

CORPORATE PROCEDURES

Domestic Routing Guide 2024

Version 3

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Version	Version Date	Change Description
1	10/11/2022	Domestic routing guide 2022
2	11/8/2022	Updated state to state matrix
3	3/12/2024	Updated with New state by state routing and Changed dates to reflect current time period.



MERCURY

Domestic Transportation Routing Requirements

***For use when the shipping and consignee locations
are within the United States**

**For any questions and concerns, please contact
mm.domestictrans@mercmarine.com**

Effective: January 2024

Table of Contents

Location List3

General Instructions & Requirements.....4

Small Package, <150 Pounds.....5

Less Than Truckload (LTL) 151-13,000 Pounds, **and** <13 Lineal Feet.....6

Truckload (TL).....7

Expedited Shipments7

Shipments to Mercury Marine Plant 227

Appendixes8

 Appendix I: LTL State to State Matrix.....8

Location List

Location Name	Street Address	City	State	Postal Code	UPS Acct #
Mercury Marine Plant 3 – Dock 22 A-C	W6250 Pioneer Road	Fond du Lac	WI	54935	971AX7
Mercury Marine Plant 4	660 South Hickory Street	Fond du Lac	WI	54935	5R28A1
Mercury Marine Plant 4 Tool Crib	660 South Hickory Street	Fond du Lac	WI	54935	971AX1
Mercury Marine Plant 7	1000 Robinson Avenue	St. Cloud	FL	34769	340755
Mercury Marine Plant 8		Fond du Lac	WI	54935	5R28A1
Mercury Marine Publishing – Plant 9		Fond du Lac	WI	54935	582729
Mercury Marine Headquarters Plant 10	W6250 Pioneer Road	Fond du Lac	WI	54935	5R28A1
Capitol Engineering Plant 11	4240 North 127th Street	Brookfield	WI	53005	584291
Mercury Marine Plant 12	W6250 Pioneer Road	Fond du Lac	WI	54935	971A8E
Mercury Marine Plant 15 Dock 24	W6250 Pioneer Road	Fond du Lac	WI	54935	5R28A1
Mercury Marine Plant 15 MRO	W6250 Pioneer Road	Fond du Lac	WI	54935	971A7E
Mercury Marine Plant 15 Tool Crib – RM 55C	W6250 Pioneer Road	Fond du Lac	WI	54935	971AX2
Mercury Marine Plant 17	W6207 Pioneer Road	Fond du Lac	WI	54935	5R28A1
Mercury Marine Plant 22 / AA Customs	1477 Lomaland / Suite D-4	El Paso	TX	79935	A152T3
Mercury Marine Plant 24 - Reman		Oshkosh	WI	54904	05A2R1
Mercury Marine Plant 33	505 Marion Road	Oshkosh	WI	54901	575520
Mercury Racing Plant 36	N7480 County Road UU	Fond du Lac	WI	54937	971AV8
Mercury Marine X-Site Plant 37	11 College Avenue	Panama City	FL	32401	8AE944
Mercury Marine Plant 52		Fond du Lac	WI	54935	54614X
Mercury Marine Design Center Plant 67	705 South Main Street St 200	Stillwater	OK	74074	
Mercury Marine Plant 73	1150 Northbrook Parkway	Suwanee	GA	30024	320656

Location Name	Street Address	City	State	Postal Code	UPS Acct #
Mercury Marine Plant 75	3421 East North Avenue Suite 101	Fresno	CA	93725	952860
Mercury Marine Plant 85	15351 S.W. 29th Street – Building C, Suite#800	Miramar	FL	33027	
Mercury Marine Plant 95	325 West Larsen Drive	Fond du Lac	WI	54937	E39E83
Mercury Marine Plant 98	660 South Hickory Street	Fond du Lac	WI	54935	
Mercury Marine Plant 103	4857 North Ronald Reagan Pkwy	Brownsburg	IN	46112	8A832R
Mercury Marine c/o Geodis	122 Kohlman Road	Fond du Lac	WI	54935	
Mercury Marine – Miramar		Miramar	FL	33025	OR9A35
Mercury Marine c/o Spectrum	500 Industrial Park Drive	Selmer	TN	38375	88WW10
Mercury Marine Seymour Street	487 S. Seymour Street	Fond du Lac	WI	54935	

General Instructions & Requirements

Mode Type and Weight Breakout:

Small Package: Single package less than 150 pounds and complies with the small package carrier's size requirements.

