



**Greenlee
Logistics Guide
June 2018**

11/1/18 rev.

General Logistics Guidelines

Suppliers are required to comply with the logistics guidelines contained in this document. Suppliers are to use the mode and carrier specified by Emerson. **Higher costs incurred due to non-compliance are the responsibility of the supplier.**

Suppliers are expected to prepare goods and book shipment at the appropriate time in order to meet required-by dates. Suppliers are responsible for working with Emerson buyers to understand transit times and plan shipments accordingly. **Higher costs due to expedited shipments needed to meet agreed-to required-by dates are the responsibility of the supplier.**

Suppliers are responsible for the costs of re-routing shipments misdirected due to improper booking or labeling. Suppliers are responsible for the performance and compliance of any third-party warehouses or logistics providers employed by the supplier.

Use of account numbers provided within this guide is strictly limited to shipments to Emerson or third-parties only with express instruction. Suppliers are prohibited from sharing these account numbers with any third parties or using them for any other purpose.

Copies of invoice and packing slip are to be sent electronically to your Emerson buyer along with shipment tracking number as soon as booking is complete. Suppliers are responsible for ensuring that the quantity of goods shipped matches the packing list and commercial invoice. Suppliers are responsible for ensuring that goods are shipped in an undamaged condition.

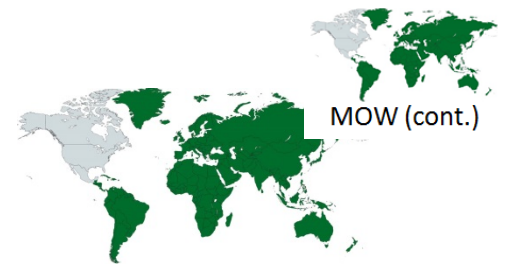
Because of higher tariffs for imports to the US, it is critical that suppliers shipping to our Mexico plants (via our broker along the US/MX border) select "IN BOND" when booking shipments in the Emerson SCO portal. Suppliers not following these instructions will be charged back for unnecessary tariffs.

Consolidation Guidelines – Overseas Suppliers

Suppliers are to have goods prepared such that they can meet required on-dock dates with a single bulk shipment made once per week. Our intent is to replace several smaller more expensive shipments with a single less expensive shipment that will be booked in the Emerson SCO portal (portal instructions coming soon). Exceptions can be made at our request for first article submission, quality exceptions, or to prevent a production stoppage. After confirming receipt of these instructions, any shipments made without evidence of a plant request will be charged back to your company.

If you have less than 150 lbs (70 kgs) to ship on your bulk shipment day, please contact the appropriate buyer/planner at the plant for authorization to ship via DHL Express. This should only be requested for orders due within two weeks. If orders are due more than two weeks in the future, they should be held to ship with the following week's consolidation. Heavy air transit times are currently one week.

Work with your buyer to ensure that you can plan shipments effectively while meeting purchase order required dates. Specific questions regarding logistics plans may also be directed to [insert Logistics Manager email address].



