

# MBUSI Service Parts

## Supplier Guide

### Transportation Requirements



Mercedes-Benz

Created on: 5/1/2022  
Modified on: 4/18/2024

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**Failure to comply with the MBUSI Service Parts Supplier Guide could result in damages under the Master Terms Direct Purchasing**

## Document History

<b>Version Number</b>	<b>Author</b>	<b>Location of Change(s)</b>	<b>Summary of Changes</b>	<b>Date</b>
Version 1	GCHAFFI		Final Draft Version	5/1/2022
Version 2	GMORA	MBUSI Contacts / LTL Carriers	Revised MBUSI contacts and removed LTL carriers	10/18/2023



## Transportation Requirements

This guide is intended solely for the purpose of routing all Mercedes-Benz North American-sourced service parts. Unless otherwise notified by your Global Service Parts Transportation Specialist, do not deviate from the shipping instruction below:

### MBUSI Contact Information:

Name	Name	Email Address	Phone Number
Domestic	Ray Broxson	<a href="mailto:ray.broxson@mercedes-benz.com">ray.broxson@mercedes-benz.com</a>	205-219-7110
Domestic	Cody Minor	<a href="mailto:cody.minor@mercedes-benz.com">cody.minor@mercedes-benz.com</a>	205-310-0904
Domestic	Daniel Fenimore	<a href="mailto:daniel.fenimore@mercedes-benz.com">daniel.fenimore@mercedes-benz.com</a>	205-219-7758
International	Arturo Gonzalez	<a href="mailto:arturo.gonzalez@mercedes-benz.com">arturo.gonzalez@mercedes-benz.com</a>	205-219-7137
International	Chang Hun Son	<a href="mailto:Chang_Hun.Son@mercedes-benz.com">Chang_Hun.Son@mercedes-benz.com</a>	205-650-9896
International	Gerardo Mora	<a href="mailto:gerardo.mora@mercedes-benz.com">gerardo.mora@mercedes-benz.com</a>	205-225-8617

### Content:

1. Service Parts must NOT ship on the same trailer as Production (OEM), CKD/SKD, or the Battery Plant
2. Billing information: 3rd party billing must be on the bill of lading to show bill to:

**Mercedes Service and Parts**  
**P.O Box 100,**  
**Tuscaloosa, AL 35403**

Or **email** freight invoice to:

[138\\_ServiceParts-Invoice-International@mercedes-benz.com](mailto:138_ServiceParts-Invoice-International@mercedes-benz.com)

**\*Note: When scheduling pick up, be sure to advise carrier to BILL FREIGHT CHARGES COLLECT TO MBUSI FOR EVERY SHIPMENT to avoid unnecessary invoices/billing issues.**



3. Unless otherwise instructed all parts must be shipped to the following address:

**North America Central Warehouse (NACW)**  
**Building 520 Gate 40**  
**933 Scott G. Davis Pkwy**  
**Woodstock, AL 35188**

4. **Receiving hours are 6:00am- 2:00pm (Monday-Friday) and 9:50pm-1:20pm (Sunday-Thursday) by appointment only (Additional times in the evening may be available for drops only)**

- a. \*The Supply Chain Management group will inform you if a **Saturday delivery** is possible. In this case, the same rules apply (ASN/Appointment required- See Below). If there is a need or desire to take advantage of a Saturday delivery, please align with the transportation specialist for appointment availability.

5. **Appointment Information:**

- a. **Carriers are required to make delivery appointments. This is strictly enforced.** Deliveries could be denied at the gate as a result of failure to adhere to appointment requirements. For reference, appointment creation guidance for carriers can be found at the link below. **Note:** You may have to “Save As” before the link will open.



OpenDoc Tutorial (OpenDoc Tutorial.mp4)

- b. Appointments must be made (FTL), or requested (Local Area Network) **at least 24 hours** in advance to the desired appointment date. To secure your desired timeslot, consider creating/requesting the appointment farther in advance.
- i. It is possible to get set up on recurring deliveries. To inquire about this, please reach out to the Transportation Specialist contacts.
- c. All shipments must always be preceded by an Advanced Shipment Notice (ASN) sent via EDI by the supplier. This is required, as the ShiplD, or output of a successfully transmitted ASN, is necessary for appointment creation. Any shipments sent without an ASN risk rejection at the cost of the sender. For more ASN information, please see the ASN section of the Supplier Guide.
- i. For non-LAN deliveries, the supplier is responsible for providing the ShiplD to the carrier. The carrier is then responsible for submitting the ShiplD as part of the appointment creation.
- ii. For LAN deliveries, where the supplier’s location prevents the ShiplD from being generated 24 hours in advance, the supplier is responsible for providing the ShiplD to the CFI Representative. The CFI Representative will then enter the ShiplD into the system prior to the truck’s arrival.



