

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 920-267-8709 Ext 1613**
OR
→ Email routing request to 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	Brent Williams
Rgreen@silverstarbrands.com	Bwilliams1@silverstarbrands.com
920-232-6456	920-232-6324

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 920-231-3800

Thank you for being a Silver Star Brands Partner!

ALL pallet shipments, LTL and truck load routing, must go through Envoy Logistics.
Becki Ingman at ringman@envoylogistics.net or call 920-267-8709 Ext 1613

"X"	Silver Star Brands Routing Request				
Shipping to: Silver Star Brands @ 2155 South Oakwood Road, Oshkosh, WI 54906					
If other ship to destination:					
Shipper Information	Company Name			Date Available to ship	
	Pick Up Address			Loading hours	
	City, State, Zip				
	Contact Name			Load will be scheduled based off of Date available to ship	
	Phone number				
	Email Address				
Purchase order info		Item information			
PRCH- # _____	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 of pallets - use below if various		
	Ringman@envoylogistics.net				
Or call	920-267-8709 X 1613				
All pallet shipments, less that truck load (LTL) and truck load routing must go through Envoy Logistics					
Silver Star Brands vendor compliance manual available at: www.silverstarbrands.com/vcm					
Silver Star Brands Receiving contact information:		Brent Williams 920-232-6324 / bwilliams1@silverstarbrands.com			
		Rachel Green 920-232-6456 / Rgreen@silverstarbrans.com			