

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

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

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.

3. Ground Shipments

- A. Any total shipment **weighing 150 pounds or less** is to be shipped via UPS. Please provide UPS with the respective Southco Ground Account Number. DESTINATION BILL TO SOUTHCO ACCOUNT #. See below.

REMINDER !!! Do not use these Account Numbers for UPS Express / Expedited Services.

- 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.

4. Air Shipments

- A. Contact the respective *Southco* Buyer for routing and billing information.
- B. Do not use the UPS "Ground" Account Numbers shown below. The *Southco* Buyer will issue an account number as needed.

SOUTHCO, INC. ROUTING GUIDE

UPS Account Numbers

Acct #	Account Location	Shipment Requirement
6637Y9	Chihuahua, MX	Inbound Domestic and International Rio Bravo Only
664E5X	Chihuahua, MX	Mexico Exports to US and Foreign, Trade Direct
18240E	Concordville, Pa	Outbound Shipments from Plant and Offices
76W898	Concordville, PA	Inbound shipments to Plant and Offices
93W75	Corporate, Office, Concordville, PA	Mail Room Use for Domestic and International
121374	Honeoye Falls, NY	Outbound Freight Domestic and International
52V096	Honeoye Falls, NY	Inbound Domestic and International Only
97AF93	OFC, Philadelphia, PA	Inbound Domestic and International Only
81E5W2	OFC, Philadelphia, PA	Outbound Domestic and International Only
09T03T	Rockledge, FL	In/Outbound Freight Domestic and International
00528R	Tecate, MX	In/Outbound Freight Domestic and International

Southco Inc. Pick-up and Delivery Locations

North America Southco Facilities

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

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

Honeoye Falls Plant
250 East Street
Honeoye Falls, NY 14472

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

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

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

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

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

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

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

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<i>Designated Carriers for North America</i>
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Designated Service Providers	Designated Lane
<u>Con-Way Freight</u>	<u>Facility to Facility Movement:</u> Various pickup and deliveries to and from H/F facility
<u>C & M Forwarding</u>	<u>Facility to Facility Movement:</u> Special deliveries to OFC, and El Paso. Other routes also available in NY area.
<u>ABF Freight</u>	National carrier to be utilized for all LTL freight. Inbound to all plant locations and OFC Greater than 150 lbs, Less than a Full truck load.
<u>Barnes Express</u>	<u>Raw Materials</u> C & C warehouse moves only.
<u>Trailer Transport Systems</u>	<u>Raw Materials</u> Shall be used shipments greater than 10 skids, or Truckload Freight.
<u>UPS Supply Chain Solutions:</u> <u>WW Express, WWExpress Saver</u> <u>WW Expedited</u> Small Parcel Service <u>UPS Customs Clearance</u>	<u>**All Domestic shipments under 150 Lbs. and International Small Parcels Under 50Lbs International & Pre-Approved Expedited Domestic Shipments</u> <u>**Custom Clearance</u> and Brokerage on Shipments into and out of Mexico*
<u>Rio Bravo Industries</u> Contact: Hector Valles 915-860-0701 <u>AIG(American Industries)</u> Contact: Julio Macias 011-52614-4393601 X3606 jmacias@aiig.com	<u>Border to Plant Movement,consolidation at El Paso, TX warehouse</u> EL Paso into Chihuahua, MX <u>Plant Movement to the Border</u> Chihuahua, MX into EL Paso Texas
<u>DHL Global Forwarding</u>	<u>**All International Import / Export Ocean and Air Freight Shipments including Ocean Expedited and Full Container Service</u> <u>DHL Customs Brokerage at all Ports</u>