

ROUTING GUIDE

For International Shipments

Albion, IN 46701

April 2001

This routing guide replaces all previous routing guides/orders

1. **Transportation Coordination**

Robert Bosch Corp.
1613 Progress Drive
Albion, IN 46701
Phone: ++1 (219) 636-4248
Fax: ++1 (219) 636-3452

2. **“Ship to” Locations**

Robert Bosch Corp.
C/O Monarch Receiving Warehouse
1712 Progress Drive
Albion, IN 46701

3. **Mailing Address for Commercial Invoices**

Robert Bosch Corp. Automotive Group
Attn: RBUS/TRS2-UO Accounts Payable Department
PO Box 4605
Carol Stream, IL 60197-4605 USA

4. **Terms**

Our normal terms are **“FCA Shipping Point”**.
We pay all transportation cost from the shipping point.

Exceptions are:

- Not using our designated carriers/forwarder/broker.
- Past due deliveries are to be shipped under Incoterms “DAF USA”. Shipper has to pay for all freight cost to the USA.
- Special terms as specified on the Purchase Order / Contract or by the Transportation Department.

We request our suppliers to follow our routing instructions. Non-compliance may result in a charge back of excessive freight cost.

5. Due Date

The “Due Date” on the purchase order and on the shipping release is the due date at our plant in Albion, IN.

The “Due Date” is not our ship date.

6. Premium Freight Approval (PFAN)

To avoid being charged back for premium freight you need a PFAN (Premium Freight Authorization Number)

The PFAN is issued by our Bosch planner or expeditor.

The PFAN must be on the commercial invoice and on the Bill of Lading.

Premium freight shipments at supplier expense do not need a PFAN.

7. Documents

Two (2) copies of the commercial invoices or packing list must be attached to the freight.

One (1) original invoice and one (1) copy must be mailed to the address in point 3.

Three (3) copies of the commercial invoices must be mailed to the forwarder.

8. International Invoices Requirements

- a) The part description must be in English and exactly named like in the purchase order.
- b) The Bosch purchase order/contract number and the Bosch part number must be clearly visible.
- c) The gross and net weight must be stated on the invoices.
- d) The country of origin must be on the invoice.
- e) The “Ship To” address must be clearly visible.
- f) A harmonized number (duty code) is required for each position on the invoice.
- g) Every position on the invoice must include a separate price with a specifying currency.
- h) Kilowatt rating for electric motors must be stated.
- i) Return shipments of repairs must state the value of the part and the cost of repair, including repair material

9. Marking

“Made in _____” must be clearly marked on the inside and outside packing.

10. Transportation Coordination Europe

a) Sea Freight

Allow 28 calendar days for transit time.

Panalpina GmbH

Seefracht

Schwieberdingerstrasse 200

70435 Stuttgart

Germany

Bosch Coordinator:

Phone: ++49 (711) 79750

Fax: ++49 (711) 7975100

Contact: Claudia Kuehner

b) Airfreight

Allow 7 calendar days for transit time

Panalpina GmbH

Luftfracht

Schwieberdingerstrasse 200

70435 Stuttgart

Germany

Bosch Coordinator

Phone: ++49 (711) 79750

Fax: ++49 (711) 7975100

Contact: Claudia Kuehner

11. Questions, Comments and Carrier Performance Problems

Send all information or inquiries to the Robert Bosch Traffic Department (for address see point 1).