

3.R Routing Overseas and Import Shipments

HMH will route and assume responsibility for all shipping costs from point of origin. International vendors should mark all shipping documents with the INCO term **Ex Works**.

Shipments weighing **less than 500 pounds should ship via DHL** under HMH account number 966577842.

3.1 Send an original bill of lading and proforma invoice to our customs broker.

Container and Air Shipments (over 500 Lbs):

C H Robinson Worldwide Inc.
26555 Evergreen Road
Suite 300
Southfield, MI 48076-4227
Attention: Dustin Lewis
Import Manager
T: 248-948-9430
F: 248-948-9490
Dustin.lewis@chrobinson.com

3.2 Vendors will transmit an **Advanced Shipment Notification Form** to C.H. Robinson International Division to arrange for product pickup and facilitate receiving planning (see figure 3.2). This form must be completed in its entirety.

3.3 All books should be **cartoned before** shipping in containers. **Do not palletize international shipments**; floor-load them instead. **Important note (for Indianapolis West, IN and Troy, MO international shipments): Slip-sheet** product to maximum pallet specifications and stretch-wrap prior to loading containers. Do not palletize shipment.

3.4 State the country of origin on all documents, and properly mark all cartons with the information listed above.

3.5 Classify freight as **Books and Education Tools**.

Figure 3.2



ASN - Advance Shipment Notification Form- International Shipments

Please give 24 to 48 hour advance shipping notice

Attn: International Division

Today's Date:

Fax: 248-948-9490 Tel: 248-948-9430

Email: hmhinternational@chrobinson.com

Ship From Address _____ _____ Phone Number _____ Fax Number _____ Contact _____ Email address _____	Ship To Address _____ _____ Phone Number _____ Contact _____
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Shipping Hours _____

BOL/AIRBILL #

Freight Ready Date:

***-Individual Carton Weight cannot exceed forty-five (45) pounds. Verification of the carton weight on each title listed below is required prior to shipment from vendor's location. A chargeback will be assessed on overweight cartons.

Harcourt Division Code (Profit Center)	Houghton Mifflin or Harcourt P.O.# (transfer #)	Harcourt ISBN or Houghton Title Code / Houghton ISBN#	Total number of Copies	# of Copies per Carton	# of Cartons	# of Cartons per Pallet	Pallets	Weight	Freight Class	Houghton Conf # or Harcourt Reference Number

Comments: _____

*Please give 24 hour notice when possible.
 One fax per truckload please!!*