

## Freight Routing instructions for GHSP Mexico Suppliers

Dear GHSP – Mexico Supplier,

Re: Requirements of GHSP vendors shipping to GHSP - Mexico

The purpose of this information is to provide clear instruction on how to address, label, prepare and route the products you supply to the GHSP Mexico facility.

Adherence to these requirements is necessary in order to allow for the quick consolidation and import of your products into Mexico with minimal incremental cost to GHSP. For additional information and instruction, please reference the GHSP Supplier Freight Routing and Standards Guide found on the GHSP website:

(<http://www.ghsp.com/Suppliers/Policies%20&%20Procedures/>)

**NOTE:**

***For international shipments, supplier accepts responsibility for factory and container security until such time as the container/merchandise is delivered to or ownership is transferred to GHSP as stated in the PO. Supplier will immediately report seal changes and reason for changes to GHSP.***

## U.S. & Canadian suppliers shipping to GHSP-Mexico:

**These instructions apply to all shipments going to Mexico. Please note that if your shipment is less than 150 pounds, you may be directed by CH Robinson or your materials planner to ship via FedEx. In this case, you will be responsible for creating the shipment online via the FedEx website, or by processing the shipment using a FedEx system existing in your facility.**

**To schedule your shipment, please call CH-Robinson at:  
(877-356-9091)**

### **Please ship all items to the following address:**

#### **Ship to Address**

GHSP - MX  
c/o SPC Forwarding  
9020 San Mateo Dr.  
Tejas Industrial Park  
Laredo, TX 78045  
Phone: (956) 727-4833

### **Documents required:**

- Bill of Lading – For CH Robinson shipments only  
(*not needed for FedEx shipments*)
  - o Must state Ship From address
  - o Must state the Ship-To address (*as shown above*)
  - o Total number of pallets
  - o Total weight
  
- Packing Slip(s)
  - o Must state the PO number(s)
  - o Must state GHSP part number
  - o Must state Quantity of part(s)
  - o **Must be securely attached to the freight via packing slip envelope**

## U.S. & Canadian suppliers shipping to GHSP- Mexico (cont) :

- Certificate(s) Of Origin

Found here:

[http://www.cbp.gov/xp/cgov/trade/trade\\_programs/international\\_agreements/free\\_trade/nafta/cert\\_origin/](http://www.cbp.gov/xp/cgov/trade/trade_programs/international_agreements/free_trade/nafta/cert_origin/)

**NAFTA certificate** for goods originating in the US, Canada, or Mexico as defined in the NAFTA rules of Origin, **OR**, **Country of Origin Declaration**, for goods originating outside the US, Canada, or Mexico)

These forms must be completed correctly and completely. The suppliers name and address (including tax ID #) must be in the "Exporter" field.

The **"Sold - to party"** or **"Importer"** on both the Commercial Invoice and the Certificate of Origin ***MUST*** be listed exactly as follows:

**GHSP MEXICO SA DE CV**  
**Calle Arco Vial 6261**  
**Colonia Morelos**  
**C.P. 25017 Saltillo, Coahuila.**  
**GME 080627 464**

- Customs / Commercial Invoice (s)
  - o Commercial Invoice clearly stating the article description, Harmonized Tariff Code or Schedule "B" number, piece count, the cost per piece and extended cost, the incoterms, and the sold to information as described above.
- **NOTE:** Freight shipments from Canada to Mexico will travel "In Bond" across the US.

**All documents as stated above must** be sent electronically in .pdf format to the following email addresses at the time of shipment:

[GHSPMexicoSupplierAS@ghsp.com](mailto:GHSPMexicoSupplierAS@ghsp.com); [Rocio.Amozurrutia@chrobinson.com](mailto:Rocio.Amozurrutia@chrobinson.com);  
[Stephanie.Hachar@chrobinson.com](mailto:Stephanie.Hachar@chrobinson.com); [Todd.Edema@chrobinson.com](mailto:Todd.Edema@chrobinson.com)

## Shipments from a supplier in Mexico to GHSP- Mexico

- **For shipments less than 68kgs.**
  - o Please contact your GHSP Materials Planner for specific instructions.
  - o Documents required:
    - Packing Slip(s)
      - Must state the PO number(s)
      - Must state GHSP part number
      - Must state the quantity shipping
      - Must be securely attached to the freight via packing slip envelope
  - o All Packing slips **MUST** also be emailed at the time of shipment to:  
[GHSPMexicoSupplierAS@ghsp.com](mailto:GHSPMexicoSupplierAS@ghsp.com)

