



To: All GHSP suppliers

From: Thomas Hoch – Global Logistics Manager

Subject: Freight Routing Standards and Guidelines

Please ensure this information is forwarded to the appropriate personnel within your organization.

Purpose: To give the GHSP Supplier a clear understanding of what is needed and how to ship product to GHSP, as well as the expectations and requirements needed to ensure deliveries are received on time and issue free.

As of March 16, 2009 GHSP entered into a partnership with CH Robinson, a global logistics provider with owned offices all over the world. All *freight* shipments where GHSP is responsible for the cost, both domestic and international, will be handled through CH Robinson unless deviation instructions are provided to you by GHSP. Parcel shipments or shipments totaling 150 pounds or less will be shipped directly to GHSP through **FedEx**.

The following Guidelines and Standards are intended to be used for collect shipments to GHSP, where GHSP is responsible for the transportation cost.

**** NOTE - Suppliers that are currently part of a GHSP Milk Run do not need to contact CH Robinson to schedule a pick up. However, all other standards and guidelines still apply.***

The supplier is encouraged (but not required) to use CH Robinson when making shipments where the supplier is responsible for the cost of transportation. This enables the supplier and GHSP to maintain visibility and track the product while in transit.

Shipment Frequency

Production Suppliers are required to ship to the release found on the Supplier Visualization website. ***The standard shipping frequency for a Domestic supplier is not more than once per week (this does not apply to suppliers that are on a GHSP Milk Run).***

Multiple shipments to the same GHSP facility on the same day, back to back shipments, or multiple shipments in the same week require GHSP authorization. Deviations from the standard without written authorization from GHSP could result in a PTR. Shipping On Friday one week and Monday of the next is considered back to back shipments and requires GHSP authorization.

The shipping frequency for an International Supplier may vary and will be determined by the release you receive. Shipments made early, multiple shipments, or shipments via a mode other than specified on your PO, require GHSP approval prior to booking. Deviations from this standard could result in a PTR.

Packaging Standards - Overview

Products shipping to GHSP should always be banded or wrapped tightly to the skid. Heavy items should be placed on the skid first with lighter items stacked on top - only if the packaging will support the weight and allow for damage free transport thru to final delivery.

Use of oversized or odd sized skids is strongly discouraged. Product should in almost all cases ship on standard 48"x45" wooden skids, unless GHSP has approved an alternate packaging design, or is supplying the packaging. It is expected that the supplier will use care when building the skid to ensure the product travels in a safe and secure manner.

For international shipments,

Strict enforcement of the ISPM 15 wood packaging standard will be imposed. Shipments held in customs or any cost associated with re-packaging due to uncertified or non compliant packaging being used will be billed back to the supplier. Please reference this link for what is required for packaging containing wood and wood products:

http://www.maff.go.jp/pps/j/konpozai/pdf/ISPM_15_English_2006.pdf

For more detailed information regarding the GHSP packaging guidelines, please refer to: <http://www.ghsp.com/Suppliers/Policies%20&%20Procedures/>

Over / under shipments

Suppliers must ship to their release. Shipping more or less requires GHSP approval. This includes shipments where a supplier may ship more than once per week. Shipping short one day and over the next to make up the difference requires prior written approval.

Shipment Documentation

All suppliers are required to provide accurate and complete documentation to GHSP and the carrier/forwarder at the time of tender. **Shipment delays, additional administrative activities, excess transportation costs, or any other process deviation resulting from non-compliance will be handled through the PTR process. PTR's can negatively effect a supplier Quality rating and can contain debits for cost recovery.**

A packing list must be attached to every shipment that arrives at a GHSP facility regardless of mode or method of transport. This includes items that arrive by personal delivery. **A Bill of Lading is required by law** when tendering a shipment to any carrier for transport. Shipments must be consolidated to one Master Bill of Lading per GHSP facility.

