

Clarios

Product Supplier Routing Guide for US Domestic and US Inbound Shipments

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SUMMARY

Clarios, LLS Supplier Routing Guide (“Guide”) provides instructions on carrier selection and shipping specifications for all domestic and international purchases with a point of delivery in the United States.

This Guide is the only authorized source of instructions about carrier selection, receiving addresses and shipping specifications for domestic and 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 (www.Clarios.com/suppliers) to make sure you have the most current information available.

Acceptance of a CLARIOS Purchase Order is an agreement to this Guide and the CLARIOS Terms and Conditions, which can be found in the Clarios website: www.Clarios.com/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 shall always be responsible for the transportation. Therefore, all Suppliers (vendor providers or PS Shipping sites) must prepare their shipments under **UCC FOB /3rd Party Freight Prepaid** at Seller’s Premises **any deviation from this must first be authorized in writing by CLARIOS Transportation and your CLARIOS 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 Clarios Transportation**, 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, including PR, HI and AK.
- 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 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 Buyer and they will contact a member of the CLARIOS Transportation 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 the same destination may be charged back to the Supplier and deducted from the current or future invoice. **Please contact your assigned CLARIOS Buyer if CLARIOS 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 Clarios Transportation, 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 G 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 F 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 F)

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 D, for an electronic copy email please contact your assigned CLARIOS Buyer and they will contact a member of the CLARIOS Transportation 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 Canada, 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 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.
TRANSPORT CANADA: [http://www.tc.gc.ca/media/documents/tdg-eng/Bulletin -
_Shipping_Documents.pdf](http://www.tc.gc.ca/media/documents/tdg-eng/Bulletin_-_Shipping_Documents.pdf)

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: SHIPMENTS OF CORES/USED BATTERIES FROM ALASKA, HAWAII, PUERTO RICO, GUAM and SAIPAN.

Responsibility

It is the responsibility of the Supplier to schedule a pickup by contacting the freight forwarder listed in the table below.

Contact Information

Customers with:	Email for instructions:
Guam, Saipan and American Samoa	Regina.Saponieri@chrobinson.com
Alaska and Hawaii	Fifedispach@Americanfast.com
Puerto Rico	corereturn@caribbeanshipping.com
Wal-Mart	+1 (888) 387-8278
For other inquiries	CRG@Clarios.com

Documentation Required

Bill of Lading

For all core returns, the CRAN will act as the Bill of Lading for the shipment. Any additional documentation, the Freight Forwarder responsible for picking up the shipment will create them. However, as the Shipper it is your responsibility to provide any required information.

CRANs (Core Return Authorization Number)

The Supplier is responsible for ensuring that the Core shipment is accompanied by its respective CRAN indicating the number of pallets picked up. If at the moment of pickup, your facility does not have any cores, you are still required to sign off the CRAN. If you do not have an assigned CRAN please contact CRG@Clarios.com.

Billing Information

These shipments are not entered into TMC, therefore the following address must be entered on the Bill of Lading's Third Party Freight Charges field:

nVision Global
 c/o Clarios
 1900 Brannan Rd
 McDonough, GA 30253

SECTION 6: DOMESTIC PARCEL "COURIER" SHIPMENTS (Air and Ground)

For shipments less than 150 lbs., 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 Third Party Accounts listed below to bill CLARIOS.

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

Courier	Account Number
UPS	A5R480 Billing Zip code: 53209 or 53051

Note: For international shipments refer to Section 9.

SECTION 7: SHIPMENTS REQUIRING SPECIAL HANDLING

Contact your TMC Regional Inbox (See Section 4) and CC your assigned CLARIOS 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 8: INSURANCE

Insurance is only required to cover the following amounts by mode on Domestic shipments, including shipments between the U.S. and Mexico and between U.S. and Canada:

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 9: INTERNATIONAL SHIPMENTS IMPORTED TO THE US

- International Inbound shipments must be approved prior to shipping. **Any unapproved shipments will be charged back to the Supplier.** In the absence of an assigned forwarder, contact kyla.denham@clarios.com to arrange a spot quote.
- Importer of Record: CLARIOS shall always be responsible for US Customs Clearance
 - The commercial/pro forma invoice must include the following statement: "CLARIOS will be the Importer of Record in the United States."
- CLARIOS' preferred Incoterm 2010 is FCA (loaded @ Seller's Premises), deviation from this Incoterm must be approved (in writing) by your Clarios Buyer prior to shipping Clarios.

