



Fort Atkinson

Celebrating
70 years of service
Established 1941

Dedicated to Delivery

Worldwide Service to Education, Health, Agriculture, and Industry

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ROUTING GUIDE EFFECTIVE JAN 1, 2011

Vendor is responsible for routing to the appropriate department for handling

Below are guidelines to follow to reduce Nasco (Fort Atkinson, WI) shipping charges and in the end enhance our business relationship with your company.

1) FREE FREIGHT: If you offer **free freight** then you choose the carrier and ship at your expense. *All vendors who have not yet provided Nasco (Fort Atkinson, WI) with free freight are encouraged to do so. We consider a free freight program an incentive to choosing your company's products over those of your competitors when all else is equal.*

2) SHIPMENTS TO NASCO WAREHOUSES: If you DO NOT offer free freight and are making Nasco (Fort Atkinson, WI) responsible for paying freight then use the appropriate carrier based on the requirements below:

A. LESS THAN 600 lbs, small package or UPS hundredweight: Ship UPS Ground COLLECT using the account number on the purchase order. This applies to all orders shipping directly to Nasco (Fort Atkinson, WI) warehouse. Cartons weighing less than 15 lbs should be banded together or combined into a larger shipping carton. You must list your company as the shipper of record and reference the Nasco PO number in reference field #1 or field #2 for UPS.

B. 600 lbs OR MORE or for parcels that exceed maximum UPS size limits: Call CH ROBINSON at 888-683-4356 x5432 or email 432-customer@chrobinson.com to arrange pickup shipping COLLECT to Nasco.

Bill of lading, to be provided by CH Robinson, & freight bill must include purchase order number, carton count and accurate weight.

3) DROP SHIPMENTS TO OUR CUSTOMERS: Ship following the instructions on the purchase order. Fax invoices directly to Nasco Accounts Payable at 920-568-5791. Drop ship invoices email: invoicedropship@enasco.com. *Do not include in the shipment. Must not include any product cost information in the shipment to our customer.*

A. UPS COLLECT 3rd Party using the account number on the purchase order for shipments under 600 lbs, small pkg or hundredweight

Packing slip must include purchase order, carton count and accurate weight

B. TRUCK: ABF 3rd Party use the Nasco account number on the purchase order for shipments 600 lbs or more or shipments exceeding UPS Maximum size limits.

Call 800-533-3457 for information on your local agent

Bill of lading must include: purchase order #, carton count, accurately stated weights, our ABF account# and Nasco's billing address.

*****If you do not have a UPS account or are using a shipping method not indicated above please call 920-568-5510 for approval prior to shipment. Shipments must be sent via a traceable method.*****

SEE REVERSE SIDE FOR ADDITIONAL ROUTING INSTRUCTIONS

PACKING & SHIPPING REQUIREMENTS:

Ship following purchase order instructions. Please verify orders for accuracy. Nasco reserves the right to assess handling fees, storage fees and all associated freight costs for incorrectly shipped or routed orders. ***See Chargeback Schedule.***

Reference the Nasco PO number in reference field #1 or #2 for UPS or when you call CH Robinson for truck shipments. All packing slips, bills of lading and freight bills must include purchase order number, total carton count and weight of shipment.

A packing slip is mandatory and must be placed on the lead box. Cartons must be labeled with:

- Vendor name
- Nasco PO number(s)
- Vendor model number(s)
- Quantities
- Number of cartons (1 of 5, 2 of 5 etc)
- Mixed boxes must be clearly identified
- Do not include invoice in pkg. Fax to 920-568-5798 or email to invoice@enasco.com

CHARGE-BACK SCHEDULE:

Nasco will charge a \$25.00 handling fee and a minimum \$10.00 per carton charge as well as all associated freight charges for the following:

- Over-shipments, duplicate shipments & shipments of previously cancelled items
- Shipments of incorrect or defective merchandise
- Incorrectly routed shipments (including drop-shipments, Nasco Modesto orders and other orders not ours)

Returns

- Vendor will be notified in writing and will be given 5 business days to arrange pick up of merchandise.
- If vendor fails to pick up in a timely manner, Nasco will assess a \$5.00 per day storage beginning on the 6TH business day.
- If vendor fails to pick up merchandise by the 10th business day, the goods will be destroyed and deduction taken from the invoice or future remittance.

Any shipping charges from carriers outside of our preferred carriers will be deducted from the invoice upon payment unless pre-approved in writing by Nasco.

Nasco will also deduct freight bill charges not pre-approved for corrected bills of lading, re-weigh charges and lift gate charges

These instructions supersede any and all instructions issued prior to the date above. If you have any questions concerning this document please contact me.

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