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BW TEMPLATE (v2)

Please contact your Supply Chain Professional
for a copy of the specific Routing Guide appropriate to the order

items in red below will be specific to the location you are supplying

Barry-Wehmiller North America Supplier Routing Guide

This guide outlines the requirements for inbound shipment of goods from Suppliers to all Barry-Wehmiller (BW) North America locations. These requirements are mandatory for all suppliers delivering to BW plants in North America. Any deviations to this routing guide can result in financial deductions and quality discrepancies affecting your overall quality performance for BW.

It is imperative to consign each shipment and notify as per the instructions below. Following these instructions will help prevent the potential of:

- Monetary penalties up to $10,000 USD or more per ISF - Importer Security Filing
- Issues with US Customs and Border Protection (CBP) for future BW shipments
- Delay in cargo delivery
- Refusal and return of a shipment to the Supplier at their expense

Any expenses incurred, as a result of non-compliance with this routing guide, may be deducted from your invoice. Please contact the BW Supply Chain Professional (SCP) noted on the purchase order with any questions regarding these consignment instructions. Expenses may include, but are not limited to, re-delivery and re-packing of materials where the Supplier and/or their elected sub-contractor(s) were responsible for the issue/cost due to circumstances such as insufficient care when packaging and securing the goods.

Incoterms

Barry-Wehmiller's Incoterms for purchasing from Suppliers are EXW Origin (for parcel shipments) and FCA Origin (for all other modes). In accordance with these Incoterms, shipments should be made with BW approved suppliers on BW's account to destination. This corresponds to Freight Collect from a freight payment terms perspective.

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Domestic Shipments (USA)

Small Parcel/Courier

0 – 150 lbs.: All shipments with dimensions acceptable to United Parcel Service (UPS), FedEx, and DHL with a weight of up to 150 lbs., should ship via those carriers in that order using the corresponding BW Account #. BW preferred service is Ground service, unless 2nd Day Collect or Next Day Collect is requested by the BW SCP with freight charges of "Collect" to the BW account. Shipments must reference the BW purchase order number and designated Dock Door on the shipment document. Also, the supplier must reference the UPS/FedEx/DHL Tracking Number on the invoice issued to BW for payment.

BW Location
BW UPS Account #
BW FedEx Account #
BW DHL Account #

****Add additional locations, as needed****

Less-Than-Truckload (LTL)

151 – 10,000 lbs.: All LTL shipments shall be shipped "**COLLECT**" via FLI Logistics and Transportation. Supplier is to contact FLI Customer Service with weights and dimensions to receive shipping instructions and the Bill of Lading (B/L) directly from FLI. Supplier must reference the BW purchase order number and designated Dock Door on the shipment document. Also, the supplier must reference the Carrier Name and PRO# on the invoice issued to BW for payment.

Primary FLI Team Inbox:	Team Lead at FLI:
LTL-BWP@fliinc.net	Jamie Yates Phone: (913) 754-1453 Toll Free: 866-291-3500 jyates@fliinc.net

Full Truckload (FTL)

Volume & Truckload: For any one shipment exceeding 7 standard pallets, 10,000 lbs., or 12 linear feet of truck, Supplier is to contact BW SCP seven (7) days prior to date of readiness with specific weights and dimensions to request a dedicated carrier. Supplier must reference the BW purchase order number, contact name, phone #, and e-mail address for the shipment.

International Shipments

Small Parcel/Courier

0 – 150 lbs.: All shipments with dimensions acceptable to United Parcel Service (UPS), FedEx, or DHL with a weight of up to 150 lbs., should ship via those carriers in that order using the corresponding BW Account #. BW preferred service is standard express collect, unless an alternate level of service is specifically requested by the BW SCP with freight charges of 'Collect' to the BW account. Supplier must reference the BW purchase order number and designated Dock Door on the shipment document. Also, the supplier must reference the UPS/FedEx/DHL Tracking Number on the invoice issued to BW for payment.

