

# Mainstream Energy Inc.

## Packing and Routing Instructions



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## **Introduction**

Mainstream Energy Inc. has developed this guide in an effort to strengthen relationships with our business partners, and allow all parties the opportunity to strengthen its supply chain efficiencies. This guide includes routing guidelines to its Main Warehouse Distribution Center, Vendor direct order shipments and packing requirements.

Compliance to these guidelines is important to our success and allows us to build our team of vendors/partners. Non compliance will be documented and may result in charge backs and or reimbursements for related expenses.

Any questions regarding the specifications in this guide should be directed to MSE Logistics Department (800) 777-6609 (Ext. 4879). Any changes from the routing guide will need prior approval from MSE Vendor Relations Manager prior to shipment.

Note: these instructions apply to all shipments where MSE pays the freight. For special handling or hazardous materials please refer to the traffic contacts.

<b>Name</b>	<b>Title</b>	<b>Location</b>	<b>Email</b>	<b>Phone #</b>
Anthony Jimenez	Freight/Logistics Manager	Sacramento, CA.	<a href="mailto:a.jimenez@mainstreamenergy.com">a.jimenez@mainstreamenergy.com</a>	(800) 777-6609 Ext. 4879
Don Kelly	Logistics Manager	San Luis Obispo, CA.	<a href="mailto:dkelly@recsolar.com">dkelly@recsolar.com</a>	(805) 540-5498
Tommy Demmon	Warehouse Manager	Sacramento, CA.	<a href="mailto:tdemmon@aesolar.com">tdemmon@aesolar.com</a>	(800) 777-6609 Ext. 4851
Drew Arnold	Purchasing Manager	San Luis Obispo, CA.	<a href="mailto:d.arnold@mainstreamenergy.com">d.arnold@mainstreamenergy.com</a>	(805)-547-2629
Dantrel Hewlett	Inbound Appointment	Sacramento, CA	<a href="mailto:d.hewlett@mainstreamenergy.com">d.hewlett@mainstreamenergy.com</a>	(800) 777-6609 Ext. 4858

## **Warehouse Distribution Center**

Please update your records to reflect the correct ship to address. Mainstream Energy Inc. will not be responsible for any re-route fees associated with wrong ship to address. Our main Warehouse Distribution Center is located at:

**1121 Striker Ave Ste. 130  
Sacramento, CA. 95834**

### **Packing slip requirements –**

All orders coming into the Distribution Center, or shipping direct to a customer must have a packing slip on the lead box or pallet. The packing slip should contain the correct number of units being received, MSE purchase order number for quick reference, and product description.

### **Packing-**

All like items should be consolidated on one pallet. Boxes of same size should be put together and every effort to create a safe handling pallet should be made. Do not use boxes that are damaged, please repack into a safe box. When items are damaged in transit it creates time and effort from both teams and everyone loses.

Fragile items should not be shipped loose in a box, and must contain inner packing material to protect contents from being damaged in transit (glass items).

### **Pallets-**

All orders coming in via pallet must be put on a safe secure pallet and stretch wrapped to the pallet. Pallets that are inferior and unsafe will require labor to un-stack and charges may apply back to the vendor. Please be sure to use safe stacking procedures and do not allow product to overhang off the pallet.

**Note:** Wherever possible please combine items into master pack boxes to reduce cost of shipping methods.

### **Bill of Lading (BOL)**

The Bill of Lading must include the following: the proper **MSE location address, purchase order number, order number** (direct to customer orders), **number of pallets, and the number of cartons.**

**Note:** Multiple shipments that are destined for the same shipping address or warehouse should be combined onto one BOL.

Shipping to the incorrect address will incur rerouting charges or delay in the shipments. Please be sure to update the correct address to your records as soon as possible.

### **Air freight**

Air freight may not be used to ship to the warehouse facility, unless you have prior written authorization from an MSE Vendor Relationship Manager or the MSE Freight Manager.

### **Truck load shipments**

Full pallet orders that exceed 12000 lbs.

TL shipments will be coordinated by the freight department at MSE. The vendor logistics team will need to contact our freight team at MSE to coordinate a pickup date and time. All Truck load shipments coming into the Distribution Center require an appointment time, no exceptions.

