

Clore Automotive

Clore Automotive, LLC Routing Guide

**Domestic – Section 2
International – Section 3**

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REVIEW AND ADJUST PAGE NUMBERS

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Introduction

Founded in October of 2001; Clore Automotive was created by combining Lincoln Automotive, Century Manufacturing and K & K Jump Starters under one flag. In January 2008, we have also added the products of Christie Automotive to our product line. With 240 combined years of experience and quality products, our employees are committed to making Clore the industry standard for portable power and environmental automotive after-market products.

Clore's continued growth and success is largely due to the professional business relationships we developed with our supply chain partners. It is important in our continuing business relationships for our suppliers to understand the importance we place on service. Our staff is equally cognizant of our commitment in this regard and will work with you to develop the most efficient, cost-effective program possible. As a team, we are guided by the following values:

Customers

Our #1 Priority

Integrity

Conducting business honestly, ethically, and respectfully

Dedication

Meeting our commitments

Accountability

Taking ownership and responsibility for our actions

Innovation

Turning ideas into tangible success

Teamwork

Working together to achieve our vision

Entrepreneurialism

Willing to take risks for success

Fun

Creating a winning environment

This Route Guide is our effort to communicate the needs of Clore as well as those of our customers and our supply chain partners. Please note that everything contained in this Agreement, and any other information given to you by Clore Automotive, is confidential and should be treated accordingly. Please read all of the information thoroughly. If you are not in agreement with the information, please let us know immediately, through written communication with your particular supply chain manager.

The pursuit of excellence requires total commitment, so please do not forget to share this information with all appropriate departments within your organization, i.e. logistics, accounting, sales, and customer service. We look forward to a strong and mutually beneficial relationship.

1 Vendor Contact Information

Any questions related to the purchase order, the timing of the order, clarification of this routing guide in part or whole, or contacts within the Clore supply chain, may be answered by contacting your Purchasing or logistics contact at Clore Automotive, LLC directly or by email to; logistics@cloreautomotive.com. All questions and requests received at this e-mail address will be reviewed and responded to within 4 hours of the time it is received, if received during normal business hours. This time could extend to the next business day for requests, when the 4 hour window would extend beyond 4:00 p.m., Monday through Friday. Response will include the answer to your question, the information requested, or the name and position of the person your question/request was forwarded to.

**Note

Established vendors of Clore Automotive, LLC have been provided with hard copies of this routing guide, including specific contact information. To avoid unwanted solicitation and to protect the privacy of the individuals listed there, that information has been intentionally left off of the public routing guide available through our web site. For this reason, the table of contents provided here will not match the table of contents included in your private version. If you are having problems contacting someone with the information you were provided in your hard copy, please e-mail us at the above e-mail address for a current list of contact information.

2 Shipping and Routing Guidelines for Domestic Inbound Shipments

- All parcel and LTL deliveries to Clore Automotive Kansas City Distribution Center do not require scheduled delivery appointments. Hours of operation for receiving are 7:00 AM to 3:00 PM Monday through Friday.
- All cartons of production or inventoried items must have the Clore Automotive 9 digit part number marked on the outside of the carton along with the quantity of parts inside the carton.
- Purchase orders awarded by our Supply Chain Managers to our vendors will provide the following information necessary for cost-effective transportation and minimal transit time. Failure to follow or deviate from any of the directives listed below will result in invoice deductions and possible chargeback penalties as defined in Section 2.5. Confirmation of our purchase order is the vendor's promise to adhere to the terms and conditions set forth in this route guide.
- The Clore Traffic Department, prior to the shipment, must authorize all air freight shipments where Clore Automotive, L.L.C. pays the freight charges. Clore Automotive, L.L.C., will route all expedited freight on its selected carriers. Contact the Clore Traffic or Purchasing departments for instructions.
- All FOB domestic shipments less than 70 pounds per piece and 150 pounds total, are to ship via UPS - Ground.
- For FOB parcel shipments, the purchase order will provide the UPS account number. Note: this account number is confidential and can not be used without authorization.
- All FOB shipments greater than 70 pounds per piece or 150 pounds total, please email logistics@cloreautomotive.com for routing instructions, as specified, in Section 2.4.

