

Vertiv North America Inbound Routing and Compliance Guide

I. Purpose

Vertiv Corporation, Architects of Continuity, designs, builds, and services mission critical technologies that enable vital applications for data centers, communication networks and commercial and industrial environments. Our customers depend on us for state-of-the-art technology products and solutions, which requires a reliable and efficient supply chain. Therefore, as Vertiv continues to improve our logistics network efficiency and reliability, it is extremely important for all of suppliers to adhere to the instructions listed in this routing guide. Vertiv expects our suppliers to highest standards and are mutually committed to our customers' requirement.

II. Scope

This routing guide affects all inbound shipments to Vertiv Corporation facilities in US and Canada. It also includes 3rd party shipments that are paid by Vertiv Corp.

III. Domestic Routing Instructions

○ SMALL PARCEL

- **Federal Express & Federal Express Ground: is the Approved and Preferred carrier, for all domestic Small Parcel shipments, including Collect, Prepaid, Prepaid + Add.**
- For shipments that meet the below weight and dimension requirement, please ship Small Parcel, otherwise, shipment should be shipped via LTL or TL.
 - Packages weighing no more than **150lb**, with a sum Length plus Girth (Girth= 2xW + 2xH) not exceeding 165 inches, and not on a skid
 - Total shipment weighing less than **225lb** total, with no single package exceeding 150lb, or 165 inches girth, or attached to a skid
- Approved and Preferred Service Levels

Delivery Requirements	Approved Service Level
Ground, Intra - US, CA, MX	FX Ground
Next Day (EOB)	FX SO (only to be used with direct approval from Vertiv)
Next day A.M. (by noon)	FX PO (only to be used with direct approval from Vertiv)
2 Day (EOB)	FX 2 nd Day (only to be used with direct approval from Vertiv)
3 Day (EOB)	FX Ground (if standard service is 3 days or less) FX 3 Day (if ground service is longer than 3 days from required by date on PO)
First Overnight, Early AM;	NOT ALLOWED (only to be used with direct management approval from Vertiv)
1 day, 2 day and 3 day Air Freight (pallet /domestic heavy air cargo)	Only to be used with direct approval from Vertiv
International (not incl. CA or MX)	DHL Express (see International Small Parcel)
International/US to CA,	FX International Economy
China to US (CLX, MCA)	See International routing instruction Section IV

- Include the final location and PO number in the Reference field on the airwaybill.
- Small parcel shipments are NOT booked via the XPO portal. The following information is required: **indicate Collect, and bill Recipient (no account number is needed when shipping)**
- Vertiv small parcel accounts are listed in Appendix A.

If shipping criteria exceeds parcel weight and dimensions, Shipper should ship via LTL via XPO TMS portal. If Expedited service is needed, Vertiv buyer is required to submit a Premium Air Approval workflow to be reviewed and approved / rejected by Vertiv VP Operations.

○ **LTl & TL**

- All Vertiv paid LTL and TL shipments should be booked via XPO TMS portal at <https://otm.xpo.com>. XPO TMS contains the most up-to-date preferred carriers and rates negotiated by Vertiv. XPO TMS will perform the load tender and contact the appropriate carriers to arrange pickup at your shipping location.
- Required information when booking: refer to:
 - a. Vertiv XPO TMS Training Regional Order Entry Guide
- Shipper must use Vertiv BOL issued from XPO portal
 - b. For drop shipments, mark bill of lading “Third Party Freight “and select responsible Vertiv location ID as noted on PO
 - c. For all shipments, Freight bill to address is: (will be listed on BOL from XPO Portal
Vertiv
c/o Data2Logistics
12631 Westlinks Dr, Suite 3
Fort Myers, FL 33913
- If you need assistance with the portal, please contact XPO at Vertiv@xpo.com

○ **DOMESTIC AIR FREIGHT**

Not permitted unless approved by Vertiv management. Vertiv Buyer is required to submit a Premium Freight approval workflow, to be reviewed and approved/rejected by VP Operations.

- Heavy Air = Total Shipment Dimensional wt. greater than 150kg or any single piece greater than 70kg (*English Measurement* $L \times W \times H / 139 = Dim. Weight lbs$; *Metric Measurement (CM)* $L \times W \times H / 5000 = Dim. Weight kg$)

IV. International Routing Instructions

o Small Parcel- US, Canada, Mexico

- If Vertiv is responsible for payment, please contact carrier directly and ship via **DHL Express** *(If import Value of cargo is > \$2500.USD, UPS SCS should be listed as the broker for entry into US. See Section V - United States Customs Broker for instructions)*
- Import Parcel = total shipment Dimensional weight less than 150kg, no single piece greater than 70kg
- Include the final location and PO number from the purchase order in the reference field on the airwaybill.
- Include the exact location shown in the table below on the airwaybill based on the final location from the PO.

