

# **Shipping Guidelines for Navistar Suppliers**

Version: May 2023

## Table of Contents

<b>1. Purpose</b>	<b>3</b>
<b>2. Normal Transportation (North America)</b>	<b>3</b>
Ryder Management	
Shipment Entry Requirements	
Shipment Lead Time	
Less-than-Truckload (LTL) Shipments	
Cancel or Reschedule a Shipment, or Delay Loading	
Mexican Government Invoicing Requirements (Carta Porta)	
Requirements for Shipments from Mexico to U. S.	
<b>3. Global Shipments</b>	<b>6</b>
<b>4. S13/T14 European (EU) Suppliers</b>	<b>6</b>
<b>5. Expedited Shipments and Premium Freight</b>	<b>7</b>
RXO/NLM Management	
Supplier Responsibilities	
FedEx Premium Freight	
<b>6. Parcel Shipments</b>	<b>8</b>

## 1. Purpose

To provide direction for suppliers shipping material to Navistar 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 Navistar 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))

Navistar's normal 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 [nav@ryder.com](mailto:nav@ryder.com) to obtain access and training for Rydershare.

### Shipment Entry Requirements

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

- Hazmat Y/N
  - Description of goods
  - Shipping contacts and hours
- If any pertinent information changes after a shipment has been entered, contact nav@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 (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 nav@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 nav@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 nav@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.
- Contact Ryder at [nav@ryder.com](mailto:nav@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](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 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 Navistar 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:
  - Carta Porta
  - Commercial Invoice
  - Letter of Instruction
- Per Navistar security requirements, suppliers must take the following pictures and send them to [nav@ryder.com](mailto:nav@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

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

Navistar’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](mailto: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 [nav@ryder.com](mailto:nav@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 Navistar Supplier Portal ([navistarsupplier.com](http://navistarsupplier.com), click on “Supplier Guidelines/Terms and Conditions”).
- Contact the Ryder global freight team at [nav@ryder.com](mailto:nav@ryder.com) for more information.

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

### 4. 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 (Navistar/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 Navistar.
  - 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 nav@ryder.com with questions.

## 5. Expedited Shipments and Premium Freight

RXO/NLM provides management of all Navistar’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, Navistar 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 Navistar’s manufacturing plants must be set up by the respective Navistar 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 Navistar 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 Navistar and RXO/NLM teams regarding status of loading.

FedEx Premium Freight

- Suppliers are not authorized to ship inbound material to any Navistar 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 Navistar material planner through RXO/NLM like any other expedite.
- Unauthorized shipments in these categories not set up by a Navistar material planner will be subject to supplier chargeback.

## 6. Parcel Shipments

Navistar uses FedEx for domestic parcel shipments. For global parcel and parcel shipments from Mexico suppliers to U. S. plants, Navistar uses UPS. Suppliers should get guidance from the appropriate Navistar material planner before shipping parcel.



- 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:

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

- Suppliers are not authorized to ship parcel "COD" or "collect."
- All inbound expedited parcel shipments to any of Navistar's manufacturing plants must be set up by the respective Navistar material planner through RXO/NLM 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/NLM Expedite portal within 15 minutes of planner entering the shipment.