



BNSF Railway
Materials
General Shipping Instructions
& Routing Guide

Document Owner:	Mark Riney
Last Updated:	12/09/2024



MARK RINEY

Material Manager -- Logistics

BNSF Railway

2301 Lou Menk Dr.
GOB – 1W
Ft. Worth, TX 76131

Dear BNSF Supplier:

By supplying any product to BNSF Railway Company ("BNSF") you acknowledge and agree that you shall comply with routing instructions as specified on, or referenced in BNSF's purchase order, or other purchase agreement. When BNSF is responsible for freight charges, the routing instructions below in this BNSF Railway Materials General Shipping Instructions and Routing Guide (this "Routing Guide") must be used. Non-compliance with this routing guide may result in increased costs and liability to BNSF. You acknowledge and agree that you shall be financially responsible for any and all damages arising from or as a result of non-compliance to this agreement. Please review this Routing Guide with those in your organization and any shippers that are responsible for shipping BNSF's freight. You also acknowledge and agree that this Routing Guide is applicable to your satellite facilities, as well as third party supplier shipments to the BNSF consignee or satellite facilities.

Mark Riney
 (817) 352 1125
 mark.riney@BNSF.com

ROUTING GUIDE

Anti-Corruption Compliance Requirements

By supplying and product to BNSF, you acknowledge and agree that you and each supplier you use shall comply with all applicable anti-corruption laws. Should you have any questions regarding Anti-Corruption Compliance, please call please contact BNSF Railway Manager of Logistics at (817) 352-1125 or email mark.riney@BNSF.com and provide: Company name, contact name, e-mail address, physical address and specific questions needing answers.

Required Shipping Information (All transportation Types)

For each freight request, the following must be provided:

- BNSF's tracking document number is required, this may include the following: BNSF purchase order number, 5-digit numeric BNSF Railway Cost Center Code, **or** 7 Digit AFE/Cost Center Code combo.
- Shipment's weight, accurate dimensions, type of packaging, shipment value.
- The bill of lading must contain BNSF Railway - Consignee name(s), address including building number/name, telephone number, department if available, and the BNSF delivery instructions.
- Expedite requests require BNSF approval. Please notify J.B. Hunt Logistics of all expedites or accessorials e.g., unloading required at destination, inside delivery, etc., prior to noting them on the Bill of Lading. Failure to notify J.B. Hunt Logistics, may result in unexpected costs, and will be subject to a charge-back.

Parcel - United Parcel Service (UPS)

- All Inbound Collect *domestic & international* shipments that are less than 150 lbs (total combined weight) and meet UPS packaging guidelines are to be routed via UPS. If you need the BNSF Railway's UPS account number please contact BNSF Railway Manager of Logistics at (817) 352-1125 or email mark.riney@BNSF.com. If you cannot send shipment via UPS due to size or packaging restrictions, use the Less-Than-Truckload (LTL) routing instructions as detailed below (Section 2.3, beginning on page 8).
- Shipping outside of the guidelines set in this routing letter can result in increased transportation costs, and will be subject to a vendor charge-back of any additional charges incurred.
- Note the following "Bill To" address on the Bill of Lading:

BNSF Materials
C/O Williams and Associates
405 East 78th Street
Bloomington, MN 55420-1299

Less-than-Truckload (LTL)

- ALL Inbound Collect and Third Party (BNSF Material) shipments weighing between 151 lbs and 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs should be routed via J.B. Hunt Materials Team.
- Contact J.B. Hunt Materials Team to arrange transportation needs. Transportation order forms may also be emailed to BNSFMaterials@jbhunt.com.
- It is the responsibility of J.B. Hunt Materials Team to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to J.B. Hunt Materials Team as soon as possible.
- Shipping outside of the guidelines set in this routing letter can result in increased transportation costs, and will be subject to a vendor charge-back of any additional charges incurred. ALL shipments that do not meet any criteria listed above or for any transportation related questions, please call:

Truckload (FTL), Specialized, Gang Related, Over-Dimensional and Expedited Freight

- ALL Inbound Collect and Third Party (BNSF Material) shipments weighing in excess of 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs should be routed via J.B. Hunt Materials Team.
- It is the responsibility of BNSF Logistics to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to J.B. Hunt Materials Team as soon as possible.
- To avoid expedite charges, a minimum of two business days notice (by no later than noon CST) is required on all standard truckload shipments; notice received after noon CST will be processed the following business day.
- In order to accommodate permits and other pre-shipment requirements, we request vendor's provide 2 – 3 weeks notice where possible and a minimum of 3 business days for internal handling on Over-Dimensional freight.
- Shipping outside of the guidelines set in this routing letter can result in increased transportation costs and will be subject to a vendor charge-back of any additional charges incurred. ALL shipments that do not meet any criteria listed above or for any transportation related questions, please call:

J.B. Hunt Materials Team – Customer Service Call Center (479) 419-2346

Always listen to the complete listing of menu prompts as prompts may have changed since your last call.

