



# Shipping and Routing Guidelines

**Effective Date: June 1st, 2023**

<https://orangeev.com/supplychain>

## SCOPE

By accepting a Purchase Order from Orange EV LLC (“OEV”) or delivering equipment, products, or items (“Goods”) to OEV, you (“Seller”) must adhere to the following shipping and routing instructions for all shipments to OEV. The following guide is designed to provide accurate and adequate direction regarding the movement of said goods to OEV. The instructions contained herein supersede all previous instructions and are to be followed except when indicated otherwise on OEV’s purchase orders and/or authorized by an OEV representative.

## YOUR ROLE

To adequately comply with the directives set forth in this following manual which includes:

- Providing accurate bills of lading (BOLs) and packing slips with shipments
- Shipping merchandise in adequate packaging
- Shipping with adequate labeling of cartons
- Shipping with valid purchase orders (POs)
- Following and adhering to this routing guide

### A. PACKING & LABELING

#### Parcel Carton Packing & Labeling

- Carton Packing
  - Pack with adequate fill to protect goods in transit as well as in a way as to minimize the cost to OEV when OEV is responsible for shipping costs.
  - Must include an itemized packing slip which clearly states the Seller’s company name, OEV’s Purchase Order #, the OEV part numbers and description/s (if applicable), and the quantities included in the shipment.
  - The Seller should reuse packaging materials and use recycled packaging materials where possible. Additionally, every effort should be made to package shipments in such a way that wasteful empty space is minimized.
- Carton Labeling
  - The vendor’s name & address as well as OEV’s address must be displayed on a label on each carton (See Appendix D)
  - The ship to name must include the OEV’s warehouse address
  - Purchase Order # must be on the carrier’s ship label.
  - Box number should be noted on either end of the carton (1 of 5, 1 of 10, etc.) (See Appendix D)

#### LTL Carton Packing & Pallet Stacking & Labeling

- Carton Packing
  - Notate when cartons contain mixed items
  - Pack with adequate fill to protect goods in transit as well as in a way as to minimize the cost to OEV when OEV is responsible for shipping costs.

- Must include an itemized packing slip which clearly states the Seller's company name, OEV's Purchase Order number submitted for the parts in the respective shipment, the OEV part numbers and description/s (if applicable), and the quantities included in the shipment. (can be affixed to or included in lead carton on lead skid and marked as "packing slip enclosed")
  - Pallet/piece count MUST be notated on the BOL and match the packing list
  - The Seller should reuse packaging materials and use recycled packaging materials where possible. Additionally, every effort should be made to package shipments in such a way that wasteful empty space is minimized.
- Pallet Stacking & Labeling
    - Each pallet should be labeled with vendor name and address, destination name and address, Purchase Order #, and carton count (See Appendix A)
    - Pallets should be numbered 1 of 5, 2 of 5, etc.
    - If pallets cannot be stacked safely, make sure to clearly mark on all sides of the pallet, "NON-STACKABLE".

## B. SHIPPING

Parcel Shipments Inside North America – When OEV is responsible for shipping costs and the weight of the shipment is less than 150 pounds, the Seller shall ship the Goods to OEV via FedEx Ground service using OEV's FedEx account number, unless otherwise instructed by a representative of OEV (e.g., when overnight shipping is requested by OEV or when a different carrier is required.). You must use OEV's FedEx authorized 3rd Party account number to bill third party on all parcel shipments. Contact your OEV representative and request our FedEx account # if you don't already have it.

Freight Shipments Inside North America (Less-than-Truckload or "LTL") – When OEV is responsible for shipping costs and the weight of the shipment is 150 pounds or more, the Seller shall prepare and ship the goods to OEV via a palletized freight shipment by going to FedEx's website and selecting OEV's FedEx account #. You must use OEV's FedEx authorized 3rd Party account number to bill third party on all LTL shipments. Contact your OEV representative and request our FedEx account # if you don't already have it. If your shipments meet any of the following conditions, you must contact your OEV representative who will make arrangements for a dedicated FTL to pick up the order:

- 15,000lbs or more
- Is not a standard 48X40" pallet and there are multiple pieces shipping at one time
- 8 + standard non-stackable pallets

Our ship-to address is as follows along with our receiving hours. Please enter this information when booking the shipment:

900 N 69th St  
 Kansas City, KS 66102  
 8:00am-4:00pm Mon.-Fri.

Freight Shipments Inside North America (Full Truckload or “FTL”) – When OEV is responsible for shipping costs and the shipment may require a full truckload, contact [purchasing@orangeev.com](mailto:purchasing@orangeev.com), who will arrange the shipment. Provide the Purchase Order #, number of pallets and/or pieces of freight, dimensions, & weight.

