



**Americas
Logistics Guide
November 2019**

General Logistics Guidelines

Suppliers are required to comply with the logistics guidelines contained in this document. Suppliers are to use the mode and carrier specified by Emerson. **Higher costs incurred due to non-compliance are the responsibility of the supplier.**

Suppliers are expected to prepare goods and book shipment at the appropriate time in order to meet required-by dates. Suppliers are responsible for working with Emerson buyers to understand transit times and plan shipments accordingly. **Higher costs due to expedited shipments needed to meet agreed-to required-by dates are the responsibility of the supplier.**

Suppliers are responsible for the costs of re-routing shipments misdirected due to improper booking or labeling. Suppliers are responsible for the performance and compliance of any third-party warehouses or logistics providers employed by the supplier.

Use of account numbers provided within this guide is strictly limited to shipments to Emerson or third-parties only with express instruction. Suppliers are prohibited from sharing these account numbers with any third parties or using them for any other purpose.

Copies of invoice and packing slip are to be sent electronically to your Emerson buyer along with shipment tracking number as soon as booking is complete. Suppliers are responsible for ensuring that the quantity of goods shipped matches the packing list and commercial invoice. Suppliers are responsible for ensuring that goods are shipped in an undamaged condition.

Consolidation Guidelines – Overseas Suppliers

Suppliers are to have goods prepared such that they can meet required on-dock dates with a single bulk shipment made once per week. Our intent is to replace several smaller more expensive shipments with a single less expensive shipment that will be booked in the Emerson SCO portal. Exceptions can be made at our request for first article submission, quality exceptions, or to prevent a production stoppage. After confirming receipt of these instructions, any shipments made without evidence of a plant request will be charged back to your company.

If you have less than 100 lbs (45 kgs) to ship on your bulk shipment day, please contact the appropriate buyer/planner at the plant for authorization to ship via DHL Express. This should only be requested for orders due within two weeks. If orders are due more than two weeks in the future, they should be held to ship with the following week's consolidation.

Work with your buyer to ensure that you can plan shipments effectively while meeting purchase order required dates. Specific questions regarding logistics plans may also be directed to Lauren Durrigan (Lauren.Durrigan@emerson.com)

Most of World shipments to North America



Preferred Modes: Ocean Via APLL | Heavy Air via Emerson SCO Portal

Expedited Modes: Express Heavy Air via Emerson SCO portal | DHL Express Parcel

Ocean – Palletized shipments over 150 lbs (70 kgs)



As of Oct 14, 2019, shipments will be coordinated directly with APL Logistics for pickup. For questions and initial shipments, please contact Lauren.Durrigan@emerson.com.

APLL

Please contact the closest APLL origin office for assistance booking the origin ground leg :

Origin Port	Contact Phone	Contact	Email
HONG KONG	852-23027490 ext.3490	Kenny Chong	Kenny_chong@apllogistics.com
HONG KONG	852-23027499 ext.3499	Macy Yu	Macy_yu@apllogistics.com
SHANGHAI	86-21-26105769	Bobo Gan	Bobo_gan@apllogistics.com
SHANGHAI	86-21-26105863	Vincy Zhang	Vincy_zhang@apllogistics.com
SHANGHAI	86-21-26105952	Emma Zong	Emma_Zong@apllogistics.com
SHENZHEN YANTIAN	86-755-22171065	Lieye Guo	lieye_guo@apllogistics.com
SHENZHEN YANTIAN	86-755-22171167	Ben Chen	Ben_Chen@apllogistics.com
TAIWAN	886-2-2514-5954	Aileen Chen	Aileen_chen@apllogistics.com
TAIWAN	886-2-2514-5937	Jessie Cheng	Jessie_cheng@apllogistics.com
XIAMEN	86-592-5698612	Sandy Zhang	sandy_zhang@apllogistics.com
XIAMEN	86-592-5698614	Benson Tan	benson_tan@apllogistics.com
PORT KELANG	60356389000	Letchumi Piragilathan	apllogistics@apllogistics.com
PORT KELANG	60356389000	Nuraiza Ismail	apllogistics@apllogistics.com
PENANG	6042289898	Aida Johanna Zulkiflee	apllogistics@apllogistics.com
PENANG	60124305290	Catherine Tan	catherine_tan@apllogistics.com
THAILAND	66 2 664 5050 X 8446	Wimon Chala	Wimon_Chala@apllogistics.com
THAILAND	66 2 664 5050 X 8441	Sukumal Srprasit	Sukumal_Srprasit@apllogistics.com
ALL EUROPE	+31 10 506 1940	Sarah Hekman	Sarah_Hekman@apllogistics.com
ALL EUROPE	+31 10 506 1927	Anita Vrijenhoek	Anita_Vrijenhoek@apllogistics.com

The Business Unit will provide additional instructions to suppliers regarding management of ocean kanban programs, which parts meet ocean shipment requirements, and appropriate quantities.

