



HYSTER-YALE
M A T E R I A L S H A N D L I N G

Inbound Freight Routing Instructions North America (Mexico, Canada, US)

Effective Date: March 1, 2026

Applicable HYMH Destinations

Berea, KY
Avon, IN
Greenville, NC
Laredo, TX
Ramos Arizpe, MX
Sulligent, AL

<https://hymh.hyster-yale.com/en-us/suppliers/supplier-resources/>

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1. Introduction

These requirements are structured to provide for supply chain efficiencies that support our needs and those of our customers. Maintaining competitiveness in the marketplace is critical to HYMH. We value our supplier partner relationships and view these instructions as essential for our mutual success.

2. Shipper's Requirements

- 2.1. Corporate negotiated terms, and contracts take precedence over these instructions.
- 2.2. Shipments must include a packing slip that clearly identifies the HYMH part number, quantity, and purchase order.
- 2.3. Multiple orders to the same destination on the same day must ship on one bill of lading (BOL).
- 2.4. All shipments must be routed in accordance with section 4 of this document.
- 2.5. The bill of lading (BOL) will be provided by Ryder Logistics to supplier.

3. Compliance Program

3.1. Non-Compliance (ALL Destinations)

- 3.1.1. **Incorrect Carrier Utilization** – Failure to tender shipment to the designated carrier, as outlined in Section 4 of this guideline.
- 3.1.2. **Incorrect Mode Selection** – Failure to notify Ryder Logistics in the event a shipment qualifies for truckload dispatch, shipment of LTL size shipment via parcel carrier, or shipment of parcel size shipment via LTL carrier.
- 3.1.3. **Multiple Same Day Shipments** – Failure to place all daily PO's shipping from a common origin to the same destination on a single bill of lading (BOL).
- 3.1.4. **No shipment notification** – Failure to pre-advise shipment in Ryder's online portal or submit Appendix B (Mexico origins)

3.2. Escalation

- 3.2.1. **First Offense** - Warning issued by HYMH Logistics Department.
- 3.2.2. **Continued Non-Compliance** – After warning has been issued, if supplier continues to ship product in a manner inconsistent with the Inbound Freight Routing Instructions, a debit memo will be issued for 100% of the cost difference.
- 3.2.3. **Annual Reset** – The escalation process will automatically reset each January 1st or upon the release of an updated routing guide.

4. Routing Instructions

4.1. Premium Freight (US / Canada Origin)

- 4.1.1. Process for shipment needing to arrive quicker than standard transit time (Expedited Shipments).
- 4.1.2. Provider: Ryder Logistics
- 4.1.3. No Weight Restrictions
- 4.1.4. All requests for pickup in US and Canada should be entered into Ryder's online portal, **Appendix A**.
- 4.1.5. After shipment has been submitted in Ryder's online portal, supplier must email HysterYale@ryder.com with material planner in copy to advise this needs to be an expedited shipment.
- 4.1.6. Ryder will select the mode and carrier based on shipment characteristics entered.

4.2. Premium Freight (Mexico Origin)

- 4.2.1. Suppliers located in Mexico should utilize **Appendix B** to arrange transportation to the border.
- 4.2.2. Suppliers must alert EELCO that this is needs to be an expedited shipment.

4.3. Small Package (US / Canada Origin)

- 4.3.1. Provider: Ryder Logistics
- 4.3.2. Service Level: Ground
- 4.3.3. Weight Restrictions: Less than 150 lbs.
- 4.3.4. All requests for pickup in US and Canada should be entered into Ryder's online portal, **Appendix A**.
- 4.3.5. Ryder will select the mode and carrier based on shipment characteristics entered.

4.4. Small Package (Mexico Origin)

- 4.4.1. Provider: Ryder Logistics
- 4.4.2. Service Level: Ground
- 4.4.3. Weight Restrictions: Less than 150 lbs.
- 4.4.4. Suppliers located in Mexico should utilize **Appendix B** to arrange transportation to the border/ HYMH Ramos Arizpe, CU Mexico.
- 4.4.5. EELCO will select the mode and carrier based on shipment characteristics entered.

4.5. Less than Truckload (LTL) and Truckload (US / Canada to US Destinations)

- 4.5.1. Provider: Ryder Logistics
- 4.5.2. Service Level: Standard
- 4.5.3. Weight Restrictions: Greater than 150 lbs.
- 4.5.4. All requests for pickup are entered Ryder's online portal, **Appendix A**. Ryder will select the mode and carrier.
- 4.5.5. All pickup requests should be submitted at least 48 hours prior to requested pickup time.
- 4.5.6. Ryder will provide Bill of Lading (BOL) to supplier

4.6. Less than Truckload (LTL) and Truckload (Mexico to US Destinations)

- 4.6.1. Suppliers located in Mexico should utilize **Appendix B** to arrange transportation to the border.

