

Johnson Controls Enterprises Mexico

Product Supplier Routing Guide for Mx Inbound Shipments

Effective: Jun 2020, v1.0

Owner/Distributed by: NA Transportation & Logistic Manager
Review Schedule: As new procedures are implemented

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SUMMARY

Johnson Controls Enterprises Mexico (JCEM), Supplier Routing Guide (“Guide”) provides instructions on carrier selection and shipping specifications for international purchases with Mexico sites as a final destination.

This Guide is the only authorized source of instructions about carrier selection, receiving addresses and shipping specifications international purchase orders.

Failure to comply with this Guide may result in a minimum chargeback of \$150 per shipment along with any additional charges (i.e., fines and penalties) incurred.

SECTION 1: SUPPLIER RESPONSIBILITY

Please note that the information in this guide is updated periodically and can change without notice. We do not recommend that you print any section of this guide. Please refer to the online version of the Routing Guide found at (<https://www.clarios.com/for-suppliers>) to make sure you have the most current information available.

Acceptance of a CLARIOS/JCEM Purchase Order is an agreement to this Guide and the CLARIOS Terms and Conditions, which can be found in the Clarios website: <https://www.clarios.com/for-suppliers>

Shipments must be shipped complete and set to arrive within the prescribed delivery window stated on the Purchase Order. Penalties may be imposed on late or early shipments.

SECTION 2: MODE AND SERVICE

CLARIOS (JCEM) shall always be responsible for the transportation. Therefore, all suppliers must prepare shipments under FCA for deliveries on US or international shipments with Mexico as final destination. **Any deviation from this must first be authorized in writing by Mexico Traffic Team and your CLARIOS/JCEM Buyer prior to shipping.** Not following this requirement may cause a penalty fee and the Supplier will not be reimbursed for the transportation

PICKUP TIMELINE

- North America Inland: All Suppliers, **unless previously authorized by Mexico Traffic Team**, must request a pick-up date of at least two (2) **business** days prior to the ship date for all North America inland shipments.
- Non-Inland (or International): Suppliers must request a pick-up date of at least two (2) weeks for all non-inland shipments.
- If the Supplier fails to provide sufficient lead time the Supplier will be fined and charged if any additional freight costs were incurred to ensure on-time arrival (i.e., expediting the shipment).

CLARIOS (JCEM) will not be responsible for freight and accessorial charges on non-compliant shipments. If the Supplier has questions regarding the compliance or policies/procedures outlined in this Guide, please contact your assigned CLARIOS (JCEM) Buyer and they will contact a member of the Mexico Traffic Team directly.

SECTION 3: CONSOLIDATION

Consolidation of LTL shipments within the same week for inbound supplies is required. Multiple LTL (road, air or ocean) shipments per week to Laredo with Mexico as final destination may be charged back to the Supplier and deducted from the current or future invoice. **Contact** please contact your assigned CLARIOS (JCEM) Buyer **if CLARIOS (JCEM) is submitting purchase orders that is impeding you to follow this requirement.** Refer to Appendix A for further information.

SECTION 4: NORTH AMERICAN INLAND TRUCKLOAD (TL) and LESS-THAN-TRUCKLOAD (LTL) SHIPMENTS

Responsibility

It is the responsibility of the Suppliers, unless previously authorized by Mexico Traffic Team, to enter all inland TL and LTL shipments in TMC's internet portal (www.mytmc.com). Entering the shipment into the website we will ensure that the best available carrier is utilized to transport your goods and provide timely updates. Refer to **Appendix E** for TMC Entry Instructions.

Suppliers will be charged back for any loads (TL or LTLs) that are not entered into the TMC portal (refer to **Appendix A**).

Appendix D has an updated Regional Map that outlines who at TMC the Supplier must contact.

Training and Contact Information

If the Supplier requires training, the Supplier must contact their respective TMC representative (consult the map in **Appendix D**)

Operational Restrictions

Shipments with a payload between 150 lbs - 16,999 lbs and less than 8 pallets must ship via Less-Than-Truckload (LTL).

Shipments with a payload over 17,000 lbs. or more than 8 pallets must ship via Truckload (TL).

Documentation Required

Bill of Lading

It is the responsibility of the Supplier to complete and provide a Straight Bill of Lading to the driver at the moment of pickup. For non-hazardous shipments (see below for hazardous shipments) that were booked via TMC, the Supplier should utilize the BOL that TMC generates in their system. Suppliers may also utilize the Bill of Lading template on Appendix C, for an electronic copy email please contact your assigned CLARIOS Buyer and they will contact a member of the Mexico Traffic Team. When utilizing the electronic copies, ensure the following address is listed in the Third Party Freight Charges Field:

Clarios c/o TMC
315 N Racine Avenue
Chicago, IL 60607

Documentation for Dangerous Goods (Haz Mat)

It is the responsibility of the Supplier to complete and provide shipping papers to the carrier who will be picking up the product. Failure to provide the appropriate documentation may cause the carrier to reject the load. The following two links are to aid in the development of these shipping papers when shipping within the USA or within Mexico, however please understand that these links are only guides and do not replace/override the Shipper's obligation to understand the regulations. Understand that even though Clarios (JCEM) is responsible for shipping the freight, it is the shipper's responsibility to ensure the documents and load are in compliance.