BW Location
BW UPS Account #
BW FedEx Account #
BW DHL Account #

****Add additional locations, as needed****

Large Shipments (> 150 lb.) via Air/Ocean/Truck

To coordinate pick-up of the freight, please contact one of the following BW-approved freight forwarders, as specified by your BW SCP, copying in the local BW Logistics Leader (*see page 6*):

International Air **Primary Supplier**	**International Ocean** **Primary Suppliers** *(Secondary options for Air)*	**International Truck** *(Canada & Mexico)* **Primary Suppliers**
UPS Supply Chain Solutions Tara Ash TaraAsh@ups.com 1-310-294-2961	**EMO Trans** bwiimport@emotrans.com Sean.Maguire@emotrans.com 1-410-590-9640 x265 **DSV** Thomas.Grone@dsv.com 1-856-924-0942 **Kuehne + Nagel** Sam Gleason Samuel.Gleason@kuehne-nagel.com 1-518-269-1210	**Less Than Truck Load** FLI, Inc. LTL-BWP@fliinc.net **FLI Team Lead:** Jamie Yates jyates@fliinc.net 1-913-754-1453 **Full Truck Load:** Supplier is to contact BW SCP seven (7) days prior to date of readiness with specific weights and dimensions to request a dedicated carrier. Please reference the BW purchase order #, contact name, phone #, and e-mail address for the shipment.

Carrier must consign the House B/L for Ocean Shipments, House AWB for Air Shipments, or Truck B/L for Ground Shipments per the below:

Consignee on all documents:

BW Location

****Add additional locations, as needed****

To coordinate import brokerage, please include the following Customs Broker on the documents:

Import Agent & Notify Party: EMO Trans, Inc. (BWI) – Customs
810 Cromwell Park Drive, Ste. H
Glen Burnie, MD 21061
bwiimport@emotrans.com

Further inbound instructions (Ocean/Air/Truck):

Ocean Shipments:

- Freight should be arranged as "Express Release" for the Bill of Lading.
- At least 72 hours prior to sailing, a completed copy of the Importer Security Filing ISF 10+2 is required. https://www.cbp.gov/sites/default/files/documents/import_sf_carry_3.pdf
  Example is provided at the end of this document
  If shipping via EMO Trans, here is a quick link to their ISF Template: EMO Trans ISF Template

Please notify and e-mail the completed ISF 10+2 and all other documents (Ocean Bill of Lading, Commercial Invoice *noting tariff code(s),* Packing List, Certificate of Origin, etc.) to the chosen BW Approved Forwarder from above and the local BW Logistics Leader noted above using subject line:

- ISF Ocean Freight - Shipment for Barry-Wehmiller (enter BW location) Purchase Order #_____

Air Shipments:

Prior to the shipment leaving overseas, please notify and e-mail a copy of all documents (Air Waybill, Commercial Invoice *noting tariff code(s)*, Packing List, Certificate of Origin, etc.) to the chosen BW Approved Forwarder from above and the local BW Logistics Leader noted above using subject line:

- Air Freight - Shipment for Barry-Wehmiller (enter BW location) Purchase Order #_____

Truck Shipments (from Mexico/Canada):

Prior to pick-up at Shipper's location, please notify and e-mail a copy of all documents (Truck B/L, Commercial Invoice *noting tariff code(s)*, Packing List, Certificate of Origin, etc.) to the chosen BW Approved Forwarder from above and the local BW Logistics Leader noted above using subject line:

- Truck Shipment for Barry-Wehmiller (enter BW location) Purchase Order #_____

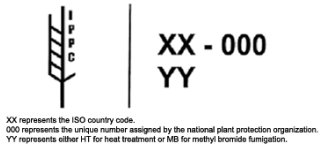
International Shipment Documentation Required:

Each shipment will require the following documents:

- **Commercial Invoice**
  Each LINE ITEM being shipped will require:
  - Value for Customs Purposes https://www.cbp.gov/document/publications/customs-value
  - US 10-digit Harmonized Tariff Code https://hts.usitc.gov/
  - Accurate Country of Origin https://www.cbp.gov/document/publications/rules-origin#
  - Net & Gross Weight (in lbs.)
- **Packing List:** *with Net & Gross weight of each item*
- **Certificate of Origin**
- **Copy of the Ocean B/L or AWB or Truck B/L**
- **ISF 10+2:** *required at least 72 hours prior to sailing from origin (Ocean Freight)*
  https://www.cbp.gov/sites/default/files/documents/import_sf_carry_3.pdf
  Example is provided at the end of this document

Wood Packaging Instructions:

All **wood packaging** must be ISPM-15 compliant & marked accordingly.
https://www.cbp.gov/border-security/protecting-agriculture/wpm
https://www.cbp.gov/document/guidance/wood-packaging-material-trade-outreach



Wood Packaging Material (WPM). WPM (also called non-manufactured wood packing or solid wood packing material) is any solid hardwood or softwood packaging used to support, protect, or carry a commodity. WPM includes, but is not limited to pallets, skids, pallet collars, containers, crating, crates, boxes, cases, bins, reels, drums, load boards, and dunnage. Under the ISPM 15 standard, WPM is required to be either heat treated or fumigated in full compliance with ISPM 15 requirements.

