



# International Shipping Guidelines for Aftermarket Parts Suppliers

## GENERAL INFORMATION

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<b>Approved By:</b>	Philip Niles-Supply Chain Mgr.	<b>Version:</b>	1.0
<b>Referenced Policies:</b>	<a href="http://navistarsupplier.com/Supplier Guidelines/Supplier Guidelines.aspx">navistarsupplier.com/Supplier Guidelines/Supplier Guidelines.aspx</a>		
<b>Parent Document:</b>	Shipping Guidelines/Terms and Conditions		

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## **OBJECTIVE**

To provide directions for suppliers shipping aftermarket material to International Motors Parts Distribution Centers and Packagers:

- 749 National 2701 Ellis Rd, Joliet, IL 60433
- 770 York 105 Steamboat Blvd., Manchester, PA 17345
- 775 Vegas 3101 N. Lamb Blvd., Suite 100, Las Vegas, NV 89115
- 776 Atlanta 1300 Oakley Industrial Blvd., Fairburn, GA 30213
- 777 Dallas 4038 Rock Quarry Road, Suite 400, Dallas, TX 75211
- 779 Pacific NW 10920 Steele St. S., Suite 4, Lakewood, WA 98499
- 781 Midwest 2700 Haven Avenue, Joliet, IL 60433
- 970 ECP 571 Glover Road, Hannon, Ontario Canada LOR1P0
- 981 Edmonton 27650 108th Avenue, Acheson, Alberta Canada T7X6P7
- 807 Queretaro Av. La Montana No. 114 Km. 28.5 Carret. Gro. S.L.P.
- 714 Diversi-Pak 1155 Harvester Road, West Chicago, IL 60185
- 721 Newstream Enterprises 2065 E. Pythian St., Springfield, MO 65802
- 748 HLM 14233 W. Warren Avenue, Dearborn, MI 48126
- 711 Leyden R.C.A. 8607 Arnold Street, River Grove, IL 60171
- 713 Pierce Distribution 1354 Clifford Avenue, Loves Park, IL 61111

Adherence to these guidelines reduces the likelihood of plant shutdown or other point of application (POA) impacts; leads to efficiencies in the transportation network; and reduces waste and unnecessary work for International Motors and its suppliers. Failure to abide by these guidelines could result in supplier chargebacks.

## **North American Normal Transportation (Non-urgent Truckload (TL) or Less-than-Truckload (LTL))**

International Motor's aftermarket transportation management (excluding parcel and expedited shipments) is executed by Ryder.

- All normal shipments **must** be set up through Ryder. Failure to do so is considered an unauthorized shipment, and suppliers will be responsible for freight charges.
- Before shipping any freight, supplier must enter all shipment requests into the Ryder portal (Rydershare).
- Supplier must use the carrier and Ryder Bill of Lading (BOL) and load number assigned by Ryder. Access to the Ryder Portal (Rydershare) is required to access the Ryder BOL.
- Contact Ryder at INTL@ryder.com to obtain access and training for Rydershare.

### Shipment Entry Requirements

- Suppliers must enter accurate information:
  - Origin and destination name
  - Shipping contacts and hours
  - Required pick up date/required delivery date
  - Select business unit – “Parts Division”
  - Weight
  - Number and dimensions of pallets/skids/racks
  - Stackable Y/N
  - Hazmat Y/N
  - Description of goods
- If any pertinent information changes after a shipment has been entered, contact INTL@ryder.com to provide updated information.



- Accurate information on all shipping documents is critical. Furthermore, information on shipping documents must match the labels on packaging. Lack of accurate information results in sub-optimal shipping and potential supplier chargebacks.
- If your shipments will transit through a consolidation facility/cross-dock (Gonzalez De Castilla- GDEC), no additional documentation is required. Simply ensure that you make a shipment request entry for each final destination and use the Ryder BOL as normal. All labeling must reflect the final destination.
- Contact Ryder at INTL@ryder.com with any questions.

#### Shipment Lead Time

- All shipments must be entered into Rydershare not later than 48 hours prior to the requested pick-up time.
- Shipments entered less than 24 hours before requested pick-up time are subject to supplier chargebacks.

#### Cancel or Reschedule a Shipment, or Delay Loading

- To cancel or reschedule a shipment, supplier must use the CA form International Motors CA FORM to notify Ryder at least 24 hours in advance of scheduled pick-up date/time.
  - Late cancels are subject to supplier charge back for truck ordered, not used (TONU).
  - For rescheduling, Ryder will provide a revised pick-up date/time and revised BOL back to supplier.
- Supplier must notify INTL@ryder.com immediately if carrier cannot be loaded at requested pick-up date/time. Failure to report delays to Ryder could result in supplier chargebacks for carrier detention.