2.1 Shipping Instructions - Parcels

1. All collect inbound UPS shipments must be packed in as a few cartons as possible. Excessive freight charges due to a vendor failing to consolidate smaller cartons into a master pack carton, or the

fewest amount of cartons possible may result in a deduction from the vendor's invoice plus any chargeback costs per Section 2.5.

2. Combine all shipments from one location to one destination, on the same day.
3. All shipments must include a packing list (s). The packing list requirements are provided below:
 - Only one purchase order per packing list.
 - The packing list should be placed in a removable envelope or pouch and must be attached to the outside facing of first carton, if multiple cartons are shipped. The carton with the packing list attached should be clearly marked "**Packing List Enclosed.**"
 - The packing list must match the contents of the shipment.
 - Packing lists for partial shipments must only list the units shipped. Packing lists labeled with only "**PARTIAL SHIPMENT**" is not acceptable.

An accurate and legible packing list must accompany each shipment to the Distribution Center. The packing list **must** include the following:

- **Vendor Name**
 - **Vendor's Complete Address**
 - **Clore Automotive, LLC Purchase Order Number**
 - **Routing Used on the Shipment (Carrier Name)**
 - **Product Description**
 - **Model Number**
 - **UPC Number**
 - **Quantity Shipped per Model**
 - **Number of Cartons and Gross Weight of the Total Shipment**
4. All goods must be packaged to conform with good packaging procedures, the requirements of carriers and to the National Motor Freight Classifications (NMFC) requirements. All products must be packed in recyclable corrugated cartons with a burst strength at least exceeding the weight of the product enclosed in the carton. Proper packing material must be used to ensure adequate protection of product. Failure to collect loss and damage claims from the carriers due to poor packaging will result in such losses being claimed against the shipper and the charges deducted from the invoice.
 5. On all parcel shipments, each carton must be marked "**CARTON X of N**", where X is the sequential carton number and N is the total number of cartons on shipment. All parcel shipments must have a carton label and shipping label on every unit.
 6. Special handling notations should also be on any and all cartons if applicable. Examples of such notations are:
 - **Fragile**
 - **This End Up**
 - **Hazardous Material**
 - **Protect from Heat/Freezing**
 - **Mixed or Partial, if applicable**

2.2 Shipping Instructions – Less than Truckload (LTL)

1. LTL shipments must be shipped on pallets and stretch-wrapped in clear wrapping to the pallets. ***No loose product or cartons.***
2. Merchandise must be shipped on 40” x 48” GMA 4-Way pallets per drawing 810-200-000 (available upon request.) Exceptions as approved in writing by the Supply Chain Manager and the Distribution Center Manager.
3. The maximum stacking height is 48” unless otherwise approved in writing by the Kansas City Distribution Center Manager.
4. Stretch-wrap products to pallets (metal banding is unacceptable.) All cartons on pallets must not exceed an overhang of 1” on all sides of pallet.
5. Four shipping labels (per Figure 2.2.1, page 9) are to be applied to all four faces of each pallet, with the packing list enclosed in a clear envelope and adhered to the front face of the first pallet.
6. All goods must be packaged to conform with good packaging procedures, the requirements of carriers and to the National Motor Freight Classification (NMFC) requirements. All products must be packed in recyclable corrugated cartons with a burst strength at least exceeding the weight of the product enclosed in the carton. Proper packing materials must be used to ensure adequate protection of product; including the use of cardboard corners, cardboard sheets between each layer and extra banding (plastic banding only) around the product horizontally. Failure to collect loss and damage claims from the carriers due to poor packaging will result in such losses being claimed against the shipper and the charges deducted from the invoice.
7. The shipper is required to complete a Bill of Lading for each shipment.
 - The Bill of Lading instructions are mandatory. Failure to comply with these instructions could result in costly delays. Any costs incurred by Clore Automotive, LLC as a result of an improperly executed Bill of Lading will be charged to the shipper in full.
 - There are to be ***no*** hand written notations on the Bill of Lading. In the event that there is conflicting information between typed and hand written notes, the typed notation will take precedent.
 - All shipments, regardless of mode or FOB status, must be accompanied by a Bill of Lading. The Bill of Lading must include the following:
 - Vendor Name
 - Vendor Contact
 - Vendor Contact Phone Number
 - Vendor’s Street Address & Phone Number
 - Clore Automotive Destination Address as specified on the purchase order
 - Actual Ship Date
 - Carrier Name & Carrier Pro Number
 - Clore Purchase Order Number(s)
 - Total number of cartons on (x) pallets
 - Gross Weight
 - Product Description (no abbreviations) with NMFC Product Classification and Class Codes
 - Master Bill of Lading Shipped on the Same Day from the Same Location to the Same Location

Vendors are responsible for the Bill of Lading carton and packing list piece quantities, and shortages will result in a freight claim against the vendor, exception of select FOB Origin, Freight Collect shipments.

