

**Snap-on Freight Policy for “Direct Ship” (“drop ship”) Orders****US Domestic Shipments only.**

**Shipments Out of the US require different routing instructions please contact Jennifer Berkompas for these instructions.**

**NOTE:** If you have a shipment that requires **GUARANTEED DELIVERY** on a specific date, please email [transportationservices@snapon.com](mailto:transportationservices@snapon.com); [Jennifer.L.Berkompas@snapon.com](mailto:Jennifer.L.Berkompas@snapon.com) with the following information, Purchase order number in subject line along with must deliver date. The email must have the, shipping address, consignee address, shipment details (pieces, weight, length, width, and height)

**A. Small Package:** A single package weight not exceeding 150 lbs. or must not exceed 108 inches in length\*.

Carrier: UPS

Service: Ground Service Only, unless authorized by Snap-on

Please ship billing Third Party to UPS (contact Jennifer Berkompas for account #)

SNAP-ON TOOLS COMPANY LLC

2801 80<sup>TH</sup> STREET

KENOSHA, WI 53143

Snap-on Purchase Order must be listed on reference field 1 or 2 of label.

\*NOTE: Any single package with an actual weight of 150 Lbs. or exceeding 108 inches in length, or exceeding 165 inches combined length and girth (2 x width) + (2 x height), as measured to determine billable weight, are not accepted by UPS Parcel. These package types would need to revert to the “Less-than-truckload (LTL) shipments” noted below:

**B. Less-than-truckload (LTL) shipments:** 10 Pallet Positions or less (no more than 20 skids), up to 10,000 lbs.

**LTL shipments should be marked as THIRD PARTY BILLING to Snap-on.**

**Update the BOL to show: Billing invoice MUST be mailed to:**

Snap-on c/o Cass

PO Box 67

St Louis, MO 63166

**Please see “Drop Shipment Carrier Matrix” link for approved carriers or contact [jennifer.l.berkompas@snapon.com](mailto:jennifer.l.berkompas@snapon.com) PH 815-479-6538 for carrier and account numbers.**

***Please reference at least one Snap-on Purchase Order number on BOL order number section***

Also, make sure customer service advises you of the consignee’s telephone number and if a lift gate is required for delivery. Please note that information on the bill of lading.

Please contact Jennifer Berkompas @ 815-479-6538 if you have any requests for a routing deviation



**C. Volume/Truckload Shipments:** For shipments that are over 10 skid spots or 10,000lbs please contact:

Jennifer Berkompas (815) 479-6538 [jennifer.l.berkompas@snapon.com](mailto:jennifer.l.berkompas@snapon.com)

Mackief Baker (630) 479-5251 [Mackief.Baker@snapon.com](mailto:Mackief.Baker@snapon.com)

***Please reference at least one Snap-on Purchase Order number on BOL order number section***

**TL shipments should be marked as THIRD PARTY BILLING to Snap-on.**

**Update the BOL to show: Billing invoice should be mailed to:**

Snap-on c/o Cass

PO Box 67

St Louis, MO 63166

Also, make sure customer service advises you of the consignee's telephone number and if a lift gate is required for delivery. Please note that information on the bill of lading.

Please contact Jennifer Berkompas @ 815-479-6538 if you have any requests for a routing deviation.

The addition of freight charges or handling charges to the invoice for goods is strictly prohibited. The above will authorize the individual carrier to ship all freight to us at our negotiated classes and rates. You must provide the carrier with the correct National Motor Freight Classification item code and freight class. If you are not sure what the code is, please provide the carrier with the description of the product to be shipped. They will be able to cross-reference the proper NMFC item code based on your description. Failure to provide the freight class and NMFC code will result in excessive freight charges by the carrier that will be billed back to the shipper.