Less Than Truckload: Single shipment greater than 150 pounds and/or exceeds the small package carrier's size requirements but is less than 13,000 pounds **and/or** less than **13 linear feet** of the trailer floor space.

Truckload: Shipment greater than 13,000 pounds **and/or** greater than **13 linear feet** of the trailer floor space.

Purchase Order (PO) Number: The appropriate Mercury purchase order number(s) must be recorded on packing slips, bill of lading for LTL and Truckload carriers, and shipping manifest and labels for the Small Package carrier. **Failure to comply with the purchase order instructions may result in charge-backs and/or administrative fees.**

Multiple POs to Single Location: Mercury requires all multiple purchase orders to a single Mercury location to be combined into a single shipment under **one** bill of lading. The combined weight and dimensions must be used to determine the proper shipping method. The instructions and requirements listed in this document will determine whether to ship Small Package, LTL or Truckload.

Expedited Shipments: Suppliers may not use expedited services on Mercury paid shipments without authorization from a Mercury representative and must use a Mercury approved service provider. The supplier must provide the carrier with the name of a Mercury representative who authorized the shipment and the purchase order number(s) to ensure it is recorded on the shipment documents.

Regional LTL Consolidations/Milk Runs: Regional consolidation programs and/or milk runs have been established for Mercury companies to help reduce transportation costs, damage, and better coordinate operations at our receiving docks. Suppliers involved in these programs will continue to ship via the consolidation instructions.

Carrier Performance: We request your assistance to ensure our core carriers provide excellent service to our suppliers and Mercury. If additional support is required or you should have recurring

issues, please contact Mercury Transportation at mm.domestictrans@mercmarine.com to help resolve this situation.

Information Needed for All Shipment Requests

- Pick up and ship to full address
- Time shipment will be ready for pickup
- Description of freight
- Weight of freight, pallet count, and dimensions of pallets
- Any specific instructions (i.e. temperature controlled, hazardous materials, liftgate, etc.)
- Specific truck needed if not 53' dry van

Small Package, <150 Pounds

Package Size Requirements: UPS (www.ups.com, 1-800-PICK-UPS) is the authorized Mercury small package carrier for packages 0-150 pounds. All shipments should be sent using Ground Service unless otherwise directed and approved in writing by a Mercury employee.

Single packages must be less than 150 pounds and the below dimensions:

- Must not exceed 108 inches (270 cm) in length
- Must not exceed 165 inches (419 cm) in length and girth combined; Calculated as Length (longest side of package) + Girth (2x width + 2x height)

Multi-package shipments destined to a single Mercury plant location must be combined into a master carton and comply with single package guidelines illustrated above. Additional information on guidelines and restrictions can be found on the UPS or FedEx website. Single packages that weigh more than 70lbs or 31.5 kg require a special heavy-package label.

Dimensional Weight: All packages, especially packages with a large size to weight ratio, must be measured for dimensional weight calculation to ensure the correct weight is entered on the bills and/or into the UPS operating system. All UPS operating systems will automatically calculate dimensional weight when measurements are entered into the system. If using a UPS manual form, calculate the dimensional weight and enter it in the appropriate section of the document. Additional information on dimensional weight calculations can be found on the UPS website.

Purchase Order (PO) Number: Purchase order number(s) must be located on the label. Do not record or enter prefix data in the reference field for purchase order number(s). (Examples are: PO, PO#, Order#, P.O. or any other identifying prefix)

- If using a UPS system, enter Purchase Order number in Reference Field 1 for each package shipped.
- If using a UPS manual form, record Purchase Order number in first reference section for each package shipped.

