

## **DIRECT SHIPMENTS FROM SUPPLIERS TO BTM**

As a standard rule, all material to be shipped internationally, from a Supplier location in the USA or offshore, must include the following documents to be sent to EMD prior to its departure from origin:

- a) **PACKING LIST** specifying individual Case detail, case number, gross weight in pounds and kilograms, net weight in pounds and kilograms, dimensions, cubic measurement, part number and quantity, serial number if applicable, Country of destination and SAP Customer Sales order number.
- b) Supplier's Inland **Bill of Lading** or courier's **Airway Bill**
- c) **Supplier's Invoice**

All shipping units (boxes, pallets, etc.) must have visible shipping marks as stipulated in the Customers order or developed by EMD. These marks must be in agreement with all of the shipping documents and the purchase order issued to the supplier.

Each part number's value must be identified on the EMD Invoice for customs purposes.

1. Supplier indicates shipper on the Inland Bill of Lading is Electro-Motive Diesel, Inc. C/O Suppliers Name and address.
2. Supplier will create their Inland Bill of Lading from instructions received directly from EMD Transportation.
3. Prior to scheduling the pick up of material at Suppliers location, Supplier should fax copies of the packing list, the supplier's bill of lading and the suppliers invoice rendered to the following location for shipments from the US to **EMD CUSTOMS DEPT. LA GRANGE, IL, US FAX: 708-387-6603** or via e-mail to [Sheryl.willy@emdiesels.com](mailto:Sheryl.willy@emdiesels.com) cc: [Karen.scott@emdiesels.com](mailto:Karen.scott@emdiesels.com)
4. Electro-Motive Diesel's Customs Department will review the accuracy of the paperwork and send the reviewed paperwork to the EMD Billing Department for preparation of the Commercial Export Invoice.
5. The Billing Department will return the completed Commercial invoice to the Customs Department, who will review the invoice for accuracy and fax or e-mail the invoice to the supplier. After receipt of the EMD Customs invoice, the supplier can arrange the transportation of the shipment.
6. Upon receipt of the signed inland bill of lading, the supplier is responsible to provide to the Electro-Motive Diesel's Customs Dept. the signed bill of lading with PRO number indicated. This can be sent via e-mail or fax.

7. Upon receipt of the signed inland bill of lading, Electro-Motive Diesels will create the Excel file, and distribute all the documentation to the appropriate Customs Broker and Customer using a scanned .pdf file via e-mail or via fax.
8. A copy of the e-mail or fax confirmation will be retained and attached to the documentation for tracking purposes.
9. Electro-Motive Diesels Customs Department will then be responsible to add the shipment to the MXLOCATE Excel tracking file for distribution at the end of each day.
10. The entire paperwork package should then be retained by the Electro-Motive Diesel's Customs Department.