



**International and Domestic
Logistics Routing Guide
November 2021**

General Logistics Guidelines

Suppliers are required to comply with the logistics guidelines contained in this document. Suppliers are to use the mode and carrier specified by Emerson. **Higher costs incurred due to non-compliance are the responsibility of the supplier.**

Suppliers are expected to prepare goods and book shipment at the appropriate time in order to meet required-by dates. Suppliers are responsible for working with Emerson buyers to understand transit times and plan shipments accordingly. **Higher costs due to expedited shipments needed to meet agreed-to required-by dates are the responsibility of the supplier.**

Suppliers are responsible for the costs of re-routing shipments misdirected due to improper booking or labeling. Suppliers are responsible for the performance and compliance of any third-party warehouses or logistics providers employed by the supplier.

Use of account numbers provided within this guide is strictly limited to shipments to Emerson or third-parties only with express instruction. Suppliers are prohibited from sharing these account numbers with any third parties or using them for any other purpose.

Copies of invoice and packing slip are to be sent electronically to your Emerson buyer along with shipment tracking number as soon as booking is complete. Suppliers are responsible for ensuring that the quantity of goods shipped matches the packing list and commercial invoice. Suppliers are responsible for ensuring that goods are shipped in an undamaged condition.

Consolidation Guidelines – Overseas Suppliers

Suppliers are to have goods prepared such that they can meet required on-dock dates with a single bulk shipment made once per week. Our intent is to replace several smaller more expensive shipments with a single less expensive shipment that will be booked in the Emerson SCO portal. Exceptions can be made at our request for first article submission, quality exceptions, or to prevent a production stoppage. After confirming receipt of these instructions, any shipments made without evidence of a plant request will be charged back to your company.

If you have less than 100 lbs (45 kgs) to ship on your bulk shipment day, please contact the appropriate buyer/planner at the plant for authorization to ship via DHL Express. This should only be requested for orders due within two weeks. If orders are due more than two weeks in the future, they should be held to ship with the following week's consolidation.

Work with your buyer to ensure that you can plan shipments effectively while meeting purchase order required dates. Specific questions regarding logistics plans may also be directed to Lauren Durrigan (Lauren.Durrigan@emerson.com) or Jeff Sims (Jeff.Sims@emerson.com)

Most of World shipments to North America



Preferred Modes: Ocean Via APLL | Heavy Air via Emerson SCO Portal

Expedited Modes: Express Heavy Air via Emerson SCO portal | DHL Express Parcel

Ocean – Palletized shipments over 150 lbs (70 kgs)



As of November 9, 2020, shipments from Japan to US will be entered through SCO. All other shipments will be coordinated directly with APL Logistics for pickup. For questions and initial shipments, please contact Lauren.Durrigan@emerson.com or Jeff.Sims@emerson.com

APLL

Please contact the closest APLL origin office for assistance booking the origin ground leg :

Origin Port	Contact Phone	Contact	Email
HONG KONG	852-23027490 ext.3490	Kenny Chong	Kenny_chong@apllogistics.com
HONG KONG	852-23027499 ext.3499	Macy Yu	Macy_yu@apllogistics.com
SHANGHAI	86-21-26105769	Bobo Gan	Bobo_gan@apllogistics.com
SHANGHAI	86-21-26105863	Vincy Zhang	Vincy_zhang@apllogistics.com
SHANGHAI	86-21-26105952	Emma Zong	Emma_Zong@apllogistics.com
SHENZHEN YANTIAN	86-755-22171065	Lieye Guo	lieye_guo@apllogistics.com
SHENZHEN YANTIAN	86-755-22171167	Ben Chen	Ben_Chen@apllogistics.com
TAIWAN	886-2-2514-5954	Aileen Chen	Aileen_chen@apllogistics.com
TAIWAN	886-2-2514-5937	Jessie Cheng	Jessie_cheng@apllogistics.com
XIAMEN	86-592-5698612	Sandy Zhang	sandy_zhang@apllogistics.com
XIAMEN	86-592-5698614	Benson Tan	benenson_tan@apllogistics.com
PORT KELANG	60356389000	Letchumi Piragilathan	apllyshcsr@apllogistics.com
PORT KELANG	60356389000	Nuraiza Ismail	apllyshcsr@apllogistics.com
PENANG	6042289898	Aida Johanna Zulkiflee	apllypencsr@apllogistics.com
PENANG	60124305290	Catherine Tan	catherine_tan@apllogistics.com
THAILAND	66 2 664 5050 X 8446	Wimon Chala	Wimon_Chala@apllogistics.com
THAILAND	66 2 664 5050 X 8441	Sukumal Srprasit	Sukumal_Srprasit@apllogistics.com
ALL EUROPE	+31 10 506 1940	Sarah Hekman	Sarah_Hekman@apllogistics.com
ALL EUROPE	+31 10 506 1927	Anita Vrijenhoek	Anita_Vrijenhoek@apllogistics.com

