



Domestic Shipments Routing Guide

Revised December 2023

Mason will allow one shipment per week from each distribution center. Multiple shipments in the same week must be authorized by a Mason Purchasing Representative.

A \$150 per pallet charge will be assessed for all shipments in excess of 1 per week without prior authorization

- **Shipments 200 pounds or less ship FedEx Ground Collect.**

To use FedEx Ground Collect, a **FedEx account is not required**. Suppliers will select **FedEx ground collect** payment option when processing a package via any FedEx Ship Manager shipping solution. The payment option becomes available after selecting FedEx Ground service. Suppliers who do not process shipments using an electronic shipping solution can use their own address labels, and FedEx Ground collect bar-code labels, which can be ordered by calling 1-800-463-3339.

- If the ground collect option does not show, it may need to be activated on their system software. Contact the tech support number at 877-339-2774, or their local FDX account rep to check that it is activated. Also, if third party software is used, sometimes that choice has not been set so this would need to be checked with the software provider to activate it.

A \$200 per shipment charge will be assessed for all shipments under 200 lbs not shipped via FedEx Ground Collect

- **Shipments over 200 pounds where Mason is responsible for the transportation charges:**

- **LTL – Less Than Truckload (7 pallets or less):** Ship Fed Ex Freight **Economy** Collect.

A \$50 per pallet charge will be assessed for all freight not shipped via Economy Collect

For Fed Ex Freight Collect pickups, call Customer Service at 866.393.4585

- **Volume Shipments (8 pallets or more):**

Ship via CH Robinson using the Navisphere 2.0 Portal. The portal can be accessed at www.chrobinson.com by selecting 'Navisphere 2.0' from the login dropdown menu in the top right corner. Navisphere requires username and password access.

- If you do not have access to CH Robinson Navisphere 2.0 and need to book a volume shipment please contact Masoncompanies@chrobinson.com
- If you need access to CH Robinson Navisphere 2.0, please email the Mason Companies account team at Masoncompanies@chrobinson.com
- If you need to cancel a shipment or if you have questions regarding shipment entry, contact Masoncompanies@chrobinson.com or call Connor Carlson 920.430.8605 x8712 or Emma Peele (630)297-1758

A \$150 per pallet charge will be assessed for all volume shipments (8 pallets or more) not shipped via CH Robinson



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***All non-FedEx Ground shipments are to be sent as pallet freight, on standard 48x40 wooden pallets and adequately shrink wrapped.**

Use the freight service specified above unless otherwise instructed by your Mason purchasing agent. Supplier has the option to use their standard BOL or a BOL provided by one of the authorized carriers noted above.

Below is the information you will need when contacting a carrier for a pick up:

- Your company name, address, city, state and zip code
- The shipment's ultimate destination
- Number of pallets and total weight of the shipment
- When the shipment will be ready for pick up
- Your hours of operation

Below is the information you will need for the bill of lading:

- Your company name, address, city, state and zip code as the Shipper
- Mason destination address as the Consignee
- **Number of cartons, accurate total weight(s), and number of pallets**
- **ALL** Mason Companies PO numbers
- Clear description of the commodities.
- National Motor Freight Classification (NMFC) item number(s) and class(es)
- List any special handling requirements or if hazardous, what the hazard class is for the product
- Contact name and phone number for your distribution center
- Who will pay the shipping charges: Shipper prepaid (PPD); **Consignee-Collect (COL)**
(When COL, DO NOT include freight charges on your invoices)

Temperature Sensitivity: Temperatures can vary from below 0° to 120°F during transportation. Product packaging should conform to International Safe Transit Association (ISTA) guidelines and should be tested to ensure leakage or other damage. Our preference is to have temperature sensitive product shipped via FedEx Ground Collect. Please contact us at Supplier.Acknowledgement@masoncompaniesinc.com with questions regarding temperature sensitive shipments.

According to the National Motor Freight Classification guideline for article number 157320 (LTL Freight only); There is a footwear NOI note added to exclude shoes made from expanded or cellular foam: If you are shipping shoes or flip flops (predominantly made of foam and/or plastic) we will see freight classes (and thus charges for freight) other than 150. Each shipment will be rated individually, and freight class will be determined by density in pounds per cubic foot – from class 70 to class 400. For vendors shipping this type of product we'll need to be provided with accurate dimensions of the cartons OR pallets and freight class at the time of tendered order.



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Mason Delivery Addresses: These are stated on the Mason Purchase Order.

Warehouse: 001 (FDC)

1350 Williams Street, Dock 9
Chippewa Falls, WI 54729
Phone: 715-720-4343 Main
Phone: 715-720-4229 Clay

Warehouse: 003 (IDC)

2740 Lakeview Drive
Chippewa Falls, WI 54729
Phone: 715-215-0820 Angie
Phone: 715-215-1010 Ken

Warehouse: 005 (MFC)

2380 Lakeview Drive
Chippewa Falls, WI 54729
Phone: 715-215-0820 Angie
Phone: 715-215-1010 Ken

Mason Outlet Store

301 N. Bridge Street
Chippewa Falls, WI 54729
Phone: 715-723-4323

For All Warehouses - All delivery appointments must include, via email or phone: supplier name, origin city and state, pallet count, delivery date, preferred delivery time, and at least one PO number per supplier.

Freight Forwarders Contracted by Supplier:

These freight shipments require a delivery appointment at least 24 hours prior to delivery using the appropriate phone number found in the table above.

An additional written agreement must be drafted between Mason and Supplier if a Freight Forwarder departs from Mason's routing instructions. All Freight Forwarder contact information must be on file at Mason before any shipments of product are accepted by Mason. Please contact your Mason buyer prior to any deviation from the Mason approved freight providers noted above.

Any shipments by a Freight Forwarder will be refused if the Load Seal is broken prior to arrival at Mason's receiving facility. Domestic Pre-paid damages will be refused and placed back on the truck.