NOTE: Any exception to the two requirements mentioned above, must be documented and authorized via the Clarios-NA-Trade@clarios.com email. Failure to comply may result in a chargeback to the Supplier.

General Requirements

- All documents must be in English and Invoice amounts are preferred to be in US dollars.
- 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: Freight, Insurance, Manufacturing Assists, etc...
- All wood packaging material (WPM) used in supporting, protecting or carrying a commodity destined for the U.S. must meet the International Plant Protection Convention's (IPPC) International Standards for Phytosanitary Measures No. 15 (ISPM 15). ISPM 15 affects all WPM requiring that they be debarked and then heat treated or fumigated with methyl bromide and stamped or branded with the IPPC mark of compliance. For more details, please visit <https://www.ippc.int/en/>.

Document Requirements for International Shipments

A Commercial Invoice, Packing List and Bill of Lading are required documents to facilitate an entry into the United States.

1. Commercial Invoice/Pro Forma Invoice Requirements

- CLARIOS Ship-To address and Invoice-To address: include the contact name and telephone number of the CLARIOS buyer.
- The complete Supplier name and address; include a contact name, telephone number, and email address
- **The Delivery Terms (INCOTERMS 2010) for the shipment: FCA (loaded @ Seller's Premises). Unless previously authorized by CLARIOS.**
- Each line item on the commercial invoice must have:
 - Part Number
 - 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, Natalie.LaCrosse@Clarios.com.
 - Manufacturing Country of Origin. Per the US Customs Regulations 19 CFR 134, the country of origin information on the invoice must be consistent with the country of origin marked on the article, and consistent with the country of origin identified on the supporting documents.
 - Unit Price
 - **NOTE: Zero-values are not** allowed. If the product is a Free of Charge sample, apply a Fair Market Value with the following statement next to the item: "F.O.C – Value for Customs Purposes Only" and add it to the Total Value.
 - Quantity
 - Unit of Measure (i.e. each, pounds, kg, piece, etc.)
 - Extended Cost
 - Currency Identifier
- Discount/Rebate Amount (if applicable)
- Insurance Charges (if applicable)
- Shipper's Signature & Date
- Invoice total value

2. Packing List Requirements

The following elements are required on the packing list:

- CLARIOS' Purchase Order (PO) number Part number(s) and description,
- Quantity of each part number/pallet
- Full Description
- Total number of packages, including number of empty cartons
- 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<80kg), the Supplier shall prepare the airway bill. UPS is the preferred INTL courier provider:

Courier	Account Number
UPS	A5R480 Billing Zip Code: 53209

- Contact the Clarios-NA-Trade@clarios.com inbox should any questions arise.
- Consignee Field must have:

Clarios, LLC
 5757 N Green Bay Ave, Glendale, WI, 53209
 Email: Clarios-NA-Trade@clarios.com

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

C.H. Robinson	Expeditors International
C.H. Robinson 1501 N Mittel Blvd Suite A Wood Dale, Illinois 60191 847-787-3260 Renee.Jurkowski@chrobinson.com	Expeditors International Detroit 11101 Metro Airport Center Drive Building M2 Suite 110 Romulus, MI 48174 Office 734-857-5000 Lisa.Draper@expeditors.com

4. **ISF 10+2 Data (Ocean Only) – Applicable when CLARIOS is the Importer of Record.**

- 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 is not the transportation owner (i.e., FCA is not followed), the Supplier is required to send an email to Clarios-NA-Trade@clarios.com, to ensure CLARIOS is aware of the import. If the shipment is delayed because CLARIOS 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 Natalie.LaCrosse@Clarios.com.

Routing Guide for shipments imported into the U.S.

