



Routing Guide

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This routing guide is designed to provide you with American Hotel Register Company's transportation requirements. Please carefully review and share the guide's content with the appropriate personnel in your company to ensure that the requirements are understood and are being met. This routing guide will be updated from time to time, and you will be supplied email notices when this occurs. Adherence to these changes and compliance with the most current version of our routing guide is essential and is your responsibility. It is always available for review on <https://vendor.americanhotel.com>. Failure to do so will result in a non-compliance fee plus excess freight cost being assessed against your company. These fees are detailed on page 10 of this route guide.

Inbound Routing Process

All inbound collect PO shipments must be entered into the Descartes TM system utilized by American Hotel Register. You should have been provided with sign-on information and directions enabling you to utilize the Descartes system. If you do not know if you should be following the Descartes process, please ask yourself the following questions:

1. Is the PO collect (American Hotel Register Company is paying the freight)?
 - a. If “yes”, please continue to #2
 - b. If “no”, the shipment is PREPAID, please utilize your carrier network to ship the PO

2. Is this an inbound PO to one of American Hotel Register Company’s DCs?
 - a. If “yes”, then utilize the Descartes TM to route the shipment
 - b. If “no”, your PO is considered a Drop Shipment, please follow the Route Guide instructions located on the pages below:
 - i. Domestic (Continental U.S.) pages 4 & 5
 - ii. Alaska and Hawaii page 6
 - iii. Canada page 7 & 8
 - iv. International (non-Canada) page 9

If you need more information on the *Descartes TM* process, please contact:

email: inbound@americanhotel.com

Phone: 847-743-6012

NOTE: When shipping inbound with UPS, please make sure to include the PO# in the Reference Field 1 in the following format: 0000000 (do not include anything else other than the PO number itself).

Any inbound collect shipment not routed through Descartes TM will be subject to an administrative fee of \$300 plus any additional freight cost, per occurrence. Please refer to our Fee Schedule located on page 10

Continental U.S. (excludes Hawaii & Alaska)

Small Package Drop Ship PO's

Small package ground shipments – UPS Ground

- Utilize *Descartes Quick Quote Tool* to determine if PO can ship UPS Ground. Quick Quote SOP located on (p.13)
- All drop ship/3rd party shipments must be billed to American Hotel Register **UPS account # X3963W**
- 3rd Party Bill to:
American Hotel Register Company
PO BOX 8132
Vernon Hills, IL 60061
- Packaging must adhere to UPS requirements. Requirements can be found at UPS.com (<http://www.ups.com/content/us/en/resources/ship/packaging>)
- All shipments must include a packing list. Packing list must accompany at least one of the cartons
- You must enter American Hotel Register Company purchase order number(s) in **Reference Field # 1** of the UPS label
- Do not enter a Declared Value to any UPS shipment. Doing so will result in a billable violation. See page 10 for Fee Schedule

Small package air express shipments – UPS Next Day & Second Day

This mode of transportation should only be used at the request of American Hotel Register Company

Continental U.S. (excludes Hawaii & Alaska)

LTL/FTL Drop Ship PO's

LTL – less than truckload

- Utilize *Descartes Quick Quote Tool* to determine correct LTL Carrier, SOP located on (p.13)
 - Vendor is responsible for contacting LTL carrier and setting up pick up for shipping
 - Carrier contact numbers are provided on pg.17
 - Purchase Order number(s) must be on the bill of lading and packing list
 - **All LTL Shipments to be billed 3rd Party to:**
 - American Hotel Register Company
 - PO BOX 8132
 - Vernon Hills, IL 60061

Exceptions

- If the shipment meets ANY of the following requirements, follow the Full Truckload instructions below:
 - Equals seven (7) or more pallets, non-stackable
 - Exceeds twelve (12) linear feet
 - Contains Carpet/Padding Rolls (carpet tiles/squares on pallets follow above LTL guidelines)

Full Truckload

- Fill out the attached **Shipment Notification Form** (p. 11) and email it to the American Hotel Register Transportation Department, transportation@americanhotel.com, for special routing instructions
- One **Shipment Notification Form** is required per truckload
- All shipments must include a packing list
- Purchase Order number(s) must be on the bill of lading and packing list
- All trailers must be sealed and the seal number recorded on the bill of lading

Hawaii & Alaska Instructions

For **ALL** shipments going to Hawaii or Alaska, please fill out the **Shipment Notification Form** (p. 11) and email American Hotel Register Company's Transportation Department at transportation@americanhotel.com.

