Inbound Routing Guide

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1. Purpose
The purpose of this document is to ensure that all parts purchased from external suppliers arrive at Davis-Standard facilities without damage and can be safely removed from packaging, minimizing risks to employee safety.

2. Application
This document applies to all Davis-Standard suppliers.

3. Procedure
- Purchasing shall provide this document to all suppliers, past, present, and future.
- All suppliers must comply with the procedures outlined in this document.

Scheduling Shipments

Davis-Standard is committed to continually improving our collective supply chain performance and to that end we are pleased to introduce **C.H. Robinson** as our sole provider for transportation management. **C.H. Robinson** brings industry leading systems, expertise, and flexibility to ensure a smooth onboarding process.

This program has been designed to improve our supply chain-related processes into and out of our locations. Key goals and components of this program are to improve supply chain efficiencies, integrate state of the art technology, and provide end-to-end visibility.

Freight Types:

Small Package: Packages under 150 lbs

- *If shipping multiple packages totaling over 150 lbs, consolidate and ship via Less Than Truckload (LTL).*

Less Than Truckload (LTL): Any shipment less than 5,000 lbs (but over 150 lbs) or 15 feet in length. Must be properly skidded, crated, or boxed for LTL (Less Than Truckload) shipment. Vendors will be responsible for any damages due to improper packaging.

Full Truckload (FTL): Any shipment exceeding **5,000 lbs** or **15 feet in length.** Must be properly skidded, crated, or boxed for FTL (Full Truckload) shipment. Vendors will be responsible for any damages due to improper packaging.

Shipping Instructions by Freight Type:

Small Package:

- Use **FedEx Collect – Account Numbers**
  - Pawcatuck, CT – **002908263**
  - Fulton, NY – **013200580**
  - Brampton, ON – **121770946**

LTL/FTL Shipping Instructions:

- LTL and FTL shipments must be arranged through **C.H. Robinson** using their proprietary **Navisphere** platform. As a Davis-Standard supplier, you will have access to enter orders online.
- To obtain login credentials or schedule training, contact **C.H. Robinson** at **davis-standard@chrobinson.com.**

Scheduling an LTL/FTL Shipment with C.H. Robinson

1. **Online via Navisphere:**
   - **Suppliers can enter orders directly through Navisphere for scheduling and tracking. Contact C.H. Robinson to receive a login and/or schedule training at davis-standard@chrobinson.com**
2. **Email Submission:**
   - **Email davis-standard@chrobinson.com with the following shipment details:**
     - **Product description**
     - **Freight class**
     - **Shipping hours**
     - **Skid/Pallet count**
     - **Box/Pieces count**
     - **Dimensions (L x W x H)**
     - **Total weight**
     - **PO/Reference number**

*****A C.H. Robinson Bill of Lading (BOL) will be provided in response. It is imperative to utilize the C.H. Robinson BOL to avoid chargebacks. *****

Shipping and Handling Considerations

When it comes to shipping freight, size, weight, climate and general handling issues come into play because often it takes multiple vehicles to deliver goods to their final destination. Please note that all damaged parts that violate any part of these shipping requirements will be considered in violation of Davis-Standard shipping policies and any rework or scrap caused by such violation will be the liability of the supplier.

On board aircraft, temperatures vary depending on the type of aircraft, the location of each cargo compartment and the package location within each compartment, the length of flight, and the cruising altitude. For general reference, temperatures aboard most wide-body aircraft main cargo compartments vary between 65 F (18 C) and 90 F (32 C). Packages positioned in the bulk compartment, next to the aircraft's outer structure, might be exposed to temperatures as low as 0 F (-18 C) during flight. Air shipping is not permissible without approval from Davis-Standard in advance.

Air pressures on FedEx Express aircraft vary from as low as 8.3 psi at cruise altitude to as much as 14.7 psi on the ground. All containers must be able to breath or risk rupture to the container.