Most of World shipments to North America

Preferred Modes: Ocean | Heavy Air BDP

Expedited Modes: Express Heavy Air via BDP | DHL Express Parcel

Ocean – *Palletized shipments over 150 lbs (70 kgs)*

Heavy Air – *Palletized shipments over 150 lbs (70 kgs)*

International Parcel – *Shipments under 150 lbs (70 kgs)*



US shipments to North America

Preferred Modes: Less-than Truckload (LTL) See Matrix

Expedited Modes: FedEx Express Priority Overnight

		Destination															
		Zone 1	Zone 2 CA	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7 IL	Zone 8	Zone 9 KY, MS, TN	Zone 10	Zone 11	Zone 12	Zone 13	Zone 14	Canada	
From Location	Zone 1	FXFE	FXFE	FXFE	FXFE	YRC - RDWY	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	
	Zone 2	RETL	RETL	RETL	RETL	YRC - RDWY	SAIA	CNWY	YRC - RDWY	SAIA	YRC - RDWY	YRC - RDWY	FXFE	SAIA	CNWY	FXFE	
	Zone 3	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	
	Zone 4	FXFE	SAIA	FXFE	CNWY	CNWY	FXFE	YRC - RDWY	SAIA	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	
	Zone 5	YRC - RDWY	YRC - RDWY	CNWY	CENF	CENF	AACT	SAIA	FXFE	AACT	AACT	AACT	AACT	FXFE	SAIA	YRC - RDWY	FXFE
	Zone 6	SAIA	SAIA	FXFE	FXFE	AACT	AACT	FXFE	AACT/SAIA	FXFE	FXFE	FXFE	FXFE	SAIA	FXFE	FXFE	
	Zone 7	FXFE	CNWY	FXFE	SAIA	FXFE	AACT	DAFG	DAFG	DAFG	YRC - RDWY	FXFE	CNWY	YRC - RDWY	CNWY	FXFE	
	Zone 8	YRC - RDWY	YRC - RDWY	YRC - RDWY	SAIA	AACT/FXFE	AACT/FXFE	STDF/DAFG	ABNE/DAFG	DAFG	HMES	HMES	PITD	PITD	FXFE	FXFE	
	Zone 9	FXFE	CNWY	SAIA	FXFE	YRC - RDWY	AACT	DAFG	DAFG	DAFG	AACT	AACT	CNWY	SAIA	FXFE	FXFE	
	Zone 10	SAIA	SAIA	FXFE	FXFE	AACT	FXFE	HMES	HMES	AACT	AACT	FXFE	FXFE	FXFE	FXFE	FXFE	
	Zone 11	FXFE	CNWY	FXFE	FXFE	CENF	FXFE	FXFE	HMES	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	
	Zone 12	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	
	Zone 13	FXFE	SAIA	FXFE	FXFE	YRC - RDWY	FXFE	YRC - RDWY	PITD	FXFE	FXFE	FXFE	SAIA	SAIA	FXFE	FXFE	
	Zone 14	FXFE	FXFE	FXFE	FXFE	YRC - RDWY	FXFE	CNWY	SAIA	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	
	Canada	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	

Zone 1	OR, WA	AACT	AAA Cooper
Zone 2	CA, NV	ABNE	Aberdeen
Zone 3	ID, MT, NE, ND, SD, WY, KS	CNWY	XPO Freight
Zone 4	AZ, CO, NM, UT	CENF	Central Freight Lines
Zone 5	TX	DAFG	Dayton Freight
Zone 6	AR, LA, OK	FXFE	FedEx Freight
Zone 7	IA, IL, MN, MO, WI	HMES	Holland
Zone 8	IN, MI, OH	LMEL	Lake Motor Express
Zone 9	KY, MS, TN	PITD	Pitt Ohio
Zone 10	AL, FL, GA	RDWY	YRC Freight
Zone 11	NC, SC	RETL	Reddaway
Zone 12	VA, WV	SAIA	Saia
Zone 13	DC, DE, MD, NJ, PA	STDF	Standard Forwarding
Zone 14	CT, MA, ME, NH, NY, VT, RI	UPGF	UPS Freight

Parcel – shipments under 170 lbs (70 kgs)

FedEx Ground (preferred) | FedEx Express (expedites)



Please book parcel shipments via 800-GO-FEDEX or online at <http://www.fedex.com/us/>

Please contact PremierGlobalSupport@fedex.com for support.

Shipments should be booked collect, with no insurance. Use of account numbers is strictly limited to shipments to Emerson sites, or third-parties only with express instruction. Suppliers are to consolidate shipments to minimize the number of boxes shipped. Individual boxes should be no more than 40 lbs each. All orders shipped to the same site on the same day should be booked together as a multi-box shipment. If total weight of shipment is over 150 lbs, please book LTL in SCO Portal.

Freight Payment

Bill of Lading Instructions

All areas of the bill of lading must be filled out completely. Shippers booking through SCO will have a bill of lading provided by the program. When booking through SCO it is critical that the program generated bill of lading be used.

Do not create more than 1 bill of lading per day for shipments going from the same origin address to the same destination delivery address.