The following information is required on every Packing List:

- GHSP Purchase Order number
- Complete GHSP part number (*where applicable*)
- Total pieces
- GHSP part description
- Contact name of person requesting the shipment for non-production items

For parcel shipments – FedEx or UPS (Airway Bill – online or manual)

- Reference #1 – use GHSP PO#
- Reference #2 – use name of GHSP person requesting shipment
- Reference #3 – use pack slip number
- Reference #4 – at least 1 GHSP part number if applicable
- Customs documents as required

For Domestic Freight Shipments (Bill of Lading)

- Correct freight description including proper freight class (NMFC# if known)
- Correct weight
- Total skid count

For International Freight (Bill of Lading, Packing List Commercial Invoice, Certificate of Origin or Country of Origin Affidavit)

- Customs documents as required
- USHTS Code (US Harmonized Tariff Schedule – all 10 digits)
- Total value for customs in USD
- Total weight in US pounds
- Country of Origin Statement

****NOTE- Be sure to check your Purchase Order for instructions and the need to declare an Assist on the Commercial invoice. ****

Information Required on every Commercial Invoice:

- 1) Full description of merchandise in English, cannot be just a part number or in a different language
- 2) Country of origin- please note..."country of origin" and "country shipped from" can be two different countries, that is why we need to confirm with the customer the country of origin, if it is not listed on the invoice
- 3) Piece count
- 4) Value per item
- 5) Total invoice value
- 6) Currency of the commercial invoice
- 7) Foreign shipper/manufacturer name and address
- 8) **Document clearly states 'commercial invoice', 'invoice' or 'pro-forma invoice' *****

You can see the official requirements here:

http://edocket.access.gpo.gov/cfr_2011/aprqtr/pdf/19cfr141.86.pdf

1. Shipper/Exporter:

Provide contact name, company name, and full address, and specific Government ID # such as Tax ID #, VAT #, IRN #, or other business identifier.

SHIPPER/EXPORTER (complete name and address) Marco Mariani Cia Manufacturera Incl. Piso 15 Av. de Libertador 18.563 Buenos Aires. (1006) Argentina

2. Country of Manufacture:

The country in which each of the commodities in your shipment was originally manufactured or produced.

COUNTRY OF MANUFACTURE Argentina

3. Importer:

If the shipment will be handled by an importer who is not the recipient, add the full name and address here.

CONSIGNEE (complete name and address) Jose Martinez R&W Manufacturing Suite 900 7587 Scenic Drive Miami, Florida 33166 USA
IMPORTER — IF OTHER THAN CONSIGNEE (complete name and address)

4. Add the FedEx International Air Waybill number, our main reference for your shipment.

INTERNATIONAL AIR WAYBILL NO.	400-6936 8891
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5. Your description of each commodity must include:

- Full description
- Harmonized Tariff code
- Reason for export/intended use
- Any part or serial numbers
- Country of manufacture

MARKS NOS.	NO. OF PKGS.	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS	QTY.	UNIT OF MEASURE	WEIGHT	UNIT VALUE	TOTAL VALUE
1 of 3	3	Box	Parts and accessories for photographic cameras. 9006.9 = harmonized code	30	each	75 lbs	\$7.50 US	\$225.00 US
2 of 3								
3 of 3								
	TOTAL NO. OF PKGS.					TOTAL WEIGHT		TOTAL INVOICE VALUE
	3					75 lbs.		\$225.00 US
								Check one <input checked="" type="checkbox"/> F.O.B. <input type="checkbox"/> C.&F. <input type="checkbox"/> C.I.F.

6. Before you sign the Declaration

Ensure that all the information is consistent with the Air Waybill, Bill of Lading, Packing List, and Certificate of Origin, or your shipment could be delayed in customs. Certain commodities may need extra documentation or export licenses. All shipments require one original commercial invoice with three copies, all individually signed. We also recommend that you put a copy inside at least one package.

THESE COMMODITIES ARE LICENSED FOR THE ULTIMATE DESTINATION SHOWN. DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.	
I DECLARE ALL THE INFORMATION CONTAINED IN THIS INVOICE TO BE TRUE AND CORRECT.	
SIGNATURE OF SHIPPER/EXPORTER (Type name and title and date)	DATE
Marco Mariani, President 	October 27, 1997
FedEx M-1054 REV 11/92 LOGOS # 116647	

Advanced Shipping Notifications (ASN) – for production shipments only

Suppliers are required to utilize Supplier Visualization (SV) to enter and submit an ASN within 30 minutes after the shipment has left your dock. Please note that the Carrier Reference field must be filled in with the carrier PRO#, or the shipment tracking number (FedEx/UPS).

