



Outline to ensure our suppliers comply with our need to keep freight cost down.

VENDOR ROUTING GUIDE

These instructions supersede and take precedence over all previously issued routing instructions for any of the SAF-HOLLAND Group subsidiaries. It is the responsibility of the vendor to obtain the current Transportation Shipping and Routing Guide in effect at the time of shipment. SAF-HOLLAND USA does not mail out routing guides.

These shipping and routing instructions apply to all shipments to any SAF-HOLLAND USA facilities, including intercompany shipments. This also includes small packages and all prepaid shipments, as well as collect shipments.

Vendors are required to comply with these shipping and routing instructions. (Failure to comply with these guidelines without express written authorization from SAF-HOLLAND USA may result in a chargeback of any differential cost incurred by this company, plus a \$100.00 administrative handling charge.

Shipping Instructions and Routing Guidelines

- 1) Small package shipments – domestic shipments up to 150 lbs or 8 packages move COLLECT thru United Parcel Service (UPS). All shipments should be booked through UPS's web site and the UPS account number for the appropriate destination should be used for the booking. Contact your shipping or PIC representative to obtain the approved UPS account numbers for SAF-HOLLAND USA and all valid receiving locations.
- 2) For all truck shipments, ALL FREIGHT TO BE HANDLED BY EVANS TRANSPORTATION (1-800-886-7799). Using another carrier makes shipper responsible for any additional freight charges.
For domestic shipments over 151 lbs:
 - Suppliers should schedule their pick-up with Evans 48 hours in advance.
 - All shipments must include a packing list with SAF-HOLLAND USA Part Number. Attach packing slip to the last pallet loaded on trailer.
 - Use commodity descriptions consistent with the provision of the National Motor Carrier Freight Classification. Note the N.M.F.C. numbers(s) and the actual freight class next to the commodity description on the Bill of Lading.
- 3) Air Freight/Premium Transportation-All domestic air and ground expedite shipments consigned to SAF-HOLLAND USA and any of its valid receiving location MUST be booked through Evans Transportation. Any order that needs to travel more than 550 miles in 22 hours (or any incremental mileage increase over 550) will be construed as an expedite shipment.



- 4) Unauthorized excess transportation charges or freight sent prepaid and billed to the material invoice are violations of these routing instructions in which case the entire freight charge will be charged back to the supplier in addition to an administrative handling fee.
- 5) For all Customs Collect inbound shipments coming from Canada or Mexico:
It is the shipper's responsibility to complete all required documents for US Customs including Commercial Invoice and Certificate of Origin where applicable as well as NAFTA certificates when they apply. For NAFTA shipments, all documents must be provided to the SAF-HOLLAND USA NAFTA Coordinator before shipment is made.
- 6) Suppliers are responsible for transportation costs when shipping past due orders. However, it is highly recommended the authorized SAF-HOLLAND USA carrier is contacted and utilized. Unauthorized excess transportation charges or freight sent prepaid and billed to the material invoice are violations of these routing instructions in which case the entire freight charge will be charged back to the supplier in addition to an administrative handling fee.
- 7) The supplier must advise SAF-HOLLAND USA contact within 24 hours of a scheduled pickup if primary carrier cannot make the scheduled pickup. Again, ALL FREIGHT TO BE HANDLED BY EVANS TRANSPORTATION (1-800-886-7799). Using another carrier makes shipper responsible for any additional freight charges.

Shipping Document Instructions

- 1) All shipments must include a packing list with the SAF-HOLLAND USA part numbers and PO number
- 2) Use commodity descriptions consistent with the provision of the National Motor Carrier Freight Classification. Note the N.M.F.C. numbers(s) and the actual freight class next to the commodity description on the Bill of Lading.
- 3) Consolidate one days shipping to the same destination on Bill of Lading.
- 4) Hazardous Materials to be classified, packaged, labeled and shipped following D.O.T. regulations.

Valid Receiving Locations for SAF-HOLLAND USA:

- Holland, Michigan Facility

- Wylie, Texas Facility

- Warrenton, Missouri – North Facility

- Warrenton, Missouri – South Facility

- Monroe, North Caroline Facility



- Muskegon, Michigan Facility
- Dumas, Arkansas Facility
- Byron, Illinois Facility

IMPLICATIONS

All SAF-HOLLAND USA inbound freight will be FOB Shipping Point routed through SAF-HOLLAND USA specified transportation unless otherwise agreed upon. Supplier is responsible for on time delivery at SAF-HOLLAND USA designated facility. Supplier is responsible for all freight charges associated with any raw materials they purchase to meet SAF-HOLLAND USA requirements, including material from SAF-HOLLAND USA, unless otherwise agreed upon. All truck shipments must be classified using the current “National Motor Freight Classification Tariff.” Shipments should be released to a value which will result in the lowest transportation rate. All freight outside of Michigan facilities to be as close to freight terms 77.5 or lower, for meaning of these freight terms consult with Evans Transportation Services, Inc., or consult www.nmfta.org

If the seller fails to comply with these routing instructions, the seller is liable for excess charges or reversal of freight charges or both. SAF-HOLLAND USA Accounts Payable will deduct these charges from its payment to the seller.

IMPORTANT

- SAF-HOLLAND USA Sourcing Specialist must be called if recommended carrier does not service your facility as a direct point
- C.O.D. Shipment will be refused.
- All Bills of Lading must include description of commodity & freight class.

Costs resulting from any deviation of the above routing instruction without authorization will be debited to your company. If there are any questions about what you should do, please call Strategic Sourcing @ 888.396.6501 or email strategicsourcing@safholland.com before you ship.



Engineering Your Road to Success

Please acknowledge receipt of these routing instructions by signing below. E-mail, mail or fax SIGNED copy of all pages to:

Jim MacLellan
SAF-HOLLAND USA
1950 Industrial Blvd
Muskegon, MI 49442
FX: 231.767.8854

Email: strategicsourcing@safholland.com

By signing below I acknowledge receipt of routing instructions for SAF-HOLLAND USA, Inc.

Signature

Date Signed

Printed Name

Company Name

Email address:

Company Address