US DOT: http://phmsa.dot.gov/staticfiles/PHMSA/DownloadableFiles/Files/shipping_papers_guide.pdf.

MEXICAN STANDARDS: <https://www.phmsa.dot.gov/international-program/mexican-standards-and-guidance>

In the United States, only, Batteries Wet, filled with Acid (UN2794) are not regulated by US DOT as Haz Mat if the shipment follows the requirements of 49CFR 173.159(e). [Click here for the CFR.](#)

(e) When transported by highway or rail, electric storage batteries containing electrolyte, acid, or alkaline corrosive battery fluid and electric storage batteries packed with electrolyte, acid, or alkaline corrosive battery fluid, are not subject to any other requirements of this subchapter, if all of the following are met:

- (1) No other hazardous materials may be transported in the same vehicle;*
- (2) The batteries must be loaded or braced so as to prevent damage and short circuits in transit;*
- (3) Any other material loaded in the same vehicle must be blocked, braced, or otherwise secured to prevent contact with or damage to the batteries. In addition, batteries on pallets, must be stacked to not cause damage to another pallet in transportation;*
- (4) A carrier may accept shipments of batteries from multiple locations for the purpose of consolidating shipments of batteries for recycling;*

Failure to meet any of the requirements listed above will cause the shipment to be subject to all other requirements in the Code of Federal Regulations Subchapter (i.e., become a hazardous load) and expose the shipment to fines and/or penalties.

SECTION 5: PARCEL “COURIER” SHIPMENTS (Air and Ground)

For shipments less than 150 lbs or 68 kilograms., contact your local UPS office (UPS is CLARIOS’s preferred courier) to schedule a pickup (unless your shipment requires special handling (i.e., fragile equipment/material) and it must ship LTL, in which refer to Section 4 for LTL instructions). Utilize the CLARIOS (JCEM) Third Party Accounts listed below to bill CLARIOS (JCEM).

Contact your respective CLARIOS (JCEM) Buyer to confirm if you are an authorized Supplier.

Courier	Shipping guide
UPS	**Contact Clarios (JCEM) Buyer for shipping guide**

Note: For international shipments refer to [Section 8.](#)

SECTION 6: SHIPMENTS REQUIRING SPECIAL HANDLING

For shipments to Laredo with Mexico as final destination contact your TMC Regional Inbox (See Section 4) and CC your assigned CLARIOS (JCEM) Buyer for shipments requiring same-day delivery (i.e., expedited) or specialized equipment (i.e., over-dimensional, heavy lift or out-of-gauge shipments). If your shipment is under 150 lbs and requires it to be crated and palletized, refer to Section 4 for LTL.

SECTION 7: INSURANCE

Insurance is only required to cover the following amounts for shipments between the U.S. and Mexico:

Truckload (U.S.):	No supplemental insurance is required.
LTL:	Insure shipment value that exceeds \$25 per lb. up to \$50,000.
Ground Parcel:	Insure the lesser of the value of the shipment of \$50,000.
Air Shipments:	Insure the lesser of the value of the shipment or \$50,000.

SECTION 8: INTERNATIONAL SHIPMENTS IMPORTED TO MEXICO

- International Inbound shipments must be approved prior to shipping. **Any unapproved shipments will be charged back to the Supplier.**
- Importer of Record: International Shipments, Clarios (JCEM) Mexico shall always be responsible for MX Customs Clearance. US shipments delivered at Laredo or any border, Clarios (JCEM) Mexico shall always be responsible for US and MX Customs.
- CLARIOS' preferred Incoterm 2010 is FCA (loaded @ Seller's Premises), deviation from this Incoterm must be approved (in writing) by your Clarios (JCEM) Buyer prior to shipping.

NOTE: Any exception to the two requirements mentioned above, must be documented and authorized via email by Mexico Traffic Team member. Failure to comply may result in a chargeback to the Supplier.

General Requirements

- All documents must be in English or Spanish and Invoice amounts must be according to purchase order.
- Each product must be listed in separate line items on the commercial invoice
- Any values unrelated to the sale of the product must be segregated and declared on the commercial invoice.
 - For Example: Discounts, Freight, Insurance, Manufacturing Assists, etc...