The Business Unit will provide additional instructions to suppliers regarding management of ocean kanban programs, which parts meet ocean shipment requirements, and appropriate quantities.



Heavy Air – *Palletized shipments over 100 lbs (45 kgs)*

Emerson Supply Chain Optimization (SCO) Portal



Suppliers must first get approval from the buyer before scheduling an air shipment.

Suppliers must submit a manual booking form to the buyer and lauren.durrigan@emerson.com or Jeff.Sims@emerson.com for entry into the SCO system.

SCO Shipment ID will be provided to the supplier as soon as the freight is booked with a carrier. The SCO Shipment ID Number must be noted on packaging and all documents

International Parcel – *Shipments under 100 lbs (45 kgs).*

Please refer to the next page for the routing guide effective 7/1/2021.

Please consolidate goods in as few boxes as possible; however, limit the weight of each box to no more than 20 kgs / 45 lbs.

For account number to use for payment, please contact lauren.durrigan@emerson.com or jeff.sims@emerson.com

All international shipments require a commercial invoice and packing list. All customs documentation (commercial invoice) must reflect the value of the goods and be provided in English for US Customs purposes.

Air Parcel Routing Guide

Origin \ Destination		APAC		EUROPE		AMERICAS		REST OF WORLD		CIS (RU & KZ)
		0-70 kg	Over 70kg	0-70 kg	Over 70kg	0-70 kg	Over 70kg	0-70 kg	Over 70kg	ALL
AMERICAS	CA	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	US	FEDEX	DHL	FEDEX	DHL	FEDEX	DHL	FEDEX	DHL	DHL
	REST OF AMERICAS	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
APAC	CN	FEDEX	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	HK	FEDEX	FEDEX	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	IN	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	JP	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	KR	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	MY	FEDEX	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	OCEANIA	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	PH	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	SG	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	TH	FEDEX	FEDEX	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	TW	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
REST OF APAC	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	
EUROPE	AT	TNT	TNT	TNT	TNT	TNT	TNT	TNT	TNT	DHL
	BE	UPS	TNT	UPS	TNT	UPS	TNT	UPS	TNT	DHL
	CH	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	CZ	FEDEX	FEDEX	DHL	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	DE	FEDEX	FEDEX	UPS	TNT	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	DK	FEDEX	FEDEX	FEDEX ①	TNT	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	ES	TNT	TNT	TNT	TNT	TNT	TNT	TNT	TNT	DHL
	FR	FEDEX	FEDEX	DHL ②	TNT	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	GB	FEDEX	FEDEX	FEDEX ③	FEDEX ③	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	HU	DHL	DHL	TNT ④	TNT ④	DHL	DHL	DHL	DHL	DHL
	IE	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	IT	FEDEX	FEDEX	TNT	TNT	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	NL	FEDEX	DHL	UPS	TNT	FEDEX	DHL	FEDEX	DHL	DHL
	NO	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL
	PL	FEDEX	FEDEX	UPS ⑤	FEDEX ⑤	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	RO	DHL	DHL	DHL ⑥	DHL ⑥	DHL	DHL	DHL	DHL	DHL
	SE	FEDEX	FEDEX	TNT	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	DHL
	SK	FEDEX	FEDEX	DHL	DHL	FEDEX	FEDEX	FEDEX	FEDEX	DHL
TR	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	
REST of EU	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	
MEA (including IL)	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	
PERMASENSE DG LOT	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	FEDEX	DHL	
WESSLING ASIA INBOUND	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	
WESSLING DG LOT	TNT	TNT	TNT	TNT	TNT	TNT	TNT	TNT	DHL	
CIS (RU & KZ)	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	DHL	

- Note:**
- ① DK domestic <70kg is awarded to TNT;
 - ② FR domestic <70kg is awarded to TNT;
 - ③ GB domestic <70kg is awarded to UPS, and > 70kg to DHL;
 - ④ HU all domestic is awarded to DHL;
 - ⑤ PL all domestic is awarded to DHL;
 - ⑥ RO all domestic is awarded to TNT.



