



BNSF Railway  
Materials  
General Shipping Instructions  
& Routing Guide

# 1. SUMMARY INFORMATION

## 1.1. LETTER FROM BNSF RAILWAY



CLAVEN WILLIAMS

*Material Manager -- Logistics*

**BNSF Railway**

2500 Lou Menk Dr.

AOB - 1

Ft. Worth, TX 76131

Dear BNSF Supplier:

Suppliers must comply with routing instructions as specified on BNSF's purchase order, or other purchase agreement. When BNSF is responsible for freight charges, the routing instructions that follow must be used. Non-compliance with the routing guide may result in increased costs and liability to the BNSF. BNSF will hold vendors financially responsible for errors and omissions associated with non-compliance to these routing instructions. Please review these instructions with those in your organization that are responsible for shipping BNSF's freight. Note also, these instructions are applicable to your satellite facilities, as well as third party supplier shipments to the BNSF consignee or satellite facilities.

### **Significant changes to routing guide since last update:**

The following pages provide a summary of the routing instructions for BNSF Materials. We encourage your organization to laminate the summary guide for easy review. Section 5.1 of this document, "GENERAL SHIPPING INSTRUCTIONS" contains more detailed information and should also be reviewed with all parties responsible for shipping BNSF freight.

The BNSF General Shipping Instructions and Routing Guide are also available electronically via e-mail, on the BNSF Intranet (for BNSF employees), and on the Supplier section of the [www.bnsf.com/suppliers/pdf/RoutingGuide.pdf](http://www.bnsf.com/suppliers/pdf/RoutingGuide.pdf). Hard copies of this routing guide are available upon request. Please call (817) 352-2265 or email [claven.williams@BNSF.com](mailto:claven.williams@BNSF.com) and provide: Company name, contact name, e-mail address, physical address and number of copies needed. If you have any questions, please call (817) 352-2265. Thank you for your cooperation.

## 1.2. SUMMARY ROUTING GUIDE

### **Required Shipping Information (All transportation Types)**

For each Freight Request, the following must be provided:

- BNSF's tracking document number is required, i.e. BNSF purchase order number, **OR** 5-digit numeric BNSF Railway Cost Center Code, **or** 7 Digit AFE/Cost Center Code combo.
- Shipment's weight, accurate dimensions, type of packaging, shipment value.
- The bill of lading must contain BNSF Rwy - Consignee name(s), address including building number/name, telephone number, department if available, and the BNSF delivery instructions.
- Expedite requests require BNSF approval. Please notify BNSF Logistics of all expedites or accessorials i.e. unloading required at destination, inside delivery, etc prior to noting them on the Bill of Lading. Failure to notify BNSF Logistics may result in unexpected costs, and will be subject to a charge-back.

### **Parcel - United Parcel Service (UPS) – Please contact UPS directly**

- **All Inbound Collect *domestic & international*** shipments that are **less than 150 lbs** and meet UPS packaging guidelines are to be routed **via UPS**. **If you need the BNSF Railway's UPS account number please contact Claven Williams**. If you cannot send shipment via UPS due to size or packaging restrictions, use the appropriate Less-Than-Truckload (LTL) routing and show the dimensions of the freight on the bill of lading.
- Suppliers will ship to end-users on a once per week schedule. MRO materials include (but not limited to...) items such as small electrical products, paper products and safety supplies. MRO supplier shipment dates are based on the region to which each "ship to" address is located (see zone detail below).
  - Zone 1: Monday/Thursday
    - Colorado, Kansas, Missouri, Illinois and Tennessee
  - Zone 2: Tuesday
    - North Dakota, South Dakota, Minnesota, Nebraska, Wyoming, Wisconsin and Iowa
  - Zone 3: Wednesday
    - Washington, Oregon, Idaho, Montana, California, Nevada, Utah and Arizona

- Zone 4: Friday
  - New Mexico, Texas, Oklahoma, Arkansas, Louisiana, Mississippi and Alabama

Please review your current shipment processes and plan accordingly. If you have questions, comments or concerns about the new MRO shipping schedule, please send an email to the Strategic Sourcing and Supply mailbox (SSSMRO@BNSF.com).