Document Requirements for International Shipments

A Commercial Invoice, Packing List, Bill of Lading and Certificate of Origin (if applies) are required documents to facilitate an entry into the Mexico

1. Commercial Invoice/Pro Forma Invoice Requirements

- CLARIOS (JCEM) Ship-To address should be the final destination on purchase order and must include the contact name and telephone number of the CLARIOS buyer.
- CLARIOS (JCEM) **Invoice-To** address must be the following

**JOHNSON CONTROLS ENTERPRISES
MEXICO S DE RL DE CV
CALLE DAVID ALFARO SIQUEIROS 104,
ZONA VALLE ORIENTE
SAN PEDRO GARZA GARCIA, NL, 66278
MEXICO, RFC: JCA100604EF4**

- The complete Supplier name, address and tax id; include a contact name, telephone number, and email address
- Purchase order number
- Invoice date
- **The Delivery Terms (INCOTERMS 2010) for the shipment: FCA (loaded @ Seller's Premises). Unless previously authorized by CLARIOS (JCEM).**
- Each line item on the commercial invoice must have:
 - Part Number (according to Purchase Order)
 - Detailed description: (**NOTE: Do not use abbreviations. The part number by itself is NOT a sufficient description.**)
 - Export country's Harmonized Tariff Schedule Number (check your government's customs website for detail) In order to prevent any delays during importation, this information must be determined prior to scheduling a pick up. If you require additional assistance email, with specific part detail, **PS-MX-Trade@clarios.com.**
 - Manufacturing Country of Origin.
 - Unit Price according to the purchase order
 - **NOTE: Zero-values are not allowed.** If the product is a Free of Charge sample, apply a Fair Market Value with the following statement: "F.O.C – Value for Customs Purposes Only" on a separate invoice. Any sample should be authorized by Mexico Traffic Team prior to shipping.
 - Quantity
 - Unit of Measure (i.e. each, pounds, kg, piece, etc.)

- Extended Cost
- Currency Identifier
- Discount/Rebate Amount (if applicable)
- Insurance Charges (if applicable)
- Invoice total value

2. Packing List Requirements

The following elements are required on the packing list:

- CLARIOS' (JCEM) Purchase Order (PO) number Part number(s) and description,
- Quantity of each part number/pallet
- Full Description
- Total number of packages
- Unit of Measure (i.e. each, pounds, kg, piece, etc.)
- Total Gross Weight of shipment in LBS or KGS
- Total Net Weight of shipment in LBS or KGS

3. Bill of Lading (BOL)

- For Ocean shipments request your booking is completed with a SEAWAYBILL (Express Release Bill of Lading) the designated Forwarding Agent will help prepare the Bill of Lading, however you must provide them any necessary information. Any costs associated with have to reissue to a SEAWAYBILL will be charged to Supplier.
- For Air Courier shipments, the Supplier shall prepare the airway bill.
- Contact the Mexico Traffic Team inbox should any questions arise.
- Consignee Field must have:

**JOHNSON CONTROLS ENTERPRISES
 MEXICO S DE RL DE CV
 CALLE DAVID ALFARO SIQUEIROS 104,
 ZONA VALLE ORIENTE
 SAN PEDRO GARZA GARCIA, NL, 66278
 MEXICO, RFC: JCA100604EF4**

- Notify Party Field must have (Region/Freight Forwarder depended, see matrix below to determine):

Radars Customs & Logistics
Radar Customs & Logistics, S.A.P.I de C.V. Bosque de Duraznos No 55 Piso 3, C.P. 11700 Bosques de las Lomas, Miguel Hidalgo, CDMX. RFC: RCA-160622-1V5

4. ISF 10+2 Data (Ocean Only) – If applies.

- Suppliers are expected to provide the necessary information to submit ISF 10+2 to CBP **72 hours** prior to the ocean container being loaded on to the vessel.
- **NOTE: Any shipments where CLARIOS (JCEM) is not the transportation owner (i.e., FCA is not followed), the Supplier is required to send an email to PS-MX-OVERSEASIMPORT@clarios.com, to ensure CLARIOS (JCEM) is aware of the import. If the shipment is delayed because CLARIOS (JCEM) was not notified with time, any demurrage/detention fees and/or penalties may be transferred to the supplier.**
- To determine where ISF information should be sent contact PS-MX-OVERSEASIMPORT@clarios.com.

Routing Guide for pick up requests

On any pickup requests please make sure that you include the following information, failure to do so may result in the delay of your request:

- Origin Address: Where is the freight being picked up?
 - Origin Contact Information: Name, E-mail, Phone Number
 - Destination Address: Where is the freight shipping to?
 - Pieces, weight and dimensions
 - Commodity HTS (if hazardous, UN is required)
-
- **Chemical related shipments**
Any chemical substances, mixtures or articles must be imported in compliance with the Mexican authorities' regulations. Therefore, any international shipments with chemicals must be approved by the Mexico Traffic Department prior to shipping. Traffic Department will provide information required that must be followed to ship a chemical to a Clarios (JCEM) Mexico site. Any shipment not following to the process will be rejected.

