**Elsevier – Freight Routing Guide**

**June 2022**

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| Responsible Department: RELX Global Procurement |
| Owner: Hung Nguyen; hung.nguyen@relx.com |
| Supersedes: All previous Routing Guides |
| **Revision History** |

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| --- | --- | --- | --- |
| **Rev** | **Revision Description** | **Date** | **Approved By** |
| 1 | General cleanup of existing routing guide | 5/29/2020 | Kevin Schutt |
| 2 | Addition of Amodei as Freight Broker | 5/29/2020 | Kevin Schutt |
| 3 | Update to Third Party Billing Address/Receiving Address | 1/7/2021 | Hung Nguyen |
| 4 | Updating transportation department number and freight minimum weight from 351 lbs to 151 lbs. | 2/1/2021 | Hung Nguyen |
| 5 | Changes to receiving address for large pallet shipments and small parcel shipments | 3/2/2021 | Hung Nguyen |
| 6. | UPS RELX Group Supplier Account Number added and change in contact for international shipping inquiries | 6/10/2022 | Hung Nguyen |
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| Distribution: Business Units, Print Providers, Distribution Partners, Global Procurement |

**Overview**

It is the responsibility of the Supplier/Manufacturing facility to ensure that carrier routing is properly plannedto ensure that our delivery requirements are met. Our Production Managers and Reprint Coordinators communicate these deadlines to our Sales Representatives and Customer Service Representatives. It is your company’s responsibility to manage these schedules to meet our critical delivery requirements.

In cases of delayed manufacturing you are still responsible for working with our transportation carriers to ensure an on-time delivery by arranging for expedited shipping if necessary. If your facility is late in the manufacturing of products you will be held responsible for the additional costs related to these priority shipments. At the same time, we are asking you to be responsible for planning and facilitating our logistics processes in an efficient cost-effective manner.

RELX Group Global Procurement have secured preferred transportation programs as shipping costs ultimately affect RELX Group business. It is therefore required that each RELX Group Supplier/Manufacturing facility comply with the routing guides set forth herein.

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|  | **Domestic** | **International** | **Comments** |
| Parcel 1 - 150 lbs. | UPS Ground | DHL Express | UPS: Single package weight 150lbs. maximum |
| Common Carrier Shipments – 151 lbs. and above | Amodei Logistics | DHL Express | For international shipments over 661 lbs. contact Warehouse Transportation Department at 573.417.3069 |
| Ocean Shipments | NA | American Shipping |  |

SHIPMENTS MADE DIRECTLY TO CUSTOMERS ON OUR BEHALF - in which Elsevier is the ultimate payee of the freight charges must be released to our specified carrier(s) on a **“THIRD PARTY COLLECT”** basis.

**Third Party Billing Address**

RELX Group (REEDEL)

c/o EnVista

11555 N. Meridian St

Suite 300

Carmel, IN 46032

\*Shipping documentation is to carry the notation that you are shipping on behalf of Elsevier,Inc.

If a customer requires inside delivery, it is automatically approved and authorized.

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### SECTION 1: Freight (Palletized Shipments)

Unless you are advised by your contact at the Elsevier Business Unit that the shipment is urgent, you should **accumulate your product and ship weekly**. Always consolidate all products with the same destination onto one bill of landing.

### Common Carrier Shipments - 151 lbs. and above

Amodei Logistics

(800) 266-3341

[www.amodei.com](http://www.amodei.com)

* Bulk skids should be banded in both directions, to prevent shifting
* Shrink wrap or stretch wrapping of stacked pallets is required
* Do not double stack skids

**All shipments are to be entered directly into the Amodei website with a breakdown of Job #s, ISBN #s, Number of Pallets and Shipment Weight**

A username and password are required to access Amodei’s website to schedule freight movements. If you do not already have a username and password, contact Amodei Logistics at (800) 266-3341 or at RELX@Amodei.com

Amodei Brokerage Company is responsible for optimizing all freight shipments. This will include consolidating as many inbound shipments as possible. You may be asked to hold your non-hot shipments for a period of no more than three days. Please make sure to inform us of any additional product while holding freight. Amodei Brokerage will also be responsible for determining what freight has the potential to consolidate.

**Amodei’s directive is to consolidate freight and eliminate shipments whenever possible. Their authority to act as a freight consolidator comes explicitly from Elsevier.**

**Shipping Terms** On shipments in which Elsevier, Inc. is the ultimate payee of the freight charges, they must be released to our specified carrier(s) on a **“THIRD PARTY COLLECT”** basis.

