

# Amazon Bulk Bookseller Shipping Instructions

## Arranging the Freight Pickup and Billing

Freight pickup and billing should go to McKenzie's UPS Freight Account: #3679898 Collect.

Follow these steps:

1. **Register.** Shipping pallets to McKenzie Books will require a UPS account. If you do not have an account, go to <http://ltl.upsfreight.com> and click the Register button in the upper right corner of the screen.
2. **Login.** Once you have a UPS login, proceed to: <http://ltl.upsfreight.com> and login.
3. **Click into Bill of Lading.** Click the link from the My LTL Freight screen ([show me](#)).
4. **Fill out the Bill of Lading.** Note: When filling out the Bill of Lading, Beaverton and Aloha are considered the same city ([show me](#)).
5. **Click into Pickup Request.** Click the link from the My LTL Freight screen ([show me](#)).
6. **Fill out the Pickup Request form** ([show me](#)).

If you need assistance, visit their [online support](#) center. Or, call UPS Freight at 800-333-7400.

## Shipping Address

McKenzie Books  
15370 SW Millikan Way  
Beaverton, OR 97006

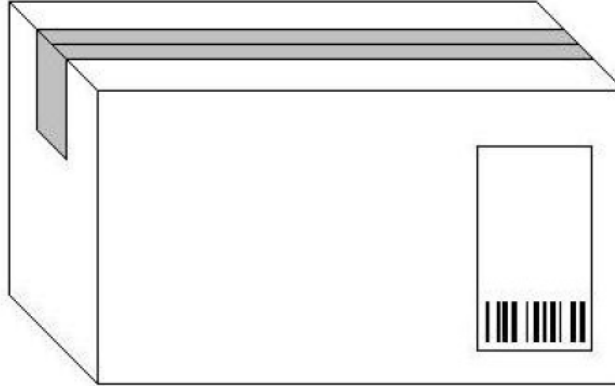
## Carton Packaging

1. Pack cartons with items relating to only one invoice, whenever possible. If cartons must contain items for more than one invoice, include a carton-level packing slip.
2. Pack cartons to weigh no more than 50 lbs/25 kg. Attach a label that clearly indicates "Overweight" to all cartons weighing more than 50 lbs/25 kg.
3. Cartons and packing materials (e.g. dunnage, void fill) should sufficiently protect items in transit.
4. As an example of an appropriate carton spec, we use an RSC (regular slotted carton), B flute, ECT-32 (edge crush test), 200BH (burst strength).
5. Use large-sized dunnage, such as air pillows, full sheets of paper, sheet foam or bubble wrap. Do not use loose fill of any kind, such as Styrofoam peanuts or shredded paper.
6. Do not ship items in gaylords (pallet sized cartons).

## Carton Labels

1. Print or affix a carton label on the exterior of each carton in an un-obscured location and in a condition that is easily visible, preferably on the side of the carton. **Include a label on every carton.**

2. Do not place carton labels over a seam of the carton. To preserve the readability of carton labels, place them on cartons at least 1.25 "/3.2 cm away from corners, edges or tape that may cover or distort the label. See diagram below:



3. Include the following information on carton labels in at least 12 pt font (in most cases you can use your standard shipping label and add the Invoice #):

**Invoice #:** (list of all Invoice #s for contents of cartons)

To: McKenzie Books

Attn: Amazon Bulk Bookselling

From: (Your Company's Name)

Carton#: (Box \_\_\_\_ of \_\_\_\_)

4. No pricing information or the name of another retailer should appear anywhere on the label.

## Building Pallets

1. When possible, palletize all LTL and TL shipments.
2. When palletizing cartons for shipment, build pallets with the labels facing outwards.
3. Use 40"x48"/ 1x1.25 meters, 4-way access, wood pallets, whenever possible.
4. Do not ship items on pallets made of weak materials, such as cardboard or particle board.
5. Do not ship items on PECO pallets, as they cannot be moved using a standard pallet jack.
6. Ship only on pallets that are in good condition and free of damage. Amazon recommends that items be shipped on GMA Standard Grade B or higher grade pallets.
7. Stack cartons on pallets so that they are stable and flush on all sides, whenever possible. Brick stacking, with heaviest items on the bottom is recommended.
8. Do not let cartons overhang the edges of pallets.
9. Stack pallets no higher than 60 "/1.75 meters including the pallet itself.
10. Do not ship pallets that exceed 1500 lbs/675 kg in gross weight.
11. Securely stretch-wrap cartons to pallets. Ensure that stretch-wrap completely affixes product to the pallet, so as to prevent shifting during transit.
12. Pallet exchange or rental return is not available.