Standard Hours 0700 – 1800, Monday through Friday, Central Standard Time (CST)
AFTER HOURS and **EMERGENCY** support, please call **(479) 283-4547**

REQUIRED SHIPPING INFORMATION AND DOCUMENTATION

All shipments require the following:

- Shipper is required to utilize J.B. Hunt Materials Team Bill of Lading (BOL) for all shipments over 150lbs. The BOL issued by J.B. Hunt Materials Team will contain appropriate "Bill To" information. Failure to comply with BOL requirement may result in shipper charge-backs. If BNSF is unable to hold a shipper responsible for such charge-backs, you will be responsible for such charge-backs.
- For shipments under 150lbs, shipper is required to completely fill-out United Parcel Service shipping documents
- BNSF Tracking document number, i.e. BNSF purchase order number, OR 5-digit numeric BNSF Railway Cost Center Code, or 7-digit AFE number/Cost Center combination must be clearly printed on the BOL. If none of the above are available, the supplier's return authorization number (RMA) should be noted. Other forms of shipment identifiers are unacceptable (i.e. verbal, equipment numbers, local shop or facility numbers). If you are unable to obtain the proper reference numbers, please contact BNSF Railway Manager of Logistics (817) 352-1125.
- Shipment's weight, accurate dimensions, type of packaging, shipment value must be provided for any shipping request. Any changes to these elements must be communicated to the transportation provider (J.B. Hunt Materials Team, or UPS) as soon as possible. Failure to communicate changes or incorrect consignee information may result in additional freight charges that will be charged-back to the shipper.
- Consignee names, address, telephone number, and the BNSF delivery instructions must be communicated for any shipping request.

HIGH VALUE FREIGHT – SHIPPING REQUIREMENTS

The mode of transportation and the value of the shipment will determine the requirements for high value shipments (i.e. Communications, Signal and Computers). Each carrier insures freight up to a specified value without additional insurance needed. It is important to "Declare Value" on the Bill of Lading, prior to shipment of the material. Once the material has shipped BNSF and the supplier have no recourse for Claims and Damage if the additional insurance was not purchased or noted prior to shipment.

<u>Mode of Transportation</u>	<u>Carrier</u>	<u>Action Needed</u>
LTL/FTL/Expedite/OD	J.B. Materials Team	Declare Shipment Value on the Bill of Lading.

BILLING METHODS

ALL SHIPMENTS ARE F.O.B DESTINATION FREIGHT COLLECT.

There are no COD (Cash on Delivery) shipments.

INTERNATIONAL SHIPMENTS

DEFINITION

Any freight shipments entering United States borders or destined to a physical address outside of United States borders are defined as international shipments.

REQUIRED NOTICE

In order to ensure timely border crossing, and avoid truck detention costs at the border, please provide a minimum of three (3) business days notice for all international shipments. This will ensure all paperwork is received by the customs broker prior to the dispatch of the transportation provider.

REQUIRED PAPERWORK

To obtain forms and instructions for completing specific forms including:

1. Bill of Lading (BOL),
2. Packing Lists,
3. NAFTA Certification and/or
4. Customs Invoice
5. Import shipments (into USA): contact Axiom Worldwide Logistix, Inc. (Manager – Client Services) at 469-242-4451 or email Dena Martin dmartin@axiomwwl.com
6. Export shipments (into Canada): contact BZ Brokerage 905-670-3033 or email customs@bzeebrokerage.com or email melissa@bzeebrokerage.com

CONTACT INFORMATION

If you have any questions regarding international shipping documents, requirements, or processes, please contact Dena Martin at Axiom Worldwide Logistix (Manager – Client Services) at 469-242-4421 or email dmartin@axiomwwl.com. If you have any questions regarding the actual freight movement of international shipments, please contact J.B. Hunt Materials Team 479-419-2346 or email BNSFMaterials@jbhunt.com.

CLAIMS

If product is delivered to a BNSF manned facility – verify material is for your location and note damages on the bill of lading; if product requires removal from the container to determine extent of damage simply note: visual container damage - product requires inspection.

For unmanned locations – inspect product and notify appropriate shipper and claims representative.

UPS - Notify shipper, the shipper is responsible to file a claim on the receiver's behalf.
LTL, FTL, etc. - Contact Cargo Claims Group with J.B. Materials Team email BNSFMaterials@jbhunt.com and JBH_Cargo_Claims@jbhunt.com

Pertinent information includes:

1. Claimant Name, telephone number, email address, and cost center for credit
2. Ship date
3. Shipper name and address
4. Consignee name and address
5. Carrier name
6. Value of the lost or damaged product(s)
7. Brief description of the damage (Include any photos if available)
8. Copy of Bill of Lading (BOL)
9. Original product invoice and any repair invoice if available and/or applicable
 - a. Note that the BNSF Railway purchase order will not substitute for the product invoice