



IBT Industrial Solutions – Freight Procedures

Effective April 3, 2023

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 90 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).

LTL FREIGHT

- **To Schedule a Pickup:** Please fill out the shipment details here: <https://form.jotform.com/UnishippersMFM/IBT>
- **IMPORTANT**
 - **Handling Units:** If there are multiple pallets with different dimensions and classes, you must list specific weight, class, description, and dimensions for each pallet. FAKs do not apply; ensure true class is listed.
 - **Additional Fees:** If incorrect shipment or billing information is provided and results in reclass or reweigh fees, your company may be responsible all applicable fees.
 - **Bill of Ladings:** Please ensure you are using the BOL created by Unishippers. If a manual BOL is necessary for any reason and the freight charges are billing to IBT, please ensure that the billing instructions are written on the bill of lading as listed below.

IBT PO# (REQUIRED)
CARRIER PAYMENT PROCESSING
PO BOX 192629
DALLAS TX 75219

- **Need Assistance?** Email IBT.mfm@unishippers.com or call (833) 479-7447

TRUCKLOAD/EXPEDITE

- If you need to set up and truckload or expedited shipment, please email logistics@ibtinc.com