US shipments to North America

Preferred Modes: Truckload via Emerson SCO Portal | Less-than Truckload (LTL) via Emerson SCO portal | FedEx Parcel

Expedited Modes: FedEx Express Priority Overnight

Less-Than-Truckload (LTL) — *shipments between 100 lbs and 20,000*



For locations shipping at least once per week to Emerson:

Emerson Supply Chain Optimization (SCO) Portal

Ground shipments within North America



Emerson's SCO Portal is also used to book palletized ground freight to Emerson sites in North America.

Suppliers must register for training and access by completing the supplier survey found at <http://www.emersonsuppliers.com>. Follow the link on the left-hand side under Download Site/Location Survey Template.

Completed surveys should be submitted to SCOsupport@emerson.com. Training will be scheduled within a week of the survey being complete.

Login: <https://otmgtm-a589385.otm.us2.oraclecloud.com>

SCO Shipment ID Number must be noted on packaging and all documents.

*If do not have a log-in, contact lauren.durrigan@emerson.com or Jeff.Sims@emerson.com with a completed Manual Booking Form and the buyer on copy.

For suppliers shipping less than once per week to Emerson:

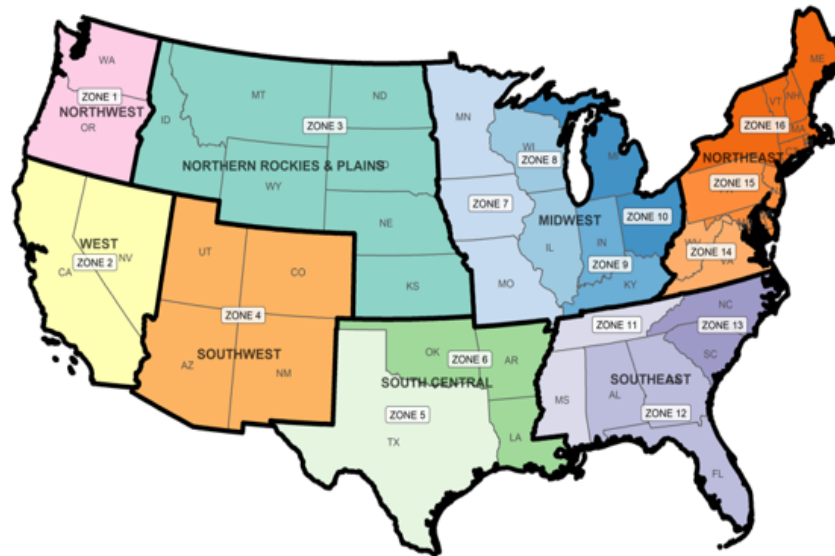
Refer to routing guide on next page (Effective 11/8/2021)

Special Note: *As of 11/8/2021 FedEx LTL will no longer be a valid carrier for Emerson and shipper may be responsible for payment if FedEx is used.*

