



## North America Routing and Packaging Guidelines

**Effective Date: March 23, 2010**

This new routing guide supersedes all open purchase orders and previous routing guides.

**Wabash Technologies** is utilizing the multi-modal freight transportation management services of Exel Transportation Services (**EXLF**), Inc, a division of DPWN. Exel Transportation will provide all inbound truck transportation coordination for all shipments, when freight charges are paid by Wabash Technologies. This does not include any shipments where the supplier pays freight charges.

When Wabash Technologies has the responsibility for freight charges, or when the Wabash purchase order does not include routing instructions, Exel Transportation will coordinate/execute the transportation. Before 12:00 P.M. (Noon), on ship date, you will call Exel to arrange carrier and pick up.

Using Shippers individual Bill of Lading follow the procedures below concerning information in "ITEM DESCRIPTION", including the following:

- A. The correct, lowest Freight Tariff Class Number, and specific commodity descriptions, per NMFC 100-Articles, item and sub-numbers, so as to minimize freight charges.

In addition, for NMFC Articles that are based on density, the **actual** cubic feet measurement and density (pounds per cubic foot) with corresponding class **must** be stated on the Bill of Lading.

- B. The Purchase Order number and line number
- C. Wabash Technologies part number
- D. If shipment is palletized or is on skids, then both the total Number of pallets/skids and the total number of cartons must be stated on the Bill of Lading.

For all Inbound or Outbound **LTL/Truck** freight:

**Please add to Bill of Lading:**

Bill TO:            Third Party Billing  
                         Wabash Technologies  
                         % Exel Transportation Services, Inc.  
                         4185 Crescent  
                         Suite C  
                         St. Louis, MO 63129

## Small Package Shipments

Effective **January 8, 2007** Wabash Technologies has designated UPS as our preferred small package carrier. When Wabash Technologies is paying the freight charges, use UPS Ground Service when the total weight of a shipment is less than **150 lbs.** and under **5** cartons. UPS account numbers need to be assigned on all Bills of Ladings.

### **Domestic US Shipments**

UPS will provide transportation for shipments under 150# and destined to our Wabash Technologies facilities in North America:

**Wabash Technologies, 1375 Swan St, Huntington, IN 46750 use Account # (Call your Wabash Planner)**

**Wabash Technologies, Norman Kreiger, 1767 Carr Rd, Suite 106, Calexico, CA 92231 use Account # (Call your Wabash Planner)**

All packages, domestic or international, must be in compliance with the correct packaging requirements as published by the National Safe Transit Association (NSTA) pre-shipment test procedures.

If you are shipping more than 5 cartons, even weighting less the 150#, palletize the shipment and ship via Exel Transportation's LTL direction. Please contact Exel Transportation if you need assistance with the above requirements. In addition, Exel Transportation can arrange for representatives from the carriers to come to your facility to discuss the requirements, arrange testing, etc.

Any damage to product (whether concealed or not) which is due to packaging not meeting the above requirements will be charged back to the supplier.

## Packaging Requirements

For less-than-truckload shipments:

Packages or shipments must be in compliance with the current packaging requirements published by the National Motor Freight Classification (NMFC) rules, for the freight classification of the product (s) being shipped to Wabash Technologies.

Additionally, it is the sole responsibility of the supplier to adhere with routing instructions as directed on the purchase order. The supplier is responsible for contacting Exel Transportation for pick up. This call must be arranged so that the carrier is notified and proper transit time is allotted for delivery to plants by requested Purchase Order date. Any order delivered earlier than (3) three days prior to the due date, or after the due date, will be considered non-compliant to the purchase agreement. Should you have any questions, please contact Exel Transportation Services, Inc. directly at: 800-487-6865 [stl.dispatch@exeltransportation.com](mailto:stl.dispatch@exeltransportation.com).

Any shipments coming into our Mexicali facility must use approved pallets only; otherwise, they will be penalized with the cost of the pallet and the cost of re-palletizing.