Deliveries by Suppliers utilizing their own vehicle – If you are a supplier in the Kansas City area that intends to deliver material on your own vehicle, you must email [purchasing@orangeev.com](mailto:purchasing@orangeev.com) at least 24 hours prior to the day you intend to deliver to request a delivery appointment. In the email, please use the subject “Delivery Appointment Request.” Orange EV will assign you a window of time in which we expect your delivery vehicle to arrive.

Shipments from Outside North America – When OEV is responsible for shipping costs and the shipment originates from outside of North America, please refer to your Standard Operating Procedure (“SOP”) that has been provided to you to make shipping arrangements. This includes all parcels, less-than-container, full container shipments, and air freight. If you have not been provided an SOP, please contact your OEV representative.

#### C. SHIPPING TIMEFRAMES

The date on the Purchase Order is the date on which OEV expects the shipment to arrive on OEV’s dock. If for any reason the supplier cannot meet that date, you must contact your OEV representative immediately.

#### D. SERVICE LEVEL

The standard service level for all domestic shipments is ground for parcels and economy for LTL. Unless you are otherwise instructed by the OEV representative, use this service level for all shipments.

#### E. FEDEX & HAZARDOUS MATERIALS

Shipments containing hazardous materials, as defined in Title 49 of the United States Code of Federal Regulations (49 CFR), must be shipped in accordance with the Dangerous Goods Regulations or 49 CFR in effect at the time of shipment. FedEx also has its own requirements for shipping Hazardous Materials. Go to FedEx.com and enter ‘Hazardous Materials’ in the search field for a list of Hazardous Materials related topics.

Shippers are legally & solely responsible for identifying, packaging, marking, labeling & documenting each hazardous material shipment.

#### F. RESTRICTIONS

- No shipment will be accepted without a valid Purchase Order Number. Contact your OEV representative if you do not have a valid Purchase Order Number.
- Expedited shipments must be specifically authorized by an OEV representative. Any expedited shipments made without proper authorizations will be debited to

the Seller. Expedited shipments include all air shipments and/or LTL/FTL shipments utilizing expedited service.

- DO NOT SHIP COD This means the carrier is to collect the cost of the shipment at the time of delivery. COD is never an accepted method of shipment. Shipments should always be set up to move 3<sup>rd</sup> party bill to OEV.
- Purchase order quantities cannot be changed without written approval from an OEV representative.
- Any Substituted items on Purchase Orders will not be accepted without written approval by an OEV representative.

## APPENDIX A: FREIGHT LABEL EXAMPLES

### Pallet Label

- Provides additional tracking on number of pallets
- Ability to identify multiple Purchase Orders packed to one pallet

**FROM: XYZ Distribution  
123 Main St.  
Anywhere, KS 12345**

**TO: Orange EV  
900 N 69th St,  
Kansas City, KS 66102  
PO# 1234567A  
# OF CARTONS**

**SKID #\_\_ OF \_\_**

*Pallet Label Sample*

# APPENDIX B – FREIGHT BOL EXAMPLE

Page 1 of 1

**UNIFORM STRAIGHT BILL OF LADING ORIGINAL---NOT NEGOTIABLE**  
 All services are subject to the terms and conditions of the FedEx 100 Series Rules Tariff. See FedEx.com for details--- QUESTIONS? CALL 1.866.393.4585

**FedEx**  
 Freight  
 770 898 312260

Date: 11/29/2022  
 Shipper # QuotedID: 1522721921  
 Purchase Order # 00023578  
 Shipper #

**REQUIRED: Please select a service type**  
 FedEx Freight® Priority  
 FedEx Freight® Economy

**OPTIONAL:** You may elect a money-back guarantee delivery (charges and tariff limitations may apply).  
 A.M. Delivery  Close of Business Delivery

**SHIPPER (from) Please provide ZIP codes and phone numbers.** **CONSIGNEE (to)**

Shipper Name	PKF Acc. #	Consignee Name	PKF Acc. #
Area Code Phone Number (417) 823-3090		Orange EV	
Address	Address	City	State/Zip
Address (Street, Dept., Ste., Fl., Apt., Div.)	Address (Street, Dept., Ste., Fl., Apt., Div.)	Riverside	MO 64150
City	City	Country	Country
Country US	Country US		

Optional or Additional Services Fees and Charges:  Signature  Insure  Pickup  Limited Access

Special Instructions: Shipper Bill of Lading # 4638162

**BILL FREIGHT CHARGES TO (if different than above):**

Name: ORANGE EV  
 Mailing Address: 8710 NW 41 ST Suite: 300  
 City: Riverside State: MO ZIP/Postal Code: 64150 Country: US Area Code: 816 Phone Number: 961-4845

