



Domestic Shipment & Labeling Guide

Table of Contents:

- **Shipment (pages 2-3)**
 - a. LTL
 - b. Parcel-ground
- **Special shipments (page 4-5)**
 - a. Expedited/air
 - b. Prop- 65
 - c. Hazardous material (Hazmat)
 - d. Prepaid
 - e. 3rd Party Drop Shipment
- **Documentation (page 5)**
 - a. Bill of Lading (BOL)
 - b. Shipping notification
- **Delivery (page 6)**
 - a. Live unload
 - b. Drop trailer
- **Carton Labeling (page 6)**
- **Appendix –Images (pages 7-14)**
 - a. Routing Screens (pages 8-9)
 - i. LTL
 - ii. Parcel-ground
 - b. Proposition 65 (page 10)
 - c. 3rd Party Drop Shipment Request (page 10)
 - d. BOL (page 11)
 - e. Shipping notification example (page 11)
 - f. Carton Label (pages 12-13)
 - i. LTL
 - ii. Parcel-ground
 - g. Points of Contact (page 14)

Shipment:

LTL

- **Requirements:**
 - Carton dims =>165 inches in length & girth combined
 - Carton length => 108 inches
 - Carton weight => 150lbs
 - Total weight (w/out pallet) is => 400lbs
 - Vendor needs pre-approval to ship LTL
 - Guaranteed shipments must be pre-requested by a Motis Brands employee

- **Routing information:** (Image listed in Appendix)
 - Transportation Management System (TMS) Superior (3rd party)
 - Contact shipping@motisbrands.com and motis@superiortranslog.com for routing template to gather TMS info below
 - Superior will route the freight
 - We do not allow partial shipments. If quantities need to be adjusted, please contact your Merchandising Manager prior to shipping.
 - Incomplete purchase orders will not be accepted and returned at your cost

- **TMS information:**
 - Motis Purchase order
 - Motis SKU number & quantity
 - Dims-inches
 - Weight –including pallet
 - Pallet count
 - NMFC item number
 - Freight & sub-classification

- **Timeline:**
 - Routing will need to be completed a minimum of 48 business hours prior to the start ship window
 - Superior will respond with tendered assignment within 24 hours of routing submitted

- **Reminders:**
 - Cancellation or routing change: Notify shipping@motisbrands.com and motis@superiortranslog.com prior to the start cancel ship window
 - Missing freight class or misclassification will prevent the rating & scheduling of the load

Shipment:

Parcel- Ground:

- **Requirements:**
 - Carton dims < 165 inches in length & girth combined
 - Carton length is < than 108 inches
 - Carton weight <150lbs
 - Total weight is <400lbs
 - Fed Ex is the authorized carrier of choice

- **Routing information in Fed Ex:** (Image listed in Appendix)
 - 6 -digit purchase order is required
 - Go into Fed Ex website
 - Log in under your vendor name
 - Click on the ship tab
 - Click on the down arrow in Service type field, located on the right side of the page, under package and shipment details- choose **Fed Ex ground**
 - Click on the down arrow in the bill shipment to field, located on the left side of the page, under billing details
 - Chose collect (ground only)

- **Timeline:**
 - Routing will need to be completed the same day as desired pickup

- **Miscellaneous:**
 - Fed Ex account # will be provided by the Merchandising team once account has been set up

- **Reminders:**
 - Any carton exceeding the limitations of Fed Ex's unauthorized oversize charge will result in a surcharge to the Supplier
 - Insurance- Do not purchase declared value using Motis Brands 3rd party billing account
 - Motis Brands will not pay freight charges billed through other parcel carriers

Special Shipments:

Expedited/Air Shipments:

- **Requirements:**
 - Expedited service must be listed on the purchase order
 - Service must be requested by a Motis Brands agent & be pre-approved

Proposition 65 Regulation:

