



Power Solutions

Product Supplier Routing Guide for US Domestic and US Inbound shipments

Effective: June 2017, v4.4



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PREFACE - LOGGED CHANGES TO PRODUCT SUPPLIER ROUTING GUIDE

JUNE 2017 –

SECTION 10: Changed contact information

SECTION 10: Modified Freight Forwarder and Customs Broker information

SECTION 10: ISF notification

JUN 2016 –

SECTION 6: New Routing Guide Matrix for Cores from AK, HI and PR.

SECTION 10: New Routing Guide Matrix for International Inbound shipments.

SECTION 10: Added required information for BOLs

APPENDIX E: Updated Used Battery Packaging Guidelines, specifically for Ocean moves

APPENDIX F: New US Transportation Map distribution. West, Mid West and East territories consolidated to only West and East.

AUG 2015 – SECTION 10: INTERNATIONAL SHIPMENTS IMPORTED INTO THE US

- Bill of Lading must be SEAWAY BILL (EXPRESS RELEASE BILL OF LADING)
- Added new email address to submit ISF 10+2 for Ocean Shipments: CAEISF@dhl.com
- US Inbound Chemical shipments - TSCA

AUG 2015 – SECTION 10: INTERNATIONAL SHIPMENTS IMPORTED INTO THE US

- Changed DHL Express contact information

APR 2015 - SECTION 7: DOMESTIC PARCEL "COURIER" SHIPMENTS (Air and Ground)

- FedEx is no longer a JCI preferred courier provider. US Domestic courier shipments are to be sent via UPS.

APR 2015 – SECTION 10: INTERNATIONAL SHIPMENTS IMPORTED INTO THE US

- Added new information for the Authorized US Customs Brokers table.

SUMMARY

Johnson Controls Inc. - Power Solutions (“JCI-PS”), a division of Johnson Controls, Inc., Supplier Routing Guide (“Guide”) provides instructions on carrier selection and shipping specifications for all domestic and international purchases with a point of delivery in the United States.

This Guide is the only authorized source of instructions about carrier selection, receiving addresses and shipping specifications for domestic and international purchase orders.

Failure to comply with this Guide may result in a minimum chargeback of \$150 per shipment along with any additional charges (i.e., fines and penalties) incurred.

SECTION 1: SUPPLIER RESPONSIBILITY

Please note that the information in this guide is updated periodically and can change without notice. We do not recommend that you print any section of this guide. Please refer to the online version of the Routing Guide found at (<http://www.johnsoncontrols.com/suppliers/batteries/web-applications/policies>) to make sure you have the most current information available.

Acceptance of a JCI-PS Purchase Order is an agreement to this Guide and the JCI-PS Terms and Conditions, which can be found in the Johnson Controls website: <http://www.johnsoncontrols.com/suppliers/batteries/legal>

Shipments must be shipped complete and set to arrive within the prescribed delivery window stated on the Purchase Order. Penalties may be imposed on late or early shipments.

SECTION 2: MODE AND SERVICE

JCI-PS shall always be responsible for the transportation. Therefore, all Suppliers (vendor providers or PS Shipping sites) must prepare their shipments under INCOTERM 2010 FCA (loaded) at Seller’s Premises **any deviation from this must first be authorized in writing by JCI-PS Transportation and your JCI-PS Buyer prior to shipping.** Not following this requirement may cause a penalty fee and the Supplier will not be reimbursed for the transportation.

PICKUP TIMELINE

- North America Inland: All Suppliers, **unless previously authorized by PS Transportation**, must request a pick-up date of at least two (2) business days prior to the ship date for all North America inland shipments.
- Non-Inland (or International): Suppliers must request a pick-up date of at least two (2) weeks for all non-inland shipments, including PR, HI and AK.
- If the Supplier fails to provide sufficient lead time the Supplier will be fined and charged if any additional freight costs were incurred to ensure on-time arrival (i.e., expediting the shipment).

JCI-PS will not be responsible for freight and accessorial charges on non-compliant shipments. If the Supplier has questions regarding the compliance or policies/procedures outlined in this Guide, contact JCI-PS Transportation (PS-Transportation.US-Canada@jci.com) prior to scheduling a pick-up on the shipment. **If your question/concern needs to be escalated, please contact your assigned JCI Buyer and they will contact a member of the JCI Transportation Team directly.**

SECTION 3: CONSOLIDATION

Consolidation of LTL shipments within the same week for inbound supplies is required. Multiple LTL (road, air or ocean) shipments per week to the same destination may be charged back to the Supplier and deducted from the current or future invoice. **Contact JCI-PS Transportation (PS-Transportation.US-Canada@jci.com) if JCI-PS is submitting purchase orders that is impeding you to follow this requirement.** Refer to Appendix A for further information.

SECTION 4: NORTH AMERICAN INLAND TRUCKLOAD (TL) and LESS-THAN-TRUCKLOAD (LTL) SHIPMENTS

Responsibility

It is the responsibility of the Suppliers, unless previously authorized by PS Transportation, to enter all inland TL and LTL shipments in TMC's internet portal (www.mytmc.com). Entering the shipment into the website we will ensure that the best available carrier is utilized to transport your goods and provide timely updates. Refer to Appendix G for TMC Entry Instructions.

Suppliers will be charged back for any loads (TL or LTLs) that are not entered into the TMC portal (refer to Appendix A).

Appendix F has an updated Regional Map that outlines who at TMC the Supplier must contact.

Training and Contact Information

If the Supplier requires training, the Supplier must contact their respective TMC representative (consult the map in Appendix F)

Operational Weight Restrictions

Shipments with a payload between 150 lbs. – 16,999 lbs. must ship via Less-Than-Truckload (LTL).
Shipments with a payload over 17,000 lbs. must ship via Truckload (TL).

Documentation Required

Bill of Lading

It is the responsibility of the Supplier to complete and provide a Straight Bill of Lading to the driver at the moment of pickup. For non-hazardous shipments (see below for hazardous shipments) that were booked via TMC, the Supplier may utilize the BOL that TMC generates in their system. Suppliers may also utilize the Bill of Lading template on Appendix D, for an electronic copy email the PS-Transportation.US-Canada@jci.com. When utilizing the electronic copies, ensure the following address is listed in the Third Party Freight Charges Field:

TMC
c/o Johnson Controls Power Solutions
315 N Racine Avenue
Chicago, IL 60607

Documentation for Dangerous Goods (Haz Mat)

It is the responsibility of the Supplier to complete and provide shipping papers to the carrier who will be picking up the product. Failure to provide the appropriate documentation may cause the carrier to reject the load. The following two links are to aid in the developed of these shipping papers when shipping within the USA or within Canada, however please understand that these links are only guides and do not replace/override the Shipper's obligation to understand the regulations. Understand that even though Johnson Controls is responsible for shipping the freight, it is the shipper's responsibility to ensure the documents and load are in compliance.