All metallic machined and fabricated parts shipped overseas shall be protected with a "light" rust preventative oil that can easily be removed when the parts arrive at the Davis-Standard facilities. VCI (rust preventative) paper shall also be used in covering the parts. This oil and VCI paper shall protect the parts from rust during transit. For parts shipped within the continental United States, Canada and Mexico, plastic may be used in place of VCI paper. Plastic is not acceptable for overseas shipments. All preventative oils must be easily removed with standard non-toxic products. Paper in combination with rust preventative oil is not an acceptable method of corrosion protection because the paper is very difficult to remove from the parts at the sites. Humidity must be controlled within containers to prevent mold growth during transit

All systems that are shipped to Davis-Standard should be assumed to be for overseas consumption, meaning all packaging shall be suitable for transport overseas and the contents protected such that no damage is incurred due to movement of the contents or corrosion due to transportation.

Large Shipment Handling Considerations

Freight shipments must be on a pallet, skid, or other fork-liftable and pallet-jackable base with a minimum clearance of 3-1/2" for access. Pallet-jack/Fork Truck entry is required on all four sides of the base. For specific weight restrictions, always reach out to the carrier for details as this may change based on location.

Wood pallets without bottom boards are not acceptable. Because wood pallets with bottom boards don't distribute weight evenly, the stringers can warp or run in, and side-to-side strength is compromised. These pallets simply do not stand up to the rigors of the transportation environment and are not permitted.

Individual pieces over 150 lbs. should be banded to the pallet with either metal strapping or unbreakable plastic straps applied around the box or skid freight on all sides. Banding is not to be replaced by other methods of attachment and the banding shall be protected in such a way as to prevent the banding from being broken during transit such as cardboard corners or other suitable methods. Parts over 150 lbs. must use a pallet that is capable of withstanding the large loads applied to it. Generally, 2" thick material should be used to create the pallet with 4" x 4" runners to withstand the higher loads. After banding, plastic may be used to further protect the parts during transit from the

climate and add an additional level of stability to the pallet.

All wooden container covers or lids shall be attached using standard Philips head wood screws for easy access.

Please consult the shipping company web site for details about container/pallet sizes to ensure the sizes meet the LTL weight and size requirements unless a dedicated FTL shipment has been previously approved by Davis-Standard.

Cleated Crate Recommendations

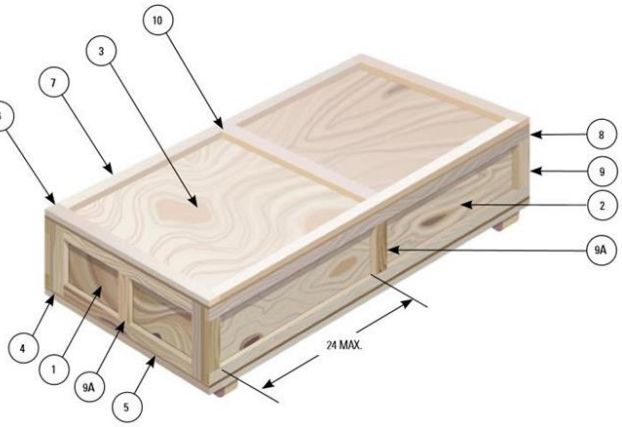
In addition to plywood thickness and cleat stock sizes, fasteners play an important role in maintaining crate strength. From staples to screws, using the proper fastener rated for the weight of the product and crate is critical. The chart below offers recommendations for appropriate materials based on the weight of your shipment. Covers on cleated crates shall be affixed using Phillips head screws for easy access and banded for additional strength.

Grades A, B, and C lumber is acceptable for crate construction. Grade D is not allowable for Davis-Standard crates due to its lack of weather resistance. For all international shipments, the lumber must be approved for international shipment and meet with international standards for importation to the United States of America.

