

# Shipping Guidelines for

# INTERNATIONAL Suppliers

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## 1. Purpose

To provide directions for suppliers shipping production material to International's manufacturing facilities and supporting warehouses facing these plants:

- Escobedo Assembly Plant (EAP)
- Huntsville Powertrain Plant (HPP)
- San Antonio Assembly Plant (STX)
- Springfield Assembly Plant (SAP)
- Tulsa Bus Plant (TBP)

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 and its suppliers. Failure to abide by these guidelines could result in supplier chargebacks.

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

International's normal transportation management (excluding expedited shipments) is executed by Ryder.

- All normal (non-expedited or urgent) 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, also known as Ryder Control Tower (RCT).
- Supplier must use the carrier and Ryder Bill of Lading (BOL) (TL + LTL) /Label (parcel) and load number assigned by Ryder. Access to the Ryder Portal (RCT) is required to access the Ryder BOL.
- Contact Ryder at [INTL@ryder.com](mailto:INTL@ryder.com) to obtain access and training for RCT.

### Shipment Entry Requirements

- Suppliers must enter accurate information:
  - Origin and final destination name
  - Required pick up date/required delivery date
  - Weight
  - Number and dimensions of pallets/skids/racks
  - Stackable Y/N
  - Hazmat Y/N

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- Description of goods
- Shipping contacts and hours
- If any pertinent information changes after a shipment has been entered, the supplier must use the Cancel and Adjust (CA) form [International Motors CA FORM](#) to provide updated information. Failure to do so prior to pick up date/time can result in incorrect carrier/mode assignment. This can result in supplier chargebacks in case of non-communication to Ryder.
- 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 (such as Huber Heights or Buckland), 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](mailto:INTL@ryder.com) with any questions.

## Shipment Lead Time

- All shipments must be entered into RCT with a minimum of 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 Loading Delay

- 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 reschedules, Ryder will provide a revised pick-up date/time and revised BOL back to supplier.
- Supplier must notify [INTL@ryder.com](mailto: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.
- Non-palletized freight weighing less than 150 lbs cannot ship LTL. See below for parcel shipping instructions.
- International and Ryder have implemented an LTL network in Mexico. Suppliers shipping less than full truckload volumes to EAP or International's U. S. plants should request specific guidance from Ryder at [INTL@ryder.com](mailto:INTL@ryder.com). Failure to adhere to that process could result in supplier chargebacks for the cost of the freight.
- Contact Ryder at [INTL@ryder.com](mailto:INTL@ryder.com) if you have questions about your primary mode of transportation (TL, LTL, Parcel).

## Mexican Government Invoicing Requirements (Carta Porte)

- Required for:
  - 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](mailto: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.
  - Send any inquiries to [command\\_center\\_ryder\\_cfdi@ryder.com](mailto: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 Supplier Portal ([navistarsupplier.com](http://navistarsupplier.com), click on "Supplier Guidelines/Terms and Conditions").

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- The following documents must be uploaded into Ryder Document Management System (DMS) within 2 hours of carrier pick up date/time:
  - Commercial Invoice
  - Letter of Instruction (if required by customs broker)
  - Packing list

Contact [INTL@ryder.com](mailto:INTL@ryder.com) to request access to Ryder DMS.

- Per International security team requirements, suppliers must take the following photographs for each shipment. Be prepared to send them to [INTL@ryder.com](mailto:INTL@ryder.com) in the event a trailer is reported as insecure at the border.
  - 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 (if not already visible in Picture 4)

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

Ryder also manages International's global transportation.

- All global shipments must be set up through Ryder. Failure to do so constitutes an unauthorized shipment, and suppliers will be responsible for freight charges. (Exception: S13/T14 EU ocean shipments to HPP, which are managed by Scania Logistics. See below.)
- Global suppliers must submit transportation requests via Shipment Notification Form (SNF) to [INTL@ryder.com](mailto:INTL@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.
  - Ryder Control Tower (RCT) – Ryder is currently transitioning some global suppliers to RCT portal input for shipment requests in lieu of an SNF. This will become the standard, so all suppliers must obtain RCT access and training. Contact [INTL@ryder.com](mailto:INTL@ryder.com) with questions.
- Suppliers along with assigned freight forwarder must complete an Importer Security Filing (ISF) template and submit it to Livingston International no later than 72 hours prior to cargo loading to the main vessel. (Saturdays, Sundays, and U.S. holidays are excluded for the purpose of calculating the 72 hours.)

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- 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.

## 4. S13/T14 European (EU) Suppliers

- The majority of these shipments are managed by Scania Logistics. 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/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.

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## 5. Expedited Shipments and Premium Freight

- RXO provides management of all International's expedited transportation in North America (U. S., Mexico, Canada).
- In urgent situations where normal (Ryder-scheduled) transportation options will not meet production times at our manufacturing facilities, International material planners will set up expedited freight options (ground expedite, charter, or expedited parcel). RXO will dispatch a carrier to retrieve the material from suppliers' locations.
- Note: All inbound expedited parcel shipments from the U. S. to any of International's manufacturing plants must be set up by the respective International material planner through RXO like any other expedite. (See 6. 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 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 and RXO teams regarding status of loading.

FedEx Premium Freight

- Suppliers are not authorized to ship inbound material to any 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 planner through RXO like any other expedite.



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

## 6. Parcel Shipments

- Parcel shipments fall within the following dimensions:
  - Length under 119 inches
  - Width under 80 inches
  - Height under 90"
  - Weight under 150 pounds
- Anything exceeding these dimensions is not parcel and should be shipped via one of the previously described methods. Palletized freight is not parcel.
- Parcel shipments from U. S.-based suppliers destined for the Escobedo Assembly Plant (EAP) should be addressed for delivery to:

International Escobedo Assembly Plant c/o Buckland  
10302 Interstate 35 Frontage Rd., Bldg A.  
Laredo, TX 78045

- International has contracted with two parcel carriers:
  - FedEx - for shipments originating inside the U. S. or Mexico
  - UPS - for shipments originating in any other country
- Suppliers are not authorized to ship directly through the parcel carriers. Instead, suppliers must ship parcel through one of Navistar's third-party logistics providers (3PLs):
  - Ryder (All shipments from suppliers in the U. S., Canada, and Mexico, plus Global suppliers, with the exception of urgent/expedited shipments from US suppliers)
  - RXO (Urgent/expedited shipments from U. S. Suppliers)
- Parcel shipments set up directly with parcel carriers (UPS and FedEx) will be charged back to suppliers.

### Ryder Parcel Management

- Suppliers must route parcel shipments through the Ryder portal (RCT), like any other shipment.
- RCT will select the appropriate mode, carrier, and service level based on weights/dimensions and need date. The portal will also generate a shipping label with the tracking number (2XXXXXXXXXX).
- Ryder will arrange pick up with the appropriate parcel carrier.

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- International Priority (“next day”) parcel shipments from suppliers outside the U. S. (including Mexico and Canada) are supported through Ryder parcel management, not RXO.
- Contact [INTL@ryder.com](mailto:INTL@ryder.com) for assistance on the Ryder registration process.

### RXO Parcel Management

- All inbound expedited (“next day”) parcel shipments from U. S. suppliers to any of International’s manufacturing plants must be set up by the respective International material planner through RXO like any other expedite.
- This applies to FedEx domestic shipments (US-to-US and US-to-Buckland for EAP) in the following service level categories:
  - FedEx First Overnight
  - FedEx Priority Overnight
  - FedEx Standard Overnight
- Shipment labels will be emailed from the RXO Expedite portal within 15 minutes of planner entering the shipment.