US DOT: http://phmsa.dot.gov/staticfiles/PHMSA/DownloadableFiles/Files/shipping_papers_guide.pdf.
TRANSPORT CANADA: http://www.tc.gc.ca/media/documents/tdg-eng/Bulletin_-_Shipping_Documents.pdf

In the United States, only, Batteries Wet, filled with Acid (UN2794) are not regulated by US DOT as Haz Mat if the shipment follows the requirements of 49CFR 173.159(e). [Click here for the CFR.](#)

(e) When transported by highway or rail, electric storage batteries containing electrolyte, acid, or alkaline corrosive battery fluid and electric storage batteries packed with electrolyte, acid, or alkaline corrosive battery fluid, are not subject to any other requirements of this subchapter, if all of the following are met:

- (1) No other hazardous materials may be transported in the same vehicle;*
- (2) The batteries must be loaded or braced so as to prevent damage and short circuits in transit;*
- (3) Any other material loaded in the same vehicle must be blocked, braced, or otherwise secured to prevent contact with or damage to the batteries. In addition, batteries on pallets, must be stacked to not cause damage to another pallet in transportation;*
- (4) A carrier may accept shipments of batteries from multiple locations for the purpose of consolidating shipments of batteries for recycling;*

Failure to meet any of the requirements listed above will cause the shipment to be subject to all other requirements in the Code of Federal Regulations Subchapter (i.e., become a hazardous load) and expose the shipment to fines and/or penalties.

SECTION 5: SHIPMENTS OF CORES/USED BATTERIES FROM CONTIGUOUS U.S. STATES.

Responsibility

It is the responsibility of the Supplier to ensure that the pallet of cores/used battery follows the Used Battery Packaging Guidelines. **Failure to comply with the guidelines can result in refusal by the carrier and transfer of any fines and/or penalties issued by DOT for not complying.** Used Batteries/Cores will be picked up by the Common Carrier assigned to deliver the new batteries, however **it is the responsibility of the Supplier of Cores (Customer of Batteries) to notify the Carrier there are Cores available for pick up.**

All Core Pick Ups, must be accompanied with by a CRAN (Core Return Authorization Number) document. If a CRAN is not available, the Supplier must obtain a CRAN from the Core Return Group (CRG) at PS-CRG@jci.com. Use the template below to request the CRAN:

Subject Line:

CRAN REQUEST FROM [INSERT LOCATION]

Message Body:

[Include Customer Name]

[Include Customer Address]

[Include Pick-Up Request Date]

If you require a copy of the packaging guidelines, please email the PS-Transportation.US-Canada@jci.com inbox. Appendix E has a snapshot of the guidelines for reference.

SECTION 6: SHIPMENTS OF CORES/USED BATTERIES FROM ALASKA, HAWAII, PUERTO RICO, GUAM and SAIPAN.

Responsibility

It is the responsibility of the Supplier to schedule a pickup by contacting the freight forwarder listed in the table below.

Contact Information

Customers with:	Email for instructions:
Guam, Saipan and American Samoa	erik.trevena@chrobinson.com
Alaska and Hawaii	Fifedispach@Americanfast.com
Puerto Rico	corereturn@caribbeanshipping.com
Wal-Mart	+1 (888) 387-8278
Sam's Club	+1 (888) 525-3196
For other inquiries	PS-CRG@jci.com

Documentation Required

Bill of Lading

For all core returns, the CRAN will act as the Bill of Lading for the shipment. Any additional documentation, the Freight Forwarder responsible for picking up the shipment will create them. However, as the Shipper it is your responsibility to provide any required information.

CRANs (Core Return Authorization Number)

The Supplier is responsible for ensuring that the Core shipment is accompanied by its respective CRAN indicating the number of pallets picked up. If at the moment of pickup, your facility does not have any cores, you are still required to sign off the CRAN. If you do not have an assigned CRAN please contact PS-CRG@jci.com.

Billing Information

These shipments are not entered into TMC, therefore the following address must be entered on the Bill of Lading's Third Party Freight Charges field:

Trans International, LLC
c/o Johnson Controls Power Solutions
N93 W16288 Megal Drive
Menomonee Falls, WI 53051-1503



SECTION 7: DOMESTIC PARCEL “COURIER” SHIPMENTS (Air and Ground)

For shipments less than 150 lbs., contact your local UPS office (UPS is JCI’s preferred courier) to schedule a pickup (unless your shipment requires special handling (i.e., fragile equipment/material) and it must ship LTL, in which refer to Section 4 for LTL instructions). Utilize the JCI-PS Third Party Accounts listed below to bill JCI-PS.

Contact your respective JCI Buyer to confirm if you are an authorized Supplier.

Courier	Account Number
UPS	**Contact JCI Buyer for Acct. No**

Note: For international shipments refer to [Section 10](#).

SECTION 8: SHIPMENTS REQUIRING SPECIAL HANDLING

Contact your TMC Regional Inbox (See Section 4) and CC the PS-Transportation.US-Canada@jci.com for shipments requiring same-day delivery (i.e., expedited) or specialized equipment (i.e., over-dimensional, heavy lift or out-of-gauge shipments). If your shipment is under 150 lbs and requires it to be crated and palletized, refer to Section 5 for LTL.

SECTION 9: INSURANCE

Insurance is only required to cover the following amounts by mode on Domestic shipments, including shipments between the U.S. and Mexico and between U.S. and Canada:

Truckload (U.S.):	No supplemental insurance is required.
LTL:	Insure shipment value that exceeds \$25 per lb. up to \$50,000.
Ground Parcel:	Insure the lesser of the value of the shipment of \$50,000.
Air Shipments:	Insure the lesser of the value of the shipment or \$50,000.

SECTION 10: INTERNATIONAL SHIPMENTS IMPORTED TO THE US

- **NEW** International Inbound shipments must be approved prior to shipping. Any unapproved shipments will be charged back to the Supplier. Refer to the table on Page 10 to determine the freight forwarder designated to your region.
- Importer of Record: JCI-PS shall always be responsible for US Customs Clearance
 - The commercial invoice must include the following statement: “JCI-PS will be the Importer of Record in the United States.”
- JCI-PS’ preferred Incoterm is FCA (loaded @ Seller’s Premises), deviation from this Incoterm must be approved (in writing) by your JCI Buyer and JCI Transportation prior to shipping. Shipping without written confirmation may cause fines and penalties against the Shipper.