- **Requirements:**
 - The State of California requires warnings be provided on products which contain chemicals that are listed under Proposition 65 regulation.
 - In compliance with these regulations, Motis Brands is requiring our suppliers to fill out a Proposition 65 worksheet (image located in the Appendix section) for all items we purchase from you, indicating if there is any chemical from the Proposition 65 list used to make the product. Contact your Category Managers if you need access to the form or have any questions.
- Proposition 65 regulation: <https://oehha.ca.gov/proposition-65/general-info/proposition-65-plain-language>
- Proposition 65 chemicals : <https://oehha.ca.gov/proposition-65/proposition-65-list>

Hazardous Material (Hazmat):

- **Requirements:**
 - It is the responsibility of the shipper to identify product that is deemed hazardous material and to notify Motis Brands shipping@motisbrands.com
 - Product should be flagged in the routing process by selecting Hazmat
 - Carton labels should have external stickers indicating Hazmat

- HAZARDOUS MATERIAL - A substance or material, including a hazardous substance, which has been determined by the Secretary of the Department of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. (See 49 CFR 171.8)
- MULTIPLE HAZARDS - A material meeting the definition of more than one hazard class and must be classed according to its position on the list in 49 CFR 173.2(a).

Prepaid Shipments

- **Requirements:**
 - Vendor bears all responsibility for prepaid shipments including payment to carrier

3rd Party Drop Ship Shipments

- **Requirements:**
- If the shipment is **5 pallets or less**
 - Vendor needs to fill out the form “DROP SHIPMENT REQUEST”
 - Completed form needs to be emailed to motis@superiortranslog.com
 - The BOL will be emailed back to the sender and carrier scheduled
 - Pickups will take place same day or next business day
- If the shipment is **6 or more pallets**
 - Vendor needs to fill out the form “DROP SHIPMENT REQUEST”
 - Completed form needs to be emailed to shipping@motisbrands.com
 - The BOL will be emailed back to the sender and carrier scheduled
 - Pickups will take place in 1-2 days

BOL- Bill of Lading (Image listed in Appendix)

- **Requirements:**
 - Vendor must use the GS1 Standard Bill of Lading (BOL)
 - Vendor name as it appears on the original purchase order must be referenced on the (BOL) as the actual shipper
 - (BOL) are required in a PDF format within 24 hours of shipment arrival to Motis Brands warehouse domesticinbound@motisbrands.com
 - Information needed:
 - Purchase order #
 - Date of pickup
 - Carrier name
 - Trailer #
 - Driver signature

Shipping Notification- (Image listed in Appendix)

Needed by EOD when shipment pickup has been scheduled

- Carrier
- Tracking # if applicable
- Purchase order #
- Pickup date
- Quantity shipped by SKU
- Estimated Delivery date
- **Email Notification to:** domesticinbound@motisbrands.com

Delivery:

Live Unload

- **Requirements:**
 - 10 pallets or= <
 - Vendor/Supplier is responsible for contacting shipping@motisbrands.com to schedule a delivery appointment
 - Appointment required must include: carrier, date, pallet count & time of delivery
 - Carrier must wait for confirmation & authorization # before delivering
 - (BOL) are required in a PDF format within 24 hours of shipment arrival to Motis Brands warehouse shipping@motisbrands.com

Drop Trailer

- **Requirements:**
 - Vendor/Supplier is responsible for contacting shipping@motisbrands.com to schedule a delivery appointment
 - > 10 pallets
 - (BOL) are required in a PDF format within 24 hours of shipment arrival to Motis Brands warehouse shipping@motisbrands.com
 - Appointment required must include carrier, date, pallet count & time of delivery

Motis Carton Label (Image listed in Appendix)

- **Requirements:**
 - Each carton that contains product must be labeled with Motis Brands/SKU numbers & a purchase order #
 - This SKU might be different than your own internal SKU #
 - Motis Brands uses different numbers for every style, size & color
 - Barcode must represent all product digits for every article number
 - Only one barcode from Motis Brands should be located on the carton
 - Consist of any code but code39
 - Size minimum of 14x70mm (24 point Times Roman Font)
 - label size- should be 4x6 inches
 - label placement- on all sides of the carton in the upper right hand corner