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**
 Per EPA and CBP, any chemical substances, mixtures or articles must be imported in compliance with the TSCA regulations. Therefore, any international US inbound shipments with chemicals must be approved by the Trade Department (Natalie.LaCrosse@Clarios.com) prior to shipping. The Trade Department will provide information required that must be followed to ship a chemical to a CLARIOS U.S. site. Any shipment not following to the process will be rejected.

NOTE: Shipments sent with forwarders/carriers that have not been approved by CLARIOS-Transportation will be billed to the Supplier.

Contact Information for International Shipments

Authorized Import/Export Shipment Support
**Customs Brokers for FROM
 Non-CANADA and Non-MX INTO USA:**

C.H. Robinson
 1501 N Mittel Blvd
 Suite A
 Wood Dale, Illinois 60191
 847-787-3260
Renee.Jurkowski@chrobinson.com

Expeditors International
 Expeditors – Detroit
 11101 Metro Airport Center Drive, Suite 110
 Romulus, MI 48174
 Office: 734-857-5000
Amy.Morawa@expeditors.com

Customs Brokers FROM CANADA INTO USA
CH Robinson International, Inc
 Email: 642-Border@chrobinson.com
 Phone: (630) 766-4445
 Fax: (847) 750-0467

Customs Brokers FROM USA INTO CANADA:
CH Robinson International, Inc
 Email: DL-MIL-PARS@chrobinson.com
 Phone: (514) 288-2161
 Fax: (514) 288-3110

Customs Brokers FROM MEXICO INTO USA:
CH Robinson International, Inc.
 Email: 678-EDI@chrobinson.com
 Phone: (956) 712-7300

Customs Brokers FROM USA INTO MEXICO :
USED BATTERIES (CORES)
Ermilo Richer & Co
 Laredo Office
 Phone: (956) 693-5956
 El Paso, TX
 Phone: (915)249-9233

NEW RAW MATERIAL & PARTS
CLARIOS / Texas Forwarding Services
 Roma Alvarado or Gilberto Díaz
 Email: romah@fs.group-ed.com
 Phone: (956) 764-2231

14625 Archer Dr.
 Killam Industrial Park
 Laredo TX
 78045

SECTION 10: C-TPAT

CLARIOS 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 Supplier, you also have a role to play in ensuring the security of the supply chain. We are asking CLARIOS' 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 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 Suppliers.

CLARIOS 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 11: DISCREPANCY RESOLUTION

Clarios 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 associates regarding issue resolutions

APPENDIX A: NON-COMPLIANCE CHARGEBACKS

It is CLARIOS 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 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 **Vendor.Compliance@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 could potential charge back the Supplier, however be advised that this is not an all-inclusive list and Clarios 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 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: ISF TEMPLATE FOR INTERNATIONAL OCEAN SHIPMENTS

(Email Natalie.LaCrosse@Clarios.com for an electronic copy of this form)

 IMPORTER SECURITY FILING FORM		
Importer of record		
Importer IRS number		
Consignee IRS number		
Bill of lading issuer code	AMS issuer code only	
Type of Bill	Master or House - choose one only	
Bill of lading Number	Lowest level bill of lading number in AMS	
ISF Cut off Date	24 hrs prior to sailing date	
Vessel Sailing Date		
Seller Location	Name	
	Address	
	City	
	State/Province	
	Postal Code/Country	
Buyer Location	Name	
	Address	
	City	
	State/Province	
	Postal Code/Country	
Ship to Location	Name	
	Address	
	City	
	State/Province	
	Postal Code/Country	
Container Stuffing Location	Name	
	Address	
	City	
	State/Province	
	Postal Code/Country	
Consolidator Stuffing Location	Name	
	Address	
	City	
	State/Province	
	Postal Code/Country	
Manufacturer Location	Name	
	Address	
	City	
	State/Province	
	Postal Code/Country	
Product	Harmonized Tariff Number	Country of Origin
Manufacturer Location	Name	
	Address	
	City	
	State/Province	
	Postal Code/Country	
Product	Harmonized Tariff Number	Country of Origin

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

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

[Click to select date]

BILL OF LADING – SHORT FORM – NOT NEGOTIABLE

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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:						
Special Instructions:				BAR CODE SPACE						
				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	
						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.				
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 _____					
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.					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	
					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 E: USED BATTERY PACKAGING GUIDELINES

Used Battery Packaging Guidelines

Failure to comply with the guidelines can result in refusal by the carrier to accept material. In addition, failure to comply can result in fines and penalties from federal, state and local authorities.

