



McElroy Manufacturing, Inc  
P.O. Box 580550  
Tulsa, OK 74158  
(918) 836 8611

July 15, 2024

### Inbound Routing Instructions

McElroy Manufacturing Inc  
PO BOX 580550  
Tulsa OK 74158

To our Valued Suppliers,

McElroy is in the process implementing an Inbound Freight Program through eShipping, our transportation and logistics partner. **This will take effect on August 5, 2024.**

eShipping provides a convenient online pickup request form. Below are the procedures that will need to be followed for all inbound and drop shipments in which McElroy will be incurring freight charges.

If you have any questions or concerns regarding this transition, please feel free to contact me.

Sincerely,

Jamie Muratet-Beel – Freight and Logistics Specialist

[Jmuratet-beel@mcelroy.com](mailto:Jmuratet-beel@mcelroy.com)

(918) 831-9259

#### ROUTING AND BILLING:

- ✓ For all shipments over 150 pounds, visit [pickups.eshipping.biz](https://pickups.eshipping.biz) and submit the details of your [shipment](#). eShipping will send you a completed bill of lading and dispatch the carrier for pickup.
- ✓ For shipments under 150 pounds, please continue to ship using the McElroy parcel account as normal.
  - Fed Ex 779028879 - Preference
  - UPS 9W6-R51 – Alternate
- ✓ Please note: **You are required to use the Bill of Lading that eShipping provides as the primary BOL. Failure to do so may result in a freight charge-back.**
- ✓ For assistance on expedited shipments or problems submitting your request, please contact the eShipping Client Services Team at [pickups@eshipping.biz](mailto:pickups@eshipping.biz) or (866) 890-3408-Option 2. Thank you in advance for your cooperation.



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- ✓ Please include McElroy's PO # found in the upper right corner and type into the **PO Number reference field** (See below).
- ✓ For all FTL shipments or any shipments greater than 16 linear feet or 8 standard pallets, please type **"Truckload"** in the notes section at [pickups.eshipping.biz](http://pickups.eshipping.biz) (See below).

The screenshot shows a shipping portal interface with three main steps: Basic Shipment Info, Shipment Details, and Finalize Shipment. The Shipment Details section is expanded and contains several sub-sections:

- Insurance:** Includes buttons for "Request Insurance", "Decline Insurance", and a "Value of Goods" input field.
- Other Instructions:** A question "Does this shipment need a guaranteed delivery date?" with "Yes" and "No" radio buttons.
- Reference Details:** A table for adding references with columns for "PO Number\*", "Reference #", "Order Number" (dropdown), "Required for pickup?" (Yes/No), and a "Remove Reference" link. An "Add Reference" button is at the bottom.
- Notes for eShipping:** A text area containing the word "Truckload".

Two orange arrows point to the "PO Number\*" field in the Reference Details section and the "Notes for eShipping" section.

### Inbound Routing Instructions for PO's

#### Freight Routing Instructions:

For LTL or Full Truckload shipments in which McElroy is paying the freight charge, please submit shipping details to eShipping via the online portal at [pickups.eshipping.biz](http://pickups.eshipping.biz). eShipping will supply you with a completed bill of lading and dispatch the carrier for pickup. For questions, email/call [Pickups@eshipping.biz](mailto:Pickups@eshipping.biz) or 866-890-3408.