



**ARC Supply Chain Solutions Routing Letter on behalf of Melling Tool Co.**

Dear Shipper/Supplier/Forwarder:

To better manage Melling Tool Co. freight services, we are requesting you send your freight related requests to [melling@arc-scs.com](mailto:melling@arc-scs.com). The primary phone contact information is 734-413-2661. This number is dedicated to the Melling account and is primary for after-hours as well.

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**DOMESTIC/INTERNATIONAL SMALL PACKAGE SHIPMENTS:**

For any shipments of 150 lbs. or less, ship UPS Ground COLLECT on Melling account. \*\*\*Prior authorization must be received to send any packages air or ground expedited\*\*\*

(Failure to provide proof of authorization for Expedited shipments may result in a chargeback to your company)

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**FOR CANADA, MEXICO, OR INTERNATIONAL AIR/OCEAN FREIGHT:**

Contact ARC Supply Chain Solutions at 734-413-2661 or [melling@arc-scs.com](mailto:melling@arc-scs.com)

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**TRUCKLOAD SHIPMENTS:**

Contact ARC Supply Chain Solutions at 734-413-2661 or [melling@arc-scs.com](mailto:melling@arc-scs.com)

**\*PLEASE ALWAYS SUPPLY ARC WITH CORRECT MELLING PO# AT TIME OF REQUEST**

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**LESS THAN TRUCKLOAD (LTL TRUCK SHIPMENTS) DOMESTIC or INTERNATIONAL:**

Please respond to [melling@arc-scs.com](mailto:melling@arc-scs.com) with the following information:

- Number of Pieces/Pallets
- **\*TOTAL SHIPMENT VALUE\***
- **Melling PO#**
- Pallet Dimensions.
- Weight per pallet.
- NMFC number if known.
- SDS if applicable.
- Ready time and loading hours.
- Correct shipping address and contact person with email & phone number.
- Melling requested date/time of delivery if known.



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**U.S. CUSTOMS CLEARANCE AND TRADE COMPLIANCE REQUESTS:**

All PAPS ACE manifest, NOTIFY PARTY and import documents should be sent to [melling@arc-scs.com](mailto:melling@arc-scs.com).

When requesting Customs clearance please submit the following minimum documents:

- Commercial invoice & packing list.
- Arrival notice with any release charges and free days clearly noted.
- Any other government agency documents as required.
- Certificate of origin if applicable for free trade agreements.
- Copy or any master and house bill of ladings for air, ocean or ground entries.

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**BILLING ON POD SUBMISSION:**

All invoices should be submitted to [arcadmin@arc-scs.com](mailto:arcadmin@arc-scs.com).

Documents should include at a minimum:

- Vendor invoice listing the ARC Load # on the invoice.
- Clearly signed and dated POD.
- Shipper BOL/Packing Slip.
- Payment remittance address.
- **Remit to address:**

**Melling Tool Co c/o ARC Supply Chain Solutions  
27247 Northline Rd  
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