







**\*\*\* Subject to change. To ensure you utilize the most current routing guide, reach out to [transportation@hayneedle.com](mailto:transportation@hayneedle.com)**

**Deviation from the PO-directed ship method without written approval from Hayneedle's Transportation Department PRIOR to shipping will result in a NONREVERSABLE debit for 100% of the freight cost incurred by Hayneedle**

**For ALL Carriers and Levels of service, the Hayneedle PO number must be referenced in the correct field as outlined below. Failure to do so may result in the incurred freight charges being debited against the Vendor's Account for the inability to substantiate that the shipment was a Hayneedle shipment.**

**Route Via Shipments to Hayneedle Customers where Hayneedle is to incur the cost (3rd-party Billing)**

<p>FedEx - small package</p>	<p><b>When:</b></p>	<p><b>Hayneedle shipping guidelines</b></p>
	<p>PO ship method states:                  FedEx Ground or Home                  FedEx Express (e.g. Overnight, 2nd Day Air, Express Saver)                  FedEx International (e.g. Ground, Economy, Priority)                  When shipping FedEx International, bill the duties and taxes to the end customer; Not Hayneedle</p> <p><b>Note: This shipping method does not allow for FedEx Freight usage. FedEx Freight is not an authorized carrier for Hayneedle shipments. Vendor will be charged 100% of the freight cost incurred as a result of shipping FedEx Freight.</b></p>	<p>Initially you will need to set up your own account with FedEx (Vendors are not authorized to ship directly on Hayneedle's account) Shipments must be registered under the Vendor's own account.                  Select the service level indicated on the PO (e.g. Ground, Overnight, etc.)                  Bill to Hayneedle's 3rd party account - E-mail <a href="mailto:transportation@hayneedle.com">transportation@hayneedle.com</a> for account info OR refer to the Hayneedle Training Material provided at implementation.                  You <b>Must</b> reference the Hayneedle PO number in Reference Field 1 (Some software lists this as "Your Reference")                  -Failure to do so may result in the freight cost being debited against your account.                  Do NOT request extra services when shipping FedEx for Hayneedle, like:                  Signature Required, Declared Value, COD, Saturday Delivery, Etc.                  To schedule a pick-up or set up an account: <b>1.800.GO.FEDEX</b></p>
	<p><b>When:</b></p> <p>PO ship method states:                  EFW-FIRST                  EFW-SAVER                  EFW-PLUS</p> <p><b>Note: EFWW is NOT to be used for shipments to Hayneedle's Fulfillment Centers in OH or CA unless authorized in writing from Hayneedle's Transportation Department</b></p>	<p><b>Hayneedle shipping guidelines</b></p> <p>E-mail <a href="mailto:transportation@hayneedle.com">transportation@hayneedle.com</a> to be initially set up with login information.</p> <p>For all subsequent shipments:                  Register shipments online using your login at <a href="https://www.efwnow.com">https://www.efwnow.com</a>                  You must reference the Hayneedle PO number in the consignee reference field during Registration  <b>Note:</b> Only type in the number. Do not type "PO 78542536" only type "78542536"                  Select the service level indicated on the PO from the "Service Level" drop-down box (e.g. First, Saver, Plus).                  If additional services are needed, click the "Add More" Button. To remove a service, click the blue arrow.                  Add the freight information then click "Submit". You can also click "Email Notifications" to add email addresses to send the status to. A list of status will be available to check.</p>
	<p><b>When:</b></p> <p>PO ship method states:                  AGS-STANDARD DEFERRED                  AGS-DEFERRED-ROOM OF CHOICE                  AGS-DEFERRED-WHITE GLOVE</p> <p><b>Note: AGS is NOT to be used for shipments to Hayneedle's Fulfillment Centers in OH or CA unless authorized in writing from Hayneedle's Transportation Department</b></p>	<p><b>Hayneedle shipping guidelines</b></p> <p>E-mail <a href="mailto:transportation@hayneedle.com">transportation@hayneedle.com</a> to be initially set up with login information.</p> <p>For all subsequent shipments:                  Register shipments online using your login at <a href="https://www18.myags.com/">https://www18.myags.com/</a>                  Select the service level indicated on the PO (e.g. Standard Deferred, Deferred-Room of Choice, or Deferred-White Glove)                  You must input only the Hayneedle PO in the "Hayneedle PO" field.                  Note: Only type in the number. Do not type "PO 78542536" only type "78542536"</p>
	<p><b>When:</b></p> <p>PO ship method states:                  UPSF-LTL-Ground                  UPSF-LTL-Ground+Liftgate</p> <p><b>***If the PO ship method states to utilize UPS Freight but the Shipment is over 4000 lbs., or over 6 standard (48x40) pallets, or more than 12 linear feet contact Hayneedle's Transportation department. <a href="mailto:Transportation@hayneedle.com">Transportation@hayneedle.com</a> ***</b></p>	<p><b>Hayneedle shipping guidelines</b></p> <p>It is highly recommended that all freight be palletized and wrapped or banded.                  Any standard BOL template is acceptable to use when shipping UPSF.                  You must reference the Hayneedle PO number on the BOL.                  The carton/case count AND pallet count MUST be listed on the BOL.                  Mark the BOL as "Bill 3rd Party to Hayneedle 9394 W. Dodge Rd, Suite 300 Omaha NE 68114"  <b>You do not need to list an account number.</b>                  When the PO designates UPSF-LTL-Ground, only mark the BOL with "Call for appt. at delivery".                  When the PO designates UPSF-LTL-Ground+Liftgate, mark the BOL with "Call for appt. at delivery" &amp; "Liftgate needed at Delivery"                  To schedule a pick-up: 800.333.7400 or visit <a href="http://l1.upsfreight.com/shipping/pickuprequest/pickup.aspx#">http://l1.upsfreight.com/shipping/pickuprequest/pickup.aspx#</a></p>
	<p><b>When:</b></p> <p>PO ship method states:                  USPS</p>	<p><b>Hayneedle shipping guidelines</b></p> <p>This is used for APO/FPO/DPO shipments (Military Mail) where FedEx cannot be used.                  Select 'Priority Mail' as the service level                  Postage will need to be prepaid by the supplier and invoiced to Hayneedle on the product invoice.                  ***As long as the PO-designated ship method states USPS, authorization is not needed to add this freight to the invoice.</p>
	<p><b>When:</b></p> <p>PO ship method does not match:                  the product's shipping weight or dimensions, <b>OR</b>                  Shipment is:                  more than 6 pallets <b>OR</b> more than 4000 pounds</p>	<p><b>Hayneedle shipping guidelines</b></p> <p>Contact Hayneedle Transportation at <a href="mailto:Transportation@hayneedle.com">Transportation@hayneedle.com</a></p>

**For questions or Hayneedle Account information please email [Transportation@hayneedle.com](mailto:Transportation@hayneedle.com)**

**Please Note: The Vendor will be charged 100% of the freight costs from Vendor's failure to follow these instructions, or from the vendor's deviation from the designated mode of transit. Failure to register at the incorrect service level as listed on the Hayneedle PO will result in a debit for any additional charges incurred by Hayneedle to complete delivery at the specified service level including, but not limited to, reroute fees to an agent that can complete the specified level of service and/or additional labor charges.**