



October 10, 2022

Re: Routing Guide

Dear Valued Supplier:

This letter is to advise you of our new shipping instructions for when you are instructed to “Ship To” the location indicated on our purchase order at PEI-Genesis’ expense. We request that you implement this immediately; however, the following will go into full enforcement October 10, 2022.

Due to continuous increases made by the freight industry, we must start to enforce daily consolidated shipping. A daily consolidated shipment is sending multiple orders in one box while using the least number of boxes possible. For example, one shipment containing ten (10) boxes, with each weighing ten (10) pounds (totaling 100 lbs.), costs more than if you sent one (1) shipment of three (3) boxes, with each weighing 33 pounds (totaling 99 lbs.). This change in your shipping will help reduce your shipping material cost and carbon footprint. Please use the below chart for all our orders, this applies to all open orders as well:

**\*\*DOMESTIC SHIPMENTS TO SOUTH BEND, IN (INSIDE THE UNITED STATES) \*\***

WEIGHT	CARRIER	SERVICE	ACCT. #	CONTACT DETAILS
Shipments up to 225 lbs.	UPS ( <i>Small package division</i> )	Ground ( <i>non-palletized</i> )	447965	If you already have a UPS pickup, pass to them. If not, contact your local UPS hub to make pickup arrangements.
Shipments over 225 lbs.	ABF Freight	LTL ( <i>palletized</i> )	PEI-Genesis	Contact your local ABF hub. Or you can use their website to arrange for pickup, <a href="http://www.arcb.com">www.arcb.com</a>

**\*\*INTERNATIONAL SHIPMENTS TO SOUTH BEND, IN (OUTSIDE THE UNITED STATES) \*\***

WEIGHT	CARRIER	SERVICE	ACCT. #	CONTACT DETAILS
Shipments up to 250 lbs.	UPS ( <i>Small package division</i> )	Saver ( <i>non-palletized</i> )	447965	If you already have a UPS pickup, pass to them. If not, contact your local UPS hub to make pickup arrangements.
Shipments over 250 lbs.	Agile Global Logistics	LTL ( <i>palletized</i> )	PEI-Genesis	Primary: Paul Curd, <a href="mailto:paul.curd@teamagl.com">paul.curd@teamagl.com</a> , Megan Vickers, <a href="mailto:megan.vickers@teamagl.com">megan.vickers@teamagl.com</a> Please be sure to copy your buyer on all communications.

2180 Hornig Road, Philadelphia, PA 19116

P: +1.215.673.0400 | F: +1.215.552.8004 | T: +1.800.523.0727 | [www.peigenesis.com](http://www.peigenesis.com)

**\*\*Without written consent, do not ship insured or via 3<sup>rd</sup> party. The charges will either be reverted to you via the carrier. Or, when necessary, a debit will be issued against your invoice.**

**\*\*Deliveries sent to the wrong address will not be paid for. The charges will either be reverted to you via the carrier. Or, when necessary, a debit will be issued against your invoice.**

**\*\*Shipments sent not following the above instruction will not be tolerated. The charges will either be reverted to you via the carrier. Or, when necessary, a debit will be issued against your invoice.**

If you have any questions about this request, please contact your buyer or me immediately.

A handwritten signature in purple ink that reads "Barbara G. Hawley". The signature is fluid and cursive, with the first name "Barbara" being more prominent than the last name "Hawley".

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