

UNITED RENTALS, INC.

Supplier Routing Instructions – 2025-2026

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SECTION 1: General Instructions

The following instructions apply to all shipments where United Rentals is responsible for paying any freight charges.

1. United Rentals **Purchase Order Number** must be listed on the bill of lading and associated shipment documentation.
2. The Bill of Lading must include the complete name and address of both shipper and consignee as well as the Commodity descriptions and freight classes consistent with provisions of the National Motor Freight Classification.
3. Hazardous Materials must be classified, packaged, labeled, and shipped according to DOT regulations.
4. Consolidate orders going to the SAME consignee into one shipment using one Bill of Lading. Failure to consolidate each day's shipment may result in the charge back of the difference in the amount paid for individual shipments and single consolidated/hundredweight shipment amount.

Questions regarding the information contained herein can be directed to: transportation@ur.com

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SECTION 2: Small Package – Third Party Bill to Accounts

Intra-US: Shipments less than 200 pounds, unless otherwise specified on the Purchase Order, should be sent UPS Ground Small Package with the below information populated on the UPS shipping documents.

1. UPS account number:
 - a. 266E8F (parts only)
 - b. 67W25Y (contractor supplies/merchandise) – Suppliers that ship both parts and contractor supply items should use the parts account (266E8F).
2. **"3rd Party Prepaid"** should be selected. Suppliers should NOT ship Freight Collect.
3. If the zip code or address is requested use "100 First Stamford Place, Suite 700, Stamford, CT 06902" for both accounts
4. Branch (Wynne) number must be placed in "RECEIVER" field and can be found on the UR purchase order
5. Purchase order number should be inserted in 1st or 2nd "REFERENCE" field

US to Canada & Canada to US: IMPORTANT

- a. US domestic services cannot be selected for shipments bound to or from Canada
- b. **Do not select "Freight Collect"**. Ship "3rd Party Prepaid"
- c. The most cost effective **UPS WorldWide or UPS Standard** service must be selected unless otherwise noted on the purchase order

US to Puerto Rico: IMPORTANT

- a. US domestic services cannot be selected for shipments bound to Puerto Rico
- b. **Do not select "Freight Collect"**. Ship "3rd Party Prepaid"
- c. The most cost effective **UPS WorldWide or UPS Standard** service must be selected unless otherwise noted on the purchase order

NOTE: If using UPS platform ie: UPS CampusShip or Woldship and shipment value is under \$2,500; commercial invoice is not required.

*UPS Hundredweight Service is to be used with shipments between 200 and 300 lbs. provided the shipment has multiple packages going to the same address on the same day via UPS Ground. The average shipment weight per piece should not exceed 20 lbs. Packages must be within the UPS Small Package size and weight guidelines.

Intra-Canada Shipments: Shipments less than 200 pounds should be sent Purolator with the below information on the Purolator shipping documents.

1. Purolator account number: 1433885
2. Branch (Wynne) number must be placed in 'RECEIVER' field.
3. The Branch number can be found on the UR purchase order.
4. If the zip code or address is requested use "150 ROY BOULEVARD, BRANTFORD, ON N3R 7K2, CA"

Customer Drop Ships: Shipments should be billed 3rd party to the account number of the UR store placing the order. **Do not** reference the UR master account for customer drop shipments.

NOTE: PO number and receiving branch (Wynne) number must be on each bill of lading.

Section 3: *LTL (Less-than-Truckload), Air, Specialized Equipment AND Truckload Shipments*

United Rentals uses Transportation Insight to coordinate its 3rd party shipments to branch locations.

1. Applies to shipments over 200 lbs.
2. Unless the Ground Freight Matrix is being utilized to select approved Carriers (LTL shipments), Suppliers should contact Transportation Insight concerning any routing questions:
 - a. (828) 485-5145
 - b. URLoad@t-insight.com (email is preferred)
3. Freight Terms:
 - a. Supplier ships to a **United Rentals** location: Ship as “Bill Third Party” with invoice mailed as instructed in item 4 below.
 - b. Supplier ships to a UR Customer: Ship as “Bill Third Party” with invoice mailed as instructed in item 4 below. **PO number and the Branch Number must be on the bill of lading or the payment may be refused by United Rentals.**
4. All LTL shipments should be labeled as “Invoice Third-Party Bill To”:

UNITED RENTALS, INC
C/O TRANSPORTATION INSIGHT
PO BOX 23000
HICKORY, NC 28601



SECTION 4: Customs Services (Livingston International)

For trans-border shipments, the below information must be on the shipping documents, including UPS small package shipments. A Canadian Customs Invoice is required for all Canadian shipments.

Customs Brokerage, US to Canada:

Importer of Record: United Rentals of Canada, Inc.

Livingston International Client number: #278596

Livingston Team: CST# 92 Kitchener Service Center

Phone: 888-672-9477

Email: cst49792@livingstonintl.com

Fax: 519-743-5236

Customs Brokerage, Canada to the US:

Livingston International Client number: #532809

Livingston Team: CST# 97 Buffalo Service Center

Phone: 800-437-4324

Email: uscst97@livingstonintl.com

Fax: 716-683-6943

SECITON 5: Puerto Rico (Livingston International)

For Equipment and LTL (less-than-truckload) going to Puerto Rico, ***excluding UPS small package shipments***. Livingston International will create customs documents including AES filings, forward bill of lading (including purchase order number) to: UnitedRentalsFreight@livingstonintl.com.

