



PO Box 3365
Tulsa, OK 74101
(918) 878-4620

Dear Valued Supplier,

October 24, 2018

In an effort to streamline processes and oversee a managed transportation program, **The NORDAM Group** has developed the following inbound routing guide and all inbound freight shipments to TNG Divisions will be billed collect.

BlueGrace Logistics is our exclusive partner that will manage all **North American** Inbound traffic. Your full compliance is necessary upon receipt of this notification, when shipping to **The NORDAM Group**. This correspondence guides the services of Parcel, Less-Than-Truckload, Expedite, Truckload & International and replaces all previously published guides.



For shipments **over 75 pounds** call **1-888-752-0446** or email nordam@mybluegrace.com

BlueGrace Logistics hours of operation are **Monday – Friday 8:00am – 7:00pm EST** to schedule shipments. Carriers require a two-hour notice prior to your close time. Please be sure to have all required information pertaining to the shipment available prior to contacting BlueGrace Logistics:

- Shipment Ready Time and Latest Pickup Time
- Weight & Dimensions per Handling Unit
- Class or Commodity Description (NMFC Item Number)
- Piece and/or Handling Unit Count
- Purchase Order Number Issued by The NORDAM Group

Please note the following parameters regarding shipping the correct mode:

- LTL 1 to 5 Pallets, up to 7,500 lbs.
- Volume LTL/Partial Truckload 1 to 15 pallets, up to 29,000 lbs.
- Full Truckload - FTL 10 to 30 pallets, up to 43,000 lbs

IMPORTANT: Full Truckload shipments are to be scheduled, 24 hours in advance of latest pickup time and LTL 2 hours in advance.

BlueGrace Logistics will create and provide the Bill of Lading (BOL) and schedule the carrier to arrive at the specified date and time with any special instructions provided at the time of booking.

Failure to adhere to these instructions could result in a financial charge-back to the Shipper. Thereby, accountable for unnecessary freight charges incurred by The NORDAM Group. Thank you for supporting our stakeholders in this endeavor.

Kind Regards,

Mike Nolen
TNG -Senior Manager
Transportation & Logistics
mnolen@nordam.com
Office: 918-878-6148
Mobile: 918-527-5078



All Transportation & Logistics inquiries will be directed to both parties noted via e-mail

Jason Dochney
TNG - Traffic Analyst Senior
Transportation & Logistics
jdochney@nordam.com
Office: 918-878-6807
Mobile: 918-720-5410

***Please sign and email confirmation of this letter to jdochney@nordam.com**

Supplier Name:
Authorized Representative:
Signature/Date:



Domestic & International Parcel - Small Package

United Parcel Service will be the Primary provider for The NORDAM Group with Federal Express acting as a secondary resource. Domestically, Ground Service will be the primary service level utilized, With Next Day Air Saver and Next Day Air as alternative options to ensure that all packages inbound to The NORDAM Group arrive in three (3) business days.

For International activity, UPS Worldwide Saver will be the default express shipment choice of The NORDAM Group. Again, ensuring that that all packages inbound to The NORDAM Group arrive in three (3) business days. Following in line with the above directive, Federal Express and DHL Worldwide Express acting as secondary resources.

When deemed necessary by The NORDAM Group, we may direct Suppliers to expedite delivery to TNG Divisions, utilizing services that provide delivery ahead of the three (3) day standard. As directed by the NORDAM Purchase Order and / or written authorization from the NORDAM buyer, the Shipper will be authorized to utilize. Please contact Mike Nolen or Jason Dochney should you require further guidance.

Primary Provider



Secondary Providers



Please select the provider and service level to ensure that all packages inbound to The NORDAM Group arrive in three (3) business days.



