

SHIPPING INSTRUCTIONS

1. This guide is provided to ensure that merchandise purchased by CANEX is mailed/shipped by the most economical means consistent with required delivery dates. Our [Store Locator](#) can be found on-line.
2. **All shipping instructions on pages 1-3 apply to FOB warehouse suppliers only, except** if the supplier has their own economical means of shipping which have been approved by the appropriate Category Manager.
3. **All FOB destination suppliers (prepaid)** should use the CANEX Routing Guide for CANEX addresses and contact found on pages 4-10. Prepaid suppliers are responsible for shipping charges to Goose Bay, NF.
4. It is imperative that the shipping instructions in this guide or on each purchase order be followed exactly.

NOTE: The only transportation companies approved by CANEX are: Canada Post Commercial Parcel Services, Purolator Inc., Clarke Transport (east/west) and TST-CF Express (Ontario/Québec). Failure to follow these instructions will result in excess charges being charged back to the supplier.

PARCEL POST

Please visit the [Canada Post](#) site directly for specifications for shipping via Parcel Post.

PUROLATOR Ship to CANEX locations

- If your business does not currently have a Purolator Account, visit www.purolator.com to create an account;
- Submit your Purolator Username and the name of your contact at CANEX Headquarters via e-mail to Admin.CANEX@cfmws.com;
- You will receive confirmation that access to the CANEX Address Book is complete;
- When processing a shipment, choose "Bill To: Receiver"

Please Note: Purolator E-Ship Server (ESS):

Suppliers using Purolator E-Ship Server (ESS) must contact Admin.CANEX@cfmws.com for further instructions.

For shipments of a single piece or multiple pieces to any one location:

Ground

- Maximum weight per Item: 70 lb (approx. 32 kg)
- Maximum length per item: 47" (approx. 119 cm)
- Maximum size [calculated as length + (2 x width) + (2 x height)]: 165" (approx. 419 cm)
- Maximum weight per Shipment: Unlimited
- Maximum pieces per Shipment: Unlimited

NOTES:

It is imperative that the CANEX store number be noted at the end of the Customer name on all waybills (i.e. CANEX ExpressMart #4230 or CANEX SuperMart #4330).

In special circumstances, Purolator will accept packages of up to 150 lb (68 kg) and 120 inches (305 cm) in length, however surcharges will apply. This option is only to be used when no other viable shipping options are available.

Merchandise shipped via Purolator is not to be insured (declared value) unless specified otherwise on the CANEX Purchase Order.

CLARKE TRANSPORT/TST-CF EXPRESS

The transportation of goods, which are greater in size and weight than the maximum allowed by Parcel Post and Purolator, are to be shipped via the following means:

Freight Carrier	To
Clarke Transport	All CANEX locations in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick and Nova Scotia. Goose Bay, NL – see special instructions on page 3.
TST-CF Express	All locations in Ontario and Québec. Goose Bay, NL – see special instructions on page 3.

EXCEPTIONS

Customer owned items such as repairs or small valuable parcels such as jewellery etc., must be insured and shipped via registered mail or an alternate method, which provides for signature.

Unless otherwise indicated:

- All shipments must be addressed to the appropriate mailing or shipping address indicated in this Guide, commencing on page 4;
- All Clarke Transport and TST-CF Express waybills, invoices, statements, etc., are to be sent to the individual CANEX stores receiving the merchandise;
- All waybills must indicate number of pieces, weight and cube; and
- All regular shipments are not to be insured. Therefore, value must not be recorded on waybills. If value is recorded and the shipment is insured, prior approval must be obtained from the CANEX Category Manager.

US SHIPMENTS

For US shipments, where CANEX has authorized to be the importer:

Livingston International, Customs Specialist
Contact: Chris Carruthers
Phone: 613-521-4751 ext. 56208
Fax: 613-738-1619
ccarruthers@livingstonintl.com

NATEX

Special routing instructions are recorded for NATEX, Germany (page 11).

SPECIAL INSTRUCTIONS FOR 5 WING GOOSE BAY – FOB WAREHOUSE

(N/A for Suppliers with FOB Prepaid – see Para 3 above)

All CANEX purchase orders will indicate one of the following methods to use to transport merchandise to 5 Wing Goose Bay. Please ensure shipment weight and size guidelines as recorded on page 1 are followed. (Suppliers with FOB prepaid are responsible for freight all the way to Goose Bay):

METHOD # 1 – VIA PARCEL POST

Small parcels are to be shipped via PARCEL POST.

