



Supplier Routing Guide
Rev 4-27-18

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Purpose

The purpose of this routing guide is to describe the requirements that suppliers must follow to ship material to Greene, Tweed & Co. Inc. ("GT") and our subsidiaries:

- Packaging
- Shipping
- Labeling
- Delivery Addresses
- Routing Instructions
- Contacts

Scope

This routing guide affects all suppliers that do business with Greene, Tweed & Co. Inc. and affects any product that could be shipped to any Greene Tweed facility, Third party location or direct shipment. It is the responsibility of the reviewer to ensure they have the most up to date version on hand and that it's followed by the necessary department.

Packaging/Shipping Requirements

All products shipped to GT by a supplier or outside processor must be packaged and transported in a means which will protect it against transit and storage damage, deterioration, contamination, as well as against any other condition that would render the product unfit for its intended purposes. The packaging shall be designed to protect the product taking into account the product weight, size, and geometry, physical and chemical properties in order to eliminate the potential of being unfit for intended usage. Metal components specifically shall not be packaged loosely or in a way which could cause damage in transit from parts coming in contact with each other, such method may include individual use wrapping, boxing, tubing or egg crating of parts. Additional packaging requirements may be required per the purchase order or engineering drawing. A supplier label shall be applied to each package shipped to a GT facility with all label information legible and readable. Each package should be segregated to by both part number and batch/lot code, not mixing multiple batch/lots or part numbers in the same package. Each label must contain the information.

- GT Part # & revision level
- GT PO/contract number
- Quantity / UOM
- Part description
- Batch/lot
- Supplier name and manufacturing address
- GT receiving facility
- Packing list requirements as required per the PO

Packages drop shipped to locations other than GT facility will need to follow instructions as given by the GT PO.

All boxes/packages (crates, drums etc.) must contain a bar code label as specified in this Bar Code Label Standard specification. The bar code label must be placed in the upper right corner of the smallest side of the package, excluding the top and bottom.

Greene, Tweed & Co.

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1. There must only be one line item in each package. Do not mix part numbers or purchase order numbers within a package. The bar code label placed on the package must represent the contents of the package.
2. A packing list must be affixed to either the outside of the package (preferred) or placed inside the box. If the packing slip is inside the box, the box containing the packing slip must clearly be marked "Packing Slip Enclosed". Only one packing list is required for each shipment. The packing list must include the following information:
 - Supplier name
 - Greene Tweed Purchase Order Number(s)
 - Greene Tweed Part Number(s)
 - Supplier/Manufacturer Part Number(s)
 - Quantity shipped (in unit of measure ordered on the Purchase Order)
3. For parts that require a Certificate, the certificate must be emailed to Greene Tweed supply chain specialist. Portable Document Format (.pdf) is the recommended format.
4. If the shipment contains small boxes, consolidate these small boxes into a master shipping carton for ease of shipment. Do not put multiple parts into one master carton. The master carton must have a Greene Tweed formatted label (see "Labeling Requirements" below).
5. Individual boxes or master shipping cartons cannot exceed 35 lbs. Any exceptions must be approved prior to shipping. Greene Tweed reserves the right to return and/or reject cartons that arrive in excess of 35lbs without prior approval. It is recommended that boxes weighing more than 35 lbs. be labeled to notify that the box is heavy.
6. Pallet Deliveries:
 - All pallets destined outside of the United States must be shipped on a heat treated or fumigated pallet and contain a clear and visible stamp. (See international pallet requirements below)
 - All pallets must be class B or better, 40" x 48" hardwood, no missing boards, and one center rail.
 - The pallet height must be no greater than 60" for air shipments and 85" for truck or ocean shipments (including the pallet).
 - The total weight of the pallet must not exceed 1200 lbs. unless approved by the receiving process
 - Shrink wrap is preferred over banding, but we will accept once we understand your banding practice.
 - Pallets containing one line item, place the bar code label on the shrink wrap toward the bottom of the pallet.
 - For pallets containing multiple line items, mark "MIXED PALLET" on the outside of the shrink wrap.
 - All Barcode labels must be facing towards the outside of the pallet.
7. For suppliers making local deliveries, shipments must arrive at the Greene, Tweed warehouse between 8:00 a.m. and 3:30 pm on the scheduled delivery day.
8. A Bill of Lading associated with LTL shipments must at a minimum include:
 - Supplier name
 - A 'Bill To' of Greene Tweed c/o Envista 11555 N Meridian St #300, Carmel, IN 46032

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- Ship to” address
- Number of cartons/pallets shipped
- Weight of shipment
- Class
- Ship date
- GT Purchase Order Number(s)
- Tracking Number
- Description of the shipment

9. Shipping manifests associated with small parcel shipments must at a minimum include:

- Supplier name
- Supplier Point of Contact and phone number
- Greene Tweed Purchase Order Number(s)

GT Incoming Receiving Requirements

In addition to the packaging and labeling requirements noted above and in section 19 of the supplier handbook, the following requirements must also be fulfilled in order to receive and invoices any product shipped to GT.