The Standard VICS Format for a Bill of Lading is provided for your convenience on the following pages. Clore Automotive, LLC strongly encourages our Vendor Partners to use this standard format for consistency within our Vendor Partners. Please feel free to use this standardized format as illustrated on pages 7 and 8.

Date: _____

SUPPLEMENT TO THE BILL OF LADING

Page _____

Bill of Lading Number: _____

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
PAGE SUBTOTAL					

HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small>	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
						PAGE SUBTOTAL		

Figure 2.2.1

Vendor Name	
Address	
City, State Zip	
Ship to:	Clore Automotive Kansas City Distribution Center
	Address
	City, State Zip
Purchase Order #:	_____
Carrier Name:	_____
Pro# / Shipping #:	_____
Sequential Pallet #:	_____
Total Number Of Pallets #:	_____

2.3 Domestic - National Freight Terms

National Freight Terms: (Freight terms used domestically within the United States.)

Bill of Lading (BOL or B/L)

A bill of lading is a binding contract that serves three main purposes:

1. a receipt for the goods delivered to the transportation provider for shipment;
2. a definition or description of the goods; and
3. evidence of title to the relative goods, if "negotiable".

Free Along Side (FAS)

A basis of pricing meaning the price of goods alongside a transport vessel at a specified location. The buyer is responsible for loading the goods onto the transport vessel and paying all the cost of shipping beyond that location.

Free On Board (FOB)

An acronym for "free on board" when used in a sales contract. The seller agrees to deliver merchandise, free of all transportation expense, to the place specified by the contract. After delivery is complete, the title to all the goods and the risk of damage become the buyer's.

FOB Origin

Title and risk pass to the buyer at the moment the seller delivers the goods to the carrier. The parties may agree to have title and risk pass at a different time or to allocate shipping charges by a written agreement.

FOB Destination

Under this arrangement, title and risk remain with the seller until it has delivered the goods to the location specified in the contract.

Freight

Any product being transported.

Less-Than-Truckload (LTL)

Goods, typically weighing less than 10,000 pounds per shipment that a carrier transports from several shippers loaded onto one trailer for movement from origin to destination.

National Motor Freight Classification (NMFC)

Industry standard tariff published by motor carriers containing rules, descriptions and rating on all products moving in commerce; used to classify goods for the purpose of rating the freight bill. You can obtain more information about shipment classes and the NMFC at www.nmfta.org.

Non-vessel operating common carriers (NVOCC)

A type of ocean freight forwarder. NVOCCs books space in large quantities for a reduced rate, then sell space to shippers in lesser amounts. NVOCCs consolidate smaller shipments into a container load that ships under one bill of lading.

Payment Terms

Generally, the shipper is responsible for payment for prepaid shipments, and the consignee is responsible for payment for collect shipments unless a third party is indicated as payor on the shipping papers.

Tariff

A Tariff is a document setting forth applicable rules, rates and charges to move goods. A tariff sets forth a contract for the shipper, the consignee and the carrier. Since January 1, 1996, motor carriers are not required to publish tariffs. However, in accordance with federal law, tariffs must be provided to a shipper on request.

Third-Party

A party other than the shipper or consignee that is ultimately responsible for paying the shipment charges.

Truckload (TL)

Large-volume shipment from a single customer that weighs more than 10,000 pounds or takes up all the trailer space so no other shipment can be loaded.

F.O.B. origin, freight prepaid: Seller pays and bears freight charges. Buyer owns goods in transit. Buyer files any claims.

F.O.B. destination, freight collect: Buyer pays and bears freight charges. Seller owns goods in transit. Seller files any claims.

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F.O.B. origin, freight prepaid and add: Seller pays freight charges. Buyer bears freight charges. Buyer owns goods in transit, and files any claims.

F.O.B. origin, freight collect: Buyer pays and bears freight charges. Buyer owns goods in transit and files any claims.

F.O.B. destination, freight prepaid: Seller pays and bears freight charges. Seller owns goods in transit and files any claims.