ISPM 15 Marking. ISPM marking must be indelible and fully visible on each individual piece of WPM. ISPM marking may only be applied by officially authorized parties. It is a violation to apply ISPM marking to material which is not fully compliant.

WPM ISPM Compliance Certification. If WPM is included in the shipment, written confirmation must be provided prior to shipment either on the commercial invoice or a separate addendum stating: "*The cargo represented on invoice (commercial invoice number) dated (date of commercial invoice) contains WPM. We hereby certify that it has been properly treated in accordance with ISPM 15 requirements; legibly, permanently, and conspicuously marked in accordance with ISPM 15 requirements; and legibly, permanently, and conspicuously marked in accordance with U.S. Department of Agriculture regulation 7 CFR 319.40-3(b). We further certify that we are authorized to perform such treatment and marking. We have conducted a physical inspection of the shipping container and WPM for noncompliant items or markings prior to shipment, and we confirm that no noncompliant items or markings were observed.*"

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Marking (Domestic or International) Instructions:

All pieces in a shipment must be clearly marked and/or labeled on a minimum of two (2) adjacent sides:

BW Location (*specify location name*)
Attn: Dock Door ____
(add appropriate BW address)
(add appropriate City, State & Zip Code), USA
PO # _____
No. _____ of _____ *(# of pieces in shipment)*
Weight _____ *(of this piece)*
Dimensions _____ *(of this piece)*
Product of _____ *(Country of Origin)*

Please feel free to contact the local BW Logistics Leader for the appropriate location noted below or the BW SCP who placed the order with any specific shipment-related questions.

BW Location	Name, e-mail, phone # of local BW Logistics Leader

****Add additional locations, as needed****

For any general policy questions, please contact Pamela Carpenter (Pamela.Carpenter@barry-wehmiller.com) or Denise Heiligenthal (Denise.Heiligenthal@bwpapersystems.com).

Thank you,

Pamela Carpenter
Global Trade Leader
8020 Forsyth Boulevard | St. Louis, MO 63105-1707
Pamela.Carpenter@barry-wehmiller.com
+1 (314) 230-7410

Denise Heiligenthal
Logistics & Trade Compliance
3333 Crocker Ave | Sheboygan, WI 53081
Denise.Heiligenthal@bwpapersystems.com
+1 (920) 453-1989

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Example of an IMPORTER SECURITY FILING ISF 10+2

(Information must be submitted **at least 72 hours prior to sailing** from origin)

To comply with US Import Regulations, complete the attached ISF Template. *Instructions below:

SHIPMENT DETAIL:

Vessel Name:		**Voyage Number:**	
Vessel Load Date:			
Vessel Departure Date:			
US Arrival Date:		**US Arrival Port:**	
AMS Master Vessel Bill of Lading (SCAC Code Required):			
AMS HBL (AMS Filer SCAC Code Required):			

1. **SELLER**
Name and address of the last known entity by whom the goods are sold or agreed to be sold. If goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. A widely recognized commercially accepted identification number (such as the Dun and Bradstreet Data Universal Numbering System (DUNS number) may be provided in lieu of the name and address.

2&6. **BUYER (or Importer) & SHIP TO:**

BW Location
BW Address

****Add additional locations, as needed****

3. **CONSIGNEE ID NUMBER**
BW Location Import/Export EIN

4. **COUNTRY OF ORIGIN**
Country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the U.S.

5. **MANUFACTURER (or Supplier)**
Name and address of the entity that last manufacturers, assembles, produces, or grows the commodity or name and address of the party supplying the finalized goods in the country from which the goods are leaving. In the alternative, the name and address of the manufacturer (or supplier) that is currently required by the import laws, rules and regulations of the U.S. (i.e. entry procedures) may be provided (this is the information that is used to create the existing manufacturer identification (MID) number for entry purposes). A widely recognized commercially accepted identification number (such as the DUNS number) for this party may be provided in lieu of the name and address. CBP states that it will not accept the current MID as an alternative to the complete name and address of manufacturer.

7. **CONTAINER STUFFING LOCATION**
Name and address(es) where the goods were stuffed into the container. For break bulk shipments as defined in 19 CFR 149.1, the name and address(es) of the physical locations(s) where the goods were made “ship ready” must be provided. A widely recognized commercially accepted identification number (such as DUNS number) for this element may be provided in lieu of the name and address.

8. **CONTAINER STUFFER**
Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, as defined in 19CFR 149.1, the name and address of the party who made the goods “ship ready” or the party who arranged for the goods to be made “ship ready” must be provided. A widely recognized commercially accepted identification number (such as DUNS number) for this element may be provided in lieu of the name and address.

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