Packages billed to Mercury without a valid purchase order number will be charged back to the shipper.

Billing Options (Shipping Methods): Shippers must use the proper billing option depending on the party that is responsible for the shipping charges. Drop shipments must use the "third party" billing option and the appropriate account number when the carrier is to invoice Mercury. Consignee billing is **not** an option.

- Shipper's Account (Prepaid):** Shipper is responsible for the shipping charges and the charges are billed to their account number.

- **Receiver (Freight Collect):** Consignee/receiver is responsible for the shipping charges and the charges are billed to their account number.
- **Third Party:** Shipping charges are billed to a party other than the shipper or consignee and billed to their account number.

Claims: The shipper is responsible for claims until the freight is accepted by the consignee. If the freight is not rejected at the moment of receipt, the consignee takes ownership of the product and must file the claim with the carrier. If freight is rejected, the carrier will contact the shipper to complete the claim process.

Less Than Truckload (LTL) 151-13,000 Pounds, and <13 Linear Feet

Shipping Requirements: Single shipments greater than 150 pounds, but less than 13,000 pounds and/or less than **13 linear feet** of the trailer floor space.

LTL Routing Matrix: LTL core carriers have been selected for each origin and destination shipment pairing in the U.S. domestic 48 contiguous states, including the District of Columbia. The LTL State to State Matrix can be found at [Appendix II on page 9](#).

Payment Terms: All freight that is to be paid by Mercury Marine needs to list the 3rd party payment company on the BOL. Carrier and freight class/FAK need to be included in the BOL. All expedite shipments need to be approved by a Mercury Marine employee. Failure to do so may result in higher freight costs which may be billed to the supplier. Payment terms need to be collect or 3rd party billing to:

Mercury Marine C/O Williams & Associates
405 East 78th Street
Bloomington, MN 55420

Purchase Order (PO) Number: The appropriate purchase order number(s) must be recorded on packing slips and on the bill of lading for LTL carrier shipments. Multiple purchase orders to a single Mercury plant location must be combined into a single shipment under the same bill of lading. Failure to combine multiple purchase orders on the bill of lading may result in charge backs to recuperate additional freight charges.

Packing Slip/Bill of Lading:

- **Packing slip:** Must be generated for each shipment and match the number entered on the Advanced Ship Notice (ASN). If there are multiple purchase orders for a shipment, each purchase order must have a separate packing slip. The packing slip must clearly be visible and enclosed in a plastic pouch on the exterior of the lead carton of each purchase order. Please place the packing slip end towards the tail of the trailer facing the doors for the receiving department. The packing slip must contain the purchase order number, Mercury part number(s) in sequential order, description, quantity and shipper's name.
- **Bill of Lading:** Must clearly identify shipment information (**including Mercury plant #**) and purchase order(s) included in the shipment. If you have multiple purchase orders, you must list all purchase orders on a single bill of lading or create a master bill of lading and attach the individual bill of ladings. You must clearly identify the shipper and consignee name and address on the bill of lading. All shipments must clearly identify the actual ship date, number of shipping units, actual weight, National Motor Freight Classification (NMFC) number, detailed description of articles and actual freight class on shipments. Mercury requires all suppliers to use the preferred LTL carrier's bill of lading or the VICS Bill of Lading. Please contact the preferred LTL carrier for your location to assist in questions on the bill of lading.

Packaging and Labeling: Shipments must be sufficiently packaged to withstand pressure applied by weight of the contents for each package and to prevent damages, splitting, spillage or theft during transit. All shipments must be shrink-wrapped or banded on pallets. Pallets must be clearly numbered to identify the total pallet count (i.e: 1 of 3, 2 of 3, etc.). All pallets must be labeled to clearly identify the destination location. Shipments must be tendered to the carrier as pallet "said to contain" cartons, and then agreed and initialed by the carrier on the bill of lading. The total number of individual cartons

in the shipment must be recorded on the bill of lading. To prevent removal of product or damage from stacking on a shipment, please record "Do Not Breakdown Pallet" on the bill of lading. Also, please use the appropriate warning labels on the pallet if necessary.

