



# Transportation Routing Guide

This document is intended to guide decisions related to the transportation of goods to and from LUMINATOR location and/or when the cost of any shipment will be paid by LUMINATOR. Non-compliance may result in charge-backs and / or reimbursement for the related expenses if these guidelines are not followed.

Any questions regarding the rules and specifications outlined in this guide should be directed to Chris Sammons at 972-516-3088 or Matt Whittington at 972-424-6511. Requests for any deviation from the requirements listed in the document will be reviewed and are subject to final approval from LUMINATOR.

This Routing Guide is effective March 1, 2019 and replaces any previous versions.

LUMINATOR Routing Guide

Updated 03/01/19



## Guideline Summary

LUMINATOR expects suppliers to ship materials according to these standards unless otherwise directed on purchase order or other written communication.

### Mode and Service

- Freight must be moved in the most economical mode and service level available according to the terms & conditions and instructions set fourth within this guide and on the purchase order.

### Small Parcel

Parcel shipments should be arranged for shipments less than 70 kg. (150 lbs.) LUMINATOR authorizes shipments using Fed Ex. Shipper must provide correct LUMINATOR account number for proper billing. Account numbers can be found on page 4.

### Trucking: LTL & TL

- **LTL – Less than Truckload – Palletized Shipments greater than 150 pounds and less than 10 pallets or 10000 pounds**
  - **The proper NMFC number and/or sub class (if required) must be on all LTL bill of**

### ladings.

- **TL – Truckload shipments – Any greater than 10 pallets or 10000 pounds**
- Shipments of 70 kg (150 lbs) or greater should ship according to specifics outlined in Luminator's instructions on the following pages.

### Imports

Follow specific directions for each LUMINATOR shipment.

### Consolidation

Suppliers are expected to consolidate parcel shipments daily to LUMINATOR location. Suppliers are expected to consolidate LTL and TL shipments made to LUMINATOR facility in the same day into a single shipment.

### Documentation

LUMINATOR requires the material purchase order number to appear on the shipping documentation. The LUMINATOR Purchase Order number must appear on freight bill, BOL shipper reference block, and in the second reference field on all small package shipments. Provide only the LUMINATOR Purchase Order number with no added formatting. This is essential for proper receiving of the material and payment of material and freight invoices.

### Packaging

All wood packaging (crates, pallets, etc.) must be ISPM 15 compliant in order to be allowed into the US.



## LUMINATOR Supplier Shipping Guide

### Shipping Notes:

- **Insurance** – Do not declare any value for insurance on the bills of lading.
- LUMINATOR will not accept C.O.D. shipments
- All Domestic US shipments will ship ground unless an expedited service is requested by LUMINATOR and prior written approval is obtained from the LUMINATOR Buyer or Logistics Departments
- Do not specify/ request a delivery signature by FedEx; it is standard procedure for this carrier to obtain a signature at a place of business.
- All crated, skidded or palletized material must move with the heavyweight carrier
- FedEx Express account numbers can be used for FedEx Ground shipments
- FedEx shipments must not exceed dimensional limits established for each Service Type
- FedEx AIR must not exceed 119 inches in length nor exceed 165 inches in Length and Girth.
- FedEx Ground must not exceed 160 inches (Length + Width + Girth)
- The shipment PO# and account # affiliated with the preferred carrier (see table below) must be provided upon tendering the shipment.
- **The proper NMFC number and sub class (if required) must be on all LTL bill of lading.**
- Suppliers shipping direct to LUMINATOR customer locations should mark the bills of lading as “THIRD PARTY BILLING”
- All product shipped must include the following on the shipping label:
  - Consignee address
  - Attn: Receiving Dept
  - LUMINATOR Purchase Order number.
- Any material having a MSDS sheet should be placed in its own envelope and clearly marked, “CONTAINS MSDS, DO NOT REMOVE UNTIL FINAL DESTINATION”

### Imports into the United States

- For FedEx shipments into the US, FedEx is the Luminator’s Customs broker.
- For all other carriers into the US, LUMINATOR’S US Custom broker is