F.O.B. destination freight collect and allowed: Buyer pays freight charges. Seller bears freight charges. Seller owns goods in transit and files any claims.

2.4 LTL Carrier Routing Instructions

For LTL shipments that are freight collect to Clore, Prpaid & Add, 3rd party billing to Clore or any form of bill back of the freight charges to Clore Automotive, please follow these instructions;

Shipments of over 70 pounds per piece or 150 pounds total, should be routed by contacting Clore Automotive at the following email address for routing instructions. Send an email to: logistics@cloreautomotive.com with the following information:

- Origin Zip Code *
- Weight *
- Pieces
- Dimensions (individual dimensions for shipment under 300 pounds and pallet dimensions for those shipments over 300 pounds)
- Freight Class
- Ship Date
- Other special handling information: (Hazmat, Liftgate...)

Note: ‘*’ indicates required information

Clore staff will respond normally within 4 hours with the designated carrier and their contacting instructions.

- Carrier Name
- Contacting instructions (phone number...)
- 3rd Party Billing Instructions
(please send email requests by 1:00 PM Central time (Monday – Friday) to confirm same day response).

Our receiving department at the Kansas City distribution center closely monitors all incoming shipments to insure the correct carrier is used. Our logistics partner, AFS Logistics, also audits each carrier invoice submitted for payment to guarantee the correct carrier was used, proper rate applied and unnecessary accessororial charges are not being billed to Clore Automotive. These instructions also apply for our customers sending Return/Repair shipments back to the Kansas City distribution center that have been preapproved to ship on a collect basis. If requested, Clore’s service team will provide a pre-printed Bill of Lading.

Note: Customers and vendors using unauthorized carriers will be subject to an administrative fee and excessive freight charges per Section 2.5.

2.5 Domestic Routing Guide Violations

Failure to comply with Clore Automotive, L.L.C. routing instructions is considered serious. The resulting additional expenses for freight charges, excess handling charges, and/or processing charges will be deducted from your invoice or result in a chargeback to the vendor.

Below is a list of violations to Clore Automotive, L.L.C., instructions and the penalty/charges that may be assessed.

Collect Freight Term Vendors

Violation	Charge (USD)
<ul style="list-style-type: none"> Not following or obtaining routing Instructions from Clore Automotive Traffic Department for FOB Origin, Freight Collect shipments. 	Any excess freight charges, including expediting charges from Clore Automotive Distribution Center plus \$100.00 processing fee.
<ul style="list-style-type: none"> Failure to consolidate all shipments on the same day from the same location to the same destination, or as instructed from Clore Automotive Transportation 	Excess freight charges plus \$100.00 processing fee.
<ul style="list-style-type: none"> Shipping Air Freight without authorization from Clore Automotive Transportation. 	Excess Freight charges plus \$100.00 processing fee.
<ul style="list-style-type: none"> Failure to follow Bill of Lading Requirements and Packing List Requirements 	\$100.00 Processing Fee Plus any additional expenses incurred to deliver product to the customer.

All inquiries related to Transportation chargebacks must be in writing and addressed to:

CHARGEBACK REVIEW – TRANSPORTATION
Clore Automotive, LLC
8600 Underground Drive, Pillar 248
Kansas City, MO 64161

A \$25.00 processing fee will be applied to each debit memo.

Violation	Charge	UOM
Packaging*		
<ul style="list-style-type: none"> Product shipped in poor quality boxes/packaging. 	\$ 50.00	Carton
<ul style="list-style-type: none"> Case pack quantity different than stated in P.O. 	\$ 50.00	Carton
<ul style="list-style-type: none"> More than one SKU or purchase order within a carton. 	\$ 25.00	Carton
<ul style="list-style-type: none"> More than one Purchase order per Carton (or unmarked) 	\$ 25.00	Shipment
Carton Label*		
<ul style="list-style-type: none"> Missing label from carton. 	\$ 10.00	Carton
<ul style="list-style-type: none"> Missing information/ incorrect information on label. 	\$ 10.00	Carton
<ul style="list-style-type: none"> Missing information/incorrect information on shipping label 	\$ 10.00	Carton
<ul style="list-style-type: none"> Missing carton label and PO on small package carrier (e.g. UPS, Fed Ex) shipments. 	\$ 10.00	Carton
UPC Bar Code (Where Applicable)		
<ul style="list-style-type: none"> UPC missing from product and or Master Pack 	\$ 10.00	Case or Unit
<ul style="list-style-type: none"> Improper UPC specifications (non-scannable). 	\$ 10.00	Unit
Packing		
<ul style="list-style-type: none"> Missing/ incorrect pallet label. 	\$ 10.00	Pallet