Instructions can be found at: <http://www.ghsp.com/Suppliers/Supplier%20Visualization/>

**If you do not have access to SV please contact your GHSP buyer or send an email to:
SV-Helpdesk@ghsp.com*

Problem Tracking Report process (PTR)

A “PTR” or Problem Tracking Report is GHSP’s internal tool for tracking issues that impact cost, quality, safety, and service. Once a PTR is generated, it is automatically forwarded to the supplier as well as key individuals within GHSP. The PTR will indicate the nature of the issue, problems it caused, if the supplier is required to complete an 8D, and other information either requiring action or for communication. For more detailed information, please contact your GHSP buyer, Supplier Development Engineer, or Quality contact.

Parcel Shipments – shipments less than 150 pounds

Shipments totaling less than 150lbs. Both Domestic and International:

Will be shipped via **FedEx Express standard ground service** (within the US) or **FedEx Express International Priority** (if originating outside of the US) using the appropriate GHSP account number associated with the final destination. Please contact your Material Planner or your GHSP Buyer for this number. Use of UPS or any other carrier requires GHSP written approval.

Use of reference fields are required for all parcel shipments

- Reference #1 – use GHSP PO#
- Reference #2 – use name of GHSP person requesting shipment
- Reference #3 – use pack slip number
- Reference #4 – at least 1 GHSP part number if applicable

** Please note that when shipping via FedEx Express Standard Ground service you will need to select the “3rd party billing” option and insert the appropriate GHSP FedEx account number

Domestic Freight Routing for shipments totaling more than 150 pounds

**Contact CH Robinson to book the shipment by calling 877-356-9091
Or by email at jsjchr@chrobinson.com**

Bill of Lading must show the following in the body of the bill:

**3Rd Party Bill to:
CHR LTL
14800 Charlson Rd.
Eden Prairie, MN 55347**

The following information is required when contacting CH Robinson

- GHSP part number
- GHSP PO number
- Freight Class or NMFC#
- Weight and dimension of each pallet
- Date and time product available
- Date and time product must arrive by

International Freight Routing for shipments totaling more than 150 pounds

From within the USA, contact CH Robinson by calling 1-248-948-9490
Or by email at GHSP-INTL@chrobinson.com

From any other country, please contact the nearest CH Robinson office 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)**

International Suppliers are required to comply with ALL U.S. Import Regulations as set forth by US Customs and Border Protection. International Suppliers are expected to cooperate fully by supplying all information and documentation in advance to GHSP and GHSP's Freight Forwarder / Carrier to ensure regulatory compliance and efficient transport of goods across borders.

Expedited Freight Routing (Time Critical)

Any shipment made using this method must be authorized in writing by GHSP. Supplier must be prepared to provide this documentation at GHSP's request for validation. Email format is acceptable but must include the original email from the requestor.

Time Critical shipments made to GHSP without proper authorization will result in a PTR and may lead to a debit to recover the transportation cost.

(Time Critical) Shipments totaling less than 150lbs. Both Domestic and International

Will be shipped via **FedEx** using the appropriate GHSP account number. Please contact your Material Planner or your GHSP Buyer for this number and the appropriate service to use.

Use of reference fields are required for all parcel shipments

- Reference #1 – use GHSP PO#
- Reference #2 – use name of GHSP person requesting shipment
- Reference #3 – use pack slip number
- Reference #4 – at least 1 GHSP part number if applicable

(Time Critical) Domestic Shipments totaling more than 150lbs.

Contact CH Robinson to book the shipment by calling 877-356-9091

Or by email at jsjchr@chrobinson.com

All product must be combined and listed on one Master Bill of Lading per GHSP location. Shipments made by suppliers using more than one Bill of lading resulting in additional transportation cost will be subject to the PTR process and possible debit to recover the additional cost.

The following information is required when contacting CH Robinson

- GHSP part number
- GHSP PO number
- Freight Class or NMFC#
- Weight and dimension of each pallet
- Date and time product available
- Protect time to GHSP location

(Time Critical) International Shipments totaling more than 150lbs.

From within the USA, contact CH Robinson by calling 1-248-948-9490

Or by email at GHSP-INTL@chrobinson.com

From any other country, please contact the nearest CH Robinson office to your shipping location by referencing this directory - <http://www.chrobinson.com/directory/>

Thank you for your cooperation and Assistance.

Should you have any questions or need assistance, please contact your GHSP Buyer, GHSP Materials Planner, or me directly.

Sincerely;

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Global Logistics Manager
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