

## INBOUND ROUTING INSTRUCTIONS

Effective immediately, we ask you to adhere to the following process whenever you send freight to TRANSTECTOR SYSTEMS or its divisions on freight collect basis. Service levels will be provided on our purchase order.

**NOTE:** Purchaser Order numbers must be referenced on all airway bills or bills of lading.

### Domestic Shipments:

Shipments under 150lbs, courier: UPS  
TRANSTECTOR SYSTEMS Account # 844370

Shipments over 150lbs to 8,000lbs (palletized freight), carrier: ODFL  
TRANSTECTOR SYSTEMS Account # 12617443

All shipments over 10,000lbs or that require special equipment please call for instructions, 208 762 6168 or e-mail [ngallentine@infiniteelectronics.com](mailto:ngallentine@infiniteelectronics.com)

**International Shipments:** Service will be determined on your purchase order or via instructions. All efforts should be made to consolidate shipments to reduce freight cost.

Shipments under 150lbs / 69kgs courier UPS  
TRANSTECTOR SYSTEMS Account #844370

Shipments over 151lbs/69kgs will be routed by Transtector Systems  
Contact Nancy Gallentine 208.762.6168 or email: [ngallentine@infiniteelectronics.com](mailto:ngallentine@infiniteelectronics.com)

### International – Ocean:

**ISF Requirements:** *Effective January 2009, the Customs and Border Protection (CBP) government agency of the United States requires US importers to submit advance trade data to CBP, for every ocean shipment at least 24 hours before cargo is loaded onto a vessel destined for the United States. This advance trade data is known as "Importer Security Filing (ISF). Transtector Systems requires all Shippers to make certain ISF data elements available to the nominated ISF Agent, in accordance with this specification and the ISF Agent's approved ISF work instruction. **Failure to submit** complete, timely and accurate data to the nominated ISF Agent may result in **CBP imposing ISF penalties on Transtector Systems.** If supporting documentation indicates that an ISF penalty is the result of **Shipper Failure** to comply Transtector Systems will impose a penalty on the responsible Shipper equal to the amount paid by Transtector Systems to CBP*

**Packing Instructions:** All containers and packaging must be designed with consideration given to ergonomics and ease of part removal. Appropriate consideration must be given to unit load height and weight restrictions, which may affect ergonomics and worker safety.

All orders over 151lbs/69kgs must be placed on pallets unless otherwise directed. Any wood packaging must conform to IPPS heat treating guidelines. When the weight of the load is not extreme, four-way fork entry pallets are preferred. Used wood pallets are acceptable as long as they are structurally sound, are square, have no missing or broken boards, loose nails and are not distorted.

For safety of unloading we request that pallet loads are not stacked

**Pallet Size Requirements:** Standard pallet sizes where part size permits are:

<u>Length</u>		<u>Width</u>
48"	x	40"
48"	x	42"
48"	x	48"

Any and all orders that do not meet required packing instructions will be turned away at shippers' expense.

By following these routing instructions, which are important to Transtector Systems and divisions, you are strengthening our partnership. Any instructions that are not in compliance will be subject to charge backs or possible refusal of the order.

Our Transtector Systems buyers have participated in the development of this plan and are available as necessary to work with you in the successful implementation of this program.

Thank you for your cooperation.

Sincerely,

Wendy Driggs  
Director, Supply chain Management