### **Less than truck load (LTL freight)**

Shipments that are over 300 Lbs., 10 boxes or more must be palletized and shipped via LTL method. The BOL will be created by the vendor using the pertinent information for the items.

**The BOL for LTL shipments:** Must have filled in correctly. Filling in the BOL online is simple and only requires that the information be correct.

- 1) Create new BOL
- 2) “Who you are” in this case you are the “shipper.”
- 3) Freight charge payment method “Collect.”
- 4) Schedule a pickup “yes.”

### **Filling in the specifics:**

- 5) Shipper information – your correct address to pick up items.
- 6) Consignee – The correct address where the items are shipping to.
- 7) **Bill to information** – This is important and must be filled in correctly.

### **Bill to Address:**

Mainstream Energy  
775 Fiero Lane Ste. 200  
San Luis Obispo, CA. 93401

### **Commodities**

- 8) Enter the number of pieces, weight, description and package type (Pallet, box etc.)
- 9) NMFC code varies and should be looked up online.
- 10) Select the option to assign a tracking number.
- 11) Set the pickup date that the shipment will be ready to be picked up.
- 12) Continue to next page and select the email BOL function and submit.

If you need help setting up a template or a BOL for the first time, please phone the Freight department and we'll be happy to assist.

**Prepaid and Add** freight charges will not be permitted or paid on the suppliers invoice without written advance authorization. COD freight charges are not accepted.

**Small parcel UPS Parcel**– Our primary parcel shipper is UPS. This method should be used for multiple packages weighing up to 300lbs per order. Packages may not exceed 100 Lbs (Safety and eliminate potential damage) per box. Maximum length of an item may not exceed 108” in length (UPS standard rule).

### **Parcel Size Limits for packages**

UPS has established specific size limits for the packages that you send with all UPS services. The restrictions below only pertain to individual packages.

- Packages can be up to 165 inches (419 cm) in length and girth combined
- Packages can be up to 108 inches (270 cm) in length

How to measure your package size

To measure ground packages use the following formula:

Length + 2x Width + 2x Height

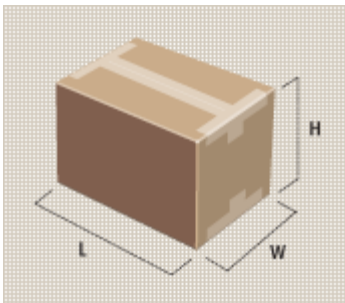
**Step 1.** Determining Length

- 1) Measure the longest side of the package, rounding to the nearest inch. This is your length.

**Step 2.** Determining Girth (2x Width + 2x Height)

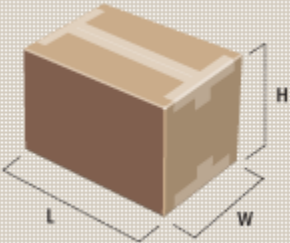
- 1) Measure the width of the package, rounding to the nearest inch.
- 2) Multiply this number by 2. Measure the height of the package, rounding to the nearest inch.
- 3) Multiply this number by 2. Add these two numbers together. This is your girth.

**Step 3.** Add the length and the girth together. This is your package measurement.



**How to determine dimensional weight**

Compare each package's actual weight to its dimensional weight. The larger of the two weights is the weight you would use to route your shipment.



Dimensional Weight =  $\frac{L \times W \times H}{194}$

L = Length in inches  
W = Width in inches  
H = Height in inches

**Routing domestic orders to warehouse Distribution Center/ Direct ship to customer**

**UPS** – Orders delivering via UPS should be shipped on our account number listed below. Domestic orders may ship to the warehouse Distribution Center using the account number or freight collect method. If freight collect method is selected, the bill to information must be filled out correctly.

