

Supplier Route Guide



ALL CARLEX PAID TRANSPORTATION MUST BE SHIPPED WITH COLLECT FREIGHT TERMS

Origin will determine whether shipment will require Parcel, LTL (Less Than Truckload) or FTL (Full Truckload) based on dimensions and weight of product.

Please include following bill-to information on the BOL:

TL Shipments: - LTL Shipments: - (must use LynnCo BOL)

Carlex % CT Logistics LynnCo

Freight Bill Processing Department 2448 E 81st St, Ste 2600,

12487 Plaza Drive, Cleveland, OH 44130 Tulsa, OK 74137

Definition of Terms

LTL – Shipments weigh less than 10,000 lbs AND occupy less than 16 ft. of linear truck space

FTL - Shipments weigh more than 10,000 lbs OR occupy more than 17 ft. of linear truck space

Parcel- Small package and envelope shipments

Expedite—Service requiring an immediate need by consignee. Buyer must be notified

Parcel

FedEx 800-463-3339

Account #: See Purchase Order

Shipment Detail:

Less than 100 lbs

Length less than 96"

Length & width combined less

than 130"

LTL

LynnCo provides the following for shipment booking:

Open browser and go to www.lynnco-scs.com/SuiteEdge/login.aspx

Email/User Name: carlexvendor

Password: lynnco

If the shipment is time sensitive **call LynnCo** you have created the BOL

Anything 8 pallets or 10k lbs. call LynnCo once you have created the BOL

If there is no carrier on the BOL call LynnCo

You are required to enter the Carlex PO#

Special Expedite Instructions:

- Supplier will confirm and receive approval from appropriate Carlex personnel
- Supplier will contact LynnCo to arrange expedite
- Supplier will assist with scheduling and personnel availability at origin to ensure proper pick-up

CarlexOps@lynnco-scs.com

LynnCo 888-596-6264

Logistics@carlex.com