



Corporate Logistics Routing Instructions

Issued By:
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Effective Date: January 15, 2016. This guide supersedes all prior instructions. These instructions must be followed for all material purchased where Benchmark is responsible for freight expense. Any deviation must be approved by Benchmark Logistics Department

Kindly provide your Logistics/Shipping Department with a copy of these instructions.

Failure to follow these instructions may result in excess Freight costs which will be charged to your account

This guide is intended to help our vendors transport goods to Benchmark Electronics, Inc. (BEI/STC) and Secure Technology Company (STC) in the most cost effective manner possible, using experienced and BEI/STC/STC approved carriers capable of supporting our shipment activities and needs. Please review the information in this routing guide carefully. Our obligation to pay any freight expense is expressly conditioned on your compliance with the instructions in this guide. Your failure to follow these instructions may result in excess freight costs which will be charged to your account. Please be sure to direct the following information to your proper personnel and to address any questions concerning routing instructions, whether in this guide or in any purchase order prior to shipment of goods.

These shipping instructions supersede all previous instructions distributed. If you are unable to adhere to these procedures as listed below or would like further clarification, please contact our Logistics Department.

Section 1 GENERAL INSTRUCTIONS

1.1 FREIGHT CHARGES ADDED TO COMMERCIAL INVOICE

Ship collect when Benchmark Electronics/Secure Technology is responsible for the cost of freight. Prepay and add only when authorized by the Logistics Department.

1.2 CARRIERS AND ACCOUNTS

Carrier and account information, shipment mode and ship to address/destination to be notified by BEI/STC buyer or on a BEI/STC Purchase Order.

1.3 DO NOT DECLARE (OR INSURE)

Do not declare a value on waybill with a carrier for insurance purpose for any shipment, unless instructed and authorized by BEI/STC logistics personnel.

1.4 CONSOLIDATION OF SHIPMENT

Consolidate weekly orders to one shipment per week from each location unless specifically authorized by Benchmark/Secure Procurement. Consolidate as a single shipment all packages on one waybill. Ensure the shipping documents are enclosed in a plastic pouch attached with the lead carton of the shipment (if the shipment has more than 1 carton).

1.5 DECLARED OR RELEASED FREIGHT RATES

When shipping via motor carrier and the rates are based on declared or released valuation; indicate highest legal value for lowest available rate.

1.6 CLASSIFICATION

Describe material on bill of lading or air waybill to obtain lowest legal rate.

1.7 THIRD PARTY BILLING

Third Party billing will not be accepted unless the BEI/STC Purchase Order is referenced on the bill of lading, airway bill, or waybill.

1.8 BEI/STC P.O. NUMBER, PART NUMBER, PACK LIST NUMBER, WAYBILL NUMBER:

Please make sure your commercial invoice and waybill always reference them

1.9 PACKING LIST (Required For Domestic and International Shipment)

A packing list must be attached to the shipping container indicating:

- *Supplier Name
- *Description of Material
- *Date of Shipment
- *PO Item/Position Number
- *Package Count
- *Benchmark/Secure PO Number
- *Quantity Shipped
- *"Ship to" Address
- *Part Number
- *Pallet Count
- *Weight

Reminder: Vendors are required to provide basic details including itemized value on invoice to BEI/STC Accounting

1.10 COMMERCIAL INVOICE REQUIRED FOR ALL INTERNATIONAL SHIPMENTS

(Including international small package shipment via courier service) For International shipment crossing customs borders, Commercial Invoice is required with itemized shipment value. Non conformant shipments could cause delay and import customs entry rejection. Commercial Invoice must be provided to the carrier with the shipment indicating:

- *Sold By Name
- *Ship From Name and Address
- *Sold To Name
- *Intermediate Ship To Address (if applicable)
- *Ship To Name and Address
- *P.O./S.O number
- *Part Number
- *Line Item Description
- *Line Item Value
- *Unit of Measurement
- *Line Item Quantity
- *Country of Origin
- *HTS Number (at least the first 6 digits of the number)
- *ECCN number (if applicable)
- *Export License (if applicable)
- *Pallet Count
- *Weight

1.11 PACKAGING & SHIPMENT LABELS

Use clean and sturdy carton box/container/bag only. Every box, container or bag must be barcode labeled showing BEI/STC's PO. Number – item number and if your packing list serves as the shipping label, please ensure that our order number is visible through the transparent envelop.