Domestic United States Inbound Service Guide United Parcel Service - Small Package

Preferred Provider List

United Parcel Service Ground Overnight Ground Cities

Dallas
Kansas City
Oklahoma City
Fayetteville

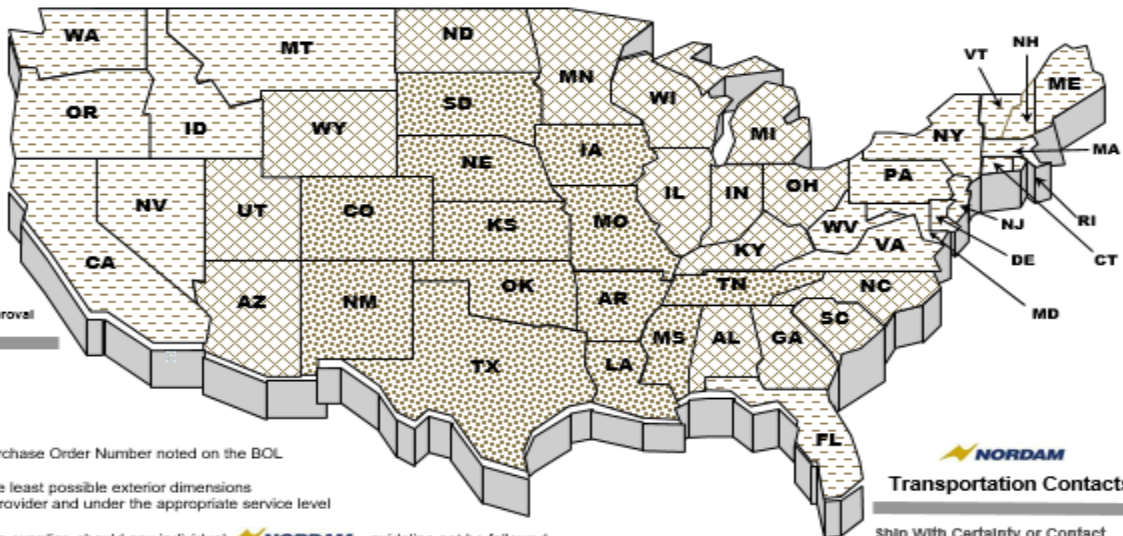
Springfield
Wichita
Fort Smith
Amarillo

2 Day Ground Service

3 Day Ground Service

4 Day Ground Service

United Parcel Service
Next Day Air Service
Please Contact TNG For Approval



Parcel Guidelines

Shipments will be:

- ✓ 74 pounds or less with the Purchase Order Number noted on the BOL
- ✓ Weighed on certified scales
- ✓ Prepared / Packaged / with the least possible exterior dimensions
- ✓ Tendered to the appropriate provider and under the appropriate service level

Financially charged back to the supplier, should any individual guideline not be followed

Guaranteed, Expedite & Over Length Shipments

Please do not: (without prior authorization from the contacts notated to the far right on this document)

- ✓ Tender shipments exceeding 74 pounds without prior authorization
- ✓ Declare a value for any Parcel shipment without prior authorization
- ✓ Prepare shipping labels for First Overnight or Priority Overnight Service without prior authorization
- ✓ Ship via Priority Overnight Service without prior authorization

Failure to adhere to any guideline noted above will result in a financial chargeback to the supplier



Transportation Contacts

Ship With Certainty or Contact
All Transportation & Logistics inquiries will be directed to both parties noted below via e-mail

Mike Nolen
TNG -Senior Manager
Transportation & Logistics
mnolen@nordam.com
Office: 918-878-6148
Mobile: 918-000-0000

Jason Dochney
TNG - Traffic Analyst Senior
jdochney@nordam.com
Office: 918-878-6807
Mobile: 918-720-5410