LTL ROUTING MATRIX

ORIGIN	DESTINATION																									
	Zone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	CAN-1	CAN-2	CAN-3	CAN-4	CAN-5	CAN-6			
1	RETL	CNwY	CNwY	CNwY	SAIA	SAIA	CNwY	UPGF	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	SAIA	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	CNwY		
2	OAKH	OAKH	RETL	RETL	SAIA	SAIA	UPGF	CNwY	CNwY	CNwY	CNwY	UPGF	CNwY	UPGF	SAIA	CNwY	CNwY	UPGF	CNwY	CNwY	CNwY	UPGF	UPGF	CNwY		
3	CNwY	RETL	CCYQ	CNwY	SAIA	SAIA	CNwY	SAIA	CNwY	SAIA	CNwY	CNwY	CNwY	SAIA	CNwY	SAIA	SAIA	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	CNwY		
4	UPGF	RETL	RETL	RETL	CNwY	SAIA	CNwY	CNwY	SAIA	CNwY	SAIA	UPGF	CNwY	SAIA	SAIA	SAIA	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	UPGF	CNwY		
5	CNwY	CNwY	CNwY	CNwY	AACT	SAIA	CNwY	CNwY	AACT	CNwY	AACT	AACT	AACT	AACT	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	UPGF	UPGF	UPGF	UPGF		
6	SAIA	SAIA	SAIA	SAIA	AACT	SAIA	SAIA	CNwY	CNwY	AACT	AACT	AACT	AACT	AACT	SAIA	CNwY	UPGF	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	CNwY		
7	SAIA	UPGF	SAIA	CCYQ	SAIA	SAIA	DAFG	DAFG	DAFG	ABNE	DAFG	UPGF	CNwY	UPGF	SAIA	CNwY	HMES	CNwY	CNwY	UPGF	UPGF	UPGF	UPGF	UPGF		
8	SAIA	SAIA	SAIA	SAIA	UPGF	SAIA	DAFG	DAFG	DAFG	ABNE	HMES	SAIA	SAIA	UPGF	SAIA	UPGF	HMES	HMES	CNwY	UPGF	UPGF	UPGF	UPGF	UPGF		
9	UPGF	SAIA	SAIA	UPGF	SAIA	SAIA	DAFG	DAFG	DAFG	ABNE	DAFG	HMES	HMES	HMES	PITD	PITD	UPGF	HMES	HMES	CNwY	CNwY	CNwY	UPGF	CNwY		
10	UPGF	SAIA	SAIA	UPGF	SAIA	SAIA	ABNE	ABNE	ABNE	MCAI	DAFG	HMES	HMES	PITD	PITD	UPGF	HMES	CNwY	CNwY	CNwY	CNwY	UPGF	CNwY	CNwY		
11	CNwY	CNwY	SAIA	SAIA	AACT	SAIA	DAFG	HMES	HMES	DAFG	DAFG	AACT	AACT	SAIA	CNwY	CNwY	HMES	HMES	UPGF	UPGF	UPGF	UPGF	UPGF	CNwY		
12	UPGF	CNwY	SAIA	CNwY	AACT	SAIA	HMES	HMES	AACT	HMES	AACT	CNwY	AACT	SAIA	CNwY	UPGF	HMES	CNwY	CNwY	CNwY	CNwY	UPGF	UPGF	CNwY		
13	UPGF	SAIA	CNwY	UPGF	AACT	SAIA	CNwY	SAIA	CNwY	AACT	HMES	AACT	AACT	UPGF	UPGF	CNwY	HMES	CNwY	CNwY	CNwY	CNwY	UPGF	UPGF	CNwY		
14	SAIA	UPGF	CNwY	UPGF	SAIA	SAIA	UPGF	SAIA	PITD	CNwY	SAIA	CNwY	UPGF	PITD	PITD	UPGF	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	UPGF	CNwY		
15	UPGF	SAIA	SAIA	SAIA	CNwY	SAIA	CNwY	SAIA	PITD	PITD	SAIA	CNwY	SAIA	UPGF	PITD	SAIA	CNwY	CNwY	CNwY	UPGF	UPGF	UPGF	UPGF	CNwY		
16	CNwY	CNwY	SAIA	SAIA	CNwY	SAIA	CNwY	CNwY	CNwY	SAIA	SAIA	UPGF	UPGF	CNwY	UPGF	UPGF	UPGF	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	CNwY		
CAN-1	CNwY	UPGF	CNwY	UPGF	CNwY	SAIA	UPGF	HMES	HMES	HMES	HMES	CNwY	HMES	CNwY	CNwY	CNwY	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO		
CAN-2	CNwY	CNwY	CNwY	CNwY	CNwY	SAIA	CNwY	HMES	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	UPGF	CNwY	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO		
CAN-3	CNwY	CNwY	CNwY	CNwY	UPGF	SAIA	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO		
CAN-4	CNwY	CNwY	CNwY	CNwY	UPGF	SAIA	CNwY	CNwY	CNwY	UPGF	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO		
CAN-5	UPGF	UPGF	UPGF	UPGF	UPGF	SAIA	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	UPGF	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO		
CAN-6	CNwY	CNwY	CNwY	CNwY	CNwY	SAIA	CNwY	CNwY	CNwY	UPGF	CNwY	CNwY	CNwY	CNwY	CNwY	CNwY	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO		