1.12 HAZARDOUS MATERIAL

- (a) All hazardous-materials shipments must be properly packaged and prepared under 49 CFR (Code of Federal Regulations) or under IATA / ICAO (international air transport association/international civil aviation organization) regulations.
- (b) You must be prepared to provide a copy of the material safety data sheet (MSDS) for your materials upon our request.
- (c) You must be prepared to provide the UN/ID identification number.

1.13 LITHIUM BATTERIES

International transporters of LITHIUM BATTERIES must make sure their packaging and documentation is in compliance with ICAO (International Civil Aviation Organization) regulations and IATA (International Air Transport Association) packaging standards 965-970.

1.14 DRY ICE – PERISHABLE SHIPMENTS

Shipments packed in dry ice to control temperature of product should be shipped via Air Express service. Do not ship on Friday or day before a holiday. Call Logistics Department and advice date of shipment and air waybill number.

1.15 SHIPMENTS REQUIRING SPECIAL HANDLING OR EQUIPMENT

Notify the Logistics Department prior to shipment when shipments are over dimensional, require special handling, or specialized transportation equipment for specific routing instructions 48 HOURS PRIOR TO SHIPMENT.

1.16 VOLUME SHIPMENTS

Contact the Logistics Department for special routing instructions on any ground shipment weighing 2,500 pounds (1136 kilos) or more, or air freight shipment weighing over 500 pounds (227 kilos).

1.17 TRANSPORTATION CHARGE-BACK

Failure to comply with these routing instructions will result in a Transportation Charge Back of excess freight expenses incurred to Supplier. Any deviation from these published routing instructions must be approved by BEI/STC Logistics Manager prior to shipment.

Section 2 BENCHMARK/SECURE APPROVED CARRIERS

The following lists define the approved carriers for Ground, Air and Ocean shipments. BEI/STC will not be responsible for freight costs if a non-approved carrier is utilized without prior Benchmark's / Secures authorization.

2.1 DOMESTIC GROUND SERVICE

- 1 – 150 Pounds **UPS Ground** (Small Package/Parcel Only – No Palletized Freight)
- 151 – 2,500 Pounds **Fed Ex Freight** (Ground LTL – Palletized Freight)
- 2,500 Pounds and Over **Contact Site Benchmark/Secure Logistics Department for Routing**

2.2 US DOMESTIC AIR SERVICE

- 1 – 150 Pounds **UPS Second Day Air** (*AirC)
UPS Next Day Saver (AirC for critical shipment)
- 151 Pounds and Over **Expeditors International**
Consol Service (*AirF)

2.3 BETWEEN U.S. AND MEXICO (GROUND CROSSING CUSTOMS BORDER)

- 1 – 150 Pounds **UPS Ground** (Small Package/Parcel Only – No Palletized Freight)
- 151 – 2,500 Pounds **Fed Ex Freight** (Ground LTL – Palletized Freight)
- 2,500 Pounds and Over **Contact Site Benchmark/Secure Logistics Department for Routing**

2.4 INTERNATIONAL AIR

- 1 – 250 Pounds (113 kilos) **UPS Worldwide Expedited** (*AirC) -Small Package/Parcel Only
No Palletized Freight
- 251 Pounds (114 kilos) – 500 Pounds (227 kilos) **Expeditors International
Consol Service** (*AirF)
Intra Asia: **Dimerco Express** (*AirF)
- 501 Pounds (228 kilos) and Over **Contact Site Benchmark/Secure Logistics Department for Routing**

