

	Title:	Routing Instructions When Utilizing Kenson Plastics Inc. Shipping Accounts	Number:	KPQ-024
			Effective Date:	2026 FEB 04
	Approved By:	Christopher O'Leary	Revised Date:	2026 FEB 04
	Signature:	Signature on File	Revision Edition:	New

POLICY / STATEMENT:

Kenson Plastics Inc. works closely with our suppliers to provide the most reliable products and services to our customers. Adherence to this Routing Instruction ensures agreed upon flow of payment for freight and ensures the best service levels possible for our end customers.

Therefore compliance with this Routing Instruction is Mandatory.

Noncompliance constitutes the shipper's agreement to pay for all transportation and associated costs.

The following instructions apply to all shipments made on behalf of Kenson Plastics Inc. to include third parties for which shipping charges are paid.

Purchase Orders shall provide detailed service level and account numbers to use for billing transportation charges. Address shipments to the correct importer of record name provided on the purchase order.

Suppliers that fail to ship in accordance with this Routing Instruction will be charged back at the discretion of Kenson Plastics Inc. for all expenses incurred plus a 10% fee for each non-compliant shipment.

If you have a question regarding an order, please contact the buyer who placed the order. A list of contacts is provided on Page 3.

Kenson Plastics values our supply partners and trusts that this process will enhance our partnership.

Thank you for your cooperation and support.

Sincerely,

Kenson Plastics Logistics Team.

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Kenson Plastics Inc. Routing Instruction; Shipping From:	Category	Approved Carrier	*Service Level
United States	Small Parcel Ground - Small Parcel Air	FedEx	All Domestic Small Parcel Shipments
United States	Freight LTL	Routed by Kenson Logistics Team	
China, Malaysia, Thailand	Small Parcel and International Freight	FedEx	Shall be shipped Economy unless otherwise directed by Kenson Logistics Team. Customs Clearance Documentation shall be sent to RL Swearer prior to shipment per stated shipping requirements.
Canada	Small Parcel and International Freight	Routed by Kenson Logistics Team	
United Kingdom	Small Parcel and International Freight	Routed by Kenson Logistics Team	
Germany	Small Parcel and International Freight	Routed by Kenson Logistics Team	

***Alternative Service Levels Require Authorization Prior to Shipping**

*** FedEx Small Parcel non-palletized shipments** The maximum weight per package allowed is 150 lbs or 68 kg., there is no limit to the number of packages that can be given per shipment The maximum size per package is 165 inches combined length and girth, this is determined by the following: Measure the longest side of the carton then (2x the height + 2x the width) and add together. If this is greater than 165 inches combined it is considered unauthorized and would be too large in size to ship small package. There is no limit to the number of packages that can be shipped in one shipment. The maximum length per package is 108”.

*** FedEx International Freight palletized shipments** • Designed for larger shipments greater than 151lbs or 68kg, and moved on a pallet that is 48” x48” x 60” or less (LxWxH) with a maximum length of 108” • This is a guaranteed service level and should be used for smaller freight shipments that meet the requirements.

Shipping Requirements		Domestic	International
Shipment/Package Weight and Dimensions		Total shipment weight < 250 lbs. Small parcels < 150 lbs. per piece, 108" in length, 165" in length plus girth (L + 2H + 2W)	
Mandatory Reference Information		The Purchase Order number shall be listed in the reference field.	
International Shipments of Metals			All international shipments with articles containing aluminum shall include a copy of the Origin documents, including the "Origin of Smelt and Cast"
Declared Value		Do not use Declared Value or any other package/shipment insurance.	
Packing		Ensure packaging is optimized for safety of product.	
Customs Clearance Documentation			The Broker Select Option shall be selected within the FedEx portal during shipment. All Kenson Plastics Inc. Customs Documentation must be review by R.L. Swearer (Noah Prince nprince@rlswearer.com)
Returns		All Returns shall be channeled to Kenson Plastics Logistics Team at kensonship@kensonplastics.com who will provide appropriate shipping documentation. Unauthorized returns will not be accepted and shall be the liability of the sender.	
Kenson Plastics Inc. Contact List		Buyer- Jonathan Cuddy	
		Logistics Coordinator- Lisa Carrodus	kensonship@kensonplastics.com
		Production Support Specialist- Kyonna Castelucci	