- Zone 1 OR, WA
 - Zone 2 CA, NV
 - Zone 3 ID, MT, NE, ND, SD, WY, KS
 - Zone 4 AZ, CO, NM, UT
 - Zone 5 TX
 - Zone 6 AR, LA, OK
 - Zone 7 MN, IA, MO
 - Zone 8 WI, IL
 - Zone 9 IN, KY
 - Zone 10 MI, OH
 - Zone 11 TN, MS
 - Zone 12 AL, GA, FL
 - Zone 13 NC, SC
 - Zone 14 WV, VA
 - Zone 15 DC, DE, MD, NJ, PA
 - Zone 16 CT, MA, ME, NH, NY, VT, RI
 - CAN-1 ON
 - CAN-2 QC, NB, NS, PE, NL
 - CAN-3 MB
 - CAN-4 AB, SK
 - CAN-5 WT, NT, NU
 - CAN-6 BC
- AACT AAA Cooper
 - ABNE Aberdeen
 - CNwY XPO Freight
 - CENF Central Freight Lines
 - DAFG Dayton Freight
 - FXFE FedEx Freight
 - HMES Holland Motor
 - LMEL Lake Motor Express
 - PITD Pitt Ohio
 - RDwY YRC Freight
 - RETL Reddaway
 - SAIA Saia
 - STDF Standard Forwarding
 - UPGF UPS Freight
 - ABFS ArcBest
 - CGVO CCT
 - OAKH Oak Harbor
 - CCYQ Cross Country Freight



Full Truckload (TL)

For locations shipping at least once per week to Emerson:

Emerson Supply Chain Optimization (SCO) Portal

Ground shipments within North America

Suppliers must register for training and access by completing the supplier survey found at <http://www.emersonsuppliers.com>. Follow the link on the left-hand side under Download Site/Location Survey Template.

Completed surveys should be submitted to SCOsupport@emerson.com. Training will be scheduled within a week of the survey being complete.

Login: <https://otmgtm-a589385.otm.us2.oraclecloud.com>

SCO Shipment ID Number must be noted on packaging and all documents.

*If do not have a log-in, contact lauren.durrigan@emerson.com or Jeff.Sims@emerson.com with a completed Manual Booking Form and the buyer on copy.

For locations shipping less than once per week to Emerson:

Suppliers must submit a manual booking form for transportation to be scheduled. The manual booking form can be found at <http://www.emersonsuppliers.com>. Follow the link on the left-hand side to SCO Online Training Documents. Then click on the folder for Manual Booking Procedures. Please send to lauren.durrigan@emerson.com or Jeff.Sims@emerson.com to arrange for pickup

Parcel – *shipments under 100 lbs (45 kgs)*

FedEx Ground (preferred) | FedEx Express (expedites)



Please book parcel shipments via 800-GO-FEDEX or online at <http://www.fedex.com/us/>

Please contact PremierGlobalSupport@fedex.com for support.

Shipments should be booked collect, with no insurance. Use of account numbers is strictly limited to shipments to Emerson sites, or third-parties only with express instruction. Suppliers are to consolidate shipments to minimize the number of boxes shipped. Individual boxes should be no more than 40 lbs each. All orders shipped to the same site on the same day should be booked together as a multi-box shipment. If total weight of shipment is over 100 lbs, please book LTL in SCO Portal.

Freight Payment

Bill of Lading Instructions

All areas of the bill of lading must be filled out completely. Shippers booking through SCO will have a bill of lading provided by the program. When booking through SCO it is critical that the program generated bill of lading be used.

Do not create more than 1 bill of lading per day for shipments going from the same origin address to the same destination delivery address.

Completing the "Bill to" Section: Shipments where Emerson is paying the freight should be billed as per the below

SCO (Preferred Method) – Use the SCO generated bill of lading

USA/Canada – Non-SCO

[Business Unit] c/o CASS Bank
PO Box 17626
Saint Louis, MO 63178

Mexico – Non-SCO – Billed to Mexican location

Customs Brokerage

C.H. Robinson

Heavy Air and Ocean shipments from Europe

Team Members: Belinda Denholm, Luke Swenson, Sharaya Schwardt, Serena Whitaker

Team Contact Info: emerson@chrobinson.com | 952-933-4545 (Eden Prairie, MN)



C.H. ROBINSON
WORLDWIDE, INC.