METHOD # 2 – VIA PUROLATOR

Small parcels are to be shipped via PUROLATOR.

METHOD # 3 – VIA MORNEAU Sego

Main Terminal:

902, rue Philippe-Paradis,
Québec (Québec) G1N 4E4

Telephone: 418-527-5687 for instructions re weight and size restrictions prior to shipments

For furtherance and invoice to:

CANEX
5 WING GOOSE BAY
PO BOX 370 STN C
GOOSE BAY NL A0P 1C0

MAILING ADDRESS		SHIPPING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL
CFB ESQUIMALT			
4400	CANEX SUPERMART CFB ESQUIMALT 1343 WOODWAY ROAD VICTORIA BC V9A 7K6	CANEX SUPERMART BLDG 98 NADEN 1343 WOODWAY ROAD VICTORIA BC V9A 7K6	250-388-6428 (T) 250-363-5644 (F) Canexesquimaltsm@cfmws.com
4401	CANEX EXPRESSMART 177 BELMONT ROAD VICTORIA BC V9C 1A8	CANEX EXPRESSMART 177 BELMONT ROAD VICTORIA BC V9C 1A9	250-478-4012 (T) 250-478-4012 (F) Canexesquimaltxm@cfmws.com
19 WING COMOX			
4390	CANEX SUPERMART 19 WING COMOX PO BOX 160 LAZO BC V0R 2K0	CANEX SUPERMART 19 WING COMOX UNIT #1, 1625 MILITARY ROW LAZO BC V0R 2K0	250-339-5553 (T) 250-339-5598 (F) Canexcomoxsm@cfmws.com
GARRISON EDMONTON			
4320	CANEX RETAIL GARRISON EDMONTON PO BOX 500 LANCASTER PARK AB T0A 2H0	CANEX RETAIL GARRISON EDMONTON BLDG 297 HWY 28A & FALAISE AVE LANCASTER PARK AB T0A 2H0	780-973-4527 (T) 780-973-3206 (F) Canexedmontonr@cfmws.com
4321	CANEX EXPRESSMART GARRISON EDMONTON PO BOX 500 LANCASTER PARK AB T0A 2H0	CANEX EXPRESSMART GARRISON EDMONTON BLDG 299 HWY 28A & FALAISE AVE LANCASTER PARK AB T0A 2H0	780-973-3391 (T) 780-973-3419 (F) Canexedmontonxm@cfmws.com
4322	CANEX LIQUORMART GARRISON EDMONTON PO BOX 500 LANCASTER PARK AB T0A 2H0	CANEX LIQUORMART GARRISON EDMONTON BLDG 299 HWY 28A & FALAISE AVE LANCASTER PARK AB T0A 2H0	780-973-7166 (T) 780-973-6613 (F) Canexedmontonlm@cfmws.com

MAILING ADDRESS		SHIPPING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL
4 WING COLD LAKE			
4330	CANEX SUPERMART 4 WING COLD LAKE PO BOX 5650 STN FORCES COLD LAKE AB T9M 2C4	CANEX SUPERMART 4 WING COLD LAKE BLDG 69 COLD LAKE AB T9M 2C4	780-594-3376 (T) 780-594-3379 (F) Canexcoldlakesm@cfmws.com
CFB/ASU WAINWRIGHT			
4370	CANEX SUPERMART CFB/ASU WAINWRIGHT BLDG 595 DENWOOD AB T0B 1B0	CANEX SUPERMART CFB/ASU WAINWRIGHT BLDG 595 DENWOOD AB T0B 1B0	780-842-1363 (Local 1281) (T) 780-842-1883 (F) Canexwainwrightsm@cfmws.com
CFB SUFFIELD			
4360	CANEX SUPERMART CFB SUFFIELD BLDG R048 RALSTON AB T0J 2N0	CANEX SUPERMART CFB SUFFIELD BLDG R048 48 EDGEWOOD ROAD RALSTON AB T0J 2N0	403-544-5563 (T) 403-544-5542 (F) Canexsuffieldsm@cfmws.com
15 WING MOOSE JAW			
4340	CANEX EXPRESSMART 15 WING MOOSE JAW BLDG 80 BUSHELL PARK SK S0H 0N0	CANEX EXPRESSMART 15 WING MOOSE JAW BLDG 80 BUSHELL PARK SK S0H 0N0	306-693-6668 (T) 306-694-2828 (F) Canexmoosejawxm@cfmws.com
CFB SHILO			
4350	CANEX SUPERMART CFB SHILO PO BOX 147 SHILO MB R0K 2A0	CANEX SUPERMART CFB SHILO 125 ALDERSHOT RD, BLDG L-125 CANEX MALL SHILO MB R0K 2A0	204-765-2343 (T) 204-765-3807 (F) Canexshilosm@cfmws.com

