

# Vendor Transportation Guide

## Routing and Shipping Documentation

- A detailed packing slip indicating the number of pallets per title, quantity, and title code number for each item must accompany the shipment. This may be in a marked carton or in a blister envelope affixed to a carton on the last pallet loaded on the trailer. The packing slip should list the total number of pallets for each title.
- The Houghton Mifflin Harcourt P.O. number, CH Robinson's HMH number, number of cartons, classification of the products, total weight, title number(s), and the weight of each title must be shown on each Bill of Lading (an example can be found on the CHR website as noted below).
- Vendors will transmit shipment data to C.H. Robinson online at <https://navisphere.chrobinson.com>. If a vendor does not have a website login/password, access can be obtained by emailing [hmhpub@chrobinson.com](mailto:hmhpub@chrobinson.com) or calling 877-594-8606.
  - CHR can also provide a manual ASN (Advance Shipping Notice) and a copy of the HMH Bill of Lading if online access is not available, otherwise these documents can be found on the CHR portal under View Documents/SOP tab. The intent of this transmission is to arrange for the pickup of the product and to facilitate the HMH receiving plan, all of the appropriate information must be filled in on the site/manual form.

## HMH Domestic Inbound Routings

Standard shipping and consolidation instructions are kept by HMH Corporate Transportation. You can reach the HMH Transportation Group at (317) 351-3502 or via email @ [ruth.guthrie@hnhco.com](mailto:ruth.guthrie@hnhco.com).

Approval must be obtained from the HMH Transportation Group before the following items are deviated from:

- Holding orders for consolidation beyond the time cited in the instructions.
- No alternative carriers are to be used unless that carrier is listed as an approved carrier on the routing instructions.

### Under 500 pounds Domestic Shipments Only



Shipments weighing less than 500 lbs should be routed via UPS Ground (Air with approval) and billed to a designated HMH UPS account when shipping inside the United States.

**Please ship via UPS Ground for all shipments. Please Contact Sande Raney ([sande.raney@hnhco.com](mailto:sande.raney@hnhco.com)) for the UPS account number**

**NO UPS FREIGHT SHIPMENTS WILL BE APPROVED FOR PAYMENT**

### Under 500 pounds International Shipments Only

Shipments weighing less than 500 lbs. should be routed via UPS and billed to a designated HMH UPS account when shipping international.

**Please Contact Sande Raney ([sande.raney@hnhco.com](mailto:sande.raney@hnhco.com)) for the UPS account number.**

**\*\*\*\*You must reference the DIVISION CODE in the reference field of your UPS shipping system\*\*\*\***

**Division Code must be visible in the reference field when using the UPS shipping system.**

DIVISION	DIVISION CODE
HOLT-MCDOUGAL	M1
SCHOOL	S1
RIVERSIDE	A1
GREAT SOURCE/SUPPLEMENTAL	G1
TRADE	T1
HEINEMANN	TGH
ISG	ISG

**Third Party Billing address for HMH UPS Account:**

**Houghton Mifflin Harcourt  
2700 N Richardt Ave  
Indianapolis, IN 46219**

The specific division's Production/Manufacturing departments should provide **ORANGE HMH** receiving labels to the vendor. Please request these if not provided. These labels must be used, and the appropriate information filled in on each inbound title. Please place label request by contacting [robert.dyer@hnhco.com](mailto:robert.dyer@hnhco.com).

**ATTN: RECEIVING DEPARTMENT  
NEW PRODUCT RECEIPT**

**PROCESS IMMEDIATELY UPON REQUEST**



**Houghton Mifflin Harcourt**

## **HMH International Inbound Routings** **Overseas and Import Shipments**

HMH will route and assume responsibility for all shipping costs from the point of origin based on the incoterm agreed to on the purchase order (Terms of Delivery). Please contact the HMH Procurement group at [sande.raney@hmhco.com](mailto:sande.raney@hmhco.com) if you are unsure which incoterm should be used.

Shipments weighing **less than 100 lbs.** should ship via **UPS Expedited** and billed to designated HMH account number.

### **International shipments over 100 lbs**

#### **CH Robinson Worldwide Inc.**

26555 Evergreen Road

Suite 300

Southfield, MI 48076-4227

**Email:** [hmhinternational@chrobinson.com](mailto:hmhinternational@chrobinson.com)

T-248-948-9430

F-248-948-9490

Additional booking forms and International CHR contacts by county can be found on the CHR portal as well. If a vendor does not have a website login/password, access can be obtained by emailing [hmhpub@chrobinson.com](mailto:hmhpub@chrobinson.com) or calling 877-594-8606

#### **International Booking Requirements:**

##### Timing:

Ocean Freight: 10-14 days prior to BBD date.

Air Freight: 5-7 days prior to BBD date > **MUST HAVE APPROVAL FROM HMH**

## HMH International Export Routings from Domestic Vendors

### Shipping from Domestic Vendor Direct to an International Customer

**EXPORTs (under 500 lbs)** – Utilize UPS a designated account number when shipping to international locations from within the United States. **Please Contact Sande Raney ([sande.raney@hnhco.com](mailto:sande.raney@hnhco.com)) for the UPS account number**

**EXPORTs (over 500 lbs)** - When shipping to international locations from within the United States, ship Seko Logistics.

The vendor should contact Seko Logistics to arrange pick-up at vendor location: [INTLAIR@MDLogistics.com](mailto:INTLAIR@MDLogistics.com).

### Shipping from a Domestic Vendor to a Customers Freight Forwarder

Follow inbound domestic routing instructions contained on Page 3. Provide all international documentation

Customer Routed Shipment  
(Customer's carrier picks up at vendor facility)

HMH will provide the vendor the customer's carrier contact information. The vendor will contact the customer's carrier to arrange for pick-up at the vendor location. The commercial invoice and packing list will need to be provided to the vendor. At the time of pick-up, the vendor will provide all applicable documentation to the customer's carrier.

### **Commercial Documentation:**

The following documents are required at a minimum for all shipments. Other commercial/customs documents may be required on a country by country basis based on local law.

- Commercial Invoice
- Packing List

\*Please provide these documents in Microsoft Excel format.

### **Commercial Invoice Requirements:**

- 1) Full description of merchandise in English, cannot be just a part number/PO#, etc.
- 2) Country of Origin- this MUST be the country in which the goods were produced, NOT just where shipping from.
- 3) Piece count
- 4) Value per item
- 5) TOTAL invoice value
- 6) Currency of the commercial invoice (USD is preferred)
- 7) Foreign shipper/manufacturer name and address

### **Important reminders:**

HMH PO# and FINAL delivery location (example: HMH warehouse) must be mentioned on all booking forms

Vendors must supply a “HMH ISF Template” at time of booking so CHR can perform the Importer Security Filing on behalf of HMH. Freight will not move until this document is provided.

Above documents are to be sent to the corresponding origin office found in the attached “CHR Contact Information” document (which can found on the CHR Portal) or you can request this information manually by emailing [hmhinternational@chrobinson.com](mailto:hmhinternational@chrobinson.com)

International documentation questions can be directed to [Christina.Myers@hnhco.com](mailto:Christina.Myers@hnhco.com).

**All freight must be properly packaged for international movement. Freight moving via containerized ocean freight, loaded at the factory premises must be FLOOR LOADED, no pallets (wood or otherwise) are acceptable.**