### For shipments of skidded freight or shipments of 68kgs. or more

- o **Contact C.H. Robinson (877-927-8007 or 81-8133-5606)**
  - Be prepared to provide the following information:
    - weight of the entire shipment
    - dimensions of the entire shipment
    - quantity of skids shipping
    - stack height (if applicable)
    - ship from address
    - Ready date and time
    - Shipping department hours (open – close)

### Documents required:

- Packing Slip(s)
  - Must state the PO number(s)
  - Must state the GHSP part number(s)
  - Must state the quantity shipping
  - Must be securely attached to the freight via packing slip envelope
- Bill of Lading –
  - Must state Ship From address
  - Must state the Ship-To address
  - Total number of pallets
  - Total weight

## Shipments from a Mexican supplier to GHSP- Mexico (cont):

- Freight must be shipped direct to the plant at the following address:

**GHSP Mexico, S.A. DE C.V.  
Arco Vial Zapaliname 6261  
Parque Industrial Amistad  
Colonia Ampliacion Morelos  
25017 Saltillo - COA  
Mexico**

All Packing slips ***MUST*** be sent to the following email address at the time of shipment:

[GHSPMexicoSupplierAS@ghsp.com](mailto:GHSPMexicoSupplierAS@ghsp.com)

## Shipments from suppliers outside of the US, Canada, or Mexico:

From any other country, please contact your nearest CH Robinson office closest to your shipping location by referencing this directory -

<http://www.chrobinson.com/directory/>

**Standard Shipping Terms (INCO term) for all Ocean moves are  
(FCA - *named port* - ICC INCOTERM 2010)**

- Freight must be shipped direct to the plant at the following address:

**GHSP Mexico, S.A. DE C.V.  
Arco Vial Zapaliname 6261  
Parque Industrial Amistad  
Colonia Ampliacion Morelos  
25017 Saltillo - COA  
Mexico  
GME 080627 464**

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**Documents required:**

- Bill of Lading – For CH Robinson shipments only  
(*not needed for FedEx shipments*)
  - o Must state Ship From address
  - o Must state the Ship-To address (*as shown above*)
  - o Total number of pallets
  - o Total weight
  
- Packing Slip(s)
  - o Must state the PO number(s)
  - o Must state GHSP part number
  - o Must state Quantity of part(s)
  - o **Must be securely attached to the freight via packing slip envelope**
  
- Commercial Invoice

The **“Sold - to party”** or **“Importer”** on the Commercial Invoice **MUST** be listed exactly as follows:

**GHSP MEXICO SA DE CV**  
**Calle Arco Vial 6261**  
**Colonia Morelos**  
**C.P. 25017 Saltillo, Coahuila.**  
**GME 080627 464**

Commercial Invoice must clearly state the article description, Harmonized Tariff Code, Country of Origin, piece count, the cost per piece and extended cost, the incoterms, and the sold to information as described above.

## MISC. INFORMATION PERTAINING TO SHIPMENTS

### **Packaging for all skid load freight from any supplier outside of Mexico to GHSP-Mexico:**

- Products should be well packaged
- wood skids must be stamped with the IPPC stamp as this is necessary for international shipping (this includes pallets, blocking, and crates). Products are opened and inspected before being imported into Mexico. Your quality packaging helps us ensure that the repackaged product will arrive safely to our facilities.

\*\*Please reference these links for more detailed information;

[http://ghspfiles.ghsp.com/Suppliers/Policies\\_Procedures/supplier\\_packaging\\_guidelines\\_\(May\\_2004\)\[1\].pdf](http://ghspfiles.ghsp.com/Suppliers/Policies_Procedures/supplier_packaging_guidelines_(May_2004)[1].pdf)

### **Other Documentation for material being imported into Mexico**

- **as required** \*
- Material Safety Data Sheet (MSDS) if applicable.
- **Technical Data Sheet.**

**Required** for petroleum based products like lubricants, must specify the concentration of petroleum contained in the product for Mexican Customs and Federal classification purposes.

**Required** for machinery of any kind. Information must include:

- Purpose of the machine,
  - what it will be used for,
  - what it produces,
  - how it is powered, and
  - all Make, Model, Serial number information
- All documents must be emailed to the following addresses as soon as the product ships. Failure to send these documents will result in shipment delays and additional cost which the supplier may be held liable for.

[GHSPMexicoSupplierAS@ghsp.com](mailto:GHSPMexicoSupplierAS@ghsp.com) [Stephanie.Hachar@chrobinson.com](mailto:Stephanie.Hachar@chrobinson.com);  
[Todd.Edema@chrobinson.com](mailto:Todd.Edema@chrobinson.com)



The undersigned hereby acknowledges that it has read, understands and agrees to be bound to GHSP Routing Instructions. The undersigned further acknowledges and agrees that the terms of these instructions supersede the terms of any previous instruction or similar document GHSP may have had in place prior to the date below.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_