Greene, Tweed & Co.

Supplier Routing Guide

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https://www.gtweed.com/supplier-information/

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1. 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
- Routing Instructions

Contacts: https://www.gtweed.com/supplier-information/

2. 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 is followed by the necessary department.

3. Packaging / Labeling / 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 considering the product weight, size, and geometry, physical and chemical properties 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 encountering 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 Number and 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.

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.

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)

For parts that require a Certificate, the certificate must be emailed to Greene, Tweed Procurement specialist. Portable Document Format (.pdf) is the recommended format.

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, i.e., a supplier label shall be applied to each package shipped to a GT facility with all label information legible and readable.

Individual boxes or master shipping cartons cannot exceed 35 lbs (16 Kg). Any exceptions must be approved prior to shipping. Greene Tweed reserves the right to return and/or reject cartons that arrive more than 35 lbs (16 Kg). without prior approval. It is recommended that boxes weighing more than 35 lbs. (16 Kg) be labeled to notify that the box is heavy.

Pallet Deliveries:

All pallets destined for delivery 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" (1 x 1.2m) hardwood, no missing boards, and one center rail. The pallet height must be no greater than 60" (1.5m) for air shipments and 85" (2.2m) for truck or ocean shipments (including the pallet).

The Euro pallet 1.2m x 0.8m is also a standard acceptable size for the UK & Europe.

The total weight of the pallet must not exceed 1200 lbs. (544 Kg) unless approved by the receiving process. Shrink wrap is preferred over banding, but we will accept once we are understanding your banding practice.

For 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.

For suppliers making local deliveries, shipments must arrive at the Greene, Tweed warehouse between 8:00 a.m. and 3:30 p.m. on the scheduled delivery day.

A Bill of Lading associated with Less Than Truckload (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
- 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
- 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

4. Incoming Receiving Requirements

In addition to the packaging and labeling requirements noted above and in section 5.2 of the supplier handbook, the following requirements must also be fulfilled 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 6.13 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 and chemical properties, as well as detail for the melt process, anneal condition, etc. The material test report must detail both test method used and 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 Procurement for approval, so **please email your Procurement contact @gtweed.com.**

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 5.1 of the supplier handbook.

5. 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 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 if parcels are not greater than 150 lbs. (68 Kg) over 150 lbs. (68 Kg) see below. For services other than ground, please email your Procurement contact @gtweed.com.

Any suppliers shipping Carbon Black, please only use **ArcBest**.

For shipments of **capital equipment, please email your Procurement contact @gtweed.com.**

The proper address for all billable invoices is provided below.

Greene Tweed c/o Envista
11555 N Meridian St #300
Carmel, IN 46032
audit.invoices@envistacorp.com

Expedites:

All air shipments require written authorization by Greene, Tweed Procurement Teams prior to shipping.

Carrier and Service instructions will be provided by Greene, Tweed Logistics.

From		KV	KV	HN/SE	HN/SE	PL	PL
		< 300lbs	> 300lbs	< 300lbs	> 300lbs	< 300lbs	> 300lbs
AL	Alabama	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
AZ	Arizona	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
AR	Arkansas	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
CA	California	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
CO	Colorado	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
CT	Connecticut	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
DE	Delaware	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
FL	Florida	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
GA	Georgia	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
ID	Idaho	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
IL	Illinois	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
IN	Indiana	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
IA	Iowa	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
KS	Kansas	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
KY	Kentucky	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
LA	Louisiana	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
ME	Maine	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
MD	Maryland	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
MA	Massachusetts	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
MI	Michigan	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO

From		KV	KV	HN/SE	HN/SE	PL	PL
		< 300lbs	> 300lbs	< 300lbs	> 300lbs	< 300lbs	> 300lbs
MN	Minnesota	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
MS	Mississippi	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
MO	Missouri	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
MT	Montana	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
NE	Nebraska	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
NV	Nevada	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
NH	New Hampshire	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
NJ	New Jersey	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
NM	New Mexico	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
NY	New York	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
ND	North Dakota	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
OH	Ohio	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
OK	Oklahoma	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
OR	Oregon	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
PA	Pennsylvania	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
RI	Rhode Island	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
SC	South Carolina	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
SD	South Dakota	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
TN	Tennessee	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
TX	Texas	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
UT	Utah	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
VT	Vermont	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
VA	Virginia	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
WA	Washington	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
WV	West Virginia	FedEx	PITT OHIO	FedEx	PITT OHIO	UPS	PITT OHIO
WI	Wisconsin	FedEx	FedEx	FedEx	FedEx	UPS	FedEx
WY	Wyoming	FedEx	FedEx	FedEx	FedEx	UPS	FedEx

6. International Routing Instructions

The below instructions are for suppliers shipping to all Greene, Tweed locations as stated above. The incoterm for our international shipments is DAP - Delivered at Place.

"Delivered at Place" means that the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller bears all risks involved in bringing the goods to the named place.

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 your Procurement contact for broker information.

This includes the following examples:

- 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 Kulpsville	AIT
GT Houston	AIT
GT Selma	AIT
Palmetto	BWI Corp
APAC	FedEx IDP
EU Locations	FedEx IDP

7. Customs Brokerage / International Booking / Shipping Instructions

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 the nominated carrier.

This section is for international shipments through our Freight Forwarder, (AIT, FedEx IDP, and BWI Corp).

Supplier:

- Supplier to notify forwarder via email and/or telephone of shipments that will need to move two weeks prior to vessel departure or three 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 and as well as Greene, 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 number to carrier to be included on paperwork (commercial invoice and packing list)
- Supply “Terms of Sale” on shipments moved. 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 Greene, Tweed buyer with copies of all documentation, booking details, and carrier tracking

Carrier:

- Carrier to issue Booking and Pre-Alerts to shipper and consignee to contact list below.
- Carrier to issue Booking and Pre-Alerts to supplier and Greene, 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.

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.



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. 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.

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 and 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
- 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.

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.

Packing List:

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

Wood Packing Declaration:

See “Pallets” section for details.

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

Further inquiries regarding this Supplier Routing Guide should be submitted to the respective Procurement team member noted on the P.O.