

The following applies to Burke Porter's external providers for inbound external shipments. Burke Porter follows their own internal processes and procedures for packaging and shipment requirements.

Within this document, any references of “the vendor” apply to any suppliers who have received a formal purchase order from Burke E. Porter Machinery Company (“Burke Porter”).

Suppliers are to follow the routing guide for all shipments unless directed otherwise by the purchase order or by the buyer. Any purchase-order-specific questions should be directed toward the buyer listed on the purchase order.

The vendor is responsible for any fees, costs, and penalties incurred from shipments that do not follow the routing guide. Burke Porter is not responsible for shipment and transportation costs from shipping vendors due to this Routing Guide being improperly followed. All invoices will be forwarded to the carrier, stating the vendor’s responsibility for payment.

Domestic Small Parcel

All domestic small parcel shipments should be sent by FedEx® Ground unless otherwise stated on the purchase order or instructions provided by the Buyer.

Domestic Specifications for Small Parcel Shipments

Service	Requirements
FedEx Ground® (commercial addresses)	Shipments up to 80 lbs., 96" length. Monday - Friday service.
FedEx Express®	Shipments up to 100 lbs.; 96" length. Monday - Friday service.
FedEx Ground Home Delivery® (residential addresses)	up to 100 lbs. each; 96" in length. Home Delivery service must be selected when shipping to a residential address; Monday – Saturday service.
Priority Overnight or Standard Overnight	Only to be used when advised by the buyer listed on the PO.

Required Information for FedEx Ground Shipments

Field	Entry or Selection
Service Selection Section:	Select FedEx Ground as the “Service Type.”
Billing Details Section	<ul style="list-style-type: none"> ○ Select Recipient in the “Bill Transportation To” field ○ Bill Account no: 474412768 ○ Select Third Party in the “Bill Transportation To” field ○ Bill Account no: 474412768
Reference Fields	<Reference Field 1>: Enter the buyer’s name or contact person and purchase order number
Declared Value	Do not enter a Declared Value

Domestic LTL

Domestic LTL shipments are to be used for shipments larger than those listed in Domestic Specifications for Small Parcel Shipments listed on page 1.

Specifications for LTL Truck Shipments

LTL Truck Shipments (75 lbs. to 2,500 lbs. and under 25% of a 48' trailer), shipping from any state, are to be shipped by TFORCE Freight unless otherwise stated on the purchase order or instructions provided by the Buyer.

Shipments that may be easily damaged or considered to be fragile shall be shipped direct, in lieu of LTL.

Specify "Freight Collect" on the Bill of Lading (BOL); no account number is needed.

Please mark the shipment as "3rd Party Billing Burke Porter" when shipping on Burke Porter's behalf. The Burke Porter purchase order number must be marked in the reference field on the BOL for payment.

All Other LTL Truck Shipments

For shipments falling within the following specifications, contact shipping.bpam@ascentialtech.com before arrangement:

- Any shipment over 8'
- Large Shipments (2,500 lbs. or greater or more than 50% of a 48' trailer OR over-sized)
- Overweight shipments requiring special equipment, such as flatbed trailers
- Any shipment that is more than five skids/crates
- Skids/crates that must be side loaded
- Liftgate is needed/there is no dock
- Full truckloads
- Shipments that may be considered too large for LTL
- Shipments marked as "hot" or "urgent," regardless of the size. For further details, refer to Urgent or Long Shipments on page 5.

**DO NOT SHIP LONG VIA TFORCE UNLESS YOU HAVE APPROVAL FIRST
FOR LONG ITEMS /SKIDS SHIPPING WITHIN MICHIGAN, WE WILL USE DEDICATED CARRIER
INSTEAD OF TFORCE**

Import Small Parcel

The following applies to international (foreign origin) shipments unless otherwise stated in the purchase order or instructions provided by the Buyer.

The default shipping method for importing small parcels is FedEx Standard or Ground.
 Specifications for Small Parcel Shipments for Foreign Specifications

Service	Requirements
FedEx Ground® Economy (commercial addresses)	>75 lbs., Monday - Friday Service
FedEx Express® Priority International	0-75 lbs.
DHL Express	Only with prior approval; contact shipping.bpam@ascentialtech.com for the account number.

International Small Parcel Shipment Requirements

Packing Slip/Documentation Requirements:

- HS Codes for each item within the shipment
- Country of origin
- Purchase order number
- Burke Porter’s item numbers, which are “Baan” numbers, are listed on the purchase order. For questions, contact the buyer listed if you are unsure what number to list.

Once completed, please email shipping.bpam@ascentialtech.com with the following information:

- Copy of pack slip
- Tracking number
- Commercial or pro forma invoice

Large Imports by Air or Ocean

The following applies to large International (foreign origin) shipments unless otherwise stated on the purchase order or instructions provided by the Buyer.

Specifications for Large International Ocean & Air Shipments

Once the shipment is prepared, please email shipping.bpam@ascentialtech.com with the following information:

- Commercial invoice
- Packing slip
 - o Dimensions
 - o Weight
 - o HS code
 - o Country of origin
- Pickup location
- Pickup location hours
- Pictures of shipment fully skidded, ready to ship

Notice: For shipments on wooden skids or crates, you *must* show proof that the wood complies with international standards. The skid or crate must read, “This packaging has been heat treated in compliance with ISPM 15 and stamped IPPC.”

Shipments without the appropriate IPPC stamp may be blocked from entry by Customs. Any fines related to improper shipment will be invoiced back to the shipper and are not Burke Porter's responsibility.

Seaworthy packaging must be used for ocean shipments, in addition to ISPM 15 and IPPC requirements. If you cannot provide ocean-worthy crating, please contact shipping.bpam@ascentialtech.com. We will work with our forwarding agent to locate a crating company on your behalf.

All shipments must be preapproved before shipment; approval will be given after all required information has been sent to shipping.bpam@ascentialtech.com.

Burke Porter Forwarding Agents

Burke Porter's forwarding agent is Global Distribution and Logistics (GDL), a Redwood Family Company. GDL handles most Burke Porter imports and exports; on occasion, Expeditors may be used.

If assistance is needed, please provide all information outlined above. Once received, we will work with GDL directly as needed. Once the shipment is approved, a GDL associate will work with you directly to move forward.

Shipping incoterms shall be FCA or EXW for inbound shipments.

Urgent or Long Shipments

For any shipment marked as “urgent” or for long shipments, please email both shipping.bpam@ascentialtech.com and purchasing.bpam@ascentialtech.com with the following information:

- Pickup location
- Pickup hours
- Contact information
- Dock or door
- Dimensions and weight of shipment
- Purchase order number
- Pickup number, if different than purchase order number

Burke Porter can supply a BOL for the driver if needed. Please note this in your request.

Burke Porter Contacts

For questions regarding the routing guide, you may contact shipping.bpam@ascentialtech.com.

Phone: +1 (616) 234-1239

Fax: +1 (616) 459-1032

You may contact your buyer directly or purchasing.bpam@ascentialtech.com for questions regarding your [purchase order](#).

Incoterms 2020