**Conway** - LTL orders coming into the Distribution Center should be delivered freight collect.

Lbs. per package	Service	Carrier	Contact Info.	Account Code
1 – 150	Ground	UPS	800-742-5877	Bill to AEE
Up to 300Lbs. total order 6 boxes or less	Ground	UPS	800-742-5877	Bill to AEE
Orders exceeding the Parcel max.	Ground	Conway Freight	800-755-2728	Freight collect

**Orders requiring truck load service or exceeding 12,000Lbs. or more please contact AEE Logistics Manager to arrange carrier.**

**Routing US to Canada**

**Less than truck load (Conway or Fed Ex.)**

Orders shipping to Canadian Customers must first identify if the customer has an established customs broker. It is not recommended that we assign a Customs Broker. A customer may have their own broker in place with their own negotiated rates. If a customer wishes to use our broker of choice they may agree and we will handle the process for them. Door to door.

**UPS –**

Orders that meet the parcel limits should ship via UPS. These orders need to be processed as 3<sup>rd</sup> party shipments **using our parcel account number as the bill to account number**. If a ground method is selected a customs broker of their choice is required. Expedite methods not including “ground regular” will include the customs fees in the delivery charges. No broker is required as UPS service will process using their services.

Lbs. per package	Service	Carrier	Contact Info.	Website/ Account
1-150	Parcel	UPS	800-742-5877	Bill AEE Account
150 – 12,000	LTL Freight	Conway	800-755-2728	www.con-way.com
150-12,000	LTL Freight	Fed Ex	916-371-9182	www.Fedex.com

**Routing international shipments from Canada to US.**

Lbs. per package	Service	Carrier	Contact Info.	Website
150-12,000	LTL Service	Conway	800-755-2728	www.con-way.com
150-12,000	LTL Service	Haas Industries	(510) 265-3468	www.haasindustries.com

### **Hawaii, Puerto Rico, and Guam**

Please contact the Logistics team for shipments going to any of these destinations.

### **Direct ship to customers**

Please use a blind packing slip. This keeps confidential information from being disclosed to outside customers. A blind packing slip should avoid displaying any pricing information, MSE or its entities from the header. However the blind pack slip needs to contain the **P.O number, order number, items ordered, and the correct Qty shipped.**

### **Pack slip must contain:**

**Ship From:** XYZ Vendor

1202 ZYZ street

Buffalo, NY. XXXXX

**Ship to:** XYZ Customer

1306 Molly Ave

Woodland, CA. 95216

**PO. #**

**Order reference #**

**Order date:**

**Ship date:**

### **Getting started LTL shipment**

Log into [www.con-way.com](http://www.con-way.com)

- 1) Select Bill of lading this screen appears.
- 2) Who you are? Choose third party.
- 3) Charges payment method. Choose "collect"
- 4) Do you want to schedule a pick up? "yes"
- 5) Choose "Continue"

Bill Of Lading - Create

Create New BOL

Select a template  Go

Search for a template:

Search



Or...



Or create a BOL from scratch (no template)

Please tell us who you are

Shipper  Consignee  Third Party

Freight charges payment method

Prepaid  Collect

Do you want to schedule a Pickup Request?

Yes  No

Continue

Contact Info



Anthony Jimenez  
AEE Solar  
4201 Striker  
(916) 928-6101 ext. 4879  
ajimenez@aesolar.com

[Click here](#) if this information needs to be updated.

**Enter the shipper information** (where the pick up is needed).

Creating Bill Of Lading

\* = Required


Shipper Information




Company*	<input type="text"/>
C/O	<input type="text"/>
Address/Suite*	<input type="text"/>
City*	<input type="text"/>
State/Province*	Not selected <input type="button" value="v"/>
ZIP/Postal Code*	<input type="text"/> - <input type="text"/>
Phone*	( <input type="text"/> ) <input type="text"/> Ext <input type="text"/>
Email	<input type="text"/>

This **next step** indicates the location the product is going to. Please include the order number in the C/O field and the correct address.

### Consignee Information

	Company*	<input type="text"/>
	C/O	<input type="text"/>
	Address/Suite*	<input type="text"/>
	City*	<input type="text"/>
	State/Province*	Not selected <input type="button" value="v"/>
	ZIP/Postal Code*	<input type="text"/> - <input type="text"/>
	Phone*	( <input type="text"/> ) <input type="text"/> Ext <input type="text"/>
	Email	<input type="text"/>



To ensure proper delivery requirements are met, please provide the Consignee phone and/or email.