#### Less-Than-Truckload (LTL) Shipments

- Suppliers shipping LTL are limited to one LTL movement per Origin-Destination pair per week. Shipping more than 1x per week will result in supplier chargebacks. If a second LTL shipment is needed, your International Motors planner must be notified and the planner will notify. Kyle\_Bacon@Ryder.com with approval.
- Non-palletized freight weighing less than 150 lbs. cannot ship LTL. See below for parcel shipping instructions.
- Contact Ryder at INTL@ryder.com if you have questions about your primary mode of transportation (TL or LTL).

#### Mexican Government Invoicing Requirements (Carta Porta)

- Required for:
  - U. S. suppliers shipping to Mexico
  - Mexico suppliers shipping to U. S.
  - Mexico suppliers shipping within Mexico
- E-Carta System – Complemento CPR
  - Supplier must be registered with the E-Carta System. Contact command\_center\_ryder\_cfdi@ryder.com for access and training.
  - Supplier must comply entering the merchandise information for every shipment at <https://navistar.ecartaporte.com.mx/>
  - The parts/merchandise must be loaded in the system between the Shipment Create Date in Ryder Portal and within 30 minutes of trailer closing at your facility and before the shipment dispatches from the pick-up location. If this is not followed, Ryder will start debiting until compliance is met (see attached letter, page 10-11).
  - Send any inquiries to command\_center\_ryder\_cfdi@ryder.com

#### Documentation Requirements for Shipments from Mexico to U. S.

- Suppliers must comply with the Customs Invoicing Instructions (PR-38 document) found on the International Motors Supplier Portal ([navistarsupplier.com](http://navistarsupplier.com), click on “Supplier Guidelines/Terms and Conditions”).
- The following documents must be uploaded into Ryder Document Management System (DMS) within 2 hours of carrier pick up date/time:
  - Carta Porta/Packing List
  - Commercial Invoice
  - Letter of Instruction (if required by custom broker)
- Per International Motors security requirements, suppliers must take the following pictures and send them to INTL@ryder.com :



- Picture 1 – Interior of empty trailer
- Picture 2 – Interior of trailer, loading 50% complete
- Picture 3 – Interior of trailer, loaded 100% complete
- Picture 4 – Trailer door is closed
- Picture 5 – Seal number and seal holder
- Picture 6 – Trailer number

### **Global Shipments (origins outside the US, Mexico, or Canada)**

International Motor's global transportation is managed by DSV.

- All global shipments (excluding T14 EU ocean shipments\*) must be set up through DSV. Failure to do so constitutes an unauthorized shipment, and suppliers will be responsible for freight charges.
- Global suppliers must submit transportation requests via DSV Portal at [us.sha.4pl.int.motor@dsv.com](mailto:us.sha.4pl.int.motor@dsv.com) within the following lead times:
  - Air shipments – submit SNF 2 weeks prior to freight ready at shipper's dock.
  - Ocean shipments – submit SNF 4 weeks prior to freight ready at shipper's dock.
- Suppliers must complete an Importer Security Filing (ISF) template and submit it to Buckland the same day cargo is booked, and in no case later than 2 full working days (not counting weekends and U. S. holidays).

### **Expedited Shipments and Premium Freight (does not include Critical orders)**

RXO provides management of all International's expedited transportation management (U. S., Mexico, Canada).

In urgent situations where normal (Ryder-scheduled) transportation options will not meet production times at our manufacturing facilities, International Motors material planners will set up expedited freight options (ground expedite, charter, or expedited parcel). RXO/NLM will dispatch a carrier to retrieve the material from suppliers' locations.

Note: All inbound expedited parcel shipments to any of International Motor's parts distribution center or packager locations must be set up by the respective International Motors material planner through RXO like any other expedite. (See 5. Parcel Shipments in this document for parcel instructions) For this purpose, the following FedEx service levels are considered expedited/urgent

- FedEx Priority Overnight
- FedEx Standard Overnight

Supplier responsibilities for expedited shipments:

- Follow instructions from the International Motors material planner for shipment preparation.
- Be prepared to load material and provide all required documentation as soon as the expedite truck arrives.
- Expedited shipments from Mexico require the same documentation as normal shipments. (See "Documentation Requirements for Shipments from Mexico to U. S." on page 5 of this guide). Quickly respond to all inquiries from International Motors and RXO/NLM teams regarding status of loading.

FedEx Premium Freight

- Suppliers are not authorized to ship inbound material to any International Motors PDC or Packager location via the following FedEx service levels:
  - FedEx International Priority Freight
  - FedEx First Overnight Freight
- These are expedited freight shipments – not parcel – and must be set up by the respective International material planner through RXO/NLM like any other expedite.