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- | | | |
|---|----------|----------|
| • Use of non-compliant pallets per Section 4, item 1 | \$ 10.00 | Pallet |
| • Overhanging cartons exceeding 1” allowance on 40X48 pallet. | \$ 10.00 | Pallet |
| • No reasonable clearance from top of trailer. | \$100.00 | Shipment |

Shipments

- | | | |
|--|----------|----------|
| • Multiple cartons shipped via UPS that could have been consolidated into a smaller amount of cartons or shipped LTL at less cost to Clore Automotive. | \$100.00 | Shipment |
|--|----------|----------|

Re-Work Issues

- | | | |
|---|----------|----------------|
| • Administrative Fee per Purchase Order | \$500.00 | Purchase Order |
|---|----------|----------------|

All Re-Work issues will be subject to lost sales, storage fee’s, extra freight charges and labor rate charges from Clore Automotive, in addition to the Administrative fee.

Note: Appeals on any or all chargebacks must be initiated within 90 days of the chargeback date. Correspondence concerning chargebacks older than 90 days will not be researched or addressed.

3 International Supply Chain Shipments

3.1 Shipping Instructions – International

- The official language of Clore Automotive, L.L.C. is English. All documentation and correspondence must be in English.
- Import shipments to the Clore Automotive distribution center or our European distribution center are defined as follows:
 - Less than Container Load (LCL)
 - Full Container Load (FCL)
 - Air Freight (Either commercial airlines or international package courier (i.e., FedEx or UPS))
- Any vendor preparing to import a LCL, FCL, or Air Freight shipment to the Kansas City or European distribution center must adhere to the terms of the purchase order, product drawings and guidelines stated within this route guide.
- It is the vendor’s responsibility to ensure shipments are properly packaged, counted and loaded to eliminate damage and maximize capacity.
- **Solid Wood Packaging Materials** – Wooden packaging materials (e.g., pallets, crates, boxes, and dunnage) imported in the U.S. must be heat treated or fumigated with methyl bromide and marked with the International Plant Protection Convention (IPPC) logo and appropriate country code designating the location of treatment. **Additional paper certifications will not be required.** APHIS and the Department of Homeland Security’s Customs and Border Protection will require the immediate reexportation of any unmarked wood packaging material (WPM) that is not in compliance with the ISPM 15 treatment and marking standard.
- **Container Seals** – By statute, U.S. Customs and Border Protection (CBP) requires all loaded containers arriving by vessel at a port of entry in the U.S. to be sealed with a seal meeting the **ISO/PAS 17712** standard.
- Carton labels/markings must be on each carton and pallet as specified by the purchase order and product drawings.
- The shipment must be delivered to the Freight Forwarder with sufficient time prior to the vessel cut off date and time to meet the ship date on the purchase order and vessel sailing dates provided to the vendor from the forwarder’s local agent and booking notice.

- Failure to comply with Clore Automotive L.L.C. routing instructions is considered serious. The resulting additional expenses for freight charges, excess handling charges, and/or processing charges will be deducted from your invoice or result in a chargeback to the vendor.
- All LCL – Shipments must be fully secured to an approved pallet by means of heavy shrink wrap. Plastic or vinyl banding may also be used if appropriate to secure the load. No loose cartons are to move via LCL service.
- Each LCL Pallet must be identified on the paperwork with the number of cartons on the shipment. This method is required so that the count of the cartons is the primary number and not the count of the pallets, thus avoiding a shipment arriving with the full pallet count, yet missing several cartons. You are NOT to identify a pallet with the phrase ‘said to contain’.
 - Example: 36 cartons loaded on 1 skrink wrapped pallet.
- Each pallet on an LCL shipment must be mark; “Do not break shrink wrap”, or similar phrase. This is to make sure that the cartons are not removed from the pallet at any time during transit.
- Pallets of LCL shipments must have a single part number loaded on each pallet, except for small quantity volumes. For small quantity volume of cartons one pallet is to be identified as a mixed pallet, this pallet may contain multiple different part numbers. Please obtain approval from your Logistics contact if multiple mixed pallets would be needed for an LCL shipment.