Heavy Air – Palletized shipments over 100 lbs (45 kgs)



Emerson Supply Chain Optimization (SCO) Portal

Suppliers must first get approval from the buyer before scheduling an air shipment.

Suppliers must submit a manual booking form to the buyer and lauren.durrigan@emerson.com for entry into the SCO system.

SCO Shipment ID will be provided to the supplier as soon as the freight is booked with a carrier. The SCO Shipment ID Number must be noted on packaging and all documents

International Parcel – Shipments under 100 lbs (45 kgs)

DHL Express



For suppliers who ship more than 100 lbs (45 kgs) per week, DHL Express is only to be used at the specific request of the plant to expedite a shipment and avoid a production stoppage. Please consolidate goods in as few boxes as possible; however, limit the weight of each box to no more than 20 kgs / 45 lbs. Service level for all DHL Express shipments is Import Express Worldwide. Contact your buyer for questions regarding when to ship in order to meet the required date.

Please call DHL Express customer service in your country for assistance booking or tracking shipments.

BELGIUM	0032 27155050	SWITZERLAND	0041 848711711	CHINA	(PEK) 0086-10-67806680
FRANCE	0033 820 20 80 80	TURKEY	444 00 40		(SHA) 0086-21-55514777
GERMANY	0049 018053453001	UNITED KINGDOM	0044 844 248 0844		(CAN) 0086-20-86669288
IRELAND	00353 1890725725	MEXICO	01800 7656 345	HONG KONG	(852) 2400 3388
ITALY	0039 199 199 345	BRAZIL	0800 771-3451	JAPAN	0081-3-3522-2500
NETHERLANDS	0031 26 324 6767	AUSTRALIA	0011 61738377705	TAIWAN	886 25038378
POLAND	0048 426345345	INDIA	1800111345	MALAYSIA	60-3-7964 2800
SPAIN	00 34 902 12 30 30	SOUTH AFRICA	27 11 921 3666	SINGAPORE	65 6285 8888



US shipments to North America

Preferred Modes: Less-than Truckload (LTL) via Emerson SCO portal | FedEx Parcel

Expedited Modes: FedEx Express Priority Overnight

Full Truckload (TL)



For locations shipping at least once per week to Emerson:

Emerson Supply Chain Optimization (SCO) Portal

Ground shipments within North America

Suppliers must register for training and access by completing the supplier survey found at <http://www.emersonsuppliers.com>. Follow the link on the left-hand side under Download Site/Location Survey Template.

Completed surveys should be submitted to SCOsupport@emerson.com. Training will be scheduled within a week of the survey being complete.

Login: <https://otmgm-a589385.otm.us2.oraclecloud.com>

SCO Shipment ID Number must be noted on packaging and all documents.

*If do not have a log-in, contact lauren.durrigan@emerson.com with a completed Manual Booking Form and the buyer on copy.

For locations shipping less than once per week to Emerson:

Suppliers must submit a manual booking form for transportation to be scheduled. The manual booking form can be found at <http://www.emersonsuppliers.com>. Follow the link on the left-hand side to SCO Online Training Documents. Then click on the folder for Manual Booking Procedures. Please send to lauren.durrigan@emerson.com to arrange for pickup

Less-Than-Truckload (LTL) — *shipments between 100 lbs and 20,000 lbs. < 24 linear feet*

For locations shipping at least once per week to Emerson:

Emerson Supply Chain Optimization (SCO) Portal



Ground shipments within North America

Emerson's SCO Portal is also used to book palletized ground freight to Emerson sites in North America.

Suppliers must register for training and access by completing the supplier survey found at <http://www.emersonsuppliers.com>. Follow the link on the left-hand side under Download Site/Location Survey Template.

Completed surveys should be submitted to SCOsupport@emerson.com. Training will be scheduled within a week of the survey being complete.

Login: <https://otmgtm-a589385.otm.us2.oraclecloud.com>

SCO Shipment ID Number must be noted on packaging and all documents.

*If do not have a log-in, contact lauren.durrigan@emerson.com with a completed Manual Booking Form and the buyer on copy.

