



IBT Industrial Solutions – Freight Procedures

Effective: November 1, 2022

Reference the Shipping Instructions per individual PO. **Failure to comply with these procedures will result in a \$100 non-compliance fee plus a freight charge-back.**

UPS Small Package:

- **When a shipment weighs a total less than 125 lbs., ship via UPS Account # provided on the PO.**
- All shipments require the **IBT P.O. # entered in Reference Field #2.**
- All shipments require package dimensions.

For immediate assistance with UPS Package shipments call the **UPS Preferred Group** at (800-377-4877).

Truck Routing: LTL, TL, Expedited Couriers:

For all LTL shipments for IBT Solutions, please use the contacts below to schedule the shipment:

Contact Email: ibt-freight@echo.com (Preferred Method)

Contact Phone: 252-424-8716

When contacting Echo Global Logistics to schedule the shipment, please have the following information:

- IBT PO#
- Any Reference #'s
- Shipping location (Name, Address, City, State, and Zip)
- Dock hours of pickup location
- When shipment will be ready for pickup
- Any special instructions for the pickup location
- Destination Location (Name, Address, City, State, and Zip)
- Dock hours for receiving location
- If there is a specific delivery date requirement to consignee
- Number of Shipping Units (pallets, skids, crates, totes, etc.)
- Description of the Freight being shipped
- NMFC/Class of the Freight being shipped
- Weight of the Shipment
- Dimensions of shipping units (LxWxH)
- If there are multiple pallets with different dimensions and classes, then we will need the specific weight, class, description, and dimensions for each pallet **Manual bills of lading:**

If a manual bill of lading is necessary for any reason and the freight charges are billing to IBT, ensure that billing instructions are stamped or written on the bill of lading as follows and state IBT# PO# on every BOL. **IBT c/o Trans International**

IBT PO# (REQUIRED)

N93 W16288 Megal Drive

Menomonee Falls, WI 53051

Important: Echo Logistics will complete and return the Bill of Lading by email with required shipping instructions. Unless otherwise noted, it is the shipper's responsibility to confirm and load the assigned carrier for pick-up. It is also the shipper's responsibility to notify Echo Logistics if unable to schedule the preferred carrier that same day