3.2 *Import Product Shipment Check List*

This checklist provides our vendors a logistical guide to follow during the manufacturing process to insure the product is shipped without delay or error. If a question arises, please contact your Purchasing / Logistics contact or email logistics@cloreautomotive.com.

Item #	Check Point Description	Status
1	Email or fax ISF/Booking Request Notice to the specified forwarder’s local agent 30 days before scheduled ship/completion date.	
2	Contact the local forwarder at least 7 days in advance of ship date with detailed description of the product, the container number and the seal number.	
3	If the shipment is palletized, pallets must adhere to the specifications per drawing number 810-200-000, unless otherwise approved in writing by the Supply Chain Manager and Distribution Center Manager. (note; all wood pallets must be in compliance with the International Plant Protection Convention (IPPC) by being treated and marked of that treatment to avoid the spread of invasive insect species or plant diseases.	
4	On the date of shipment, the following documents must be submitted to your specified forwarder: commercial invoice, packing list and country of origin certificate. Guidelines for the commercial invoice and packing list are specified in section 3.	
5	Country of origin certificate should be on the manufacturer’s letterhead, stating the country of origin and the product is labeled as such, along with the manufacturer’s address and contact information.	

3.3 *Export Documentation*

- The following documents are **required** for entry of goods to the United States:
 - Commercial Invoice (see Section 3.3.1)
 - Packing List (see Section 3.3.2)

- House Bill of Lading (provided by THI two to five days after surrendering shipment at loading port.)
- The documents must be submitted to the Clore Automotive forwarder’s origin offices within 3 days of vessel departure for all LCL and FCL ocean shipments. For air shipments, documents will travel with the shipment.
- Clore Automotive L.L.C. requires that three (3) sets of original documents (commercial invoice, packing list and carrier’s bill of lading) is sent to the following parties:
 - One set of original documents to our notify party
 - One set of original documents to the Clore Automotive supply chain manager (buyer of record)

All documents should be consigned to one of the following addresses, unless otherwise specified:

US Destinations	European Destinations
Consignee: Clore Automotive, LLC 8600 Underground Drive Pillar 248 Kansas City, MO 64161 Molly Coffman Phone: 816-459-2223 Fax: 816-459-2201	Consignee: Freightways Distriservices Mandenmakerstraat 6 2222 AX Katwijk The Netherlands Jolanda Schaap Phone: 31-71-4090719 Fax: 31-71-4080838

3.3.1 Commercial Invoice Requirements

- Commercial Invoice should be printed on company letterhead and must contain the following information:
 - Incoterms and Payment Terms per the Purchase Order or Contract
 - Purchase Order Number(s)
 - Shipper’s full name and address
 - Country of Origin
 - Point of Origin (Full Plant Address Required)
 - Clore 9-Digit Part Number as specified on Purchase Order
 - Full Description (no abbreviations), including Model Number
 - Quantity per part number
 - Total carton count for each product
 - Unit Price
 - Total value of invoice
 - Ten-digit tariff number under the Harmonized Tariff Schedule

3.3.2 Packing List Requirements

- Packing List should be printed on company letterhead and must contain the following information:
 - One (1) Packing List per Container (no multiple containers on one packing list)
 - Purchase Order Number(s)
 - Name of Forwarder
 - Full Description (no abbreviations), including Model Number
 - Quantity per part number
 - Total carton count for each product
 - Pallet Count
 - Gross Weight in pounds and kilograms
 - Cubic Meter (CBM) per part number

- Booking Number
- Vessel Name
- Container Number
- Seal Number

3.4 *International Shipping Terms*

Regardless of the Incoterms in use, the seller must supply the goods as agreed in the contract of sale, together with such evidence of conformity as may be required by the contract.

Regardless of the Incoterms in use, the buyer must take receipt and pay for the goods delivered, as provided in the contract.

The payment of the forwarding fee is sometimes controversial, depending on the contract of sale.

Risk of loss or damage is transferred from seller to buyer when goods have been delivered to carrier.

Carriage Paid To: The seller pays the freight to the named destination.

Carriage & Insurance Paid: Same as CPT plus cargo insurance.

Cost, Insurance, & Freight: Same as CFR plus insurance.

