



suntron

**FREIGHT ROUTING GUIDE FOR SHIPMENTS TO SUNTRON’S GCO SITE
(SUGAR LAND, TEXAS)**

This routing guide applies to all domestic shipments of goods to Suntron’s GCO location in Sugar Land, Texas made on an “FOB Origin” basis and to any other domestic or international shipments to Suntron’s GCO location where Suntron is responsible for the payment of freight charges in accordance with the terms of an order. **This routing guide is not applicable to shipments where the seller is responsible for the payment of freight charges in accordance with the terms of an order.**

US DOMESTIC SHIPMENTS

Domestic shipments to destinations in the United States shall be shipped via the following methods:

For Shipments Weighing	Use This Carrier	Use Account Number
1 – 500 Pounds <i>(See note 3 immediately below for large items)</i>	FedEx Ground® (Small parcel only) Contact FedEx: 1.800.463.3339 http://www.FEDEX.com	Bill Third Party to FedEx Account # mentioned in the Routing Letter. “Ship to” sites are mentioned on Page 2
Greater than 500 Pounds <i>(or shipments containing individual items greater than 150 lbs. in weight, 108” in length, or 165” in total length and girth)</i>	GTS Contact GTS at: (800) 689-6255 http://www.onestopshipping.com Contact for pickup 24 hrs in advance of shipment	Instruct GTS to bill to Suntron’s account

Notes and Instructions Regarding Domestic Shipments:

- FedEx Shipments:** Items shipped via FedEx must be shipped using FedEx Ground. **NOTE:** *FedEx Express® shipments require advance approval by Suntron buyer.* Unless otherwise specified in writing, all domestic air shipments weighing less than 500 pounds shall be shipped via FedEx. FedEx shipments shall only ship via FedEx Ground or FedEx Express parcel services. Do **not** ship via FedEx Freight® or any other non-parcel FedEx shipping method.
- Other Air Shipments.** All domestic shipments by air must be approved in advance by Suntron’s buyer. Unless otherwise specified in writing, domestic air shipments weighing more than 500 pounds shall be shipped via GTS.
- Large Items and Packages.** Individual items or packages that exceed the allowable maximum size and weight limits of FedEx shall be shipped via GTS regardless of the total shipment weight. FedEx does not accept individual packages with an actual weight of more than 150 lbs. or that exceed 108 inches in length, or a total of 165 inches in length and girth combined [(2 x width) + (2 x height)].

INTERNATIONAL SHIPMENTS (EXCLUDING CANADA) TO GCO

Shipments to destinations in the United States from outside the United States shall be shipped via the following methods:

<u>For Shipments Weighing</u>	<u>Use This Carrier</u>	<u>Use Account Number</u>
1 – 165 Pounds (1 – 75 Kilograms)	DHL (Small parcel only)	Use Account Number mentioned on Purchase Order
Greater than 165 Pounds (>75 Kilograms)	TransTrade <i>Contact</i> <i>TransTrade at: +1 (972) 456-1581</i> <i>http://www.transtrade.com</i>	Instruct TransTrade to bill to Suntron's account

Notes and Instructions Regarding International Shipments:

1. **Approval of Large Air Shipments.** International shipments by air in excess of 150 lbs. (68 kg) must be approved in advance by Suntron's buyer.
2. **DHL Shipments.** International shipments via DHL shall be shipped by DHL's parcel service only. Do not ship by any other DHL method.

SHIPMENTS FROM CANADA TO GCO

Shipments to destinations in the United States from Canada shall be shipped via the following methods:

<u>For Shipments Weighing</u>	<u>Use This Carrier</u>	<u>Use Account Number</u>
1 – 500 Pounds (1 – 227 Kilograms)	FedEx	Bill Third Party to FedEx Account # mentioned in the Routing Letter. "Ship to" sites are mentioned on Page 2
Greater than 500 Pounds (227 Kilograms)	TransTrade <i>Contact</i> <i>TransTrade at: +1 (972) 456-1581</i> <i>http://www.transtrade.com</i>	Instruct TransTrade to bill to Suntron's account