NOTE: Shipments sent with forwarders/carriers that have not been approved by CLARIOS (JCEM) Mexico Traffic Dep will be billed to the Supplier.

Contact Information for International Shipments to Mexico sites

Authorized Import/Export Shipment Support
Customs Brokers for USA into MEX:

Texas Forwarding Services
 14625 Archer dr.
 Killam Industrial Park
 Laredo Texas
 78045
radar.nld.clarios.mx@radarholding.com
 (867) 712-0151

Documents (section 9) must be sent to:
radar.nld.clarios.mx@radarholding.com
PS-MX-border-Import@clarios.com

Mexico TrafficTeam:
Import (Raw Material, Spare Parts and Projects)
PS-MX-border-Import@clarios.com
Export Inland
jonathangerardo.salazar.adame@clarios.com
Import Cores (Inland & Rail)
diana.rodriiguez.fabela@clarios.com

Customs Brokers for international shipments into MEX:
AIRPORT:

Radar Customs & Logistics
jaime.lara@radarholding.com
aldrin.torres@radarholding.com
sully.zuniga@radarholding.com
ana.ruiiz@radarholding.com

Mexico TrafficTeam:
juancarlos.tamez.salas@clarios.com

VERACRUZ :

Radar Customs & Logistics
clarios.mzo@radarholding.com

Mexico TrafficTeam:
PS-MX-OVERSEASIMPORT@clarios.com

MANZANILLO :

Radar Customs & Logistics
clarios.mzo@radarholding.com

Mexico TrafficTeam:
PS-MX-OVERSEASIMPORT@clarios.com

ALTAMIRA:

Radar Customs & Logistics
clarios.mzo@radarholding.com

Mexico TrafficTeam:
PS-MX-OVERSEASIMPORT@clarios.com

SECTION 9: C-TPAT

CLARIOS (JCEM) is an active participant in Customs-Trade Partnership Against Terrorism (C-TPAT). C-TPAT is a voluntary joint government-business partnership to enhance supply chain and border security.

As a CLARIOS (JCEM) Supplier, you also have a role to play in ensuring the security of the supply chain. We are asking CLARIOS' (JCEM) Suppliers to assess, and enhance if necessary, their security processes in the following areas recommended by U.S. Customs: Physical Security, Access Control, Procedural Security, Personnel Security, Education and Awareness Training. Guidelines for establishing, improving, or amending supply chain security procedures.

Manufacturer Security Recommendations: Non-U.S. CLARIOS (JCEM) Suppliers should develop and implement a sound plan to enhance security procedures. The following are general recommendations that should be applied on a case by case basis, depending on the Supplier's size and structure. These recommendations may not be applicable to all CLARIOS (JCEM) Suppliers.

CLARIOS (JCEM) Suppliers should have a written security procedure plan in place that addresses the following areas of concern:

- Physical Security
- Access Controls
- Procedural Security
- Personnel Security
- Education and Training Awareness

Additional Information on C-TPAT

Additional information is available on the U.S. Customs Web site, under Security Criteria for C-TPAT Imports at: http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/ctpat_application_material/ctpat_security_guidelines/imports/

Adherence to the C-TPAT security recommendations is critical to strengthening security for all supply chain members. Your assistance in this endeavor is required.

SECTION 10: DISCREPANCY RESOLUTION

Clarios (JCEM) is instituting a statute of limitations of 120 days to resolve any payment discrepancies. Exception: Any ongoing claims or any prior written notifications to Clarios (JCEM) associates regarding issue resolutions

APPENDIX A: NON-COMPLIANCE CHARGEBACKS

It is CLARIOS (JCEM) policy to chargeback Suppliers for costs incurred for non-compliance to the requirements described in this Guide. The purpose of chargebacks is not to create revenue for the Company, but to recover operating expenses incurred for correcting Supplier errors. This policy creates awareness with our Supplier partners, ensures cost recovery and supports the goals of CLARIOS (JCEM) and its supply chain.

Suppliers must appeal all charge back reviews within 30 days of the date the chargeback was issued. Suppliers failing to appeal within 30days from the date of the chargeback issuance will not be eligible for any refunded amounts. Any questions or concerns pertaining to chargeback issuance, negotiation, and/or refunds need to be directed to **PS-MX-PAGOSOPERACIONES@Clarios.com**. Be sure to include the following information:

1. Name of Contact
2. Title
3. Mailing Address
4. Phone Number
5. Fax Number
6. E-mail Address
7. Vendor P.O. Number for Chargeback in Question
8. Violation Number

Below are examples of what Clarios (JCEM) could potential charge back the Supplier, however be advised that this is not an all-inclusive list and Clarios (JCEM) reserves the right to chargeback for any violations to this Supplier Routing Guide.