Completing the "Bill to" Section: Shipments where Emerson is paying the freight should be billed as per the below

SCO (Preferred Method) – Use the SCO generated bill of lading

USA/Canada – Non-SCO

[Business Unit] c/o CASS Bank
PO Box 17626
Saint Louis, MO 63178

Mexico – Non-SCO – Billed to Mexican location

Documents & Data Requirements

NOTE: FIVE physical copies of documents are to be sent with international shipments

COMMERCIAL INVOICE

All shipments MUST contain an invoice. The invoice must comply with CBP Requirements and specifically contain the following elements:

1. Be in English or have an English translation included;
2. Shipper's complete name and address. If transport document identifies a Shipper other than the Seller (such as a drop-shipment), then the Shipper's Name and Address also needs to be identified on the Commercial Invoice;
3. "SOLD TO" **AND** "SHIP TO" Name and Address for physical delivery (post office box addresses and account payable locations, e.g. lockboxes, are not acceptable);
4. Be system-generated with a unique invoice number; hand-written invoices will not be accepted;
5. Date of shipment;
6. Terms of sale. The 2010 Incoterms® rule (with named place) must be included as per the accepted purchase order;
7. Purchase Order number or Return Authorization number. All POs sent to a particular site on a single Bill of Lading should be listed on one Commercial Invoice.
8. Part Number;
9. Full description of the item. This must include a complete written description without acronyms, generalizations, or industry terms and be sufficient for CBP to confirm the tariff classification of the goods. For example, "Valve Parts," or "Plastic Parts" are not acceptable;
10. Total quantity shipped;
11. Harmonized tariff classification for each article as provided by the Business Unit. Contact your buyer for any questions about HTS classification.
12. Both UNIT PRICE and TOTAL VALUE. Reasonable and verifiable values must be listed for all items, even free of charge items. Invoices with "0.00" will not be accepted;
13. Currency of sale;
14. Country of Origin (manufacture) for each item. NOTE: This may not be the same as Country of Export or Country of Purchase. Country of Origin identified on the invoice must match the Country of Origin as marked on the parts and/or the part packaging.
15. Signature of the responsible party at the vendor with their printed name and title.

Invoices missing any of the above will be rejected, which may result in return of the shipment.

NOTE: Replacement merchandise that is shipped by the vendor to satisfy a prior short-shipment must be fully declared to CBP at time of entry even if furnished free of charge. CBP requires that each import entry accurately reflect the merchandise being imported at that time. It is not permissible to balance out past shortages or overages by declaring an adjusted quantity on two or more entries. Each import entry must reflect the actual quantity and merchandise received.

VALUATION OF MERCHANDISE FOR TEST, SAMPLING, REPAIR, OR EVALUATION

All goods entering the U.S., regardless of purpose, must have a reasonable and verifiable statement of value, which reflects, at minimum, the cost to replace those items as if they were fully functional. Token values such as “\$1.00” are prohibited. If replacement items are being shipped free of charge, the value to be listed on the invoice should be the normal purchase price. The statement “No Sale – Value for Customs Purposes Only” may be included on the invoice if applicable.

PACKING LIST

Shipments originating in the United States should be tendered to the carrier with one copy of the packing list with the commercial invoice, AND a second copy must be affixed to or placed inside the carton/box. International ocean shipments require FIVE copies of documentation. The packing list shall be written in English, include the street addresses of Shipper and Ship-To party, and clearly state the Country of Origin for all goods. The following must be noted for each carton in the shipment:

- Purchase Order or Return Authorization number
- Part number; piece quantity; number of boxes; net and gross weight
- Volume in CBM or dimensions of each carton

The packing list should summarize total carton count, net weight, gross weight and volume for all items in the shipment. Please note the shipment tracking number. Heavy air shipments booked in the Emerson SCO Portal should note the EMR Shipment ID number.

CARTON NUMBERING/LABELS

All cartons must be numbered “X of Y” to indicate the total number of cartons in the shipment and the corresponding carton number. Each number shall correspond to the packing list. All cartons in the shipment must include an address label with complete “Ship-To” address and ASCO Purchase Order or Return Authorization Number.

