

## Routing Guide for *NVEnergy/Sierra Pacific Power Co./Nevada* *Power Co.*

Any NV Energy Purchase Order with the freight terms “Collect” “Origin”, **Supplier** will follow the following instructions:

NV Energy will not pay any freight charges billed by any carriers other than CH Robinson if the PO freight terms are “Collect” “Origin”.

The Bill of Lading must reference the **Purchase Order Number and/or the NVEnergy Buyer’s Name** . NV Energy will not be responsible for any freight charges that do not have an NV Energy PO or Buyers Name.

If you have any questions regarding these instructions, please contact *Amey Gomez 702-402-5154*

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

- Dedicated Sierra Pacific Power Co. dba NVEnergy Team phone #: 877.448-2511
- Normal business hours: 6:00AM – 5:00PM (PST) Monday-Friday (after hours contact # available after 5 PM PST)
- CHR Contacts
  - Account Manager: Greg Guess - 702.837.2356
  - Branch Manager: Tom Larson - 702.837.2360
  - Account Team: NVEnergy@chrobinson.com or 877.448.2511
    - Emergency Contact: Tom Larson at 702.235.8983
    - Alternate Emergency Contact: Andrew Miller at 702.606.4791
- *[Nevada / Sierra Pacific ] Power Co. dba NVEnergy Contact:*
  - *Corporate Logistics Agent, Amey Gomez, agomez@nvenergy.com, 702-402-5154*

### **Shipping Instructions**

<b>CARTONED/CRATED LESS THAN TRUCKLOAD (LTL) SHIPMENTS</b>
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Parameters: Any shipment that consumes less than 20 feet of floor space in a truck AND/OR weighs between 150lb up to 10,000 pounds.

Carrier: C.H. Robinson Worldwide, Inc.

Pick Up: For pick up or for any questions regarding the weight and size limitations contact customer service at 877.448.2511 or email NVEnergy@chrobinson.com

**Customer Management Contact (8:00am to 5:00pm PST):**

Name: Greg Guess or Tom Larson

Phone: 877.448.2511

E-Mail: NVEnergy@chrobinson.com

Billing: 3<sup>rd</sup> party prepaid as C.H. Robinson Worldwide will provide BOL to shipper.

Remarks: [ Nevada / Sierra Pacific ] Power Co. dba NVEnergy purchase order number and the full name of the NVEnergy buyer(s) are required in order for CHRW to arrange transportation

<b>FLATBED SHIPMENTS</b>
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Parameters: Any shipment that requires side loading, consignee has no dock, oversized dimensions or any other reason to not ship in an enclosed trailer.  
Email orders to CHR ([NVEnergy@chrobinson.com](mailto:NVEnergy@chrobinson.com)) or fax them to 702.691.3395 (see attached vendor Pick Up request form).

- Shipments require a minimum of **48 hours** advance notice before pick up.
- Once the Vendor Pick Up request form has been submitted, CH Robinson will supply you with a booking # and Bill of Lading if needed
- You should receive a carrier name and an estimated pick up date prior to the carrier arriving. If the does not happen, please call CH Robinson at 877.448.2511
- If the carrier does not arrive at the estimated time, call CH Robinson with the booking number of your shipment immediately!
- Any changes to shipment's specs after you have received your booking # should be updated with CHR immediately!

Carrier: C.H. Robinson Worldwide, Inc.  
Pick Up: For pick up or for any questions regarding flatbed shipments contact C.H. Robinson Worldwide, Inc. Monday through Friday by phone at 877.448.2511 (6:00am – 5:00pm (PST)) or at [NVEnergy@chrobinson.com](mailto:NVEnergy@chrobinson.com)

Billing: Third party, pre-paid  
Remarks: Sierra Pacific Power Co. dba NVEnergy purchase order number and the full name of the NVEnergy buyer(s) are required in order for CHRW to arrange transportation

<b>FULL TRUCKLOAD SHIPMENTS</b>
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Parameters: Any shipment that consumes more than 20 feet of floor space in a truck AND/OR weighs more than 10,000 pounds

Email orders to CHR ([NVEnergy@chrobinson.com](mailto:NVEnergy@chrobinson.com)) or fax them to 702.691.3395 (see attached Vendor Pick Up Request Form).

- Shipments require a minimum of **48 hours** advance notice before pick up.
- Once the Vendor Pick Up request form has been submitted, CH Robinson will supply you with a booking #
- You should receive a carrier name and an estimated pick up date prior to the carrier arriving. If the does not happen, please call CH Robinson.
- If the carrier does not arrive at the estimated time, call CH Robinson with the booking number of your shipment immediately!
- Any changes to shipment's specs after you have received your booking # should be updated with CHR immediately!

Carrier: C.H. Robinson Worldwide, Inc.  
Pick Up: For pick up or for any questions regarding the weight and size limitations contact C.H. Robinson Worldwide, Inc. Monday through Friday by phone at 877.448.2511 (6:00am – 5:00pm (PST))

Billing: Third party, pre-paid  
Remarks: [ Nevada / Sierra Pacific ] Power Co. dba NVEnergy purchase order number and the full name of the NVEnergy buyer(s) are required in order for CHRW to arrange transportation.

<b>GENERAL GUIDLINES</b>
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**DOCUMENTATION:**

The **PURCHASE ORDER NUMBER AND THE FULL NAME OF NVENERGY'S BUYER** **MUST** be on the Vendor Pick Up request form and Bill of Lading. A detailed packing list **MUST** accompany each Bill of Lading and product invoice. All paperwork **MUST** have the following information: Nevada Power Company dba NV Energy or Sierra Pacific Power Co. dba NV Energy purchase order number, project name, supplier name, supplier address, supplier contact, supplier telephone number, supplier shipping hours, supplier order number, full consignee name, consignee address, consignee contact, consignee telephone number, pieces, weight, shipment ready date, special instructions if applicable and name of the buyer.

**PACKING, FREIGHT CLASSIFICATION AND LOADING PARAMETERS:**

All packaging methods and merchandise descriptions must adhere to NMFC (National Motor Freight Classification) guidelines. A complete commodity description is required. It is understood that all goods are cartoned and can be shipped by standard means as detailed in these instructions.

**DELIVERY DATES:**

Supplier or buyer will provide required shipping dates. Supplier **MUST** contact C.H. Robinson Worldwide for transit times associated with shipping product to meet delivery dates. It is the supplier's sole responsibility to adhere to delivery dates by utilizing C.H. Robinson Worldwide. If a standard means of transportation will not achieve the required transit time as a result of supplier constraints or problems, contact the buyer and C.H. Robinson Worldwide, Inc immediately.

**PARTIAL SHIPMENTS:**

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