**Important step:** Please make sure the correct bill to information is filled in correctly. This will reduce any shipments from being held up.

## Bill-To Information

Select a location: (Note: (P) = Pickup/Delivery, (B) = Bill-To, (C) = Corporate)

### Customer Locations

- [Aee Solar, 775 Fiero Ln Ste 200, San Luis Obispo, CA \(B\)](#)
- + [Aee Solar Inc, 775 Fiero Ln Ste 200, San Luis Obispo, CA \(C\)](#)

[Change sort order preference](#)

If your location is missing from the list, [click here to request additional locations](#)

OR

Check this to use information below \*



Company*	AEE SOLAR		
C/O	Anthony Jimenes		
Address/Suite*	775 FIERO LN STE 200		
City*	SAN LUIS OBISPO		
State/Province*	California		
ZIP/Postal Code*	93401	-	7904
Phone	( 916 )	928-6101	Ext 4879
Email	ajimenez@aeesolar.com		

**Specify items being shipped.** Please be detailed and as accurate as possible.

### Commodities

Pieces*	Wt. (lb.)*	Description*	Edit Your Description List	HazMat?	Package	NMFC	Class
1	500	Electrical circuit breaker	OR	<input type="checkbox"/>	Pallet	13852	100
		Select a description					
			OR	<input type="checkbox"/>	Pallet		100
		Select a description					
			OR	<input type="checkbox"/>	Pallet		100
		Select a description					

For more lines, enter total required:

**Special services needed.** Do not use COD method when shipping our product.

## Special Services And Payment Method

Freight Payment		Prepaid	Collect	
Freight Payment Method		<input type="radio"/>	<input checked="" type="radio"/>	
Special Services		check to select	Prepaid	Collect
Con-way GUARANTEED! <a href="#">Click here for more info!</a>		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inside Delivery		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inside Pickup		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Liftgate Delivery		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Origin Liftgate		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Storage at Destination		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Residential Delivery		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Saturday or Holiday Delivery		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Notification Delivery		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Excessive Length		<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>
Protect from Freezing		<input type="checkbox"/>	<a href="#">read for terms!</a>	
COD Information				
<input type="checkbox"/> COD				
Remit COD to		Cash on Delivery		
<input type="checkbox"/> If address same as Shipper		COD Amount <input type="text" value=".00"/> USD		
Company	<input type="text"/>	How will COD fee be handled?	<input type="radio"/> Prepaid <input type="radio"/> Collect	
C/O	<input type="text"/>	Is a Check Acceptable For COD?	<input type="radio"/> Yes	
Address/Suite	<input type="text"/>		<input type="radio"/> No, accept	
City	<input type="text"/>		Money Order <input type="button" value="v"/>	
State/Province	Not selected <input type="button" value="v"/>			
ZIP/Postal Code	<input type="text"/> - <input type="text"/>			

**Pick up time and date specified.** Contact name should contain the person that will be taking delivery of the product.

## Pickup Request

- **To request a pickup**, select a date from the menu below - the pickup will be automatically entered when you submit the BOL.
- **To change the pickup** request before you submit the BOL, return to the Pickup Request page and make your changes.
- **To cancel your pickup request before submitting a BOL**, click the "Cancel" button next to the pickup date request menu.
- **To cancel a pickup after submitting a BOL**, please contact your service center.

Pickup Information	Contact Information (required)
Requested PickUp Date* <input type="text" value="Wednesday 7/14/2010"/>	<input type="checkbox"/> Same as Requester
Pickup Ready Time* <input type="text" value="1:00 pm"/> <input type="text" value=":00"/>	<b>OR</b>
Dock Close Time* <input type="text" value="5:00 pm"/> <input type="text" value=":00"/>	Company* <input type="text"/>
<b>Note:</b> Please contact <a href="#">your local service center</a> for pickup requests submitted on or after 4:00 P.M. to verify origin departure time.	Name* <input type="text"/>
	Phone* ( <input type="text"/> ) <input type="text"/>

