

To Southco Employees, Suppliers

In an effort to optimize and enhance Southco's logistics, routing, and cost a revised Routing Guide has been provided to instruct all Southco employees, suppliers and customers on the movement of existing and future inbound and outbound shipments to designated locations within North America.

Guidelines and procedures have been established. Failure to comply with the revised Routing Guide may result in steps to recover additional freight cost on behalf of Southco Inc.

In order to provide for on time delivery and services to the customer and affiliates, Southco is continually looking for new, innovative ways to improve logistics and reduce cost. If you have any question please contact me or Joseph Cruz, NA Compliance Specialist at 610-361-6343 or e-mail [jcruz@southco.com](mailto:jcruz@southco.com)

Thank you for your support

Respectfully

Paul Smith  
Director, Supply Chain Management  
Southco, Inc.  
210 N. Brinton Lake Rd.  
Concordville, PA 19331  
610-361-6247  
[psmith@southco.com](mailto:psmith@southco.com)

# SOUTHCO, INC. ROUTING GUIDE

## 1. General Guidelines

- A. Freight charges which are Prepaid and Added to your invoice will not be accepted.
- B. Material ready to ship on the same day must be consolidated under one Bill of Lading and shipped together as one shipment.
- C. The maximum weight per carton is not to exceed 35 pounds; or if this requirement is not feasible, the weight is to be clearly marked on the outside of the container.
- D. All shipments must be accompanied by a complete packing list secured to the outside of a master carton and any other documents specified in the Purchase Order.
- E. All *Southco* Purchase Order Numbers must be referenced on a bill of lading or airway bill.
- F. The "Due Date" shown on our purchase order or advised by a *Southco* Buyer is the date material must arrive at our respective locations. Air freight or other premium transportation services used to meet the required "due date" will be your responsibility.
- G. The use of airfreight or any type of "premium" transportation services must first be approved by a *Southco* Buyer or shipped at your expense.
- H. Any deviation to these guidelines will result in the chargeback of all freight charges to your Company.

## 2. International Shipments

For materials over 150 lbs, shipping from locations outside of the U.S, please contact your local DHL Global Forwarding office for instructions. Before calling, please have the number of cartons, gross weight and dimensions of the shipment ready.

## 3. Ground Shipments

- A. Any total shipment **weighing 150 pounds or less** is to be shipped via UPS. Collect. Please provide UPS with the respective Southco Ground Account Number. For each destination. BILL TO SOUTHCO ACCOUNT #. As provide by Buyer.
- B. Shipments **weighing over 150 pounds to 15,000 pounds** are to be routed using the Carrier shown on the Designated Carriers for North America list below. Simply select the Carrier based on your shipping point. If the Carrier listed does not service your shipping location, please call (610) 361-6343 for further instructions.
- C. For shipments **weighing over 15,000 pounds**, please call (610) 361-6343 for instructions.
- D. Southco uses the services of a freight bill payment service. All Collect and Third party bills of lading must be marked: Bill To. Southco Inc c/o Continental Traffic Services  
5100 Poplar Avenue  
Memphis, TN 38187-4000

## 4. Air Shipments

- A. Contact the respective *Southco* Buyer for routing and billing information.

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B. Please use the UPS Account Numbers provide by the Southco buyer . The Southco Buyer will determine what level of service is required. UPS WW Saver is standard service. The Premium Services are Next day or Second Day Air Package.

### **AIR SHIPMENTS: 1-68 kg. (1 - 150 lbs.) For Domestic And International shipments.**

Next day delivery - UPS Next Day Air  
2nd day delivery - UPS 2nd Day Air  
UPS WW Saver  
UPS Expedited or Express

Buyer to advise Vendor of respective UPS Account Number and Service Level require to meet the delivery schedules. Ship “Freight Collect-Bill Consignee Account Number” This is very confidential information and must be kept in a secure place to prevent fraudulent use.

### *Southco Inc. Pick-up and Delivery Locations*

#### *North America Southco Facilities*

Concordville Plant  
210 N. Brinton Lake Road,  
Concordville, PA 19331

Honeoye Falls Plant  
250 East Street  
Honeoye Falls, NY 14472

Southco Inc. – Chihuahua  
Av. Alejandro Dumas 11321  
Complejo Industrial Chihuahua  
Chihuahua 31109 Mexico

Southco Inc.-Stever Locke  
170 N. Main Street  
Honeoye Falls, NY 14772

Southco Inc.-New Horizon  
1814 Pond Run  
Auburn Hills, MI 48326

Order Fulfillment Center (OFC)  
3250 S. 78<sup>th</sup> Street  
Philadelphia, PA 19153

Southco Inc.-New Horizon  
32021 Howard Ave  
Madison Heights, MI 48071

Southco, Inc- Tecate  
Fracc. Prolongacion, AV. Juarez #999  
Fracc. El Refugio  
Tecate, B.C. 21440, Mexico

Southco Inc.- Park Enterprise  
226 Jay Street  
Rochester, NY 14608

Southco Inc.-New Horizon  
41108 Vincenti Court  
NOVI, MI 48375

## SOUTHCO, INC. ROUTING GUIDE

<i>Designated Carriers for North America</i>
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Designated Service Providers	Designated Lane
<u><b>Con-Way Freight</b></u>	<u><b>All Outbound LTL Freight to Customers and between facilities and sub-contractors;</b></u> For pickup and deliveries to and from ALL Southco facilities and OFC.
<u><b>C &amp; M Forwarding</b></u>	<u><b>Facility to Facility Movement:</b></u> Special deliveries to all Plants and El Paso., TX. LTL Freight on Pallets only.
<u><b>ABF Freight</b></u> and New Penn Motor Express LTL for the Northeast states.	National carrier to be utilized for all LTL freight. <b>Inbound</b> to all plant locations and OFC in Philadelphia, PA Greater than 150 lbs, Less than a Full truck load.
<u><b>Barnes Express</b></u>	<u><b>Raw Materials</b></u> C & C warehouse moves only.
<u><b>Trailer Transport Systems</b></u>	<u><b>Raw Materials</b></u> Shall be used shipments greater than 10 skids, or Truckload Freight.
<u><b>UPS Supply Chain Solutions:</b></u> <u><b>WW Express, WWExpress Saver</b></u> <u><b>WW Expedited</b></u>  Small Parcel Service  <u><b>UPS Customs Clearance</b></u>	<u><b>**All Domestic shipments under 150 Lbs. and International Small Parcels Under 50Lbs International &amp; Pre-Approved Expedited Domestic Shipments</b></u>  <u><b>**Custom Clearance</b></u> and Brokerage on Shipments into and out of Mexico*
<u><b>Rio Bravo Industries</b></u> Contact: Miriam Vazquez 915-860-0701 <u><b>AIG(American Industries)</b></u> Contact: Southco , David Noriega Chihuahua, MX plant 52-1-614-158-6633	<u><b>Border to Plant Movement,consolidation at El Paso, TX warehouse</b></u>  EL Paso into Chihuahua, MX  <u><b>Plant Movement to the Border</b></u>  Chihuahua, MX into EL Paso Texas
<u><b>DHL Global Forwarding</b></u>  850 Calcon Hook Rd. Sharon Hill, PA 19079 USA 610-737-0556	<u><b>**All International Import / Export Ocean and Air Freight Shipments including Ocean Expedited and Full Container Service</b></u>  <u><b>DHL Customs Brokerage at all Ports</b></u>