

International Transportation Routing Guide

Effective January 1, 2024

I. General

This *Routing Guide* supersedes all previous *Routing Guide* and *Routing Guide Exceptions* issued by Generac Power Systems, Inc. (GPS). It is the responsibility of the shipper to obtain the current 'Transportation Routing Guide' located at Generac.com.

All instructions shown in this *Transportation Routing Guide* are the conditions of our purchase order(s) and must be carefully checked before forwarding shipments to GPS and GMP. If the instructions in the Transportation Routing Guide section cannot be strictly followed, you must contact the GPS Buyer prior to shipment. It is the responsibility of the supplier/shipper to access and comply with any changes to this routing guide.

- MIS-ROUTINGS: Failure to follow specified Routing Requirements could result in fines of **\$500 per occurrence plus the recovery of excess freight charges**. Misroute fines apply for both Prepaid and Collect shipments.
- Changes to the *Transportation Routing Guide* can only be authorized by the GPS SGS Logistics Department, Logistics@Generac.com.
- Shippers/ Suppliers must submit an e-mail address to their GPS or GMP Buyer to allow notice of *Transportation Routing Guide* updates and changes.
- The following procedure is for shipments consigned to Generac Power Systems, Inc. (GPS) and subsidiaries/sister companies. Failure to comply with these instructions could result in a debit to the shipper/ supplier for additional freight cost(s) plus administrative fees incurred by GPS or GMP, unless authorized by the appropriate GPS or GMP Buyer or Logistics Department Management.

II. Generac's Preferred International Shipping Terms

- Generac Power Systems has established the preferred Incoterms of **FCA Foreign Port of loading**, and we will be responsible for the Ocean freight from the foreign port of loading to the final destination.

- The Supplier is responsible to clear the goods for export and transport from supplier location to the named forwarder. This includes the pickup and re-delivery of the container from/to the container terminal/yard, at their cost.
- Generac will only accept origin charges if pre-approved by the appropriate Generac Purchasing Department in writing.

III. Transportation Mode Selection

- Generac's preferred carrier for FCL/ LCL ocean and commercial air freight shipping is **CH ROBINSON (CHR)**.
 - Combine all purchase orders on single bills of lading to determine proper mode of transportation. Indicate the total weight (KG) and measure (CBM) to properly select the correct mode of transportation.
 - The standard mode of transit for Generac Power Systems is via ocean. The use of airfreight services is an exception, which must be approved by the Generac Power Systems buyer and may be done at the shipper's expense, if applicable.

IV. Purchase Orders

- **MULTIPLE PURCHASE ORDERS TO A SINGLE GENERAC LOCATION:** Generac requires all multiple purchase orders to a single Generac location be combined into a single shipment by the vendor under the same bill of lading. Failure to combine shipments could result in a fine assessed against the vendor. The combined weight and cube must be used as the basis to determine the proper shipping method. **
- Combining purchase orders for multiple Generac plants in a single container is permitted, provided EACH pallet/crate for each individual GPR location are clearly marked with the Generac location. The container should be loaded, so that all of the pallets for each GPS location are loaded together.

V. Ocean Bookings

- **When contacting the Generac Freight Forwarder for Ocean shipments, please ensure that the following information is supplied to them for tracking and tracing purposes:**
 - Generac Power System's Purchase Order Number(s)
 - Generac Power System's Part Number(s) and description.
 - Shipper name
 - Pieces and Weight by Part #
 - Date of shipment availability at the factory,
 - Place of delivery (Generac location)
 - Copy of Invoice and Packing List
 - Generac Buyer name

- Type (finished goods or raw materials/parts)

VI. Bills of Lading

- All Ocean Express Bills of Lading issued for shipment must be consigned to the named purchasing entity on the Purchase Order, **GENERAC POWER SYSTEMS, INC.** and should include the following information:
 - The shipper's full name and address
 - The complete name and address of consignee: **Generac Power Systems, Inc** and the plant/DC address.
 - The forwarder name, address, and contact as '**notify party.**'
 - Port of Discharge/Entry – ie. Savannah or Long Beach, CA (unless other arrangements have been determined)
 - Place of delivery – appropriate Generac facility for final delivery

VII. Packing Lists

- Packing Lists must provide the individual container number (s) loaded by the vendor and each container should reflect the part number, item description, weight, seal number and PO number loaded in each container.