- All paperwork provided must be legible & readable
- All quantities on the packing list paperwork and the physical counts must match each other.
- Any product drop shipped from a third party must include the GT purchase order in the packing list, NOT the purchase order between the Tier 1 supplier and the third party
- All turnkey/custom finished products must include an inspection report which fulfills the requirements of section 21 of the supplier handbook.
- All products which have undergone special processes (plating, heat treat, welding, etc.) or where otherwise have been requested in the PO shall include a certificate of compliance (C of C) in the packing list
- Metal components must include mill certification with material test report of physical & chemical properties, as well as detail for the melt process, anneal condition, etc. The material test report must detail both test method used & units of measure (reference EN10204 Type 2.1&2.2)
- Any stock shape thermoplastic or elastomer must include material test report which includes criteria required per GT material specification (reference EN10204 Type 2.1&2.2)
- All purchased resin, compounds, and chemicals shall include a material specification sheet in the packing list
- Any completed product returned by an Outside Service Provider “OSP” must include the GT router and match up on the receiving paperwork
- All Maintenance, Repair and Operations “MRO” contracts must be signed by a company officer
- All Vender Managed Inventory “VMI” contractor quotes and purchase orders must be routed through supply chain for approval
- All P-card transactions must have “attention to” contact listed on the packaging. Please note that any chemicals, adhesives, curatives, fillers, reactors, metals, fibers, plastic pellets, or any other item that can be construed as “chemical substance” must be procured under a GT purchase order and not a P-card transaction per Section 35 of the supplier handbook.

- 1 Labeling Requirements (Hold for future considerations)
- 2 US North America Domestic Routing Instructions

- Use of any other carrier is prohibited unless approved by Greene Tweed Logistics.
- Greene Tweed will not be responsible for freight charges associated with non-compliance of these routing instructions. Examples include:
 - 'Collect' shipments with the incorrect carrier
 - '3rd Party' shipments billed to Greene Tweed, using the incorrect carrier
 - 'Prepay/Add to Invoice' shipments unless approved in writing prior to shipment.
- For all UPS/FedEx shipments, please ship them collect on a Greene Tweed account. Please do not ship as third party billing for small parcel shipments. Also make sure, to not enter a declared value for insurance purposes.
- For all 3rd party (non-GT to non-GT) shipments shipping: Ground only up to 150lbs UPS over 150lbs XPO, for services other than ground please email dbryant@gtweed.com
- Only the UPS/FedEx account numbers listed are to be used when instructed. Do not use any other account previously used.
- Any suppliers shipping Carbon Black, please only use UPS and ABF.
- For shipments of capital equipment, please contact dbryant@gtweed.com for routing instructions.
- Transportation Routing Instruction (Ground) <see routing matrix on next page>
 - Less-than-truckload (LTL) third party billing address on the Bill of Lading:
 - Greene Tweed c/o Envista
 - 11555 N Meridian St #300, Carmel, IN 46032
 - Carmel, IN 46032
 - audit.invoices@envistacorp.com
- Expedites:
 - All air shipments require written authorization by Greene Tweed Supply Chain Teams prior to shipping
 - Carrier & Service instructions will be provided by Greene Tweed Logistics dbryant@gtweed.com

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Transportation Routing Instructions Primary Carriers