Custom routing will be provided for these shipment(s).

Failure to utilize the Shipment Notification Form and to notify American Hotel Register for routing instructions for ANY shipment to Hawaii or Alaska will be subject to an administrative fee of \$300 plus the additional freight cost, per occurrence. Please refer to our Fee Schedule located on page 10.

Canada

Small Package Drop Ship PO's

For orders under 150 lbs and 10 cartons or less, please ship as follows:

- All drop ship/3rd party shipments must ship to one of the following freight forwarders:

To Canada - East

Including Ontario (ON), Quebec (QC), Prince Edward Island (PE), New Brunswick (NB), Newfoundland and Labrador (NL), and Nova Scotia (NS)	Purolator International 1370 Hamilton Parkway Itasca, IL 60143
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To Canada - West

Including Manitoba (MB), Saskatchewan (SK), Alberta (AB), British Columbia (BC), Northwest Territories (NT), Nunavut (NU), and Yukon (YT)	Purolator International 835 S. 192 nd Suite 1300 SeaTac, WA 98148
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- Bill prepaid **Third Party** to American Hotel Register's **UPS account # X3963W**
 - 3rd Party Billing Address: American Hotel Register Co, 100 South Milwaukee Ave., Vernon Hills, IL 60061**
- Packaging must adhere to UPS requirements. Requirements can be found at [UPS.com](http://www.ups.com/content/us/en/resources/ship/packaging) (<http://www.ups.com/content/us/en/resources/ship/packaging>)
- Total **BILLABLE** weight of shipment must not exceed 150 lbs and/or 10 cartons
 - "Billable" weight is defined as the total actual or total dimensional weight, whichever is greater, of all packages in a shipment
 - Dimensional weight for American Hotel Register can be determined with this formula:
Length X Width X Height /200
- Any shipments over 150 lbs and/or 10 cartons are to follow our **LTL U.S. to Canada** routing instructions listed on page 8
- All shipments must include a packing list. Packing list must accompany at least one of the cartons by placing on the **INSIDE** and **OUTSIDE** of the carton.
- Purchase Order number(s) must be on the bill of lading and packing list
- You must enter American Hotel Register Company's purchase order number(s) in **Reference Field # 1** of the UPS label
- Do not enter a Declared Value to any UPS shipment. Doing so will result in a billable violation. See page 10 for Fee Schedule**



Canada

LTL Drop Ship PO's

LTL U.S. to Canada

- Fill out **Shipment Notification Form** (see page 12) and email American Hotel's Canada Routing department at canadarouting@americanhotel.com for Customs paperwork
- All Canadian customs documentation will be prepared and provided by American Hotel Register Canada Routing department
- *Updated* American Hotel Register Company's Northbound Customs Broker is Kintetsu World Express (**KWE - Canada**)
- All shipments must include a packing list. Packing list must accompany at least one of the cartons by placing on the INSIDE and OUTSIDE of the carton
- The purchase order number(s) must be on the Bill of Lading and packing list

LTL Canada to U.S.