- **Note the following “Bill To” address on the Bill of Lading:**

**BNSF Materials  
C/O Williams and Associates  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299**

**Less-than-Truckload (LTL) \*\* STANDARD SHIPMENTS ONLY \*\* -- Please contact BNSF Logistics**

- **ALL Inbound Collect and Third Party (BNSF Material) shipments weighing between 151 lbs and 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs should be routed via BNSF Logistics.**
- Contact BNSF Logistics at **(479) 927-6201** to arrange transportation needs or fax completed order forms to **(479) 756-0750**. Transportation order forms (included below) may also be emailed to [BNSFMaterials@bnsflogistics.com](mailto:BNSFMaterials@bnsflogistics.com).
- It is the responsibility of BNSF Logistics to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to BNSF Logistics as soon as possible.
- In order to accommodate permits and other pre-shipment requirements, we request vendor's provide **2 – 3 weeks notice** where possible and a minimum of 3 business days for internal handling on [Over-Dimensional freight](#).
- See General Shipping Instructions for detailed requirements by service type
- **Note the following “Bill To” address on the Bill of Lading:**

**BNSF Materials  
C/O Williams and Associates  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299**

**Shipping outside of the guidelines set in this routing letter can result in increased transportation costs, and will be subject to a vendor charge-back of any additional charges incurred. ALL shipments that do not meet any criteria listed above or for any transportation related questions, please call:**

**[BNSF Logistics – Customer Service Call Center](#) (479) 927-6201**

**Standard Hours 0700 – 1800, Monday through Friday, CST**  
AFTER HOURS and **EMERGENCY** support, please call **(479) 283-4547**

**Truckload, Specialized, Gang Related, Over-Dimensional and Expedited Freight**

- **ALL Inbound Collect and Third Party (BNSF Material) shipments weighing in excess of 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs** should be routed via **BNSF Logistics**.
- Contact BNSF Logistics at **(479) 927-6201** to arrange transportation needs or fax completed order forms to **(479) 756-0750**. Transportation order forms (included below) may also be emailed to [BNSFMaterials@bnsflogistics.com](mailto:BNSFMaterials@bnsflogistics.com).
- It is the responsibility of BNSF Logistics to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to BNSF Logistics as soon as possible.
- To avoid expedite charges, a minimum of **two business days notice** (by no later than noon CST) is required on all **standard truckload** shipments; notice received after noon CST will be processed the following business day.
- In order to accommodate permits and other pre-shipment requirements, we request vendor's provide **2 – 3 weeks notice** where possible and a minimum of 3 business days for internal handling on [Over-Dimensional freight](#).
- See General Shipping Instructions for detailed requirements by service type
- **Note the following "Bill To" address on the Bill of Lading:**

**BNSF Materials  
C/O BNSF Logistics LLC  
P.O. Box 7690  
Springdale, AR 72762**

Shipping outside of the guidelines set in this routing letter can result in increased transportation costs, and will be subject to a vendor charge-back of any additional charges incurred. ALL shipments that do not meet any criteria listed above or for any transportation related questions, please call:

**[BNSF Logistics – Customer Service Call Center](#) (479) 927-6201**

**Standard Hours 0700 – 1800, Monday through Friday, CST**  
AFTER HOURS and **EMERGENCY** support, please call **(479) 283-4547**

### **1.3. CURRENT DOCUMENT STATUS**

Document Owner:	Claven Williams
Document Number:	2011-RG-v3
Last Updated:	01/20/2011
Document Version:	1.7

## 2. TABLE OF CONTENTS

- 1. **Summary Information** ..... 2
  - 1.1. Letter From BNSF Railway .....2
  - 1.2. Summary Routing Guide .....3
  - 1.3. Current Document Status.....6
- 2. **Table of Contents**..... 7
- 3. **General Bill of Lading Instructions** ..... Error! Bookmark not defined.
  - 3.1. Required Shipping information and Documentation (for All shipment types) .....9
  - 3.2. High Value Freight – Shipping Requirements .....9
  - 3.3. Freight billing.....10
    - 3.3.1. Billing Methods ..... 10
    - 3.3.2. Billing Addresses ..... 10
    - 3.3.3. Billing Questions ..... 11
  - 3.4. International Shipments ..... 12
    - 3.4.1. Definition ..... 12
    - 3.4.2. Required Notice ..... 12
    - 3.4.3. Required Paperwork ..... 12
    - 3.4.4. Contact Information ..... 12
  - 3.5. BNSF Information ..... 14
    - 3.5.1. Contact Information ..... 14
    - 3.5.2. Rail Equipment Moves ..... 14
    - 3.5.3. BNSF Standard Bill of Lading ..... 14
    - 3.5.4. Safety and Carrier Performance Hotline ..... 14
    - 3.5.5. Claims ..... 14
    - 3.5.6. BNSF requestor ID file ..... 15
  - 3.6. BNSF Logistics Information..... 15
    - 3.6.1. Contact Information ..... 15
    - 3.6.2. BNSF Logistics Call Center Phone Menu ..... 16
    - 3.6.3. Hours of Operation ..... 16
    - 3.6.4. Transportation Order Form ..... 16