To:		KY		HI/SE		PL		Fremont	
		Under 300lbs	Over 300lbs or	Under 300lbs	Over 300lbs or	Under 300lbs	Over 300lbs or	Under 300lbs	Over 300lbs or
From									
AL	Alabama	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
AK	Alaska	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
AZ	Arizona	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
AR	Arkansas	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
CA	California	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
	Canada	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
CO	Colorado	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
CT	Connecticut	UPS Ground	A. Duie Pyle	UPS Ground	XPO	UPS Ground	A. Duie Pyle	UPS Ground	XPO
DC	DC	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
DE	Delaware	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
FL	Florida	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
GA	Georgia	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
HI	Hawaii	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
ID	Idaho	FedEx Ground	XPO	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO
IL	Illinois	FedEx Ground	Pitt Ohio	UPS Ground	XPO	FedEx Ground	Pitt Ohio	UPS Ground	XPO
IN	Indiana	FedEx Ground	Pitt Ohio	UPS Ground	XPO	FedEx Ground	Pitt Ohio	UPS Ground	XPO
IA	Iowa	FedEx Ground	XPO	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO
KS	Kansas	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
KY	Kentucky	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
LA	Louisiana	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
ME	Maine	UPS Ground	A. Duie Pyle	UPS Ground	XPO	UPS Ground	A. Duie Pyle	UPS Ground	XPO
MD	Maryland	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
MA	Massachusetts	UPS Ground	A. Duie Pyle	UPS Ground	XPO	UPS Ground	A. Duie Pyle	UPS Ground	XPO
MI	Michigan	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
MH	Minnesota	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
MS	Mississippi	FedEx Ground	XPO	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO
MO	Missouri	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
MT	Montana	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
NE	Nebraska	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
NV	Nevada	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
NH	New Hampshire	UPS Ground	A. Duie Pyle	UPS Ground	XPO	UPS Ground	A. Duie Pyle	UPS Ground	XPO
NJ	New Jersey	FedEx Ground	Pitt Ohio	UPS Ground	XPO	FedEx Ground	Pitt Ohio	UPS Ground	XPO
NM	New Mexico	FedEx Ground	XPO	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO
NY	New York	UPS Ground	A. Duie Pyle	UPS Ground	XPO	UPS Ground	A. Duie Pyle	UPS Ground	XPO
NC	North Carolina	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
ND	North Dakota	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
OH	Ohio	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
OK	Oklahoma	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
OR	Oregon	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
PA	Pennsylvania	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
	Puerto Rico	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
RI	Rhode Island	UPS Ground	A. Duie Pyle	FedEx Ground	XPO	UPS Ground	A. Duie Pyle	UPS Ground	XPO
SC	South Carolina	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
SD	South Dakota	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
TN	Tennessee	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
TX	Texas	FedEx Ground	XPO	FedEx Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO
UT	Utah	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
VT	Vermont	FedEx Ground	A. Duie Pyle	FedEx Ground	XPO	FedEx Ground	A. Duie Pyle	UPS Ground	XPO
VA	Virginia	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
WA	Washington	FedEx Ground	XPO	UPS Ground	XPO	FedEx Ground	XPO	UPS Ground	XPO
WV	West Virginia	UPS Ground	Pitt Ohio	UPS Ground	XPO	UPS Ground	Pitt Ohio	UPS Ground	XPO
WI	Wisconsin	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO
WY	Wyoming	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO	UPS Ground	XPO

8 International Routing Instructions

- The below instructions are for suppliers shipping to all Greene Tweed locations as stated above. The incoterms for our international shipments is FCA. If we are shipping FCA to our locations, that carrier will be our broker into that country as Greene Tweed will be the importer of record. If you are shipping any other terms, please email dbryant@gtweed.com for broker information.
 - Includes US Suppliers to our International locations
 - International suppliers to US Greene Tweed
 - International suppliers to our international locations.

GT Ship To Locations	Palletized Freight
GT Kulpville	UPS SCS
GT Houston	UPS SCS
GT Selma	UPS SCS
Palmetto	BWI Corp
Asia locations except Singapore	UPS SCS
Singapore	UPS SCS
EU Locations	UPS SCS

Customs Brokerage

If you are shipping with UPS, FedEx, or DHL. The small package carriers will clear on our behalf. If you are shipping with a freight forwarder, then please turnover all documents to UPS SCS.

International Booking/Shipping Instructions

This section is for International shipments through our Freight Forwarder, (UPS SCS and BWI Corp)

Supplier

- Supplier to notify forwarder via e-mail and/or telephone of shipments that will need to move 2 weeks prior to vessel departure or 3 days prior for Air
- ****Advise Carrier shipments are to be moved as “Express Release” only. NO ORIGINALS****
- If by email, Supplier is to copy Greene Tweed Logistics (dbryant@gtweed.com) and as well as Green Tweed buyer
- Notify Carrier if the shipment mode Air or Ocean.
- Provide piece counts, weights, dimensions, at the time of booking. (Air & LCL ONLY)
- Provide proper documentation. (I.e. commercial invoice, packing list etc.)
- Communicate questions and/or concerns to Carrier.
- Supply PO# to Carrier, to be included on paperwork (commercial invoice and packing list)
- Supply “Terms of Sale” on shipments moved (EXW, FOB, and FCA). This MUST be on the commercial invoice
- Provide proper “HTS codes” for each shipment on Commercial Invoices.
- Carrier will provide Supplier booking details within 24 hours for air freight - 48 hours for ocean of request date, tracking number and arrange pick up from Supplier
- Provide Green Tweed buyer with copies of all documentation, booking details and Carrier tracking

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Carrier:

- Carrier to issue Booking and Pre-Alerts to Shipper & Consignee to contact list below.
- Carrier to issue Booking and Pre-Alerts to Supplier and Green Tweed within 24 hours for Airfreight, and 48 hours for Ocean Freight.
- Update Greene Tweed on booking issues, Shipment Delays, Rate issues etc.
- Perform customs entry
- Arrange for delivery to Greene Tweed location with either Greene Tweed nominated carrier pending Greene Tweed approval
- Contact Greene Tweed buyer if a PO needs to be expedited via air from port of import
- Contact Greene Tweed buyer and Greene Tweed Logistics if there are any issue with the freight as well as updating tracking report.

