



Inbound Compliance - Routing Guidelines

When sending a shipment to Shipology, please follow the instructions below!

Any shipments that arrive at our warehouse without an inbound receipt and/or carton labels are subject to receiving delays and surcharges.

Ship to:

Shipology
% [insert company name]
2622 7th Ave
Building 60
Dock 9
Watervliet, NY 12189

receiving@shipologyus.com

Contact: Receiving

Phone: 518-212-7671

Receiving hours: M-F 10am - 3pm

1. Add Receipt in your Customer Portal

Please be sure to include the SKU's, qty per SKU & number of cartons/pallets we should expect along with any special instructions needed during receiving. If your product requires a lot, expiration or serial number, please be sure this information is added to the appropriate section in extensiv.

2. Print carton/pallet labels & attach to EVERY carton/pallet

- In the receipt you just created, click documents – MU Label. Please print a 4x6 label for EVERY carton and/or pallet.
- Fill out the 'product description, sku & qty' on EVERY label and attach to the outside of EVERY carton and/or pallet
- You must fill in the # of cartons and/or pallets so we know how many to expect

*** Any shipment that arrives at the warehouse without a receipt or carton/pallet labels will result in a receiving delay and a \$250 receiving chargeback.

***ALL pallet deliveries require an appointment, please call 518-212-7671 to schedule



3. Carton Maximum Weight & Dimensions

Maximum weight per carton = 50lbs

Maximum dimensions per carton = No single side longer than 30"

*** Any carton sent to Shipology that is larger than the above dimensions or heavier than the above weight will be subject to a \$50 per carton chargeback.

4. Pallet Maximum Weight & Dimensions

Maximum weight per pallet = 2,000lbs

Maximum dimensions per pallet = 48" L x 40" W x 50" H

*** Any pallet sent to Shipology that is larger than the above dimensions or heavier than the above weight will be subject to a \$200 per pallet chargeback.

*** Any pallet heavier than 2,000lbs may be subject to additional monthly storage fees

*** Please use sufficient packaging material to ensure your products arrive safely and undamaged. Absolutely NO packing peanuts allowed. Shipments with packing peanuts are subject to a \$50 per carton chargeback.

5. Labeling / Barcoding

All products must be barcoded. If they are not already barcoded when they arrive at our warehouse, we will barcode them during the receiving process. Barcoding will incur an additional charge (please see our contract and quote for current rates). If the Shipology team needs to barcode any products, it will result in a delay in making your inventory available to ship.

Barcodes must be placed in a visible spot on the outside of each product. If a product is packed in a poly bag, the outside of the poly bag must be stickered.

The minimum, scannable barcode size we can accept is 1.5" L x 0.75" H

THANK YOU!