VIII. ISF Filing

- The supplier is required to provide CH Robinson a copy of the commercial invoice and packing list prior to the vessel departure so that CH Robinson can file the ISF document with US Customs. Failure to do so could result in Generac getting fined by US Customs and this charge will be passed back to the vendor for failure to provide these documents in a timely manner.

IX. EXPORT DOCUMENTS

- Export documents must be provided to Generac's freight forwarder 48 hours prior to the sailing date of the vessel from the foreign port of loading.
- When supplying documents to our forwarder please ensure that the following information (documentation) is provided at the time of shipment:
 - Generac Power System's **Purchase Order Number**
 - Copy of Commercial Invoice and Packing List - No originals need to be sent if they are supplied to the forwarder at the time of shipment. Copies should be sent to the GPS Forwarder for all ocean shipments **within 48 hours of sailing and 24 hours after air shipment.**

- “Express Bills of Lading” are requested for all shipments (The **ONLY** exception is for Letter of Credit or Sight Draft Shipments). Where applicable, ‘Original Beneficiary Certificates’ and ‘Certificate of Origin’ may be requested.
- Additional charges for amended ‘Bills of Lading (B/L)’ due to shipper error will be the responsibility of the shipper.
- **The following documents are required for international shipments:**
 - Signed commercial invoice in English.
 - Packing list showing a breakdown of each container, with container number.
 - EPA data, if required.
 - ASN information, if required.

X. Packaging/Labeling

- All pallets and/or crates **MUST** be clearly labelled with the final Generac plant or distribution center address, as per the purchase order.
- All pallets must be constructed of heat-treated lumber, bearing the ISPM/HT stamp. Pallets constructed of plywood, chipboard or other engineered material do not require heat treatment.
- Cartons on pallets should be shrink-wrapped and strapped on pallets.
- Packaging must be strong enough for ocean transport and the supplier is expected to ensure that items loaded into ocean containers are adequately blocked, braced, and secured to inhibit shifting in transit.

XI. Import Documentary and Regulatory Requirements- for Engines

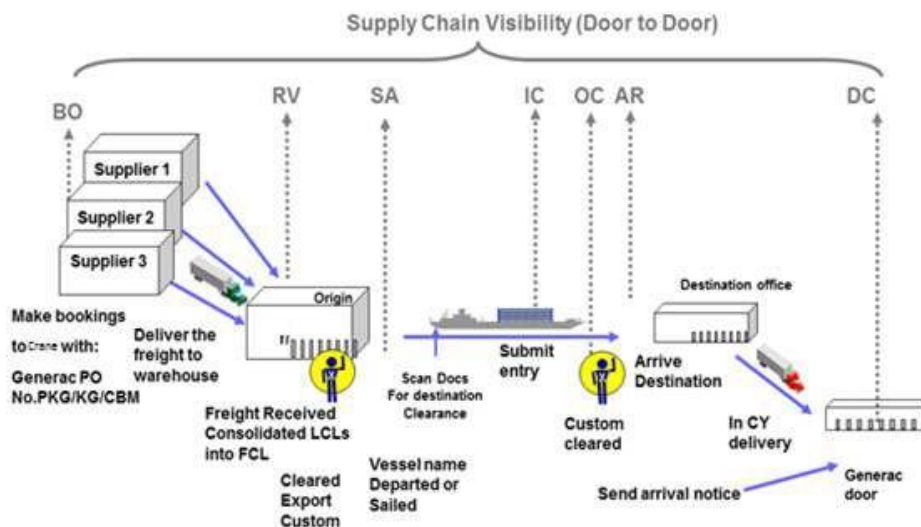
- For finished goods containing gas engines or gas engines, all necessary information required for EPA must be provided to your Generac buyer before the sailing date.
- The vendor is expected to comply with all international rules and regulations, as they apply to the packaging, labelling, loading and documentation.

