

NORFOLK SOUTHERN CORPORATION MATERIAL FREIGHT ROUTING INSTRUCTIONS

UNLESS OTHERWISE STATED ON THE FACE OF THE PURCHASE ORDER, these instructions apply to all shipments when the terms of the purchase order specify that the Norfolk Southern Corporation or one of its subsidiaries is responsible for the freight charges.

1. **PURCHASE ORDERS, DROP SHIPMENTS, INBOUND FREIGHT CHARGES:** All bills of lading **must show** the Norfolk Southern Corporation (or subsidiaries) or Consolidated Rail Corporation **purchase order number**. Any vendor having shipments shipped from one of its vendors must likewise adhere to the requirements in these instructions. Norfolk Southern Corporation **does not pay inbound freight** to the vendor. Inbound freight is to be negotiated as part of the unit price for the material purchased.
2. **RAIL SHIPMENTS: SHIPMENTS ARE TO BE MADE BY RAIL WHENEVER POSSIBLE, USING NORFOLK SOUTHERN EQUIPMENT, ROUTING TO BE FURNISHED BY NORFOLK SOUTHERN PERSONNEL.**
3. **CONRAIL SHIPMENTS:** Conrail – Shared Assets is a subsidiary; its **purchase orders will be addressed to Consolidated Rail Corporation (Conrail)** rather than Norfolk Southern Corporation (or subsidiary).
4. **CONSOLIDATE MATERIAL TO BE SHIPPED:** Except in the case of operating emergencies that require EXPRESS SHIPMENTS as defined below, there must be **no more than one shipment per week** from one origin to one destination. In the case of multiple shipments from one origin to one destination on the same day, **only one bill of lading** should be used.
5. **BILL OF LADING: "NORFOLK SOUTHERN CORPORATION" OR THE NAME OF A NORFOLK SOUTHERN SUBSIDIARY OR "CONSOLIDATED RAIL CORPORATION" MUST APPEAR ON THE TOP LINE OF THE CONSIGNEE ADDRESS.** Show the purchase order number on the bill of lading and freight bill. In the case of multiple shipments to one location, only one bill of lading should be used, noting all purchase order numbers involved. **NORFOLK SOUTHERN WILL NOT PAY ADDITIONAL SHIPPING AND HANDLING CHARGES.**
6. **SMALL PACKAGE:** Shipments up to 20 packages weighing **up to 250 lbs with no single package or piece weighing more than 60 lbs** must be shipped via UPS GROUND "3rd PARTY BILLING" using Norfolk Southern UPS 3rd party bill account no [REDACTED], using zip code [REDACTED] as the billing zip code. Shipments including 1 or more packages weighing between 40 lbs and 60 lbs must be marked and/or labeled with the actual weights. See Article 12 below for billing address. Shipments including 1 or more packages or pieces weighing 60 lbs or greater must be shipped as an LTL shipment as described in Article 8below.
7. **EXPRESS SHIPMENTS:** When authorized by Norfolk Southern or Conrail, express shipments should be handled as follows: shipments weighing **less than 60 lbs.** should be shipped via **UPS Air, Next Day - COLLECT**. Shipper must include in the UPS Air, Next Day shipping request that this is an Expedited request as well as the name and "Cost Center" of the Norfolk Southern or Conrail Employee authorizing the shipment. Shipments weighing **60 lbs. or greater**, must be palletized and shipped via **Transportation Insight**. TELEPHONE 828-485-5111; E-MAIL: ns@t-insight.com. Different modes of service are available based on need. Shipper must include in their request to Transportation Insight that this is an Expedited request as well as the name and "Cost Center" of the Norfolk Southern or Conrail Employee authorizing the shipment. NOTE: INDIVIDUAL PACKAGES THAT WEIGH 60 LBS. OR GREATER MUST BE PALLETIZED.
8. **LTL:** All "less than truck load" shipments weighing **less than 20,000 lbs. & under 25 linear feet** must be routed via **Transportation Insight**. TELEPHONE 828-485-5111; E-MAIL: ns@t-insight.com.
9. **FTL:** All "**full** truck load" (except as noted in #10 below) shipments weighing greater than 20,000 lbs. or greater than 25 linear feet, or that require a FLATBED, DROP/STEP DECK OR OTHER SPECIALIZED EQUIPMENT must be routed via Transportation Insight. **At least 48 hours' advance notice is required.** TELEPHONE 828-485-5111; E-MAIL: ns@t-insight.com. If 48 hours' advance notice cannot be given, EXPRESS SHIPMENT handling should be followed as detailed in #7 above.
10. **FTL:** Automobile shipments and Locomotive Traction Sand are only to be routed through **Armstrong Transport via email at Keelogistics@armstrongtransport.com and/or Cenglert@armstrongtransport.com** or via phone at 904-652-0647. A 48-hour pickup notice is required.
11. Shippers located in Canada shipping to USA use customs broker **Livingston (NS Client code is [REDACTED])**, call 1-800-437-4324. When shipping to Canada use **Livingston Account # [REDACTED]**. Shippers located outside of North America (ocean freight) shipping to USA are responsible for arranging transportation and delivery to the destination specified in the purchase order (i.e., DDP) except as expressly agreed to in writing by Norfolk Southern or Conrail. In any such case where Norfolk Southern or Conrail have agreed to accept delivery on terms other than DDP, use customs broker **Livingston (NS Client code is [REDACTED])**, contact Livingston's Norfolk office at 757-446-1500 or 757-567-3006.

12. **BILLING ADDRESS:**

When arranging LTL/FTL shipments Norfolk Southern Corporation c/o Transportation Insight PO Box 23000 Hickory, NC 28603
--

****IF THE ABOVE INSTRUCTIONS ARE NOT FOLLOWED FOR ANY SHIPMENT, THE SHIPPER MAY BE HELD RESPONSIBLE FOR ANY EXCESS FREIGHT CHARGES, PLUS AN ADDITIONAL ADMINISTRATIVE HANDLING FEE OF \$50 PER OCCURRENCE.**

Under no circumstances should you select a route, carrier or mode of transportation other than specified herein; or purchase insurance or declare a value of material being shipped without acquiring prior approval from Norfolk Southern's Manager Freight at MMFFreightManager@nscorp.com. If additional transportation expenses are incurred as a result of your failure to follow these instructions, Norfolk Southern may require reimbursement of the additional expense, plus an additional administrative handling fee of \$50 per occurrence. If transportation problems are experienced with any of the arrangements specified above, please email Norfolk Southern's Manager Freight at MMFFreightManager@nscorp.com. (Instructions revised August 18, 2021)