



CAESARS ENTERTAINMENT STRATEGIC SOURCING VENDOR TRANSPORTATION ROUTING GUIDE

Rev Aug 2018 - Removed FedEx Freight for LTL and replaced with CH Robinson. Updated 3rd Party Billing Address for CH Robinson

Dear Valued Supplier:

The following shipping instructions for small parcel, less-than-truckload (LTL) and truckload (TL) shipments must be followed in order for Caesars Entertainment to pay for transportation charges. Failure to comply with these instructions will result in a chargeback to your company for the amount of any excess freight costs plus the violation chargeback fee. These instructions only apply if shipping TO or FROM a Caesars Entertainment property or shipping TO a Caesars Entertainment customer (exceptions must be authorized by a Caesars buyer). It is the supplier's responsibility to check this routing guide on a quarterly basis for the most up-to-date information.

Routing Guide Does Not Apply to the Following (Ship Prepaid Only):

- Shipping costs are included in the sell price to Caesars.
- The Caesars buyer instructs you to ship prepaid and add using the carrier of your choice.
- You are shipping refrigerated or perishable goods.
- You are shipping to and/or from a location outside the United States.

Compliance Includes

- **REFERENCE THE CAESARS PO NUMBER (e.g. P2P-PO123456)** on all carrier documentation including the waybill, packing slips, and carton labels.
- Using the correct carrier and service as designated below or as directed by the Caesars buyer
- Using the correct billing option for all modes:
 - FedEx Ground® COLLECT (Small Parcel)
 - FedEx Ground® or FedEx Express® (requires Caesars Entertainment approval) using the Third Party billing option with the correct FedEx account number. (Small Parcel)
 - CH Robinson TL: 3rd party billing to:

Caesars Entertainment
c/o SSUI
9595 SW Gemini Drive
Beaverton, OR 97008

- Prepaid shipments and any other shipment costs falling outside these guidelines will not be paid by Caesars Entertainment unless a Vendor Exception or Ship Approval are agreed to by the buyer in advance or specified on the purchase order. If you have questions, please contact your Caesars buyer.
- All shipments are FOB Destination and the supplier is responsible for damage or loss during transit.
- All Truck Load shipments should be shipped in the normal transportation timeline of around seven (7) days. If expediting is required that must be communicated and approved by your Caesars Entertainment Buyer/Category Coordinator otherwise your company will pay the additional expense.
- When shipping Truck Load ensure you are aware of the Delivery Requirements based on the destination (Refer to Delivery Requirements Document), failure to ship as stated may result in a charge back on additional expenses.



CAESARS ENTERTAINMENT STRATEGIC SOURCING VENDOR TRANSPORTATION ROUTING GUIDE

Labeling Instructions

- Lettering: A minimum of three-eighths (3/8") high block lettering, in English, and clearly visible.
- Location: MUST be on at least two (2) sides of each individual carton.
- Color: Labeling must be printed boldly, legibly, and must be able to withstand transit without rubbing off.
- Labels: If labeling is to be printed and affixed to cartoning, it MUST adhere so as not to remove during transit.
- Side Mark: Each individual carton and packing unit containing the cartons MUST have the following information:
 - Item number and description of contents (per purchase order)
 - Purchase Order #
 - Piece count of shipment (units of packing, i.e. 1 of 5, 2 of 5, 3 of 5 etc.)
 - Quantity of contents (per carton)
 - Consignee name and address

Small Parcel Shipping Requirements: (0 lbs. - 150 lbs.)

- Use **FedEx Ground® COLLECT** when shipping to Caesars Entertainment property.
 - You do NOT need Caesars Entertainment FedEx account number to ship **FedEx Ground® COLLECT**. COLLECT is the billing option. FedEx will bill Caesars Entertainment for applicable transportation charges from the bar code on the shipping label.
- Use **FedEx Ground® Third Party** billing option when shipping to an address other than the Caesars Entertainment or shipping to a Total Rewards customer. You will be provided an account number by contacting Caesars Entertainment. Please provide PO number(s), from and to addresses.
- Use **FedEx Express®** only when pre-approved by the Caesars Entertainment. This service is for time- sensitive shipments and the Third Party billing option must apply. You will be provided an account number by contacting Caesars Entertainment. Please provide PO number(s), from and to addresses.
- Enter the **Caesars Entertainment purchase order number e.g. (P2P-PO123456)** using the proper format in the "Your reference" field.
- You will need your own FedEx account number to ship via FedEx and schedule your pickups. If you don't already have an account, call 1.800.GoFedEx 1.800.463.3339 to set one up.
- All FedEx shipments must be prepared using an automated shipping solution, either FedEx Ship Manager® at fedex.com or FedEx Ship Manager® hardware or software.

