

## **AutoCar Shipping Policy Effective April 2018**

Unless separate arrangements have been made with an individual supplier, the following constitutes Autocar's shipping policy.

1. Do not ship more often than once a week on your scheduled day unless Autocar has instructed you to do so.
2. All Truckload shipments require 48 hr. notice. Any shipment ordered the day of will be considered an expedite and the supplier will be billed back the expedited fee.
3. Do not ship more than has been ordered. Over shipped parts will be sent back freight collect.
4. Use accurate weights for all shipments as the cost of shipments are calculated on the weight.
5. All shipments MUST be palletized unless shipping through UPS small package.
6. One BOL is to be used per shipment not per part number ordered. Autocar will not pay for separate shipments that are on the same truck.
7. Autocar will use more than one freight carrier through our 3PL, Transplace. Use the carrier you are assigned through Transplace for all shipments to Autocar unless told to use a different carrier.
8. Autocar has the right to refuse to unload the carrier if the freight is delivered damaged.
9. Carrier's bill detention charges if shipments are not loaded within two hours of the pickup time. These charges will be billed back if the delay is supplier related.
10. Shipments can be scheduled or automatic shipments can also be scheduled. If a pick up needs to be canceled, please notify Autocar and Transplace by when to avoid a TONU. If a truck order not used (TONU) is assessed without proper notification, the supplier will be billed back the fee.
11. Autocar's receiving hours are 6:00AM to 2:30PM. All deliveries need to arrive between these hours. Autocar will not accept any charges for early or late arrivals. If a pick up is missed, please contact the Transplace account representatives for Autocar.
12. If the entire shipment is 150 LBS or less check, UPS ground pricing (with weight and dimensions). Ship UPS ground if the total cost is \$130.00 or less. Ask your Autocar procurement contact or the freight coordinator for the UPS acct #.
13. Violations of this policy will incur \$25.00 fee as well as any cost with such violations.

Your primary freight contacts at Transplace are:

**Katheryn Byrnes**

Autocar - 866-417-2037

[Katheryn.Byrnes@transplace.com](mailto:Katheryn.Byrnes@transplace.com)

April Sparks

Office: 336-369-0343 x569

[April.sparks@transplace.com](mailto:April.sparks@transplace.com)

Transplace traffic

[Autocar\\_traffic@transplace.com](mailto:Autocar_traffic@transplace.com)

Transplace After-Hours

[transplace-afterhours@transplace.com](mailto:transplace-afterhours@transplace.com)

866-417-2037 (rolls to afterhours from 5pm-9pm)

Autocar Logistics Contact:

**Draper Lee**

**Autocar Trucks**

Logistics Analyst

dlee@autocartruck.com

Direct: 765.489.1942

Cell: 205.908.9299