6. **Carrier Information:**

**We require that you honor the following instructions**

- a. If an alternative carrier is needed, reach out in advance to the contacts above for Domestic/International routing. Please note, the more notice the transportation team receives; the faster the request can be fulfilled. Requests are generally filled same or next day depending on time of request and availability of the alternative carrier.
- b. New carriers must be “Set-Up” in the MBUSI Service Parts system. Please instruct your carrier to contact a transportation specialist prior to creating an initial appointment to complete the set-up process.

**Basic information required for ALL pick up types (Provided to the carrier by the supplier):**

- a. Address of pick up location
- b. Ready time for pick up
  - a. Failure to load freight at the scheduled time can lead to carrier damages being levied to the supplier
  - b. Same day appointment cancellations can lead to carrier damages being levied to the supplier
- c. Shipping Hours of Operation
- d. Onsite contact responsible for shipment. **Name and contact information (incl. Phone #)**
- e. Freight quantity (how many pallets, cages, bins...)
- f. Estimated/approx. weight of shipment?
- g. Confirm if freight is or is not stackable
- h. Provide adequate paperwork (BOL) for driver at time of pick up (mark “Freight charges COLLECT to MBUSI” on Bill of Lading as necessary) Place the Ship ID on the BOL or attach print out.

**MBUSI will NOT create BOL for inbound shipments**

**Note:** If assistance is required beyond these guidelines, please contact your MBUSI Service Parts Transportation Specialist.

**For Local Area Network (LAN) deliveries:**

<b>Carrier</b>	<b>Shipment Range and validity</b>	<b>Contact Details</b>
TA Dedicated	LTL / Truckload, <b><u>for suppliers within a 100 mile radius of our location</u></b>	Kim Rhoades <a href="mailto:Krhoades@tadedicated.com">Krhoades@tadedicated.com</a> 205-903-4257



**For Truckload (FTL) deliveries:**

TRUCK LOAD CARRIER INFORMATION			
Carrier	Volume/Weight Range	Account Number	Email Address
Based on current contracts	13 or more non-stackable standard size pallets	Variable	Contact MBUSI Domestic Transportation Team

**For LTL (Less-Than-Truckload) deliveries:**

LTL CARRIER INFORMATION			
Carrier	Volume/Weight Range	Account Number	Telephone Number
AVERITT EXPRESS (LTL)	12 or less <u>non-stackable standard size pallets</u> (48x48x -); <b>OR</b> 24 ft. of trailer space or less; <b>OR</b> 20,000 lbs. or less weight limit	0738 14 1	(800) 283-7488

Approved **LTL** carriers by state:

1. Averitt Express – **AL, AR, CA, GA, LA, MS, NC, NM, SC, TN, TX, CA, CT, ID, IL, IN, KS, KY, MA, MI, MN, MO, MS, NH, NM, NY, OH, PA, TN, UT, VA, WI**

Scheduling of **LTL** pick-ups:

**Note:** Website access requires personal/corporate login creation

1. Averitt Express – 1-800-AVERITT (289-7488);  
[customerservice@averittexpress.com](mailto:customerservice@averittexpress.com);  
<https://www.averittexpress.com/secure/pickup-request/ltl>
  - Preferred method: Phone

BOL templates by carrier (if necessary):

1. Averitt Express –  
<https://www.averittexpress.com/public/resources/documentCenter/index.jsp>

LTL/BORDER Scheduling process for freight shipped from Mexico or Canada:

- a. Incoterms are DDP, supplier assumes responsibility for customs clearance
- b. **Broker** schedules LTL pick up with Averitt Express via the methods above to ensure accuracy and integrity of the freight by the team responsible and handling the freight on the US side
- c. Report damages, take photographs as necessary
- d. MBUSI Service Parts does **not** pick up direct from Mexico or Canada
- e. MBUSI Service Parts nor the Mexican/Canadian supplier should be expected to schedule LTL pick ups



**For Small Package deliveries:**

<b>SMALL PACKAGE CARRIER INFORMATION</b>			
<b>Carrier</b>	<b>Weight Range</b>	<b>Contact</b>	<b>Telephone Number</b>
FEDEX	1 - 50 lbs.	Ray Broxson <a href="mailto:ray.broxson@mercedes-benz.com">ray.broxson@mercedes-benz.com</a>	205-219-7110
		<b>OR</b> Gerardo Mora <a href="mailto:gerardo.mora@mercedes-benz.com">gerardo.mora@mercedes-benz.com</a>	205-225-8617

**Expedites:**

In the event that an expedited shipment is required, please contact your transportation specialist and inform your SCM contact.

