



### **HMH Supplier Transportation Routing Guide**

Suppliers sending material to HMH must follow the guidelines in this document regarding carriers, shipping documentation, labeling, and other requirements.

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**Note:** For the HMH UPS account number (domestic & international), please contact: Brian Haslinger, Director, Procurement at [Brian.Haslinger@hnhco.com](mailto:Brian.Haslinger@hnhco.com)

# HMH Domestic Inbound Routings

## Shipping Documentation

A detailed [packing slip](#) indicating the number of pallets per title, quantity, and title code number for each item must accompany the shipment. This may be in a marked carton or in a blister envelope affixed to a carton on the last pallet loaded on the trailer. The packing slip should list the total number of pallets for each title.

Each [Bill of Lading](#) must contain the following:

- HMH PO Number
- HMH title code (Material Code in CHR system)
- Classification of the product
- Number of cartons
- Weight by title
- Total weight
- Number of pallets

## Under 500 pounds Domestic Shipments (NOT ON A PALLET)



**UPS Ground Only** ([Air requires approval](#)).

Bill to our HMH UPS account for domestic shipping. See [Brian Haslinger](#) for account.

Third Party UPS billing address: Houghton Mifflin Harcourt  
9400 Southpark Center Loop  
Orlando, FL 32819

***HMH PO NUMBER must be visible in the reference field when using the UPS shipping system.***

## Over 500 pounds Domestic Shipments

Suppliers should transmit shipment data to C.H. Robinson (CHR) online at Navisphere - Login [www.chrobinson.com](http://www.chrobinson.com)

Documents can be found on the CHR portal under ORDERS> STANDARD OPERATINGPROCEDURES.

The intent of this transmission is to arrange for the pickup of the product and to facilitate the HMH receiving plan. All the appropriate information must be filled in on the Navisphere site/manual form.

If a supplier does not have a website login/password, access can be obtained by emailing [hmhpub@chrobinson.com](mailto:hmhpub@chrobinson.com) or calling 877-594-8606.

Standard shipping and consolidation instructions are owned by HMH Corporate Transportation. You can reach the HMH Transportation Group via email at [ruth.sulzberger@hnhco.com](mailto:ruth.sulzberger@hnhco.com)

You must obtain approval from the HMH Transportation Group in advance if you plan to deviate from the following items:

- Holding orders for consolidation beyond the time cited in the instructions.
- Use of non-approved carrier – all other invoices will be denied.

# HMH International Inbound Routings

## Shipping Documentation

A detailed **packing slip** indicating the number of pallets per title, quantity, and title code number for each item must accompany the shipment. This may be in a marked carton or in a blister envelope affixed to a carton on the last pallet loaded on the trailer. The packing slip should list the total number of pallets for each title.

Each **Bill of Lading** must contain the following:

- HMH PO Number
- HMH Title Code (Material Code in CHR system)
- Classification of the product
- Number of cartons
- Weight by title
- Total weight
- Number of pallets

## Commercial Documentation

The following documents are required at a minimum for all shipments. Other commercial/customs documents may be required on a country-by-country basis based on local law. Please provide these documents in Microsoft Excel format.

- Commercial Invoice
- Packing List

## Commercial Invoice Requirements

- Sold To Field: HMH Education Company
- Shipped To Field: the distribution warehouse address (either Troy, MO or Geneva, IL) per the PO
- Full description of merchandise in English, cannot be just a part number/PO#, etc.
- Part Number
- PO Number
- Country of Origin- this MUST be the country in which the goods were Manufactured, NOT just where shipping from.
- Unit Piece count
- Unit value per item
- TOTAL invoice value
- Currency of the commercial invoice (USD is preferred)
- Foreign shipper/manufacturer name and address

## Packing List Requirements

- Full description of merchandise in English, cannot be just a part number/PO#, etc.
- Part Number
- PO Number
- Unit Piece Count
- Carton Piece Count
- Net Weight and Gross Weight for each item (KG is preferred)
- Quantities must match the associated commercial invoice

### **Additional Documents That May Be Required**

- Product Lab Testing Results for CPSIA subject merchandise
- Certificate of Origin for Free Trade Claims
- Anti-Dumping/Countervailing Documentation
- TSCA/MSDS documentation for EPA requirements

### **Routing**

HMH will route and assume responsibility for all shipping costs from the point of origin based on the incoterm agreed to on the purchase order (Terms of Delivery). Please contact the HMH Procurement group at [Brian.Haslinger@hnhco.com](mailto:Brian.Haslinger@hnhco.com) if you are unsure which incoterm should be used.

