

QF 8200-C Supplier Routing Instructions

Suppliers: Please follow these inbound package routing instructions. Failure to do so may result in chargeback.

I. DOMESTIC SHIPMENTS (Within USA) – SMALL PACKAGE

Carrier: UPS

Account Number: Refer to the account number on your purchase order or contact your buyer.

A. Package Size and Weight

Small package shipments are shipments under 150 lbs. (68 kgs.) per package. The total weight of all packages may exceed 150 lbs. so long as no single package weighs more than 150 lbs. Small package shipments shall not be palletized. Individual package dimensions cannot exceed 165 *linear* inches (L+2xW+2xD).

Note: packages over 50 lbs. are subject to heavy-weight surcharges. Preferred weight of any single package should not exceed 50 lbs. (22.5 kgs.) unless the shipment cannot be divided into smaller packages.

B. Service Level

All domestic shipments will be made using **UPS Ground/Standard** unless otherwise indicated on the Purchase Order or in writing from Teledyne Storm Microwave. In the event that Teledyne Storm Microwave requests a faster service level for any domestic collect shipment, please use UPS 2nd Day Air. Any request to use an express service such as Next Day Air or 2nd Day AM must be made in writing and must be approved by your Teledyne Storm Microwave buyer. **The supplier shall not use an express service level without written authorization.**

C. Shipment Instructions

All Collect, or 3rd Party Billed shipments where Teledyne Storm Microwave is responsible for the charges shall be billed to the UPS Account Number listed on your purchase order.

D. Declared Value

Supplier shall not enter any value in the Declared Value for Carriage field on collect shipments. This field is for insurance which Teledyne Storm Microwave does not wish to use.

E. Reference Number

Supplier shall place the Purchase Order number in Reference Field #1 of the AWB.

F. Hazardous Materials

Unless the shipper is certified with UPS for hazardous materials, UPS will not accept a HazMat shipment. Please work with UPS to obtain HazMat certification prior to shipment. Please contact Teledyne Storm Microwave if you have a HazMat shipment for Teledyne Storm Microwave and you are not HazMat certified.

G. Chargeback

Teledyne Storm Microwave reserves the right to charge back the supplier for unauthorized express shipment or declared value charges.

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II. DOMESTIC SHIPMENTS (within USA) – LARGE PACKAGE / LTL

Carrier: ArcBest (formerly ABF), Website: [Single Pickup Request | ArcBest](#), Email: customerservice@arcb.com, phone 800-610-5544

Account Number: Refer to the account number on your purchase order or contact your buyer.

A. Package Size and Weight

Large package shipments are shipments over 150 lbs. (68 kgs.) and / or exceed 165 *linear* inches (L+2xW+2xD) per package. This includes shipments that must be palletized.

III. INTERNATIONAL SHIPMENTS (originating outside USA) – SMALL PACKAGE

Carrier: UPS

Account Number: Refer to the account number on your purchase order.

A. Package Size and Weight

Small package shipments are shipments under 150 lbs. (68 kgs.) per package. The total weight of all packages may exceed 150 lbs. so long as no single package weighs more than 150 lbs. Small package shipments shall not be palletized. Individual package dimensions cannot exceed 165 *linear* inches (L+2xW+2xD).

Note: packages over 50 lbs. are subject to heavy-weight surcharges. Preferred weight of any single package should not exceed 50 lbs. (22.5 kgs.) unless the shipment cannot be divided into smaller packages.

B. Service Level

Unless otherwise specified in writing, all international collect shipments will be made using **UPS World Wide Expedited**. In the event that Teledyne Storm Microwave requests a faster service level for any collect shipment, please use **UPS World Wide Express Saver**. Such requests must be made in writing and approved by your Teledyne Storm Microwave buyer. **The supplier shall not use a different express service level without written authorization.**

C. Shipment Instructions

Small package shipments to Teledyne Storm Microwave shall have their shipment charges billed according to the terms of the Teledyne Storm Microwave purchase order:

- Collect, ExWorks, or FCA Terms – Bill Shipment Charges as well as Duties & Taxes collect to the UPS Account Number listed on your purchase order.
- Prepaid, CFR, CIF, CPT, CIP, DAP and DPU Terms – Teledyne Storm Microwave prefers prepaid small pack shipments to be sent using UPS in order to facilitate customs clearance. Bill Shipment Charges prepaid to your own UPS Account Number. Bill Duties, and Taxes collect to the UPS account number listed on your purchase order. If supplier will ship using a carrier other than UPS, please indicate the following broker information on the Commercial Invoice and AWB:
 - **Teledyne Storm Microwave's U.S. Customs Broker is UPS SCS Philadelphia. Send all commercial documents to UPSUSTELEDYNE2@ups.com.**
- Duties and Taxes Prepaid or DDP Terms – Bill Shipment Charges as well as Duties & Taxes prepaid to supplier's account number. Supplier may ship with the carrier of their choice.

D. International High Value Shipments

On international shipments, the value of any single box may not exceed US\$50,000 whether shipped collect or prepaid. Packages valued over US\$50,000 each require a high value waiver. If you cannot limit the value of each box to US\$50,000, please contact UPS to obtain a high value waiver.

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E. Declared Value

Supplier shall not enter any value in the Declared Value for Carriage field on collect shipments. This field is for insurance which Teledyne Storm Microwave does not wish to use.

F. International Pre-alert

Please email your buyer and lisa.ballard@teledyne.com with a pre-alert including a copy of the AWB, the tracking number(s) and Commercial or Proforma Invoice.

G. Reference Number

Supplier shall place Purchase Order number in Reference Field #1 of the AWB.

H. Hazardous Materials

Unless the shipper is certified with UPS for hazardous materials, UPS will not accept a HazMat shipment. Please work with UPS to obtain HazMat certification prior to shipment. Please contact Teledyne Storm Microwave if you have a HazMat shipment for Teledyne Storm Microwave and you are not HazMat certified.

I. Chargeback

Teledyne Storm Microwave reserves the right to charge back the supplier for unauthorized express shipment or declared value charges.

J. Include a Commercial Invoice that contains the following information in English language:

1	Purchase Order Number
2	Part number
3	Quantity
4	Description of each item
5	Country of origin
6	Full value of goods in US dollars – this should be the <i>actual retail value</i> of the goods. Do not use \$0.00, even if there is no charge for the item(s)

K. Country of Origin Marking Requirements

Mark each item with the Country of Origin. U.S. Customs laws (19 CFR 134) require that every article of foreign origin (or its container) imported into the United States must be marked “**Made in insert country of origin**” in a conspicuous place as legibly, indelibly and permanently as the nature of the article permits. If an item cannot be marked, then the item’s container must be marked. This container **IS NOT** the outer shipping container.

IV. **INTERNATIONAL SHIPMENTS – LARGE PACKAGE**

Contact your Teledyne Storm Microwave Buyer for assistance.

V. **ADDITIONAL ASSISTANCE**

If additional assistance is needed, please contact:

Teledyne Storm Microwave: [1-630-754-3300](tel:1-630-754-3300)

UPS Enterprise Support: [1-800-877-1497](tel:1-800-877-1497)

UPS International Shipping Support: [1-877-289-6418](tel:1-877-289-6418)