



BLACK HILLS ENERGY

Vendor Routing Instructions

Routing Effective: 4/4/2005

Standard Shipment Routing Instructions

<i>If the Shipment Weighs:</i>	<i>Please use the following carrier:</i>		
	<u>INTERSTATE</u>	<u>INTRASTATE</u>	<u>REGIONAL</u>
0 to 150 pounds	UPS 3 rd Party	UPS 3 rd Party	UPS 3 rd Party
151 to 5,000 pounds	Yellow	Yellow	Yellow
Air Freight/ *Special Service Shipments	Call FDSI Dispatch: 800-475-3374 between 6 am-6 pm Pacific Time		
Greater than 5,000 pounds or 750 cube	Call FDSI Dispatch: 800-475-3374 between 6 am-6 pm Pacific Time		
Air Freight less than 50lbs	UPS Collect	UPS Collect	UPS Collect

Shipping Instructions

1. Multiple shipments to the same destination must be on one bill of lading. **The purchase order (PO) must be on the bill of lading. If no PO is available, then please supply the department number (required), account number (required) and/or activity number (if applicable).** Use the current National Motor Freight Classification (NMFC) when describing products of the bill of lading, also show density if applicable.
2. Ship products to the address as stated on the PO. Enclose a packing slip (referencing PO numbers and line numbers) in an envelope and attach to the lead carton. Mark each container with Black Hill Energy's part number, PO number, and PO line number.
3. DO NOT prepay and add freight in your invoice except where instructed by FDSI. Failure to follow these instruction will result in a chargeback.
4. If FDSI instructs you to route your own truckload, you MUST prepay and add your freight.
6. If you cannot meet the delivery date specified on a Purchase Order, call the Black Hill Energy buyer noted on the Purchase Order.
7. If a shipment does not originate at the address above, or if your carrier's discount's are not shown correctly, you must call FDSI to correct.
8. Carrier transit times can differ, it is your responsibility to meet required delivery dates using carriers listed above.
9. You MUST contact FDSI for shipments requiring special handling such as lift gates, inside delivery, etc.
10. Do not ship the following general product descriptions in closed vans or trailers:

- Products longer than 20 feet
- Products weighing more than 2,000 pounds
- Pallets exceeding 6,000 pounds
- Bundled pipe or steel
- Products that are not packaged in a manner that a forklift could lift and remove

11. Do not ship the following Black Hill Energy products inside closed vans or trailers:

- Conduit
- Steel Conduit Elbows
- Cross Arms – Steel or Wood (Including Braces)
- Mast Arms
- Transmission Polymer Insulator in Crates
- Insulators longer than a pallet
- Poles, especially Fiberglass or Aluminum
- Transformers, Single or 3 Phase
- Transformer Pad Boxes
- Transformer Pads and Vaults
- Ground Sleeves (1 ph or 3 ph)
- Pad Box for Ground Sleeves
- Secondary Junction Boxes (Both Types)
- Vaults
- Fiberglass/Epoxy Guy Insulators over 6'
- Anchor Rods
- Switch Platforms
- Cable on Reels
- Boiler tubing
- Sootblower Feed Tubes and Lances
- Chemical Totes containing Hazardous Material
- Nuvalloy Pipe for Bottom Ash Systems.

Billing Instructions

Mark the bill of lading:

"Send Freight Bills To:"

Black Hills Energy
C/O FDSI LOGISTICS
5703 Corsa Ave
Westlake Village, CA 91362

Special Routing Instructions

UPS freight must be shipped 3rd Party using UPS #V6872Y. Black Hills Energy's Purchase Order number must be included in the reference fields.

If no PO is available, then please supply the account number (required) and/or activity number (if applicable) in Reference 1 and the department number (required) in Reference 2.