



## CAESARS ENTERTAINMENT STRATEGIC SOURCING VENDOR TRANSPORTATION ROUTING GUIDE

**Rev August 2017 - Updated pallet size and linear foot rule for Truckload shipments via CH Robinson**

### **Dear Valued Supplier:**

The following shipping instructions for small parcel, less-than-truckload (LTL) and truckload (TL) shipments must be followed in order for Caesars Entertainment to pay for transportation charges. Failure to comply with these instructions will result in a chargeback to your company for the amount of any excess freight costs plus the violation chargeback fee. These instructions only apply if shipping TO or FROM a Caesars Entertainment property or shipping TO a Caesars Entertainment customer (exceptions must be authorized by a Caesars buyer). It is the supplier's responsibility to check this routing guide on a quarterly basis for the most up-to-date information.

### **Routing Guide Does Not Apply to the Following (Ship Prepaid Only):**

- Shipping costs are included in the sell price to Caesars.
- The Caesars buyer instructs you to ship prepaid and add using the carrier of your choice.
- You are shipping refrigerated or perishable goods.
- You are shipping to and/or from a location outside the United States.

### **Compliance Includes**

- **REFERENCE THE CAESARS PO NUMBER (e.g. P2P-PO123456)** on all carrier documentation including the waybill, packing slips, and carton labels.
- Using the correct carrier and service as designated below or as directed by the Caesars buyer
- Using the correct billing option for all modes:
  - FedEx Ground® COLLECT (Small Parcel)
  - FedEx Ground® or FedEx Express® (requires Caesars Entertainment approval) using the Third Party billing option with the correct FedEx account number. (Small Parcel)
  - FedEx Freight LTL or CH Robinson TL: 3<sup>rd</sup> party billing to:

Caesars Entertainment  
P.O. Box 29166  
Hot Springs, AR 71903  
Attn: Accounts Payable

- Prepaid shipments and any other shipment costs falling outside these guidelines will not be paid by Caesars Entertainment unless a Vendor Exception or Ship Approval are agreed to by the buyer in advance or specified on the purchase order. If you have questions, please contact your Caesars buyer.
- All shipments are FOB Destination and the supplier is responsible for damage or loss during transit.
- All Truck Load shipments should be shipped in the normal transportation timeline of around seven (7) days. If expediting is required that must be communicated and approved by your Caesars Entertainment Buyer/Category Coordinator otherwise your company will pay the additional expense.
- When shipping Truck Load ensure you are aware of the Delivery Requirements based on the destination (Refer to Delivery Requirements Document), failure to ship as stated may result in a charge back on additional expenses.



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### Labeling Instructions

- Lettering: A minimum of three-eighths (3/8") high block lettering, in English, and clearly visible.
- Location: MUST be on at least two (2) sides of each individual carton.
- Color: Labeling must be printed boldly, legibly, and must be able to withstand transit without rubbing off.
- Labels: If labeling is to be printed and affixed to cartoning, it MUST adhere so as not to remove during transit.
- Side Mark: Each individual carton and packing unit containing the cartons MUST have the following information:
  - Item number and description of contents (per purchase order)
  - Purchase Order #
  - Piece count of shipment (units of packing, i.e. 1 of 5, 2 of 5, 3 of 5 etc.)
  - Quantity of contents ( per carton)
  - Consignee name and address

### Small Parcel Shipping Requirements: (0 lbs. - 150 lbs.)

- Use **FedEx Ground® COLLECT** when shipping to Caesars Entertainment property.
  - You do NOT need Caesars Entertainment FedEx account number to ship **FedEx Ground® COLLECT**. COLLECT is the billing option. FedEx will bill Caesars Entertainment for applicable transportation charges from the bar code on the shipping label.
- Use **FedEx Ground® Third Party** billing option when shipping to an address other than the Caesars Entertainment or shipping to a Total Rewards customer. You will be provided an account number by contacting Caesars Entertainment. Please provide PO number(s), from and to addresses.
- Use **FedEx Express®** only when pre-approved by the Caesars Entertainment. This service is for time- sensitive shipments and the Third Party billing option must apply. You will be provided an account number by contacting Caesars Entertainment. Please provide PO number(s), from and to addresses.
- Enter the **Caesars Entertainment purchase order number e.g. (P2P-PO123456)** using the proper format in the "Your reference" field.
- You will need your own FedEx account number to ship via FedEx and schedule your pickups. If you don't already have an account, call 1.800.GoFedEx 1.800.463.3339 to set one up.
- All FedEx shipments must be prepared using an automated shipping solution, either FedEx Ship Manager® at fedex.com or FedEx Ship Manager® hardware or software.

### Account Confidentiality

FedEx billing account numbers are considered confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions.



## CAESARS ENTERTAINMENT STRATEGIC SOURCING VENDOR TRANSPORTATION ROUTING GUIDE

### FedEx Freight® LTL Shipments-Palletized Requirement (151-19,999 lbs.)

**FedEx Freight® LTL shipments** include individual packages over 150 lbs. or multiple piece shipments up to 19,999 lbs. and palletized. Not to exceed 6 pallets or 12 ft. of linear space. (Please see the Truckload Routing Guide Instructions for shipments that exceed any of these amounts).

We recommend you use the fedex.com Bill of Lading Generator. You may also use your own paper bill of lading provided all routing instructions are followed.

