

Vendor Routing Guidelines

Purpose:

To provide all Viking suppliers and material partners with specific shipping instructions for parcel, LTL, and truckload shipments, ensuring that all vendors are aligned when utilizing Viking shipping accounts.

Responsibility:

- When instructed to utilize a Viking shipping account for an order, the vendor ensures that the packaging, dimensions, and weight meet the standards for parcel packages, less-than-truckload (LTL), and truckload requirements. Failure to adhere to these guidelines can result in chargebacks in the event of overcharges resulting from incorrect use of shipping modes.
- General guidelines are provided on the Viking Website. However, this document supersedes that public information. This guidance provides detailed information based on our internal process and is confidential.
- Guidelines provided are to be used for:
 - OP Purchase Orders: Direct ship to Viking locations / Viking responsible for freight charges
 - OD Purchase Orders: Direct ship to Viking customers, pre-pay, and add by most economical mode

Shipping Overview: See detailed instructions to verify the correct shipping mode

Weight	Size	OP Purchase Order shipping to Viking Branch where Viking is freight responsible	OD Purchase Order shipping Directly to Viking Customer
<150 LBS	Any non-oversize box	See Mode Selection Detail: Parcel (UPS GROUND ONLY)	Pre-pay and add by most economical mode
	Oversize Box	See Mode Selection Detail: Parcel. If the oversize box does not meet Parcel requirements see Mode Selection Detail: LTL.	Pre-pay and add by most economical mode
150-10,000 LBS	<16 Linear feet of truck space or single piece <8'	See details below for Mode Selection Detail LTL. ONLY USE FEDEX LTL ECONOMY LTL SHIPPING. Do not use FedEx Priority or FedEx Express Modes (1 Day, 2 Day, 3 DAY)	Pre-pay and add by most economical mode
	>16 Linear feet of truck space or single piece >8'	Contact transportation@vikingcorp.com for routing	Contact transportation@vikingcorp.com for routing
>10,000 LBS	Any	Contact transportation@vikingcorp.com for routing	Contact transportation@vikingcorp.com for routing

Mode Selection Detail: Parcel

Parcel Packages must meet the following guidelines:

- Parcels are only to be shipped with **UPS**. Under no circumstances are parcels to be shipped with FedEx Parcel
- Parcels that are less than 150 pounds (70 kg)
- Parcels cannot exceed 165 inches (419 cm) in total length and girth combined (Calculations Below)
- Parcels can be up to, but not exceeding, 108 inches (270 cm) in length – but must adhere to length and girth requirements.
- Parcels that weigh more than 25 kg require a special heavy-parcel label.
- Parcels outside of these parameters would require an LTL mode of shipment through the FedEx Freight account.
- Parcels should only be shipped UPS Ground. If expedited services are needed, authorization will be provided by Viking on a case by case basis in writing.

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Mode Selection Detail: Parcel (Continued)

Parcel Package Total Length and Girth Calculator

Measure the three parcel dimensions in inches. The longest side is always your length. In our example, we will utilize a parcel that is 30 inches (Length) x 10 inches (width) x 10 inches (height)

- 1) Add the measurements of the two smallest dimensions together and multiply the result by 2.
 - a. $10 + 10 = 20$. $20 \times 2 = 40$. Your total girth of the package is 40.
- 2) To get the total length and girth calculation, take the longest dimension and add it to the girth. The result is the combined length and girth of the parcel to ensure it is under 165 total inches.
 - a. 40 (girth from step 1) + 30 (length) = 70 inches combined length and girth

If all parcel requirements are met, ship with UPS Ground. Viking expressed written consent is required for any shipping method outside of UPS Ground.

Mode Selection Detail: LTL

LTL must meet the following criteria of our LTL partners:

- Only use FedEx Freight Economy shipping. Do **NOT** use FedEx Freight Priority or FedEx Freight Express Freight (1-day, 2-day, or 3-day) selections, as these are high cost expedite services. FedEx Freight Express Freight options are only used if you are given specific written consent by the Viking Inventory Control Team, and then only to be used on that specific shipment in which authorization has been provided. It is not to be used under standard shipping circumstances.
- Total shipment weight is 150-9999 pounds (4535 kg).
 - Palletized shipments with multiple pallets cannot exceed a total weight (including dunnage) of 9999 pounds (4535 kg).
 - You cannot 'beat' the system by creating multiple shipments for the same destination.
 - Example: You have (8) standard pallets weighing 2000 pounds per pallet going to one location.
 - You **cannot** create a shipment for (4) pallets (8000 lbs.) and a second shipment of (4) pallets (8000 lbs.) for this shipment to utilize the LTL network. The LTL carrier will identify this, combine the shipments together, and charge excessive fees for attempting to circumvent the system. For single orders that are 10,000 pounds or greater, please see the truckload instructions.
- Shipment (palletized) must be less than or equal to 16 feet (192 inches) in total linear length.
 - LTL Accepted: (8) standard (48"x48") pallets arranged in a 2x4 loading pattern inside of the truck can be shipped LTL if the combined weight is 9999 pounds (4535 kg) or under.
 - LTL Not Accepted: Any combination of pallet sizes (standard or various sizes) that, when lined up side by side, exceed a total length of 16 feet (192 inches)
 - Product should never overhang a pallet, but if you have (8) standard skids and the product is overhanging the pallet, this will be considered 'over' the 16 feet (192 inches) limit as the LTL carrier will take into account the amount of 'overhang' into the equation.
- Single items (palletized) cannot exceed a total length of 8' (96 inches)
 - No single item can exceed a total length of 8 feet (96 inches), or it will be subject to excessive length fees, which can cost up to \$3500 in penalty charges.

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If all LTL requirements are met ship with FedEx Freight Economy. Viking expressed written consent is required for any shipping method outside of FedEx Freight Economy.

Truckload/Oversize LTL

Includes any shipment that cannot ship within the LTL network. These shipments typically are 10,000 pounds (4535 kg) or greater in total shipment weight, over 16 feet in total linear length (more than (8) standard pallets), and items that are over 8 feet (96 inches) in total length.

- Contact transportation@vikingcorp.com for assistance in setting up these shipments with the correct carrier. The transportation team will provide you with shipping options.
- Transportation@vikingcorp.com will provide you with a BOL for the pickup of truckload shipments.
 - It is possible (but rare) that we can negotiate a better price with our LTL partners for an oversized single skid shipment (over 8 feet in total length). If this does occur, we will provide you with a BOL and Pallet label for that specific shipment through the LTL carrier. **This is rare but acceptable only if advised to do so by the Viking Transportation team.**
 - **You are not able to negotiate this type of movement on your own.** Please do not attempt to do so. Always reach out to the transportation team at Viking to do this. ***If you skip this step, you can be charged back as you will incur very high over length penalties that we can avoid through our negotiations.***
- Whenever in doubt on which mode to use, or if you have any questions regarding transportation, contact transportation@vikingcorp.com to ensure that you utilize the correct shipping mode for your shipment.