

## INSTRUCTIONS

ARRANGEMENTS FOR PICKUP ARE TO BE MADE BY SUPPLIER.

INSTRUCT THE FREIGHT CARRIER TO INCLUDE BUYER'S PURCHASE ORDER NUMBER ON ALL DOCUMENTS AND MAIL ALL COLLECT FREIGHT INVOICES TO:

EASTMAN CHEMICAL COMPANY  
ACCOUNTS PAYABLE DEPARTMENT  
P.O. BOX 511  
KINGSPORT, TN 37662-0511

BUYER WILL NOT PAY FREIGHT CHARGES IN CASH OR BY CHECK DIRECTLY TO THE CARRIER WHEN MATERIAL IS DELIVERED TO OUR RECEIVING DEPARTMENT.

BUYER IS SELF INSURED, AND THE SUPPLIER SHOULD NOT PURCHASE ADDITIONAL INSURANCE ON THE SHIPMENT.

BUYER HAS THE OPTION TO REFUSE SHIPMENTS THAT DO NOT COMPLY WITH THESE INSTRUCTIONS.

## TRUCK SHIPMENTS (LTL, Truckload, Bulk, Flatbed)

REQUESTS FOR PICKUPS SHOULD BE MADE "NO LESS THAN 48 HOURS" IN ADVANCE OF SHIP DATE.

IF WEIGHT AND SIZE LIMITATIONS REQUIRE USE OF A MOTOR FREIGHT CARRIER, MATERIALS MUST BE SHIPPED "FREIGHT COLLECT".

### LTL:

- SHIP LTL (IF WEIGHT IS BETWEEN 150 AND 17,000 LBS) VIA CARRIER SPECIFIED
- [LTL Carrier Lookup list is available online](#)
- ESTES EXPRESS IS A NATIONAL LTL CARRIER AND CAN BE USED IF CARRIER SPECIFIED IS NOT AVAILABLE IN SUPPLIER'S AREA.

### Full Truckload, Bulk Truck, Flatbed:

- NOTIFY EASTMAN LOGSITICS "NO LESS THAN 48 HOURS" IN ADVANCE OF SHIP DATE.
- EMAIL: INBOUND@EASTMAN.COM (PREFERABLE METHOD)
- PHONE: 800-462-7214 or 423-857-1311, Option 5 (8:00 AM - 5:00 PM EASTERN; MONDAY-FRIDAY)

## OTHER OPTIONS

IF THE REQUESTED TRUCK CARRIERS CANNOT MAKE PICKUP OR REQUESTED DELIVERY DATE, NOTIFY EASTMAN GLOBAL LOGISTICS "NO LESS THAN 48 HOURS" IN ADVANCE OF SHIP DATE.

EMAIL: INBOUND@EASTMAN.COM (PREFERABLE METHOD)

PHONE: 800-462-7214 or 423-857-1311, Option 5 (8:00 AM - 5:00 PM EASTERN; MONDAY-FRIDAY)