Notes and Instructions Regarding Canadian Shipments:

1. **FedEx Shipments.** Items shipped via FedEx must be shipped using FedEx Ground. **NOTE:** *FedEx Express® shipments require advance approval by Suntron buyer.* Unless otherwise specified in writing, all domestic air shipments weighing less than 500 pounds shall be shipped via FedEx. FedEx shipments shall only ship via FedEx Ground or FedEx Express parcel services. Do **not** ship via FedEx Freight® or any other non-parcel FedEx shipping method.
2. **Other Air Shipments.** All Canadian shipments by air must be approved in advance by Suntron's buyer. Unless otherwise specified in writing, Canadian air shipments weighing more than 500 pounds shall be shipped via TransTrade.
3. **Large Items and Packages.** Individual items or packages that exceed the allowable maximum size and weight limits of FedEx shall be shipped via GTS regardless of the total shipment weight. FedEx does not accept individual packages with an actual weight of more than 150 lbs. or that exceed 108 inches in length, or a total of 165 inches in length and girth combined [(2 x width) + (2 x height)].

ADDITIONAL NOTES AND INSTRUCTIONS FOR ALL SHIPMENTS

1. **Special Equipment.** Any special freight equipment requirements (air ride truck, flatbed, etc.) must be approved in advance of shipment by Suntron's buyer. It is the responsibility of the seller to communicate equipment requirements to the carrier after obtaining approval from Suntron.
2. **No Prepay and Add.** The seller shall not prepay and add freight to their invoice. Suntron does not accept shipments on a "prepay and add" basis. Shipping "prepay and add" will result in a chargeback.
3. **No Handling Charges.** Suntron does not accept handling charges. Handling charges will result in a chargeback.
4. **Insurance.** Suntron has contracted for the insurance of shipments sent on Suntron's accounts. Do not insure a shipment sent on Suntron's account unless instructed to do so in advance of shipment by Suntron. Unauthorized insurance charges will result in a chargeback.
5. **Multiple Shipments.** Multiple shipments to the same destination at the same time must be on a single Bill of Lading or Air Waybill.
6. **Purchase Order Numbers.** The purchase order number for each item contained in the shipment must be noted on the Bill of Lading or Air Waybill.
7. **Packing List.** A packing list shall be attached to each shipment. The packing list shall specify the Suntron item number of each item in the shipment, the quantity of each item shipped, and the Suntron purchase order numbers that the items are shipping against.
8. **Ship To Location.** Items must be shipped to the ship to location specified on the purchase order. The seller will be responsible for all additional shipping charges for items shipped to the wrong location.
9. **On Time Delivery.** Carrier transit times may vary. It is the supplier's responsibility to meet delivery dates using the carriers specified by Suntron in this routing guide. If the seller cannot meet the delivery time specified on the purchase order, the seller must notify the Suntron buyer indicated on the purchase order.
10. **Packaging Requirements.** All items being shipped to Suntron's GCO site must be packaged and labeled according to Suntron's Supplier Packaging and Labeling Specifications TX1_MTL_SUP_3_003_E.
11. **Controlled Shipments.** Contact Suntron's corporate Import / Export and Logistics Department for special instructions for the shipment of items controlled under ITAR, EAR, or other similar regulations.
12. **Standard International Shipping Documentation.** Standard international shipping documentation shall accompany all international shipments to Suntron including shipments from Canada. This documentation shall include a Commercial Invoice, Packing List, and a document indicating the Country of Origin of each item being shipped (such as a Certificate of Origin). The Commercial Invoice must include a clear description and the harmonized tariff code of each item being shipped. If the specific items being shipped require any additional documentation in order to be entered into the United States, including Material Safety Data Sheets, Certificates of Conformance, etc., copies of those documents must accompany the shipment as well.
13. **Exceptions.** Exceptions to the terms of this routing guide may only be authorized in writing by Suntron's buyer in advance of shipment. Written instructions on purchase orders supersede the terms of this routing guide.

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