Non-Compliance Issue	Chargeback Expense
Multiple LTL shipments per week to the same destination	\$150 plus CLARIOS cost incurred per occurrence
Merchandise routed without CLARIOS / TMC notification	\$150 plus CLARIOS cost incurred per PO/shipment
Failure to notify CLARIOS Transportation of changes on domestic routing prior to shipping that result in unnecessary transportation expense	\$150 plus the difference between standard freight cost and actual freight costs incurred per shipment
Unauthorized routing used for domestic shipment	\$150 plus freight cost difference between standard freight cost and actual freight costs incurred per shipment
Failure to follow instructions for imported shipments (e.g., ISF)	\$150 plus the any issued US CBP or Mexican authorities fines
Vendor shipped merchandise to wrong location	\$150 plus CLARIOS cost incurred per PO/shipment
Detention of CLARIOS routed carrier, or canceling carrier after dispatched for pickup	\$150 plus actual carrier charges incurred
Merchandise received after "cancellation" date of P.O.	\$150 plus actual carrier charges incurred
Merchandise received prior to "ship on" date of P.O.	\$150 plus actual carrier charges incurred
Load size (cube, weight, linear feet) provided does not match actual	\$150 plus additional freight charges
Orders delivered with loose and/or damaged merchandise	\$150 per occurrence + rework cost
Failure to provide all required CLARIOS documentation as specified within 45 days	\$150 per occurrence
No BOL or inaccurate/insufficient detail on BOL	\$150 per occurrence
Insufficient packaging resulting in DOT violation, and/or additional labor to rework.	\$/hr plus administrative fee \$25
Commercial Invoice does not meet the criteria outline in these Instructions	\$25 per occurrence
Supplier/Vendor utilizing the TMC website to enter TL or LTL shipment information	\$150 per occurrence

APPENDIX B: TERMS & DEFINITIONS

AP or A/P	Accounts Payable
BOL	Bill of Lading
BOM	Bill of Material
C-TPAT	Customs – Trade Partnership Against Terrorism
DC	Distribution Center
Drop-trailer	Trailer left at the delivery location for future unloading
EDI	Electronic Data Interchange – computer-to-computer exchange of business documents between companies, using a public standard format
FCA (Free Carrier)	«Free Carrier» means that the seller delivers the goods, cleared for export, to the carrier nominated by the buyer at the named place. It should be noted that the chosen place of delivery has an impact on the obligations of loading and unloading the goods at that place
FOB (Free on Board)	«Free on Board» means that the seller delivers when the goods pass the ship's rail at the named port of shipment. This means that the buyer has to bear all costs and risks of loss of or damage to the goods from that point. The FOB term requires the seller to clear the goods for export. This term can be used only for sea or inland waterway transport.
Live-delivery	Trailer unloading method that requires merchandise to be received at date and time of delivery to location
LTL	Less Than Truckload – term used to describe a shipment of merchandise which is too small for the use of a single trailer
MBOL	Master Bill of Lading – used to consolidate several BOL numbers into a single number
PO	Purchase Order
SKU	Stock Keeping Unit
Supplier	Referred to as the origin site (Vendor or PS Shipping Site)
TL	Truck Load – term used to describe a shipment of merchandise which must use a single trailer
TMC	Transportation Management Company
TMS	Transportation Management System
UPC	Universal Product Code

APPENDIX C: BILL OF LADING TEMPLATE FOR TL OR LTL US DOMESTIC SHIPMENTS

(Email your assigned CLARIOS (JCEM) Buyer and they will contact a member of the Mexico Traffic Team for an electronic copy)

[Click to select date]

BILL OF LADING – SHORT FORM – NOT NEGOTIABLE

Page 1 of 1

SHIP FROM				Bill of Lading Number:			
[Name] [Street Address] [City, ST ZIP Code] SID No.:				BAR CODE SPACE			
SHIP TO				Carrier Name:			
[Name] [Street Address] [City, ST ZIP Code] CID No.:				Trailer number: Serial number(s):			
THIRD PARTY FREIGHT CHARGES BILL TO				SCAC:			
[Name] [Street Address] [City, ST ZIP Code]				Pro Number: BAR CODE SPACE			
Special Instructions:				Freight Charge: Freight Collect			
				<input type="checkbox"/> Master bill of lading with attached underlying bills of lading.			
CUSTOMER ORDER INFORMATION							
Customer Order No.		# of Packages	Weight	Pallet/Slip (circle one)		Additional Shipper Information	
				Y N			
				Y N			
				Y N			
				Y N			
Grand Total							
CARRIER INFORMATION							
Handling Unit		Package				LTL Only	
Qty	Type	Qty	Type	Weight	HM (X)	Commodity Description	NMFC No. Class
						<small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small>	
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."				COD Amount: \$ _____			
				Fee terms: Collect <input type="checkbox"/> Prepaid <input type="checkbox"/> Customer check acceptable <input type="checkbox"/>			
Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).							
Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.				The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.			
Shipper Signature/Date				Shipper Signature _____			
Trailer Loaded: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver		Freight Counted: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver/pallets said to contain <input type="checkbox"/> By driver/pieces		Carrier Signature/Pickup Date			
This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.				Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.			

