



## Dayco Products: Vendor Freight and Shipping Requirements

**PLEASE NOTE AS OF 7/11/14 ONLY USE UPS WHEN SHIPPING PARCELS TO DAYCO AT OUR EXPENSE**

July 11, 2014

TO ALL DAYCO VENDORS/Suppliers:

Enclosed you will find a current list of Dayco Products, LLC shipping requirements. Please, carefully review the material. Consider these requirements **effective IMMEDIATELY**.

This packet has been sent to you by first class mail or email and, unless the envelope or email is returned to us unopened, it will be considered as having been delivered to your company. As the recipient, please forward this information to other individuals in your company responsible for routing, packaging and shipping items to Dayco Products, LLC. We want to make sure that our preferred carrier and mode is selected properly.

Included in this packet is a prepared return fax sheet, which will acknowledge receipt of this information. Please date, sign and return it to us as soon as possible. Failure to return the acknowledgment copy of this bulletin does not relieve the vendor of the responsibility to follow the instructions. Failure to follow these guidelines could result in a charge back for excess freight and administrative fees. However, if you have issues with any of these instructions please contact the undersigned immediately at (918) 481-3929. Thank you in advance for your compliance with this corporate transportation program. Please use our Core Carriers on freight we are paying for. Failure to adhere to this will result in a chargeback of the difference incurred by Dayco.

Sincerely,

***Jeff Riggerbach***

Jeff Riggerbach  
Dayco Products, LLC  
Corporate Traffic Manager  
North America  
4500 South Garnett Road, Suite 500  
Tulsa OK 74146  
**918-481-3929 Direct Line**  
918-481-3943 Fax



## FREIGHT AND TRAFFIC REQUIREMENTS

### F.O.B. Origin, freight collect, third party, supplier transportation guidelines:

- 1) Unless you are shipping loose cartons only, all bills of lading LTL and TL are to be marked with the number of pallets as the number of pieces. Please do not enter the number of cartons as the piece count.
- 2) Domestic Ground shipments (including Alaska and Hawaii) weighing 150 lbs. and under are to be shipped UPS **collect** using the appropriate Dayco location account code. See UPS collect table for the correct account code (**Schedule "A"**). **You may also ship bill receiver if shipping directly to a Dayco DC or Dayco plant.**
- 3) Domestic Air Shipments (including Alaska and Hawaii) weighing less than 150 lbs are to be shipped UPS Next Day Air Collect Using the appropriate location account code. See UPS Collect table for the proper Account Code. (**Schedule "A"**) **Note: No Air is to be used unless approved by Dayco.** You may also ship bill to receiver if shipping directly to a Dayco DC or Dayco plant, if terms are collect.
- 4) Shipments 14 feet or less with weights between 151 and 14,000 lbs. must be moved via the **LTL carrier** designated on the attached Dayco Products, LLC Inbound Less than Truckload Routing Matrix (**Schedule "B"**).
- 5) When shipping with **Con-Way**, shipments must **not** occupy more than 14 **Lineal ft.** If shipments exceed 14 lineal foot, contact the Dayco Products Traffic Manager at 918-481-3929 for routing instruction.
- 6) *Do not* ship Pre-pay and Add. If our terms with your company are F.O.B. Origin and we are responsible for the freight charges, then mark the bill of lading – "Collect" and use our designated carrier. When shipping to a Dayco facility, make sure the consignee reads, Dayco Products, LLC. (do not use Mark IV Automotive)
- 7) A shipment in excess of 14,000 lbs. and/or 14 lineal feet **must** be *e-mailed, or called* into our Traffic Department for routing instruction. Dayco will ask how many lineal foot the shipment is going to occupy and then advise a routing instruction to the vendor. We are trying to minimize premium transportation costs that are assessed to bulky, less dense freight that exceed 14 lineal feet on a trailer. If your shipment will be a TRUCKLOAD, we will advise which Truckload Carrier or Truckload Broker to specify.

**\*\*E-Mail this information to [jeff.riggenbach@dayco.com](mailto:jeff.riggenbach@dayco.com) or call for routing instruction to 918-481-3929 to the attention of the Traffic Manager, and Dayco will respond timely with the routing information. We will instruct and confirm routing instructions by return e-mail or call.**

- 8) All vendor shipments to Dayco must be consigned to *Dayco Products, LLC* if going to a Dayco manufacturing plant or our distribution center. **DO NOT USE MARK IV** as the consignee name. Our organization is now recognized fully as Dayco Products, LLC.



