

## URGENT – TIMELY RESPONSE REQUIRED

### Attention: Supplier

On June 1<sup>st</sup>, 2006 our routing instructions changed, these routings are located on the EMDIESELS.COM web site and the information was forwarded to your company. We have been tasked with the responsibility of auditing shipments; we are using 2 – Third Party Logistics Companies to manage our freight requirements. After reviewing the web site if you are unsure as to what to do please contact the Transportation Dept. It is imperative that our suppliers work with us to ensure our shipments come to our facility in a timely, cost effective manner.

Failure to adhere to these routing instructions can result in a debit against your account for the **full** amount of all transportation costs associated with the misrouted shipment(s).

### Please note:

- a) **BILL OF LADING NOTATIONS:** Bills of lading must be marked to indicate that customs papers are attached to the shipment and customs clearance by UPS Supply Chain Solutions if required.
- b) **LABELLING:** All boxes/packages must be individually marked the same as the bill of lading address.

The web based routing instructions supercedes all other routing instructions previously issued by Electro-Motive Canada Company for its **London** location. Please visit the web site prior to shipping. Any diversion from these instructions is unacceptable unless authorized by the Transportation Department personnel. **In order to ensure that the appropriate routing arrangements be made, we request that these instructions be reviewed with your shipping department and that the attached acknowledgement be returned.**

Tom O'Connor  
Transportation Supervisor  
Electro-Motive Canada Company

### ACKNOWLEDGEMENT

Please confirm your understanding and acknowledgement of these instructions by signing and faxing this page to Tom O'Connor at (519) 452-5333. Should you have any transportation related questions, please contact the Electro-Motive Canada Company Transportation Department at 519 452-5397/ 519-452-5134. For customs related questions, please contact the Electro-Motive Canada Company Customs Department at (519) 452-5153.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print/sign)/Title

\_\_\_\_\_  
Telephone/Fax/E-Mail