NOTE: Any exception to the two requirements mentioned above, must be documented and authorized via the PS-Import.Export@jci.com email. Failure to comply may result in a chargeback to the Supplier.

General Requirements

- All documents must be in English and Invoice amounts are preferred to be in US dollars.
- Each product must be listed in separate line items on the commercial invoice
- If applicable, any values unrelated to the sale of the product must be segregated and declared on the commercial invoice.

- For Example: Freight, Insurance, Manufacturing Assists, etc...

Document Requirements for International Shipments

A Commercial Invoice, Packing List and Bill of Lading are required documents to facilitate an entry into the United States.

1. Commercial Invoice/Pro Forma Invoice Requirements

- JCI-PS Ship-To address and Invoice-To address: include the contact name and telephone number of the JCI-PS buyer.
- The complete Supplier name and address; include a contact name, telephone number, and email address
- **The Delivery Terms (INCOTERMS 2010) for the shipment: FCA (loaded @ Seller's Premises). Unless previously authorized by JCI-PS.**
- Each line item on the commercial invoice must have:
 - Part Number
 - Detailed description: **(NOTE: Do not use abbreviations. The part number by itself is NOT a sufficient description.)**
 - Export country's Harmonized Tariff Schedule Number (check your government's customs website for detail)
 - In order to prevent any delays during importation, this information must be determined prior to scheduling a pick up. If you require additional assistance email, with specific part detail, PS-NA-HTS@jci.com.
 - Manufacturing Country of Origin. Per the US Customs Regulations 19 CFR 134, the country of origin information on the invoice must be consistent with the country of origin marked on the article, and consistent with the country of origin identified on the supporting documents.
 - Unit Price
 - NOTE: Zero-values are not allowed. If the product is a Free of Charge sample, apply a Fair Market Value with the following statement next to the item: "F.O.C – Value for Customs Purposes Only" and add it to the Total Value.
 - Quantity
 - Unit of Measure (i.e. each, pounds, kg, piece, etc.)
 - Extended Cost
 - Currency Identifier
- Discount/Rebate Amount (if applicable)
- Insurance Charges (if applicable)
- Shipper's Signature & Date
- Invoice total value

2. Packing List Requirements

The following elements are required on the packing list:

- JCI-PS' Purchase Order (PO) number Part number(s) and description,
- Quantity of each part number/pallet
- Full Description
- Total number of packages, including number of empty cartons
- Total Gross Weight of shipment in LBS or KGS
- Total Net Weight of shipment in LBS or KGS

3. Bill of Lading (BOL)

- For Ocean shipments request your booking is completed with a SEAWAYBILL (Express Release Bill of Lading) the designated Forwarding Agent will help prepare the Bill of Lading, however you must provide them any necessary information. Any costs associated with have to reissue to a SEAWAYBILL will be charged to Supplier.
- For Air Courier shipments, the Supplier shall prepare the airway bill.
- Contact the PS-Import.Export@jci.com inbox should any questions arise.
- Consignee Field must have:
Johnson Controls Battery Group Inc.

5757 N Green Bay Ave, Milwaukee, WI, 53209
 Import/Export Manager, PS
 Tel: 414 524 1200
 Email: PS-Import.Export@jci.com

- Notify Party Field must have (Region/Freight Forwarder depended, see matrix below to determine):

DHL Global Forwarding	Kuehne + Nagel	Expeditors International
DHL Global Forwarding 11101 Metro Port Center Dr, Suite 107, Romulus, MI, 48174 Attn: Lori Saunders (734) 229-3244 Lori.A.Saunders@dhl.com	Kuehne & Nagel INC 1001 Busse Road Elk Grove Village, IL 60007 Attn: Catherine M Bednar (847) 290-3456 catherine.bednar@kuehne-nagel.com	Expeditors International Detroit 11101 Metro Airport Center Drive Building M2 Suite 110 Romulus, MI 48174 Office 734-857-5000 JCI-CBH@expeditors.com

4. ISF 10+2 Data (Ocean Only) – Applicable when JCI-PS is the Importer of Record.

- Suppliers are expected to provide the necessary information to submit ISF 10+2 to CBP **72 hours** prior to the ocean container being loaded on to the vessel.
- NOTE: Any shipments where JCI-PS is not the transportation owner (i.e., FCA is not followed), the Supplier is required to send an email to PS-Import.Export@jci.com, to ensure JCI-PS is aware of the import. If the shipment (or JCI) is delayed/inspected/or fined because JCI-PS was not notified with time, any demurrage/detention fees and/or penalties will be transferred to the supplier.**
- Review contact matrix below to determine where ISF information should be sent.

Routing Guide for shipments imported into the U.S.

On any pickup requests please make sure that you include the following information, failure to do so may result in the delay of your request:

- Origin Address: Where is the freight being picked up?
- Origin Contact Information: Name, E-mail, Phone Number
- Destination Address: Where is the freight shipping to?
- Pieces, weight and dimensions
- Commodity HTS (if hazardous, UN is required)

SERVICE TYPE	FROM REGION	TO	CARRIER	SHIPMENT TYPE
OCEAN	ASIA, EUROPE and MIDDLE EAST	USA	EXPEDITORS	FCL & LCL
	SOUTH AMERICA		DHL GLOBAL FORWARDING	FCL & LCL
AIR FREIGHT	ALL REGIONS		ACTIVE PTM	ALL Air Shipments
TRUCK AND RAIL	CANADA/MEXICO		TMC	ALL Shipments
SMALL PACKAGE	ALL REGIONS	USA	UPS	All Small Pack (Courier)
<i>Contact information on the next page...</i>				

Johnson Controls, Inc.
Power Solutions
5757 N. Green Bay Avenue
Milwaukee, WI 53209



EXPEDITORS	CHINA – JCI-CHB@jci.com and rita.wei@expeditors.com KOREA – JCI-CHB@jci.com and derek.jung@expeditors.com MIDDLE EAST - JCI-CHB@jci.com and Augustine.Joseph@expeditors.com & Jaison.Francis@expeditors.com USA – JCI-CHB@jci.com and colleen.cox@expeditors.com & joielynn.sammons@expeditors.com Others & Escalation – scott.meyer@expeditors.com ISF Information: DTW-ISF@expeditors.com
DHL GLOBAL FORWARDING	BRAZIL – COLOMBIA – ISF Information: CAEISF@dhl.com
ACTIVE PTM	agsintloperations@activeaero.com
TMC	West – JCITMCWest@mytmc.com East – JCITMCEast@mytmc.com

- **Chemical related shipments**

Per EPA and CBP, any chemical substances, mixtures or articles must be imported in compliance with the TSCA regulations. Therefore, any international US inbound shipments with chemicals must be approved by the Trade Department (PS-NA-TRADE@jci.com) prior to shipping. The Trade Department will provide information required that must be followed to ship a chemical to a JCI-PS U.S. site. Any shipment not following to the process will be rejected.

