



US COAST GUARD EXCHANGE SHIPPING INSTRUCTIONS

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN CHARGEBACKS.

A \$200 PROCESSING FEE WILL BE CHARGE PER PURCHASE ORDER.

FOB ORIGIN VENDORS

CONUS (CONTINENTAL US LOCATIONS),

1. If the shipment weighs 150 pounds or more (or cube) per single piece or palletized pieces and the Coast Guard Exchange is responsible for all shipping cost:
 - Logon to <http://cgx.epesfms.net> to tender a load/PO for shipment. UserID CGXVENDER, Password is CGX101705
 - EPES Freight Management may also be contacted at 1-800-571-0220 x1878 to tender a shipment.
2. If the shipment weighs less than 150 pounds it must be shipped via Fedex.
 - **FEDEX GROUND 3RD PARTY BILLING** is approved for all Conus locations, also **HAWAII and ALASKA**.
 - For **PUERTO RICO ONLY** use **FEDEX INTERNATIONAL ECONOMY**.
 - On the FedEx freight bill references section, enter the PO number.
 - The PO number must be legible on the shipping label.
 - Use FedEx account: **CALL MARILYN HOLLOWAY @757-842-4738**

THIS PO STATES "ONE COMPLETE SHIPMENT" BACKORDERS OR MULTIPLE SHIPMENTS ON A PO ARE NOT ACCEPTED. ON ALL SHIPMENTS DO NOT MARK "DECLARED VALUES" (UNLESS YOU HAVE RECEIVED PERMISSON FROM THE BUYER OR ASSISTANT BUYER).

CONSOLIDATED AND PALLETIZED SHIPMENTS ARE REQUIRED. DO NOT SEND MULTIPLE SHIPMENTS THAT WILL COLLECTIVELY WEIGHT 150LBS OR MORE. CGX ENCOURAGES VENDORS TO CONSOLIDATE AND SHIP MULTIPLE PURCHASE ORDERS AS ONE COMPLETE SHIPMENT. FREIGHT COSTS AS RESULT OF MULTIPLE SHIPMENTS OR NOT FOLLOWING THESE INSTRUCTIONS WILL RESULT IN A CHARGE BACK FOR EXCESSIVE FREIGHT AND A PROCESSING FEE OF \$200 PER PURCHASE ORDER.

FOB ORIGIN VENDORS.
SHIPPING OVERSEAS TO ALASKA, HAWAII AND PUERTO RICO
INCLUDING FREIGHT FORWARDING SHIPMENTS

If the shipment weighs 150 pounds or more (or cube) per single piece or palletized pieces and the Coast Guard Exchange is responsible for all shipping cost, please use the following FREIGHT FORWARDERS.

- **ALASKA AND HAWAII Freight Forwarders Address**

Alaska Air Forwarding
4443 South 134th Place

C/O PLEASE ENTER THE EXCHANGE NAME HERE

Tukwila, WA 98168
206-433-6260
1-800-433-1174
POC: Dominic Ferrari
POC: Chelsea Ferrari

- **PUERTO RICO Freight Forwarder Address**

Yellow Transportation, Inc Freight Forwarder
3404 Clifford Lane

C/O PLEASE ENTER THE EXCHANGE NAME HERE

Jacksonville, FL 32209-2123
904-764-9600

THE PURCHASE ORDER NUMBER MUST BE LEGIBLE ON THE SHIPPING LABEL
ALL DSD VENDORS MUST ENTER THEIR INVOICE NUMBER ON THE SHIPPING LABEL

FOB DESTINATION VENDORS

VENDOR PAYS FREIGHT TO CONTINENTAL US & OVERSEAS

You may ship in any manner so that the merchandise arrives in our exchange before the end of the shipping window specified.

FOB DESTINATION VENDORS (BUT NOT TO OVERSEAS LOCATIONS)

VENDOR PAYS FREIGHT TO CONTINENTAL US LOCATIONS ONLY

You may ship in any manner so that the merchandise is shipped to the freight forwarders the Coast Guard Exchange uses, before the end of the shipping window specified and reaches the freight forwarder in reasonable amount of time. Please note: If the shipment is less than **150 pounds** you must shipped via FEDEX direct. Please references to the **Fedex shipping instructions**.

FAILURE TO FOLLOW THESE INSTRUCTIONS FOR OUR FREIGHT FORWARDERS, WILL RESULT IN THE VENDOR PAYING THE OVERSEAS FREIGHT.

- **ALASKA AND HAWAII Freight Forwarders Address**

Alaska Air Forwarding
4443 South 134th Place
C/O Coast Guard Exchanges Address and PO#
Tukwila, WA 98168
206-433-6260
1-800-433-1174
POC: Dominic Ferrari
POC: Chelsea Ferrari

- **PUERTO RICO Freight Forwarder Address**

Yellow Transportation, Inc Freight Forwarder
3404 Clifford Lane
C/O Coast Guard Exchanges Address and PO#
Jacksonville, FL 32209-2123
904-764-9600

Should you have any questions related to these instructions, contact; Marilyn Holloway, Logistics Specialist between the hours of 8:00AM to 4:00PM EST, Monday - Friday, @757-842-4738, or email, mholloway@cg-exchange.com. Please allow 48 hours for a return call during peak routing periods or after National Holidays.