- Fill out **Shipment Notification Form** (see page 12) and email American Hotel's Canada Routing department for Customs paperwork at canadarouting@americanhotel.com
- All Canadian customs documentation will be prepared and provided by American Hotel Register Canada Routing department
- *Updated* American Hotel Register Company's Southbound Customs Broker is Carmichael International Services (**Carmichael**)
- All shipments must include a packing list. Packing list must accompany at least one of the cartons by placing on the INSIDE and OUTSIDE of the carton
- The purchase order number(s) must be noted on the bill of lading and packing list

International

Small Package/LTL (excluding Canada)

Small Parcel and LTL to all other International Locations

- For all Drop Ship PO's that do not have a Shipping Agent address within the continental United States, please fill out the International Shipment Notification Form (see page 12) and email to exportrouting@americanhotel.com for routing instructions
- All shipments must include a packing list. Packing list must accompany at least one of the cartons by placing on the INSIDE and OUTSIDE of the carton
- The purchase order number(s) must be noted on the bill of lading and packing list
- All LTL shipments are to be shipped on heat treated or plastic pallets
- **Do not enter a Declared Value to any UPS shipment. Doing so will result in a billable violation.**
- **See page 10 for Fee Schedule**

NOTE: When shipping inbound with UPS, please make sure to include the PO# in the Reference Field 1 in the following format: 0000000 (do not include anything else other than the PO number itself).

Route Guide Violation Fee Schedule

<u>Violation</u>	<u>Fee</u>
Not utilizing Descartes TM for collect inbound shipments	Excess freight cost plus Administrative fee \$300
Not following Route Guide for prepaid 3rd party shipments	Excess freight cost plus Administrative fee \$300
No PO # on Bill of Lading	Administrative Fee \$300
Not using vendor name and address as shipper on the bill of lading	Administrative Fee \$300
Failure to use American Hotel Register's commercial invoice or other provided export documentation for International shipments	\$300 Fee plus any additional charges incurred due to the error
Adding a Declared Value to any UPS shipment	\$300 Fee plus any additional charges incurred due to the error
Failure to utilize the Shipment Notification Form and to notify American Hotel Register for routing instructions for ANY shipment to Hawaii or Alaska	Excess freight cost plus Administrative fee \$300
Inaccurate shipping information on the Bill of Lading as detailed in the American Hotel Register Company Global Supply Chain Partnership Program (GSCPP). Examples include freight class, weight, pieces, and hazardous material and related documentation. See GSCPP for full list of requirements	Administrative Fee of \$300 plus any carrier related accessorial and/or additional charges incurred due to the error
Shipping errors and/or delays leading to additional charges assessed by the carrier at American Hotel's expense	Administrative Fee of \$300 plus any carrier related charges incurred due to the error



Corporate Transportation Department

Phone (847) 743-6012

E-Mail : transportation@americanhotel.com

SHIPMENT NOTIFICATION

(All shipments to Alaska and Hawaii MUST include dimensions and total weight)

SHIPPER

Date _____
CONSIGNEE

Company: _____

Company: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Comments / Special Instructions:

Phone #: _____

Dock Hours: _____

Pick-up Appt: Y or N _____

Notice before Pickup: _____ hrs.

SHIPPING INFORMATION

P. O. #'s: _____

Date Ready: _____ Shipping Weight: _____

of Cartons: _____ Shipment Cube: _____

of Pallets: _____ Floor Feet of Trailer: _____

B/L or P/U #: _____ Freight Class: _____

American Hotel Use Only:	
Carrier:	
Pro #:	
Pickup:	
Delivery:	
Cust Contact:	
Cust Phone:	
Del. Requirements:	

All shipments must be submitted in writing using this form. Fill in **ALL** blanks and fax/email back to American Hotel.



International Transportation Department

Phone (847) 743-6012

International Shipments E-Mail : exportrouting@americanhotel.com

Canada Shipments E-Mail: canadarouting@americanhotel.com

SHIPMENT NOTIFICATION

(All International shipments MUST include dimensions and total weight)

Date _____

SHIPPER

CONSIGNEE

Company: _____

Company: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Phone #: _____

Dock Hours: _____

Pick-up Appt: Y or N _____

Notice before Pickup: _____ hrs.