NET WEIGHT PART	PANEL SIZE				CLEAT STOCK	CLEAT LENGTHS								FASTENERS					
	THICKNESS	1 2 REQ.	2 2 REQ.	3 2 REQ.		4 4 REQ.	5 4 REQ.	6 4 REQ.	7 4 REQ.	8 4 REQ.	9 4 REQ.	9A AS REQ.	10 AS REQ.	PANEL CONSTRUCTION NAILS	PANEL CONSTRUCTION STAPLES	PANEL CONSTRUCTION OTHERS	CONTAINER ASSEMBLY NAILS	CONTAINER ASSEMBLY SPACING	CONTAINER ASSEMBLY STRAP
0–500	1/4	W x D	(L + 2) x D	(L + 2) x (W + 2)	1 x 2	D	W – 3	W + 2	L – 1	L + 2	D – 3	D – 3	W – 1	4 D	1/2 x 1-1/4 x 16 GAGE	1-1/4 x 16 GAGE	7 D	4	3/4 x .023
	5/16		(L + 2-1/8) x D	(L + 2-1/8) x (W + 2-1/8)				W + 2-1/8	L – 7/8	L + 2-1/8			W – 7/8						
500–800	3/8		(L + 2-1/4) x D	(L + 2-1/4) x (W + 2-1/4)	1 x 3		W – 5	W + 2-1/4	L – 2-3/4	L + 2-1/4	D – 5	D – 5	W – 2-3/4						
800–1,000					1 x 4				L – 4-3/4				W – 4-3/4						
WHEN SPECIFIED	1/2		(L + 2-1/2) x D	(L + 2-1/2) x (W + 2-1/2)			W – 7	W + 2-1/2	L – 4-1/2	L + 2-1/2	D – 7	D – 7	W – 4-1/2		1/8 x 1-3/8	1 3/8			

L – Container Length (inside dimension)
W – Container Width (inside dimension)
D – Container Depth (inside dimension)
Note: Chart measurements are in inches.

Notes:
1. Plywood will conform to exterior-grade plywood.
2. Lumber will conform to Class 2 structural. Structural lumber is 2 or more inches in thickness and width for use where working stresses are required.

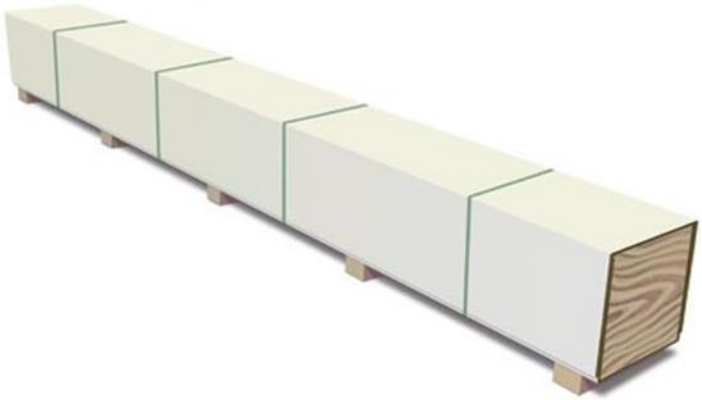


Crates must also be manufactured in such a way that allows access with a fork truck or pallet jack from all four sides of the crate. Do not stack crates.

Long Freight

When it comes to shipping long finished objects that could cause puncturing or damage to aircraft and trucks, it's important to bundle, secure and crate them for freight shipment. These two designs represent acceptable options for freight shipping because they can be double-stacked, enable proper handling by mechanical equipment, and labels and paperwork will adhere to the surface.

Reddi Crate® design



Never ship long items simply banded to one or more pallets. This is not acceptable shipping practices for Davis-Standard parts. This practice leads to damaged parts, it is not stackable which violates our packaging requirements, and generally leads to difficulty moving the components at our facilities.

Note: this configuration shown below also has no access to the pallet from the end which makes this package impossible to unload with a fork truck or pallet jack.

Usage of Cartons

Cartons shall only be used when a shipment consists of single or group of parts not to exceed 40 lbs. including packaging.