For more details, please see the **Packaging and Labeling Requirements** section of the Supplier Guidelines and Requirements. This can be found at <http://www.walt.mercurymarine.com/supplier/>
username: supplier password: Quality1

Truckload (TL)

Shipping Requirements: Shipments greater than 13,000 pounds and/or exceeding **13 linear feet** of a trailer floor space. All Mercury collect shipments must be scheduled with Mercury Transportation at least 24 hours in advance. It is the shipper's responsibility to work with our truckload carriers to meet the scheduled delivery date at the consignee. Should there be recurring capacity or service issues, please contact Mercury Transportation for assistance identifying the root cause and implementing corrective actions.

The below information must be e-mailed to mm.domestictrans@mercmarine.com **at least 24-hours before a 53' dry van needs to be at the shipper; 48-hour notice required for all specialized trucks:**

Payment Terms: All freight that is to be paid by Mercury Marine needs to list the 3rd party payment company on the BOL. Carrier and freight class/FAK need to be included in the BOL. All expedite shipments need to be approved by a Mercury Marine employee. Failure to do so may result in higher freight costs which may be billed to the supplier. Payment terms need to be collect or 3rd party billing to:

Mercury Marine C/O Williams & Associates
405 East 78th Street
Bloomington, MN 55420

Expedited Shipments

All expedited shipments need to have approval from a Mercury Representative prior to shipment. E-mail written approval including name and title of Mercury Representative and shipping instructions to mm.domestictrans@mercmarine.com prior to shipment. Mercury will arrange the expedite with a preferred carrier.


Shipments to Mercury Marine Plant 22

Shipments to Mercury Marine Plant 22 in Juarez, Mexico get cross-docked in El Paso, Texas through our freight consolidator, ProTrans. Please contact ProTrans at 1-888-744-7669 to set up your shipment. Contact Mercury Marine Transportation for any questions/concerns at mm.domestictrans@mercmarine.com.

Appendix I: State to State Matrix

****Any shipments inbound to Brownsburg, IN please use R&L Carriers.**

**** Any shipments to Fond du Lac, WI please use XPO logistics**

		Receiving State					
		AL, AR, AZ, CA, CO, CT, DC, DE, FL, ID, KS, KY, LA, MA, MD, ME, MI, MO, MS, NC, NE, NH, NJ, NM, NV, NY, OH, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT, WA, WV	MT, ND, WY	MN, IA	IN	IL	WI
Shipping State	AL, AR, AZ, CA, CO, CT, DC, DE, FL, ID, KS, KY, LA, MA, MD, ME, MI, MO, MS, NC, NE, NH, NJ, NM, NV, NY, OH, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT, WA, WV	R+L Carriers 1-800-543-5589 www.rlcarriers.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com
	MT, ND, WY	Fedex Express Freight 1-800-332-0807 www.fedex.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	Fedex Express Freight 1-800-332-0807 www.fedex.com
	MN, IA	R+L Carriers 1-800-543-5589 www.rlcarriers.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	N&M Transfer 800-236-0301 www.nmtransfer.com
	IN	R+L Carriers 1-800-543-5589 www.rlcarriers.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	Dohrn 1-800-747-3401 www.dohrn.com	N&M Transfer 800-236-0301 www.nmtransfer.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com
	IL	R+L Carriers 1-800-543-5589 www.rlcarriers.com	Fedex Express Freight 1-800-332-0807 www.fedex.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	N&M Transfer 800-236-0301 www.nmtransfer.com	N&M Transfer 800-236-0301 www.nmtransfer.com	N&M Transfer 800-236-0301 www.nmtransfer.com
	WI	R+L Carriers 1-800-543-5589 www.rlcarriers.com	N&M Transfer 800-236-0301 www.nmtransfer.com	N&M Transfer 800-236-0301 www.nmtransfer.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	XPO Logistics 800-610-6500 www.xpo.com	N&M Transfer 800-236-0301 www.nmtransfer.com