Continue


**A confirmation page will appear.** Please review the data is correct.

- OR -


Enter template name:

[\(What is a template?\)](#)


**Requester and Signature**

	Requester Information	Anthony Jimenez AEE Solar 4201 Striker (916) 928-6101 ext. 4879 ajimenez@aeesolar.com
	Requester Role	ThirdParty
	BOL Signature	<input type="checkbox"/> Sign BOL with requester name " <b>Anthony Jimenez</b> " ( <a href="#">what is this?</a> )

**Shipper Information - ([Modify](#))**

	Company	XYZ
	C/O	test page
	Address/Suite	1307 Striker ave
	City	Sacramento
	State/Province	CA
	Zip/Postal Code	95834
	Phone	(916)928-6101
	Email	

**Consignee Information - ([Modify](#))**

	Company	XYZ INC
	C/O	Sales order Number
	Address/Suite	1121 Striker Ave
	City	Sacramento
	State/Province	CA

At this stage you may click the **Email/ Fax BOL selection** and send to whomever you like.



Welcome **anthony5** Logout

Con-way Freight Tracking Enter PRO Number **GO+**

HOME HELP CAREERS ABOUT CON-WAY INVESTORS EMPLOYEE LOGIN CONTACT US

FREIGHT LOGISTICS TRUCKLOAD TOOLS & PRICING LOCATIONS Search **GO+**

Home > Tools & Pricing > Freight > BOL Print Screen

Create Templates Submitted BOLs Print Center My Data Help

### Printing your newly-created BOL

To view, print or fax a BOL/label, select the correct button below, then click the icon that appears in its own window. [Return to your just-submitted eBOL.](#)

#### BOL

View/Print BOL E-mail/Fax BOL

#### Shipping Labels

Number Position Normal

View/Print Shipping Label

#### PAPS Labels

Number Position

View/Print PAPS Label

Home > Tools & Pricing > Freight > BOL Print Screen

**Completed BOL** will need to be handed to the driver and 1 BOL per shipment.



## STRAIGHT BILL OF LADING

ISO 9001 & 14001

DRIVER PLEASE NOTE  
IF SINGLE SHIPMENT  
CHECK BOX BELOW

SHIPPER PLEASE NOTE

FREIGHT CHARGES ARE PREPAID UNLESS MARKED COLLECT

COLLECT

ORIGINAL - NOT NEGOTIABLE

Page 1 of 1

Motor None		Dest SIC: USA		DATE: 7/14/10		P.O. NO.		SHIPPER NO.	
CUSTOMER'S SPECIAL REFERENCE NUMBER									
SHIPPER (FROM) XYZ test page					CONSIGNEE (TO) XYZ INC Sales order Number				
STREET 1307 Striker ave					STREET 1121 Striker Ave				
CITY, STATE/PROVINCE, ZIP/POSTAL CODE (TELEPHONE) Sacramento, CA 95834 (US) (916) 928-6101					CITY, STATE/PROVINCE, ZIP/POSTAL CODE (TELEPHONE) Sacramento, CA 95834 (US) (916) 928-6101				
BILL TO AEE SOLAR Anthony Jimenes					CUSTOMS BROKER				
STREET 775 PIERO LN STE 200					STREET				
CITY, STATE/PROVINCE, ZIP/POSTAL CODE (TELEPHONE) SAN LUIS OBISPO, CA 93401-7904 ((916) 928-6101					CITY, STATE/PROVINCE, ZIP/POSTAL CODE (TELEPHONE)				
ACCOUNT CODE					<input checked="" type="checkbox"/> <b>Con-way</b> GUARANTEED				
NUMBER SHIPPING UNITS	U/M	KIND OF PACKAGING, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS (SUBJECT TO INSPECTION AND CORRECTION)	NMFC NO.	CLASS OR DENSITY OF ARTICLES	WEIGHT (Subject to Correction)				
1		PLT(s) of Electrical circuit breaker	13852	100	500				
COD AMOUNT: \$ _____									
<input type="checkbox"/> U.S. <input type="checkbox"/> Canadian					COD Fee: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect		FREIGHT COD TO		
ADDRESS									
CITY STATE/PROVINCE ZIP/POSTAL CODE									

Notes: Unless the Shipper completes the requirements as provided below, Carrier's liability shall be limited as stated herein and in Tariff C/WY-100, which may be obtained by request. Carrier shall in no event be liable for loss of profit, income, interest, attorney fees, or any special, incidental or consequential damages. Where the rate or class classification is dependent on value, shippers are required to state specifically in writing the declared value of the property. For this purpose the declared value of the property is hereby specifically stated by the Shipper to be not exceeding \$ \_\_\_\_\_.