- 4. Parcel shipments (0-150 lbs)..... 17**
  - 4.1. General Shipping information .....17
  - 4.2. Setting up an Account with UPS .....17
  - 4.3. Billing Information.....17
- 5. Less than Truckload (151 – 10,000 lbs) ..... 18**
  - 5.1. General Shipping information .....18
  - 5.2. Contact information.....19
  - 5.3. Billing Information.....19
- 6. Truckload Shipments (> 10,000 lbs) ..... 20**
  - 6.1. General Shipping Information .....20
  - 6.2. Billing Information.....20
  - 6.3. Standard Truckload .....21
    - 6.3.1. Definition.....21
    - 6.3.2. Required Notice .....21
  - 6.4. Over-dimensional and Specialized Equipment Moves.....22
    - 6.4.1. Definition .....22
    - 6.4.2. Required Notice .....22
    - 6.4.3. Accurate Dimensions and Weights .....22
- 7. EMERGENCY FREIGHT (> 151 lbs) ..... 24**
  - 7.1.1. Definition of Emergency freight .....24
  - 7.1.2. How to call in requests for Emergency freight.....24
- 8. BNSF Material Moves ..... 25**
  - 8.1. BNSF Material Equipment Moves .....25

## 2.1. REQUIRED SHIPPING INFORMATION AND DOCUMENTATION (FOR ALL SHIPMENT TYPES)

All shipments require the following:

- Shipper is required to fill out a proper Bill of Lading (BOL). **If shipping multiple units, i.e. pallets, packages, etc., the shipper is required to complete a consolidated BOL/manifest. Failure to comply with the single BOL requirement may result in shipper charge-backs.**
- BNSF Tracking document number, i.e. BNSF purchase order number, **OR** 5-digit numeric BNSF Railway Cost Center Code, **or** 7-digit AFE number/Cost Center combination must be clearly printed on the BOL. If none of the above are available, the supplier's return authorization number (RMA) should be noted. Other forms of shipment identifiers are unacceptable (i.e. verbal, equipment numbers, local shop or facility numbers). If you are unable to obtain the proper reference numbers, please contact BNSF Railway at (817) 352-2265.
- Shipment's weight, accurate dimensions, type of packaging, shipment value must be provided for any shipping request. Any changes to these elements must be communicated to the transportation provider (BNSF Logistics, or UPS) as soon as possible. **Failure to communicate changes or incorrect consignee information may result in additional freight charges that will be charged-back to the shipper.**
- Consignee names, address, telephone number, and the BNSF delivery instructions must be communicated for any shipping request.

## 2.2. HIGH VALUE FREIGHT – SHIPPING REQUIREMENTS

The mode of transportation and the value of the shipment will determine the requirements for high value shipments (i.e. Communications, Signal and Computers). Each carrier insures freight up to a specified value without additional insurance needed. It is important to "Declare Value" on the Bill of Lading, prior to shipment of the material. Once the material has shipped BNSF and the supplier have no recourse for Claims and Damage if the additional insurance was not purchased or noted prior to shipment. Please refer to the following to determine if additional insurance is needed.

<u>Mode of Transportation</u>	<u>Carrier</u>	<u>Action Needed</u>
Parcel and Air Parcel	UPS	If shipment value exceeds \$100, Declare Shipment Value on the Bill of Lading.
Air / Expedite	BNSF Logistics	Is (weight of material x .65 cents per lb.) greater than or equal to value of shipment? If yes - then no additional insurance is required. If no – then Declare Shipment Value on the Bill of Lading.
LTL	BNSF Logistics	Declare Shipment Value on the Bill of Lading.
Truckload	BNSF Logistics	Advise BNSF Logistics of shipment value and they

will ensure the carrier meets the insurance requirements.

## 2.3. FREIGHT BILLING

### 2.3.1. BILLING METHODS

THE FOLLOWING METHODS OF BILLING APPLY WHEN THE TERMS OF THE PURCHASE ARE F.O.B DESTINATION FREIGHT COLLECT.

- |  |  |
|--|--|
| • Parcel - United Parcel Service (UPS) | Third Party Billing- Supplier to BNSF                                  |
| • Parcel – United Parcel Service (UPS) | BNSF to BNSF and/or supplier – to establish UPS contact (817) 352-2265 |
| • Less-Than-Truckload Shipments        | Collect - BNSF C/O Williams and Associates                             |
| • Truckload Shipments                  | Collect - BNSF Logistics   |
| • Air Freight Shipments (non-Parcel)   | Third Party Billing-BNSF Logistics                                     |
| • Rail                                 | Guidelines provided by Equipment Management                            |

On material purchased F.O.B. Destination Freight Collect, the BNSF is responsible to pay freight only from the shipping location to the BNSF's destination. Shipper is required to issue a consolidated bill of lading/manifest for multiple units/packages. Any other freight charges (i.e. incoming freight) are the responsibility of the shipper.