MAILING ADDRESS		SHIPPING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL
17 WING WINNIPEG			
4375	CANEX SUPERMART 17 WING WINNIPEG PO BOX 17000 STN FORCES WINNIPEG, MB R3J 3Y5	CANEX SUPERMART 17 WING WINNIPEG BUILDING 139 700 WIHURI ROAD WINNIPEG, MB R3J 3Y5	204-833-2500 (T) Canexwinnipegsm@cfmws.com
CFB BORDEN			
4230	CANEX SUPERMART CFB BORDEN PO BOX 340 BORDEN ON L0M 1C0	CANEX SUPERMART CFB BORDEN BLDG O-121 36 EL ALAMEIN ROAD BORDEN ON L0M 1C0	705-424-1801 (T) 705-423-2187 (F) Canexbordensm@cfmws.com
CDTC MEAFORD			
4240	MEAFORD SUPERMART RR #1 GREY ROAD 112 N BLDG M150 MEAFORD ON N4L 0A1	MEAFORD SUPERMART RR #1 GREY ROAD 112 N BLDG M150 MEAFORD ON N4L 0A1	519-538-1371 (Local 6520) (T) 519-538-6675 (F) Canexmeafordxm@cfmws.com
8 WING TRENTON			
4280	CANEX SUPERMART 8 WING TRENTON RCAF ROAD PO BOX 1000 STN FORCES ASTRA ON K0K 3W0	CANEX SUPERMART 8 WING TRENTON 241 RCAF ROAD ASTRA ON K0K 3W0	613-394-0001 (T) 613-394-0012 (F) Canextrentonsm@cfmws.com
CFB KINGSTON			
4260	CANEX SUPERMART CFB KINGSTON 29 NIAGARA PARK KINGSTON ON K7K 7B4	CANEX SUPERMART CFB KINGSTON 29 NIAGARA PARK KINGSTON ON K7K 7B4	613-544-6110 (T) 613-544-7690 (F) Canexkingstonsm@cfmws.com

	MAILING ADDRESS	SHIPPING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL
	ROYAL MILITARY COLLEGE		
4270	CANEX EXPRESSMART RMC KINGSTON PO BOX 17000 STN FORCES KINGSTON ON K7K 7B4	CANEX EXPRESSMART RMC KINGSTON 22 AMIENS AVE YEO HALL BLDG 32 KINGSTON ON K7K 7B4	613-549-3718 (T) 613-549-7544 (F) Canexkingstonrmcxm@cfmws.com
	GARRISON PETAWAWA		
4307	CANEX SUPERMART GARRISON PETAWAWA 14 YPRES BLVD. PETAWAWA, ON K8H 1C6	CANEX SUPERMART GARRISON PETAWAWA 14 YPRES BLVD. PETAWAWA, ON K8H 1C6	613-687-5595 (T) 613-687-5598 (F) Canexpetawawasm@cfmws.com
	GARRISON PETAWAWA		
4302	CANEX EXPRESSMART GARRISON PETAWAWA BLDG W112 PETAWAWA ON K8H 2S7	CANEX EXPRESSMART GARRISON PETAWAWA 1578 WOLFE AVE BLDG W 112 PETAWAWA ON K8H 2S7	613-687-6326 (T) 613-687-7044 (F) Canexpetawawaxm@cfmws.com
	22 WING NORTH BAY		
4250	CANEX SUPERMART 22 WING NORTH BAY 29 DUXFORD RD. HORNELL HEIGHTS ON P0H 1P0	CANEX SUPERMART 22 WING NORTH BAY 29 DUXFORD RD. HORNELL HEIGHTS ON P0H 1P0	705-494-2011 (Local 2282) (T) 705-494-2185 (F) Canexnorthbaysm@cfmws.com
	CFSU OTTAWA		
4292	NATIONAL DEFENCE HQ CANEX EXPRESSMART 2 SOUTH TOWER MGEN GR PEARKES BLDG 101 COLONEL BY DRIVE OTTAWA ON K1A 0K2	NATIONAL DEFENCE HQ CANEX EXPRESSMART 2 SOUTH TOWER MGEN GR PEARKES BLDG 101 COLONEL BY DRIVE OTTAWA ON K1A 0K2	613-232-0191 (T) 613-232-1054 (F) Canexndhqxm@cfmws.com
4290	CANEX RETAIL 4210 LABELLE STREET, UNIT 101 OTTAWA ON K1J 1J7	CANEX RETAIL 4210 LABELLE STREET, UNIT 101 OTTAWA ON K1J 1J7	613-741-4888 (T) 613-741-3808 (F) Canexlabeller@cfmws.com