UPS Supply Chain Solutions

Heavy Air and Ocean shipments from Asia

Team Members: Amy Rubino, Ami Pinnick

UPS-SCS General public mailbox | upsemersonbrokerageteam@ups.com



Imports to Canada

Please contact ProTools Trade Compliance prior to shipping for brokerage instructions:

Ridge Tool Company – ProTools.Compliance@emerson.com

Greenlee – Greenlee.Compliance@emerson.com

Imports to/from Mexico

Please contact ProTools Trade Compliance prior to shipping for brokerage instructions:

Ridge Tool Company – ProTools.Compliance@emerson.com

Greenlee – Greenlee.Compliance@emerson.com

DHL Express

Parcel shipments with DHL Express

Shipments valued **under** \$250 USD should be cleared via DHL.



Shipments valued **over** \$250 USD commercial documents are to be turned over to CH Robinson for shipments from Europe (contact info above) or UPS-SCS for shipments from Asia (contact info above).

Please contact the STAR Team at emersoncbap@dhl.com with questions regarding customs clearance of parcel shipments with DHL Express.

PROFESSIONAL TOOLS U.S. IMPORT REQUIREMENTS

To ensure that shipments arrive in a timely manner, the following instructions and information are required for product/materials being shipped to Emerson Professional Tools LLC (Greenlee Tools Inc. (Southaven MS,) Ridge Tool Company (Elyria, OH and Cambridge, OH), Ridge Tool Manufacturing (Orange VA) and Emerson Professional Tools (Ash Flat, AR).

FINAL DESTINATION OF THE GOODS:

Following are the complete addresses of the various facilities you may be shipping to:

Greenlee Tools Inc.
4320 Executive Drive
Southaven, MS 38672 USA

Ridge Tool Company
400 Clark Street
Elyria, OH 44035 USA

Ridge Tool Company - NADC
9877 Brick Church Road
Cambridge, OH 43725 USA

Emerson Professional Tools
90 Highway 62 West
Ash Flat, AR 72513

Ridge Tool Manufacturing
dba Ridgid Products
14100 Old Gordonsville Rd.
Orange, VA 22960

SUPPLIER DOCUMENTATION REQUIREMENTS:

Commercial Invoice

The Commercial/Revenue/Customs invoice is used as the customs declaration and is provided by the party exporting the item(s). A Commercial Invoice must accompany all international shipments and must be in English. All documents must be appropriately completed to the specifications listed below.

The Commercial/Revenue/Customs invoice must contain, at minimum, the following data requirements:

1	Seller: The name and address of the party selling (e.g., supplier or manufacturer) the Items
2	Buyer/Sold-To/Bill-To: The name and address of the company who is buying the Items, and when possible, detailing whether the company is also the importer.
3	Ship-To: The name and address of the company or individual that the Item(s) in which the shipment is being shipped.
4	Professional Tools purchase order number
5	Importer Broker (Notify Party) and Contact Information: this ensures the appropriate parties are contacted to turn the freight over to the appropriate parties. See Customs Broker detail page 10 .

6	Importer of Record Number: Ridge Tool Company or Greenlee Tools Inc.
7	Incoterms
8	Professional Tools part number
9	Description
10	Quantity per line item
11	Unit of Measure
12	Unit price and extended price on each line
13	Total Value of shipment, with the currency that is being utilized stated
14	Country of Origin
15	HTS US – Harmonized Tariff Schedule Number for the commodity or commodities being shipped.
16	Terms of Sale
17	Delivery address w/plant identified MUST be stated (See facilities address page 11)
18	Secure ALL Commercial Invoice documents on the inside of the box (carton). A copy must also be emailed prior to shipment to: Ridge Tool Company ProTools.Compliance@emerson.com or Greenlee Greenlee.Compliance@emerson.com

Standards for Packing List

A Packing List MUST accompany ALL shipments and must be in English. All documents must be appropriately completed to the specifications listed below.

1	Emerson Professional Tools purchase order number
2	Emerson Professional Tools part number
3	Description
4	Quantity per line item
5	Total number of boxes

6	Delivery address w/plant identified MUST be stated (See page 11 for list of site locations)
7	Packing List MUST be attached to all shipments. For international shipments only secure packing list on the inside of the box (carton). A copy must also be emailed prior to shipment to: Ridge Tool Company ProTools.Compliance@emerson.com or Greenlee Greenlee.Compliance@emerson.com

Example of Commercial Invoice/Packing list format:



International
Inv-Pack List 04-23-2

Import Security Filing (ISF)

Import Security Filing (“ISF”) or 10+2 Data (U.S. Only): Advance trade data sent to U.S. Customs. The importer is responsible for supplying the initial 10 or 5 data requirements. The additional 2 data points are the responsibility of the carrier and include the vessel stow plans and container status messages. Additional details on ISF can be found [here](#).