Carrier liability with shipment originating within the United States: Unless the Shipper declares excess value on the Bill of Lading below, requests excess liability coverage and pays an additional charge, Carrier's maximum liability is \$50.00 per pound per individual lost or damaged piece within the shipment, subject to \$100,000.00 maximum total liability per shipment, and provided further that Carrier's liability on articles other than new articles, including but not limited to used, remanufactured or refurbished articles, shall not exceed ten cents (¢10) per pound per individual lost or damaged piece within the shipment. And, provided further, that Carrier's liability on household goods and personal effects shall not exceed ten cents (¢10) per pound per individual lost or damaged piece within the shipment. For this purpose the declared value of the property is hereby specifically stated by the Shipper to be \$ \_\_\_\_\_ and Shipper agrees to pay an additional charge for excess liability coverage. Total declared value may not exceed \$655,000.00 per shipment.

Carrier liability with shipment originating within Canada: Unless the Shipper agrees to a Special Agreement, declares the value in the box below and agrees to pay the excess liability charge by adding where indicated, Carrier's maximum liability is CAN\$20.00 per pound (CAN\$41 per kilogram) per individual lost or damaged piece within the shipment, subject to a maximum total liability per shipment of CAN\$100,000.00, and provided further that Carrier's liability on articles other than new articles, including but not limited to used, remanufactured or refurbished articles, shall not exceed ten cents (¢10) (CAN) per pound per individual lost or damaged piece within the shipment. And, provided further, that Carrier's liability on household goods and personal effects shall not exceed ten cents (¢10) (CAN) per pound per individual lost or damaged piece within the shipment.

SPECIAL AGREEMENT: Declared Value: CAN \$ \_\_\_\_\_ per pound. (Declared value may not exceed CAN \$100,000.00 per shipment.) Shipper agrees to pay excess liability charge: \_\_\_\_\_ (Shipper's Initials)

Shipper's Certification: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/stacked, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Shipment Received: This shipment is received subject to Tariff C/WY-100, Carrier's pricing schedules, terms, conditions and rules maintained at Carrier's general offices in effect on the date of issue of this Bill of Lading, as well as the National Motor Freight Classifications (NMFC), the Hazardous Materials Transportation Regulations (Title 49 - CFR, Subtitle B, Chapter 1, Sub Chapter A.C), and the Household Goods Mixture Guide (FHGS 100 Series), for shipments originating in the United States, and the Canadian Motor Vehicle Transport Act, the Transportation of Dangerous Goods Act and the regulations in force in the provincial jurisdiction of the terms and place of the shipment for shipments originating in Canada. The amounts described on this Bill of Lading is in

UPS online

Whether you send one shipment a month or several shipments a day, UPS Internet Shipping is the fastest, most convenient shipping solution on the Web. To get started shipping, all you need is an Internet connection, a printer, a My UPS ID, and either a payment card (for example a debit or credit card) or a UPS Account for billing.

**How To Ship** (Click here first Demo) [View UPS Internet Shipping Demo](#)

Log into UPS.com. Go into the shipping tab and select the “create shipment” selection. You may elect to create a profile page that will populate by saving this to your address book.

Package | **Freight**

### Begin Your Shipment

Please enter your shipping information below. Required fields are indicated with ♦.