## Expendable Carton Sizes

Wabash is standardizing all expendable containers to match the ISO-Modular Carton (IMC) sizes in attached documents. Wabash recommended cartons are:

IMC 030/031	IMC 070
IMC 080	IMC 100
IMC 110	IMC 190
IMC 200	

Deviations to the standards must be approved in writing by Wabash personnel.

## Carton Marking Requirements

1. Mark each carton with the Wabash Technologies part number.
2. Mark each carton with the Wabash Technologies address.
3. Mark each carton with the Wabash Technologies purchase order number (s).
4. Mark each carton with the quantity.
5. Mark each carton with the carton count being shipped against one invoice.
6. Master label required for all shipments of more than one carton (AIAG Standard Label)

For example, if there are four cartons being shipped against one invoice, then mark:

The first carton	--"1 of 4"
The second carton	--"2 of 4"
The third carton	--"3 of 4"
The fourth carton	--"4 of 4"

If only one carton is being shipped against one invoice, then the carton would be marked "1 of 1".

## Delivered Price

The vendor will deliver product (s) sold on a delivered price basis to Wabash Technologies marked "Freight Pre-Paid – Delivered Prices". As a matter of policy, we do not permit pre-paid truck line shipments, because truck lines cannot allow our discounts on pre-paid shipments.

## **Customs Brokerage & Documentation**

### **THE BASICS:**

All International shipments require that the appropriate Customs documents accompany the product when it is shipped. Each country has its own Customs documentation requirements; therefore, it is essential that our suppliers understand and adhere to these requirements. Failure to comply will result in delay of shipment, penalties, fines, and, in extreme cases, seizure of product.

Wabash Technologies is the Importer of Record to supplier shipments destined for its Mexicali, MX facility. If Wabash Technologies is to pay for the brokerage fees associated with these shipments, a Wabash facility must be indicated as the purchaser or importer on the Customs invoices.

### **Certificated of Origin**

- NAFTA Certificate
- Country of Origin
- Manufacturer's Affidavit
- Harmonized Tariff Classification Codes (HS Codes)
- Supplier Compliance
- MSDS

### **Final Destination – Mexico**

- Broker Information
- Documentation Requirements
- Hazardous Materials

### **Final Destination – United States**

- Broker Information
- Documentation Requirements
- Hazardous Materials

### **Non-Compliance Clause**

Non-Compliance of these routing instructions will result in charge backs and will negatively impact your supplier rating as agreed upon in the Wabash Technologies Supplier Quality Manual. Notification of a non – compliance will be communicated through either EXLF or Wabash Technologies. Written corrective action must be taken within 24 hours of receiving a non-compliance report.

**Deviations will result in charge backs!**

The following 12 infractions are what Receiving Clerks could document as infractions when they receive shipments.

1. Shipment on time: 3 days early/ 0 days late – dock date.
2. Incorrect carrier.
3. Shipped to wrong location.
4. Wrong part number shipped.
5. Missing Wabash Technologies part number.
6. Quantity received does not match packing slip.
7. Packing slip missing, incomplete, or incorrect PO and PO line referenced.
8. Purchase Order Discrepancy: duplicate PO, PO order line confirmed to be canceled or incorrect quantity received.
9. Infraction for duty paid on NAFTA eligible product.
10. Infraction for Mexico border issues – missing invoices, etc.
11. Label Bar Code: Individual parts not labeled and bar coded.
12. No COD (cash on delivery) without prior authorization.

Wabash Technologies reserves the right to deduct from your invoice, or charge back, **excessive freight charges and handling cost** incurred because of your failure to ship via these guidelines, or if you split a shipment into two or more deliveries. Deviations from these guidelines must have the prior approval of either Exel Transportation or the Wabash Technologies buyer or planner.

Sincerely,

Ken Schafer  
Director, Supply Chain  
Wabash Technologies, Inc