



**A Global Supplier of
Automotive Systems**

**INTERNATIONAL
GENERAL ROUTING INSTRUCTIONS**
EFFECTIVE DATE: [Click or tap to enter a date.](#)

Supplier Information

Name				
Street Address				
City	State/Prov.		Zip/P.C.	
Contact				

These general routing instructions pertain unless otherwise stated in writing by [Choose your Plant](#)

- Any questions regarding these instructions should be directed to _____ via the contact information listed below.
- Routing effective for "collect" suppliers / shipments only. Without written authorization, prepaid freight charges will not be reimbursed.
- Unauthorized deviations from these routing instructions will result in a debit to the supplier for the excess freight and administrative charges. [<PLANT>](#) Will not be responsible for payment to non-core carriers.
- In the absence of specific instructions to the contrary, all items shipped on the same day must be consolidated into a single shipment. This means one (1) bill of lading for the entire [<PLANT>](#) shipment (same origin-destination).
- Bills of lading shall be provided to _____ for each LCL shipment and truckloads via e-mail.
 - Customs documents must accompany every shipment. A copy of the customs documents and packing slip must be e-mailed to the contacts' e-mail below and faxed to _____ at time of shipment.
 - If the proper BOL is not used causing an increase in freight charges, the incremental charge will be debited to the supplier.
- Packing lists and Invoice must be attached to the outside of each shipment
- Premium transportation charges (surface expedite, air, additional shipments, etc.) must be pre-approved by [<PLANT>](#) personnel.

[<PLANT>](#) Contacts are

Primary			Secondary		
E-mail			Email		

- Please take note that the dates showing are arrival dates at our facility not the ship date.**
Note: Suppliers may only ship according to their designated frequency and on their assigned shipping day unless a deviation is specifically authorized by [<PLANT>](#)

SHIP DAY/DATE	Carrier SCAC Code	Carrier name	Plant
			<PLANT>
Local Terminal			

- Suppliers must ship parts in quantities equal to their [<PLANT>](#) material release. Suppliers may not ship parts in quantities less or greater than what is ordered by [<PLANT>](#) unless they receive written authorization from [<PLANT>](#) prior to the scheduled pick up.
- Suppliers must notify _____ not less than **24 hours** in advance to cancel a scheduled pickup if the supplier does not have any material to ship for their scheduled ship day. **FAILURE TO NOTIFY _____ IN ADVANCE MAY RESULT IN THE SUPPLIER BEING BILLED EXCESS TRANSPORTATION CHARGES BY [<PLANT>](#).**
- Suppliers may be responsible for detention charges for failure to ship within their assigned shipping window time.
- Suppliers must notify _____ immediately if the carrier fails to make a pick-up.
- PACKAGING: All shipments must have sufficient packaging to prevent damage from reasonable handling. _____ must be contacted prior to shipping material that requires special handling or bracing, or classified as a hazardous material.**
- Suppliers not returning a signed copy of these routing instructions automatically agrees to be bound by them.

TRANSPORTATION COMPANY

Primary Contact		Secondary Contact	
	OFFICE TEL.		
	MOBILE		
	E-MAIL		

Signature: _____

Signature (Please PRINT) _____

Date: _____

Please fax a signed copy of these general routing instructions to

Also, email to _____ & Marc Mallais, Logistics Manager at Marc.Mallais@abcgrp.com