Shipping Guidelines

for

International Motors Aftermarket Parts Suppliers

Version: November 8, 2024

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4. **Purpose**

To provide direction 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
* 781         Midwest  2700 Haven Avenue, Joliet, IL 60433
* 970         ECP 571 Glover Road, Hannon, Ontario Canada L0R1P0
* 981         Edmonton 27650 108th Avenue, Acheson, Alberta Canada T7X6P7
* 807         Queretaro Av. La Montana No. 114 Km. 28.5 Carret. Qro. 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.

1. **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 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 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 notify INTL@ryder.com 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 reschedules, 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 delay to Ryder could result in supplier chargeback 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 an approved EPFC (excess premium freight code) is required by their designated International planner (see attached EPFC letter for more details).
* 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 musts be loaded in the system between the Shipment Create Date in Ryder Portal and before the shipment dispatches from the pick-up location.
  + 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, 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:
  + Carta Porta
  + Commercial Invoice
  + Letter of Instruction
* 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

1. **Global Shipments (origins other than US, Mexico, or Canada)**

International Motor’s global transportation (excluding parcel) is also managed by Ryder.

* All global shipments (excluding S13/T14 EU ocean shipments\*) must be set up through Ryder. Failure to do so constitutes an unauthorized shipment, and suppliers will be responsible for freight charges.
* Global suppliers must submit transportation requests via Shipment Notification Form (SNF) to nav@ryder.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.
  + Rydershare – Ryder is currently transitioning some global suppliers to Rydershare for shipment requests in lieu of an SNF. Contact INTL@ryder.com with questions.
* Suppliers must complete an Importer Security Filing (ISF) template and submit it to Livingston International the same day cargo is booked, and in no case later than 2 full working days (not counting weekends and U. S. holidays).
* Suppliers must comply with the Customs Invoicing Instructions (PR-38 document) found on the International Supplier Portal (navistarsupplier.com, click on “Supplier Guidelines/Terms and Conditions”).
* Contact the Ryder global freight team at INTL@ryder.com for more information.

\*These shipments are managed by Scania Logistics. See below.

1. **S13/T14 European (EU) Suppliers**

* All EU S13/T14 EU suppliers must have FCA incoterms.
* Supplier/shippers are responsible for filing the EX-1 with EU Customs, plus all supporting shipping documentation required for export from the EU.
* EU suppliers (sellers) are required to be the exporter of record from country of origin. The buyer (International Motors/Livingston Brokerage) is importer of record (all customs and brokerage fees).
* Ocean shipments will be handled by Scania Logistics through INET, Scania’s Transportation Management System (TMS).
  + After completing a shipment setup within INET, suppliers must populate the Scania shipment number when submitting and Advance Ship Notice (ASN) to International.
  + Port of export: Rotterdam “NL000396”
  + For questions when creating a shipment with INET, suppliers can reach out to the following Scania points of contact:

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Ship-From Countries** |
| Control Tower Nordic | inbound.transport-nordic@scania.com | Norway, Sweden, Finland, Estonia, Latvia, Lithuania, Poland, Denmark |
| Control Tower Europe | inbound.transport-europe@scania.com | Czech Republic, Austria, Bosnia and Herzegovina, Hungary, Romania, Slovenia, Slovakia, Serbia, Tunisia, Bulgaria, Great Britain, Ireland, Germany, Belgium, Netherlands, Luxembourg, Italy, France, Spain, Portugal, Turkey |

* When ocean transit times will not meet the Material Required Date (MRD) at the Huntsville Powertrain Plant (HPP), S13/T14 EU suppliers will go through

Ryder and follow the instructions for air shipments above. (See 3. Global Shipments.)

* + The Ryder team will respond with a shipment number in the subject line of the email, which will be your tracking number.
  + When submitting an ASN, please reference this shipment number.
  + Ryder will provide the booking (flight) details when available and will provide tracking updates from pick-up to delivery.
  + Contact INTL@ryder.com with questions.

1. **Expedited Shipments and Premium Freight**

RXO/NLM 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 manufacturing plants must be set up by the respective International material planner through RXO/NLM 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 First Overnight
  + 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 manufacturing facility 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.

1. **Parcel Shipments**

International Motors uses FedEx for domestic parcel shipments. For global parcel and parcel shipments from Mexico and Canadian suppliers to U. S. plants, International Motors uses UPS only. 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.

* Suppliers shipping parcel are limited to one parcel movement per Origin-Destination pair per week. Shipping more than 1x per week will result in supplier chargebacks. If a second parcel shipment is needed an approved EPFC # (Expedited Premium Freight Charge) # is required by their designated International Motors planner (see EPFC letter on page 11).
* If the number of packages per parcel shipment exceed 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 100 pounds
  + - * **Anything exceeding these dimensions is not parcel and should be shipped via LTL. Palletized freight is not parcel.**

A diagram of a cube

Description automatically generated

* 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 First Overnight
* FedEx Priority Overnight
* FedEx Standard Overnight
* Shipment labels will be emailed from the RXO/NLM Expedite portal within 15 minutes of planner entering the shipment.

February 2nd, 2023

Good afternoon suppliers servicing the International Motors account,

Going forward in 2023, there will be changes to the process when shipping LTL *(less than truckload)* more than 1x WEEKLY to our aftermarket PDC’s and packagers.

