

NORFOLK SOUTHERN CORPORATION MATERIAL FREIGHT ROUTING INSTRUCTIONS

UNLESS OTHERWISE STATED ON THE FACE OF THE PURCHASE ORDER, these instructions apply to all shipments when the terms of the purchase order specify that the Norfolk Southern Corporation or one of its subsidiaries is responsible for the freight charges.

- PURCHASE ORDERS, DROP SHIPMENTS, INBOUND FREIGHT CHARGES:** All bill of ladings **must show** the Norfolk Southern Corporation (or subsidiaries) **purchase order number**. Any vendor having shipments shipped from one of its vendors must likewise adhere to the requirements in these instructions. Norfolk Southern Corporation **does not pay inbound freight** to the vendor. Inbound freight is to be negotiated as part of the unit price for the material purchased.
- RAIL SHIPMENTS: SHIPMENTS ARE TO BE MADE BY RAIL WHENEVER POSSIBLE, USING NORFOLK SOUTHERN EQUIPMENT, ROUTING TO BE FURNISHED BY NORFOLK SOUTHERN PERSONNEL.**
- CONRAIL SHIPMENTS:** Conrail – Shared Assets is a subsidiary; its **purchase orders will be addressed to Consolidated Rail Corporation (Conrail)** rather than Norfolk Southern Railway. Before shipping any materials addressed to Consolidated Rail Corporation, **call ADP Logistics phone 1-800-409-3489** for routing instructions.
- CONSOLIDATE MATERIAL TO BE SHIPPED:** Except in the case of emergencies, there should be **no more than one shipment per week** from one origin to one destination. In the case of multiple shipments from one origin to one destination on the same day, **only one bill of lading** should be used.
- BILL OF LADING: "NORFOLK SOUTHERN CORPORATION" OR THE NAME OF A NORFOLK SOUTHERN SUBSIDIARY MUST APPEAR ON THE TOP LINE OF THE CONSIGNEE ADDRESS.** Show the purchase order number on the bill of lading and freight bill. In the case of multiple shipments to one location, only one bill of lading should be used, noting all purchase order numbers involved. **NORFOLK SOUTHERN WILL NOT PAY ADDITIONAL SHIPPING AND HANDLING CHARGES.**
- SMALL PACKAGE:** Shipments weighing **up to 250 lbs with no single package or piece weighing more than 60 lbs** must be shipped via UPS GROUND “3rd PARTY BILLING” using Norfolk Southern UPS 3rd party bill account no. **XXXXX**, **using zip code XXXXX as the billing zip code**. Packages weighing between 50 lbs and 60 lbs must be marked and/or labeled with the actual weights. See Article 12 below for billing address. Shipments including **1 or more packages or pieces weighing 60 lbs or greater must be shipped as a LTL shipment** as described in Article 8 below.
- EXPRESS SHIPMENTS:** When authorized, air express shipments weighing **less than 60 lbs.** should be shipped via **UPS Air, Next Day - COLLECT**. Shipments weighing **60 lbs. or greater**, must be palletized and shipped via **UPS Freight**. Different modes of service available based on need. Shipper must note on their invoice the name and “Cost Center” of the Norfolk Southern Employee authorizing the shipment. NOTE: INDIVIDUAL PACKAGES THAT WEIGH 60 LBS. OR GREATER MUST BE PALLETIZED.
- LTL:** All “less than truck load” shipments weighing **less than 20,000 lbs. & under 25 linear feet** must be routed via **UPS FREIGHT Collect 3rd party bill** (see article 11). If UPS FREIGHT does not have direct service, contact NS Logistics manager at 757-668-1561.
- FTL:** All “full truck load” (except as noted in #10 below) motor freight shipments weighing 20,000 lbs. or more, or that require a FLATBED, DROP/STEP DECK OR OTHER SPECIALIZED EQUIPMENT must be routed via Ron Faulkner agent for Bennett Motor Express - **COLLECT**. A **48-hour pick-up notice is required**. TELEPHONE 772-567-6522; E-MAIL: ronfaulkner@att.net. **If any agent other than the one specified herein or below is used, shipper will be responsible for reimbursement of any resulting freight.**
- FTL:** Automobile shipments and Locomotive Traction Sand are only to be routed through **Armstrong Transport via email at Keelogistics@armstrongtransport.com and/or Cenglert@armstrongtransport.com** or via phone at 904-652-0647. A 48-hour pick-up notice is required.
- Shippers located in Canada shipping to USA use customs broker **Livingston (NS Client code is XXXXX)**, call 1-800-437-4324. When shipping to Canada use **Livingston Account # XXXXX**. Shippers located outside of North America (ocean freight) shipping to USA use customs broker **Livingston (NS Client code is XXXXX)**, contact Livingston’s Norfolk office at 757-446-1500 or 757-567-3006.

BILLING ADDRESSES:

Show billing address on **LTL/FTL** invoices as follows and use same address when arranging shipment:

Norfolk Southern Corporation
3 Commercial Place, Box 244
Norfolk, VA 23510-0244

Mail all paper freight invoices to Transportation Insight for payment processing to the address below:

Norfolk Southern Corporation
Freight Bill - Company Material
Transportation Insight
310 Main Ave Way SE
Hickory, NC 28602

Under no circumstances should you select a route, carrier or mode of transportation other than specified herein; or purchase insurance or declare a value of material being shipped without acquiring prior approval from Norfolk Southern at 757-668-1561. If additional transportation expenses are incurred as a result of your failure to follow these instructions, Norfolk Southern will require reimbursement of the additional expense plus all handling charges. If transportation problems are experienced with any of the arrangements specified please call Logistics Manager at 757-668-1561, or e-mail at MMFFreightManager@nscorp.com. (Instructions revised May 2017)