NOTE: Shipments sent with forwarders/carriers that have not been approved by JCI-Transportation will be billed to the Supplier.

Contact Information for International Shipments

Authorized Import/Export Shipment Support**Third Party Compliance Consultant**

ClearanceSupport.US@icsbroker.com

International Customs Services, Inc.

N64 W23801 Main Street, Suite 121

Sussex, WI 53089

Ph: 262-820-2700

Fx: 262-820-2727

**Customs Brokers for FROM
Non-CANADA and Non-MX INTO USA:****Expeditors International**

Expeditors – Detroit

11101 Metro Airport Center Drive, Suite 110

Romulus, MI 48174

JCI-CHB@expeditors.com

Customs Brokers FROM CANADA INTO USA

Livingston International

usimports@livingstonintl.com

uscst08@livingstonintl.com

(734) 941-2050

Customs Brokers FROM USA INTO CANADA:

Livingston International

csc499@livingstonintl.com

lpark@livingstonintl.com

(519) 246-9800 Ext. 5304 ; Team 70

Customs Brokers FROM MEXICO INTO USA:

CH Robinson International, Inc.

678-EDI@chrobinson.com

(956) 712-7300

**Customs Brokers FROM USA INTO MEXICO :
USED BATTERIES (CORES)**

Ermilo Richer & Co

humberto.cruz@ericher.com

Laredo Office

(956) 693-5956

El Paso, TX

(915)249-9233

**NEW RAW MATERIAL, EQUIPMENT or
PARTS**

T&T Forwarding Services

trafico7@ttforwarding.com

trafico6@ttforwarding.com

(956) 717-5411

SECTION 11: C-TPAT

JCI-PS is an active participant in Customs-Trade Partnership Against Terrorism (C-TPAT). C-TPAT is a voluntary joint government-business partnership to enhance supply chain and border security.

As a JCI-PS Supplier, you also have a role to play in ensuring the security of the supply chain. We are asking JCI-PS' Suppliers to assess, and enhance if necessary, their security processes in the following areas recommended by U.S. Customs: Physical Security, Access Control, Procedural Security, Personnel Security, Education and Awareness Training. Guidelines for establishing, improving, or amending supply chain security procedures.

Manufacturer Security Recommendations: Non-U.S. JCI-PS Suppliers should develop and implement a sound plan to enhance security procedures. The following are general recommendations that should be applied on a case by case basis, depending on the Supplier's size and structure. These recommendations may not be applicable to all JCI-PS Suppliers.

JCI-PS Suppliers should have a written security procedure plan in place that addresses the following areas of concern:

- Physical Security
- Access Controls
- Procedural Security
- Personnel Security
- Education and Training Awareness

Additional Information on C-TPAT

Additional information is available on the U.S. Customs Web site, under Security Criteria for C-TPAT Imports at: http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/ctpat_application_material/ctpat_security_guidelines/imports/

Adherence to the C-TPAT security recommendations is critical to strengthening security for all supply chain members. Your assistance in this endeavor is required.

SECTION 12: DISCREPANCY RESOLUTION

Johnson Controls Power Solutions is instituting a statute of limitations of 120 days to resolve any payment discrepancies. Exception: Any ongoing claims or any prior written notifications to Johnson Control associates regarding issue resolutions



APPENDIX A: NON-COMPLIANCE CHARGEBACKS

It is JCI-PS policy to chargeback Suppliers for costs incurred for non-compliance to the requirements described in this Guide. The purpose of chargebacks is not to create revenue for the Company, but to recover operating expenses incurred for correcting Supplier errors. This policy creates awareness with our Supplier partners, ensures cost recovery and supports the goals of JCI-PS and its supply chain.

Suppliers must appeal all charge back reviews within 30 days of the date the chargeback was issued. Suppliers failing to appeal within 30days from the date of the chargeback issuance will not be eligible for any refunded amounts. Any questions or concerns pertaining to chargeback issuance, negotiation, and/or refunds need to be directed to PS-Vendor.Compliance@jci.com. Be sure to include the following information:

1. Name of Contact
2. Title
3. Mailing Address
4. Phone Number
5. Fax Number
6. E-mail Address
7. Vendor P.O. Number for Chargeback in Question
8. Violation Number

Below are examples of what JCI could potential charge back the Supplier, however be advised that this is not an all-inclusive list and JCI reserves the right to chargeback for any violations to this Supplier Routing Guide.

Non-Compliance Issue	Chargeback Expense
Multiple LTL shipments per week to the same destination	\$150 plus JCI-PS cost incurred per occurrence
Merchandise routed without JCI-PS / TMC notification	\$150 plus JCI-PS cost incurred per PO/shipment
Failure to notify JCI-PS Transportation of changes on domestic routing prior to shipping that result in unnecessary transportation expense	\$150 plus the difference between standard freight cost and actual freight costs incurred per shipment
Unauthorized routing used for domestic shipment	\$150 plus freight cost difference between standard freight cost and actual freight costs incurred per shipment
Failure to follow instructions for imported shipments (e.g., ISF)	\$150 plus the any issued US CBP fines
Vendor shipped merchandise to wrong location	\$150 plus JCI-PS cost incurred per PO/shipment
Detention of JCI-PS routed carrier, or canceling carrier after dispatched for pickup	\$150 plus actual carrier charges incurred
Merchandise received after "cancellation" date of P.O.	\$150 plus actual carrier charges incurred
Merchandise received prior to "ship on" date of P.O.	\$150 plus actual carrier charges incurred
Load size (cube, weight, linear feet) provided does not match actual	\$150 plus additional freight charges
Orders delivered with loose and/or damaged merchandise	\$150 per occurrence + rework cost
Failure to provide all required JCI-PS documentation as specified within 45 days	\$150 per occurrence
No BOL or inaccurate/insufficient detail on BOL	\$150 per occurrence
Insufficient packaging resulting in DOT violation, and/or additional labor to rework.	\$/hr plus administrative fee \$25
Commercial Invoice does not meet the criteria outline in these Instructions	\$25 per occurrence
Supplier/Vendor utilizing the TMC website to enter TL or LTL shipment information	\$150 per occurrence


