



## **ACE HARDWARE SMALL PACKAGE CARRIER GUIDELINES**

**EFFECTIVE MAY 1, 2007**

**The following guidelines are to be followed for all small package carrier shipments [United Parcel Service (UPS), FedEx Ground, or DHL] to the Ace Hardware Retail Support Centers:**

- 1) Total shipment must be **less than 200 pounds** and contain **15 cartons or less**.
- 2) Any **one carton** not to exceed **130 inch girth** and must not weigh more than **70 pounds**.
- 3) Total weight of shipment is to be listed on the packing list.
- 4) The carton label information must include:
  - 4a) Ace Purchase Order Number to be applied on all cartons
  - 4b) Number each carton related to the shipment; 1 of 5, 2 of 5 etc.
- 5) Packing list must be included for all shipments and placed on the **outside** of carton Number 1, preferably in a clear plastic pouch.
- 6) Each purchase order requires a separate packing list.

Deductions off invoice will be applied if these guidelines are not followed.

**Vendors are responsible for any backorder shipments, and if instructed to fill these orders separately vs. shipping with the next warehouse order, these backorders are to be shipped PPD direct to the appropriate Ace RSC.**

At no time should a vendor route an order UPS, FedEx Ground, or DHL to any Ace freight consolidation facility. All UPS, FedEx Ground, or DHL shipments should be shipped directly to the respective Ace RSC, under the above listed qualifications.