*Note: The term "COLLECT", should not be interpreted as COD (Cash on Delivery), BNSF will be billed by the Carrier, rather than the shipper, for transportation charges. Suppliers must comply with routing specified on BNSF's purchase order, or other purchase agreement. Any form of freight or handling charges added to a material invoice, without the express consent of BNSF Manager Contract Services-Logistics and supporting notation made on the purchase order, will be rejected.*

When the terms of purchase are F.O.B. Destination and shipper absorbs the freight, please make the shipment Prepaid.

### 2.3.2. BILLING ADDRESSES

- For United Parcel loads:

Supplier inbound - UPS Third Party  
 BNSF Rwy  
 C/O Williams & Associates, Inc.  
 405 East 78<sup>th</sup> Street  
 Bloomington, MN 55420-1299

- **BNSF to BNSF or BNSF to supplier contact (817) 352-2265 to ensure account setup, discounts, and billing requirements are met.**
- For Collect or Third Party - LTL (less-than-truckload) **standard** shipments billing to BNSF C/O Williams and Associates:  
BNSF Rwy  
C/O Williams & Associates, Inc.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299
- On all Collect or Third Party Truckload, Over-Dimensional, Specialized and Expedite shipments, note the following "Bill To" address on the Bill of Lading:  
BNSF Materials, C/O BNSF Logistics LLC  
P.O. Box 7690  
Springdale, AR 72762

### **2.3.3. BILLING QUESTIONS**

- The BNSF contracts with a pre-audit and freight payment service organization. Questions or problems concerning payment of freight bills associated with Williams and Associates shall be addressed to:  
BNSF Materials  
C/O WILLIAMS & ASSOCIATES INC.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299  
Telephone: (952) 884-9959  
Fax: (952) 884-0218  
Email: [info@waionline.com](mailto:info@waionline.com)
- Billing problems or questions on Third Party Truckload, Over-Dimensional, and Expedite shipments associated with BNSF Logistics shall be addressed to:  
BNSF Materials  
C/O BNSF Logistics LLC  
P.O. Box 7690  
Springdale, AR 72762  
Telephone: (479) 927-5574  
Fax: (479) 751 0476

## **2.4. INTERNATIONAL SHIPMENTS**

### **2.4.1. DEFINITION**

All freight coming out of or destined to Mexico or Canada are defined as international shipments.

### **2.4.2. REQUIRED NOTICE**

In order to ensure timely border crossing, and avoid truck detention costs at the border, please provide a minimum of two (2) business days notice for all international shipments. This will ensure all paperwork is received by the customs broker prior to the dispatch of the transportation provider.

### **2.4.3. REQUIRED PAPERWORK**

Forms and instructions for

Bill of Lading, NAFTA certification or customs invoice are available on: <http://www.bnsf.com/suppliers/pdf/RoutingGuide.pdf>.

### **2.4.4. CONTACT INFORMATION**

If you have any questions regarding international shipping documents or other requirements, please contact BNSF at (817) 352 2265. Please use the following table to identify the correct customs broker and transportation provider for your shipment.

<b>BNSF - Custom Broker Clearing Houses &amp; Transportation Providers – BNSF’s Tracking Number                      (PO, Cost Center, or Combo Elements) must be listed as the Shipper’s Reference Number on CCI Documents</b>			
<b>Carrier:</b>	Truckload- BNSF Logistics 10, 000 lbs. & Over / Flatbed, Air Ride, etc.	Brokerage Fax Instructions	LTL- BNSF Logistcs Freight Ways 150 - 10,000 lbs. (See Carrier Matrix)
<b>Contact:</b>	FedEx Trade Networks (formerly Tower Group Intl) 5915 Airport Road, Suite 1100 Mississauga, Ontario L4V 1T1 Shipments USA to CN Telephone: (604) 541 1990 Tower Group International – USA Shipments from CN to USA Centralized Telephone Number requiring Tower Group location identified by port location listed below. 0712 - Champlain-Rouses Point, NY 3802 – Port Huron, MI 3310 – Sweetgrass, MT	FedEx Trade Networks (formerly Tower Group Intl) Contact: Mark Bray Telephone: (604) 541 1990 Fax: (604) 541 1497 Advance faxing of supporting documentation with Carrier Name and Pro # is appreciated.	FedEx Trade Networks (formerly Tower Group Intl) 5915 Airport Road, Suite 1100 Mississauga, Ontario L4V 1T1 Shipments USA to CN Telephone: (604) 541 1990 Tower Group International - USA Shipments from CN to USA Centralized Telephone Number requiring Tower Group location identified by port location listed below. 0712 - Champlain-Rouses Point, NY 3802 – Port Huron, MI 3310 – Sweetgrass, MT
<b>Carrier:</b>	International Air & Ocean Cargo Shipments	United Parcel Service 0 - 150 lbs.	Air – Shipment Contact BNSF Logistics at (479) 927-6201 option 2
<b>Contact:</b>	BNSF Logistics Manager 817-352-2260	United Parcel Service International (UPS) Telephone: 800-782-7892 (UPS provides their own Custom Clearing Firms based on: Origin and Destination Locations)	Weight, piece count, and dimensional information is Required at the time of coordination request. Mode of Transportation will Determine Custom's Broker
Services provided for:		UPS shipments USA to Canada, <b>3<sup>rd</sup> Party Billing, BNSF</b>  UPS shipments Canada to USA, <b>3<sup>rd</sup> Party Billing, BNSF</b>	

