

2.R Routing Transportation

2.1 Standard shipping and consolidation orders are issued and kept by HMH Corporate Traffic Department, (317) 351-3502.

2.2 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.

2.3 Routing instructions:

Under 500 pounds Domestic Shipments Only



Shipments weighing less than **500 lbs** should be routed via **UPS** Ground (Air with approval) and billed **HMH UPS ACCOUNT X299X3** when shipping inside the United States.

NO UPS FREIGHT SHIPMENTS WILL BE APPROVED FOR PAYMENT

EXPORT PARCEL (under 500 lbs) - When shipping to international locations from within the United States, please ship DHL and bill DHL account number 846210566

******You must reference the DIVISION CODE in the reference field of your UPS/DHL shipping system******

| DIVISION | DIVISION CODE |
|---------------------------|---------------|
| HOLT-MCDOUGAL | M1 |
| SCHOOL | S1 |
| RIVERSIDE | A1 |
| GREAT SOURCE/SUPPLEMENTAL | G1 |
| TRADE | T1 |
| GREENWOOD / HEINEMANN | TGH |

**Billing address for HMH UPS account:
Houghton Mifflin Harcourt
2700 N Richardt Ave
Indianapolis, IN 46219**

Division Code must be visible in the reference field when using the UPS/DHL shipping system.

- **Shipments less than 500 pounds** should be routed via **UPS** (Express or Ground depending on the requested service) and billed to HMH **UPS** account number **X299X3** when shipping inside the United States. DHL should be used for all export parcel shipments leaving any domestic US Vendor location. Division Code must be placed in the reference field when using the UPS/DHL shipping system. Please follow vendor specifications for carton labeling on all parcel shipments.
- **The specific division's Production/Manufacturing departments should provide ORANGE HMH receiving labels to the vendor. Please request these if not provided. These labels must be used, and the appropriate information filled in on each inbound title.**

ATTN: RECEIVING DEPARTMENT

**NEW PRODUCT RECEIPT
PROCESS IMMEDIATELY UPON REQUEST**



HOUGHTON MIFFLIN HARCOURT

- ❖ **Shipments 500 pounds and over** (LTL, Truck, and Air):
Ship via C.H. Robinson
 - Toll free 1-877-594-8606
 - Local (317) 594-1453
 - Fax (317) 594-1451
 E-mail hmhpub@chrobinson.com

All Domestic Vendors must fill out an ASN on the CH Robinson website, www.chrwonline.com. 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 CHRTL
14800 Charlson Rd
Eden Prairie, MN 55347

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

CH Robinson Worldwide, Inc.

Billing

PO Box 3470

Chicago, IL 60654

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 begin after a Vendor has been found not in compliance of routing guide and notified by CHR/HMH. Once the Vendor has been notified, any non approved carrier freight bills will be forwarded to the Vendor location for payment.

Please send all transportation correspondence to:

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