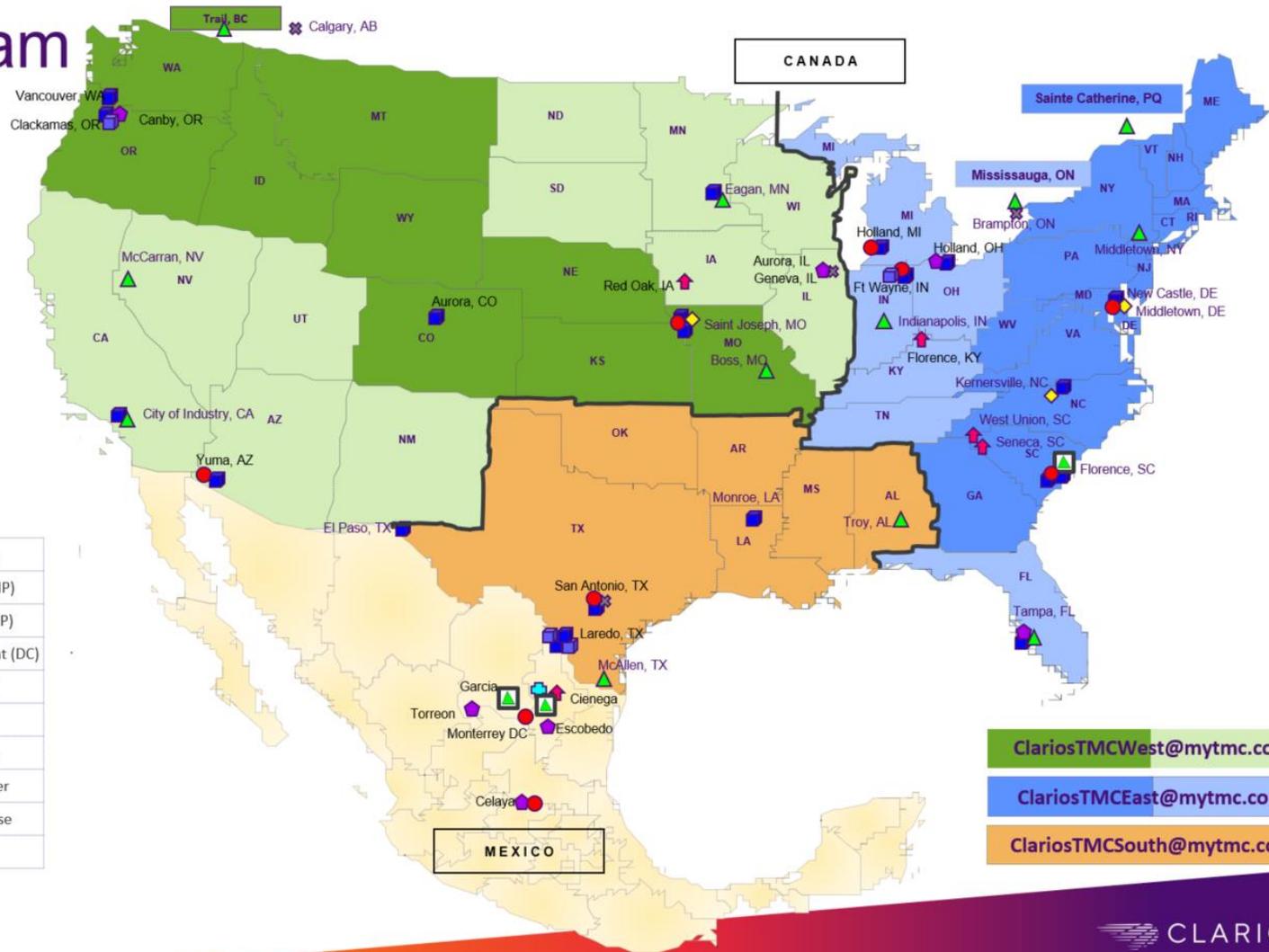
APPENDIX D: US Regional Transportation Map

Logistics Team

Regional Map

- Carolyn Grimes
- Open
- Michael Heise
- Chad Hygema
- Alejandro Cantu
- Abraham Mancilla

