



Sending Us Your Weights & Dimensions

A quick guide to the Jealco shipping form for suppliers

Fill it in once the order is packed and weighed. About 2 minutes per PO.



Go to: jealco.com/weights

The form, field by field

Numbers match the notes on page 2. Red * = required.

1

Name: *

Type your name

2

Email: *

Type your email address

3

Phone:

xxx-xxx-xxxx ext. x

4

Jealco PO Number (ex. PO-15035) *

Type Jealco's PO number

5

Internal Pickup Reference (if any):

If you use an internal order number - type it here

6

Shipping FROM location: *

for companies with multiple warehouses, please indicate...

7

Dock Hours: *

ie. 8-4 M-F

8

Carrier:

Type Carrier's Name (ie. AAA Cooper, ABF, SEFL, etc.)

9

Tracking Number:

Type tracking number

10

PACKAGE 1 (required)

Container Type 1: *

Weight 1 (lbs): *

Length 1 UOM: *

Length 1: *

Width 1: *

Height 1: *

11

PACKAGES 2 - 5 same six boxes, fill only what you need

12

Message

Please add any additional information that we should know

13

Send Message

Scan the code with your phone camera, or type the address.
The link is also printed in the notes on every Jealco purchase order.

Have these ready

- ✓ Jealco PO number (from our purchase order)
- ✓ Weight of **each** package, in pounds
- ✓ Length, width and height of each package
- ✓ Where it ships from, and your dock hours

The PO number is the key

It's how we match your shipment to the right order. Type **our** PO number exactly as it appears on the purchase order we sent you.

- ✓ **PO-15035** Jealco PO number, with "PO-"
- ✗ **SO-88214** your own order number (goes in field 5)

One PO per form. Shipping two POs? Send two forms.

The 11 required fields

Everything else is optional. These must be filled in to send:

ABOUT THE ORDER

- ☐ Name
- ☐ Email
- ☐ Jealco PO Number
- ☐ Shipping FROM location
- ☐ Dock Hours

PACKAGE 1

- ☐ Container Type
- ☐ Weight (lbs)
- ☐ Length unit (UOM)
- ☐ Length
- ☐ Width
- ☐ Height

Send it

- 1 Click **Send Message** at the bottom of the form.
- 2 Look for: "Thank you for submitting your weights and dimensions." No message means it did not go through. Try again.

Made a mistake after sending? Email your Jealco contact with the correction. **Do not send a second form:** we keep the first one and the second is not applied.

- 1 Name** **REQUIRED**
The person filling in the form.
- 2 Email** **REQUIRED**
Where we can reach you if we have a question about the shipment.
- 3 Phone** *optional*
So the carrier can call you about the pickup or any other concern.
- 4 Jealco PO Number** **REQUIRED**
Our PO number, exactly as written on our purchase order (for example PO-15035). See page 1.
- 5 Internal Pickup Reference** *optional*
Your own order or sales-order number, if you use one. Not required, but very helpful: it goes on the pickup paperwork so your dock can match the freight.
- 6 Shipping FROM location** **REQUIRED**
Where the goods leave from, so we send the carrier to the right place. A full address is best. If you ship from several places and we have picked up from you before, a shorthand we will recognize is fine, like "our Atlanta warehouse".
- 7 Dock Hours** **REQUIRED**
When the carrier can pick up, for example 8-4 M-F. We book the pickup inside these hours.
- 8 Carrier** *optional*
Only if you already shipped it or booked it yourself. Otherwise leave it blank and we arrange the shipping.
- 9 Tracking Number** *optional*
Same as Carrier: only if it has already shipped.

Package rules

- **One row = one package.** Ten identical cartons still get a row each.
- **Weight** = that one package, in pounds, numbers only (e.g. 34.5). Not the order total.
- **Dimensions:** pick the unit first (inches, feet, mm, meters), then length, width, height.
- **Pallets and skids:** measure the whole loaded pallet, pallet included, height from the floor.
- **More than 5 packages?** Fill rows 1 to 5, then list the rest in Message, one per line: "6: Carton, 34 lb, 28 x 9 x 8 in".

- 10 Package 1** **REQUIRED**
One row describes **one** physical package: a carton, pallet, drum and so on. See the package rules below.
- 11 Packages 2 to 5** *optional*
Use one row for each additional package. Leave unused rows empty.
- 12 Message** *optional*
Anything unusual: liftgate needed, hazmat, or **more than 5 packages** (list the extras here, see below).
- 13 Send Message** **REQUIRED**
Click it and wait for the thank-you message. No message means it did not go through.

Container Type: which one to pick

Carton	A box.
Drum	A barrel or drum.
Roll	Rolled goods, e.g. belting on a core.
Pallet / Skid	Standard wood pallet or skid.
Pallet-ISPM / Skid-ISPM	Heat-treated, ISPM-15 stamp (export).

Most Jealco orders are exported, so we normally require ISPM pallets. Sometimes a standard pallet is fine, and we try to tell you so when we place the order. If we did not, choose the pallet you are **actually** using. This field is our last check before the freight leaves your dock, so we can catch a mix-up while it is still easy to fix.

Why this helps you

Faster pickup

We can book the carrier as soon as your form arrives.

At your dock, in your hours

The pickup goes to your ship-from location inside the dock hours you gave us.

Fewer emails

No back-and-forth chasing weights and sizes.

Your reference on the paperwork

Your own order number goes on the pickup documents.