8.1 Pallets

All pallets used from International suppliers must be in good condition and meet the requirements of the International Plant Protection Convention (IPPC). All requirements can be found on their website (<https://www.ippc.int/IPP/En/default.jsp>). All pallets must contain a visible IPPC stamp in full on both sides of the pallet. See the below example. All shipments containing pallets must be accompanied with a Wood Packing Declaration (see documentation sample below). Failure to comply with the IPPC requirements will result in Greene Tweed not being able to import our goods.



8.2 International Documentation

As per US Customs regulations 19 CFR, all imports must be accompanied by documentation that will allow for Greene Tweed to import the shipments. All documentation must be sent to the following parties: Carrier, Greene Tweed buyer, and Greene Tweed Logistics (dbryant@gtweed.com). We need to make sure these documents are sent to those parts at the time of booking with our carrier. This will ensure a timely US Customs entry and ISF entry for ocean shipments. Failure to comply may result in delaying the import, delivery to a Greene Tweed facility and even penalty to Greene Tweed.

The customs documentation is the critical piece in Greene Tweed's customs compliance. We must ensure that all documents are clear and in English. There are specific requirements for each document, based on the document type or even the products that Greene Tweed is importing.

The following documents are required for each International shipment. For each document, see requirements.

8.3 Commercial Invoice

A commercial invoice must accompany the shipment and this invoice must match the billing invoice or in the case of a "no charge" shipment, match the price that Greene Tweed would have paid for identical merchandise. The following information must appear on the commercial invoice in English as per US 19 CFR 141.86

- Supplier Invoice number
- Purchase Order number
- Complete name and address of the buyer and seller
- Complete name and address of the manufacturer, if different from the seller.
- Date and place of sale

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- Port of US Entry
- Part numbers
- Detailed description of the merchandise
- Harmonized Tariff classification number
- Quantities in pieces, net and gross weight
- Purchase price of each item in the currency of sale
- Type of currency
- Assists - Any other charges not included in the price of the goods such as freight, insurance, packing, dies, tools, assists, etc. (See assist section)
- Terms of sale (Incoterms)
- Country of Origin
- Discounts if applicable

Certain products require reporting of additional information on the commercial invoice as per US 19 CFR 141.89. Some examples of these products are Bearings, Textiles, Motors, and some Electronics. If you need the specific details required, contact the Greene Tweed Logistics

8.4 Assists

Assists are considered an addition to value under US 19 CFR 152. Assists are any of the following charges if supplied directly or indirectly, and free of charge or at reduced cost, by Greene Tweed.

- Dies, molds, tools and other assists
- Engineering
- Packing Costs
- Material supplied at less-than-fair market value or free
- Testing Costs

These charges must be listed out separately on the commercial invoice. Here is a following example:

Qty	Description	Value
1	Widget	\$10.00
Assists		
	Set Up Fee	\$1.00
	Tooling	\$1.00
	Total	\$12.00

8.5 Packing List

The Packing list must simply contain the net and gross weights of the products if not listed on the commercial invoice.

8.6 Wood Packing Declaration

See "Pallets" section for details.

8.7 Other Documents

US Customs may request additional documentation on certain commodities or based on Free Trade Agreements. Suppliers must be familiar with the US Regulations pertaining to their products and be

prepared to submit any documentation required for compliance with US Customs requirements. Examples of documents that may be necessary include:

- TSCA Statement for Chemicals
- Hazardous Material Certificate
- NAFTA Certificate

Contacts

GT Logistics
Darrell Bryant
Logistics Manager
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Mobile: 215.853.7430
dbryant@gtweed.com

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Nominated Forwarder for Greene, Tweed & Co.

UPS SCS - www.ups-scs.com

Rate Quotes upsphlquotes@ups.com 1-800-820-3895

Import Customer Service upsscsphlimport@ups.com

Export Customer Service upsscsphexports@ups.com

Additional information for approved logistics providers.

UPS – www.ups.com

FedEx – www.fedex.com

XPO – www.ltl.xpo.com

Pitt Ohio – www.pittohio.com

A Duie Pyle – www.aduiepyle.com

EFW – www.efwnow.com

ABF – www.abfs.com

BWI Corp – www.bwicorp.com

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