Painted Items

Items which are painted must be allowed to properly dry and cure prior to being packaged for shipment. Wrapping painted parts in paper, plastic or other material before the paint has been allowed to properly dry and cure will result in damaged surface finish.

Extra care must be taken in protecting painted parts from damage during transit.

DO NOT paint any machined surfaces unless otherwise instructed to do so by Davis-Standard. A “light” rust preventative oil shall be applied to all machined surfaces.

Internal Packaging

Metal parts shall be secured within the crate/carton such that when shipped, they will not be damaged. This may include bubble wrap, foam, etc. to separate the parts from each other in the crate. Loose packing material is not permissible. All packing material must be easy to remove from the crate/carton and dispose of. Packing peanuts are not allowed unless bagged such that they do not spill the contents of the bag(s). Dividers of cardboard or wood to be placed between all metal parts or sufficient protection to ensure no metal to metal contact and ensure parts shall not be allowed to move freely within the crate/carton in any direction. Crates/cartons shall be filled completely with packaging material to prevent unwanted movement.

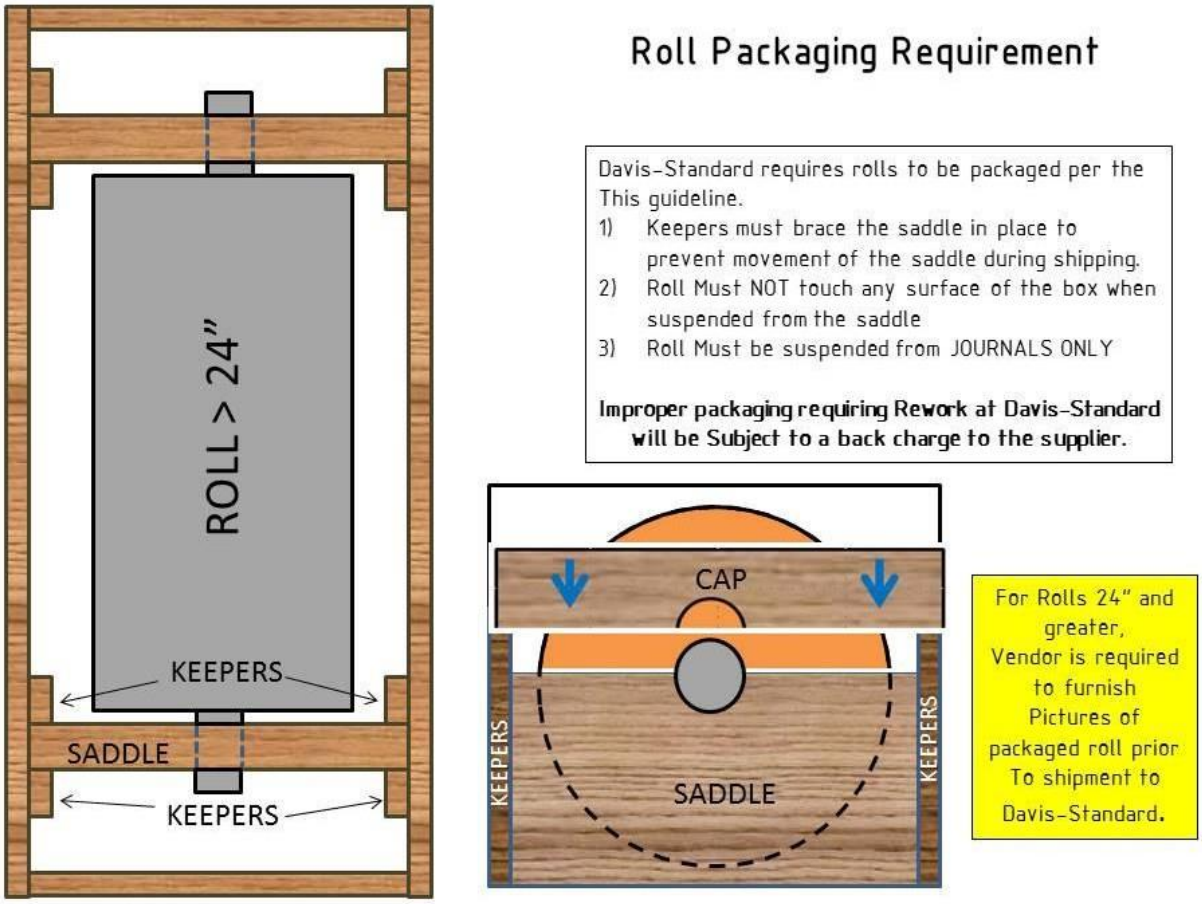
Specialty Items

All critical threaded parts shall be protected so that threads will not be damaged during shipment. Davis-Standard recommends plastic caps as required for critical high dollar components including

rolls. How the parts are protected is at the discretion of the supplier, but any failure of the packaging material will be considered a quality failure by the supplier.

Rolls shall be packaged so that the roll face is protected from any external damage. The journals will be cradled so that the roll cannot move during transit.

All roll packages shall have “FRAGILE, DO NOT STACK” in large red text painted or permanently attached to the two longitudinal sides of the box and the top.



Labeling

This Inbound Material/Part Identification Label Standards document provides guidelines for the printing and placement of Inbound Material/Part Identification Labels. These labels are designed to improve productivity by allowing effective and efficient capture of data for production counts, warehouse input/output, cycle counting, generation of shipping documents, receiving and other inventory controls. Adherence to these specifications for labels will reduce labor costs, improve data accuracy and increase systems value.

Note: All figures are for illustrative purposes only and may not be to scale or meet barcode print quality standards.

Hardware and Software