EPA Information includes:

- Engine model number
- Engine family name
- Build date
- Serial # for each individual engine

XII. Generac APAC Consolidation CSOP

- The purpose of this standardized operation procedure (SOP) is to establish comprehensive procedures and guidelines for handling Ocean consolidations from APAC region to USA to avoid suppliers moving LCL shipments on behalf of Generac.
- To consolidate various supplier shipments into one container for Generac, the following process needs to be adopted.
 - a. Suppliers shall provide booking to CH Robinson Global Forwarding origin office before the booking cutoff date with below details:
 - i. Supplier name and contact no.
 - ii. PO no. and Part number
 - iii. Packing details with estimated weight and measurement
 - b. CH Robinson Global Forwarding origin will contact each supplier to provide following information:
 - i. Booking no. with vessel name, closing date
 - ii. CH Robinson Global Forwarding warehouse details
 - iii. Deadline to move goods into warehouse
 - c. Each supplier must deliver their LCL shipments to CH Robinson Global Forwarding warehouse before the cargo receipt cutoff date with customs declaration completed.
 - d. No authorization is required from Generac to consolidate/load containers if the freight acquired is not cost effective to move via a dedicated ocean container. CH Robinson Global Forwarding at origin is authorized to arrange the LCL move. Consolidated Generac products should be in a dedicated container to Generac.
 - e. Supplier must provide commercial invoice and packing list to CH Robinson Global Forwarding and are responsible for origin customs clearance.



XIII. International Airfreight – Expedited Shipment Mode (UPS)

- Generac utilizes two types of air shipping- commercial air freight provided by our 3PL, (CH Robinson) and small parcel service provided by UPS. The table below shows the parameters and requirements for each mode of transport. Suppliers are encouraged to contact their buyer if clarification is needed on which mode to use.

EXPEDITED SHIPMENT MODE - AIR		
WEIGHT	MODE	ADDITIONAL INFO
NON-PALLETIZED – 1-68 Kg. Maximum 454 KGs per shipment	UPS Worldwide Express Saver	UPS Account #: A162V8 NOTE: Bill Third Party
PALLETIZED – 1-1000 Kg.	UPS Worldwide Express Freight	UPS Account #: A162V8 NOTE: Bill Third Party
1000Kg or Greater	>1000kg shipments to ship airfreight MUST have written pre-approval prior to shipping. CHR will provide Generac with a written quote for pre-approval.	Terms: FCA
EXCEPTIONS	All shipments with engines must travel via CHR. UPS is NOT accepted for engine shipments.	Terms: FCA

******DO NOT CONSIGN UPS SHIPMENTS TO THE GENERAC FREIGHT FORWARDER ******

- Air shipments **greater than 1000 kgs** must be approved by a Generac Buyer prior to shipment, and ship via the designated freight forwarder (CH Robinson).
- US duties and taxes are typically billed to Generac. When setting up the UPS waybill, please indicate the Generac account number that the duties and taxes are to be billed to A162V8. It is important that this be done correctly, to avoid customs delays.
- When contacting CH Robinson to arrange commercial air freight shipments, please ensure that the following information is supplied for tracking purposes:
 - Generac Power System’s **Purchase Order Number(s)**
 - Generac Power System’s **Part Number(s)**
 - Shipper name
 - Pieces and Weight by Part #
 - Date of shipment availability at the factory,
 - Place of delivery (Generac location)
 - Copy of Invoice and Packing List
 - Generac Buyer name

******IMPORTANT IMPORT CLEARANCE INSTRUCTIONS FOR PARCEL SHIPMENTS******

- For all shipments shipped via UPS, UPS will be handling the US customs clearance and documents must be provided, either electronically or manually to UPS at time of shipment.
- For air freight shipments via CH Robinson, CHR Robinson will be responsible for arranging the US customs clearance and documents must be provided, either electronically or manually to UPS at time of shipment.
- This routing guide is intended to provide our suppliers with accurate information with respect to correctly routing Generac purchase orders but may not apply in every scenario. Suppliers are encouraged to reach out to their Generac buyer for clarification if a situation exists that may require special routing or arrangements to be made.

XIV. Generac Logistics Contacts

- For any questions about this routing guide or to obtain additional clarification, please utilize the contacts below.

JOB TITLE	NAME	EMAIL	PHONE
International Logistics Mode Manager	Steve Charles	Stephen.charles@generac.com	262-289-5969
Logistics Email	Group Logistics Email	logistics@generac.com	
Sr. Manager Global Logistics	Rob Kruger	Robert.kruger@generac.com	262-395-6372

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