COUNTRY OF ORIGIN MARKING

Vendors MUST comply with the U.S. Country of Origin marking laws for all goods that are shipped to the U.S., in that virtually every article of foreign origin is marked: (1) in a conspicuous place; (2) As legibly, indelibly, and permanently as the nature of the article (or container) will permit; and, (3) Indicate to the ultimate purchaser in the United States the English name of the country of origin of the article. The preferred country of origin marking is “Product of” or “Made in” followed by the full name of the country of manufacture; abbreviations are not permitted. The Country of Manufacture must be clearly indicated on the invoice AND must agree with the physical marking. Additional information is available at: http://www.access.gpo.gov/nara/cfr/waisidx_05/19cfr134_05.html

Packing & Packaging

PACKAGING REQUIREMENTS

Please consolidate goods in as few boxes as possible; however, limit the weight of each box to no more than 20 kgs / 45 lbs.

Suppliers are required to properly package parts to withstand the rigors of international shipping and modern material handling equipment. Fabricating parts that meet the required specifications and are delivered on time will mean nothing if the parts are damaged in transit. **Suppliers are liable for damage caused by inadequate packaging.** One way to insure that parts are properly packed is to perform a drop test. The below procedure has been adapted from the International Safe Transit Association (ISTA) Test Procedure 1A. More information about the below procedure can be found at www.ista.org.

The supplier should prepare a sample carton to be used for the test. The carton should be the same size and strength of cartons to be used to ship product in production. The supplier should not use a carton that has already been used as this could affect the outcome of the test. The carton should be packed with actual parts that are conforming and in good condition. Each part should be packed in the same manner that will be expected in full production. This may include, but not be limited to the use of thread protectors, protective sleeves, dunnage and other protective measures to insure safe transit.

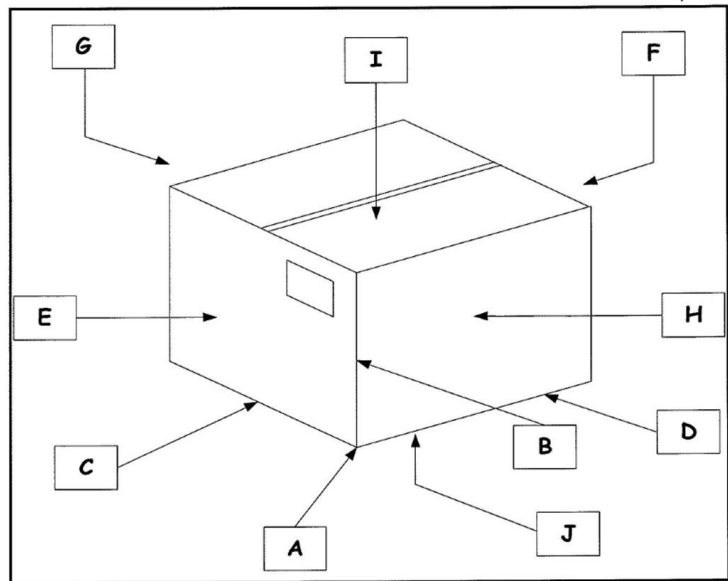
Prior to executing the drop test, the supplier should determine what constitutes damage to the product and what would be an acceptable package condition at the conclusion of the test. It can be assumed that damage to the product that causes the parts to be non-conforming shall be considered a failure for the purposes of shipping product.

The weight of the carton will determine the appropriate height from which to drop the sample carton. Drop heights and orientation of each impact are detailed in the below figure. The sample carton should be dropped once per orientation for a total of 10 drops. Once all of the drops have been complete, the carton and its contents should be inspected. The integrity of the carton should be evaluated as well as the contents of the carton. Contents closest to the corner where the box was dropped in the first test should be reviewed closely for damage.