Cost and Freight: The seller must pay the cost and freight necessary to bring the goods to the port of destination, not including insurance. The goods must be cleared for export.

Ex Works: The buyer is obligated to pick the goods up from the seller at his dock and move the goods as well as pay all charges from that point forward.

Free On Board: Seller is obligated to have the goods packaged and ready for shipment from the agreed point. The buyer normally assumes the burden of all-inland transportation costs and risks in the exporting country, as well as all subsequent transportation costs, including the costs of loading the merchandise on the vessel. Seller fulfills his obligation to deliver when the goods have passed over the ship's rail at the named port of shipment.

Delivered ex Ship: Take possession at the port of arrival, on the ship, uncleared.

Delivered ex Quay (duty paid): Ownership changes on the wharf after entry has been made and duty paid.

Delivered Duty Unpaid: Seller is responsible for all transportation charges except custom duties and taxes abroad.

Delivered Duty Paid: Seller is responsible for all charges including duty, taxes and delivery at destination.

Free Alongside Ship: The seller fulfills his obligation to deliver when the goods have been placed alongside the vessel, on the quay, or in lighters at the named port of shipment.

Free Carrier: The seller fulfills his obligation to deliver when he has handed over the goods, cleared for export, into the charge of the carrier named by the buyer at the named place or point.

INCOTERMS 2000

Incoterms and Services	EXW	FCA	FAS	FOB	CFR	CIF	CPT**	CIP**	DAF	DES	DEQ	DDU	DDP
	Ex Works	Free Carrier	Free Alongside Ship	Free on Board	Cost and Freight	Cost, Insurance, & Freight	Carriage Paid To	Carriage & Insurance Paid	Delivered at Frontier	Delivered ex Ship	Delivered ex Quay (duty paid)	delivered duty unpaid	Delivered Duty Paid
	named place	named place	named port of destination	named port of destination	named place of destination	named place of destination	named place of destination	named port of destination	named place	named port of destination	named port of destination	named place of destination	named port of destination
warehouse storage at point of origin	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
warehouse labor charge at origin	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
export packing	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
loading at point of origin	buyer	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
inland freight	buyer	buyer	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
port receiving charges	buyer	buyer	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
forwarding fees	buyer	buyer	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
loading on ocean carrier	buyer	buyer	buyer	seller	seller	seller	seller	seller	seller	seller	seller	seller	seller
ocean freight	buyer	buyer	buyer	buyer	seller	seller	seller	seller	seller	seller	seller	seller	seller
charges in foreign port	buyer	buyer	buyer	buyer	buyer	buyer	seller	seller	seller	buyer	seller	seller	seller
delivery charges to final destination	buyer	buyer	buyer	buyer	buyer	buyer	buyer	buyer	buyer	buyer	buyer	seller	seller
customs duties and taxes abroad	buyer	buyer	buyer	buyer	buyer	buyer	buyer	buyer	buyer	buyer	seller	buyer	seller

INCOTERMS 2000

Free on Board – Origin Port:

For shipments moving- FOB Origin Port, the origin port is defined as a major ocean (Deep Water) port that is directly serviced by the ocean going vessels. The FOB Origin Port is not to be considered as an Inland Port (for surface transfer to an Ocean Port), nor is it to be considered as an inland waterway port. If the shipment must be transferred to another vessel for the major ocean crossing then the shipment would not be considered as moving from the FOB Origin Port.

Please contact your Purchasing / Logistics contact to obtain initial instructions on approved ports, or to obtain approval to use a new port.

Deep Water Ports supporting China would include

Dalian, Tianjin, Qingdao, Shanghai, Ningbo, Xiamen, Shenzhen and Hong Kong.

3.5 *International Routing Guide Violations*

Violation	Charge (USD)	UOM
<u>Packaging *</u>		
• Product shipped in poor quality boxes/packaging.	\$ 10.00	Carton
• Case pack quantity different than stated in P.O.	\$ 10.00	Carton
• More than one SKU or purchase order within a carton.	\$ 10.00	Carton
• More than one SKU or purchase order within a Pallet.	\$ 10.00	Pallet
<u>Labeling *</u>		
• “Mixed” or “Partial” cartons not labeled as such.	\$ 10.00	Carton
• Missing label from carton.	\$ 10.00	Carton
• Missing information/ incorrect information on label.	\$ 10.00	Carton
• Missing carton label and PO on small package shipments (e.g. UPS, Fed Ex)	\$ 10.00	Carton
• Missing/ incorrect shipping label (small packing carrier).	\$ 10.00	Carton

Note 1: Appeals on any or all chargebacks must be initiated within 90 days of the chargeback date. Correspondence concerning chargebacks older than 90 days will not be researched or addressed. The listed violations are not all inclusive, product incurring additional freight expense due to late shipment caused by the vendor will be charged back to the vendor.

