

Shipping Instructions

- ➔ Shipment method to be determined by combining all PO's for the week in the total.
- ➔ Packing slips must accompany all shipments for all PO's and items

Ship UPS Parcel Ground collect if: (Collect Acct #589444 / zip code 54906)

- ✓ Total shipment is 20 cartons or less AND is under 250 pounds AND total cube does not exceed 70 cubic feet (which is equivalent to a 5 foot tall pallet)
 - L x W x H in inches of 1 carton / 1728 = cubic feet per carton
 - Take that number X the number of cartons
 - If that number exceeds 67 then it needs to be put on a pallet and call Envoy

Example of combining shipments based on quantity and weight:

PRCH -	Number of cartons	Weight of each carton	Total Weight of PO	Resulting Ship Method
123456	12	12	144	If either of these PO's were shipping by themselves as the only shipment of the week, they would ship UPS parcel ground collect
456789	16	12	192	
IF both PO's are shipping the same week:				
BOTH PO's	28	12	336	If both PO's are shipping the same week, they would need to be put on a pallet and call for a carrier assignment from Envoy Logistics at 920-267-8709 x 1613 or email routing to ringman@Envoylogistics.net

Example of combining shipments based on cubic feet

PRCH -	Number of cartons	Weight of each carton	Total weight of shipment	L /W/H dims of each carton	LxWxH / 1728 = cubic foot per carton	Total cube of shipment is number of cartons x cubic foot per carton Needs to = under 67	Resulting Ship Method
123456	6	10	60	L =28 W =22 H=18	6.4	6 cartons x 6.4 = 38.4	If either of these PO's were shipping by themselves as the only shipment of the week, they would ship UPS parcel ground collect.
456789	8	10	80	L =28 W =22 H=18	6.4	8 cartons x 6.4= 51.2	
IF both PO's are shipping the same week:							
BOTH PO's	14	10	140	L =28 W =22 H=18	6.4	14 cartons x 6.4= 89.6 This would be equivalent to about a 75" pallet or 2 pallets if cartons do not fit well on pallet	If both PO's are shipping the same week, they would need to be put on a pallet and call for a carrier assignment from Envoy Logistics @ 920-267-8709 x1613 or email ringman@Envoylogistics.net because the total cube is greater than 67 (even though the cartons are under 20 and the total actual weight is under 250)

For ALL pallet and/or floor loaded truck load shipments

**→ Call Envoy Logistics at +1 (920)267-8709 x1613
-or- ringman@envoylogistics.net**

Account Representative: Becki Ingman

Phone: 920-267-8709 Ext 1613

Email: ringman@envoylogistics.net

State that you have a shipment for Silver Star Brands and need a carrier assignment.

**Envoy will tender the pick-up and provide
the bill of lading for the shipment**

For questions not directly related to routing please contact the Distribution Center:

Rachel Green	Tonya Hitz
Rgreen@silverstarbrands.com	Thitz@silverstarbrands.com
920-232-6456	920-232-6436

Additional Shipping Vendor Compliance Notes

- Shipping cartons cannot exceed 50 pounds
- Do not tape or use banding to combine multiple cartons together for transit –
 - If small cartons use a larger shipper carton to combine multiple cartons
- Make sure all cartons are properly labeled with PO#, SKU, quantity, - see VCM for full detail
 - <http://www.silverstarbrands.com/vcm>
- Other questions can be directed to your Product Planner that is listed on your Purchase Order
- Silver Star Brands company phone number is +1 (920) 231-3800

Thank you for being a Silver Star Brands Partner!

"X" ↓	Silver Star Brands Routing Request
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Shipping to: Silver Star Brands - 2155 South Oakwood Road, Oshkosh, WI 54906
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If other ship-to destination:	
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Shipper Information	Company Name		Date Available to ship	
	Pick Up Address			
	City, State, Zip		Loading hours	
	Contact Name			
	Phone number		Load will be scheduled based on date-available-to-ship	
	Email Address			

Purchase order info		Item information		
Purchase Order #	Due Date	SKU #	# cartons	Brief Description of item
Total number of cartons				Total Number Pallets
Total Weight of Shipment		← "X" if standard 40x48 dimension pallets		
		If not standard pallet length and width:		
		Width		Length
Email this request to:	Becki Ingman		Height(s) of pallets - use below if various	
	Ringman@envoylogistics.net			
Or call	920-267-8709 ext 1613			
All pallet shipments, less-than-truck load (LTL) and truck load routing must go through Envoy Logistics				

Silver Star Brands vendor compliance manual available at: https://silverstarbrands.com/vcm	
Silver Star Brands Receiving contact information:	Tonya Hitz 920-232-6436 / Thitz@silverstarbrands.com Rachel Green 920-232-6456 / Rgreen@silverstarbrands.com