### **International shipments under 100 pounds (45kg)**

Shipments weighing **less than 100 lbs.** should be shipped via UPS Expedited and billed to the designated HMH account number.

***HMH PO NUMBER must be visible in the reference field when using the UPS shipping system.***

### **International shipments over 100 pounds (45kg)**

**Freight moving via containerized ocean freight must be loaded on pallets for final delivery.**

#### **Book with CH Robinson Worldwide Inc**

CH Robinson Worldwide Inc  
26555 Evergreen Road Suite 300  
Southfield, MI 48076-4227  
Email: [hnhinternational@chrobinson.com](mailto:hnhinternational@chrobinson.com)  
T-248-948-9430 F-248-948-9490

### **International Booking Requirements:**

- Timing:
  - Ocean Freight: 10-14 days prior to BBD date.
  - Air Freight: 5-7 days prior to BBD date.
- **Approval required for all air freight shipments.**

Additional booking forms and International CHR contacts by country can be found on the CHR portal (Navisphere - Login ([chrobinson.com](http://chrobinson.com))). If a supplier does not have a website login/password, access can be obtained by emailing [james.goudreau@chrobinson.com](mailto:james.goudreau@chrobinson.com), [brandon.brunner@chrobinson.com](mailto:brandon.brunner@chrobinson.com), [ellen.gross@chrobinson.com](mailto:ellen.gross@chrobinson.com) or calling 877-594-8606.

### **Important reminders:**

HMH PO# and FINAL delivery location (example: HMH warehouse) must be mentioned on all booking forms.

Suppliers must supply a "HMH ISF Template" at time of booking so CHR can perform the Importer Security Filing on behalf of HMH. Freight will not move until this document is provided.

Above documents are to be sent to the corresponding origin office found in the attached “CHR Contact Information” document (also found on the CHR Portal) or you can request this information by emailing [hmhinternational@chrobinson.com](mailto:hmhinternational@chrobinson.com)

International documentation questions can be directed to [Christina.Myers@hmhco.com](mailto:Christina.Myers@hmhco.com)

All freight must be properly packaged for international movement.

## HMH International Export Routings from Domestic Suppliers

### Shipping from Domestic Supplier Direct to an International Customer

The following documents are required at a minimum for all shipments. Other commercial/customs documents may be required on a country-by-country basis based on local law. **Please provide these documents in Microsoft Excel format.**

- Commercial Invoice – HMH Supplied
- Packing List

**EXPORTs (under 500 lbs.)** – Use a UPS designated account number when shipping to international locations from within the United States. Please Contact Brian Haslinger, Manager, Procurement Operations at HMH [Brian.Haslinger@hmhco.com](mailto:Brian.Haslinger@hmhco.com) for the UPS account number.

**EXPORTs (over 500 lbs.)** - When shipping to international locations from within the United States, ship AIT Worldwide Logistics. The supplier should contact AIT Worldwide Logistics to arrange pick-up at supplier location:

- AIR FREIGHT- [ChicagoAirExports@aitworldwide.com](mailto:ChicagoAirExports@aitworldwide.com)
- OCEAN - [ChicagoOceanExports@aitworldwide.com](mailto:ChicagoOceanExports@aitworldwide.com)

### Shipping from a Domestic Supplier to a Customer’s Freight Forwarder

Follow inbound domestic routing instructions contained on Page 3. **Provide all international documentation.**

### Customer Routed Shipment

(Customer’s carrier picks up at supplier facility.)

HMH will provide the supplier the customer’s carrier contact information. The supplier will contact the customer’s carrier to arrange for pick-up at the supplier location. The commercial invoice and packing list will need to be provided to the supplier. At the time of pick-up, the supplier will provide all applicable documentation to the customer’s carrier.