



Edward Don & Company

Edward Don & Company - Tranzact Internet Routing Guide

Purpose:

Edward Don & Company is pleased to introduce a tool that assists our suppliers in selecting approved carriers for LTL and parcel size shipments. The Routing Guide provides suppliers with the appropriate carriers based upon the location and weight of each shipment. Tranzact is not a carrier. Larger shipments will be routed with approved LTL carriers, while smaller shipments will be routed with UPS Ground. Carrier assignment may change by lane and weight so each shipment should be routed individually.

When to Use:

- The Routing Guide must be used when you see “**TRANZACT**” in the Ship Via field on any Edward Don PO.
- If a specific carrier is designated on the PO, please ship using that carrier.
- If “**VENDOR CHOICE**” appears in the Ship Via field, follow your standard carrier assignment procedure.
- If the PO meets your free freight minimum, ship Prepaid with your carrier of choice and do not use the Routing Guide
- If there are questions about shipping on any PO, please contact the Edward Don & Company Corporate Transportation Department, **708-883-8000**.

Information Required:

- **Website Information:** http://starrate.tranzact.com/StarRate/LoginForm.aspx?login=srvendor_edc
- To utilize this tool, you must provide three basic characteristics about the shipment:
 - The point of origin (Zip Code or City, State)
 - The destination (Zip Code or City, State)
 - The weight (lbs)
- This will return a carrier, the standard transit time, and their (1-800) telephone number which can be used to schedule a pickup.

Cubic Capacity/Density Rule and Large Shipments:

- If the shipment meets or exceeds the following parameters, do not use the Routing Guide. Contact the Edward Don Corporate Transportation Department at **708-883-8000** for routing instructions.
 - A) Is greater than 350 cubic feet AND has an average density of less than 4 pounds per cubic foot, OR
 - B) Occupies more than 15 linear feet of trailer space, OR
 - C) Is greater than 7,500 pounds

3rd Party Bill-to Information for Freight Charges:

- The Edward Don PO # must be included on the Bill of Lading or in a UPS reference field.
- For all UPS Parcel shipments, use your UPS account number as the shipper number. Then use one of the following Edward Don UPS 3rd party bill-to account numbers:
 - **6V3695** for drop ship orders going directly to customers
 - **6V3690** for inbound deliveries to any Edward Don DC
- For all 3rd Party LTL shipments, please reference the following freight payment company mailing address on the Bill of Lading. This is only to notify the carrier where to send the 3rd party freight bills.

Edward Don & Company
C/O: Freedom Logistics
360 West Butterfield Road – Suite 400
Elmhurst, IL 60126

Non-Compliance:

If the Routing Guide is not used for carrier selection when indicated on the purchase order, Edward Don will initiate a vendor non-compliance process. This process will begin with non-compliance letters sent to serve as notification of failure to comply with the PO terms and conditions. Subsequent occurrences may result in a debit for the additional freight charges incurred by Edward Don, plus administrative fees.