In order to ensure we aren’t shipping **LTL or parcel** loads more than once a week per supplier location, each supplier needing to ship an additional load *(LTL OR PARCEL)* that week must be provided with an **EPFC number**. *(Expedited Premium Freight Charge Number)* This number is to be acquired from your designated SERVICE PLANNER at International.  **Should your planner agree to an additional LTL for the week, he/she will provide you an EPFC to be used in Rydershare.**

**Reminder:** All shipments are to be submitted into Rydershare for accurate tracking and billing! Rydershare instructions are attached above for reference.

Any shipments above the once-a-week threshold, and without an EPFC number, **WILL be charged a $500 dollar penalty**. This is to ensure we are using all our resources for consolidation prior to shipping.

**Please Note:** This only applies to **LESS THAN TRUCKLOAD** shipments, and **PARCEL** shipments! Multiple full truckload shipments are allowed if the appointments are available in the Rydershare portal- Rydershare instructions are attached above.

Starting February 1, 2023, we will be giving a 30-day grace period in which we will be tracking the amounts of LTL and Parcel shipments sent from each location. We will then be communicating with the offending suppliers to reiterate the penalties of shipping additional loads without an EPFC number.

**February 28th** is the last day of the grace period. **March 1st, 2023** we will go live with the $500 penalty to offending suppliers.

If you have any questions in regard to the new process, please reach out to your designated INTERNATIONAL MOTORS service planner for more information.

Sincerely,

INTERNATIONAL MOTORS Transportation

Good Day INTERNATIONAL MOTORS Suppliers,

INTERNATIONAL MOTOR’s recent partnership with FourKites freight visibility platform has allowed shipment visibility for direct ship orders. We are excited to offer an enhancement to the shipping process for International Motors orders.

For all future shipments, please reference the SCAC table below. All shipments should include this SCAC code for the specified carrier to transmit shipping details properly. This change should reduce inquiries for tracking information moving forward.

Example: FedEx Ground shipment should have code FDEG in your ASN and electronic transmissions.

|  |  |  |
| --- | --- | --- |
| **SCAC** | **Carrier Name** | **Ryder Mode** |
| ABFS | ABF FREIGHT SYSTEM | LTL |
| ABGD | ABSOLUTE GROUP | TL |
| AIAV | AIT TRUCKLOAD | TL |
| AXMH | ATM Carriers LLC | TL |
| ADSJ | AVERITT TL | TL |
| AVRT | AVERITT | LTL |
| CALJ | CALARK INC | TL |
| CHNC | CH ROBINSON | No SCAC record |
| CLIJ | CHARGER LOGISTICS | TL |
| CWQS | CCS TRANSPORTATION AND LOGISTICS | TL |
| DAFG | DAYTON FREIGHT LINES | LTL |
| DMTV | DMT SERVICES INC | TL |
| ECHS | ECHO GLOBAL LOGISTICS | TL |
| EETE | MORRICE TRANSPORTATION | TL |
| EXLA | ESTES EXPRESS | LTL |
| FDEG | FEDEX GROUND | PARCEL GROUND |
| FED2 | FEDERAL EXP 2ND DAY | PARCEL 2DAY |
| FEDC | FEDEX CONSOL US | PARCEL GROUND |
| FEDI | FEDERAL EXPRESS INTL | AIR INTERNATIONAL |
| FEDN | FEDERAL EXP 3 DAY | PARCEL 3DAY |
| FEDX | FEDEX STD OVERNIGHT | PARCEL OVERNIGHT |
| FICS | FEDEX US TO CAN SAT | AIR FREIGHT SATURDAY |
| FIUS | FEDEX CAN TO US SAT | AIR FREIGHT SATURDAY |
| FZAS | FORZA | TL |
| HGTN | HOGAN TRANSPORATION | TL |
| HJBI | JB HUNT INTERMODAL | TOFC-INTERMODAL |
| HJBT | JB HUNT (ASSET) | TL |
| HUBG | HUB GROUP INTERMODAL | TOFC-INTERMODAL |
| IMES | IMPERIAL EXPRESS INC | TL |
| INLL | INTERCON LOGISTICS LLC | TL |
| MSLV | MVT SERVICES, LLC | TL |
| PAMT | PAM TRANSPORT | TL |
| PASC | PASCHALL TRUCK LINES INC | TL |
| RBEE | RBX INC | TL |
| RBTW | C H ROBINSON COMPANY | TOFC-INTERMODAL |
| ROLM | ROLLINS | TL |
| RRXN | R AND R EXPRESS | TL |
| RILK | Ryder Brokerage to their assigned carrier | TL/LTL |
| RYDD | Ryder's TL Dedicated | TL |
| RYTH | TH RYAN | TL-CARTAGE |
| SWFT | SWIFT | TL |
| TFYI | TRUCKS FOR YOU | TL |
| TNIN | TRI NATIONAL INC | TL |
| TRSF | TSI TRANSPORTATION SERVICES INC | TL |
| UPSI | UPS International | Parcel |
| USIT | USA TRUCK INC | TL |
| WEDV | WERNER DEDICATED | TL-DEDICATED |
| WENP | WERNER ENTERPRISES | TL |
| CNWY | XPO LOGISTICS FREIGHT | LTL |

Should you have any questions or concerns about selecting which SCAC codes to use. Please send any inquiries to [PartsTransportation@Navistar.com](mailto:PartsTransportation@Navistar.com)

Sincerely,

INTERNATIONAL MOTORS Transportation