**Third Party Billing Address**

RELX Group (REEDEL)

c/o EnVista

11555 N. Meridian St.

Suite 300

Carmel, IN 46032

**SECTION 2: (Non-Palletized Standard Ground Shipping)**

### UPS Standard Ground

When shipping to Elsevier Inc. locations or any location in which Elsevier Inc. is the ultimate payee of the UPS charges, use the Elsevier THIRD PARTY BILLING NUMBER, below. Supplier sale representatives or customer service should have a copy. Unless billed to a 3rd party, do not use UPS Early AM service.

*UPS ACCOUNT NUMBER FOR SUPPLIERS:* **8Y5A96**

### Federal Express Services – Unless customer directed to bill to a 3rd party do not use Federal Express.

**How to Ship - UPS *WorldShip System* or ups.com:**

**1. Package and Shipment Details:** Fill out the shipping and package details, including the type of UPS service you are using and the type of package you are shipping and the weight of the package.

**2. Billing Details (required):** Elsevier requires that an ELS 3-digit Job # and ISBN # be entered as a reference for every package shipped

**3. Print:** Print your shipping label and affix it to the package

### SECTION 3: (Non-Palletized Expedited Shipping) Overnight and Second Day

In cases of late manufacturing, you are still responsible for arranging with our transportation carriers to make up the lost time and arrange for expedited shipping if necessary using the Elsevier THIRD PARTY BILLING NUMBER, below. Supplier sale representatives or customer service should have a copy.

*UPS ACCOUNT NUMBER FOR SUPPLIERS:* **8Y5A96**

However, if your facility is late in the manufacturing of products, you will be held responsible for the additional costs related to these priority shipments. Those shipments must be made using your own account.

**How to Ship - UPS *WorldShip System* or UPS.com:**

**1. Package and Shipment Details:** Fill out the shipping and package details, including the type of UPS service you are using and the type of package you are shipping and the weight of the package.

**2. Billing Details (required):** Elsevier requires that an ELS 3-digit Job # and ISBN # be entered as a reference for every package shipped

**3. Print:** Print your shipping label and affix it to the package

### SECTION 4: International Shipping (Importing/Exporting) and Customs Brokerage

* DHL Express for international shipments up to 300KG (661 lbs.)
* For international shipments over 661 lbs. please contact hung.nguyen@relx.com for assistance in finding an optimal shipping mode.
	+ You might be asked to split shipments into separate deliveries

 or

* + To use a different shipping mode depending on timeline and cost.
* When making import shipments into the US, all **I**mporter **S**ecurity **F**ilings (ISF) should be adhered to. For additional information please go directly to the CBP website [Importer Security Filings](https://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102)

**SPECIFIC REQUIREMENTS FOR INTERNATIONAL SHIPPING**

* Shipments into NAFTA countries, the UK and Australia must go DDU (Delivery Duty Unpaid).
* All other shipments must go DDP (Deliver Duty Paid) as Elsevier customers and Elsevier locations do not have the customs brokerage or monies to pay for customs clearances.

Contact the Elsevier Transportation Demand Management Department at (314) 447-8732 for routing assistance.

* When shipping products with a value over $2,500.00 (USD) special documentation is required. For further information on this matter, contact the Elsevier Transportation Department or your International Carrier’s Customer Service. Each country has import restrictions/regulations which must be followed to avoid penalties, delays, and possible confiscation.
* When shipping product to our International Customers with a value of $2,500.00 or larger, the **A**utomated **C**ommercial **E**nvironment (ACE) must be filed with [ACE and Automated Systems](https://www.cbp.gov/trade/automated)
* Palletized products are required to be on Export approved pallets. Do not use non-treated wooden skids when shipping International.

**Ocean Shipments**

American Shipping Company

Attn: Frank Wiltgen

1701 East Woodfield Rd.

Shaumburg, IL 60173

frankw@shipamerican.com

Phone 630-860-0782

Fax 630-860-1149

The American Companies will be used to secure and book ocean shipments to and from points of shipment and receipt.

Copies of all required documents must be forwarded, via air or electronically, to the Customs Broker listed above to enable customs clearance. If the Bill of Lading is not released at point of origin, the original Bill of Lading must be forwarded to the Customs Broker.

It is important that the Country of Origin be indicated on the Commercial Invoice and that all marks & numbers include the P.O. number, Quantity, ISBN, soft back/ hard back and weight for each product. List all transportation costs as a separate line entry. Terms of Sale must be indicated on the Commercial Invoice, i.e., CIF, FOB.

