

Author	Status	Effective Date
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1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to determining freight cost for LTL shipments. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan.

2.0 Scope

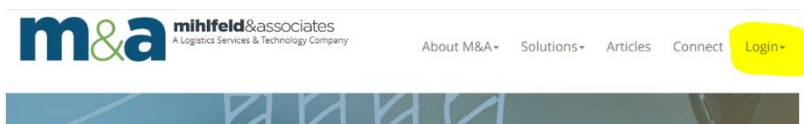
This document covers the standard procedures to be followed for employees in the shipping department when determining LTL freight costs. By following the instructions, the workload will be completed accurately and consistently.

3.0 Safety

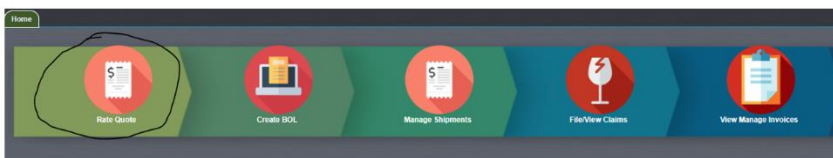


4.0 Determining LTL Freight Costs

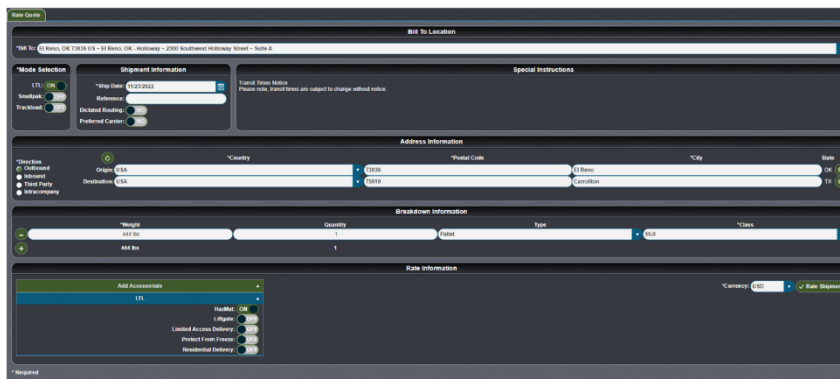
4.1 Login to the Mihlfeld website @ www.mihlfeld.com using your assigned username and password. You will use the drop down under Login, "Beta Website"



4.2 Select "Rate Quote"



4.3 Applications



- 4.3.1 Ensure the correct "Bill To" is selected
- 4.3.2 Select the correct mode: LTL, Smallpak, Truckload
- 4.3.3 Select the correct direction: Outbound, Inbound, Third Party, Intracompany
- 4.3.4 Fill out the origin information (shipping from)
- 4.3.5 Fill out the destination information (shipping to)
- 4.3.6 Fill out the weight (total weight for shipment)
- 4.3.7 Quantity – Always put 1
- 4.3.8 Select type – Package for smallpak, Pallet for LTL

4.3.9 Select the class for LTL (usually class 55) and add any needed accessorials (Hazmat/Liftgate)

4.4 Rate Shipment Tab – Choose the appropriate carrier based on price and transit time.

Carrier	Mode	Service	Transit Days	Est. Delivery Date	Bill Customer	Joint Line	Classified Delivery Time
Stobbe's Freight Lines	LTL	LTL	1.5	11-25-2022	\$197.28	Direct	N/A
FedEx Freight Economy	LTL	LTL	2	11-29-2022	\$132.20	Direct	N/A
FedEx Freight Priority	LTL	LTL	1	11-25-2022	\$134.32	Direct	N/A
XPO Logistics	LTL	LTL	1	11-25-2022	\$181.46	Direct	N/A
Old Dominion Freight Line Inc	LTL	LTL	1	11-25-2022	\$184.64	Direct	N/A

5.0 References

Reference	Title
1	None