- U.S.-Bound Cargo: Requires 10 data elements:
 - 1.Importer of Record Number
 - 2.Consignee Number
 - 3.Seller (Owner) Name/Address
 - 4.Buyer (Owner) Name/Address
 - 5.Ship-to Party
 - 6.Manufacturer (Supplier) Name/Address
 - 7.Country of Origin
 - 8.Commodity Harmonized Schedule (“HS”) Number –first 6 digits*
 - 9.Container Stuffing Location
 - 10.Consolidator (Stuffer) Name/Address

*Important: Any product that Emerson Professional Tools has not given you assigned (HTS) Harmonized Tariff Schedule classification number, you MUST contact ProTools.Compliance@emerson.com for Ridge Tool Company or Greenlee.Compliance@emerson.com

For ocean shipments, a copy of the Importer Security Filing (ISF) form that is supplied to the freight forwarder must also be included on the commercial documents provided to Emerson Professional Tools.

SHIPPING DETAILS (Addt'l documents to be provided)

- Copy of the Ocean Bill of Lading or Master Airway Bill
- Copy of the House Airway Bill
- If shipping small parcel, copy of the DHL Express, FedEx, UPS Airway Bill

Country of Origin

U.S. Customs regulations require, with limited exceptions, **that all articles imported into the U.S.** be properly identified as to country of origin and be so marked. In addition, this marking must be in a form such that it will reach the ultimate purchaser. The correct origin marking is necessary for both the proper calculation of duties payments and so the ultimate purchaser can make informed buying decisions.

1	The country of origin must be placed on the outer container in a legible, conspicuous, and permanent manner.
2	<p>Definitions:</p> <p>“Outer Container” means any container in which the imported products are packed in for transport such as a cardboard box, pail, crate, etc.</p> <p>“Legible” means the marking can be read in normal light without undue strain.</p> <p>“Conspicuous” means the consumer can find the marking easily in a cursory examination of the product.</p> <p>“Permanent” means the marking must remain attached to the article until the ultimate consumer deliberately removes it. The nature of the article will dictate the method. Stickers, hang tags, and printing are all acceptable if the marking stays on the item through all the wholesale and retail levels of sale, until the “ultimate consumer” deliberately removes the marking.</p>

Label Requirements

All packages must follow the Emerson standard label requirements, which include:

- All exterior shipping packages must include at least 2 pallet labels which must be attached on opposite or adjacent sides (See Figure 1 below)
- Label Size:
 - Minimum: 15 cm x 15 cm (6 x 6 inches)
 - Recommended: A4 paper
- Label Content must include all the following information (see Figure 2 below):
 - Shipper Name/Address
 - Consignee Name/Address
 - Importer of Record (if different from consignee)

- Broker/Broker Contact
 - Ship-to Name/Address
 - SCO Order ID Number (if applicable)
 - Handling Unit Sequence
 - Stack-ability (i.e., Stackable/Non-Stackable)
 - Purchase Order Number(s)
 - Carton Quantity
 - Country of Origin
 - Size/Dimensions
 - Weight
- U.S. Cargo: Identify if being shipped in-bond or for consumption entry

Figure 1: Exterior Pallet Labeling Example



Figure 2: Sample Shipping Label

SHIPPER NAME:
Emerson ABC Co., Ltd.

CONSIGNEE:
ASCO VALVE MANUFACTURING INC

Delivery/Ship to address:
50 HANDOVER ROAD, FLORHAM PARK,
NJ 07932, USA

SCO ORDER ID:
20210222-0001

Handling Unit Sequence: 1/3

Stackability:
Non-Stackable

P/O No:
P17008888

CARTON COUNT ON PALLET:
8 CTN ON 1 PLT

COUNTRY OF ORIGIN:
CHINA

SUPPLY CHAIN SECURITY

FULL CONTAINER LOAD (FCL) REQUIREMENTS

Suppliers approved to ship full container loads (FCL) to Emerson Professional Tools are required to visually inspect the container (prior to loading) and complete a CTPAT 8-point Container Inspection Form (below example) that must be provided in the shipping documents provided to the forwarder. It is the vendor's responsibility to ensure that the container is secure and fit to convey Emerson Professional Tools merchandise before loading.

