



TAILORED SOLUTIONS.
TRUSTED SERVICE.
TOUGHEST APPLICATIONS.

Routing & Billing Instructions for shipments

Domestic Shipments:

Parcel:

For shipments under 150 lbs., and XMEK is paying the freight, please ship with UPS Ground with the appropriate account number for the location you are shipping to.

Whse #	Name	Address	City	St	Zip	UPS
51	XMEK Dallas	1160 Mustang Dr Ste 100	DFW Airport	TX	75261	751585
11	XMEK Milwaukee	16235 W. Beloit Rd	New Berlin	WI	53151	576636
21	XMEK Seattle	2230 Lind Ave SW Ste 110	Renton	WA	98057	943953
24	XMEK Portland	12480 NE Marx St	Portland	OR	97230	4651W0
31	Turpen and Associates an XMEK Co.	12437 E 60th St	Tulsa	OK	74146	X73909 / 02Y972 (TAG)
61	Everseal Gasket an XMEK Co	8309 Cole Pkwy	Shawnee	KS	66227	690048
"00"	XMEK The Lab	3100 Airway Ave Ste 110	Costa Mesa	CA	92626	306FY8

Truck Freight:

For shipments 150 lbs and up, use CH Robinson.

There are two ways to tender shipments to CH Robinson.

1. Online: website www.chrobinson.com Please contact CH Robinson to receive credentials and training if needed.
2. Email: While the online method is preferred, you can also email the shipment specifics to, Xmek@chrobinson.com

For all LTL Shipments:

- Shipments must be tendered to CH Robinson by 2 pm local business time (Monday-Friday).
- Shipment info must include: product description, NMFC freight class, skid/pallet count, dimensions (L x W x H), total weight, PO Number, Invoice or packing list number.
- Shippers must utilize the BOL provided by CH Robinson.

CH Robinson Contact for truck freight: Jalisa Albert

Phone: 469-613-6532

Email: xmek@chrobinson.com

Note: suppliers who are shipping on a weekly basis must use CH Robinson's online portal Navisphere.

INTERNATIONAL SHIPPING INSTRUCTIONS ON NEXT PAGE



International Parcel Shipments:

- XMEK's approved international parcel forwarder is FedEx.
- Packages up to 68kgs (150 lbs) can ship with FedEx. Shipment total weight over 150kgs (330 lbs) ship air freight with CH Robinson per below instructions.
- **Fedex International Economy is our preferred shipping service.**
- Our buyers can update the service to FedEx International Priority Express if needed.
- **Use [Fedex.com](https://www.fedex.com) to book shipments.** FedEx recommends shipping 3rd party collect and reference account number for duty and taxes to be paid by recipient.
- If an inco-term is required for booking, use ExWorks (EXW)
- Our EIN number is 27-4130519 if needed.
- Provide the correct XMEK FedEx account number as needed per chart below.

Whse #	Name	Address	City	St	Zip	FEDEX
51	XMEK Dallas	1160 Mustang Dr Ste 100	DFW Airport	TX	75261	236041726
11	XMEK Milwaukee	16235 W. Beloit Rd	New Berlin	WI	53151	53221343
21	XMEK Seattle	2230 Lind Ave SW Ste 110	Renton	WA	98057	110442386
24	XMEK Portland	12480 NE Marx St	Portland	OR	97230	192523575
31	Turpen and Associates an XMEK Co.	12437 E 60th St	Tulsa	OK	74146	254576833
33	Turpen and Associates an XMEK Co.	2708 S Ann Arbor Ave	Oklahoma City	OK	73128	203692485
61	Everseal Gasket an XMEK Co	8309 Cole Pkwy	Shawnee	KS	66227	733860545
"00"	XMEK The Lab	3100 Airway Ave Ste 110	Costa Mesa	CA	92626	203692534

Ocean Shipments:

- XMEK's approved provider for ocean shipments is CH Robinson.
- Shipper's must contact CHR's origin office to book shipment. Shippers will receive a routing guide that will provide the origin office contact information. If not, they can email CHR's domestic Ocean Import Operations team copied below.
- CHR will file the ISF for all ocean shipments and will act as our licensed customs broker on our behalf.
- Required from all shippers will be the Seaway Bill, Commercial Invoice, and Packing List.

Ocean Import Operations			
Elia Segura	Senior Global Forwarding Agent	847-787-3475	elia.segura@chrobinson.com
Tiffany Mabins	Supervisor	847-306-2771	tiffany.mabins@chrobinson.com

Heavy Weight International Air Shipments:

- XMEK's approved provider for heavy weight air shipments over 150kgs (330 lbs) is CH Robinson.
- Shipments should ship with Incoterm ExWorks (EXW).
- CHR's Air Operations copied below should be contacted to book an air shipment.

Air Import Operations			
Mariana Barcari	Global Forwarding Agent		mariana.barcari@chrobinson.com
Rob Oates	Supervisor	847-787-3215	Rob.Oates@chrobinson.com

Note – An XMEK PO number is required as a reference number for every shipment.

Ken Bindas
Transportation and Compliance Manager

