



November 14, 2022

FREIGHT ROUTING INSTRUCTIONS

Following are the routing instructions for all freight movements, whereby, IPG Genesis is the payer of the freight charges:

I. UPS

All shipments less than 150# must be routed via UPS. The shipment must be routed **freight collect** and charged to the IPG Genesis UPS account number for the corresponding Ship To address shown below:

UPS # 543950

IPG Genesis
8900 N. Harrison St.
Davenport, IA 52806

UPS # E60565

IPG Genesis
7310 Vine St. Ct.
Davenport, IA 52806

Any shipment over \$100.00 must be insured. Please reference IPG Genesis project number in the "Reference To" portion for UPS. **Shipment Notification through e-mail is required for all UPS Shipments.**

II. International Shipments

All international shipments are to be routed via TradeLink Systems at either imports@tradelinksystems.com or exports@tradelinksystems.com or by calling 1-(339)-600-7330. The shipment must be routed **freight collect** and charged to IPG Genesis. **Shipment Notification through e-mail is required for all international shipments.**

III. TL Shipments

Please contact the appropriate Materials Specialist on purchase order for:

- Routing instructions for shipments in excess of 10,000 lbs.
- Coordination of expedited shipments, airfreight, or ocean shipments.
- Questions regarding IPG Genesis routing instructions.

IV. LTL Shipments

- All LTL shipments are to be routed via instructions on purchase order **freight collect** and charged to IPG Genesis unless otherwise noted on purchase order.

Non-compliance to these routing instructions will result in a debit to your account for the "excess" freight charges incurred PLUS a \$50.00 surcharge for processing.