4.7. Less than Truckload (LTL) and Truckload (US and Canada to Mexico Destination)

- 4.7.1. Provider: Ryder Logistics
- 4.7.2. Service Level: Standard
- 4.7.3. Weight Restrictions: Greater than 150 lbs.
- 4.7.4. All requests for pickup are entered Ryder's online portal, **Appendix A**. Ryder will select the mode and carrier.
- 4.7.5. All pickup requests should be submitted at least 48 hours prior to requested pickup time.
- 4.7.6. Ryder will provide Bill of Lading (BOL) to supplier

4.8. Less than Truckload (LTL) and Truckload (Mexico to Mexico Destination)

- 4.8.1. Suppliers located in Mexico should utilize **Appendix B** to arrange transportation to HYMH Ramos Arizpe, CU Mexico.

5. Customs Broker Information

5.1.1. Any shipment moving from Canada to Mexico must move in bond with a bonded carrier.

Origin: Canada	Origin: Canada	Origin: Mexico	Origin: United States
Destination(s): Berea, KY, Greenville, NC, Sulligent, AL	Destination(s): Avon, IN	Destination(s): Berea, KY, Greenville, NC, Sulligent, AL, Avon, IN	Destination(s): Ramos Arizpe, CU Mexico
Livingston International: HYS-YALdocuments@livingstonINTL.com	Carmichael International Service: 450 E Devon Avenue., Suite 280 Itasca, IL 60143 Phone: 630-595-1407 Fax: 630-595-1710 hysteryalebroker@carmnet.com	Eduardo E. Lozano LCB: Oscar Escamilla (956) 712-2422 x125 oescamilla@uscustombroker.com	
			EELCO Inc. 15241 Fatima Dr, Laredo, TX 78045



Appendix A – All North American Inbound Shipments

To create a user log in go to: <https://rscs.ryder.com/#!/signup/rydershare>

1. Log into Ryder Portal: <https://rscs.ryder.com/#!/login>
2. Follow the below steps for entering a shipment:
 - a. Click “Order Fulfillment”
 - b. Entering PO’s fulfilling in in the “Purchase Order Number” tab
 - i. For multiple POs, separate with a **space**, not a comma.
 - c. Under “Additional Filters” select the following
 - i. OPEN, FULFILLED, CLOSED
 - d. Click the green checkmark.
 - e. Select POs
 - f. On the left-hand tab, a drop-down will populate indicating the shipping “Handling Unit”
 - i. Click “Handling Unit”
 - g. Verify shipping address and ship to address.
 - h. Enter the PO shipment quantity under “Plan QTY.”
 - i. Click the “i”
 - i. Enter dimensions of the shipment (pallet/carton(s), total weight of shipment)
 - j. Under “Shipment Summary” enter pickup date and time
 - i. For expedite select “Y” in the drop-down –
 - 1. Should only be used if requested by HYMH planning team to supplier.**
 - k. Click “Submit”
 - l. Copy the **shipment number** that is populated
3. Follow the below steps for shipment documents/labels:
 - a. Navigate back to <https://rscs.ryder.com/#!/login>
 - b. Select Tracking > Shipment Tracking in the menu bar.
 - c. Enter your **shipment number** and click "apply".
 - d. Click on the shipment and select the "loads" tab, then click on the load#.
 - e. Click the "documents" tab - BOL and/or labels will be available for download.

**For additional instructions on how to sign up for Bill of Lading alerts,
please reference the Ryder Training PowerPoint.**

Appendix B – MX Origin Shipment Request

EELCO INC.

15241 Fatima Dr
Laredo, TX 78045

Carta de Instrucciones

Proveedor:	Cliente:
Shipper Name and Address	Hyster-Yale Materials Handling
A.A. Mexicano	A.A. Americano
EELCO INC 15241 Fatima Drive Laredo, TX 78045 General e-mail: pedimentos@uscustombroker.com Telefono: (956) 712-2422 ext 148	EELCO INC 15241 Fatima Drive Laredo, TX 78045 General e-mail: pedimentos@uscustombroker.com Telefono: (956) 712-2422 ext 148
Vigencia: 11-01-2019	Frecuencia:
Pick-up: todo lo que se notifique antes de las 12:00 pm la recolección será el mismo día. Después de las 12:00 se corre al siguiente día.	Transportista: Equipo: consolidado

Nota: Todo pedido para recolección será solicitado a shipping@uscustombroker.com atención Antonio Santos o Juan Lara por medio de correo electrónico junto con los datos de bultos, peso y dimensiones lo cual puede ser por medio de una lista de empaque. Para cualquier duda o aclaración favor de comunicarse con Oscar Escamilla tel: (956) 712- 2422 cell 956-652-8072