GENERAL

In addition to requirements listed on Purchase Orders TRAK Item number and Supplier item number (if applicable) must be listed on all shipping documents i.e. Packing slip, commercial invoice, invoice

Shipping Documents must also include:

1. **Ship To** Name, Address, Contact & Tel
2. PO Number
3. Packing List
4. Heavy Air Shipments – Must include (AWB)
5. Tracking Number / Info (After Shipment Made)
6. **Additional,** International shipments must include *Commercial Shipping Invoice*

COMMERCIAL SHIPPING INVOICE to include:

1. Detailed goods description
2. Gross & Net weights and value
3. HTS classification
4. Country of origin, together with documentation
5. Importer of record (IOR)
6. Applicable Incoterms (matching purchase order)
7. Final goods destination
8. Export Control Classification Number (US ECCN, EAR99, EU dual use code or any other national export control classification applicable to the country of export.
9. Export license number, (if applicable).
10. "No license required (NLR)" for exports that do not require an export license under the applicable export regulation

If any issues arise during transit, supplier must contact Buyer on TRAK TECOM Purchase Order.

Carrier Insurance - ***DO NOT*** purchase insurance from the carrier.

Declared Value: ***DO NOT*** put a declared value amount on shipments transiting within the US with the carrier.

TRAK TECOM reserves the right to charge back supplier 100% of costs associated with Purchasing Carrier Insurance AND / OR with a Declared Value other than $0.00 (shipping within the US).

SHIPPING MODE DEFINITIONS

(Nomenclature / allowed weights may vary by country)

Parcel:

- Shipments of lightweight, smaller boxed items or Envelopes. Generally, Parcel packages weigh 100 pounds or less, can be moved without assistance, and via conveyor belts.
- Can be Domestic or International Ground and/or Air

Less Than Truckload (LTL):

- Ground shipping service used in the US for palletized or small heavy loads; typically, 1-10 pallets.
- "Hub and Spoke" Process: Linehauls/truck routes are the spokes w/Carrier Terminals (hubs aka Freight DC's, Distribution Centers*).*

Couriers – Local same day service of pallets, boxes, packages, & letters. Typically, via box truck

Heavy Air Freight

- Palletized and / or heavy loads (greater than 75lbs) shipped by aircraft
- Loaded into "belly" of the commercial domestic & international aircraft flights

CARRIER MODE SPECIFIC SHIPPING INSTRUCTIONS

Parcel:

US Domestic Parcel Shipments:

Use FedEx Parcel Ground (unless specially requested by Purchasing Team and noted on PO).

Carrier may use UPS Parcel Ground if approved by Buyer and noted on PO.

Parcel Air shipments or Carriers other than FedEx made without TRAK TECOM Buyer request and/or approval are subject to Supplier Corrective Action request.

TRAK TECOM reserves the right to charge back the supplier for the difference in shipment costs between carrier/mode/service used vs. Parcel Ground

International Parcel Shipments:

From Canada: Use FedEx Parcel International Ground (unless specially requested by Purchasing Team and noted on PO)

From ROW (Rest of World): Use FedEx International Economy unless Buyer approved otherwise.

Parcel Air shipments or Carriers other than FedEx made without TRAK TECOM Buyer request and/or approval are subject to Supplier Corrective Action request.

TRAK TECOM reserves the right to charge back the supplier for the difference in shipment costs between carrier/mode/service used vs. Parcel Ground or Designated International Service.

Heavy Air / Air Freight:

- Via FedEx Freight

LTL (Less Than Truckload):

- Per Purchase Order

Courier:

- Per Purchase Order.

International DG (Dangerous Goods):

- Via Fedex International Economy Service

For shipments tendered via FedEx International Economy or other air carriers, suppliers must comply with all applicable IATA Dangerous Goods Regulations and carrier specific requirements. Suppliers are responsible for ensuring that dangerous goods are properly classified, packaged, marked, labeled and documented prior to shipment. All require dangerous goods documentation, including Safety Data Sheets (SDS) and Shipper's Declaration, shall be provided to TRAK TECOM and the carrier as required. Suppliers must obtain prior approval before shipping any regulated dangerous goods via air transportation