



## Small Package and Freight Routing Procedures

Failure to comply with these procedures will result in a \$100 non-compliance fee plus applicable freight charge-backs. Please contact the May Technology & Mfg. (MTM) buyer listed on the Purchase Order with any questions.

### While preparing shipments, please:

- Consolidate items to ensure the most economical freight method and rate.
- Package all items to protect contents from any potential freight damage or loss during transit.

### Small Package Shipments (UPS):

Use **UPS** account **X66307** when **total daily shipments weigh less than 125 pounds** and the **longest dimension is 108 inches or less**. If the PO does not specify the service level, ship via **Ground**.

#### Requirements:

- Enter the **MTM P.O.#** in **UPS Reference Field #2**.
- Enter **package dimensions** in UPS.
- Do **NOT** declare a **shipment value** unless specifically noted on the MTM PO.
- Ship via **Truck Freight** if over 125 pounds or longer than 108 inches (see routing instructions below).

### LTL (less than truckload) Truck Freight Routing (eastern MO, KS, OK, TX to Kansas City, MO):

For shipments **over 125 pounds or longer than 108 inches**, secure boxes to a pallet or place items inside a crate for protection.

#### Instructions:

- Complete an ACI Bill of Lading (BOL), located at <https://www.acimotorfreight.com/BOLEntryForm.aspx>,

#### Include:

- MTM P.O.#
- Total shipment weight
- Dimensions and weight per pallet or crate
- Check **'COLLECT'** box

### LTL or TL (truckload) Truck Freight Routing (All Other States to Kansas City, MO):

For shipments **over 125 pounds or longer than 108 inches**, secure boxes to a pallet or place items inside a crate to protect the shipment.

- Email [mtm.shipping@mayinc.com](mailto:mtm.shipping@mayinc.com) with:
  - May Technology & Mfg.'s P.O. #
  - Total Shipment Weight
  - Shipment dimensions.
  - Shipping Address
  - Shipping Department's hours
  - Make note if a **TL (Truckload) carrier** is required.
- **MTM** will return a **completed BOL** with shipping instructions and the estimated pick-up time.

Thank you for your continued cooperation and support.

**May Technology & Mfg.**