

Vendor Shipping Instructions for Using the KDL Routing Portal



Notes:

- Must use KDL Routing Portal (<http://routing.kdlog.com/>) for all Less Than Truckload (LTL), Centrotherm is responsible for the freight charges.
- Must contact KDL CAPACITY TEAM (Em: capacity@kdlog.com) for all Expedited Shipments, Centrotherm is responsible for the freight charges.
 - Please contact your Centrotherm representative if you are not billing freight charges to Centrotherm.
 - Please distribute this letter to all your shipping locations.
- Non-compliance with these instructions or unauthorized use of non-listed carriers will result in back charges and / or delay in payment

Instructions:

1) Enter Pickup Details

- All fields with a red asterix (*) are required to be filled out.
- KDL 'Customer Name/Paying Party' field will **always** be Centrotherm
- KDL 'Customer is' field will **always** be Consignee
- KDL Customer Contact Email will **always** be CESLogistics@centrotherm.us.com

1 Pickup Details ▲

This routing portal is for LTL pick-up requests only. If you have a truckload or expedite, please email Capacity@kdlog.com for assistance. If you have a UPS/Fedex Small Package (Parcel) shipment, please contact your customer for routing instructions.

Pickup Date *	Pickup Ready Time *	Pickup Close Time *
<input type="text" value="04/02/2025"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="5:00 PM"/>
Urgent Delivery Date <input type="checkbox"/> (ONLY IF APPROVED by Customer)		
KDL Customer Name/Paying Party *	KDL Customer Is *	
<input type="text" value="Centrotherm"/>	<input type="text" value="Consignee"/>	
KDL Customer Contact Email	Re-enter Email to Confirm	
<input type="text" value="AALMY@CENTROTHERM.US.COM"/>	<input type="text" value="AALMY@CENTROTHERM.US.COM"/>	

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2) Pickup Location Information

- Please enter the company name, pickup address and any contact information.
- If an services are required, please select which ones when entering information.
- Please enter hours of operation so carriers are aware of pickup availability.
- If there is a suite number or bay number to pick up at, please enter infor at address 2.
- Email entered should be the person who will be shipping the pallets.

2 Pickup Location Information ▲

Company Name * TJ;S CONSTRUCTION	Address * 555 MAIN ST	Address 2 SUITE 100	
Zip/Postal * 12345	City * SCHENECTADY	State/Province * New York ▼	
Contact Name * JOHN SMITH	Phone * 555-555-5555	Hours of Operation 12-5PM	
Email for KDL to send BOL to * JSMITH@YAHOO.COM	Re-enter Email to Confirm * JSMITH@YAHOO.COM		
Pickup Number ⓘ	Pickup Name	Pickup Phone 888-888-8888	Pickup Dock Door#
Pickup Services			
<input type="checkbox"/> Protect From Freeze	<input type="checkbox"/> Construction Site Pickup	<input type="checkbox"/> Lift Gate Pickup	
<input type="checkbox"/> Limited Access Pickup	<input type="checkbox"/> Residential Pickup	<input type="checkbox"/> Notify ?	

3) Deliver Location Information

- Enter CES delivery address as shown in the image below:
- All information entered on this page with be the same every time.

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3 Delivery Location Information

Company Name * Centrotherm Eco Systems	Address * 428 Hudson River Rd.	Address 2 Door 8 or 9	
Zip/Postal * 12188	City * WATERFORD	State/Province * New York	
Contact Name * Gavin	Email (Optional)	Phone (Optional) 888-888-8888	Hours of Operation 8am-4pm

Delivery Services

<input type="checkbox"/> Appointment	<input type="checkbox"/> Construction Site Delivery	<input type="checkbox"/> Inside Delivery
<input type="checkbox"/> Lift Gate Delivery	<input type="checkbox"/> Limited Access Delivery	<input type="checkbox"/> Notify ?
<input type="checkbox"/> Residential Delivery		

4) Products

- Enter each pallet individually. Include number of cartons on the pallet, the weights and dimensions, and the NMFC and CLASS if known.
- After information is entered for a line, click the “Add Product” button and a new line will generate.
- Enter a product description.
- Pease do **not** ever check the box value of materials.

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4 Products ▲

Click on Add Product button to continue ⓘ

When adding multiple products to a single handling unit, after entering the handling unit count on the first product, each product on the same handling unit should be listed as 0 handling units.

➕ Add Product

Description	Units	Units Type	Pieces	Pieces Type	Length (in)	Width (in)	Height (in)	NMFC	Class	Weight		
<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="Pallet"/>	<input type="text" value="75"/>	<input type="text" value="Carton"/>	<input type="text" value="48"/>	<input type="text" value="40"/>	<input type="text" value="56"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="250"/>	<input type="checkbox"/> Stackable? <input type="checkbox"/> Hazmat?	Delete
<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="Pallet"/>	<input type="text" value="25"/>	<input type="text" value="Carton"/>	<input type="text" value="48"/>	<input type="text" value="40"/>	<input type="text" value="25"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="115"/>	<input type="checkbox"/> Stackable? <input type="checkbox"/> Hazmat?	Delete
TOTALS	2		100	Est. Linear Measure	8.00 ft					365		

Value of Materials? (Optional) ⓘ

5) Additional Information

- Please enter Centrotherm’s PO #. If shipment corresponds with more than one PO, please separate each with a semi colon.
- Once information is complete for each section, please hit “Submit.”
- Within 10 minutes KDL will send a BOL to the email entered in section 2.

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5 Additional Information

PO# *

SO#

Reference#

Special Instructions to Appear on BOL

Add

Carrier Requirement ⓘ

COD

For any questions or support with your pick-up request, please call our customer service team at 866-535-5857. Please note that if you have an urgent shipment this information can be provided in the ab section marked "Urgent Delivery Date".

Submit