APPENDIX B: TERMS & DEFINITIONS

AP or A/P	Accounts Payable
BOL	Bill of Lading
BOM	Bill of Material
C-TPAT	Customs – Trade Partnership Against Terrorism
DC	Distribution Center
Drop-trailer	Trailer left at the delivery location for future unloading
EDI	Electronic Data Interchange – computer-to-computer exchange of business documents between companies, using a public standard format
FCA (Free Carrier)	«Free Carrier» means that the seller delivers the goods, cleared for export, to the carrier nominated by the buyer at the named place. It should be noted that the chosen place of delivery has an impact on the obligations of loading and unloading the goods at that place
FOB (Free on Board)	«Free on Board» means that the seller delivers when the goods pass the ship's rail at the named port of shipment. This means that the buyer has to bear all costs and risks of loss of or damage to the goods from that point. The FOB term requires the seller to clear the goods for export. This term can be used only for sea or inland waterway transport.
JCI-PS	Johnson Controls Inc. – Power Solutions
Live-delivery	Trailer unloading method that requires merchandise to be received at date and time of delivery to location
LTL	Less Than Truckload – term used to describe a shipment of merchandise which is too small for the use of a single trailer
MBOL	Master Bill of Lading – used to consolidate several BOL numbers into a single number
PO	Purchase Order
SKU	Stock Keeping Unit
Supplier	Referred to as the origin site (Vendor or PS Shipping Site)
TL	Truck Load – term used to describe a shipment of merchandise which must use a single trailer
TMC	Transportation Management Company
TMS	Transportation Management System
UPC	Universal Product Code
PS Transportation	Refers to the Transportation department in PS HQ in Milwaukee. You may contact them by emailing ps-transportation.us-canada@jci.com .



APPENDIX C: ISF TEMPLATE FOR INTERNATIONAL OCEAN SHIPMENTS

(Email PS-Import.Export@jci.com for an electronic copy of this form)

	DATE THIS TEMPLATE WAS COMPLETED: _____										
	If printed, print in landscape format on 8.5 inch x 11 inch paper. Click on hyperlinks for instructions and definitions.										
1. Shipment Data of the Mother Vessel (Vessel which brings the goods to the US)											
AMS BL SCAC Code AMS BL Number Vessel Name, Voyage Number Booking Date Booking Number	_____ _____ _____ _____ _____	Container Stuffing Date Vessel Load Date Port of Export Estimated Sail Date Port of Discharge in US Estimated Discharge Date									
2. Consolidator Name & Address:											
Name: _____ Address: _____ City, St & _____ Postal Code: _____ Country ISO _____	6. Buyer Name & Address: DUNS or EIN _____										
3. Container Stuffing Location:											
Name: _____ Address: _____ City, St & _____ Postal Code: _____ Country ISO _____	Name: Johnson Controls Battery Group Inc Address: _____ City, St & _____ Postal Code: _____ Country ISO _____										
4. Manufacturer Name & Address: Supplier Provides Information											
Name: _____ Address: _____ City, St & _____ Postal Code: _____ Country ISO _____	7. Importer Name & Address: DUNS or EIN _____										
5. Seller Name & Address Supplier Provides Information											
Name: _____ Address: _____ City, St & _____ Postal Code: _____ Country ISO _____	Name: Johnson Controls Battery Group Inc Address: _____ City, St & _____ Postal Code: _____ Country ISO _____										
8. Consignee Name & Address: DUNS or EIN _____											
9. Ship to Name & Address:											
Name: _____ Address: _____ City, St & _____ Postal Code: _____ Country ISO _____											
10. Line Item Detail (Continue on 2nd page if needed)											
<table border="1"> <thead> <tr> <th>Item Number</th> <th>Item Description</th> <th>Country of Origin</th> </tr> </thead> <tbody> <tr> <td>HTS Code: _____</td> <td>Manufacturer: _____</td> <td>_____</td> </tr> <tr> <td>HTS Code: _____</td> <td>Manufacturer: _____</td> <td>_____</td> </tr> </tbody> </table>	Item Number	Item Description	Country of Origin	HTS Code: _____	Manufacturer: _____	_____	HTS Code: _____	Manufacturer: _____	_____		
Item Number	Item Description	Country of Origin									
HTS Code: _____	Manufacturer: _____	_____									
HTS Code: _____	Manufacturer: _____	_____									



APPENDIX D: BILL OF LADING TEMPLATE FOR TL OR LTL US DOMESTIC SHIPMENTS

(Email PS-Transportation.US-Canada@jci.com for an electronic copy)

[Click to select date]

BILL OF LADING – SHORT FORM – NOT NEGOTIABLE

Page 1 of 1

SHIP FROM				Bill of Lading Number:				
[Name] [Street Address] [City, ST ZIP Code] SID No.:				BAR CODE SPACE				
SHIP TO				Carrier Name:				
[Name] [Street Address] [City, ST ZIP Code] CID No.:				Trailer number: Serial number(s):				
THIRD PARTY FREIGHT CHARGES BILL TO				SCAC:				
[Name] [Street Address] [City, ST ZIP Code]				Pro Number: BAR CODE SPACE				
Special Instructions:				Freight Charge: Freight Collect				
				<input type="checkbox"/> Master bill of lading with attached underlying bills of lading.				
CUSTOMER ORDER INFORMATION								
Customer Order No.		# of Packages	Weight	Pallet/Slip (circle one)		Additional Shipper Information		
				Y N				
				Y N				
				Y N				
				Y N				
Grand Total								
CARRIER INFORMATION								
Handling Unit		Package				LTL Only		
Qty	Type	Qty	Type	Weight	HM (X)	Commodity Description <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small>	NMFC No.	Class
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."				COD Amount: \$ _____				
				Fee terms: Collect <input type="checkbox"/> Prepaid <input type="checkbox"/> Customer check acceptable <input type="checkbox"/>				
Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).								
Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.				The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees. Shipper Signature _____				
Shipper Signature/Date This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.		Trailer Loaded: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver		Freight Counted: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver/pallets said to contain <input type="checkbox"/> By driver/pieces		Carrier Signature/Pickup Date Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.		

