

CORPORATE PROCEDURES

Domestic Routing Guide 2026

Version 5

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Cole Karabinus

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Author

Date

Version	Version Date	Change Requestor	Change Description
5	4/20/2026	Cole Karabinus	Update
4	3/26/2025	Cole Karabinus	Updating for 2025
3	3/12/2024	Cole Karabinus	Updated with New state by state routing and Changed dates to reflect current time period.
2	11/8/2022	Peter Morton	Updated state to state matrix
1	10/11/2022	Peter Morton	Domestic routing guide 2022



MERCURY

Domestic Transportation Routing Requirements

***For use when the shipping and consignee locations
are within the United States**

**For any questions and concerns, please contact
MM.GlobalLogistics@mercmarine.com**

Effective: March 2026

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Any Questions or Support Requests for the Global Logistics Team should be directed to the MM.GlobalLogistics@MercMarine.com inbox which is actively monitored from 8AM – 5PM CST M-F.

If you do not get timely support from that source, below are Escalation points you can reach out to.

Domestic Transportation Escalation Contacts		
NAME	Email	Topics
Kyle Gruel	Kyle.Gruel@mercmarine.com	Engine Crate Returns, Billing Issues, Milk Run (Multi-Stop)
Janon Baker	Janon.Baker@mercmarine.com	DOT (Drivers), Hazmat, SDS's
Cole Karabinus	Cole.Karabinus@brunswick.com	DOT (Vehicles & Registrations), UPS Accounts

For further escalation please contact:

Christopher Schmalz
Chris.Schmalz@mercmarine.com
 414-510-5597

Location List

Location Name	Street Address	City	State	Postal Code	UPS Acct #
Mercury Marine Plant 4	660 South Hickory Street	Fond du Lac	WI	54935	5R28A1
Mercury Marine Plant 4 Tool Crib	660 South Hickory Street	Fond du Lac	WI	54935	971AX1
Mercury Marine Plant 7	1000 Robinson Avenue	St. Cloud	FL	34769	340755
Mercury Marine Plant 8	660 South Hickory Street	Fond du Lac	WI	54935	5R28A1
Mercury Marine Publishing Plant 9	W6250 Pioneer Road	Fond du Lac	WI	54935	582729
Mercury Marine Headquarters Plant 10	W6250 Pioneer Road	Fond du Lac	WI	54935	5R28A1
Capitol Engineering Plant 11	4240 North 127th Street	Brookfield	WI	53005	584291
Mercury Marine Plant 12	W6250 Pioneer Road	Fond du Lac	WI	54935	971A8E
Mercury Marine Plant 15 Dock 24	W6250 Pioneer Road	Fond du Lac	WI	54935	5R28A1
Mercury Marine Plant 15 MRO	W6250 Pioneer Road	Fond du Lac	WI	54935	971A7E
Mercury Marine Plant 15L (Receiving)	325 W Larsen Drive	Fond du Lac	WI	54937	0193VR
Mercury Marine Plant 15 Tool Crib RM 5	W6250 Pioneer Road	Fond du Lac	WI	54935	971AX2
Mercury Marine Plant 17	W6207 Pioneer Road	Fond du Lac	WI	54935	5R28A1
Mercury Marine Plant 22 / AA Customs	1477 Lomaland / Suite D-4	El Paso	TX	79935	A152T3
Mercury Marine Reman	601 14th Sreet	Monett	MO	65708	05A2R1
Mercury Marine Plant 33	505 Marion Road	Oshkosh	WI	54901	575520
Mercury Racing Plant 36	N7480 County Road UU	Fond du Lac	WI	54937	971AV8
Mercury Marine X-Site Plant 37	11 College Avenue	Panama City	FL	32401	8AE944
Mercury Marine Plant 52	W6250 Pioneer Road	Fond du Lac	WI	54935	54614X
Mercury Marine Design Center Plant 67	705 South Main Street St 200	Stillwater	OK	74074	731256
Mercury Marine Plant 73	1150 Northbrook Parkway	Suwanee	GA	30024	320656
Mercury Marine Plant 75	3421 East North Avenue Suite 101	Fresno	CA	93725	952860
Mercury Marine Plant 85	15351 S.W. 29th Street Building C,	Miramar	FL	33027	0R9A35
Mercury Marine Plant 95	325 West Larsen Drive	Fond du Lac	WI	54937	E39E83
Mercury Marine Plant 98	660 South Hickory Street	Fond du Lac	WI	54935	971AX1
Mercury Marine Plant 103	4857 North Ronald Reagan Pkwy	Brownsburg	IN	46112	8A832R
Mercury Marine c/o Geodis	122 Kohlman Road	Fond du Lac	WI	54935	5R28A1
Mercury Marine c/o Spectrum	500 Industrial Park Drive	Selmer	TN	38375	88WW10
Mercury Marine Seymour Street	487 S. Seymour Street	Fond du Lac	WI	54935	5R28A1

General Instructions & Requirements

Mode Type and Weight Breakout:

Small Package: Single package less than 110 pounds and complies with the small package carrier's size requirements.