**1 Where is this shipment going?**

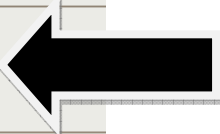
**Address Book:**  
My Profile Address ▾ --- or enter a new address below  
[External Address Book](#)

**Enter a New Address**

<b>Company or Name:</b> AEE Solar ♦	<b>City:</b> Sacramento ♦
<b>Contact:</b> Anthony Jimenez	<b>State:</b> California ▾ ♦
<b>Country:</b> United States ▾ ♦	<b>ZIP Code:</b> 95834 ♦
<b>Address Line 1:</b> 1121 Striker Ste 130 ♦	<b>Telephone:</b> 9169286101
<b>Address Line 2:</b> <input type="text"/>	<b>Ext.:</b> 4879
Apartment, suite, unit, building, floor, etc.	<b>E-mail:</b> <input type="text"/>
<b>Address Line 3:</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Validate this street address</b>
Department, c/o, etc.	<input type="checkbox"/> <b>Residential address</b>

**Save Options for Address:**  
Select One ▾

**Save this to my Address Book as:**



Enter a ship from location:

## Create A Snipment

### Edit Ship From Address

You can edit the **Ship From** address below. Select an address from your address book or enter a new  
Required fields are indicated with ♦.

#### Address Book:

My Profile Address ▼ --- or enter a new address below

#### Company or Name:

REC Solar Inc. ♦

#### Contact:

X Y Z

#### Country:

United States ▼ ♦

#### Address Line 1:

775 Fiero Lane ♦

#### Address Line 2:

Apartment, suite, unit, building, floor, etc.

#### Address Line 3:

Department, c/o, etc.

#### City:

SAN LUIS OBISPO ♦

#### State:

California ▼ ♦

#### ZIP Code:

93401 ♦

#### Telephone:

9169286101

#### Ext.:

4879

#### E-mail:

ajimenez@aesolar.com

Residential address

Save Options for Address:

Save this to my Address Book as:

**Accurately identify** what you are shipping and the method you would like to ship the items.

**3 What are you shipping?**

Number of Packages: 1 ▼ Use the same values for all packages? Yes ▼

Packaging Type:  UPS Express Box - Small ▼ ♦

Weight: 15 lb ♦

Package Dimensions:   
Length: 10 x Width: 8 x Height: 8 in.

Package Declared Value:  USD

Note: Additional shipping fees may apply based on declared value.

**4 How would you like to ship?**

Service: Select Service ▼ ♦ [Compare Service Options](#)

UPS Next Day Air Early A.M.	Fee?
UPS Next Day Air	Free
UPS Next Day Air Saver	Yes
UPS 2nd Day Air A.M.	Yes
UPS 2nd Day Air	Yes

**Next step please add the purchase order number or sales order number for reference.**

**5 Would you like to add reference numbers to this shipment?**

UPS gives you the option to track your shipments using [references](#) that you define.

**Reference#1**

**Reference#2**

[Add a bar code for Reference#1 to my Shipping label](#)

Your next option allows you to enter the **third party bill** as the payment method. Please select this method and use the AEE account number provided on the PO. After inputting the account billing information select the schedule a pickup method.

**The final step** will allow you to look at the information you provided and make adjustments or submit for pick up.

**1 Address Information**

<b>Ship To:</b> <a href="#">Edit</a> AEE Solar Anthony Jimenez 1121 Striker avenue 100 SACRAMENTO CA 95834 Telephone:9169286101 x4879	<b>Ship From:</b> <a href="#">Edit</a> AEE Solar Anthony Jimenez 1121 Striker Ste 130 Sacramento CA 95834 Telephone:9169286101 x4879	<b>Return Address:</b> <a href="#">Edit</a> AEE Solar Anthony Jimenez 1121 Striker Ste 130 SACRAMENTO CA 95834 Telephone:9169286101 x4879
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**2 Package Information**

Weight	Dimensions / Packaging	Declared Value	Reference Number
1. 15.0 lbs	10 x 8 x 8 in. UPS Express Box - Medium		

**3 UPS Shipping Service and Shipping Options**

**Service:** [Compare Service Options](#)  
UPS Next Day Air

**Guaranteed By:** <sup>1</sup>  
10:30 AM Tuesday, 11/02/2010

**Do you need it there sooner?**

<input checked="" type="radio"/> UPS Next Day Air	currently selected	10:30 AM Tue
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