All FCL containers must be sealed with a high security seal that would require destruction to be removed.

All seals must meet or exceed the minimum ISO 17712 security requirements.

Information regarding seals may be found at:

<https://www.cbp.gov/sites/default/files/documents/Bulletin%20-%20April%202014%20-%20ISO%2017712%20High%20Security%20Seals.pdf>



8-Point Container
Inspection Form.xls

SOLAS – VERIFIED GROSS MASS (VGM) REQUIREMENTS

Shipper is responsible for the VGM of a container as well as for ensuring that the VGM is communicated to the carrier.

VGM must be part of the shipping document and must be signed by a person duly authorized by the shipper.


A container without a VGM form verifying the gross mass should not be loaded onto a vessel until its VGM has been obtained from the supplier.

The shipper will be responsible for any costs that arise with not providing a valid VGM Form (eg. Weighing costs, repacking, and administrative costs).

International Maritime Organization requirements can be found at

<http://www.imo.org/en/MediaCentre/HotTopics/container/Pages/default.aspx>

Example of a SOLAS VGM Form:



EMERSON
Commercial & Residential Solutions
Verified Gross Mass Declaration

The undersigned shipper declares that:

Date container packed and sealed:
Company name:
Shippers Information (address):
Authorized person and phone number:
Container number:
Seal number:
Carrier Booking Number or B/L Number:
The Verified Gross Mass as per definition of SOLAS Convention, Chapter VI Regulation 2 - of subject container is: KG
The Verified Gross Mass has been ascertained by: <input type="checkbox"/> Method 1 - Actual weighing of the packed & sealed container <input type="checkbox"/> Method 2 - Adding the weight of the packages and cargo items including pallets, dunnage, etc. to the tare weight of the container
Port of Loading:
Port of Discharge:

I hereby certify that weights declared on this shipment are true and correct and weighting of cargo has been done in compliance of the Safe of Life at Sea Convention (SOLAS) regulation of IMO (Section 5.1 of IMO SOLAS Guidelines).
I hereby declare that I am an authorized signatory of Shipper and that the information is true and correct for each individual container mentioned above.

Print Name: _____

Title/Position: _____

Signature: _____

Date: _____

Emerson Tool Company - 8100 W. Florissant, St. Louis MO 63138 USA

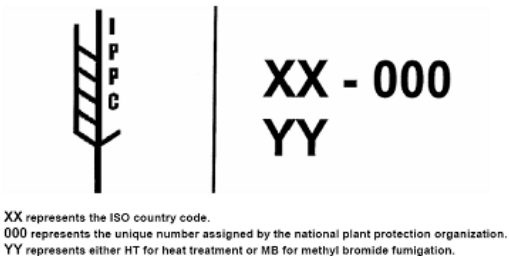
Hazardous Goods:

The shipper is responsible for all necessary marking and labeling of each package of dangerous goods, and each over pack containing dangerous goods, and must be in compliance with the regulations. Each package must be of such a size that there is adequate space to affix all required markings and labels.

1	All markings must be so placed on the packages or over packs that they are not covered or obscured by any part of or attachment to the packaging or any other label or marking. The required markings must not be located with other package markings that could substantially reduce their effectiveness.
2	Shipper must ensure that each outer or single packaging used for dangerous goods, for which specification packaging is required.
3	Shipper must ensure that their responsibilities for marking are completely fulfilled when the package or over pack is presented to the operator for shipment.
4	MSDS must accompany all Hazardous Good shipments.

Wood Packaging Requirements

Either wood or plastic pallets may be used. For international shipments, all wooden packaging, packing, and other bracing/blocking must be treated and individually marked with the IPPC symbol:



<https://www.cbp.gov/border-security/protecting-agriculture/wpm>

All shipping documents listed above **must** be emailed at time of shipment to ProTools.Compliance@emerson.com for Ridge Tool Company or Greenlee.Compliance@emerson.com for Greenlee Tools Inc.

Not providing accurate documentation timely can result in shipping/importing delays into the United States and may cause penalties that will be billed back by Emerson Professional Tools to the Seller (Vendor).