**Domestic (U.S.) shipments from, to, or between third (3<sup>rd</sup>) party processing companies.**

**When Shipping on a Third Party Basis on Dayco's behalf:**

**Please mark the BOL, prepaid, third party bill to: Dayco Products, 4500 S Garnett Rd, Ste 500, Tulsa OK 74146:**

If you are shipping 3<sup>rd</sup> party for Dayco Products, LLC., shipping to one of our customers, or to another location and we are responsible for the freight charges (tradeshow, **drop shipping**, printing services vendors or third (3<sup>rd</sup>) party warehouse) – proceed as follows:

- a) Enter our P.O. # as the bill of lading number on the bill of lading.
- b) Ground shipments originating from the U.S. to our customers that are less than 150 lbs. are to be shipped via UPS using our UPS third party account numbers please see **Schedule "A"** for locations and account numbers to use.
- c) Domestic Air Shipments (including Alaska and Hawaii) weighing less than 150 lbs are to be shipped UPS Next Day Air Collect Using the appropriate location account code. See UPS Collect table for the proper Account Code. **(Schedule "A") Remember, air mode must be approved by Dayco.**
- d) Drop shipments less than 14 lineal feet to our customers that weigh between 151 and 14,000 lbs. ship Con-way Freight, prepaid **third party billing**. Please use Con-way on all drop ships for Dayco. If you have any questions - please contact the Dayco Products, LLC Traffic Manager at 918-481-3929.
- e) Shipments to our suppliers, customers, or third party processors that exceed 14 feet and 14,000 lbs. or require a full truckload, please refer to SCHEDULE G or call Traffic Manager for routing instructions if unsure.
- f) **Expedited Shipments** – Any expedited shipment which can not be accomplished through standard LTL or Small Parcel Next Day Services must be routed through the Corporate Traffic Manager. Do not ship AIR FREIGHT unless you have written authorization from Dayco Traffic or Dayco Customer Service.

## **“International Imported” shipments into Dayco Products, LLC facilities:**

Importing materials into the U.S. see **Schedule “E”**

- a) All international shipments where *Dayco Products, LLC are responsible* for the ocean or international freight charges must be cleared through our customs broker. See **Schedule “E”**. A copy of the commercial invoice and house bill of lading are to be sent to the broker 48 hrs. in advance of the shipment departure. This is applicable to all shipments when INCO TERMS are ex works, except those sent via UPS (see part d) below. Broker contacts can be found on **Schedule “E”**. *Failure to use **our broker** will result in a chargeback of the additional cost. All ISF 10+2 paperwork must be filed by our broker 48 hrs in advance of ocean shipment sailing. This will avoid fines by US Customs. Morrison Express files all of Dayco’s ISF 10+2 paperwork even if INCO TERMS are DDP or DDU. This protects us as the importer of record, who is responsible for any fines due to improper paperwork filing.*
- b) *On the commercial invoice, and house bill of lading, **the Importer of Record**, regardless of final destination of goods, needs to be formatted as such:*

Importer of Record:  
Dayco Products, LLC  
4500 South Garnett Road, Ste 500  
Tulsa, OK 74146

- c) All International shipments must be compliant with the new *Customs 10 + 2 ISF regulations*. Penalties accumulated as a result of non-compliance will be directly charged back to the shipper. 48 hrs. prior that a shipment sails, *our freight forwarder, Morrison Express*, must be contacted to file the ISF 10+2 documentation, regardless of the INCO TERMS,. Here is the contact:

***bob\_curtis@morrisonexpress.com***

Shipments to Dayco Products, LLC facilities that are FOB origin, please ship as follows:

**[PLEASE ADDRESS “ALL” IMPORTS TO “DAYCO PRODUCTS, LLC”]**

*(Please do not use MarkIV Automotive in address name)*

- d) Shipments less than 150 lbs. that Dayco is paying for should be shipped via UPS Worldwide Express. Freight charges should be billed to our small parcel account number: Call Traffic Dept for the UPS number to use. (For security purposes we cannot post our acct numbers)
- e) Int’l shipments 151# or more must be reported to **Dayco’s Traffic Dept** for int’l booking. Email jeff.riggenbach@dayco.com for instructions on method of shipping. Do this when Dayco is responsible for any portion of the international freight movement.
- f) Canada suppliers, please use Con-way Freight for all LTL, and UPS for all parcels that are shipping into the United States freight collect to a Dayco plant or distribution center.