# ADVANCE SHIPPING NOTICE (A.S.N.)

For your reference, on page 10 of this document, is a sample of the Elsevier Advance Shipping Notice. To obtain this document, please contact the Distribution Center. It is imperative that you complete this form and fax a copy for each outbound shipment to the RECEIVING DEPARTMENT AT THE LSC DISTRIBUTION CENTER.

## Receiving DISTRIBUTION CENTER

Hours of operation for the Receiving Department are 7:30 am to 1:00 pm CST.

**For LARGE PALLET SHIPMENTS (LTL or OTR)**

LSC Communications

LINN DISTRIBUTION CENTER (010)

1799 Hwy 50 East

Linn, MO 65051

Telephone: 573-417-3093

Fax: 573-417-3151

**For SMALL PARCEL SHIPMENTS (UPS/FedEx, etc.)**

LSC Communications

LINN DISTRIBUTION CENTER (010)

1801 Hwy 50 East

Linn, MO 65051

Telephone: 573-417-3093

Fax: 573-417-3151

## TRAFFIC DEPARTMENT

Telephone: (573) 417-3069 or (573) 417-3068

Fax #: (573) 417-3152

We plan to use this **Advance Shipping Notice** to post our pre-receiving in advance of delivery and scheduled receipts. The success of this program depends upon you maintaining a high level of reporting consistency and accuracy. This is in line with our goal of processing information via EDI.

**The Advance Shipping Notice form is available on page 9**



**Receiving Hours/Appointments**

The Distribution Center Receiving Hours are **7:30 a.m. to 1:00 p.m.** **CST**.

**All deliveries must be made within this time frame and by appointment only.**

**ATTENTION All International Deliveries**

Please contact the Distribution Center, via the contact numbers given below, to schedule all future deliveries.

To schedule deliveries or for questions please contact our Receiving Department at:

**573-417-3093 or 573-417-3087**

If no answer, please call

**573-417-3066**

**INVENTORY ACCOUNTING & PROCUREMENT**

**DISTRIBUTION AUTHORIZATION DOCUMENTATION**

There are basic documents utilized for shipping and/or transfer of product from your facility to our Distribution Center, customers, and other suppliers. Below is a brief description and explanation of each form and their usage. Sample copies have also been attached.

**Purchase Order (PRINT & BIND ORDER):** Advance shipping notice instructions to our Distribution Center should be indicated on our Purchase Order. Otherwise, additional distribution instructions may be found in Section 1: Transportation Routing & Supplier Guide of this document beginning on page 4. Note: Purchase Order format and instruction will vary depending upon the requirements of the individual Business Unit.

**Stock Transfer Order**: This form is your authorization to ship product you have in storage to the specifiedDistribution Center/supplier/assembly location. Wherever possible, requests will be made in full pallet quantities. Smaller transfer amounts may require carton lots. Please expedite these requests to ship within 3 business days.

**Submission Carton Label:** This label is to be copied on bright orange paper and used as the carton label for all submission material.

**Sample Shipment Request Form:** The Sample Shipment Request form authorizes the shipment of sample copies to a specified address.

**Bindery Drop Shipment Request**: This Pack List document is mailed or faxed directly from Customer Service and authorizes direct shipment of products from binderies to customers. These products are to be shipped as soon as titles are ready. (Stock for Bindery Packing Lists should be available for shipping at time of document receipt). Confirmation information (Ship Date / Ship via Method / Total Weight / Shipping Charges) for each shipment needs to be sent back to Elsevier’s Demand Management Department.

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### Vendor Drop Shipment Program

**Bindery Packing Lists/Bindery Drop Ship**

This program is designed for shipments of our products from binderies to Elsevier, Inc. customers, depositories, and sales reps/exhibitions.

Packing List received via fax from Customer Service, indicates the SHIP TO, Name & Address, Product Code (or ISBN#), Ship Quantity requested, Author and Title Description.

Products requested via this Packing List form should be ready to ship when the document is produced. Ship the product quantity requested as soon as possible. If no specific Ship Method is requested, see page 4 of this manual or call the Traffic Department at 573-417-3069. If no answer call 573-417-3068. If product is not available or cannot ship for some reason use the contact number below. Shipment information should include:

1. SHIP DATE
2. TOTAL UNITS SHIPPED
3. ACTUAL SHIP VIA METHOD
4. TOTAL CARTONS
5. TOTAL WEIGHT
6. TRACKING NUMBER (where available)
7. SHIP CHARGES (when available)
8. NUMBER OF PALLETS

For any questions regarding Bindery Drop Shipment Request orders call:

Joe Elko at (314) 447-8130

usbds@elsevier.com