

ROUTING INSTRUCTIONS for the University of Illinois at Urbana-Champaign for orders that are F.O.B. shipping point.

The University has developed a preferred list of carriers that provide required services in a timely and professional manner. Vendor will follow University routing instructions contained in this order. The vendor will use the most appropriate mode of shipping with preference given by order of appearance below.

All orders which are F.O.B. shipping point should be routed via the University designated carrier on a FREIGHT COLLECT basis. **If vendor fails to follow these instructions, freight and Customs charges that are billed on the vendor's invoice will not be reimbursed.**

All shipments must be fully insured unless otherwise stated.

Call University of Illinois, Purchasing Division at 217-333-3505 if there are any questions pertaining to these shipping instructions. Shipment by other means is not acceptable without prior approval from the Department requesting the purchase.

- 1) SMALL PACKAGE SHIPMENTS: (Provide University Department account number)
Ground: UPS
Air*: UPS (UP TO 50 Lbs.)
*Use Air for this shipment only when specifically approved by University transportation section.
- 2) TRUCK FREIGHT: (Provide University Department account number)
Ground: UPS
- 3) PADDED VAN:
Call Federal Warehouse Company
James McNeely, Regional General Manager
Office 217-352-5123 Ext. 4025; Fax 217-352-4411
Toll Free 800-728-5123

FOR ALL IMPORTS:

IMPORT - SHIP TO
University of Illinois
1609 S. Oak St
Champaign, IL 61820

For Clearance through U. S. Customs Contact:
SEKO Worldwide Chicago
1111 Chase Avenue
Suite A
Elk Grove Village, IL 60007
847-238-1900
Fax 847-981-1142

Customs Broker Manager: Jonni Amidon
Email: Jonni.Amidon@sekologistics.com
Direct Phone: 847-865-7660