- g) When exporting to Dayco USA, then specify Morrison Express as our customs broker





NC	CNWX	WTVA	WTVA	CNWX	CNWX	AVRT	AVRT
ND	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
OH	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
OK	CNWX	CNWX	AVRT	CNWX	CNWX	AVRT	AVRT
ON	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
OR	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
PA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
PE	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
PQ	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
RI	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
SC	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
SD	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
SK	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
TN	CNWX	WTVA	WTVA	CNWX	CNWX	AVRT	AVRT
TX	CNWX	CNWX	AVRT	CNWX	CNWX	AVRT	AVRT
UT	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
VT	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
VA	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
WA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
WV	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
WI	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
WY	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX

Vendors, when shipping to our locations below, ***please put the corresponding G/L Code*** on your Bill of Lading:

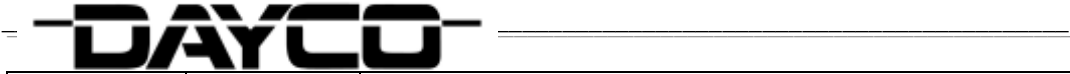
Shipments to our Distribution Centers or Refurbishment Centers  
 Example BOL is Schedule D

***SCHEDULE "D" – Inbound to Fayetteville NC, SPARKS NV, Red Springs NC (ONLY)***

<b>Shipper Provided Bill of Lading</b>	<b>Short Form</b>	<b>Non-Negotiable</b>
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Subject to the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in the applicable motor carrier classification

<b>B/L Number:</b>	<b>Ship Date:XX-XX-2014</b>	<b>Carrier:Dayco Core Carrier Specified in Matrix</b>
	<b>Debit Number:</b>	<b>Trailer Number:</b>
<b>T.O. Number:</b>	<b>Terms: Collect</b>	<b>G/L Code Must be on BOL</b>
<b>Pick up location: Any Dayco Vendor</b>	<b>Ship To: Fayetteville NC 28306 Sparks NV 89431 Red Springs NC 28377</b>	<b>50556802360100 (Fay or Sparks) 50556802360200 (Red Springs)</b>



NUMBER CARTONS	NUMBER PALLETS	DESCRIPTION OF ARTICLES
Parcel only	LTL or TL	(nmfc number and class always on here please)
		Do not leave blank
		Carrier must know what they are hauling

			Total Shipped (Cartons Pallets):	
			Total Weight:	
			Carrier's Signature:	
			Date:	

Vendors, when shipping to our locations below, please put the corresponding G/L Code on your Bill of Lading:

Shipments of Materials into our Dayco Products, LLC OEM Manufacturing Sites  
Example BOL is Schedule DD.

***SCHEDULE "DD"–Inbound to Williston SC, Walterboro SC, Springdale AR, and Roseville MI***

Shipper Provided Bill of Lading	Short Form	Non-Negotiable
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Subject to the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in the applicable motor carrier classification

B/L Number:	Ship Date:XX-XX-2014	Carrier: Dayco Core Carrier per Matrix
	Debit Number:	Trailer Number:
T.O. Number:	Terms: Collect	<b><i>G/L Code : Must include on BOL</i></b>
Pick up location: Any Dayco Vendor	Ship To: Williston SC 29853 Walterboro SC 29488 Springdale AR 72764 Roseville MI 48066	<b><i>Williston use 53641501 Walterboro use 53741501 Springdale use 54541501 Roseville use 54941501</i></b>



NUMBER CARTONS	NUMBER PALLETS	DESCRIPTION OF ARTICLES
Parcel only	LTL or TL	Always describe your commodity per NMFC# and Class here, Thanks.
		Do not ship to Dayco without a NMFC and class code on your BOL
		This opens Dayco up to excessive freight charges.

			Total Shipped (Cartons Pallets):	
			Total Weight:	
			Carrier's Signature:	
			Date:	

## SCHEDULE "E" – CUSTOMS BROKER MATRIX

Company / Ship to	Plant / City	Asia	Canada	Europe	Mexico	South America
Dayco Products, LLC	Fayetteville	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Sparks	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Red Springs NC	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Tulsa	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Springfield Tech Ctr	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Springdale	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Walterboro	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Williston	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express
Dayco Products, LLC	Roseville	Morrison Express	ITN Logistics (Morrison EXP Canada)	Morrison Express	Morrison Express	Morrison Express







North America Transportation  
4500 S Garnett Road, Suite 500  
Tulsa OK 74146  
(918)481-3929

July 1, 2014 Miscellaneous Notes

When shipping collect to Dayco plant or distribution center, all you need on your bill of lading is FREIGHT COLLECT.

Do not ship on a third party basis to a Dayco plant or DC. These are basic collect movements. Dayco Products, LLC has set up all core carriers on EDI, thus invoicing is electronic and freight bills are not mailed to us.

Our third party freight payment agent is still utilized in Cleveland OH, however, **do not put this on your BOL any longer.**

AS OF JULY 1 2014, UPS IS THE EXCLUSIVE PARCEL CARRIER FOR DAYCO PRODUCTS, LLC.