Domestic Shipping Guide – Appendix

Routing Template

LTL TMS – page 1

Superior TMS
LTL Rate Quote

Shipment Type * Inbound Collect Ship Date * 01/21/2021 Declared Value \$ Deliver By [Load Quote Template]

Origin * Fairbury, NE, 68352, US Destination * Motis-Discount Ramps - Germantown

Pickup Services [v] Delivery Services [v] Other Services [v]

Special Services [None Selected]

Commodities [NO] Mixed Commodity Pallets

1 Pallet 48" X 40" - 500#

Handling Type	Pallet	Units *	1	Total Weight *	500 #	Total Pieces	10
Length	48 in.	Width	40 in.	Height	40 in.	Stackable	[NO]
						Turnable	[NO]
						Linear Feet	2 ft.

Commodity * 100 - Ramps or Dockboards NOI, other than Steel
Density: 11.25 | CF: 44.44

BOL Notes/Special Instructions

[Get Quotes] [Cancel]

LTL TMS -page 2

▼ Saia (Saia): Shipping 1 Skids @ 500# On 01/21/2021

Shipment

Order Number	DRAMP4986236	BOL Number	DRAMP4986236	PRO Number	104873286404
Shipment Date *	01/21/2021	Shipment Type	Inbound Collect	Declared Value	\$

Total Miles: 645.98

Origin

Origin Address *	Somewhere Inc. 1234 West St. Address 2 Fairbury, NE, 68352, US	Pickup Location Type *	Business	Pickup Building Area *	Rear
Contact	Shipping Coordinator Contact Email US - United States	Pickup Start Time *	09:00	Pickup End Time *	14:00

Destination

Destination Address *	Motis-Discount Ramps - G N102 W19400 Willow Creek Address 2 Germantown, WI, 53022, US	Delivery Location Type *	Business	Delivery Building Area *	Rear
Contact	Kevin Murray Info@superiortrading.com US - United States	Delivery Start Time *	08:00	Delivery End Time *	17:00

Additional Information

Special Services [None Selected]

Commodities

3 Pallet 48" X 40" - 500#	Total Weight 500#	Density 11.25	2 Lin. Ft.
Commodity 100 - Ramps or Dockboards NOI, other than Steel	Total Pieces 10	Cust Order/PO # 323892	Shipper Info

BOL Notes/Special Instructions

Tender to Carrier Immediately [NO] I will call to Tender to the Carrier Myself [NO]

[Save Shipment] [Cancel]

Routing Template

Parcel- Fed Ex

The screenshot shows the FedEx Ship Manager interface with the following sections:


- Recipient information:** Recipient ID, Country (US - United States), Contact name (Joey Melchior), Company name, Address 1 (1725 Ivy Rd), Address 2, Address 3, Postal code (92054), State/Province (CA), City (Oceanside), Telephone ((760) 420-9542), and checkboxes for residential address, save to address book, and Auto Track.
- Package and shipment details:** Number of packages (1), Weight (40 lbs), Service type (H - FedEx Home Delivery), Package type (Your Packaging), Package dimensions (79 x 10 x 6 in), Ship date (02/03/2021), and Declared value (\$ USD).
- Billing details:** Bill transportation to (3 - Third Party), Acct. # (111111111), Department notes, Customer reference (2361996), and P.O. number (AMC-400 (1)).
- Additional references:** Invoice number, Shipment ID, and Delivery instructions.
- Shortcuts:** Appointment Delivery, Date Certain Delivery, Dry Ice, FedEx Evening Home Delivery, Limited Quantity, Non Standard Packaging, Non-Hazardous Lithium Battery, and Small Quantity Exception.