## 2.5. BNSF INFORMATION

### 2.5.1. CONTACT INFORMATION

General Fax Number (817) 352 7245  
Emergency (817) 307-5592  
Claven Williams, Manager Material & Logistics (817) 352 2265 claven.williams@bnsf.com

### 2.5.2. RAIL EQUIPMENT MOVES

Equipment Utilization (817) 867-6210

### 2.5.3. BNSF STANDARD BILL OF LADING

Form available in Microsoft Excel, Corporate Forms – MECHF15844, the BNSF tracking number is required, i.e. Shipper and Receiver's Cost Center, Return Authorization Number, Purchase Order, Warranty, or Cost Center/AFE Combo, etc. or [www.bnsf.com/suppliers/RouteGuide](http://www.bnsf.com/suppliers/RouteGuide).

### 2.5.4. SAFETY AND CARRIER PERFORMANCE HOTLINE

BNSF has set up a voice mailbox that is intended to assist the Logistics group in resolving delivery problems, invoicing issues and general shipping problems. If you have an issue, please call 1-888-703-7727, option (7) prompt (5) or company line 8-676-3830 option (7) prompt (5) and leave a voicemail, including: name, phone number, problem / issue, Purchase Order or Bill of Lading number (if known), date of occurrence / invoice, and any other relevant information pertaining to the issue. This voice mailbox is checked and problems resolved daily.

### 2.5.5. CLAIMS

If product is delivered to a BNSF manned facility – verify material is for your location and note damages on the bill of lading; if product requires removal from the container to determine extent of damage simply note: visual container damage - product requires inspection.

For unmanned locations – inspect product and notify appropriate shipper and claims representative.

UPS - Notify shipper, the shipper is responsible to file a claim on the receiver's behalf.

- LTL - Contact Glenn Gaston, BNSF Logistics at (479) 927-8808
- Truckload, etc - Contact Glenn Gaston, BNSF Logistics at (479) 927-8808

Pertinent information: Name, telephone number, location, carrier name if available, carrier pro number, BNSF reference number, shipper, commodity, and brief description of damage.

## 2.5.6. BNSF REQUESTOR ID FILE

### SECTION II –Special Shipping Instructions for Requestor ID’s

Note: Special Shipping Instructions are for BNSF employees, only.

Various BNSF locations have special shipping requirements and equipment or delivery needs. In order to ensure that BNSF’s contracted carriers meet your special shipping and delivery needs, please take the time to answer the following list of six (6) questions. Once you have answered the questions, either yes (y) or no (n), determine which special handling code applies to your location. Complete Corporate Forms SSS000001. The last step is to call Strategic Sourcing & Supply, to have your handling code applied to your requestor ID. Whenever you order against your requestor ID, your special shipping instructions will automatically be relayed to the appropriate carrier via the BNSF Purchase Order. **Note: If you change jobs, including location, duties or center code (accounting), please update SSS000001 and forward to Strategic Sourcing & Supply to have your special shipping instructions code changed to reflect your new location and new shipping requirements. Form and information is available on Microsoft Word/Corporate Forms/SSS000001.**

(479) 756-0750

## 2.6. BNSF LOGISTICS INFORMATION

### 2.6.1. CONTACT INFORMATION

General Fax Number	(479) 756 0750	BNSFL Call Center	(479) 927 6201
Email Address	<a href="mailto:BNSFMaterials@bnsflogistics.com">BNSFMaterials@bnsflogistics.com</a>	Emergency Line	(479) 283 4547
SCC Team Leader	(479) 927 5588	Supply Chain Coordinator Expedite	(479) 927 6208
Supply Chain Coordinator Gang	(479) 872 4632	Supply Chain Coordinator Truckload	(479) 872 4629

## 2.6.2. BNSF LOGISTICS CALL CENTER PHONE MENU

When calling BNSF Logistics' Call Center at (479) 927 6201, you may avoid listening to the entire menu by pressing your desired option during the voice message. Please remember for freight over 10,000 lbs you may fax the load information to 479 756 0750 or email it to [BNSFMaterials@bnsflogistics.com](mailto:BNSFMaterials@bnsflogistics.com).

**For standard Truckload shipments– Over 10,000 lbs – press 1**

**For Emergency/Expedite Freight Only – Press 2**

**For Gang Related Freight – Press 3**

**For other Over-dimensional Freight – Press 4**

**To report a Safety or Performance Concern– Press 5**

To hear these options again press 6. Thank you for calling BNSF Logistics.