Less Than Truckload: Single shipment greater than or equal to 110 pounds and/or exceeds the small package carrier's size requirements but is less than 13,000 pounds **and/or** less than **13 linear feet** of the trailer floor space.

Truckload: Shipment greater than 13,000 pounds **and/or** greater than **13 linear feet** of the trailer floor space.

Cargo Coverage: Additional Cargo Insurance is not to be purchased on any freight shipments including selection of Declared Value Coverage on UPS Shipments. For any shipment with value over \$1Million please notify MM.GlobalLogistics@MercMarine.com

Purchase Order (PO) Number: The appropriate Mercury purchase order number(s) must be recorded on packing slips, bill of lading for LTL and Truckload carriers, and shipping manifest and labels for the Small Package carrier. **Failure to comply with the purchase order instructions may result in charge-backs and/or administrative fees.**

Multiple POs to Single Location: Mercury requires all multiple purchase orders to a single Mercury location to be combined into a single shipment under **one** bill of lading. The combined weight and dimensions must be used to determine the proper shipping method. The instructions and requirements listed in this document will determine whether to ship Small Package, LTL or Truckload.

Hazmat Information: All hazardous materials shipments must comply with all applicable regulatory requirements based on the mode of transportation, including but not limited to:

- ☐ **U.S. Department of Transportation (DOT) Hazardous Materials Regulations – 49 CFR Parts 171–180** (ground)
- ☐ **International Air Transport Association (IATA) Dangerous Goods Regulations** (air)
- ☐ **International Maritime Dangerous Goods (IMDG) Code** (ocean)**Hazardous Material Emergency - Call Chemtrec Contract # 14250 1(800)-424-9300 or 1(703)-527-3887 (DAY OR NIGHT)**

Regional LTL Consolidations/Milk Runs: Regional consolidation programs and/or milk runs have been established for Mercury companies to help reduce transportation costs, damage, and better coordinate operations at our receiving docks. Suppliers involved in these programs will continue to ship via the consolidation instructions.

Carrier Performance: We request your assistance to ensure our core carriers provide excellent service to our suppliers and Mercury. If additional support is required or you should have recurring issues, please contact Mercury Transportation at MM.GlobalLogistics@MercMarine.com to Help resolve this situation.

Information Needed for All Shipment Requests

- Pick up and ship to full address
- Time shipment will be ready for pickup
- Description of freight
- Weight of freight, pallet count, and dimensions of pallets
- Any specific instructions (i.e. temperature controlled, hazardous materials, liftgate, etc.)

Small Package, <110 Pounds

Package Size Requirements: UPS (www.ups.com, 1-800-PICK-UPS) is the authorized Mercury small package carrier for packages 110 pounds. All shipments should be sent using Ground Service unless otherwise directed and approved in writing by a Mercury employee.

- ☐ Single Packages must be less than 110 pounds and the below dimensions
- ☐ Must not exceed 96 inches (243 cm) in length
- ☐ Must not exceed 130 inches (330 cm) in length and girth combined
 - Calculated as Length (longest side of package) + Girth (2x width + 2x height)
- ☐ Cubic Volume cannot exceed 1728 cubic inches
 - Calculation for Cubic inch is length (longest side) x width (second longest side) x height (shortest side) regardless of box orientation

Multi-package shipments destined to a single Mercury plant location must be combined into a master carton and comply with single package guidelines illustrated above. Additional information on guidelines and restrictions can be found on the UPS or FedEx website. Single packages that weigh more than 70lbs or 31.5 kg require a special heavy-package label.

Dimensional Weight: All packages, especially packages with a large size to weight ratio, must be measured for dimensional weight calculation to ensure the correct weight is entered on the bills and/or into the UPS operating system. All UPS operating systems will automatically calculate dimensional weight when measurements are entered into the system. If using a UPS manual form, calculate the dimensional weight and enter it in the appropriate section of the document. Additional information on dimensional weight calculations can be found on the UPS website.