Freight charges are:  PREPAID  C.O.D.  
 CHECK BOX IF COLLECT  C.A.D. AMOUNT

1. The letters "C.O.D." must appear in box below consignee's name above.  
 2. C.O.D. funds to be collected as:  Certified Funds  Company Check  Personal Check  
 3. C.O.D. fee to be paid by:  Shipper  Consignee

**REMIT C.O.D. TO (if different than shipper above):**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Country Code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**HANDLING UNITS (HU)**

HU TYPE	QUANTITY	WEIGHT (LBS)	CLASS
PLT	20	700.0 LB	100
<b>TOTAL WEIGHT</b>		<b>700.0 LB</b>	

**TOTAL HUR: 1 MARK 'X' OR 'NY' IN THE HU COLUMN TO DESIGNATE HAZARDOUS MATERIALS OR REPORTABLE QUANTITY AS DEFINED IN DOT REGULATIONS.**

**EMERGENCY CONTACT PHONE NUMBER** AREA CODE: \_\_\_\_\_  
 CUSTOMER REGISTERED EMERGENCY RESPONSE INFO PROVIDER AT CONTRACT: \_\_\_\_\_

**FOR INTERNATIONAL SHIPMENTS INDICATE BROKER NAME, FAX AND PHONE NUMBERS.**  
 CEMSD Number or Exception: \_\_\_\_\_ Phone # AREA CODE: \_\_\_\_\_  
 Broker Name: \_\_\_\_\_ Fax # AREA CODE: \_\_\_\_\_

**FOR FREIGHT COLLECT SHIPMENTS**  
 Subject to Section 7 of conditions of applicable Bill of Lading, if this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.  
 Consignor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SHIPPER CERTIFICATION**  
 I hereby warrant that the contents of this shipment are fully and accurately described above by the proper shipping name and are the fact, accurate, correct and complete, and are not subject to any special handling, restrictions, or other provisions of regulations.  
 Shipper Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CARRIER CERTIFICATION**  
 Carrier acknowledges receipt of package and required documents. Carrier certifies emergency response information was made available and carrier has the DOT emergency response guidebook or equivalent document in the vehicle.  
 DATE: \_\_\_\_\_ DRIVER/EMPLOYEE NUMBER: \_\_\_\_\_ PIECE COUNT: \_\_\_\_\_ TRAILER # \_\_\_\_\_

Print your next Bill of Lading online at [FedEx.com/efl](http://FedEx.com/efl) or [FedEx.com/efl/freight.html](http://FedEx.com/efl/freight.html)

FedEx Freight C0302/1 LB-PW

APPENDIX C – FREIGHT SHIPPING LABEL EXAMPLE

ORIGIN ID: JOP

CREATED: 29DEC22  
ACTWGT: 700.00 LB  
CAD: 254061361/FAPI2208

JOPLIN, MO  
UNITED STATES US

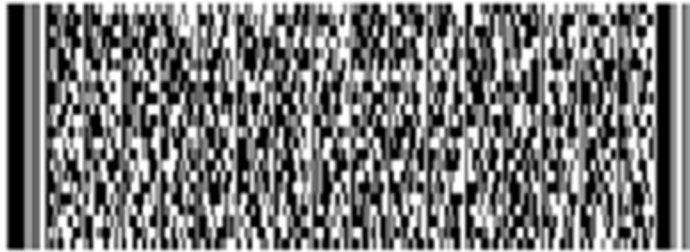
DIMS: 48x48x46 IN  
BILL SENDER

TO CRAIG SKOPEC  
ORANGE EV  
900 N 69th St,  
Kansas City, KS 66102

(US) 591.650303FE20

(816) 946-4845  
SNER  
CNER

SNBR QUOTED: 1522721821  
PO 000293789  
ROL 4636162



TRK# 7708 9831 2260  
8600

ECONOMY

JOP 64150  
MO-US EKC





## APPENDIX D: PARCEL LABEL EXAMPLES

### Parcel Label

- Ability to confirm the number of cartons shipped when receiving in an order from FedEx

**FROM: XYZ Distribution  
123 Main St.  
Anywhere, KS 12345**

**TO: Orange EV  
900 N 69th St,  
Kansas City, KS 66102**

**PO# 1234567A**

**Carton #\_\_ OF \_\_**

*Parcel Label Sample*

APPENDIX E: PARCEL LABEL EXAMPLES

FROM:	SHIP DATE: 03FEB23 ACTWGT: 50.00 LB CAD: 2567392741INET4534
US	BILL SENDER
<b>TO</b> Cristina Garcia ORANGE EV  900 N 69th St, Kansas City, KS 66102	
(866) 688-5223	REF:
INV:	DEPT:
PO:	

(US) 50 11 168102FE20



**FedEx**  
Ground



TRK# 7712 0880 0456

64150

9622 0019 0 (000 000 0000) 0 00 7712 0880 0456

