

## BUYERS' INFORMATION GUIDE

### Definitions:

**Routing:** The method of shipping goods via a common carrier or using the seller's equipment. It may include the shipping mode (e.g., air, truck, rail, ship) as well as the authorized carrier.

**Shipping Terms:** A purchase order/contract term that identifies the point at which title and risk of loss passes from the seller to the buyer (e.g., Free on Board (F.O.B.) "origin" or "destination") and whether the cost will be paid by the buyer or seller.

**Obtaining Routing Rate Quotes:** When requesting freight costs or routing information, the following information is necessary:

- Origin City, State and Zip Code
- Destination City, State and Zip Code
- National Motor Freight Classification and Shipping Class (Obtain From Supplier)
- Special Shipping Requirements (Obtain From Supplier)
- Description of Commodity
- Shipping Weight

**Single or Multiple Deliveries:** Purchase Orders (POs) normally provide for only **ONE** shipment of all items, unless different delivery dates or "installment" deliveries are specifically authorized. If requesting **MORE THAN ONE SHIPMENT ON A SINGLE PO**, it must be noted on the PO.

**Special Shipping Requirements:** Depending on whether the goods purchased are perishable or fragile, special handling may be necessary to ensure delivery of undamaged goods. Consult Transportation Management for any special needs such as airfreight, padded van, flat bed, temperature control, etc. Include special shipping requirements in the Shipping Instructions.

**Purchase Order Terms:** When cost and routing have been obtained from Transportation Management, the following statement must be noted on the PO:

### SHIPPING INSTRUCTIONS:

Supplier route via \_\_\_\_\_.

(Include any special shipping/handling requirements)

Carrier's telephone number \_\_\_\_\_.

Annotate Bill of Lading as follows:

"Freight for the State of California, Tender Number \_\_\_\_\_ applies.

State of California Purchase Order Number \_\_\_\_\_.

SHIP "FREIGHT COLLECT."

Estimated Freight \$ \_\_\_\_\_.

If supplier is unable to use this carrier, call Transportation Management at (916) 376-1888.

**Need Help?** Call Transportation Management for all your shipping needs at (916) 376-1888 or email [TransportationManagement@dgs.ca.gov](mailto:TransportationManagement@dgs.ca.gov) or see our website at [www.pd.dgs.ca.gov/traffic](http://www.pd.dgs.ca.gov/traffic)