IBT Industrial Solutions – Freight Procedures

Failure to comply with these procedures will result in a $100 non-compliance fee plus a freight charge-back. Please contact IBT, the FedEx Vendor Activation Desk at (1.866.883.9290) or Cerasis at (1.800.734.5351) with questions.

FedEx Small Package:

- **When a shipment's weight totals less than 100 lbs., ship via the FedEx account # provided in the P.O. instructions**.
- All shipments require the **IBT P.O. # entered in Reference Field #2.**
- All shipments require package dimensions.
- Please **do NOT Declare Value** the shipment unless specifically noted by IBT.

For immediate assistance with FedEx Package shipments according to these guidelines, you may call the FedEx Vendor Activation Desk at (1.866.883.9290) Monday through Friday, 8 a.m. - 5 p.m. CST. The Activation Desk will help NEW vendors to FedEx with the following items. Existing vendors should already be set up with FedEx so the only help they may need is with routing letter instructions.

Truck Routing: LTL, TL, Expedited Couriers:

- For routing instructions call Cerasis at (1.800.734.5351) extension #5 or email freightdesk@cerasis.com.
    - **Please provide the IBT P.O. # and shipment dimensions.**
- Cerasis will complete and return the Bill of Lading by fax or email with required shipping instructions.
- Unless otherwise noted, it is the shipper's responsibility to confirm and load the assigned carrier for pick-up.
- It is also the shipper's responsibility to notify Cerasis if unable to schedule the preferred carrier that same day.

Thank you for your continued cooperation and support.
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