Note 2: A \$25.00 processing fee will be applied to each debit memo

4 *Domestic 3rd Party Logistics Partner*

Clore Automotive is in agreement with AFS Logistics to provide the best transportation carriers to serve our valued customers. Outbound prepaid invoices and Inbound collect invoices and third party invoices should be mailed or transmitted to the following:

AFS Logistics
330 Marshall Street, Suite 400
P.O. Box 18170
Shreveport, LA 71101
Fax: 318-841-9454

www.afs.net

Primary Contact: Sylvester Byrd 913-362-8111 x-1454, Mobile 913-236-3996 sbyrd@afs.net

5 International Forwarders

All requests for Import & Export shipments should have an email sent requesting routing instructions to logistics@cloreautomotive.com.

Email requests must include the following information;

- Vendor address with Zip Code
- Weight
- Pieces
- Dimensions (individual dimensions for shipment under 300 pounds and pallet dimensions for those shipments over 300 pounds)
- Freight description
- Ship Date
- Other special handling information: (Hazmat, Liftgate...)

Ocean:

Laufer Group International LTD represents Clore for most Ocean import and export shipments.

Laufer Group International LTD
7007 NE Parvin Road
Kansas City, Missouri 64117

Telephone: 816-421-2233
Fax: 816-421-2426

Primary Contact: Bryan Martsching 816-379-3979 bryanm@laufer.com
www.laufer.com

5.1 Ocean Container Requirements

All Ocean Containers must have a Container Load Report emailed to logistics@cloreautomotive.com, so that the container can be adequately tracked during transit. Form# DCOP110101. This form must include the following information; Supplier, Booking number, container number, BOL, Factory Departure date, sailing date, ETA, all Clore part numbers, Clore model number, quantity, PO#, description or supplier reference and if the container is pallet or floor loaded. Please contact your Purchasing or logistics contact for instructions on the requirements to submit a Container Load Report.

Container Load Report: DCOP110101

Clore Automotive
Container Load Report: DCOP110101 (Revision Date: 29-Nov-2013)
NOTE: Cells B, C & D must be merged aligned left for the header

Supplier Name:	
Booking Number:	
Container Number:	
Bill of Lading Number:	
Factory Departure Date (*)	
Loading Date (*)	
EIA (*)	

(*) Date Format must be Month / Day / 4 digit year (2012013)

E-Mail Distribution: bookings@cloreautomotive.com

NOTE:
Vendor to send e-mail copy of this report to Clore Automotive at time of Booking and day shipment is delivered to origin port.

Clore 9 digit part #	Clore Model #	Qty	PO#	Pallet / Floor	Description or Supplier Reference

Revision History
 1. (2/12/13) Added Description or Supplier Reference
 2. (11/21/2013) Added note to let user know the header input section (B, C & D columns) needs merged, Added Pallet / Floor Load

Contact Your Supply Chain Manager for the latest version

6 Preferred Import/Export Broker and Canadian Customs Broker

Expert Customs Brokers represents Clore as our preferred broker for all prepaid export shipments and all collect inbound shipments, destined to or originating from any point in Canada. They can be contacted at the following:

Willson Brokerage – National Accounts Centre – Operations (for Live Shipment Entries)
 1264 Garrison Road, Unit 2
 Fort Erie, Ontario, Canada L2A1P1
 Phone: 905-871-1310
 Fax: 905-816-4405 or 888-871-6933
 Toll Free 800-871-1918

Service Department (General Questions and Support)
 589 Barton Street, Suite 201
 Stoney Creek, Ontario, Canada L8E6E4
 Toll Free: 905-643-9054
 Fax: 905-643-1704
 Email: service@willsonintl.com

Primary Contact: Neil Newbery 866-535-1918 x-2006 905-643-9054 nnewbery@willsonintl.com
 Secondary Contact: Dawson Ives 204-390-1644 dives@willsonintl.com

www.willsonbrokerage.com