

ABB

SHIPPING INSTRUCTIONS

4/6/2015

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TO: SUPPLIERS

***** **IMPORTANT** *****

ABB Inc. Auburn Hills, MI has established a Freight Cost Reduction program, we are Now requiring all Suppliers to adhere to special shipping instructions when shipping to ABB Inc. COLLECT or when instructed to drop ship on behalf of ABB, by billing THIRD PARTY using the designated account number or specified carrier. In addition you must use the ABB purchase order number as the reference on the Bill of Lading. Failure to follow these routing guidelines may result in delaying your shipment or ABB deducting any and all Freight Charges associated with shipments to or on behalf of ABB.

We will no longer pay Freight charges on your invoices.

Note: Suppliers shipping to overseas destinations or from foreign locations into ABB Inc. will be required to follow International Shipping Instructions.

When shipping by, (LTL) or (TL), all Bills of Lading must show Bill freight to:

ABB Inc.,1250 Brown Road, Auburn Hills, MI 48326.

Attn: Traffic Department.

- Do not show the ABB Inc., Accounts Payable, or Cary, NC Location on any Bills of Lading.

Domestic Carrier Selection:

Weight	Max. Wt.	Ship Via:
0 – 70 lbs	210 lbs	UPS (United Parcel Service).
		UPS collect or third party account number: 008 398
		Multiple boxes should be limited to 70 lbs each and not exceed 210 lbs.
		Mandatory, ABB Purchase order numbers must be entered in <u>Reference Field # 1</u> . All Drop shipments bill third party must show ABB Purchase order number in either Reference 1 or 2 field.
211 -	10,000	FedEx Freight Account # 77576133
(or Max. of 6 skids).		www.fedexfreight.fedex.com
		Mark bills collect or third party bill to: ABB Inc., Auburn Hills, MI as stated above. Purchase Order number must be referenced on the Bill of Lading.

These instructions apply to purchase orders and contracted projects issued by ABB Inc. Auburn Hills, MI facility. They remain in effect until superseded by later issue or until purchase orders no longer refer to them.

ABB Inc. 1250 Brown Road, Auburn Hills, MI 48326 U.S.A. Tel. 248-391-9000

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Weight	Max. Wt.	Ship Via.
10,001 or Over		Truck Load – Contact ABB’s Logistics Department Tel. 248-391.8566

Air & Emergency Routings Purchasing Authorization Required.

0	100 lbs.	UPS Next Day Air – Purchase Order number must be entered in REFERENCE FIELD # 1. (UPS Acct # 008 398)
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101		Contact ABB’s Logistics Department. Tel. 248-391.8566 After-Hours Tel: 248-670-3054
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Vendor/Supplier(s) Truck Suppliers to provide deliveries during normal hours and only to the Receiving Department.
No additional invoice lines allowed for freight charges.

Receiving Hours:

Monday – Friday	07:00 – 15:00
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Location	Dock 10 Only
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Truck Loads & Oversized Loads	Appointment Delivery Required
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Contact Phone numbers:	Central Receiving. 248-202-7170
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INTERNATIONAL INSTRUCTIONS

If the PO terms are with a US Supplier that Supplier should pay any international cost and import fees.

FROM CANADA or MEXICO TO USA:

Surface

<u>Weight</u>	<u>Max Wt.</u>	<u>Ship Via.</u>
1 – 50	150 lbs	UPS collect or third party account number: 008 398 Purchase order number must be referenced on Shippers Reference Field # 1
151 (or Max. of 6 skids).	10,000 lbs	FedEx Freight FedEx Freight Account # 77576133 www.fedexfreight.fedex.com Purchase order number must be referenced on the B/L.
10,001 and over		Truck Load – Contact Logistics Department Tel. 248-391.8566

Air Freight

1	70 lbs	UPS collect or third party account number: 008 398 Purchase order must be shown in Consignee Reference Field.
70 -	and over	Contact Logistics Department Tel. 248-391-8566

OVERSEAS COUNTRIES TO USA:

AIR FREIGHT

1	70 lbs	DHL EXPRESS – (Acct # 963133405) www.dhl.com
71	and over	DHL Global Forwarding (Acct # 8353018) www.dhl.com

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OCEAN FREIGHT

DHL Global Forwarding (Acct # **8335034**)

Documentation, Packing & Shipping Instructions:

Mandatory: Commercial Invoice
Packing List –
Nafta Certification if Material Qualifies.

- Packing: Standard Fiberboard Commercial Packing for Exports
Packing List clearly attached on out side of shipping container.

Wood Packing Material Must meet International APHIS – HT method
And Marked with Clear HT stamp.

See attachment for additional export packing requirements (Export packing).

Pre-Notification and Communications: (International Shipments).

To assist in expediting Customs clearance all documentation must be scanned and emailed to usfac.imports@us.abb.com In addition ABB and DHL have established the ABB Support Desk abbdesk@dhl.com & CAE.EMIndustrial@dhl.com
. Please use these e-mail address for all communications regarding Shipping and Import matters.

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Tel. 248-391-9000
Daniel Nagridge – Logistics Manager

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