Purchase Order (PO) Number: Purchase order number(s) must be located on the label. Do not record or enter prefix data in the reference field for purchase order number(s). (Examples are: PO, PO#, Order#, P.O. or any other identifying prefix)

- ☐ If using a UPS system, enter Purchase Order number in Reference Field 1 for each package shipped.
- ☐ If using a UPS manual form, record Purchase Order number in first reference section for each package shipped.

Packages billed to Mercury without a valid purchase order number will be charged back to the shipper.

Billing Options (Shipping Methods): Shippers must use the proper billing option depending on the party that is responsible for the shipping charges. Drop shipments must use the "third party" billing option and the appropriate account number when the carrier is to invoice Mercury. Consignee billing is **not** an option.

- ☐ **Shipper's Account (Prepaid):** Shipper is responsible for the shipping charges and the charges are billed to their account number.
- ☐ **Receiver (Freight Collect):** Consignee/receiver is responsible for the shipping charges and the charges are billed to their account number.
- ☐ **Third Party:** Shipping charges are billed to a party other than the shipper or consignee and billed to their account number.

Claims: The shipper is responsible for claims until the freight is accepted by the consignee. If the freight is not rejected at the moment of receipt, the consignee takes ownership of the product and must file the claim with the carrier. If freight is rejected, the carrier will contact the shipper to complete the claim process.

Less Than Truckload (LTL) 110Lbs.-13,000 Lbs., and <13 Linear Feet

Shipping Requirements: Single shipments greater than 110 pounds, but less than 13,000 pounds and/or less than **13 linear feet** of the trailer floor space.

LTL Routing Matrix: LTL core carriers have been selected for each origin and destination shipment pairing in the U.S. domestic 48 contiguous states, including the District of Columbia, Puerto Rico, and Hawaii. The LTL State to State Matrix can be found at [Appendix I on page 9](#).

Payment Terms: All freight that is to be paid by Mercury Marine needs to list the 3rd party payment company, Williams and Associates, on the BOL. Carrier and freight class/FAK need to be included in the BOL.

Mercury Marine C/O Williams & Associates
405 East 78th Street
Bloomington, MN 55420

Purchase Order (PO) Number: The appropriate purchase order number(s) must be recorded on packing slips and on the bill of lading for LTL carrier shipments. Multiple purchase orders to a single Mercury plant location must be combined into a single shipment under the same bill of lading. Failure to combine multiple purchase orders on the bill of lading may result in charge backs to recuperate additional freight charges.

Packing Slip/Bill of Lading:

- **Packing slip:** Must be generated for each shipment and match the number entered on the Advanced Ship Notice (ASN). If there are multiple purchase orders for a shipment, each purchase order must have a separate packing slip. The packing slip must clearly be visible and enclosed in a plastic pouch on the exterior of the lead carton of each purchase order. Please place the packing slip end towards the tail of the trailer facing the doors for the receiving department. The packing slip must contain the purchase order number, Mercury part number(s) in sequential order, description, quantity and shipper's name.
- **Bill of Lading:** Must clearly identify shipment information (**including Mercury plant #**) and purchase order(s) included in the shipment. If you have multiple purchase orders, you must list all purchase orders on a single bill of lading or create a master bill of lading and attach the individual bill of lading. You must clearly identify the shipper and consignee name and address on the bill of lading. All shipments must clearly identify the actual ship date, number of shipping units, actual weight, National Motor Freight Classification (NMFC) number, detailed description of articles and actual freight class on shipments. Mercury requires all suppliers to use the preferred LTL carrier's bill of lading or the VICS Bill of Lading. For Mercury Marine paid freight, bill to location must be included. Please see above payment terms section for William and Associates information. Please contact the preferred LTL carrier for your location to assist in questions on the bill of lading.

Packaging and Labeling: Shipments must be sufficiently packaged to withstand pressure applied by weight of the contents for each package and to prevent damages, splitting, spillage or theft during transit. All shipments must be stretch-wrapped or banded on pallets. Pallets must be clearly numbered to identify the total pallet count (i.e: 1 of 3, 2 of 3, etc.). All pallets must be labeled to clearly identify the destination location. Shipments must be tendered to the carrier as pallet "said to contain" cartons, and then agreed and initialed by the carrier on the bill of lading. The total number of individual cartons in the shipment must be recorded on the bill of lading. To prevent removal of product or damage from stacking on a shipment, please record "Do Not Breakdown Pallet" on the bill of lading. Also, please use the appropriate warning labels on the pallet if necessary.