## 2.6.3. HOURS OF OPERATION

BNSF Logistics' Call Center is open Monday through Friday from 7:00 am to 6:00 pm CST. For EMERGENCY calls after standard business hours, please call 479 283 4547.

## 2.6.4. TRANSPORTATION ORDER FORM

BNSF Logistics will accept a faxed copy of the Bill of Lading (BOL) as a request for transportation. All of the required data fields must be on the BOL in order for the proper execution of the freight. In the event that you do not have the BOL generated prior to requesting the freight to be picked up, you may also email or fax a copy of the transportation order form attached at the end of this routing guide.

## **3. PARCEL SHIPMENTS (0-150 LBS)**

### **3.1. GENERAL SHIPPING INFORMATION**

### **3.2. SETTING UP AN ACCOUNT WITH UPS**

To set up a new account contact Claven Williams at (817) 352-2265

### **3.3. BILLING INFORMATION**

Supplier inbound - UPS Third Party  
BNSF  
C/O Williams & Associates, Inc.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299

**BNSF to BNSF or BNSF to supplier contact (817) 352-2265 to ensure account setup, discounts, and billing requirements are met.**

## 4. LESS THAN TRUCKLOAD (151 – 10,000 LBS)

### 4.1. GENERAL SHIPPING INFORMATION

In addition to the [general shipping requirements](#) listed above, LTL freight requires additional information to be noted on the Bill of Lading (BOL).

All accessorial requests (i.e. inside delivery) and Expedite requests require BNSF approval.

Please notify BNSF Logistics of all expedites or accessories prior to noting them on the Bill of Lading. Failure to notify BNSF Logistics may result in unexpected costs, and will be subject to a chargeback.

The consignee's name and telephone number, weight, dimension, and material classification, and load/unloading instructions and BNSF reference number are required on the Bill of Lading (BOL) issued by the supplier/shipper. Additionally, be prepared to communicate the following information to BNSF Logistics when initiating service request:

- Shipper's Contact Name, phone number, and email
- Shipping Location address and telephone number
- Receiver's Contact Name, phone number, and if possible email
- Receiving Location address and telephone number
- BNSF's Purchase Order# **or** Cost Center# **or** Authorization for Expense (AFE#)/Cost Center Combo
- Product description including accurate dimensions and weight, packaging types, and product costs
- Special shipping or receiving instructions (i.e. requires unloading at destination, requires step deck trailer, etc.)
- Accurate date that product is needed by the receiver

Note that the LTL carrier assesses additional surcharge fees when the BOL dimensional, the incorrect consignee, and weight instructions are not adhered to. These fees will be passed on to the Supplier/Shipper when:

- **Shipper is required to issue a consolidated bill of lading/manifest for multiple packages to the same origin/destination.** Failure to comply with the BOL requirement may result in unexpected costs, and will be subject to a charge-back.
- A shipment containing one or more articles with length of 14 feet or greater and the dimensional requirements are NOT noted on the shipper's Bill of Lading; an additional \$30 fee will be assessed. Notify BNSF Logistics if length exceeds 20 feet or if shipment less than 10,000 and exceeds 14 pallets.
- Bill of Lading does not list the shipment's weight; an additional \$20 fee per BOL will be assessed.

- Re-consignment and carrier marking and tagging – a \$35 fee will be assessed.
- In addition to the charges listed above, BNSF may assess a \$30 fee to cover the administrative costs per incident. To avoid the additional surcharge charge and administrative penalty, inform your shipping area of the carrier's BOL requirements.

On interline shipments note the carrier on the BOL. A responsible carrier is the carrier billing BNSF for the entire move and paying any interline carrier(s) their proportionate share of the movement. Consign the material to the party shown in the "Ship To" box on BNSF's Purchase Order. Do not consign freight to the interline junction unless BNSF specifically instructs you to do so.

## 4.2. CONTACT INFORMATION

To schedule an LTL standard pickup, contact BNSF Logistics. To report carrier pickup issue, delivery issue, or other service delay, contact BNSF Logistics.

