



## SUPPLIER ROUTING GUIDE

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## SUPPLIER ROUTING GUIDE

### PURPOSE

This routing guide details important information regarding shipment of goods to Amistco Separation Products Inc., dba AMACS and its subsidiaries. Instructions should be followed unless other guidance is provided in writing by an AMACS representative.

### SCOPE

This routing guide affects all suppliers that do business with AMACS and affects any product that could be shipped to any AMACS facility, third party location, or direct shipment. Incoterms 2010 applies unless otherwise agreed to in writing

#### **Non-compliance**

Failure to comply with these instructions and the use of specific carriers may result in a debit memo to your account for the difference in cost between approved carrier charges, plus a fee for administrative expenses.

### PACKAGING/SHIPPING REQUIREMENTS

All products shipped to AMACS by a supplier or outside processor must be packaged and transported in a means which will protect it against transit and storage damage, deterioration, contamination, as well as against any other condition that would render the product unfit for its intended purposes. The packaging shall be designed to protect the product taking into account the product weight, size, geometry, physical and chemical properties in order to eliminate the potential of being unfit for intended usage. Additional packaging requirements may be required per the purchase order or drawing. A supplier label shall be applied to each package shipped to a AMACS facility with all label information legible and readable. Each package should be segregated to by both part number and batch/lot code, not mixing multiple batch/lots or part numbers in the same package or bundle. Each label must contain the information:

- AMACS Part # and revision level (if applicable)
- AMACS PO number
- Quantity/UOM
- Part Description
- Batch/Lot
- Supplier name and manufacturing address
- AMACS receiving facility
- Packaging list requirements as required per the PO



Packages drop shipped to locations other than AMACS facility will need to follow instructions as given by the AMACS PO

- A. Individual boxes or master shipping cartons must not exceed 35LBS gross weight; sent loosely or palletized (skid). Any exceptions must be approved prior to shipping. AMACS reserves the right to return and/or reject cartons that arrive in excess of 35LBS without prior approval. It is recommended that boxes weighing more than 35LBS be labeled to notify that the box is heavy.
- B. Individual boxes or master shipping cartons must be modular to pallet. Stock must not extend beyond the edges of pallet.
- C. There must only be one (1) line item in each package. Do not mix part numbers or purchase order numbers within a package. The bar code label placed on the package must represent the contents of the package.
- D. A packing list must be affixed to either the outside of the package (preferred) or placed inside the box. If the packing slip is inside the box, the box containing the packing slip must clearly be marked "Packing Slip Enclosed". Only one packing list is required for each shipment. The packing list must include the following information:
  - a. Supplier name
  - b. AMACS Purchase Order Number(s)
  - c. AMACS Part Number(s)
  - d. Supplier/Manufacturer Part Number(s)
  - e. Quantity shipped (in unit of measure ordered on the Purchase Order)
- E. For parts that require a Certificate(s), the certificate should be emailed to AMACS procurement personnel. Portable Document Format (.pdf) is the recommended format.
- F. If the shipment contains small boxes, consolidate these small boxes into a master shipping carton for ease of shipment. Do not put multiple parts into one master carton
- G. Pallet Deliveries
  - a. Palletized or crated material must not exceed 3,000 pounds gross weight, unless approved otherwise.
  - b. A minimum of 3 ½ inches under-clearance must be maintained and fork entry width must be no less than 28 inches.
  - c. All pallets destined outside of the United States must be shipped on a heat treated or fumigated pallet and contain a clear and visible stamp. (See international pallet requirements below)
  - d. All pallets must be class B or better, 40" x 48" hardwood, no missing boards, and one center rail.
  - e. The pallet height must be no greater than 60" for air shipments and 85" for truck or ocean shipments (including the pallet).
  - f. Non-metallic banding materials are preferable and should be employed where feasible to prevent shifting of loads and to ensure safe handling.
  - g. Shrink or stretch films are acceptable when used within film specification limits
  - h. Pallets containing one (1) line item, place the bar code label on the shrink wrap toward the bottom of the pallet.



- i. For pallets containing multiple line items, mark "MIXED PALLET" on the outside of the shrink wrap
- H. Because of AMACS business nature, material may need to be packed in oversized containers, pallets, crates, bundles, etc.; this is permissible so long as receiving point is notified.
- I. Bundles are not desirable, but are permissible if packing/crating is not economical. Adequate part protection must be provided. AMACS approval for this shipping method is required.
- J. All solid wood material used must be ISPM 15 compliant. Please refer to: <http://www.cbp.gov/border-security/protecting-agriculture/wpm>. This is mandatory as shipments sent to Laredo, Texas are forwarded to Mexico and are considered international.
- K. For suppliers making local deliveries, shipments must arrive at the AMACS warehouse between 8:00 a.m. and 4:00 pm on the scheduled delivery day.
- L. A Bill of Lading associated with LTL shipments must at a minimum include:
  - a. Supplier name
  - b. A 'Bill To' of AMACS c/o 14211 Industry St Houston, TX 77053
  - c. "Ship to" address
  - d. Number of cartons/pallets shipped
  - e. Weight of shipment
  - f. Class
  - g. Ship date
  - h. AMACS Purchase Order Number(s)
  - i. Tracking Number
  - j. Description of the shipment
- M. Shipping manifests associated with small parcel shipments must at a minimum include:
  - a. Supplier name
  - b. Supplier Point of Contact and phone number
  - c. AMACS Purchase Order Number(s)

## AMACS Incoming Receiving Requirements

In addition to the packaging and labeling requirements noted above, the following requirements must also be fulfilled in order to receive and invoice and product shipped to AMACS

- Vendor form – this document will be supplied by buyer or logistics team. It contains all required information to set up pick up or arrange for shipment. **Please fill up data properly and return along with required documents. No instructions will be provided if documents are missing. Documents must be mailed to: [imports@amacs.com](mailto:imports@amacs.com) and [logistics@amacs.com](mailto:logistics@amacs.com)**
- **Documentation Requirements**
  - All paperwork provided must be legible & readable
  - MTR: Metal components must include mill certification with material test report of physical & chemical properties, as well as detail for the melt process anneal condition, etc. The material test report must detail both test method used & units of measure.



