



# Houghton Mifflin Harcourt Supplier Transportation Routing Guide

Suppliers sending materials to HMH must follow the guidelines in this document regarding carriers, shipping documentation, labeling, and other requirements.

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Note: For the UPS account number, please contact:

Brian Haslinger, Manager, Procurement Operations at HMH  
[brian.haslinger@hmhco.com](mailto:brian.haslinger@hmhco.com).



## Routing and Shipping Documentation

- A detailed packing slip indicating the number of pallets per title, quantity, and title code number for each item must accompany the shipment.

This may be in a marked carton or in a blister envelope affixed to a carton on the last pallet loaded on the trailer. The packing slip should list the total number of pallets for each title.

- Each Bill of Lading must contain the following:
  - The Houghton Mifflin Harcourt P.O. number
  - C. H. Robinson's HMH number
  - number of cartons
  - classification of the products
  - total weight
  - title number(s)
  - weight of each title

**Note:**  
An example Bill of Lading can be found on the CHR website at:  
[chrobinson.com](http://chrobinson.com)

- Suppliers should transmit shipment data to C.H. Robinson (CHR) online at [Navisphere - Login \(chrobinson.com\)](http://Navisphere - Login (chrobinson.com)) Documents can be found on the CHR portal under View Documents > SOP tab.

The intent of this transmission is to arrange for the pickup of the product and to facilitate the HMH receiving plan. All of the appropriate information must be filled in on the site/manual form.

If a supplier does not have a website login/password, access can be obtained by emailing [hmhpub@chrobinson.com](mailto:hmhpub@chrobinson.com) or calling 877-594-8606. CHR

can also provide a manual ASN (Advance Shipping Notice) and a copy of the HMH Bill of Lading if online access is not available, otherwise

## HMH Domestic Inbound Routings

Standard shipping and consolidation instructions are kept by HMH Corporate Transportation. You can reach the HMH Transportation Group or via email at [ruth.sulzberger@hnhco.com](mailto:ruth.sulzberger@hnhco.com).

You must obtain approval from the HMH Transportation Group in advance, if you plan to deviate from the following items:

- Holding orders for consolidation beyond the time cited in the instructions.
- No alternative carriers are to be used unless that carrier is listed as an approved carrier on the routing instructions.

### Under 500 pounds Domestic Shipments Only

Please ship via UPS Ground for all shipments.



Shipments weighing less than 500 lbs. should be routed road UPS Ground (Air with approval) and billed to a designated HMH UPS account when shipping inside the United States.

For the UPS account number, please contact Brian Haslinger, Manager, Procurement Operations at HMH at [brian.haslinger@hnhco.com](mailto:brian.haslinger@hnhco.com).



**Note:**

**UPS FREIGHT  
SHIPMENTS  
WILL NOT BE  
APPROVED FOR  
PAYMENT**

### Under 500 pounds International Shipments Only

Shipments weighing less than 500 lbs. should be routed via UPS and billed to a designated HMH UPS account when shipping international.

For the UPS account number, please contact Brian Haslinger, Manager, Procurement Operations at HMH at [brian.haslinger@hnhco.com](mailto:brian.haslinger@hnhco.com).



Division Code must be visible in the reference field when using the UPS shipping system (see list on next page).

	DIVISION	DIVISION CODE
Ship To: Geneva, IL Troy, MO	HOLT-MCDOUGAL	M1
	SCHOOL	S1
	GREAT SOURCE/SUPPLEMENTAL	G1
	HEINEMANN	TGH
	SIS (ISG)	ISG
Ship To	Boston, MA 02110	CFAO7870
	Orlando, FL 32819	CFAO7842
	Round Rock, TX 1011	CFAO7844



**Note:**

**You must reference the DIVISION CODE in the reference field of your UPS shipping system**

Third Party Billing address for HMH UPS Account:

Houghton Mifflin Harcourt  
9400 Southpark Center Loop  
Orlando, FL 32819

The specific division’s Production/Manufacturing departments should provide **ORANGE HMH** receiving labels to the supplier (sample below). These labels must be used, and the appropriate information filled in on each inbound title. If these labels were not provided, please place a label request with [brian.haslinger@hnhco.com](mailto:brian.haslinger@hnhco.com).