Exceptions:

- **US to Canada--**
 - **Carrier = Federal Express**
 - **Service level = FedEx international Economy (Do Not use Federal Express Ground)**
- **Parcel Imports from China, destined to Vertiv facilities in Mexicali, MX, Calexico CA, Reynosa, MX or McAllen TX,**
 - **Carrier = UPS**
 - **Service level =UPS Express Saver – for accounts and instructions, contact Vertiv at US_Logistics@Vertiv.com**

Please adhere to the following guidelines: shipments must be properly consigned as listed

Final Destination on Purchase Order	Consignee Address (MUST BE EXACT on AWB)
Mexicali, Mexico or Calexico, CA	Vertiv c/o UPS Supply Chain Solutions 1757 Carr Road Calexico, CA 92231
Reynosa, Mexico (Liebert) or McAllen, TX	Vertiv c/o UPS Supply Chain Solutions 201 W Anaya Road Pharr, TX 78577
Reynosa, Mexico (OSP) or McAllen, TX	Vertiv c/o UPS Supply Chain Solutions 201 W Anaya Road Pharr, TX 78577
Reynosa, Mexico (Energy Systems - ESNA) or McAllen, TX	Vertiv c/o UPS Supply Chain Solutions 201 W Anaya Road Pharr, TX 78577

○ **Ocean –(International US Import / Export)**

- For ocean freight inbound and Outbound US, Crane World Wide is the contracted and designated forwarder for all Vertiv paid Full Container (FCL), Less-than-Container (LCL) shipments.
- All ocean containers and vessels are to be booked directly with Crane World Wide, via the CVIEW portal. Manual booking form is available upon request to Crane.
- Below is the regional contact for Crane’s support team

Crane Taiwan	VertivTPE@craneww.com
Crane China	VertivPVG@craneww.com
Crane Malaysia	VertivKUL@craneww.com
Crane Thailand	VertivBKK@craneww.com
Crane EU	VertivBKK@craneww.com
Crane AMS	vertivams@craneww.com

○ **Heavy Air Cargo– (International US Import / Export)**

- Heavy Air = Total Shipment Dimensional wt. greater than 150kg or any single piece greater than 70kg (*English Measurement L x W x H / 139 = Dim. Weight lbs; Metric Measurement (CM) L x W x H / 5000 = Dim. Weight kg*)
- All international Heavy Air Shipments must be booked within the XPO TMS portal at: <https://otm.xpo.com>
 - Access request to XPO TMS should be sent to: Vertiv@xpo.com
- Forwarder contact for shipments pickup and tracking: VertivControlTowerIMP@agility.com
- If no rates are available in XPO TMS system, contact your Vertiv Buyer/ main contact. Vertiv Buyer is required to submit a Premium Freight approval workflow, to be reviewed and approved/rejected by VP Operations

V. United States Customs Broker

- **UPS Supply Chain Solutions** is the selected US Customs Brokerage service provider for Vertiv. All documentation for US import shipments should be submitted within 24 hours of departure to UPS Supply Chain Solutions in Middleburg Heights, Ohio at the following email address: vertivbrokerage@ups.com

(For Parcel shipments: If Value of cargo is > \$2500.00, UPS SCS should be listed as the broker for entry into US.)

- Physical shipment paperwork including the Bill of lading and Arrival notice should also show the following as the notify party:
 - UPS Supply Chain Solutions
 - 6940 Engle Road
 - Middleburg Heights, OH 44130

Please forward this communication to all appropriate parties within your organization.

UPS Primary contact:

Linda Perna, Brokerage Supervisor

Phone: +1.440.239.3814

Email: lindaperna@ups.com

Vertiv Escalations:

Distribution email: NATrade@Vertiv.com

Michael Dankert – ITM Sr. Specialist

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+1 614-841-6289

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+1 614-841-8126

Required Documentation:

The shipment documents should include at least:

- Commercial Invoice (**must** include the following):
 - Vertiv Purchase Order Number
 - Vertiv Part Number as show on the Purchase Order
 - Piece price from the Purchase Order
 - Detailed part description in English
 - Country of origin for each part
 - Seller Name and contact details
 - Buyer Name and contact details
 - Notify Party
 - Ship to Name and Address
- Packing List
- Bill of lading/Waybill