

8.0 Transportation

- 8.1 Standard shipping and consolidation orders are issued and kept by HMH Corporate Traffic Department, (317) 351-3502.
- 8.2 Approval must be obtained from the Corporate Traffic Department before the following items are deviated from:
- Holding orders for consolidation beyond the time cited in the instructions.
 - No alternative carriers are to be used unless that carrier is listed as an approved carrier on the routing instructions.
- 8.3 Routing instructions:
- **Shipments less than 500 pounds** should be routed via **UPS** (Express or Ground depending on the requested service) and Third Party Billed to **UPS** account number **X299X3**. Title code and PO number must be visible on the shipping label, or in the reference field when using the UPS shipping system.
 - For FedEx requests please use account number 280150665. Title code and PO number must be visible on the shipping label.
 - For UPS or FedEx shipments, the specific division's Production/Manufacturing departments should provide **ORANGE** HMH receiving labels to the vendor. These labels must be used, and the appropriate information filled in on each inbound title.
- ❖ **Shipments 500 pounds and over** (LTL, Truck, and Air):
Ship via C.H. Robinson
- Toll free 1-877-594-8606
 - Local 317-594-1453, ask for Brooke or Amy
 - Fax 317-594-1451
 - E-mail amy.kellogg@chrobinson.com or brooke.hackman@chrobinson.com

Before contacting CH Robinson, you must fax the attached advance shipping notice, filled out in its entirety. Information that must be included are quantity, weight, pallet count, title number, PO number and Confirmation number. Freight class information should be included on the ASN as well. This information should also be included on the Bill of Lading. All **LTL** shipments routed through CH Robinson should be PREPAID and billed THIRD PARTY to:

Houghton Mifflin Harcourt
c/o Trendset
4 Interchange Blvd.
Greenville, SC 29607

All **TRUCK LOAD** shipments routed through CH Robinson should be PREPAID and billed THIRD PARTY to:

Houghton Mifflin Harcourt
c/o CHRLTL
8100 Mitchell Road, Suite 1450
Eden Prairie, MN 55344

This should **ALWAYS** be included in the body of the Bill of Lading. There can be no variances in this address. The address must be on the Bill of Lading exactly as printed above.

- C.H Robinson is responsible for optimizing all freight shipments which includes determining what freight can consolidate into larger LTL's (Less than Truckloads) or Truckloads.
- You may be asked to hold your non HOT title freight for a period of no more than three days. Please make sure to inform us of any additional product while holding freight. The HMH Inventory Departments will notify CHR of any HOT titles that are in the pipeline. CHR will then make sure these titles are expedited accordingly. CHR will also make all decisions regarding Air Freight shipments along with HMH Corporate Transportation.
- Vendors not complying with the HMH preferred routings will be subject to charge backs. Charge backs will be calculated using the difference in freight rates plus an administrative fee of \$50.00.

Please send all transportation correspondence to:

Houghton Mifflin Harcourt Co
Transportation Dept
2700 N Richardt Ave
Indianapolis, IN 46219