**ATTN: RECEIVING DEPARTMENT**

**NEW PRODUCT RECEIPT**

**PROCESS IMMEDIATELY UPON REQUEST**



**Houghton Mifflin Harcourt**



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## HMH International Inbound Routings Overseas and Import Shipments

HMH will route and assume responsibility for all shipping costs from the point of origin based on the incoterm agreed to on the purchase order (Terms of Delivery). Please contact the HMH Procurement group at [brian.haslinger@hnhco.com](mailto:brian.haslinger@hnhco.com) if you are unsure which incoterm should be used. Shipments weighing

**less than 100 lbs.** should be shipped via **UPS Expedited** and billed to the designated HMH account number.

### International shipments over 100 lbs.

**C.H. Robinson Worldwide Inc.**

26555 Evergreen Road, Suite 300

Southfield, MI 48076-4227

Email: [hnhinternational@chrobinson.com](mailto:hnhinternational@chrobinson.com)

T-248-948-9430

F-248-948-9490

Additional booking forms and International CHR contacts by county can be found on the CHR portal ( [Navisphere - Login \(chrobinson.com\)](#)). If a supplier does not have a website login/password, access can be obtained by emailing [hnhpub@chrobinson.com](mailto:hnhpub@chrobinson.com) or calling 877-594-8606.

### International Booking Requirements:

Timing:

Ocean Freight: 10-14 days prior to BBD date.

Air Freight: 5-7 days prior to BBD date.



**Note:**

**Air Freight must  
have approval from  
HMH**



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## HMH International Export Routings from Domestic Suppliers

### Shipping from Domestic Supplier Direct to an International Customer

**EXPORTs (under 500 lbs. )** – Use a UPS designated account number when shipping to international locations from within the United States. **Please Contact Brian Haslinger, Manager, Procurement Operations at HMH ([brian.haslinger@hnhco.com](mailto:brian.haslinger@hnhco.com)) for the UPS account number.**

**EXPORTs (over 500 lbs. )** - When shipping to international locations from within the United States, ship AIT Worldwide Logistics. The supplier should contact AIT Worldwide Logistics to arrange pick-up at supplier location:

**AIR FREIGHT-** [ChicagoAirExports@aitworldwide.com](mailto:ChicagoAirExports@aitworldwide.com)

**OCEAN -** [ChicagoOceanExports@aitworldwide.com](mailto:ChicagoOceanExports@aitworldwide.com)

### Shipping from a Domestic Supplier to a Customer's Freight Forwarder

Follow inbound domestic routing instructions contained on Page 3. Provide all international documentation.

### Customer Routed Shipment

(Customer's carrier picks up at supplier facility.)

HMH will provide the supplier the customer's carrier contact information. The supplier will contact the customer's carrier to arrange for pick-up at the supplier location. The commercial invoice and packing list will need to be provided to the supplier. At the time of pick-up, the supplier will provide all applicable documentation to the customer's carrier.



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## Commercial Documentation:

The following documents are required at a minimum for all shipments. Other commercial/customs documents may be required on a country by country basis based on local law. Please provide these documents in Microsoft Excel format.

- Commercial Invoice
- Packing List

## Commercial Invoice Requirements:

- Full description of merchandise in English, cannot be just a part number/PO#, etc.
- Country of Origin- this MUST be the country in which the goods were produced, NOT just where shipping from.
- Piece count
- Value per item
- TOTAL invoice value
- Currency of the commercial invoice (USD is preferred)
- Foreign shipper/manufacturer name and address

## Important reminders:

HMH PO# and FINAL delivery location (example: HMH warehouse) must be mentioned on all booking forms.

Suppliers must supply a “HMH ISF Template” at time of booking so CHR can perform the Importer Security Filing on behalf of HMH. Freight will not move until this document is provided.

Above documents are to be sent to the corresponding origin office found in the attached “CHR Contact Information” document (also found on the CHR Portal) or you can request this information by emailing [hmhinternational@chrobinson.com](mailto:hmhinternational@chrobinson.com)

International documentation questions can be directed to [Christina.Myers@hmhco.com](mailto:Christina.Myers@hmhco.com).

**All freight must be properly packaged for international movement.**

**Freight moving via containerized ocean freight, loaded at the factory premises must be FLOOR LOADED – no pallets (wood or otherwise) are acceptable.**

**--- End of Document---**