APPENDIX E: USED BATTERY PACKAGING GUIDELINES

(For an electronic copy, e-mail the PS-Transportation.US-Canada@jci.com inbox)

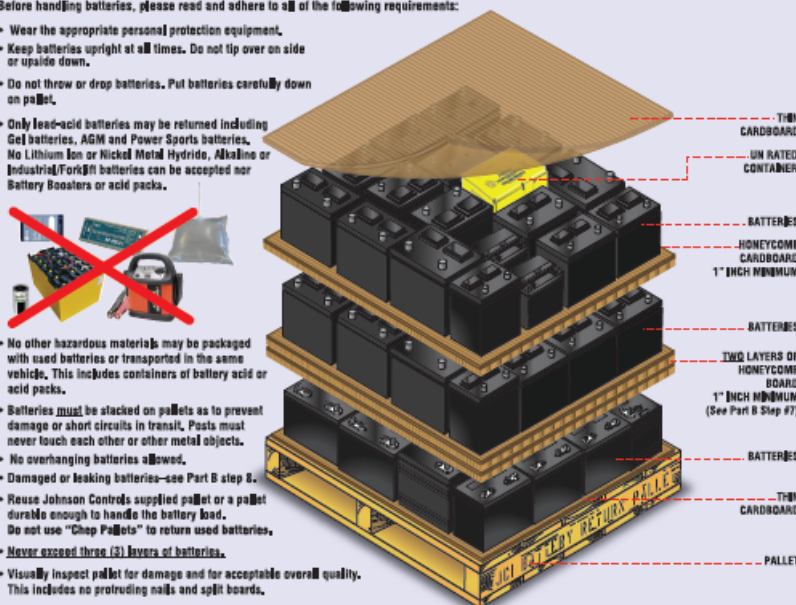
Used Battery Packaging Guidelines

Failure to comply with the guidelines can result in refusal by the carrier to accept material. In addition, failure to comply can result in fines and penalties from federal, state and local authorities.

PART A: GENERAL INSTRUCTIONS/REQUIREMENTS

Before handling batteries, please read and adhere to all of the following requirements:

- Wear the appropriate personal protection equipment.
- Keep batteries upright at all times. Do not tip over on side or upside down.
- Do not throw or drop batteries. Put batteries carefully down on pallet.
- Only lead-acid batteries may be returned including Gel batteries, AGM and Power Sports batteries. No Lithium Ion or Nickel Metal Hydride, Alkaline or Industrial/Forklift batteries can be accepted nor Battery Boosters or acid packs.
- No other hazardous materials may be packaged with used batteries or transported in the same vehicle. This includes containers of battery acid or acid packs.
- Batteries must be stacked on pallets as to prevent damage or short circuits in transit. Posts must never touch each other or other metal objects.
- No overhanging batteries allowed.
- Damaged or leaking batteries—see Part B step 8.
- Reuse Johnson Controls supplied pallet or a pallet durable enough to handle the battery load. Do not use "Chip Pallets" to return used batteries.
- Never exceed three (3) layers of batteries.
- Visually inspect pallet for damage and for acceptable overall quality. This includes no protruding nails and split boards.



PART C: INSTRUCTIONS FOR WRAPPING PALLET

Once the batteries are stacked on the pallet per steps 1 through 6 in Part B and thin cardboard placed on top of the batteries on the top layer, then stretch wrap the pallet as follows:

- Recommended stretch wrap: Sigma Down film: 80 gage and 20 inch width. Black stretch wrap is not allowed.
- Machine Wrap: Minimum number of wraps by layer: 12 top, 6 middle, 12 bottom—30 total; 2 inch minimum stretch wrap coverage above top layer and on pallet; uniform wrap coverage across entire pallet required. Stretch wrap elongation value no less than 220%.
- Manual/Hand Wrap: Minimum number of wraps by layer: 7 top, 3 middle, 7 bottom—17 total; 2 inch minimum stretch wrap coverage above top layer and on pallet; uniform wrap coverage across entire pallet required. Minimum number of ropes by layer: 3 top, 3 middle, 3 bottom and 2 ropes around pallet (all corners)—11 total.
- Be sure to include the pallet and top layer of batteries. Figure 4 shows a properly wrapped pallet.



These guidelines are to assist in compliance with Federal DOT safety regulations. Please assist the driver in complying with the law.



For questions contact Johnson Controls, Inc. at 855-432-2687 between the hours of 8:00 a.m. to 8:00 p.m. CST, Monday through Saturday (except Holidays)

PART B: INSTRUCTIONS FOR STACKING PALLET

- Select a pallet that meets the pallet specifications in Part A.
- Place a layer of thin cardboard on the pallet.
- Make the first layer of batteries level and as close together as possible. If some of the batteries are shorter, they should be placed in the center of layers.
- Place new or good condition, minimum 1" honeycomb cardboard between all layers, to prevent the possibility of puncturing the batteries above and short circuit. Place thin cardboard on top.

- Side terminal batteries must be stacked so the posts are facing away from each other and not facing towards the outside of the pallet. Side terminals must never touch.



- Top posts must be positioned toward the outside of the pallet so the layer above it leans toward the center. Make sure that no batteries are overhanging the honeycomb cardboard.