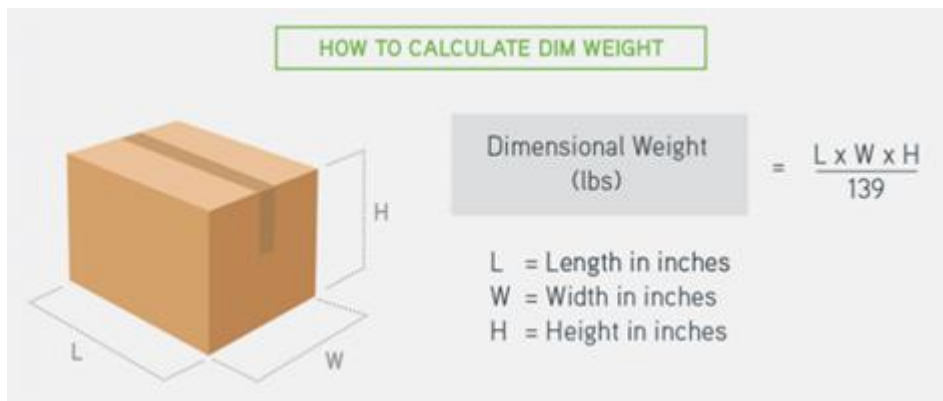


- Unauthorized shipments in these categories not set up by an International material planner will be subject to supplier chargeback.

## Parcel Shipments

International Motors uses FedEx for domestic parcel shipments not managed through Ryder. The service modes are outlined below for international shipments. Specific import /export service modes must be respectively used. Suppliers are **\*\*required\*\*** to communicate in writing via email or EDI with the appropriate International Motors material planner **\*\*before\*\*** shipping parcel with the correct account #. Suppliers must remain compliant to avoid freight chargeback penalties at the non-discounted freight costs.

- If the number of packages per parcel shipment exceeds the dimensional weight requirements, then they must go on a pallet and ship via LTL. Not complying with this will result in a supplier chargeback for additional handling fees.
- For all individual parcel packages International Motors requires you to input via barcode, packing slip and BOL, the part #, PO#, complete shipping and consignee address, and ASN#. This is for the WorldShip, Ship Manager and Ryder TMS. Not complying with this will result in a shipment rejection at the supplier's expense. (All Service Modes apply).
- Parcel shipments fall within the following Length x Width dimensions and the weight:
  - Length under 60 inches
  - Width under 50 inches
  - Height under 48 inches
  - Weight under 150 pounds
- Anything exceeding these dimensions is not parcel and should be shipped via LTL. Palletized freight is not parcel.



- Suppliers are not authorized to ship parcel “COD” or “collect.”
- All inbound expedited parcel shipments to any of International Motor's Parts Distribution Centers or Packagers must be set up by the respective International Motors material planner through RXO/NLM like any other expedite.
  - This applies to FedEx domestic shipments (US-to-US) in the following service level categories:
    - FedEx Priority Overnight
    - FedEx Standard Overnight



## Dear valued Suppliers of International,

All suppliers in Mexico currently shipping to International Motors plants in Escobedo and their US Manufacturing plants and Parts Distribution Centers (PDCs) are required to upload documents to Ryder DMS E-Carta Porte in compliance with International Supplier Shipping Guidelines.

To prevent delays to shipments and impacts to production, and to comply with Mexican and US government regulations, it is imperative that all suppliers comply with the timing requested to make these documents/shipment data available to Ryder DMS/E-Carta Porte platforms.

Any delay by supplier to upload this critical information results in delay in the proceeding processes -

1. Carrier to create CCP.
2. Customs clearance by International Motors broker.
3. Trailer crossing the border.
4. Delivery to International Motors plants/PDCs.

Effective 1 March 2025, suppliers who fail to comply with DMS and E-Carta Porte requirements and upload the documents/shipment data within the required time are subject to chargebacks.

The amount to be debited for each load for which documents/shipment data is uploaded late will be up to \$500.00 per shipment.

Current required timing:

**Ryder DMS: Upload documents within 2 hours of carrier departure date/time.**

**Ryder E-Carta Porte: upload shipment data within 30 minutes of trailer closing at your facility (prior to carrier leaving). The carrier cannot legally depart leave until CCP is created.**

We are asking you to ensure that this is communicated within your organization specifically the shipping and import/export teams that are responsible for creating and uploading the shipping documents/data.

Your performance is currently measured and will be continued to be monitored.  
Thank you in advance for your participation.

Saludos,

**Jeremy Gottshall**

Senior Inbound Transportation Manager

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**REVISIONS AND APPROVALS**

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<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Change description</b>
03/13/2026	1.0	Swanson, Troy	Reformatted Release

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