## 4.3. BILLING INFORMATION

- BNSF Railway contracts with a pre-audit and freight payment service. Questions or problems concerning payment of freight bills associated with Williams and Associates shall be addressed to:  
BNSF Railway  
C/O WILLIAMS & ASSOCIATES INC.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299  
  
Telephone: (952) 884-9959  
Fax: (952) 884-0218  
Email: info@waionline.com

**Williams and Associates also provides carriers with the ability to review payment status via their website. In order to get access to the website and on-line payment information, please contact Williams & Associates for a User ID and Password.**

## 5. TRUCKLOAD SHIPMENTS (>10,000 LBS)

### 5.1. GENERAL SHIPPING INFORMATION

In addition to the [general shipping requirements](#) listed above, particular fields of information will be required by BNSF Logistics for proper execution of BNSF's freight. All of the following must be clearly provided:

- Shipper's Contact Name, phone number, and email
- Shipping Location address and telephone number
- Receiver's Contact Name, phone number, and if possible email
- Receiving Location address and telephone number
- BNSF's Purchase Order# **or** Cost Center# **or** Authorization for Expense (AFE#)/Cost Center Combo
- Product description including accurate dimensions and weight, packaging types, and product costs
- Special shipping or receiving instructions (i.e. requires unloading at destination, requires step deck trailer, etc.)
- Accurate date that product is needed by the receiver

### 5.2. BILLING INFORMATION

[Parcel - United Parcel Service \(UPS\) – Please contact UPS directly](#)

- Note the following "Bill To" address on the Bill of Lading:

**BNSF Materials  
C/O Williams and Associates  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299**

[Less-than-Truckload \(LTL\) \\*\\* STANDARD SHIPMENTS ONLY \\*\\* -- Please contact BNSF Logistics](#)

- Note the following "Bill To" address on the Bill of Lading:

**BNSF Materials**

C/O Williams and Associates  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299

### Truckload, Specialized, Gang Related, Over-Dimensional and Expedited Freight

- Note the following “Bill To” address on the Bill of Lading:

BNSF Materials  
C/O BNSF Logistics LLC  
P.O. Box 7690  
Springdale, AR 72762

## 5.3. STANDARD TRUCKLOAD

### 5.3.1. DEFINITION

Standard truckload freight is defined as

- 1) Weighing in excess of 10,000 lbs or that exceeds dimensional requirements of parcel or LTL freight **that can be**
- 2) Picked up within two (2) business days, **and**
- 3) Based on an average of 500 driving miles per day, will reach its destination within your transit requirements, will be managed as standard truckload freight.

In some specific instances, the 10,000 lbs rule may not be the most economical choice for moving the freight. For example, a vendor requests ten pallets weighing 12,000 lbs to be moved. The vendor calls BNSF Logistics. Upon conducting modal analysis, BNSF Logistics notices the rate for moving this particular piece of freight is cheaper to run using LTL instead of a truckload carrier. In this example, BNSF Logistics would advise the vendor that they have identified an LTL carrier that would process this move at a better rate. It is the vendor's responsibility to call BNSF Logistics on all 151 lb or greater shipments, so modal analysis can be completed.

### 5.3.2. REQUIRED NOTICE

Standard truckload shipments require 2 business days notice prior to desired pick up date. Notice is to be received before 12:01 CST, notifications received after are processed on the following business day. For example, if a shipment is required to pick up on Tuesday, the shipment request needs to be provided to BNSF Logistics by no later than noon CST on the previous Friday.

## 5.4. OVER-DIMENSIONAL AND SPECIALIZED EQUIPMENT MOVES

### 5.4.1. DEFINITION

Over-dimensional freight is classified as:

- Anything weighing over 48,000 lbs, **OR**
- Having dimensions equal or greater than 48' long, **OR**
- Having dimensions equal or greater than 8'6" wide, **OR**
- Having dimensions equal or greater than 9'6" high, **OR**
- Any load needing specialized equipment (i.e. anything except a flat or van), **OR**
- Any load requiring a city or state permits to move legally
- Equipment/machine number (if available)
- Equipment type/description

The majority of this freight will be destined to a capital project and will have an associated AFE and Cost Center number combo.

#### Required Notice

Specialty equipment can be challenging to secure. BNSF requests a minimum of three (3) business days notice for all specialty equipment moves, notices received after 12:00 CST will be processed the following business day.

More specifically, Suppliers in an effort to reduce costs associated with shipping **over-dimensional** freight, BNSF requests all over-dimensional shipments be called into BNSF Logistics with three (3) weeks of notice prior to desired pick up date or when known. This will help BNSF explore the option to move the freight on rail.

In the event that three weeks of notice is not available, or if the freight is for an emergency, please be prepared to provide the name, telephone number, and email of the BNSF supervisor authorizing the expedite. A minimum of three (3) business days notice is required so BNSF Logistics can attempt to obtain permits from state and local authorities.

BNSF personnel are required to provide a minimum of 3 days notice to coordinate over-dimensional freight. Employees are required to plan and explore the option to move freight on rail and follow internal departmental guidelines.