	MAILING ADDRESS	SHIPPING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL
4297	CANEX-9 CANEX EXPRESSMART #1 CARLING CAMPUS 60 MOODIE DR., OTTAWA, ON K1A 0K2	CANEX-9 CANEX EXPRESSMART #1 CARLING CAMPUS 60 MOODIE DR., OTTAWA, ON K1A 0K2	613-901-1041 (T) Canexcarlingcampusxm1@cfmws.com
4298	CANEX-5 CANEX EXPRESSMART #2 CARLING CAMPUS 60 MOODIE DR., OTTAWA, ON K1A 0K2	CANEX-5 CANEX EXPRESSMART #2 CARLING CAMPUS 60 MOODIE DR., OTTAWA, ON K1A 0K2	613-901-5090 (T) Canexcarlingcampusxm2@cfmws.com
BASE VALCARTIER			
4161	CANEX GROCERY BASE VALCARTIER 190 DUBÉ STREET, SUITE 101 SHANNON QC G3S 0H7	CANEX GROCERY BASE VALCARTIER 190 DUBÉ STREET SUITE 101 SHANNON QC G3S 0H7	418-844-3751 (T) 418-844-0221 (F) Canexvalcartierg@cfmws.com
4162	CANEX EXPRESSMART BASE VALCARTIER 605 JACQUES CARTIER SHANNON QC G3S 1G1	CANEX EXPRESSMART BASE VALCARTIER 605 JACQUES CARTIER SHANNON QC G3S 1G1	418-844-3668 (T) Canexvalcartierxm@cfmws.com
4160	CANEX RETAIL BASE VALCARTIER 172 DUBÉ STREET SHANNON QC G3S 0J2	CANEX RETAIL BASE VALCARTIER 172 DUBÉ STREET SHANNON QC G3S 0J2	418-844-3678 (T) 418-844-9871 (F) Canexvalcartierr@cfmws.com
3 WING BAGOTVILLE			
4180	CANEX SUPERMART 3 WING BAGOTVILLE PO BOX 110 ALOUETTE QC G0V 1A0	CANEX SUPERMART 3 WING BAGOTVILLE BLDG 147 ALOUETTE QC G0V 1A0	418-677-4000 (Local 7537) (T) 418-677-7410 (F) Canexbagotvillesm@cfmws.com

MAILING ADDRESS		SHIPPING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL
SAINT JEAN GARRISON			
4190	CANEX SUPERMART 25 GRAND-BERNIER SUD RICHELAIN QC J0J 1R0	CANEX SUPERMART 25 GRAND-BERNIER SUD RICHELAIN QC J0J 1R0	450-358-7626 (T) 450-358-7920 (F) Canexsaintjeansm@cfmws.com
CFB HALIFAX			
4102	CANEX EXPRESSMART 5470 GANGWAY STREET PO BOX 8836 STN A CFB HALIFAX, BLDG S24 HALIFAX NS B3K 5M5	CANEX EXPRESSMART 5470 GANGWAY STREET CFB HALIFAX, BLDG S24 HALIFAX NS B3K 5M5	902-422-2249 (T) 902-422-2470 (F) Canexhalifaxxm@cfmws.com
WINDSOR PARK			
4100	CANEX RETAIL WINDSOR PARK BLDG WP 108 PO BOX 8836 STN A HALIFAX NS B3K 5M5	CANEX RETAIL WINDSOR PARK BLDG WP 108 6303 HAWK TERRACE HALIFAX NS B3K 5M5	902-465-5414 (T) 902-466-5235 (F) Canexwindsorpkrr@cfmws.com
12 WING SHEARWATER			
4101	CANEX EXPRESSMART 12 WING SHEARWATER PO BOX 250, BLDG 14 SHEARWATER NS B0J 3A0	CANEX EXPRESSMART 12 WING SHEARWATER 20 PROVIDER ROAD SHEARWATER NS B0J 3A0	902-466-2303 (T) 902-466-5235 (F) Canexshearwaterxm@cfmws.com
14 WING GREENWOOD			
4140	CANEX RETAIL 14 WING GREENWOOD PO BOX 1072 GREENWOOD NS B0P 1N0	CANEX RETAIL 14 WING GREENWOOD BLDG 151 GREENWOOD NS B0P 1N0	902-242-3602 (T) 902-765-6045 (F) Canexgreenwoodr@cfmws.com
5 CDSB GAGETOWN			
4110	CANEX SUPERMART 5 CDSB GAGETOWN PO BOX 17000 STN FORCES OROMOCTO NB E2V 4J5	CANEX SUPERMART 5 CDSB GAGETOWN BLDG A-42 OROMOCTO, NB E2V 4J5	506-357-2050 (T) 506-422-1427 (F) Canexgagetownsm@cfmws.com