It is the responsibility of the supplier to procure label creation software capable of producing labels that comply with the standards described herein. There are many barcode hardware and software packages available. Some software packages are designed with industry standards built in. Consult the user documentation of the barcode software vendor for information on the software settings to produce symbols to correct specification.

If evaluating software and hardware for purchase, have the vendor create a barcode label for your evaluation. Evaluating a barcode sample before purchasing the equipment will help to ensure the equipment is capable of producing barcodes that meet applicable industry print quality standards.

Sample Label Approval

Whether labels are purchased or produced, they will not be in compliance with this document until they have been approved by Davis-Standard, and should not be used on actual shipments until approval is communicated. Samples submitted for approval must be made using the same software, hardware and label paper that will be used to produce the labels and must contain actual Davis Standard LLC data.

Certain situations require extra protection for labels such as laminating or placing the label in a clear plastic envelope. If extra protection is required, the sample must be in the protective covering that will be used.

General Information

The size of the label is to be determined by a combination of the data requirements and the printing methodology used. A label 4.0 inches (102 mm) high and 6.5 inches (164 mm) wide should be large enough to handle all known conditions.

1. The label paper must be white in color with black printing.
2. The paper and ink or ribbon must be of proper carbon content to insure passing infrared testing at 630-680 nanometers.
3. Adhesive types can be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free.

A Single Pack Label / Box Label is required to identify a single pack containing the same part number. It is the most commonly used Inbound Material/Part Identification Label. Information on the Single Pack Label includes: supplier name and address,Davis Standard part number, quantity, PO number, PO Line number, supplier lot number (if applicable), packing slip number, serial number, supplier code, supplier part number, linear barcodes and a 2D barcode.

Note: The serial number is a unique number that identifies each individual box within the shipment.

No two single pack label/box label can have the same serial number within the shipment.

A Master Label is required for all containers, pallets, skids, etc. and essentially is used to summarize the quantity of the same part number for the same PO line going to one single destination.