Comments / Special Instructions:

SHIPPING INFORMATION

P. O. #'s: _____

Date Ready: _____ Shipping Weight: _____

of Cartons: _____ Shipment Cube: _____

of Pallets: _____ Floor Feet of Trailer: _____

B/L or P/U #: _____ Freight Class: _____

American Hotel Use Only:	
Carrier:	
Pro #:	
Pickup:	
Delivery:	
Cust Contact:	
Cust Phone:	
Del. Requirements:	

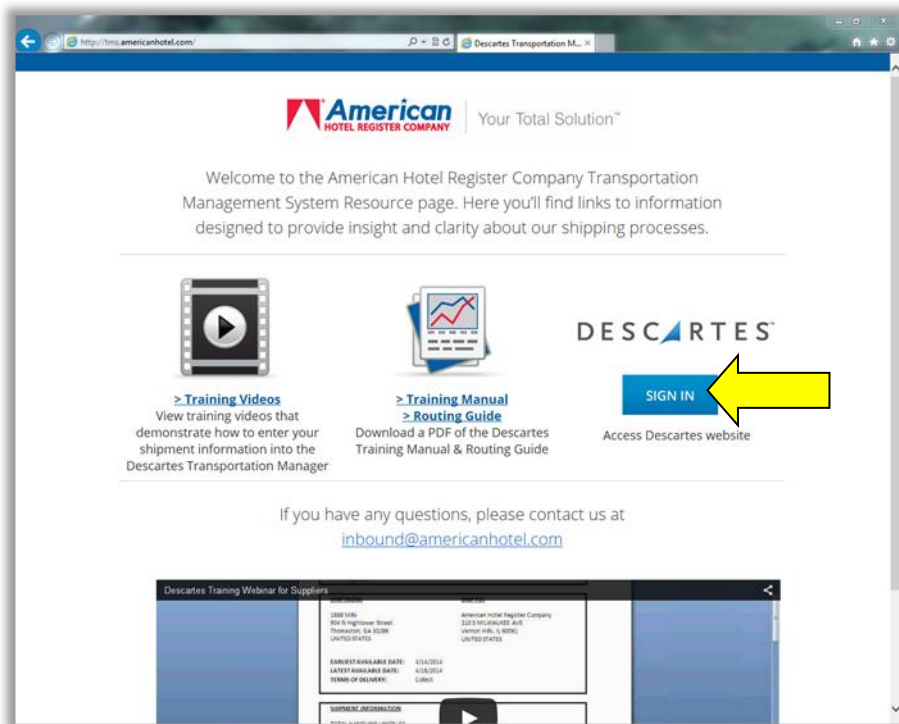
All shipments must be submitted in writing using this form. Fill in **ALL** blanks and fax/email back to American Hotel.

DESCARTES QUICK QUOTES SOP

STANDARD DS ORDERS ONLY

Please note that the Quick Quotes tool is designed for use on DS orders that are standard LTL or parcel shipment only. Any orders over 12 linear feet or greater than 5,000 lbs should be routed through Corporate Transportation. Please continue to route, Hawaiian and Alaskan orders through Corporate Transportation. For International, exportrouting@americanhotel.com, Canadian Canadarouting@americanhotel.com If you have any questions please reach out to transportation@americanhotel.com or (800)323-5686 x6012.