DROP TEST PROCEDURE

TESTING CONDITIONS / CRITERIA:

The test consists of a series of ten free-fall drops from heights that vary with weight, see table below.
 (SAMPLES USED FOR TESTING MUST REFLECT CONFIGURED PACKAGES INTENDED FOR DISTRIBUTION)



ENGLISH

METRIC

Package weight	Drop height	Package weight	Drop height
1-20 lbs	30 inches	1-9 kg	76 cm
21-40 lbs	24 inches	10-18 kg	61 cm
41-60 lbs	18 inches	19-27 kg	46 cm
60-100 lbs	12 inches	28-45 kg	30 cm
101-150 lbs	8 inches	46-68 kg	20 cm

Orientations of the impacts are as follows: (performed in the following order)

- A:** Most fragile corner, if not known, at the carton manufacturers joint.
- B:** Shortest edge radiating from that corner.
- C:** Medium edge radiating from that corner.
- D:** Longest edge radiating from that corner.
- E:** Flat on one side of the smallest faces.
- F:** Flat on the opposite small face.
- G:** Flat on one of the medium faces.
- H:** Flat on the opposite medium face.
- I:** Flat on one of the largest faces.
- J:** Flat on the opposite largest face.

Adopted from www.quality-wars.com/2008/12/12/the-carton-drop-test/

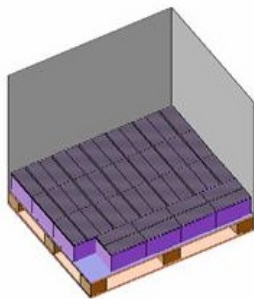
PALLETIZED FREIGHT

Generally, parts should be packaged one part number per pallet. In the case where multiple parts must be packaged on the same pallet, vendors shall minimize the number of part numbers mixed on a pallet.

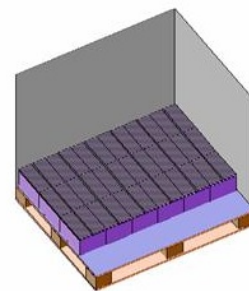
	SANDUSKY
Standard Pallet Size:	48" L X 40" W X 40" H

Please ship a standard-size pallet per above, as long as the packaged product occupies 85% of the pallet square area, for 75% of the projected shipped volume. Otherwise, the vendor must use multiple pallet sizes to achieve the mentioned goal

Example: If the estimated yearly shipped volume equals 1000 cubic meters, then 750 cubic meters should use pallets in which the product occupies 85% of its total square area.



This image illustrates a pallet that has 1.23 sq. meters available with the product covering 1.14 sq. meters, hence more than 85% of the pallet base was utilized.



This image indicates the opposite, where only 0.94 sq. meters were utilized, resulting in less than 85% pallet utilization.

Maximum cargo height on a pallet is 43 inches / 109 cm.

All pallets must contain a minimum of two labels, on opposite or adjacent sides. Minimum label dimensions are 6 in x 6 in (15 cm x 15cm). Suppliers must list in separate lines:

- Shipper Name
- Consignee Name
- Consignee Address
- Delivery address
- PO number(s)
- Country of Origin

Suppliers shall also label each carton on the pallet. At a minimum, the label should include part number, quantity and purchase order number, supplier’s name and address and delivery location.

In-Bond ocean shipments must have additional label **“IN-BOND CARGO, NOT FOR US CONSUMPTION”**

Pallets **MUST** be stackable.

Nesting pallets are **NOT ACCEPTABLE**



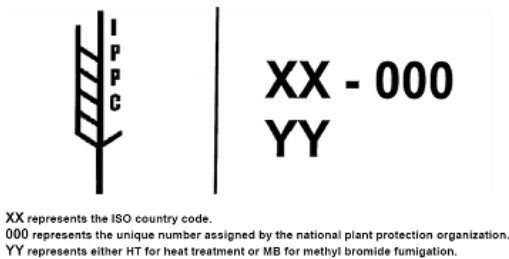
Interlocking Stack: Acceptable

Column Stack: Acceptable

“Pyramid pallets” are **NOT ACCEPTABLE**



Either wooden or plastic pallets may be used. For international shipments, all wooden packaging, packing, and other bracing/blocking must be treated and individually marked with the IPPC symbol:



<https://www.cbp.gov/border-security/protecting-agriculture/wpm>

Additional guidance for packaging palletized freight can be found at:
<http://images.fedex.com/us/services/pdf/FreightPackagingGuidelines>.