*Bollre Forwarding*

[Andrea.POWELL@bollre.com](mailto:Andrea.POWELL@bollre.com) for air imports

[Daisy.MARTINEZ@bollre.com](mailto:Daisy.MARTINEZ@bollre.com) for ground imports



# LUMINATOR TECHNOLOGY GROUP

- Shipping alerts should be sent to [Andrea.POWELL@bollore.com](mailto:Andrea.POWELL@bollore.com) and must include the following:
- **Copy of the Commercial Shipping Invoice** and/or Proforma showing all the LUMINATOR purchase order number, all contents (i.e. part numbers, complete product descriptions, quantities, values of goods, and associated harmonized schedule and/or product classification numbers.)
- **Copy of the packing list** that includes :
  - Complete list of itemized contents including part numbers, descriptions, and quantities.
  - Packaging details: pieces, weights, and dimensions (i.e. 6 boxes 24 x 24 x 24, 300 lbs, shrink wrapped on 1 wooden pallet.)
- Please ensure that all bills of lading clearly show the broker information.
- Proper documentation must accompany the shipment including commercial invoice and supporting documentation such as FCC and/or FDA certification where applicable.
- LUMINATOR strives for 100% security and customs compliance for shipments entering the US destined for LUMINATOR. Please assist us in maintaining the informational flow to Customs

## LUMINATOR LTG Supplier Routing Guide

Supplier Shipments from US Origins to PLANO, TX					
Service Level	Chargeable Weight	Carrier	Mode and Service	Account No.	Contact Information
Default	Less than 150 pounds (70 KGS)	FedEx	Ground	LMT-075205309 LAP-163720175	www.fedex.com 1-800-GoFedEx 1-800-4633339
Default	Greater than 150 lbs (70 KGS) but less than 10,000 lbs or 10 skids	FedEx	LTL	THIRD PARTY BILL TO Luminator Holding LP	www.fedex.com 1-800-GoFedEx 1-800-4633339
Default	Greater than 10,000 pounds or 10 skids	Bollore	Truckload		<a href="mailto:James.DEANDA@Bollore.com">James.DEANDA@Bollore.com</a> 972-574-1060
Expedited	Less than 150 pounds (70 KGS)	FedEx	Air (Next day or Second Day)	LMT-075205309 LAP-163720175	www.fedex.com 1-800-GoFedEx 1-800-4633339
Expedited	Greater than 150 lbs (70 KGS) but less than 10,000 lbs or 10 skids	FedEx	FedEx 1Day Freight	LMT-075205309 LAP-163720175	www.fedex.com 1-800-332-0807

Supplier Shipments from Non US Origin to Plano, Tx					
Service Level	Chargeable Weight	Carrier	Mode and Service	Destination - Account No.	Contact Information
Default	Less than 150 pounds (70 KGS)	FedEx	International Priority	075205309	www.fedex.com 1-800-GoFedEx 1-800-4633339
Default	Greater than 150 pounds (70 KGS)	Bollore	Air Economy	THIRD PARTY BILL TO Luminator Mass Transit LLC(LMT)/ Luminator Holding LP(LAP)	Andrea.POWELL@bollore.com
Default	Greater than 150 lbs (70 KGS) but less than 10,000 lbs or 10 skids	Bollore	LTL		Andrea.POWELL@bollore.com



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Default	Greater than 150 lbs (70 KGS) but less than 10,000 lbs or 10	Bollore	Truckload/Container		
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## Bollore Contact Information

Account: Luminator

<u>USA - Dallas Office</u>	<u>Phone</u>	<u>Email</u>	<u>Department</u>
Andrea Powell	972-574-1063	<a href="mailto:Andrea.POWELL@bollore.com">Andrea.POWELL@bollore.com</a>	Imports
Shaela Hall	972-574-1059	<a href="mailto:Shaela.HALL@bollore.com">Shaela.HALL@bollore.com</a>	Air Export
Rick Pittington	972-574-1084	<a href="mailto:bruce.pittington@bollore.com">bruce.pittington@bollore.com</a>	Domestic
Chris Aranda	214-310-6680	<a href="mailto:chris.aranda@bollore.com">chris.aranda@bollore.com</a>	Sales

\* Please keep Chris Aranda in copy of all communication with Dallas office

<u>Taiwan Office</u>	<u>Phone</u>	<u>Email</u>	<u>Department</u>
Henry HSIEH	(+886) 2 27823360 Ext 645	<a href="mailto:henry.hsieh@bollore.com">henry.hsieh@bollore.com</a>	Air Export
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<u>Shenzhen China Office</u>	<u>Phone</u>	<u>Email</u>	<u>Department</u>
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Jeana Li	(+86) 755 2151 8576	<a href="mailto:jeana.li@bollore.com">jeana.li@bollore.com</a>	Air Export

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Elsa Zhang	(+86) 21 3395 0612	<a href="mailto:elsa.zhang@bollore.com">elsa.zhang@bollore.com</a>	Air Exports
Hansen Wang	+86 21 33950640	<a href="mailto:hansen.wang@bollore.com">hansen.wang@bollore.com</a>	Ocean Exports