1. Go to <http://tms.americanhotel.com/> and click "SIGN IN"

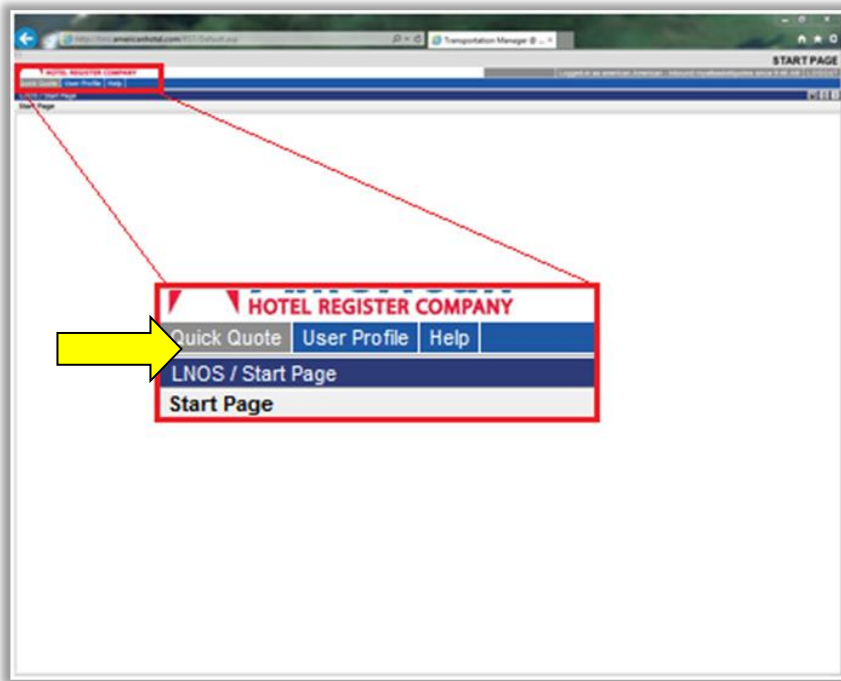


2. Sign in using the following information:

COMPANY NAME: american
LOGIN NAME: quickquotes
PASSWORD: welcome

Company Name:	<input type="text" value="american"/>
Login Name:	<input type="text" value="quickquotes"/>
Password:	<input type="password" value="••••••"/>
Remember Me:	<input type="checkbox"/> Check to Auto-Login Next Time
<input type="button" value="Login"/>	

3. Click "Quick Quote" in the top left corner



4. Type in the load information in the "Line Items" area. In Container Quantity, always put the number of cases but leave the container quantity as pallets. The drop-down box can be used to change container type. Red outlined fields must be populated. Make sure to enter total weight per line. **For Parcel shipments, you will need fill in dimensions in the L x W x H field.** Be sure to choose a freight class or LTL rates will not be returned. When you are complete with this line item you can select "new" to add another line if needed.

Description	Quantity	Weight
1	1	150 lb

Line Item No.: 1

Description: 1

Container Quantity: 1 Pallet

L x W x H: inch

Weight: 150 lb

Total Volume: ft3

Hazardous:

Commodity Code:

Freight Class: 250

NEW DELETE

5. In the “Address Information” area click the box to expand the Origin Address view. Now enter the origin information in the red outlined fields. The State/Province should be the two-character alpha code. The State/Province name should not be written out (i.e., IL not Illinois).

Address Information

ORIGIN ADDRESS

New/Edit Address

Contact Name:

Contact Title:

Company:

DUNS Number: Location Number:

Description:

Street Address:

Address Line 2:

City: State/Province:

Postal Code: Country:

Notes:

Phone: Fax:

Email Address:

Time Zone:

6. In the “Address Information” area click the box to expand the Destination Address view. Now enter the destination information in the red outlined fields. The State/Province should be the two-character alpha code. The State/Province name should not be written out (i.e., IL not Illinois).

DESTINATION ADDRESS

New/Edit Address

Contact Name:

Contact Title:

Company:

DUNS Number: Location Number:

Description:

Street Address:

Address Line 2:

City: State/Province:

Postal Code: Country:

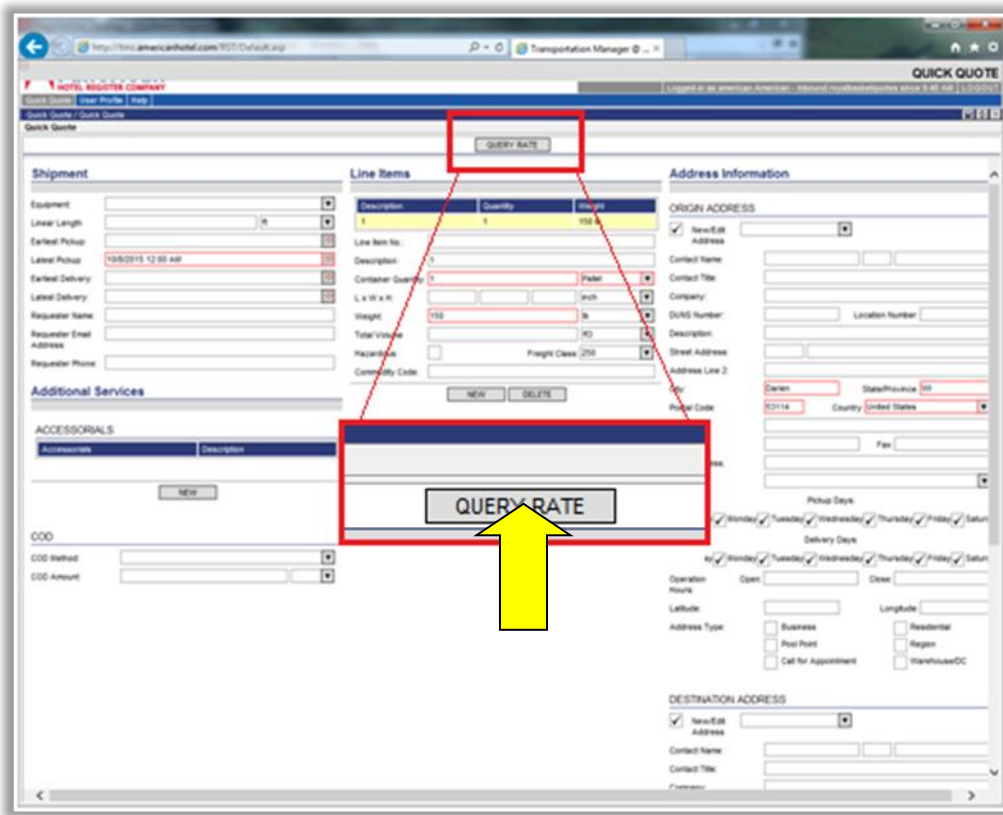
Notes:

Phone: Fax:

Email Address:

Time Zone:

7. Next click the “Query Rate” button on the top of the page.



8. The first carrier will always be the preferred method for American Hotel. The remaining carriers are available to transport shipments on this lane but are not preferred. If you would like to request using a carrier other than the preferred carrier, please contact by email or phone at transportation@americanhotel.com or (800)323-5686 x6012.

In the example below, if this is a parcel load, you would ship using UPS Ground. If this is an LTL load you would move down the list to the next available LTL carrier which would be CNWY (XPO Logistics).

Quick Quote / Quick Quote / Rating Results - S2015.378156	
Rating Results	
Carrier	
UPS - UNITED PARCEL SERVICE DOMESTIC	
UPS - UNITED PARCEL SERVICE DOMESTIC	
UPS - UNITED PARCEL SERVICE DOMESTIC	
UPSS - UNITED PARCEL SERVICE DOMESTIC	
CNWY 3PTY CENTER-EAST--CENTER-EAST 95.15 - 0.501	
UPSS - UNITED PARCEL SERVICE DOMESTIC	
UPGF 2015 3PTY 120 - .636	
UPSS - UNITED PARCEL SERVICE DOMESTIC	



American Hotel Register Company LTL Carrier Contact List

SCAC Code	Carrier	Carrier Contact #	Carrier Website
AACT	AAA Cooper	(800) 633-7571	www.aaacooper.com
ABFS	ABF Freight System	(800) 610-5544	https://arcb.com/abf-freight
CENF	Central Freight	(254) 741-5527	www.centralfreight.com
CNWX	XPO Logistics	(800) 525-6256	www.xpo.com
FXNL	FedEx Freight	(866) 393-4585	www.fedex.com/us/freight/
HMES	USF Holland	(866) 465-5263	www.hollandregional.com
MIDW	Midwest Motor Express	(701) 223-1880	www.mmeinc.com
NEMF	New England Motor Freight	(800) 847-2728	www.nemf.com
NPME	New Penn Motor Express	(800) 285-5000	www.newpenn.com
RETL	USF Reddaway	(888) 420-8960	www.reddawayregional.com
SEFL	Southeastern Freight Lines	(800) 637-7335	www.sefl.com
UPGF	UPS Freight	(800) 333-7400	www.upsfreight.com