MAILING ADDRESS		SHIPPING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL
5 WING GOOSE BAY			
4130	CANEX SUPERMART 5 WING GOOSE BAY PO BOX 370 STN C GOOSE BAY NL A0P 1C0	CANEX SUPERMART 5 WING GOOSE BAY 381 BANSHEE BLVD GOOSE BAY NL A0P 1C0	709-896-8243 (T) 709-896-9118 (F) Canexgoosebaysm@cfmws.com
All CANEX purchase orders for shipment to 5 Wing Goose Bay will indicate the specific shipping method to be used. Shipping methods are detailed on pages 2 and 3.			

NATEX

MAILING ADDRESS	TELEPHONE/FACSIMILE/E-MAIL	SHIPPING ADDRESS
Mailing address for correspondence and small parcels only:		Delivery terms for suppliers as per instructions on Purchase Orders: <u>OCEAN FREIGHT</u> DSV AIR & SEA INC. c/o TRANSPLUS WAREHOUSE 2400 HALPERN ST-LAURENT QC H4S 1S8 For furtherance to: NATEX, Germany shipment must include: • Booking Number on all ocean freight shipments. • Transplus Warehouse c/o address. • Applicable NATEX address. SUPPLIERS ARE TO OBTAIN A BOOKING NUMBER FROM MR. RIFFATH HAFHEEL AT DSV AIR & SEA INC. PRIOR TO SHIPPING Tel: 514-940-0613 Fax: 514-940-0614 Email: riffath.haffeel@ca.dsv.com <u>Note:</u> If a shipment arrives at Transplus Warehouse/DSV without a Booking Number, it will be refused. <u>AIR FREIGHT</u> Air freight shipments will be arranged by NATEX/DSV. Suppliers will be notified of specific delivery instructions.
NATEX SLOT 4000 PO BOX 5053 STN FORCES BELLEVILLE ON K8N 5W6	011-49-2451-9152111 Fax: 011-49-2451-9152155 amsto@natex.de www.natex.de	
NATEX OUTLETS		
NATEX RETAIL STORE NATO AIRBASE TEVEREN GEBAUDE 296 52511 GEILENKIRCHEN GERMANY	011-49-2451-48451314 Fax: 011-49-2451-48451320 m.commisso@natex.de	
NATEX CONVENIENCE PLUS NATO AIRBASE TEVEREN GEBAUDE 70 52511 GEILENKIRCHEN GERMANY	011-49-2451-6207259 Fax: 011-49-2451-6207234 m.engelen@natex.de	
NATEX SERVICE GROUP NATO AIRBASE TEVEREN GEBAUDE 70 52511 GEILENKIRCHEN GERMANY	011-49-2451-6207252 Fax: 011-49-2451-6207244 tirecenter@natex.de	
NATEX WAREHOUSE NATO AIRBASE TEVEREN GEBAUDE 75 52511 GEILENKIRCHEN GERMANY	011-49-2451-6207421 Fax: 011-49-2451-6207435 r.clarke@natex.de	
AMSTO NATO AIRBASE TEVEREN GEBAUDE 74 52511 GEILENKIRCHEN GERMANY	011-49-2451-9152111 Fax: 011-49-2451-9152144 amsto@natex.de	