
APPENDIX A: SHIPPING SPECIFICATIONS - DOMESTIC

Distribution Centers

Ingram has two distribution centers to support IPS. Based on the warehouse destination on the PO, inbound shipments should be consigned to one of the addresses below.

Jackson, TN

Ingram Publisher Services
C/O (Input Publisher Name)
210 American Drive
Jackson, TN 38301
731-988-3129 x 51305

Chambersburg, PA

Ingram Publisher Services
C/O (Input Publisher Name)
1280 Ingram Drive
Chambersburg, PA 17202
717-262-4868

Receiving Hours: 7:00AM – 2:30PM CST Monday thru Friday

- Appointments are necessary for full truck load and container deliveries
- Appointments are not necessary for LTL deliveries

Routing Instructions

In order to take advantage of the competitive freight rates IPS offers, follow the below routing instructions for all inbound shipments. If shipping prepaid, use the carrier of your choice. Failure to adhere to the guidelines (weight breaks and carriers) when shipping collect or 3rd party to IPS will result in a \$200.00 service fee. Shipping collect or 3rd party to IPS on a carrier not listed below will result in a \$200.00 service fee + the freight costs billed to IPS by that carrier.

UPS (Shipments up to 450lbs)

1. Ship via UPS Ground to the corresponding DC address noted above
2. Designate all packages as UPS Ground to be billed 3rd Party
 - i. UPS account number 44FE30
 - ii. 3rd party billing address is: Ingram Transportation C/O (Publisher Name) PO Box 860 LaVergne, TN 37086
3. Place your IPS Pub Name or IPS Pub # in Reference Field 1
 - a. If you do not have an IPS Pub #, contact IPS Transportation Services.

Less than Truckload or LTL (451 – 10,000lbs or 10+ Pallets)

1. Use R&L Carriers for shipment of freight into selected DC
 - i. Call R&L Carriers at 800-543-5589 for pick-up
2. Ensure BOL is completed and Freight Terms noted are 3rd party

- i. 3rd party billing address is: Ingram Transportation C/O (Input Publisher Name) PO Box 860
LaVergne, TN 37086
3. Books should be described as NMFC# 161560 Books, Class 65

Full Truckload (10,001lbs or 10+ pallets)

1. If shipment exceeds 10,000lbs or 10 pallets of floor space it will need to ship full truckload. Please contact inbound.transportation@ingramcontent.com for detailed routing instructions.

Additional Details

- When shipping cartons for new sellable product, all cartons must be clearly marked with labeling that reads: "ATTN: RECEIVING NEW PRODUCT"
- The publisher is required to combine all same day orders on a single bill of lading (BOL) and make one shipment per day.
- Pallet height should not exceed 60 inches

Drop Shipments

1. For any shipments directly from a printer or 3rd party delivering to an IPS distribution center please follow the above routing guidelines for domestic shipments.
2. Ensure freight terms are noted as third party, billing to the following address:

Ingram Transportation C/O (Input Publisher Name) PO Box 860 LaVergne, TN 37086

Please contact inbound.transportation@ingramcontent.com for further details or assistance if needed.

IPS Transportation Contacts

General Questions Comments/Concerns:

IPS Transportation

615-213-7412

IPSTransportation@ingramcontent.com

John Latimer

Transportation Manager

P: 615-213-7017 C: 615-218-6978

john.latimer@ingramcontent.com

Inbound Routing Questions:

Inbound.transportation@ingramcontent.com

615-213-7413