## Schedule “G” Truckload Scheduling and Routing Matrix

<u>Carrier</u>	<u>Region</u>	<u>Phone Number</u>	<u>Extension</u>	<u>Contact Name</u>
ALL TRUCKLOADS	USA	918-481-3929	<a href="#">Direct</a>	Jeff Riggensbach, Dayco Traffic Mgr.
Dayco Products, LLC	Will contact their carriers for truckload pickups	See Above	See Above	See Above

- Full Truckloads or bulky LTL(over 14 feet) must be called or emailed to the Dayco Products, LLC Traffic Manager via e-mail. [jeff.riggensbach@dayco.com](mailto:jeff.riggensbach@dayco.com) or 918-481-3929 . Dayco will then advise the routing.
- When a TRUCKLOAD is ready for Dayco to pick up, please email [jeff.riggensbach@dayco.com](mailto:jeff.riggensbach@dayco.com) and he will arrange P/U.
- Below is a list of Dayco’s preferred truckload carriers, and more than likely, these will be the carriers used on your truckload shipments to Dayco.

<b>Carrier/Broker</b>	<b>Lane Origin</b>		<b>Lane Destination</b>	
<b>RW Delivery</b>	AVON	OH	FAYETTEVILLE	NC
<b>CH Robinson</b>	Des Plaines	IL	Springdale	AR
Crowley Liner	FAYETTEVILLE	NC	Miami	FL
CH Robinson	FAYETTEVILLE	NC	CONCORD	ON
<b>CH Robinson</b>	Poplar Bluff	MO	Red Springs	NC
CH Robinson	Roseville	MI	Springdale	AR
<b>Landstar or CH Robinson</b>	Sparks	NV	SALINA	KS
<b>Conway Truckload</b>	FAYETTEVILLE	NC	SPARKS	NV
<b>CH Robinson</b>	Springdale	AR	Sparks	NV
CH Robinson	GARRETT	IN	FAYETTEVILLE	NC
Conway Truckload	Orizaba	MX	Sparks	NV
<b>French Trucking</b>	LEXINGTON	TN	FAYETTEVILLE	NC
<b>Conway Multimodal</b>	Middlefield	OH	Williston/Walterboro	SC
<b>WERNER</b>	MCCOOK	NE	FAYETTEVILLE	NC
Prime Refrigerated	Springfield	MO	Williston	SC
Carrol Fulmer	Williston	SC	Springfield	MO
Con-way Truckload	ORIZABA	MX	FAYETTEVILLE	NC
<b>Hub Group Intermodal</b>	Lexington	TN	Sparks	NV
<b>Hub Group Intermodal</b>	Sparks	NV	Fayetteville	NC
JB Hunt	SPRINGDALE	AR	FAYETTEVILLE	NC
Prime Refrigerated	SPRINGFIELD	MO	WALTERBORO	SC
Conway Truckload	Fayetteville	NC	Norton	MA
JB Hunt	TROY	TX	SPRINGDALE	AR
Averitt Express	Williston	SC	Fayetteville	NC
<b>Carroll Fulmer</b>	Williston	SC	Moncks Corner	SC
<b>Carroll Fulmer</b>	Williston	SC	Middlefield	OH
CH Robinson	Chicago	IL	Fayetteville	NC
<b>CH Robinson</b>	Martinsville	VA	Williston	SC



Landstar	WILLISTON	SC	Sparks	NV

**Other Miscellaneous Contact Numbers:**

Morrison Express, our Freight Forwarder, 8101 Tristar, Suite 100, Irving, TX, 75063 1-972-871-9222  
FAX 1-972-871-8445 Contacts Bob Curtis or David Ma

CH Robinson, Truckload Broker, 1-479-936-7467 Johnnie Truong

Commercial Traffic, Third Party Freight Auditing 1-216-267-2000 Steve McCullum



4500 South Garnett Road, Ste 500  
Tulsa, OK 74146-5239  
Phone: (918) 481 - 3929  
Fax: (918) 481 -3943

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## Acknowledgement of Receipt

(Please fill out the information below and fax to the above number)

To: <b>Jeff Riegenbach</b>	Date:
CC:	Pages: (including cover) <b>1</b>
From:	
Subject: <b>2014 Dayco Supplier Transportation Guidelines/ Routing Instructions</b>	

I ACKNOWLEDGE RECEIPT OF Dayco Products, LLC 2014 Supplier/ Vendor Shipping Requirements REV. 071114. I have reviewed the material and agree to follow the given procedures.

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Printed Contact Name / Phone Number / Fax Number / e-mail address

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Signature / Date

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Printed Company Name