Information on the Master Label is the same as the Single Pack / Box label except:

+ A banner across the top indicating this label as a Master Label

+ The quantity is the total for the same part number on that PO line

+ The serial number prefix is 4S instead of 3S as indicated on a Single Pack / Box Label

+ The serial number of the master label should be unique within the shipment

Note: Skids containing the same part number but for two PO lines must have two master labels.

Skids containing more than one part number would have more than one master label.

Data Area Characteristics

The specifications in this section apply mainly to the Single Pack Label, aka Box Label.

Single Pack/Box Label

Each label is divided into areas that contain specific data. The part number, quantity, purchase order number, purchase order line number, lot number (if applicable), packings slip number, and serial number are to be displayed in both human readable characters and linear barcode symbols. The 2D barcode, upper right, is explained in section 4m below. All other fields will be displayed in human read

Data Areas and Titles

Data areas must be separated by horizontal and vertical thin lines and are to contain their respective titles, as shown above. Outer borderlines are optional.

All fonts on the label should be bold UPPER CASE for readability. Fonts shall be Slashed Zero Arial. If it is not available, a comparable font should be used. Color fonts and/or Italics should not be used. The numeric zero should be shown with distinguishable mark such as a diagonal slash.

The part number will be designated by Davis Standard.

The human readable part number characters must be a minimum of 0.25 inch (6.5 mm) high.

The barcode symbol for the part number should be directly below the human readable characters, be a minimum of 0.5 inch (13 mm) high and contain the data identifier (P). A 0.25 inch (6.5 mm) white space allowance is required on both sides of the barcode symbol

Supplier Name and Address Area

In the "SHIP FROM" area, the supplier name and address (including street, city, state and zip code) are to be printed in characters a minimum of 0.09 inch (2.5 mm) high.

The supplier name and address area are NOT to be barcoded.

In the "DESCRIPTION" area, the supplier's part description should be printed in characters a minimum of 0.19 inch (5 mm) high. The area allows for two lines of 26 characters each.

The "**Supplier P/N:**" area, the supplier part number should be printed in human readable characters a minimum of 0.19 inch (5 mm) high.

The "**SLED:**" (Shelf Life Expiration Date) area, the shelf life expiry date of the supplier's part number should be printed in human readable characters (if applicable) in the format of MM/DD/YYYY in characters a minimum of 0.19 inch (5 mm) high.

The date format should be compatible with the country of the Flexfab dock's standard format.

+ US based docks should use MM/DD/YYY format

+ European docks should use DD/MM/YYY format

NONE of the information listed is section L should be barcoded.

Appendix

Quick Start for Developing Single Pack, Master and Mixed Load Labels Single Pack / Box Label (Not to scale)

2D Barcode (see page 15 for details)

Conclusions and Contacts

All shipping documentation shall be attached to each pallet with a list of all parts in/on the pallet.

Crates will be handled in the same way. All crates shall be marked and a full list of parts is to be included inside each crate. All shipments should be clearly labeled/tagged in a way that will not get damaged/degraded during transit. The minimum requirements for external documentation shall be:

- The PO#
- Full parts list with part numbers by pallet or crate
- Country of origin
- Harmonized code
- Size and weight of each pallet or crate
- Description of the items on each pallet

For further information on site specific shipping instructions please contact your buyer at each location:

Davis-Standard, LLC – Fulton, NY
Facility Address: 46 N 1st St,
Fulton, NY 13069 Phone: (315)
598-7121

Davis-Standard, LLC – Pawcatuck, CT
Facility Address: 1 Extrusion Dr,
Pawcatuck, CT 06379 Phone: (860) 599-
1010

Brampton Engineering – Brampton, ON Canada
Facility Address: 8031 Dixie Road, Brampton,
Ontario L6T 3V1 | Canada Phone: (905) 793-3000
Toll-Free: (800) 867-9997

For Supplier Use Only:

Please return this sheet signed verifying that you understand this document and agree to the process as outlined.

Supplier Name (Printed) _____

Signee (Printed) _____

Position _____

Signature _____

Date Signed _____