

# Telect Corporate Routing Guide

Requirements for Suppliers and Partners; Effective May 1, 2008

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.

## Domestic Transportation

Includes US, Canada, Puerto Rico and Mexico

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 through Laredo, Texas should go to the consolidation address below; for all other Telect locations, ship to standard Telect addresses.

Telect de Mexico  
c/o FedEx Trade Networks/Dicex  
12110 Sara Rd.  
Laredo, TX 78045

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

- FedEx Ground – Call Telect (800.551.4567) 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](http://www.fedex.com)
- For single pieces weighing 70 lbs. or greater, refer to LTL instructions.

### Small Package Air (1-70 lbs.)

- Requires Telect air authorization number referenced on carrier bill of lading
- FedEx Express – Call Telect (800.551.4567) 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](http://www.fedex.com)

### Heavyweight Air (71 lbs. and greater)

- Requires Telect Air Authorization Number referenced on carrier bill of lading
- Hellmann International (800.275.0149) – Contacts are as follows:
  - Kathy Sturgeon, [ksturgeon@us.hellmann.net](mailto:ksturgeon@us.hellmann.net)
  - Phil McInerney, [pmcinern@us.hellmann.net](mailto:pmcinern@us.hellmann.net)
- NOTE: All next flight out shipments must be routed by Telect's Logistics Department (800.551.4567 or [TelectTransportation@telect.com](mailto:TelectTransportation@telect.com))

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

- CH Robinson (866.506.4844) – Contacts are as follows:
  - Anitra Cordero, [anitra.cordero@chrobinson.com](mailto:anitra.cordero@chrobinson.com)
  - David Craig, [david.craig@chrobinson.com](mailto:david.craig@chrobinson.com)

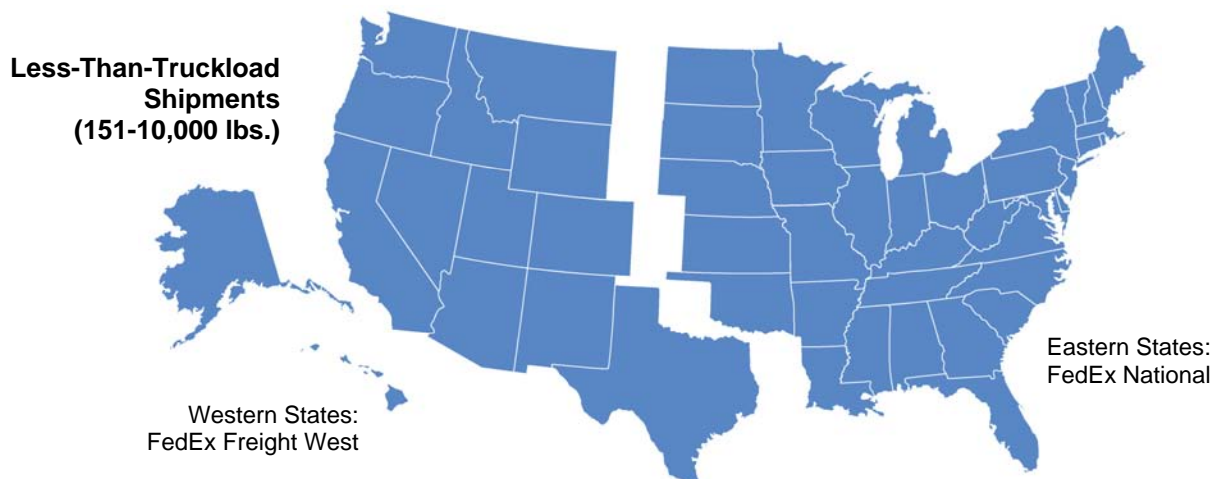
### Less-Than-Truckload (151 -10,000 lbs., combined weight of shipments not exceeding 1,860 cubic feet\*)

- FedEx Freight West or FedEx National
- See map below for state split
- [www.fedex.com](http://www.fedex.com)

### US, Canada and Mexico Broker

- FedEx Trade Networks
- [www-ftn.fedex.com](http://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



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## 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 (800.551.4567 or TelectTransportation@telect.com) for account number information

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

- Panalpina or Hellmann International
- Contact local office to book shipment or email TelectTransportation@telect.com for contact information

## Insurance Valuation

Do not insure shipments 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.

- Invoice for international shipments are required to Laredo, Texas for movement to Mexico.
- All packing lists and shipping containers must contain Telect's purchase order number, appropriate Telect part number(s), part quantity, and 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.
- Air shipments must have Telect air authorization number listed on invoice and carrier bill of lading.
- 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: 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
Air shipping without Telect air authorization number	Rebill of excess freight charges versus ground shipment, plus \$100 handling fee
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