**AirC = Air Courier (Small Package). AirF = Air Freight*

2.5 OCEAN - INTERNATIONAL

Between	And	Weight Category	Service	Carrier
Asia	Asia	> 1100 lbs (500 kg)	LCL / FCL	Dimerco Express
Asia	Non Asia	> 1100 lbs (500 kg)	LCL / FCL	Expeditors
Non-Asia	Non-Asia	> 1100 lbs (500 kg)	LCL / FCL	Expeditors
Non Asia	Asia	> 1100 lbs (500 kg)	LCL / FCL	Expeditors

Section 3 U.S. ISF Security Filing (10+2) Requirements:

ISF REQUIREMENT FOR OCEAN (NON-BULK) IMPORTS TO USA ***FILING REQUIRED 96 hours prior to LOADING (AT ORIGIN)*** U.S. Customs requires an ISF to be filed for all shipments traveling to the U.S. via an ocean carrier. Suppliers must provide all 10 ISF data elements to Expeditors International (Benchmark’s / Secure’s) customs broker/service provider) at least 96 hours prior to cargo loading on the vessel at foreign origin port of departure. FAILURE to do so may result in a NO LOAD mandates and/or fines up to USD\$5,000 per occurrence. If the ISF information is not supplied in the time frame requested, then all additional expenses incurred due to fines and/or no load mandates (storage, demurrage, etc.) will be at the supplier’s expense. An Importer Security Filing (ISF) Information Form must be completed for each ocean import shipment. The ISF Information Form must be completed and returned to Expeditors International 24 hours prior to the container being loaded on the foreign vessel. The completed ISF Information Form should be sent to your local Expeditors International office. If there is a question or you are unsure how to provide the data elements, please email your inquiry to tracey.pruett@bench.com. If supplier is the Importer of Record, then supplier is responsible to file ISF with your service provider. All costs related to delays and fines will be at seller’s expense.

Section 4 US Government Compliance

The supplier's (seller's) shipper (ship-from) location and transportation carriage agents should make sure they are in compliance with all US Customs Border Protection and other US Government agency laws and requirements. For your convenience the following Internet websites may be of interest.

4.1 Container Security: US Customs - Trade Partnering Against Terrorism (C-TPAT)

- As required by US Customs, a high security seal must be affixed to all (full) loaded containers bound for the United States.
- All seals must meet or exceed the current PAS ISO 17712 standards for high security seals.

- For more information about these requirements, visit C-TPAT Importer Security Criteria on the US Customs and Border Protection website at: http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/

4.2 US Customs 24-Hour Manifest Rule

- The US Customs 24-Hour Manifest Rule requires the carrier to present specific shipping details to US Customs 24 hours prior to loading, or the container will not be loaded.
- For more information about these requirements, visit the following US Government Customs Border Protection website:
http://www.cbp.gov/xp/cgov/newsroom/news_releases/archives/cbp_press_releases/012003/01302003.xml

4.3 US Customs Importer Security Filing (10+2)

- Effective January 26, 2010 US importers must arrange to submit an Importer Security Filing (ISF) with US Customs Border Protection (CBP) for each ocean shipment intended for movement to a US port.
- For more information about this new ruling, visit the following US Government CBP website:
http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing

4.4 Wood Packing Material (WPM) Regulations (ISPM 15)

- The US Department of Agriculture (USDA) requires all Wood Packing Materials (WPM) coming into the US to be heat-treated or fumigated and appropriately marked as such, using the "IPPC Certified Mark".
- Paper certificates of treatment are not acceptable.
- For more information on these requirements, visit the USDA website at:
http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/wpm_heat_treatment.shtml

4.5 International Transportation, Packaging and Documentation Standards

Benchmark business partners are responsible for following all international laws and regulations as they apply to transportation and carriage of goods to the ultimate ship-to destination. Below is a list of some key websites containing international transportation and cargo carriage standards, requirements and regulations:

- IATA – International Air Transport Association: www.iata.org/
- ICAO – International Civil Aviation Organization: www.icao.int/
- IMO – International Maritime Organization: www.imo.org/
- ISO – International Standards Organization: www.iso.org/
- US FMCSA – Federal Motor Carrier Safety Administration: www.fmcsa.dot.gov/