



## Otis Supplier - User Guide for NFI Routing Guide

### Overview

Otis has implemented NFI Industries as our third-party logistics provider for transportation management in North America. As part of the NFI solution for Otis, we are updating our process for routing Field and OSC PO's.

Going forward, all Field Direct PO's (except those shipping via Parcel) for select suppliers will be routed through NFI in one of two ways; using a routing guide, or NFI's online Navitrace portal. If you have not been contacted directly for portal training then you should default to the routing guide. However, if using the portal is more convenient for you, please reach out to [otis@nfiindustries.com](mailto:otis@nfiindustries.com).

For those using it, the updated Routing Guide attached, which will ensure that all PO's are billed properly and delivered in a timely manner.

This process will replace the current state Routing Guide, which sends freight bills to Ryder.

### Field Direct Supplier – Shipping Instructions

Small Parcel	Provider	Notes
Ground <150 lbs	<ul style="list-style-type: none"><li>FedEx Ground<ul style="list-style-type: none"><li>Ground is preferred ship mode</li></ul></li></ul>	A valid Otis FedEx Account # is needed to ship on Otis behalf. Account # can be obtained from the purchase order issuer.
Air <150 lbs	<ul style="list-style-type: none"><li>FedEx Express<ul style="list-style-type: none"><li>Using any service level besides Ground requires approval from the PO issuer.</li></ul></li></ul>	

LTL & Heavyweight Air	Provider	Notes
LTL >150 lbs	<ul style="list-style-type: none"><li>See instructions below for using the updated Routing Guide for scheduling less-than-truckload (LTL) or truckload moves.</li></ul>	Shipping outside of the Routing Guide for LTL or TL may result in chargebacks from Otis to supplier.
Air >150 lbs	<ul style="list-style-type: none"><li>PO issuer can confirm which service to use.<ul style="list-style-type: none"><li>UPS Supply Chain Solutions (UPS-SCS)</li><li>FedEx Express Freight</li></ul></li></ul>	



## Field Direct Supplier – Bill of Lading Information

Ship To (Consignee)	Valid Address, Name, Phone # are required	Accurate info is very important to avoid shipment delays and additional charges
Ship from (Shipper)	Valid Address, Name, Phone # are required	
Reference #'s	PO# and valid <b>9 digit BU# / Office Code from buyer</b>	Both of these #'s must be listed as PO#'s on the BOL to ensure accurate billing and to avoid chargebacks.
Bill To and/or Remit To	OTIS c/o NFI Industries 2 Cooper St Camden, NJ 08101	The BOL must be labeled as billing Third Party to the address shown to the left.

## Field Direct Supplier – Routing Guide Instructions

- To ensure you provide an accurate freight class on the BOL, please use the spreadsheet on our Supplier page titled **"170200 Freight Class Calculator\_PUBLISH"**, filling in the yellow cells to determine the class for your piece or shipment.
  - Please also reach out to NFI if your shipment meets any of the thresholds in column U.
  - [otis@nfiindustries.com](mailto:otis@nfiindustries.com)
- For selecting your LTL carrier, please filter the to the origin and destination state for your particular shipment in the spreadsheet on our Supplier page titled, **"OTIS\_NFI\_LTL State to State Routing Guide"**, and route your shipment with the Primary LTL carrier noted.