- Packing List: All quantities on the packing list paperwork and the physical counts must match each other.
- International Shipments require an Invoice
- International Shipments: NAFTA certificate or country of origin letter. If shipping equipment, a manufacturer affidavit is required.
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- Any product drop shipped from a third party must include the AMACS purchase order in the packing list, NOT the purchase order between the Tier 1 supplier and the third party
- All turnkey/custom finished products must include an inspection report.
- All products which have undergone special processes (plating, heat treat, welding, etc.) or where otherwise have been requested in the PO shall include a certificate of compliance (C of C) in the packing list
- All Vendor Managed Inventory “VMI” contractor quotes and purchase orders must be routed through supply chain for approval
- All credit card transactions must have “attention to” contact listed on the packaging. Please note that any chemicals, adhesives, curatives, fillers, reactors, metals, fibers, or any other item that can be construed as “chemical substance” must be procured under an AMACS purchase order and not a credit card transaction.

## Labeling Requirements

**\*\*PLACEHOLDER FOR FUTURE CONSIDERATIONS\*\***

## AMACS DELIVERY LOCATIONS

### **Corporate Headquarters/US Location/Domestic Shipment**

14211 Industry St.  
Houston, TX 77053

### **International Locations**

SMT Products International S de RL de CV  
Ruiz Cortines 2501 Ote, Pedregal de Linda Vista  
Guadalupe, Nuevo León, México 67112

### **US Shippers Shipping Internationally**

Kuehne + Nagel, Inc. c/o AMACS  
El Portal Industrial Park  
12018 Auburn Rd.  
Laredo, TX 78045

## GENERAL ROUTING REQUIREMENTS

- Use of any other carrier is prohibited unless approved by AMACS Logistics



- AMACS will not be responsible for freight charges associated with non-compliance of these routing instructions. Examples include:
  - “collect” shipments with the incorrect carrier
  - “3<sup>rd</sup> Party” shipments billed to AMACS, using the incorrect carrier
  - “Prepay/Add to Invoice” shipments unless approved in writing prior to shipment
  - For all UPS/FedEx shipments, please ship them collect on an AMACS account **Please do not ship as third party billing for small parcel shipments. Also make sure, to not enter a declared value for insurance purposes.**
- Expediting or Air shipments require buyer, logistics or material manager’s approval. This must be in writing.
- Do not insure shipments or declare values for carriage unless approved by AMACS in writing.
- Unless specified, all releases for any open order or orders are to be consolidated and shipped once per week or with frequency specified on purchase order.
- For LTL shipments, one BOL is required per shipment. Multiple lines or POs are to be combined. No multiple BOLs are allowed when shipping same day and to same destination.
- Shipping instructions are to be provided on purchase order, if you are on a special program such as milk run, dedicated truck or call in, please contact AMACS purchasing and logistics resource for instructions.
- Call in shipments must be notified to AMACS with sufficient time to plan for pick up. **Please use vendor form when confirming shipment is ready.**
- Vendor form – this document will be supplied by buyer or logistics team. It contains all required information to set up pick up or arrange for shipment. **Please fill up data properly and return along with required documents. No instructions will be provided if documents are missing. Documents must be mailed to: [imports@amacs.com](mailto:imports@amacs.com) and [logistics@amacs.com](mailto:logistics@amacs.com)**
- For all 3<sup>rd</sup> party (non-AMACS to non-AMACS) shipments shipping: Ground only up to 300LBS UPS, over 300 LBS XPO, for services other than ground please e-mail [logistics@amacs.com](mailto:logistics@amacs.com)
- Only the UPS/FedEx account numbers listed are to be used when instructed. Do not use any other account previously used.
- For shipments of capital equipment, please contact [logistics@amacs.com](mailto:logistics@amacs.com) for routing instructions.
- Transportation Routing Accounts (Ground)
  - Small Package Billing: FedEx Acct# 165695259
  - Small Package Billing: UPS Acct#: 58R44F
  - Less-than-truckload (LTL) and FTL third party billing address on the Bill of Lading:  
Amistco Separation Products, Inc. dba AMACS  
14211 Industry St  
Houston, TX 77053

## Final notes:

- Purchase order will usually include shipping instructions, if these are not included please email: [logistics@amacs.com](mailto:logistics@amacs.com) to get specific instructions.



- Contact AMACS logistics group when requiring full truck load, flat beds, bulk transport or any other means of dedicated or specialized transportation.
- Adherence to these routing instructions should not relieve vendor from meeting requirements of all governmental regulations and standard codes of practice.
- Notify AMACS if your shipping point is scheduled for an extended shutdown or when national holidays occur, please do with sufficient anticipation for planning shipping accordingly.
- Most freight carriers have websites to facilitate shipment creation, we strongly recommend using this tool and registering to develop a shipping list which will make subsequent shipments much efficient and accurate. Shipment notification messages can be generated using these tools, eliminating follow up shipment confirmation, phone calls, or emails from your shipping department or customer service. Please discuss system capabilities and training direct with carrier.