PART A: GENERAL INSTRUCTIONS/REQUIREMENTS

Before handling batteries, please read and adhere to all of the following requirements:

- Wear the appropriate personal protection equipment.
- Keep batteries upright at all times. Do not tip over on side or upside down.
- Do not throw or drop batteries. Put batteries carefully down on pallet.
- Only lead-acid batteries may be returned including Gel batteries, AGM and Power Sports batteries. No Lithium Ion or Nickel Metal Hydride, Alkaline or Industrial/Forklift batteries can be accepted nor Battery Boosters or acid packs.
- No other hazardous materials may be packaged with used batteries or transported in the same vehicle. This includes containers of battery acid or acid packs.
- Batteries must be stacked on pallets as to prevent damage or short circuits in transit. Posts must never touch each other or other metal objects.
- No overhanging batteries allowed.
- Damaged or leaking batteries—see Part B step 8.
- Reuse Johnson Controls supplied pallet or a pallet durable enough to handle the battery load. Do not use "Cheap Pallets" to return used batteries.
- Never exceed three (3) layers of batteries.
- Visually inspect pallet for damage and for acceptable overall quality. This includes no protruding nails and split boards.

PART C: INSTRUCTIONS FOR WRAPPING PALLET

Once the batteries are stacked on the pallet per steps 1 through 8 in Part B and this cardboard placed on top of the batteries on the top layer, then stretch wrap the pallet as follows:

- Recommended stretch wrap: Sigma Mow film: 80 gage and 20 inch width. Black stretch wrap is not allowed.
- Machine Wrap: Minimum number of wraps by layer: 12 top, 8 middle, 12 bottom—30 total; 2 inch minimum stretch wrap coverage above top layer and on pallet; uniform wrap coverage across entire pallet required. Stretch wrap elongation value no less than 220%.
- Manual/Wrap: Minimum number of wraps by layer: 7 top, 3 middle, 7 bottom—17 total; 2 inch minimum stretch wrap coverage above top layer and on pallet; uniform wrap coverage across entire pallet required. Minimum number of ropes by layer: 3 top, 3 middle, 3 bottom and 2 ropes around pallet (all corners)—11 total.
- Be sure to include the pallet and top layer of batteries. Figure 4 shows a properly wrapped pallet.

These guidelines are to assist in compliance with Federal DOT safety regulations. Please assist the driver in complying with the law.

For questions contact Johnson Controls, Inc. at 855-432-2687 between the hours of 8:00 a.m. to 8:00 p.m. CST, Monday through Saturday (except Holidays)

PART B: INSTRUCTIONS FOR STACKING PALLET

- Select a pallet that meets the pallet specifications in Part A.
- Place a layer of thin cardboard on the pallet.
- Make the first layer of batteries level and as close together as possible. If some of the batteries are shorter, they should be placed in the center of layers.
- Place new or good condition, minimum 1" honeycomb cardboard between all layers, to prevent the possibility of puncturing the batteries above and short circuit. Place thin cardboard on top.
- Side terminal batteries must be stacked so the posts are facing away from each other and not facing towards the outside of the pallet. Side terminals must never touch.
- Top posts must be positioned toward the outside of the pallet so the layer above it leans toward the center. Make sure that no batteries are overhanging the honeycomb cardboard.
- Stud post batteries (Marine, Group 31, Golf Car) should be on the bottom layer. You will need 2 layers of 1" inch honeycomb cardboard on top of any layer containing these types of batteries to prevent punctures.
- Leaking batteries or batteries that may leak in transport are to be placed in a Leaking Core Kit per instructions on box.