Bills of lading need to show:

Drop Ship to:

United Rentals Puerto Rico

c/o Air Van Inc.

555 Zoo Parkway

Jacksonville, FL 32218

Contact Information:

Chase Franklin - cfranklin@airvaninc.com

Shipping - shipping@airvaninc.com

904-783-6029 - Direct

904-472-5463 - Cell

(Monday to Friday 8:00 am to 5:00pm EST)

Livingston will return completed customs paperwork, coordinate and consolidate shipments with Chase at Air Van Inc.

SECITON 6: Alaska

Equipment going to Alaska. Ensure bill of lading includes purchase order number.

Alaska Marine Lines

To book freight (book online or by phone):

Online: www.shipaml.com

Phone: (800) 326-8346 - ask for Customer Service or Seattle yard

Booking needs to be done prior to shipping and booking number needs to be indicated on the bill of lading.

Drop Ship to:

United Rentals - Alaska

Alaska Marine Lines

Terminal 115

6110 W. Marginal Way SW

Seattle, WA 98106

(Monday to Thursday 7:00am to 8:00pm, Friday 7:00am to 5:00pm PST)

LTL (less-than-truckload) shipments going to Alaska, excluding UPS small package shipments. Ensure bill of lading includes purchase order number.

Lynden Transportation

To book freight (book online or by phone):

Email: trancs@lynden.com

Phone: (907) 276-4800

Booking needs to be done prior to shipping and booking number needs to be indicated on the bill of lading.

Drop Ship to:

United Rentals – Alaska

Lynden Transportation

5410 12th Street East

Fife, WA 98424

(Monday to Thursday 7:00am to 8:00pm, Friday 7:00am to 5:00pm PST)

Matson

To book freight:

Contact to book shipment: alaskacs@matson.com

Contact for appointment: Pam (253) 882-1667

Booking needs to be done prior to shipping and booking number needs to be indicated on the bill of lading.

Drop Ship to:

United Rentals – Alaska

1675 Lincoln Ave Loop, building 300

Tacoma, WA 98433

When booking with either Alaska Marine Lines, Lynden or Matson, the following information is needed:

- Shipper of record - company name, full address, contact name and phone number.
- Consignee of record - company name, full address, contact name and phone number.
- Bill-to Party of record - company name, full address, contact name, phone number AND email address.
- Reference/PO number
- Desired date of sail



Ground Freight Routing Chart

Ground Freight Routing Origin and Destination	Ground Packages up to 200lbs. (No Pallets)	Less Than Truckload (200 to 10,000 lbs.) ***	Dry Van, Full Truckload (Greater than 10,000 lbs., 1/2 trailer or 750 cubic ft. or more)	Specialized Equipment (Flat Bed)
All Points in the US	<u>UPS Ground</u> Parts: 266E8F Contractor Supplies: 67W25Y	<u>LTL Routing guide</u> http://routeshipment.com/R9322/	UR Load Center (828) 485-5145 URLoad@t-insight.com	UR Load Center (828) 485-5145 URLoad@t-insight.com
		Bill to address: UNITED RENTALS, INC C/O TRANSPORTATION INSIGHT PO BOX 23000 HICKORY, NC 28601		
All Points in Canada	<u>Purolator</u> Account number: 1433885	<u>LTL Routing guide</u> http://routeshipment.com/R9322/	UR Load Center (828) 485-5145 URLoad@t-insight.com	UR Load Center (828) 485-5145 URLoad@t-insight.com
		Bill to address: UNITED RENTALS, INC C/O TRANSPORTATION INSIGHT PO BOX 23000 HICKORY, NC 28601		
Canada to the US	<u>UPS Ground</u> Parts: 266E8F Contractor Supplies: 67W25Y	<u>LTL Routing guide</u> http://routeshipment.com/R9322/	UR Load Center (828) 485-5145 URLoad@t-insight.com	UR Load Center (828) 485-5145 URLoad@t-insight.com
		Bill to address: UNITED RENTALS, INC C/O TRANSPORTATION INSIGHT PO BOX 23000 HICKORY, NC 28601		
US to Canada	<u>UPS Ground</u> Parts: 266E8F Contractor Supplies: 67W25Y	<u>LTL Routing guide</u> http://routeshipment.com/R9322/	UR Load Center (828) 485-5145 URLoad@t-insight.com	UR Load Center (828) 485-5145 URLoad@t-insight.com
		Bill to address: UNITED RENTALS, INC C/O TRANSPORTATION INSIGHT PO BOX 23000 HICKORY, NC 28601		
US to Puerto Rico	<u>UPS Parcel</u> Parts: 266E8F Contractor Supplies: 67W25Y	Drop Ship to: United Rentals Puerto Rico 6801 West 12th Street Jacksonville, FL 32254 unitedrentalsfreight@livingstonintl.com	Livingston International unitedrentalsfreight@livingstonintl.com	Livingston International unitedrentalsfreight@livingstonintl.com
		Bill to address: UNITED RENTALS, INC C/O TRANSPORTATION INSIGHT PO BOX 23000 HICKORY, NC 28601		

*** Limiting LTL Shipment size to no more than eight (8) – 40 x 48 pallets with a height that does not exceed 84”, or sixteen (16) – 40 x 48 pallets with a height that does not exceed 42” when the pallets can be double stacked. This would provide a shipment that utilizes less than 747 cubic feet of trailer space. More if it is going to multiple destinations.