Change to Third Party and enter provided FedEx account number

Enter our SKU # if available

Enter in provided Sales Order number or Purchase Order number

BOL

SHIP FROM		SHIP TO	
Name: CALIBER Address: 12600 WEST FRONTAGE ROAD City/State/Zip: Burnsville, MN, 55337, US Contact: Nate Lindemann - (952) 540-4717		Name: Motis-Discount Ramps - Germantown Address: 1102 W19400 Willow Creek Way City/State/Zip: Germantown, WI, 53022, US Contact: Kevin Murray - (262) 353-7956	
BILL OF LADING Date: 2021-01-21 BOL #: DRAMP4985158 		CARRIER NAME: Dayton Freight Trailer Number: Seal Number(s): SCAC: DAFG PRO #: BAR CODE SPACE	
FREIGHT CHARGES BILL TO Name: Motis c/o Superior Transport & Logistics Address: PO Box 28346 City/State/Zip: Green Bay, WI, 54324, US		SPECIAL INSTRUCTIONS: QUOTE# 55191850 Freight Charge Terms: THIRD PARTY <input type="checkbox"/> Master Bill of Lading w/ attached underlying BOL's	
CUSTOMER ORDER INFORMATION			
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP
319135 / 322767 / 322793 / 322794		1000 lbs	X
319135 / 322767 / 322793 / 322794		334 lbs	X
319135 / 322767 / 322793 / 322794		1627 lbs	X
GRAND TOTAL		2961 lbs	
CARRIER INFORMATION			
HANDLING UNIT	PACKAGE	WEIGHT/ DIMS	COMMODITY DESCRIPTION
1	Pallet	1000 lbs 62x40x64	Heads, Ends, Stands, Legs, or Side Bars, Iron or Steel
1	Pallet	334 lbs 48x45x87	Heads, Ends, Stands, Legs, or Side Bars, Iron or Steel
1	Pallet	1627 lbs 48x44x91	Heads, Ends, Stands, Legs, or Side Bars, Iron or Steel
3		2961 lbs	GRAND TOTAL
NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B). RECEIVED: subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper. If applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and in all applicable state and federal regulations.		The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. CARRIER SIGNATURE / PICKUP DATE Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.	
SHIPPER SIGNATURE / DATE This is to certify that the above named contents are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.		SHIPPER INFORMATION Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/Pallets <input type="checkbox"/> said to contain <input type="checkbox"/> By Driver/Pieces	
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: *The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ or _____.		COD Amount: \$ _____ Fee Terms: COLLECT Customer check acceptable: <input type="checkbox"/>	

Shipping Notification Example:

To...	domesticbound@motisbrands.com
Cc...	
Send	
Subject	Shipping Notification example

P.O # 124556
 Carrier: Schneider
 Tracking # 12yst256
 Pickup date: Thursday 6/17/2021
 Estimated delivery date: 7/1/2021

- Items/ quantity to ship
- 24jkk 12
 - ARC23 35
 - 224GH 50
 - 3ERG11 10

Motis Brands Carton Label (Needed on all sides of carton)

Purchase Order # needs to either be visible on the shipment/cartons.

Options:

Handwritten , label added or sheet of paper attached to shipment are acceptable


DRC ITEM#
Bar Code Short Description
Carton QTY: #



Fed Ex Carton Label

FROM: (262) 338-3431
CUSTOMER SERVICE
DISCOUNT RAMP
N102 W19400 WILLOW CREEK WAY
GERMANTOWN WI 53022
US

SHIP DATE: 03FEB21
RT: 140Y1 40.00 LB RAN
CAD: 0782505/CAFE3407

BILL 3rd PARTY

TO **JOEY MELCHIOR**

1725 IVY RD

OCEANSIDE CA 92054 (US)

(780) 420-9542 REF: 2351996
PO: AHC-429 (1)

FedEx
HOME DELIVERY
H

TRK# **1288 1872 4429**

92054

9632 0850 0 (000 000 0000) 0 00 1288 1872 4429



Part Number

Provided Sales Order
number or Purchase Order
number

Shows 3rd Party

Routing Points of Contact:

- Superior (3rd party TMS)
 - Rebecca Salscheider
 - rebeccas@superiortanslog.com
 - (920) 347-4255
 - shipping@motisbrands.com