VERSION: 05/2016

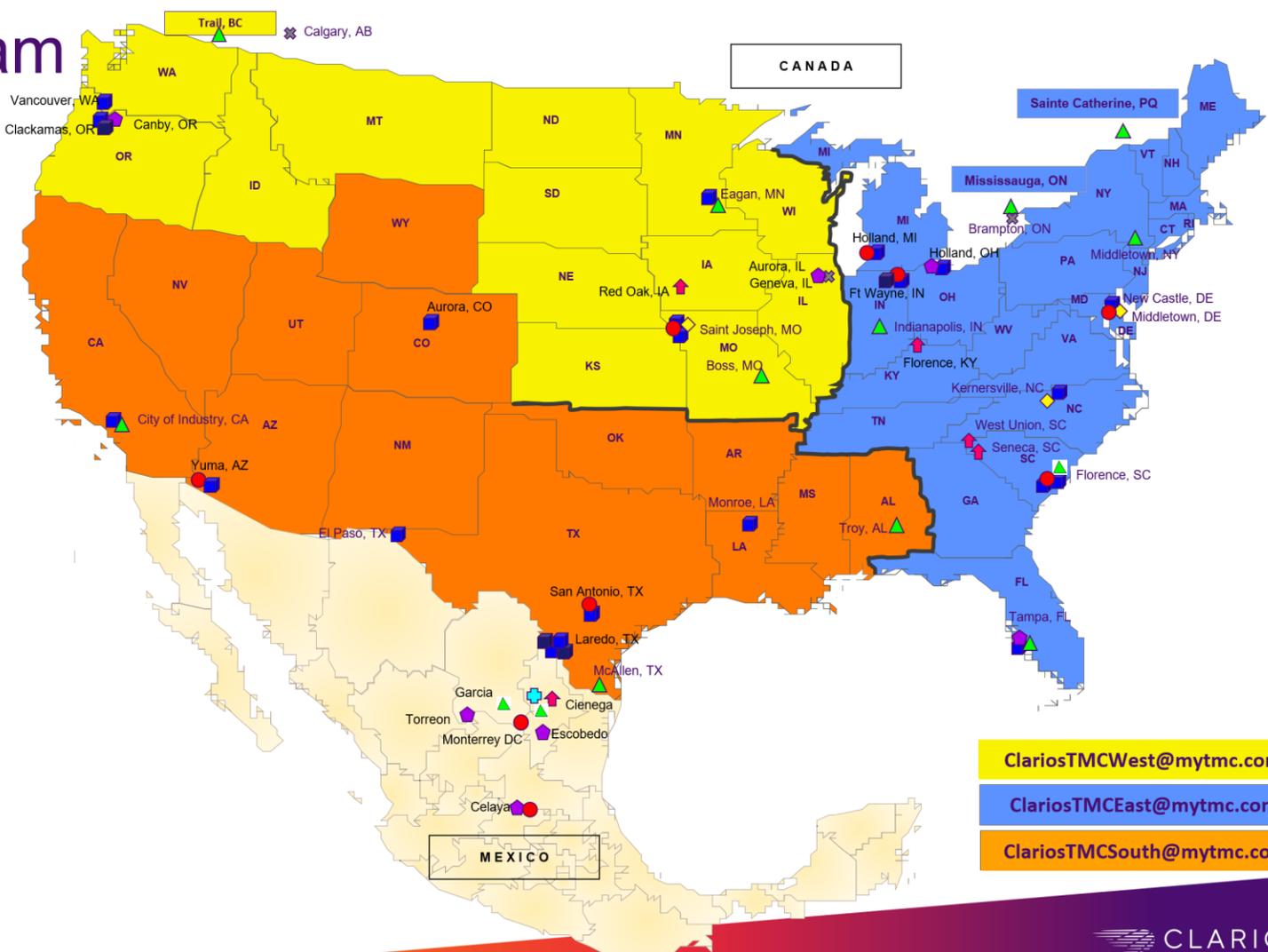
APPENDIX F: US Regional Transportation Map