### 5.4.2. ACCURATE DIMENSIONS AND WEIGHTS

It is particularly important that over-dimensional loads be called in with accurate dimensions. BNSF expects all shippers of over-dimensional freight provide accurate dimensions at the time the transportation is requested of BNSF Logistics. Even very small changes in dimensions and weights, can result in delays and additional charges associated with obtaining city and local permits. **All cost impacts resulting from communication of inaccurate dimensions and weights will be charged back to the shipper. BNSF further requests that all dimensions be provided in writing to BNSF Logistics when requesting transportation of Over-dimensional freight.**



## 6. EMERGENCY FREIGHT (>151 LBS)

### 6.1.1. DEFINITION OF EMERGENCY FREIGHT

Emergency freight is defined as freight that must move via expedited service because the standard transit schedule will not deliver the product in time to avoid costs that will exceed the cost of expedited transportation. This is typically reserved for derailments, 10mph slow orders, plant-shut downs, or other such emergency situations. The cost of expediting is often 3-5 times the cost of standard freight and should be used sparingly. BNSF authorization and reason is required for all emergency freight. **Any freight that is expedited outside of the call center process is subject to supplier and/or local cost center charge-back.**

### 6.1.2. HOW TO CALL IN REQUESTS FOR EMERGENCY/EXPEDITE FREIGHT

During office hours, please call BNSF Logistics at **479 927 6201** and press option **2**. Please identify yourself and advise the customer service agent that you are calling in reference to an expedited shipment. Please do not assume the person answering the phone will know you want expedited service.

If you are unable to reach a live person or if the emergency happens after standard business hours (M-F 8-5), please call our on-call cell phone at 479 283 4547.

- All EMERGENCY FREIGHT requests require BNSF approval. Please be ready to provide the name, primary contact telephone number, reason, and email of the person authorizing the expedite.
- If the freight will need to be moved by air freight, BNSF Logistics will require accurate weight, piece count, dimensions, and product description prior to being able to locate a carrier for the move.
- Air freight is also dependent on flight times. Please be aware that enough lead time will be needed so the freight can be picked up and transported to the airport in time to make the flight schedule.

## 7. BNSF MATERIAL MOVES

### 7.1. BNSF MATERIAL EQUIPMENT MOVES

For all goods sent back to a supplier for the reconditioning of company material/equipment, a bill of lading must be provided to the carrier.

- A) You must issue a proper bill of lading for each shipment tendered. Show supplier on the first line of the consignee address on the bill of lading. You **must** show the **BNSF Purchase Order number in the purchase order field on the bill of lading**. **If there is no Purchase Order number, the supplier's return authorization number (RMA or RA), the consignee's 5-digit numeric Center Code or 7-digit AFE number must be included in the purchase order field on the bill of lading.** Other forms of shipment identifiers are unacceptable, for example verbal, equipment numbers, or local shop or facility order number(s)!
- B) For all company material goods or equipment moving between BNSF facilities and location to location, a bill of lading must be provided to the carrier. In addition to the above guidelines, the shipper's and consignee's cost numbers must be shown when a PO or AFE number is not available.

**For all warranty goods sent back to a supplier – The supplier/vendor will be responsible for the transportation costs to an accepted warranty claim.**

- C) For assistance contact the Warranty Desk at (785) 435-5736, Monday through Friday, 7:30 a.m. to 4 p.m. (CST)

**For all movement of company material/equipment ordered or received in error.**

A) If BNSF personnel ordered the product incorrectly, return the material to the supplier prepaid.

B) If the supplier shipped the incorrect product, contact the supplier for return authorization and shipping instructions. The supplier is responsible to coordinate and arrange transportation services.

**Bill of Lading Instructions:** Show a clear description of the material being shipped and include:

- C) The consignee's name and telephone number, weight, dimension, material classification, and unique BOL number are required on the BOL issued. The mandatory bill of lading form is available in Microsoft/Excel Documents/Corporate Forms/MechF15844.

Note that the LTL carrier's assess additional fees when the BOL dimensional and weight instruction guidelines are not adhered to. These fees will be passed on to the appropriate administrative budget or at the local cost center level.

- 1) If a shipment contains one or more articles with length of 14 feet or greater the shipper must note the dimensions on the carrier's Bill of Lading. The LTL carrier assesses an additional flat charge of \$30 when the dimensional requirements are NOT

noted on the shipper's Bill of Lading.

- 2) If the Bill of Lading does not list the shipment's weight, the carrier accesses an additional \$20 fee per BOL.
- 3) Re-consignment marking and tagging - \$35
- 4) BNSF requires a single bill of lading for multiple units/packages

To avoid the additional charges, inform your shipping area of the carrier's BOL requirements.

**On all Prepaid shipments, show the following "Bill To" address on the bill of lading:**

**BNSF  
C/O Williams & Associates, Inc.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1299**

The Shipper's Center Code **will not be charged** for the freight, but the Center Code will be used to track shipments. On all air/expedite shipments – contact BNSF Logistics at (479) 927-6201 press option 2, the air bill **must include the Shipper's 5-digit numeric Center Code** in the reference field on the air bill.

**Rail Equipment**

BNSF Equipment Management at (817) 867-6210