## Pallet Labels

1. Affix a pallet label with the following information to each pallet:
  - Pallet # \_\_\_\_\_ of \_\_\_\_\_ total
  - Bill of Lading number (BOL#)
  - Pro, waybill, or other carrier tracking number
  - Invoice number(s)
2. If the pallet is wrapped in plastic, the pallet labels must be placed on the outside of the plastic wrap.




*Example of a correctly stacked and stretch-wrapped pallet*



*Example of a Pallet Label*

## Click Bill of Lading

**My LTL Freight Welcomes NITA ADAMS**  
10/16/2012

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### My LTL Freight

<b>Urgent Services</b>  Obtain quotes and track your LTL urgent shipments.  <a href="#">→ Urgent Services</a>	<b>Rating</b>  Get rates for your LTL shipments with pricing provisions automatically applied.  <a href="#">→ Rates</a>	<b>Images</b>  Look up images of your important shipping documents faster and with greater flexibility.  <a href="#">→ Images</a>	<b>View, Manage, Pay Online</b>  UPS Freight now offers you the ability to view, manage, and pay your invoices online through the secured UPS Billing Center. Learn more <a href="#">here</a> . To enroll, click <a href="#">here</a> .  <a href="#">→ Learn More</a> <a href="#">→ Enroll Now</a>	
<b>Tracking</b>  View your charges and detailed LTL tracking information.  <a href="#">→ Track</a>	<b>Billing</b>  Review your current open invoices and associated documents.  <a href="#">→ Billing</a>	<b>Reporting</b>  Create your own customized reports in the format you need, with templates for repeat use.  <a href="#">→ Reports</a>		<b>Related Links</b>  If you ship LTL freight and loose packages, learn how you can now ship both using UPS.com.  <a href="#">→ Learn More</a>
<b>Bill of Lading</b>  Complete a bill of lading online, with top commodities preloaded. Schedule pickups and link to other applications.  <a href="#">→ Bill of Lading</a>	<b>Notify</b>  We monitor your shipment activity and, based on your selections, send you (or your designees) notification when chosen events occur.  <a href="#">→ Notify</a>	<b>Pickup Request</b>  Schedule the time and place for us to pickup your shipment. You can also elect to receive or send notifications about your pickup status.  <a href="#">→ Pickup Request</a>		
<b>MABD Planner</b>  Provides pickup and delivery date options based on your shipment's "must arrive by" delivery window or date.  <a href="#">→ MABD Planner</a>	<b>Customize</b>  Customize eBol with your personal settings.  <a href="#">→ Customize</a>			

## Fill out the Bill of Lading

ups  
eBOL System

Home : My Profile : Logout

Welcome Urgent Rates Images eBOL Create

BD Pickups Customize Book Commodities List

Returning User  
Quick load a saved BOL from your templates and print

You are the shipper. Fill out this section.

McKenzie Books is the Consignee (To).

McKenzie Books is the Bill To (Paying Party).

1 pallet is 1 piece.

Click the circle for Collect

Click +

Weight including the weight of the pallet.

Make your description "Used books"

Class 65000

Optional Information

Click to expand this view [+]

PRO Number

Enter pre-assigned PRO Number or leave blank to be automatically assigned

Format

UPS VICS

Save as

Template For BOLs you'll reuse

Draft To complete the BOL later

Name:

Save Only

Clear Form


Make Default

CREATE

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## Click Schedule a Pickup



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<b>Tracking</b>  View your charges and detailed LTL tracking information.  <a href="#">→ Track</a>	<b>Billing</b>  Review your current open invoices and associated documents.  <a href="#">→ Billing</a>	<b>Reporting</b>  Create your own customized reports in the format you need, with templates for repeat use.  <a href="#">→ Reports</a>	<b>Related Links</b>  If you ship LTL freight and loose packages, learn how you can now ship both using UPS.com.  <a href="#">→ Learn More</a>
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## Fill out Pickup Form



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[Click Here For History](#)

**1. Pickup**

Pickup Date:

Shipment Ready At:

08:00am

Pickup Open/Close:

08:00am

to

05:00pm

**2. Pickup Information**

From Address Book:

(new address)

☐ Save as new address

Contact Name:

Company:

Address:

Country:

US

City:

State:

AL - Alabama

Zip/Postal Code:

Telephone:

Ext:

E-Mail:

**3. Requester Information**