



Supplier Compliance and Freight Routing Guide

Dear Supplier:

Columbia Gear Corporation is committed to provide its customers the highest possible customer service. This is only achievable with cooperation throughout the supply chain and efficiencies in operations. Therefore, we have provided this Supplier Compliance and Freight Routing Guide, which has been designed to provide you with a quick and easy reference for our shipping requirements.

Please read this guide before shipping Columbia Gear Corporation Purchase Orders to insure that you adhere to the guidelines and avoid any future possible charge back violations and/or financial penalties.

Please be advised that Compliance and Routing Instructions are deemed part of the terms and conditions of the purchase orders. These requirements are structured to provide supply chain efficiencies that support our needs and those of our customers.

Thank you in advance for following these requirements. Should you have any questions related to these requirements, please contact Amy Eynk at aeiynk@columbiagear.com or 320-356-7306 ext 329.

**Existing milk run loads will remain in place. PO's should continue to reflect these routes as instructed.*

GENERAL INSTRUCTIONS

This guide supersedes all previous freight routing guides issued by Columbia Gear Corporation.

This guide contains detailed instructions for routing and scheduling of material for Columbia Gear Corporation. The instructions apply to all purchase orders issued by Columbia Gear Corporation and are incorporated by reference into the terms and conditions of all Columbia Gear Corporation purchase orders.

Noncompliance with the Columbia Gear Corporation Supplier Compliance and Freight Routing Guide may result in chargeback of all excess expenses incurred plus an administrative fee. Each vendor/supplier is responsible to forward this Guide to its Logistics Department and other individuals responsible for the delivery of Columbia Gear Corporation product.

CARRIER INSTRUCTIONS:

0-150# UPS GROUND – COLLECT ACCOUNT #563672
Over 150# Enter pick up request into Supplier Portal - www.columbiagear.com/supplierportal

CONTACT INFORMATION:

ATS Logistics Supply Chain Solutions
Columbia Gear Customer Service Representative

725 Opportunity Drive
St. Cloud, MN 56301
Toll Free- 800-279-5013
cg@atsinc.com
www.atsquickquote.com

All shipments will be entered into the Supplier Portal found at: www.columbiagear.com/supplierportal
Suppliers are required to use BOL's provided by the portal.
Instruction for the portal can be found at: www.columbiagear.com/supplierportalinstructions

****All raw material orders must be scheduled 48hrs prior to pick up date.**

****All sub contractor supplier orders must be scheduled 24hrs prior to pick up date.**

****Columbia Gear Corporation reserves the right to hold shipment in order to optimize transportation.**

COLLECT SHIPMENTS

Purchase Orders are deemed to be FOB Destination, Freight Collect terms unless otherwise agreed upon in advance of shipment. The Supplier will be bound by these terms unless otherwise authorized by Columbia Gear Corporation in advance of the shipment. Contact the Traffic Department, Attn: Amy Eiynek amye@columbiagear.com concerning issues arising out of purchase order terms relating to freight service.

All BOL's indicated to bill to Columbia Gear by ATS will have the following listed on the BOL:
Freight Class: FAK50 – Iron/Steel, Castings/Forgings – NMFC item 104770

“PREPAID AND ADD” FREIGHT TERMS

No “Prepaid and Add” freight terms are allowed unless authorized in writing by Columbia Gear Corporation.

NON COMPLIANCE FEES:

A flat rate of \$150.00 will be charged for incorrect product, special markings, numbers, etc required, shipment to incorrect warehouse, early delivery, and incorrect packing list and/or invoice.

Failure to follow carrier instructions will result in all excess freight amounts plus 10% of excess charges.

The flat rate fee plus excess freight charges will be deducted from payment of invoice.

NON CONFORMING MATERIAL:

Suppliers are responsible for Freight charges to return non-conforming product.

SUPPLIER RETURN AUTHORIZATIONS:

When situations arise with material receipts that require the goods to be returned to the Supplier (overages, substitutions, damage where applicable, etc.), the Supplier will have five (5) business days from the date of notice to provide Columbia Gear Corporation with written return authorization or direction on disposition. Goods held beyond the five (5) business days, will be scrapped and debited.

****All raw material orders must be scheduled 48hrs prior to pick up date.**

****All sub contractor supplier orders must be scheduled 24hrs prior to pick up date.**

****Columbia Gear Corporation reserves the right to hold shipment in order to optimize transportation.**

SUPPLIER REQUIREMENTS

All Purchase Orders issued by Columbia Gear Corporation will serve as the binding agreement of sale. Upon acceptance of the Purchase Order by the Supplier, it is the Supplier's responsibility and obligation to honor all the terms and conditions, which includes compliance with the "Supplier Compliance and Freight Routing Guide". These terms and conditions are duly noted on all Columbia Gear Corporation Purchase Orders. All terms and conditions of sale will remain in force unless otherwise rescinded in writing by Columbia Gear. This statement of understanding will serve as the operating preface for all Purchase Order transactions and will be binding to all parties to the agreement of sale.

Columbia Gear Corporation Purchase Order Number(s) must be indicated on all Freight Bills and Packing Slips. UPS Parcel Shipments and Federal Express – Purchase Order Numbers must be entered in one of the Package Reference Fields on the UPS / Fed Ex shipping info/label.

Every effort must be made to minimize mixed skids and mixed layers of individual product SKU's. Purchase Orders should be loaded separately. Packing slips must be clearly visible and applied to the first pallet unloaded from the delivery vehicle.

All suppliers will assume responsibility for any accessorial charges for unloading and detention levied against Columbia Gear Corporation as a result of non-compliance requiring unnecessary re-handling of freight at anytime during transit and delivery. *(ATS trucks have a 2 hour loading window, after this time detention charges will apply.)*

All containers should be clearly marked and identify the following: manufacturer, product, individual item number, purchase order, quantity contained in each container and dating. These are the minimum requirements. Please refer to any special instructions which may be provided by the purchaser at the time of sale.

All shortages will be deducted from the invoice. Proof of delivery is not accepted as confirmation of individual pieces received.

Suppliers are expected to ship "On Time" to ensure proper and timely freight delivery service. Orders should be scheduled allowing sufficient time for transit by the "Columbia Gear Corporation due date" on the purchase order. The Supplier is responsible for contacting the Purchasing Department at Columbia Gear Corporation to advise any orders that cannot make the due date. At the Buyer's discretion, orders arriving more than 3 days prior to the "Delivery Date" may be subject to refusal, returned, or be adjusted to reflect a \$150.00 "Non-Compliance Charge". The supplier will be responsible for the return freight as well as the cost of freight to ship the product back "On Time".

Supplier will be responsible for all expedited freight costs incurred as a result of late or partially shipped purchase orders. This extends from the shipment of the purchase order to the shipment of the final product to Columbia Gear Corporation's customer.

****All raw material orders must be scheduled 48 hours prior to pick up date.**

****All sub contractor supplier orders must be scheduled 24 hours prior to pick up date.**

SIGNATURE PAGE

Supplier hereby acknowledges receipt of the "Supplier Compliance and Freight Routing Guide".

Douglas Peterson

**Purchasing Manager
Columbia Gear Corporation**

Office: 320-356-7308

Fax: 320-356-9010

dougp@columbiagear.com

Supplier Company Name: _____

Address: _____

Signed: _____

By: (Authorized Officer) _____

Name: _____

Date: _____