FedEx.com account click on the sign up now button. If you want to learn about the features of this site click on online demo button to learn about the power and features of this web site.

- B. Again – ALL SHIPMENTS under 150 lbs must be shipped through [www.FedEx.com](http://www.FedEx.com) and MUST use the account number of the ordering branch. ALL SHIPMENTS must be sent REGULAR GROUND SERVICE. Use of any other service level may cause excess charges to be deducted from your invoice or charged back to you. Branch locations may not authorize any service level other than Standard Ground Service. Authorization for expedited freight must be in writing and may only be approved by the following ModSpace positions: Sourcing Director or Strategic Sourcing Manager. Please contact Tom Payne at [tom.payne@modspace.com](mailto:tom.payne@modspace.com) if you have any questions.

**D. SUPPLIES OR MATERIALS IN EXCESS OF 150 LBS:** Effective 3-15-2006 ALL shipments over 150 LBS for ModSpace MUST be shipped using the **ModSpace Routing Center / Allyn International (Routing Center)**. Failure to use the ModSpace Routing Center WILL result in freight charges being charged back to the supplier / shipper. ModSpace will track all inbound freight through our third party billing center. All inbound freight shipped via the Routing Center will have a routing center number associated with it when reported by our third party billing center.

**TO USE THE ROUTING CENTER:**

You have two options for arranging freight through the ModSpace Routing Center for ModSpace. All freight will be billed THIRD PARTY and shipped standard LTL or Truckload. Expedited freight is not permitted without written approval of a ModSpace Sourcing Director Leader or Strategic Sourcing Manager.

**OPTION ONE:** Fax the attached Transportation Request Form to the ModSpace Routing Center in Fort Myers, FL. Fax Number: For domestic shipments **239-489-0542** no later than 24 to 48 hours prior to shipment. Your delivery performance as measured on your supplier scorecard with ModSpace could be adversely affected if insufficient time is allowed to make proper freight arrangements. The fax option is available for one time shippers only. Regular suppliers of ModSpace must use option 2 below.

**OPTION TWO:** The most desirable, efficient, and easy to use option is option two – Web Based Requests. If you are a new supplier to ModSpace please contact the routing center at **239-489-9900** and ask to be set up on the web based freight program. After Hours contact # 239-489-9900 x1444. This will save you and ModSpace time in moving freight through the Routing Center to all ModSpace locations. The ModSpace Routing Center Web Address is <http://www.allynintl.eu>

Regardless of which option you choose, ensure that this and any future information is forwarded to all those in your organization who are responsible for the shipping of materials to ModSpace.

If you have questions regarding these instructions you may contact the ModSpace Routing Center directly at **(239) 489-9900** or email [ModSpace Routing Center](mailto:ModSpace Routing Center) (ModSpace@allynintl.com).

Failure to follow these instructions may result in your company being assessed a portion, or the full amount, of the freight bill. You should disregard any transportation instructions that you may have received in the past which are contrary to these instructions. Any deviation from this policy must be approved in writing by one of the following parties: Sourcing Director or Strategic Sourcing Manager. Branch or other field personnel may not authorize changes to this freight policy. ModSpace will NOT reimburse suppliers if supplier prepays freight and adds to invoice unless approval is obtained in writing from one of the previously mentioned parties. Branch or other field personnel may not authorized supplier prepaid freight to be added to the supplier invoice.

**THIRD PARTY FREIGHT PAYMENT CENTER (Third Party bill)**

**Regular Billing Address:**

Modular Space Corporation  
C/O IPSWW  
PO Box 730321  
Ormond Beach, FL 32173  
Phone 386-672-7727

**Overnight Address:**

265 Clyde Morris Blvd.  
Suite 100  
Ormond Beach, FL 32174  
Phone 386-672-7727

**TRANSPORTATION CONTACTS**

**FOR FURTHER TRANSPORTATION ASSISTANCE PLEASE CONTACT:**

**Tom Payne**

Phone: 610-232-0839  
Strategic Sourcing Manager  
Distributors, Indirect, & Freight Logistics

Email: [tom.payne@modspace.com](mailto:tom.payne@modspace.com)

**Trisha Pittman**

Phone: 610-232-0874  
Strategic Sourcing Specialist  
Distributors, Indirect, & Freight Logistics

Email: [trisha.pittman@modspace.com](mailto:trisha.pittman@modspace.com)