



## **Quoting and Booking a Robot Crate:**

If you will be shipping your robot and at any time will be paying a shipping bill directly, make sure to follow the instructions below to learn how much the cost will be for the shipment. Quotes are tentative and estimates, but plan ahead and quote out all the shipments you will need to do during the season. This will allow you to determine where help from *FIRST* can be best utilized.

### **1. Information Needed for Quotes before you make any phone calls:**

- a. Zip codes of the pickup and of the destination
- b. Dimensional size of the pallet, crate, and/or skid
- c. Actual weight of each object, always round up to the pound
- d. An approximate date when the shipment would be leaving
- e. Know your mode of transportation – *FIRST* should have supplied you with a FedEx Bill of Lading or an Air Waybill this defines the mode of travel and division of FedEx you will be using
  - i. Bill of Lading – at the top it states “Uniform Straight Bill of Lading...”
    1. This uses FedEx freight
  - ii. Air Waybill – Top left states “Expanded Service International Air Waybill”
    1. This uses FedEx Express
  - iii. FedEx Trade Networks – no Air Waybill, only Commercial Invoice and Packing Slip
- f. Description of items – “Educational Robot for Student competition”
  - i. Class – 175
  - ii. NMFC (National Motor Freight Classification) – 133300-02
- g. For International:
  - i. Harmonized Schedule Code – 8428.90.0120
- h. Know if you AND your destination require special services:
  - i. Residential – If you are in a residential zoning area
  - ii. Lift gate – Do you require an electronic lift gate on the truck? If there is no other form of loading the crate, like by loading dock or fork lift.
  - iii. Limited Access – These locations normally more difficult to access, and as such all schools, churches, construction sites are labeled Limited Access
  - iv. Inside – Is the truck driver required to obtain the pallet from inside a large building? Or will it be easily accessible in a dock, garage or outside?

### **2. Information Required for Setting up Pickups (everything in above section for quotes AND):**

- a. Specific address for the pickup and destination
- b. Contacts: Name and Phone Number
  - i. From – Person who can be called for questions getting to the building or signing paperwork
  - ii. To – Person who can be called to confirm delivery, questions, etc.
- c. Know your required time window for pickup and Delivery



- i. Prepare to have at least a two hour window for a truck to come by – specific time window and date
- ii. Ask the recipient the best 6 hour window for delivery

**3. Call the FedEx Service Department that you will be using:**

- a. Freight – Almost all shipments will be traveling on the ground in trucks
  - i. Domestic and International – 1-800-332-0807
  - ii. When the line is picked up by a machine state “Freight quote”
- b. Air
  - i. Domestic (Hawaii) – 1-800-GO FEDEX (463-3339)
  - ii. Intl – 1-800-247-4747
  - iii. When the line is picked up by a machine state “Quote”
- c. FedEx Trade Networks – Teams not in US, MX, CA
  - i. To find an FTN contact, please visit:  
<http://ftn.fedex.com/us/locations/index.shtml>.
  - ii. Directions for the website: On the left hand side of the page, you will find links to almost every area/country where there is a *FIRST* team. If there is no office in your country and you require assistance please contact *FIRST* Team Support at 1-800-871-8326 ext. 400 or email [frclogistics@usfirst.org](mailto:frclogistics@usfirst.org). Only the team’s designated Shipping contact (as noted in TIMS) should contact the FTN offices. It is important to have only **ONE** point of contact between your team and FTN. This contact will need to reach out to the FTN office that is closest to your team’s home location.
    1. Consult with **FedEx Trade Networks** office for guidance or questions with shipping regulations.
    2. Call your local office of **FedEx Trade Networks** to arrange pick up of your shipment.
  - iii. For more information, please reference the “International Shipment Fact Sheet”

**4. Working with a Person in FedEx**

- a. Inform the Representative that you are looking to ship a large crate and (if you do) require multiple quotes for this phone call on this one item.
- b. Please be patient and ask them what information they would like first. Let them inquire about what they need at each step in the quote or booking process.

**5. When Booking a Pickup with FedEx**

- a. You will obtain a confirmation number for booking – this way if something changes after you hang up you can call back and refer to this number.
- b. Write down all notes about when the driver should be by, what phone number they might call, make sure to obtain