

Telect Corporate Routing Guide

Requirements for Suppliers and Partners; Effective April 17, 2012

Domestic Transportation – Includes USA, Canada, Puerto Rico and Mexico

Telect values its partnerships with all suppliers and customers worldwide. As such, we have documented a set of guidelines for routing and shipping items to all of Telect's global locations.

All packages on a given day are to be consolidated into one shipment by ship-to address via collect. Penalties may be imposed for failure to comply (see penalties section).

Shipments to Telect de Mexico going to Laredo, Texas:

Telect de Mexico
c/o FedEx Trade Networks/Dicex
8202 Killiam Industrial Blvd
Laredo, Texas 78045

Shipments to Telect, Inc. going to Plano, Texas:

Telect, Inc.
1801 10th Street
Plano, TX 75074

Shipments to Telect, Inc. going to Spokane Valley, Washington:

Telect Inc.
3808 N.Sullivan Rd.
Bldg. 100, Suite D
Spokane Valley, WA 99216

Small Package Ground (1-150 lbs. combined weight)

- **FedEx Ground** – Call Telect (509.921.7272) for account number information
- Complete the confidentiality letter available on Telect.com (required once; will be kept on file at Telect)
- Contact local office for pick up or schedule pick up online at www.fedex.com
- For single pieces weighing 70 lbs. or greater, refer to LTL instructions.

Small Package Air (1-70 lbs.)

- **FedEx Express** – Call Telect (509.921.7272) for account number information
- Complete the confidentiality letter available on Telect.com (required once; will be kept on file at Telect)
- Contact local office for pick up or schedule pick up online at www.fedex.com

Heavyweight Air (71 lbs. and greater)

- **Expeditors International**
- NOTE: All next flight out shipments must be routed by Telect's Logistics Department (509.921.7272 or Telect Transportation@telect.com)

Truckload (10,001 lbs. and greater, combined weight of shipments exceeding 1,860 cubic feet)*

- **CH Robinson (866.506.4844)**

Less-Than-Truckload (151 -10,000 lbs., combined weight of shipments not exceeding 1,860 cubic feet)*

- **FedEx Freight Economy**
- www.fedex.com

US, Canada and Mexico Broker

- **FedEx Trade Networks**
- www-ftn.fedex.com
- USA: 800.249.2953
- Mexico: 956.791.8700
- Canada: 604.278.7785

*Note: Cubic feet = length x width x height/1,728

International Air/Ocean Transportation

All packages on a given day are to be consolidated into one shipment by ship-to address via collect. Penalties may be imposed for failure to comply (see penalty section).

All air shipments should be booked as an economy service shipment (5-7 days). No expedited services are approved unless previously authorized by Telect in writing.

Small Package and Letters Less than 220 lbs./100 kg (Actual or Dimensional Weight)

- **FedEx Express** – Contact Telect (509.921.7272 or Telect Transportation@telect.com) for account number information

Heavy Packages Exceeding 220 lbs./100 kg (Actual or Dimensional Weight)

- **Expeditors International**
- Contact local office to book shipment or email Telect Transportation@telect.com for contact information

Telect Corporate Routing Guide

Requirements for Suppliers and Partners; Effective April 17, 2012

Insurance Valuation

Do not insure shipments or declare a value or carrier bill of lading unless authorized by Telect. Penalties will be debited from your account if insurance is declared without prior Telect authorization.

Packing List, Invoice and Container Instructions

All shipments sent to a Telect location are to include a packing list and must follow the container marking instructions listed below. Commercial invoices are also required on international shipments.

- Shipments routed to Laredo, Texas for Telect de Mexico require an invoice and must be included in “pre-alerts” per instructions detailed below.
- All packing lists and shipping containers must contain Telect’s purchase order number, appropriate Telect part number(s), part quantity, and the content’s country of origin.
- International shipments also require harmonized tariff number on commercial invoice.
- All shipping cartons require carton numbering (1 of X).
- Hard copy packing list must be attached to carton marked #1.
- All returns must contain Telect assigned RMA number.

Pre-alerts are required via email with attached copies of all shipping documents send to the appropriate email address:

- Laredo, Texas and Mexico:
TdM-inbound-shipments@telect.com.mx
- Plano, Texas: PlanoReceiving@telect.com
- Spokane Valley, Washington: TelectTransportation@telect.com

Additional requirements:

- NAFTA certificate of origin (if applicable) is required for shipments to Laredo, Texas as part of pre-alert shipping documentation.
- All shipments containing wood must ship on treated pallets per international solid wood packaging requirements, ISPM 15 (International Standard for Phytosanitary Measures). These must be stamped with a standard International Standard Packaging mark (see right).
- All corrugated packaging must meet international shipping standards based on shipping contents.



Routing Guide Deviation Penalties

At Telect, our relationships with suppliers and customers are our top priority. We respectfully request your understanding regarding the importance of adhering to routing and shipping instructions for Telect-paid shipments.

The penalties listed below will be imposed to cover additional costs associated with using a non-contracted carrier. Penalty fees are assessed per shipment.

Routing Guide Deviation Penalties	
Issue	Penalty
Utilization of a non-contracted carrier (shipped collect or third-party billing to Telect)	Rebill of overcharged freight plus \$100 handling fee
Freight prepaid by shipper and added to invoice sent to Telect without prior written approval	Invoice short-paid excluding freight adder
Value declared on carrier bill of lading without prior written authorization by Telect, resulting in cargo insurance charges	Rebill of insurance cost plus a \$50 handling fee issued to shipper
Daily shipments not consolidated per ship-to location based on ship method	\$100 handling fee deducted or rebilled to shipper
Shipper does not comply with packing list and container instructions	Additional storage fees and \$50 handling fee deducted or rebilled to shipper