- Use **FedEx Freight® Third Party** billing option when shipping to or for Caesars Entertainment.
- Fill in the address listed below in the “Bill Freight Charges to (if different than above)” section on the bill of lading. No account number is required. Do not place a check mark in the COLLECT box.

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- Choose “**FedEx Freight® Economy**” under Service Selection for all shipments unless “FedEx Freight® Priority” is noted on the Purchase Order or requested by your buyer.
- Enter the “Caesars Entertainment Purchase Order Number” to be billed for the shipment in the “Purchase Order #” field for all shipments.

### Shipping Questions/Concerns

- Refer to the attached job aid(s) for additional information on using FedEx services.
- **For immediate assistance with specific questions about FedEx services or routing instructions, call the FedEx Activation Desk at 1.866.883.9290. This resource is available Monday through Friday, 8 a.m. to 5 p.m. CST.** Shipping information is also available at fedex.com
- If you have any questions regarding this change or these routing instructions, please contact the Caesars buyer listed on the purchase order.

### Additional Routing Considerations

- Do not purchase any additional declared value coverage for transportation unless you are instructed by Caesars Entertainment.
- Schedule your package pickup online at fedex.com or by calling 1.800.GoFedEx 1.800.463.3339.
- If you do not have a regular FedEx Ground pickup, the FedEx Ground pickup needs to be scheduled one day in advance.
- You can avoid pickup fees by dropping off your package at a FedEx drop-off location. Find the nearest location online at fedex.com or call 1.800.GoFedEx 1.800.463.3339.
- Contact the buyer who arranged the sale if you have questions about a purchase order.



## CAESARS ENTERTAINMENT STRATEGIC SOURCING VENDOR TRANSPORTATION ROUTING GUIDE

### **CH Robinson Truckload Shipments – 20,000 lbs or more**

Any shipment more than 6 pallets, 12ft linear space, and/or weighs more than 19,999lbs should ship CH Robinson.

**Email Pickup Request Form to [caesars@chrobinson.com](mailto:caesars@chrobinson.com) or fax to 702-691-3395** (see last page for the Pickup Request Form).

- Shipments require a minimum of 48 hours advance notice before pick up.
- You should receive a BOL, carrier name, and an estimated pick up date prior to the carrier arriving. If this does not happen, please call CH Robinson (contact info above).
- If the carrier does not arrive at the estimated time, call CH Robinson with the load number located on the top of your BOL immediately.
- Any changes to shipment's specs after you have received your BOL/Booking Information should be provided to CH Robinson immediately so that we may update.
- Shipments from the same facility, going to the same destination, on the same day **MUST** ship under the same Bill of Lading.
- **DO NOT** split orders into individual shipments without prior authorization from the buyer or C.H. Robinson Worldwide, Inc.
- Shipments must be **3rd party billing** to the address below noted on your BOL

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### **C.H. Robinson Contact Information**

- **Dedicated CAESARS ENTERTAINMENT, INC. Team phone #: 877-448-2511 (after hours please call Anthony Rivero at 702-235-5114)**
- Normal business hours: 6:00AM – 5:00PM (PST) Monday-Friday
- Account Team Contacts: Anthony Rivero, Ryan Francis & Tom Larson
- Contacts can be reached through [Caesars@chrobinson.com](mailto:Caesars@chrobinson.com) or 877-448-2511
- Emergency Contact info:
  - Anthony Rivero ([Anthony.Rivero@chrobinson.com](mailto:Anthony.Rivero@chrobinson.com)) 702-837-2355
  - Ryan Francis ([Ryan.Francis@chrobinson.com](mailto:Ryan.Francis@chrobinson.com)) 702-837-2361
  - Tom Larson ([Tom.Larson@chrobinson.com](mailto:Tom.Larson@chrobinson.com)) 702-837-2350

## CAESARS - TRUCKLOAD PICK UP FORM



### C.H. Robinson Worldwide

To schedule your pick up, please fill out this form and email to: [Caesars@chrobinson.com](mailto:Caesars@chrobinson.com)

CH Robinson -

Phone: (877) 448-2511

Fax: (702) 691-3395

#### SHIPPER INFORMATION

Shipper Name			
ADDRESS			
CITY/STATE/ZIP			
PHONE			
CONTACT NAME			
SHIPPING HOURS			
READY DATE & TIME			
PU#- provide if required			
CAESARS PO#			
Is PO Shipping in FULL?	Y	N	
APPOINTMENT REQUIRED? Y/N	Y	N	
LIFT GATE REQUIRED? Y/N	Y	N	
BOL GOES TO FAX/EMAIL			

#### DESTINATION INFORMATION

Company Name	
ADDRESS	
CITY/STATE/ZIP	
PHONE	
CONTACT NAME	
DELIVERY # - provide if required	
DELIVERY DATE	
APPOINTMENT REQUIRED? Y/N	

#### COMMODITY INFORMATION

DESCRIPTION OF PRODUCT	
PIECES/CARTONS	
PALLETS SPACES OR LINEAR FEET	
WEIGHT	
ITEM #	
VALUE	
FREIGHT CLASS	

**Delivery Requirements: The shipment will be refused if any of the below requirements are not met.**

- All pallets must be loaded properly. Sideways pallets are not authorized.
- There is a height requirement of no more than 82" including the pallet.