Clarios NA Primary Facilities	
	7 Fully Integrated Plant (FIP)
	3 DUF Assembly Plant (DAP)
	9 Distribution Center/Plant (DC)
	5 Component Plant (BCD)
	1 Optima Plant
	3 Clarios Recycling Center
	12 3 rd Party Recycling Center
	4 Pick Pack Ship Warehouse
	25 Warehouse



- ClariosTMCWest@mytmc.com
- ClariosTMCEast@mytmc.com
- ClariosTMCSouth@mytmc.com

APPENDIX E: TMC SUPPLIER SHIPMENT ENTRY SOP

Clarios Supplier Shipment Entry SOP

Business Purpose: *The purpose of the document is to give suppliers instruction on how to enter a CLARIOS supplier shipment into the TMC system. The TMC system tenders the shipment, books the carrier, and gives the supplier access to tracking, Bill of Lading (BOL) prints, and carrier pro number documentation.*

Audience: CLARIOS Suppliers

Approved by: Dominic Crotty

Last Updated: 2/12/2014

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Overview

This document aligns with the [Clarios Supplier Routing Guide](#); in which Section 4 states that "All U.S. Domestic shipments, TL, Flatbed, and LTL must be entered through TMC internet portal: <http://www.chrobinson.com/en/us/>. If access and/or training are required, contact TMC at 1-800-967-9619 x2015 or email JCITeam@mytmc.com."

Suppliers are reminded that shipments with a payload over 17,000 lbs. must ship via Truckload (TL). Shipment with a payload between 150 lbs. – 16,999 lbs. must ship via Less-Than-Truckload (LTL).

Also, suppliers need to have the following information readily available in order complete shipment entry steps:

- Shipper Name
- Shipper Address
- Shipper Hours
- Shipping Date
- Shipper Contact & Phone Number
- Destination Name
- Destination Address
- Destination Contact & Phone Number
- Requested Delivery Date
- CLARIOS Purchase Order #
- Commodity Description
- Freight Class
- Total Weight
- Piece Quantity
- Pallet Count
- Pallet Size Length (in feet and inches), Width (in inches), & Height (in inches)
- Cargo Value (for TL and Flatbed)

...And the most important information to answer: **Is the commodity hazardous?**

If the commodity is hazardous, you must provide the following hazardous information

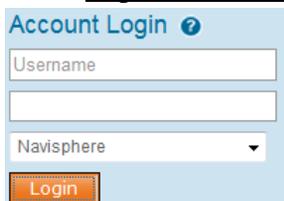
- Technical Name Req
- UN/NA#
- Regulatory Authority Code
- Technical Name
- Hazardous Class
- Class Packing Group
- Reportable Quantity
- Primary Commodity
- NOS Commodity
- Emergency Response Phone Number
- Placarded

Follow the next steps for shipment entry.

Process

Login

1. Go to <http://www.chrobinson.com/en/us/> and enter your username and password.



2. When logged in, select Manage Shipments on the left side menu, and then select Enter Shipment



3. Next, select the account (C4773063 – JCI ==Supplier Non-Lead) and shipment type (mode) and create shipment. **NOTE: If the shipment commodity is HAZARDOUS, you MUST select account C4773064 – JCI ==Hazmat Online Entry. If the shipment commodity is HAZARDOUS WASTE CLASS 9, you MUST select account C6884633 – JCI==Haz-Waste.** The shipment type (mode) defaults to LTL, so use the drop down to change to TL or Flatbed when appropriate.

Select Account: * C4773063 - JCI ==Supplier Non Lead==, 5757 N Green Bay Ave, MILWAUKEE, WI

Select Shipment Type: LTL



Enter a Unique Reference Number

4. Enter a reference number, which must be unique. The suggested format for reference number is the customer purchase order and the suppliers internal order number. For example, CLARIOSPO#-InternalOrder# (123456789-56789). This will help ensure a unique reference number is used every time. Duplicate reference numbers will be communicated by TMC to supplier. Upon communication, the supplier must enter the shipment again with a unique reference number.

Reference Number * 123456789-56789

Equipment Size * 20 FT

Enter Origin

5. Origin will default to your shipper. However, if you are using multiple ship points then your origin will be blank and you will need to utilize the drop down menu for locations.

+ Origin * Trueline, Inc. 124 Division Street La Crosse WI 54601 US

If you cannot find your location, then search for existing locations. Search City and State.
 (Note on glitches: Do not be deceived by the requirement asterisks, as the fields are NOT required! And the location selection is very sensitive, as once you click a result it will automatically close the search location and the result now appears in your origin.)

