



US Engine Valve
7039 South Highway 11
Westminster, SC 29693
Purchasing Department: (864) 647-3607

Selling To Us

Please note the following Standard Routing Instructions (shipping instructions) where US Engine Valve is responsible for freight payment. These instructions apply to inbound collect and third party shipments.

Shipping Requirements

All shipments must be FOB Origin, Freight Collect to US Engine Valve.

Small packages (less than 150 pounds) – ship UPS Ground Collect.

Truck shipments (LTL) must be collect and shipped by the following approved carriers:

USF Holland – Collect

Contact carrier via <http://www.usfreightways.com/ltl/home/holland.jsp> or call (866) 465-5263.

Conway – Collect

Contact carrier via <http://www.con-way.com> or call (800) 344-9476.

NOTICE:

Pre-pay and add freight charges will not be accepted.

Air shipments must be pre-approved by US Engine Valve and shipped via UPS Collect.

CODs will not be accepted.

Collect truck bills from unapproved carriers will be deducted from supplier invoices prior to payment.

3rd Party Billing must be billed direct from the carrier to US Engine Valve. **Freight cannot be billed on the merchandise invoices.**

Freight bills from carriers are to be sent to:

U.S. Engine Valve
C/O Cass Information Systems
P.O. Box 182038
Columbus, OH 43218-2038

If there is trouble scheduling an approved carrier, please contact the purchasing department at (864) 647-3607 for assistance.

Incoming Shipping Documents / Packing Lists

All packing lists must contain the following information:

- Vendor's full name
- PO number
- Part number
- Unit price
- Units of measure
- Quantity of each item shipped

NOTICE:

All packing slips / lists must include US Engine Valve's PO number. No order will be received without US Engine Valve's valid PO number.