For more details, please refer to the 94-859627S 1 Packaging and Labeling found in EQMS.
The document number is 007679.

Truckload (TL)

Shipping Requirements: Shipments greater than 13,000 pounds and/or exceeding **13 linear feet** of a trailer floor space need to be moved as TL on their assigned carrier. If there is no assigned carrier reach out to MM.GlobalLogistics@MercMarine.com for assistance. Should there be recurring capacity or service issues, please contact Mercury Logistics for assistance.

The below information must be e-mailed to MM.GlobalLogistics@MercMarine.com **at least 24-hours before a 53' dry van needs to be at the shipper; 48-hour notice required for all specialized trucks:**

- Pick up and ship to full address
- Time shipment will be ready for pickup
- Description of freight
- Weight of freight, pallet count, and dimensions of pallets
- Any specific instructions (i.e. temperature controlled, hazardous materials, liftgate, etc.)

Payment Terms: All freight that is to be paid by Mercury Marine needs to list the 3rd party payment company, Williams and Associates, on the BOL. Carrier and freight class/FAK need to be included in the BOL.

Mercury Marine C/O Williams & Associates
405 East 78th Street
Bloomington, MN 55420

Expedited Shipments

Suppliers may not arrange any expedited shipments without the direct involvement of both their respective Mercury Buyer and a member of the Mercury Global Logistics Team and shipments must be directly arranged by the Mercury Global Logistics Representative. To request an expedite, email MM.GlobalLogistics@MercMarine.com and your assigned buyer so Expedite need can be verified and the shipment can be arranged. The Expedite Request form can be found in Appendix I.

***NOTE: ALL SAME DAY EXPEDITE PICKUP REQUESTS MUST BE SUBMITTED 4 HOURS PRIOR TO SHIPPER DOCK CLOSING TO ENSURE SAME DAY PICKUP CAN BE ACHIEVED.**

Shipments to Mercury Marine Plant 22

Shipments to Mercury Marine Plant 22 in Juarez, Mexico get cross-docked in El Paso, Texas. Please contact ProTrans at 1-888-744-7669 to set up your shipment. Contact Mercury Marine Transportation for any questions/concerns at MM.GlobalLogistics@MercMarine.com

Appendix I: Expedite Request Form

Expedited Transportation Request Form	
Email completed form to MM.GlobalLogistics@MercMarine.com and Mercury Buyer	
Transit Time	
Date and Time freight will be ready for pick up:	
Date and Time freight needs to deliver by:	
Origin	
Supplier Name:	
Supplier Address:	
City, State, Zip, Country:	
Contact Name & Phone Number:	
Shipping Hours:	
Destination	
Destination:	
Address:	
City, State, Zip, Country:	
Contact Name & Phone Number:	
Receiving Hours:	
Freight Details	
Item Description:	
Pallet Dimensions:	
Total Weight:	
Pallet Count:	
Hazardous? (Y/N) If yes, attach the SDS:	
Special Requirements (Protect from freezing, flatbed, etc.):	

Appendix II: State to State Matrix

		Receiving State				
		NM, NV, PR, RI, OR, SD, VT	FL, GA, TX, MN, KY, MA	UT, VA, DE, WV, WY, IA, PA, IL, CO, NY, AZ, MD, AR, CA, CT, ME, MI, MO, NC, NJ, OH, OK, SC, TN, WA	IN	WI
Shipping State	VT, WA, DC, MS, MT, WY, NM, PR, NV, SD, OR, NH, ND, DE, CO, AR, LA, AK, HI, IA, ID	XPO Logistics 800-610-6500 www.xpo.com	XPO Logistics 800-610-6500 www.xpo.com	XPO Logistics 800-610-6500 www.xpo.com	XPO Logistics 800-610-6500 www.xpo.com	XPO Logistics 800-610-6500 www.xpo.com
	TX, MN, OH	XPO Logistics 800-610-6500 www.xpo.com	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com
	WI	XPO Logistics 800-610-6500 www.xpo.com	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	Dohrn 1-800-747-3401 www.dohrn.com	N&M Transfer 800-236-0301 www.nmtransfer.com
	MA, NY, PA, NJ, MO, GA	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com
	IL, AL, OK, SC, TN	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com
	IN	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	Dohrn 1-800-747-3401 www.dohrn.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com
	MI, AZ, CA, CT, FL, KS, KY, MD, ME, NC, NE, RI, UT, VA, WV	XPO Logistics 800-610-6500 www.xpo.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com	R+L Carriers 1-800-543-5589 www.rlcarriers.com