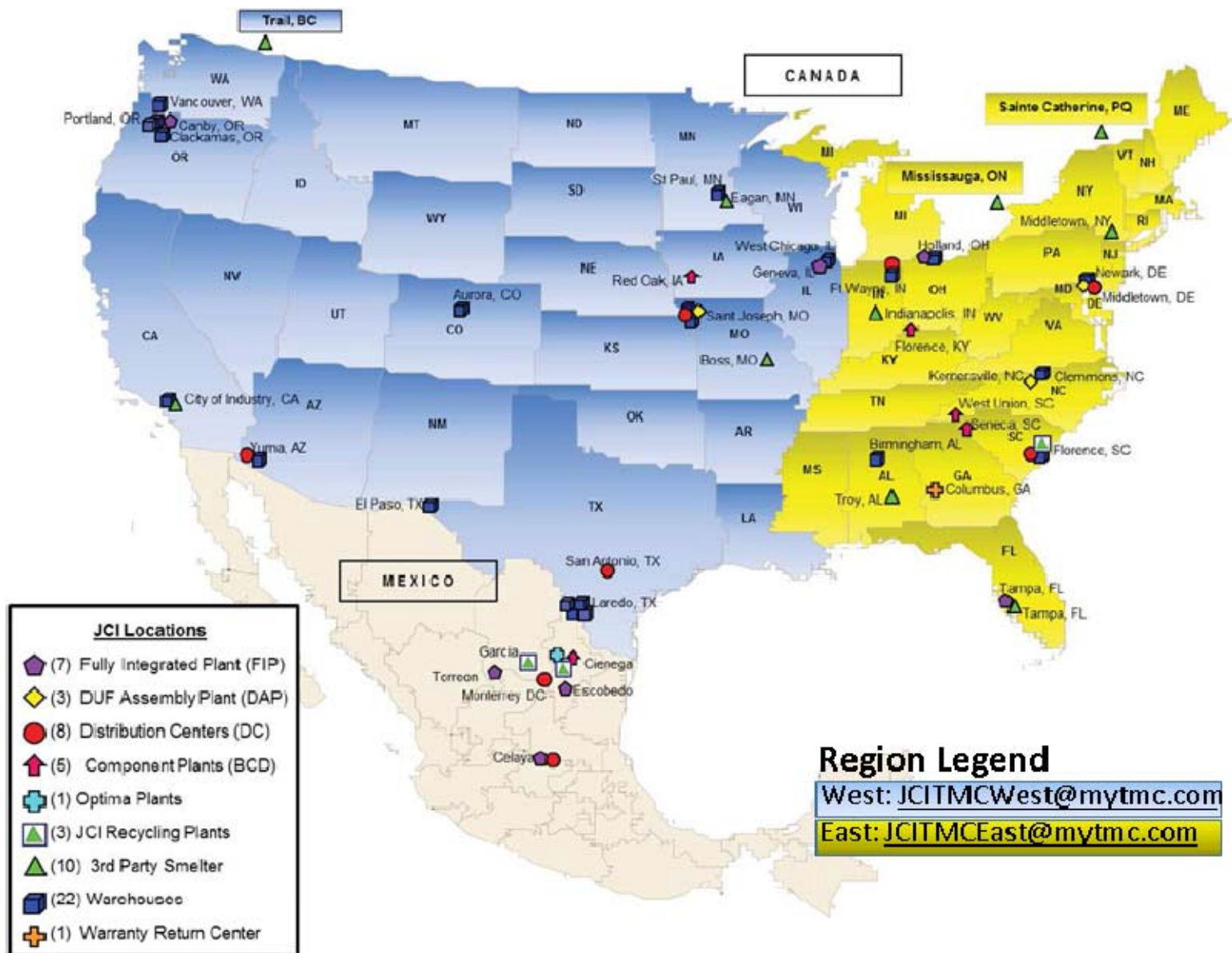


- Leaking batteries or batteries that may leak in transport are to be placed in a Leaking Core Kit per instructions on box.



VERSION: 05/2016

APPENDIX F: US TRANSPORTATION MAP



APPENDIX G: TMC SUPPLIER SHIPMENT ENTRY SOP



JCI Supplier Shipment Entry SOP

Business Purpose: The purpose of the document is to give suppliers instruction on how to enter a JCI-PS supplier shipment into the TMC system. The TMC system tenders the shipment, books the carrier, and gives the supplier access to tracking , Bill of Lading (BOL) prints, and carrier pro number documentation.

Audience: JCI-PS Suppliers

Approved by: Dominic Crotty

Last Updated: 2/12/2014

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Enter Origin	3
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Overview

This document aligns with the Johnson Controls Power Solutions Supplier Routing Guide; in which Section 4 states that "All U.S. Domestic shipments, TL, Flatbed, and LTL must be entered through TMC internet portal: <http://www.chrobinson.com/en/us/>. If access and/or training are required, contact TMC at 1-800-967-9619 x2015 or email JCITeam@mytmc.com."

Suppliers are reminded that shipments with a payload over 17,000 lbs. must ship via Truckload (TL). Shipment with a payload between 150 lbs. – 16,999 lbs. must ship via Less-Than-Truckload (LTL).

Also, suppliers need to have the following information readily available in order complete shipment entry steps.

- Shipper Name
- Shipper Address
- Shipper Hours
- Shipping Date
- Shipper Contact & Phone Number
- Destination Name
- Destination Address
- Destination Contact & Phone Number
- Requested Delivery Date
- JCI Purchase Order #
- Commodity Description
- Freight Class
- Total Weight
- Piece Quantity
- Pallet Count
- Pallet Size Length (in feet and inches), Width (in inches), & Height (in inches)
- Cargo Value (for TL and Flatbed)

...And the most important information to answer: Is the commodity hazardous?

If the commodity is hazardous, you must provide the following hazardous information

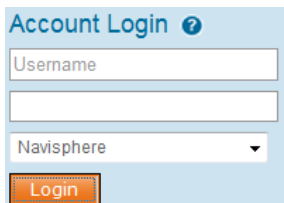
- Technical Name Req
- UN/NA#
- Regulatory Authority Code
- Technical Name
- Hazardous Class
- Class Packing Group
- Reportable Quantity
- Primary Commodity
- NOS Commodity
- Emergency Response Phone Number
- Placarded

Follow the next steps for shipment entry.

Process

Login

1. Go to <http://www.chrobinson.com/en/us/> and enter your username and password.




The screenshot shows a light blue 'Account Login' form with a help icon. It contains a 'Username' input field, a second empty input field, a 'Navisphere' dropdown menu, and an orange 'Login' button.

2. When logged in, select Manage Shipments on the left side menu, and then select Enter Shipment



- Next, select the account (C4773063 – JCI ==Supplier Non-Lead) and shipment type (mode) and create shipment. **NOTE: If the shipment commodity is HAZARDOUS, you MUST select account C4773064 – JCI ==Hazmat Online Entry. If the shipment commodity is HAZARDOUS WASTE CLASS 9, you MUST select account C6884633 – JCI==Haz-Waste.** The shipment type (mode) defaults to LTL, so use the drop down to change to TL or Flatbed when appropriate.



Select Account: * C4773063 - JCI ==Supplier Non Lead==, 5757 N Green Bay Ave, MILWAUKEE, WI

Select Shipment Type: LTL

Create Shipment Create Template

Enter a Unique Reference Number

- Enter a reference number, which must be unique. The suggested format for reference number is the customer purchase order and the suppliers internal order number. For example, JCIPO#-InternalOrder# (123456789-56789). This will help ensure a unique reference number is used every time. Duplicate reference numbers will be communicated by TMC to supplier. Upon communication, the supplier must enter the shipment again with a unique reference number.

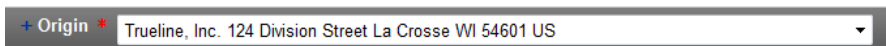


Reference Number * 123456789-56789

Equipment Size * 20 FT

Enter Origin

- Origin will default to your shipper. However, if you are using multiple ship points then your origin will be blank and you will need to utilize the drop down menu for locations.



+ Origin * Trueline, Inc. 124 Division Street La Crosse WI 54601 US

If you cannot find your location, then search for existing locations. Search City and State. (Note on glitches: Do not be deceived by the requirement asterisks, as the fields are NOT required! And the location selection is very sensitive, as once you click a result it will automatically close the search location and the result now appears in your origin.)