▼ Search Existing Locations or Create New Location

Location Name*	<input type="text"/>	Open Time	<input type="checkbox"/>
Customer Location ID	<input type="text"/>	Close Time	<input type="checkbox"/>
Address*	<input type="text"/>	Contact*	<input type="checkbox"/>
	<input type="text"/>	Phone*	<input type="checkbox"/>
City*	La Crosse		
State*	Wisconsin		
Postal Code*	<input type="text"/>		
Country*	United States		



Results

Continental Battery 1546 MILLER STREET La Crosse WI 54601	US
Northern Battery - La Crosse 1546 Miller St LA CROSSE WI 54601	US
Sears Auto Center # 06642 4200 U.S. Hwy 16 La Crosse WI 54601	US
Trueline, Inc. 124 Division Street La Crosse WI 54601	US

6. Enter the pick-up date as an appointment or a range.

Appointment

+ Requested Pick Up Date * Earliest Scheduled Pick-up Date * Latest Scheduled Pick-up Date *
 Earliest Scheduled Pick-up Time * Latest Scheduled Pick-up Time *

Range

+ Requested Pick Up Date * Earliest Scheduled Pick-up Date * Latest Scheduled Pick-up Date *
 Earliest Scheduled Pick-up Time * Latest Scheduled Pick-up Time *

Enter Destination

7. Destination is selected from the drop down menu or by searching for an existing location.

+ Destination *

8. Enter a requested delivery date based on transit or customer given due date. See transit chart below.

+ Requested Delivery Date *

Transit Miles	Transit Days
0-500	1
501-1000	2
1001-1500	3
1501-2000	4
2001-2500	5

Enter a Commodity

9. Add a new commodity when the product you ship is not on the drop down menu. NOTE: for HAZARDOUS shipments (accounts C4773064 and C6884633), ALWAYS first peruse the drop down menu to select the commodity. If the commodity is not available on drop down menu, then you can "Add New Commodity".

or

Use the grid below to add commodities to your shipment.

10. All the required fields for Commodity must be filled out in Identifiers, Details, and Reference Numbers & Notes and saved.

(Note: example images below are for LTL mode, and fields for TL mode may not have all fields shown below)

a. Identifiers

Identifiers | Details | Reference Numbers & Notes

+ Commodity Description * Class *

Origin * Destination *

b. Details

Identifiers	Details	Reference Numbers & Notes
+ Packaging *		
Pieces	Trailer Feet	Length (ft) *
Qty	Pallets *	Length (in) *
1,776	3	5
+ Max Weight (lb) *		
6,500		Width (in) *
		48
		Height (in) *
		83

c. Reference Numbers & Notes

Identifiers	Details	Reference Numbers & Notes
Reference Numbers		
JCI PO Number		

Other Features and Final Shipment Submission

11. BOL's are automatically emailed once the carrier is booked. Just fill in all the email addresses you need.

Email a copy of the BOL

Separate multiple email addresses with a semi-colon (:)

12. Do you ship this lane frequently? Save the shipment as a Template by giving it a name.

Template Name

13. Finally, select Submit Shipment.

14. A shipment confirmation number is generated.

Your Navisphere Shipment # is **TMC10171198**

▶ [View Shipment Detail](#)

▶ [Copy Shipment](#)

Add Carrier Pro Number After Pick-Up

15. The supplier should receive a carrier pro number from the driver upon pick-up of the freight/BOL. Enter that carrier pro number on the website. **NOTE: Remove any dashes or spaces from the pro number.** For example, pro 921-45645589 should be entered in as 92145645589.

16. The shipment can be searched in the Quick Track to access the "i" icon.

Quick Track

Advanced Search

La Crosse WI

17. In the shipment detail, scroll to the bottom of the detail and select “Edit Carrier Info”.



18. A new window will pop up, then input the carrier pro #, and save. **REMEMBER:** Remove any dashes or spaces from the pro number. For example, pro 921-45645589 should be entered in as 92145645589.



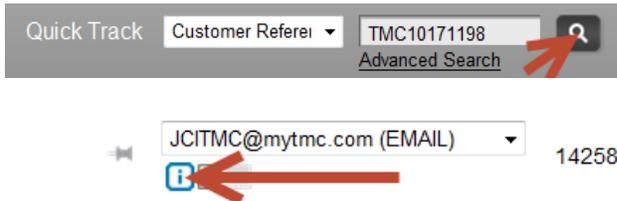
Cancel a Shipment

19. If you need to cancel a shipment, select the View Shipment Detail link or “i” icon

[View Shipment Detail](#)



The shipment can be searched in the Quick Track to access the “i” icon.



20. In the shipment detail, you will need to remove the carrier (if a carrier is booked) in order to cancel the shipment. Scroll to the bottom of the detail and select the link to “remove carrier”. A new window will pop up and select the reason for removal and submit.



21. Then at the top of the shipment detail, select the “cancel shipment” link, and a new window will pop up to shipment. Submit cancellation, and the shipment will be cancelled from TMC system.



22. Finished

Links to Related

- www.chrobinson.com