For suppliers shipping less than once per week to Emerson:

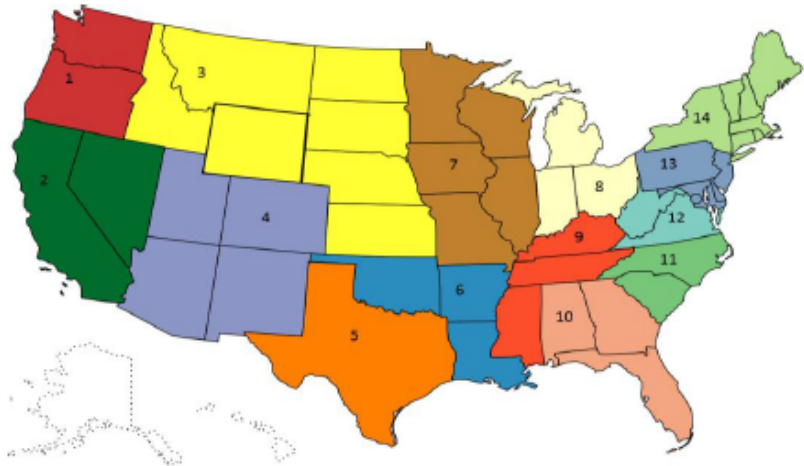
Refer to routing guide on next page.

LTL ROUTING MATRIX

Zone	DESTINATION																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	CAN-1	CAN-2	CAN-3	CAN-4	CAN-5	CAN-6
1	SAIA	CNWX	FXFE	FXFE	RDWY	RDWY	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	RDWY	FXFE	FXFE	FXFE	FXFE	FXFE
2	FXFE	RETL	FXFE	RDWY	SAIA	RDWY	RDWY	RDWY	CNWX	RDWY	RDWY	RDWY	RDWY	FXFE	RDWY	SAIA	RDWY	FXFE	RDWY	FXFE
3	FXFE	CNWX	CNWX	SAIA	RDWY	RDWY	SAIA	CNWX	SAIA	RDWY	RDWY	SAIA	RDWY	RDWY	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE
4	SAIA	CNWX	RDWY	RDWY	RDWY	FXFE	CNWX	CNWX	SAIA	UPGF	RDWY	RDWY	RDWY	RDWY	FXFE	RDWY	FXFE	RDWY	FXFE	FXFE
5	RDWY	RDWY	FXFE	RDWY	CENF	AACT	RDWY	RDWY	AACT	AACT	CNWX	FXFE	UPGF	RDWY	SAIA	SAIA	RDWY	RDWY	FXFE	FXFE
6	CNWX	RDWY	FXFE	FXFE	AACT	SAIA	FXFE	FXFE	FXFE	RDWY	SAIA	FXFE	CNWX	CNWX	SAIA	FXFE	FXFE	FXFE	FXFE	FXFE
7	RDWY	RDWY	RDWY	SAIA	RDWY	SAIA	DAFG	DAFG	SAIA	SAIA	RDWY	RDWY	RDWY	RDWY	CNWX	RDWY	RDWY	RDWY	FXFE	RDWY
8	RDWY	UPGF	CNWX	UPGF	UPGF	FXFE	HMES	DAFG	RDWY	UPGF	FXFE	UPGF	UPGF	RDWY	CNWX	RDWY	FXFE	FXFE	FXFE	FXFE
9	RDWY	UPGF	UPGF	UPGF	UPGF	AACT	HMES	DAFG	UPGF	AACT	AACT	RDWY	RDWY	UPGF	SAIA	RDWY	FXFE	RDWY	FXFE	RDWY
10	FXFE	CNWX	FXFE	FXFE	AACT	CNWX	FXFE	FXFE	FXFE	AACT	AACT	FXFE	CNWX	FXFE	RDWY	FXFE	FXFE	FXFE	FXFE	FXFE
11	RDWY	CNWX	FXFE	CNWX	FXFE	FXFE	FXFE	CNWX	RDWY	FXFE	RDWY	FXFE	CNWX	CNWX	CNWX	RDWY	FXFE	FXFE	FXFE	FXFE
12	FXFE	CNWX	RDWY	RDWY	RDWY	FXFE	CNWX	SAIA	FXFE	FXFE	SAIA	FXFE	CNWX	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE
13	FXFE	CNWX	RDWY	FXFE	RDWY	FXFE	RDWY	PITD	CNWX	SAIA	FXFE	RDWY	RDWY	FXFE	RDWY	FXFE	FXFE	RDWY	FXFE	FXFE
14	FXFE	CNWX	FXFE	RDWY	RDWY	RDWY	CNWX	CNWX	RDWY	RDWY	FXFE	RDWY	CNWX	RDWY	RDWY	RDWY	FXFE	FXFE	FXFE	FXFE
CAN-1	FXFE	FXFE	FXFE	CNWX	CNWX	CNWX	RDWY	RDWY	RDWY	FXFE	RDWY	FXFE	FXFE	RDWY	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO
CAN-2	FXFE	FXFE	FXFE	FXFE	RDWY	FXFE	FXFE	RDWY	RDWY	RDWY	RDWY	FXFE	FXFE	RDWY	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO
CAN-3	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	RDWY	FXFE	FXFE	FXFE	FXFE	FXFE	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO
CAN-4	FXFE	FXFE	FXFE	FXFE	RDWY	RDWY	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO
CAN-5	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	FXFE	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO
CAN-6	FXFE	FXFE	FXFE	FXFE	RDWY	FXFE	FXFE	ABFS	RDWY	FXFE	FXFE	FXFE	FXFE	FXFE	CGVO	CGVO	CGVO	CGVO	CGVO	CGVO