▼ Search Existing Locations or Create New Location

Location Name* Open Time

Customer Location ID Close Time

Address* Contact*


Phone*

City*

State*

Postal Code*

Country*



Results

Continental Battery 1546 MILLER STREET La Crosse WI 54601 US
 Northern Battery - La Crosse 1546 Miller St LA CROSSE WI 54601 US
 Sears Auto Center # 06642 4200 U.S. Hwy 16 La Crosse WI 54601 US
 Trueline, Inc. 124 Division Street La Crosse WI 54601 US

6. Enter the pick-up date as an appointment or a range.

Appointment

+ Requested Pick Up Date * Earliest Scheduled Pick-up Date * Latest Scheduled Pick-up Date *

Earliest Scheduled Pick-up Time * Latest Scheduled Pick-up Time *

Range

+ Requested Pick Up Date * Earliest Scheduled Pick-up Date * Latest Scheduled Pick-up Date *

Earliest Scheduled Pick-up Time * Latest Scheduled Pick-up Time *

Enter Destination

7. Destination is selected from the drop down menu or by searching for an existing location.

+ Destination *

8. Enter a requested delivery date based on transit or customer given due date. See transit chart below.

+ Requested Delivery Date *

Transit Miles	Transit Days
0-500	1
501-1000	2
1001-1500	3
1501-2000	4
2001-2500	5

Enter a Commodity

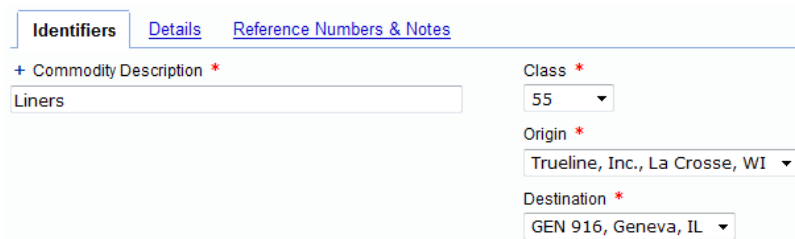
9. Add a new commodity when the product you ship is not on the drop down menu. **NOTE: for HAZARDOUS shipments (accounts C4773064 and C6884633), ALWAYS first peruse the drop down menu to select the commodity. If the commodity is not available on drop down menu, then you can “Add New Commodity”.**

Select from list or

Use the grid below to add commodities to your shipment.

10. All the required fields for Commodity must be filled out in Identifiers, Details, and Reference Numbers & Notes and saved.
(Note: example images below are for LTL mode, and fields for TL mode may not have all fields shown below)

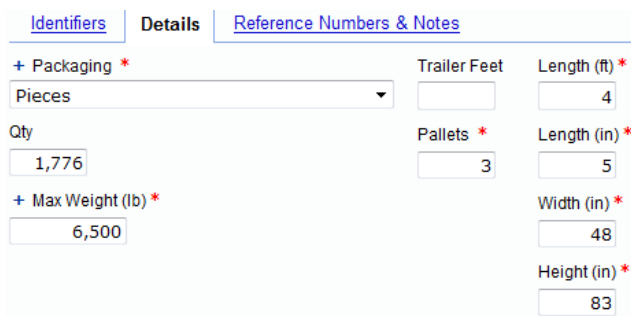
a. Identifiers



The screenshot shows the 'Identifiers' tab selected. It contains the following fields:

- Commodity Description: Liners
- Class: 55
- Origin: Trueline, Inc., La Crosse, WI
- Destination: GEN 916, Geneva, IL

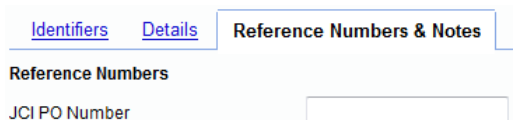
b. Details



The screenshot shows the 'Details' tab selected. It contains the following fields:

- Packaging: Pieces
- Trailer Feet: [empty]
- Length (ft): 4
- Qty: 1,776
- Pallets: 3
- Length (in): 5
- Max Weight (lb): 6,500
- Width (in): 48
- Height (in): 83

c. Reference Numbers & Notes



The screenshot shows the 'Reference Numbers & Notes' tab selected. It contains the following field:

- Reference Numbers: JCI PO Number [empty]

Other Features and Final Shipment Submission

11. BOL's are automatically emailed once the carrier is booked. Just fill in all the email addresses you need.

Email a copy of the BOL
jcitmc@mytmc.com;
Separate multiple email addresses with a semi-colon (;)

12. Do you ship this lane frequently? Save the shipment as a Template by giving it a name.

Template Name

13. Finally, select Submit Shipment.

14. A shipment confirmation number is generated.

Your Navisphere Shipment # is **TMC10171198**

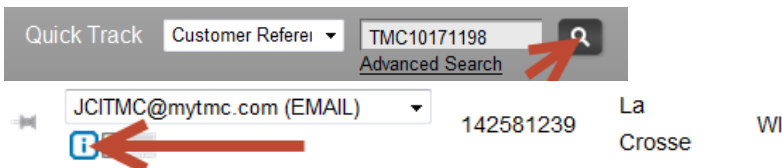
▶ [View Shipment Detail](#)

▶ [Copy Shipment](#)

Add Carrier Pro Number After Pick-Up

15. The supplier should receive a carrier pro number from the driver upon pick-up of the freight/BOL. Enter that carrier pro number on the website. **NOTE: Remove any dashes or spaces from the pro number. For example, pro 921-45645589 should be entered in as 92145645589.**

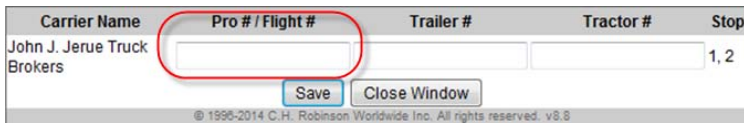
16. The shipment can be searched in the Quick Track to access the "i" icon.



17. In the shipment detail, scroll to the bottom of the detail and select “Edit Carrier Info”.



18. A new window will pop up, then input the carrier pro #, and save. **REMEMBER: Remove any dashes or spaces from the pro number.** For example, pro 921-45645589 should be entered in as 92145645589.



Cancel a Shipment

19. If you need to cancel a shipment, select the View Shipment Detail link or “i” icon

[View Shipment Detail](#)



The shipment can be searched in the Quick Track to access the “i” icon.



20. In the shipment detail, you will need to remove the carrier (if a carrier is booked) in order to cancel the shipment. Scroll to the bottom of the detail and select the link to “remove carrier”. A new window will pop up and select the reason for removal and submit.



21. Then at the top of the shipment detail, select the “cancel shipment” link, and a new window will pop up to shipment. Submit cancellation, and the shipment will be cancelled from TMC system.

Shipment Detail



22. Finished

Appendix A: Transit Miles

Transit Miles	Transit Days
0-500	1
501-1000	2
1001-1500	3
1501-2000	4
2001-2500	5

Links to Related

- www.chrobinson.com