Logistics Team

Regional Map

- Sabrina Jackson
- Pat Zalesky
- Matt Pedriana
- Jennifer Czechan
- 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
	11 3 rd Party Recycling Center
	3 Pick Pack Ship Warehouse
	25 Warehouse



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

APPENDIX G: 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 ClariosTeam@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

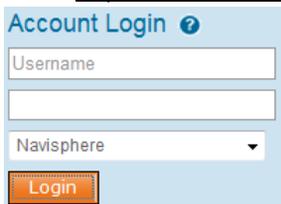
- Technical Name Req
- UN/NA#
- Regulatory Authority Code
- Technical Name
- Hazardous Class
- Class Packing Group
- Reportable Quantity
- Primary Commodity
- NOS Commodity
- Emergency Response Phone Number
- Placarded

Follow the next steps for shipment entry.

Process

Login

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



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



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



Enter a Unique Reference Number

- 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, CLARIOS PO#-Internal Order# (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 *

Equipment Size *

Enter Origin

- 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 *

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*	<input type="text" value="La Crosse"/>		
State*	<input type="text" value="Wisconsin"/>		
Postal Code*	<input type="text"/>		
Country*	<input type="text" value="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

- 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

- 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 * 1/21/2014 

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".

Select from list 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 *		
Liners <input type="text"/>		
Class *		55 <input type="text"/>
Origin *		Trueline, Inc., La Crosse, WI <input type="text"/>
Destination *		GEN 916, Geneva, IL <input type="text"/>

b. Details

Identifiers	Details	Reference Numbers & Notes
+ Packaging *		
Pieces <input type="text"/>		
Trailer Feet	Length (ft) *	
<input type="text"/>	<input type="text"/>	4
Qty	Pallets *	Length (in) *
1,776 <input type="text"/>	3 <input type="text"/>	5 <input type="text"/>
+ Max Weight (lb) *	Width (in) *	Height (in) *
6,500 <input type="text"/>	48 <input type="text"/>	83 <input type="text"/>

c. Reference Numbers & Notes

Identifiers	Details	Reference Numbers & Notes
Reference Numbers		
JCI PO Number <input type="text"/>		

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.

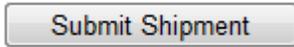
Email a copy of the BOL

clarios@mytmc.com
 Separate multiple email addresses with a semi-colon (;)

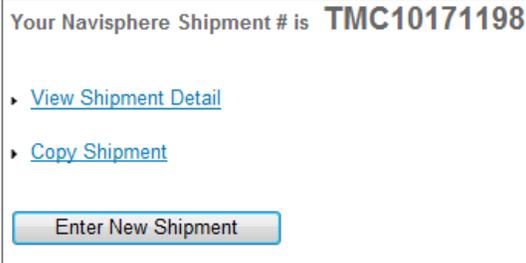
12. Do you ship this lane frequently? Save the shipment as a Template by giving it a name.

Template Name

13. Finally, select Submit Shipment.



14. A shipment confirmation number is generated.



Add Carrier Pro Number After Pick-Up

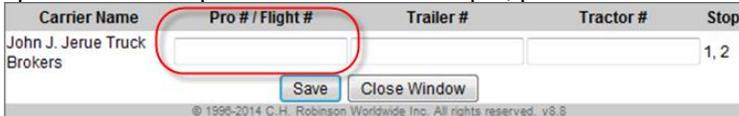
- 15. The supplier should receive a carrier pro number from the driver upon pick-up of the freight/BOL. Enter that carrier pro number on the website. **NOTE: Remove any dashes or spaces from the pro number.** For example, pro 921-45645589 should be entered in as 92145645589.
- 16. The shipment can be searched in the Quick Track to access the “i” icon.



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.

Carrier Information				
Carrier Name	Pro # / Flight #	Trailer #	Tractor #	Stops
CLARIOS				1

 [Remove Carrier](#)

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.

Shipment Detail	
  	 Cancel Shipment Co

22. Finished

Links to Related

- www.chrobinson.com