- Zone 1 OR, WA
- Zone 2 CA, NV
- Zone 3 ID, MT, NE, ND, SD, WY, KS
- Zone 4 AZ, CO, NM, UT
- Zone 5 TX
- Zone 6 AR, LA, OK
- Zone 7 IA, IL, MN, MO, WI
- Zone 8 IN, MI, OH
- Zone 9 KY, MS, TN
- Zone 10 AL, FL, GA
- Zone 11 NC, SC
- Zone 12 VA, WV
- Zone 13 DC, DE, MD, NJ, PA
- Zone 14 CT, MA, ME, NH, NY, VT, RI
- CAN-1 ON
- CAN-2 QC, NB, NS, PE, NL
- CAN-3 MB
- CAN-4 AB, SK
- CAN-5 WT, NT, NU
- CAN-6 BC

- AACT AAA Cooper
- ABNE Aberdeen
- CNWX XPO Freight
- CENF Central Freight Lines
- DAFG Dayton Freight
- FXFE FedEx Freight
- HMES Holland
- LMEL Lake Motor Express
- PITD Pitt Ohio
- RDWY YRC Freight
- RETL Reddaway
- SAIA Saia
- STDF Standard Forwarding
- UPGF UPS Freight
- ABFS ArcBest
- CGVO CCT
- OAKH Oak Harbor



Parcel – *shipments under 100 lbs (45 kgs)*

FedEx Ground (preferred) | FedEx Express (expedites)



Please book parcel shipments via 800-GO-FEDEX or online at <http://www.fedex.com/us/>

Please contact PremierGlobalSupport@fedex.com for support.

Shipments should be booked collect, with no insurance. Use of account numbers is strictly limited to shipments to Emerson sites, or third-parties only with express instruction. Suppliers are to consolidate shipments to minimize the number of boxes shipped. Individual boxes should be no more than 40 lbs each. All orders shipped to the same site on the same day should be booked together as a multi-box shipment. If total weight of shipment is over 100 lbs, please book LTL in SCO Portal.

Customs Brokerage

C.H. Robinson

Heavy Air and Ocean shipments from Europe

Team Members: Desiree Klosterman, Heather Bigaouette, Steph Lott, Nancy Stark

Team Contact Info: emerson@chrobinson.com | 952-933-4545 (Eden Prairie, MN)



Imports to/from Mexico

Team Members: Rita Soto

Team Contact Info for Southbound: EmersonSBC@chrobinson.com | 956-712-7300 ext. 7314 (Laredo)

Team Contact Info for Northbound: EmersonNBC@chrobinson.com | 956-712-7300 ext. 7314 (Laredo)

Escalation Contact: Hans Davidson | hans.davidson@chrobinson.com 952-683-3807 (Eden Prairie, MN)

UPS Supply Chain Solutions

Heavy Air and Ocean shipments from Asia

Richard Hanes | hanes.richard@ups.com | T: 440-816-3964 | F: 440-239-3838

Tiffany Thornton | tiffanythornton@ups.com | T: 440-260-3049 | F: 440-239-3879

UPS-SCS General public mailbox | upsemersonbrokerageteam@ups.com



Imports to Canada

Customs Brokerage Operations: upsteamemerson@ups.com

Operations Service Representative (Primary): Christine Rogers | upsteamemerson@ups.com

Operations Contact: Mustapha Chakir and Kevin Santos | 905.677.6735 | upsteamemerson@ups.com

Operations Senior Supervisor (Escalation): Cindy Lawka | 905.678.3820 | cindy.lawka@ups.com

PARS Requests: Fax to 905.677.2689

DHL Express

Parcel shipments with DHL Express



Please contact the STAR Team at emersoncbap@dhl.com with questions regarding customs clearance of parcel shipments with DHL Express.

Freight Payment

Bill of Lading Instructions

All areas of the bill of lading must be filled out completely. Shippers booking through SCO will have a bill of lading provided by the program. When booking through SCO it is critical that the program generated bill of lading be used.

Do not create more than 1 bill of lading per day for shipments going from the same origin address to the same destination delivery address.

Completing the "Bill to" Section: Shipments where Emerson is paying the freight should be billed as per the below

SCO (Preferred Method) – Use the SCO generated bill of lading

USA/Canada – Non-SCO

[Business Unit] c/o CASS Bank
PO Box 17626
Saint Louis, MO 63178

Mexico – Non-SCO – Billed to Mexican location