Domestic United States Inbound Service Guide Federal Express - Small Package

Preferred Provider List

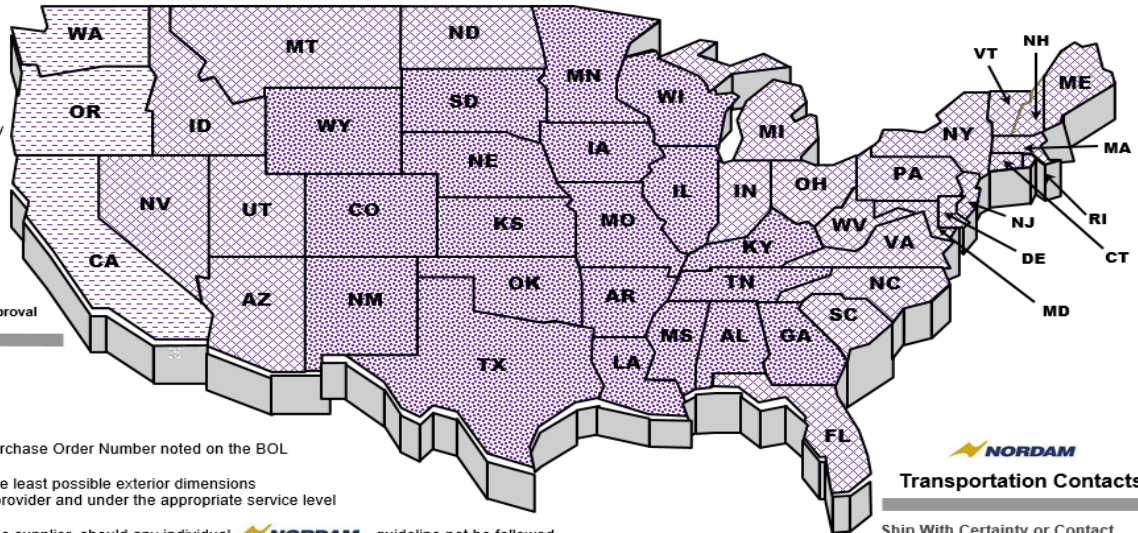
Federal Express Ground Overnight Ground Cities

Dallas
Kansas City
Wichita
Columbia

Omaha
Des Moines
Springfield
Oklahoma City

- 2 Day Ground Service
- 3 Day Ground Service
- 4 Day Ground Service

Federal Express
Standard Overnight Service
Please Contact TNG For Approval



Parcel Guidelines

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 - ✓ Weighed on certified scales
 - ✓ Prepared / Packaged / with the least possible exterior dimensions
 - ✓ Tendered to the appropriate provider and under the appropriate service level
- Financially charged back to the supplier, should any individual guideline not be followed

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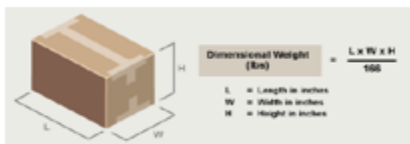
Transportation & Logistics Service Guide North America & International

Terms & Conditions of Tender

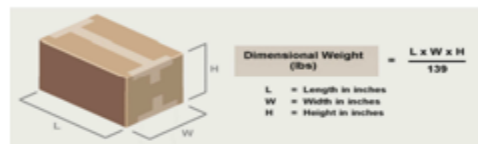
NORDAM Purchase Order Terms & Conditions: "Seller shall arrange the shipping using the carrier and mode of transportation specified in Buyer's Transportation Guide found on www.nordam.com/suppliers under "NORDAM Transportation Requirement." Where freight costs will be charged to Buyer, Seller shall be liable for any excess freight charges and insurance charges if Seller fails to follow these instructions. NORDAM maintains relationships with many carriers not identified within this guide to support our business needs. Please contact your buyer if the freight to be tendered is outside the capabilities of our partners listed within this guide.

*Unless otherwise directed by the NORDAM Purchase Order and / or written authorization from the NORDAM buyer, Shipper is responsible for selecting the most economical shipping method based on the freight's physical requirements (weight, dimensions, time sensitivity and other required services (dry ice and two (2) temperature recording device requirements) and transit time. Please contact Mike Nolen or Jason Dochney should you require further guidance.

Domestic - Ground Shipments



International Shipments



Parcel - Small Package Shipments

Domestic shipments within the United States should be tendered to United Parcel Service or Federal Express utilizing Ground services. Utilization of UPS Next Day Air Early or FedEx First Overnight Services are prohibited and will result in a financial chargeback to the NORDAM Supplier.

Prohibited Service Levels

UPS Next Day Air Early

UPS Next Day Air

FedEx First Overnight

FedEx Priority Overnight

Authorization to ship overnight packages to The NORDAM Group (TNG) at its expense, shall be granted by the TNG Buyer, Manager or Transportation & Logistics stakeholders.

Mike Nolen
TNG - Senior Manager
Transportation & Logistics
mnolen@nordam.com
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