Account Confidentiality

FedEx billing account numbers are considered confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions.



CAESARS ENTERTAINMENT STRATEGIC SOURCING VENDOR TRANSPORTATION ROUTING GUIDE

CH Robinson for LTL (Shipments over 150lbs) and Truckload (Shipments over 20,000lbs)

Any shipment with individual packages over 150 lbs. and/or palletized shipments should route via CH Robinson.

Email Pickup Request Form to caesars@chrobinson.com or fax to 702-691-3395 (see last page for the Pickup Request Form).

- Shipments require a minimum of 48 hours advance notice before pick up.
- You should receive a BOL, carrier name, and an estimated pick up date prior to the carrier arriving. If this does not happen, please call CH Robinson (contact info above).
- If the carrier does not arrive at the estimated time, call CH Robinson with the load number located on the top of your BOL immediately.
- Any changes to shipment's specs after you have received your BOL/Booking Information should be provided to CH Robinson immediately so that we may update.
- Shipments from the same facility, going to the same destination, on the same day **MUST** ship under the same Bill of Lading.
- **DO NOT** split orders into individual shipments without prior authorization from the buyer or C.H. Robinson Worldwide, Inc.
- Shipments must be **3rd party billing** to the address below noted on your BOL

Caesars Entertainment
c/o SSUI
9595 Gemini Drive
Beaverton, OR 97008

C.H. Robinson Contact Information

- **Dedicated CAESARS ENTERTAINMENT, INC. Team phone #: 877-448-2511 (after hours please call Anthony Rivero at 702-235-5114)**
- Normal business hours: 6:00AM – 5:00PM (PST) Monday-Friday
- Account Team Contacts: Anthony Rivero, Ryan Francis & Tom Larson
- Contacts can be reached through Caesars@chrobinson.com or 877-448-2511
- Emergency Contact info:
 - Anthony Rivero (Anthony.Rivero@chrobinson.com) 702-837-2355
 - Ryan Francis (Ryan.Francis@chrobinson.com) 702-837-2361
 - Tom Larson (Tom.Larson@chrobinson.com) 702-837-2350

CAESARS - TRUCKLOAD PICK UP FORM



C.H. Robinson Worldwide

To schedule your pick up, please fill out this form and email to: Caesars@chrobinson.com

CH Robinson -

Phone: (877) 448-2511

Fax: (702) 691-3395

SHIPPER INFORMATION

Shipper Name			
ADDRESS			
CITY/STATE/ZIP			
PHONE			
CONTACT NAME			
SHIPPING HOURS			
READY DATE & TIME			
PU#- provide if required			
CAESARS PO#			
Is PO Shipping in FULL?	Y	N	
APPOINTMENT REQUIRED? Y/N	Y	N	
LIFT GATE REQUIRED? Y/N	Y	N	
BOL GOES TO FAX/EMAIL			

DESTINATION INFORMATION

Company Name			
ADDRESS			
CITY/STATE/ZIP			
PHONE			
CONTACT NAME			
DELIVERY # - provide if required			
DELIVERY DATE			
APPOINTMENT REQUIRED? Y/N			

COMMODITY INFORMATION

DESCRIPTION OF PRODUCT	
PIECES/CARTONS	
PALLETS SPACES OR LINEAR FEET	
WEIGHT	
ITEM #	
VALUE	
FREIGHT CLASS	

Delivery Requirements: The shipment will be refused if any of the below requirements are not met.

- All pallets must be loaded properly. Sideways pallets are not authorized.
- There is a height requirement of no more than 82" including the pallet.