Revision	Date	DCR#	Notation of Changes	Modified By
A	02/18/21	N/A	New (Corporate) Document	Leo Steinberger

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April 22, 2020

Effective immediately, we ask you to adhere to the following process whenever you send freight to INFINITE ELECTRONICS INTERNATIONAL INC or its divisions (brands) on freight collect basis. Service levels will be provided on our purchase order.
NOTE: Purchaser Order numbers must be referenced on all airway bills or bills of lading.

Domestic Shipments:

Shipments up to 150lbs, courier: UPS
Account # as per below Matrix

Shipments over 150lbs to 8,000lbs (palletized freight), carrier: Old Dominion Freight Line (ODFL)
Account # as per below Matrix

All shipments over 10,000lbs or that require special equipment please call for instructions, 469 535 8700 x4170 or e-mail lsteinberger@infiniteelectronics.com

International Shipments:

Service will be determined on your purchase order or via instructions. All efforts should be made to consolidate shipments to reduce freight cost.

Shipments up to 150lbs / 69kgs courier UPS
Account # as per below Matrix

Shipments over 150lbs / 69kgs will be routed through BDP International on behalf of Infinite Electronics International Inc.
If you ship from Asia-Pacific please contact BDP at Infiniteasia@bdpint.com for details.
If you ship from EMEA please contact BDP at Infiniteeurope@bdpint.com for details.

International – Ocean:

ISF Requirements: Effective January 2009, the Customs and Border Protection (CBP) government agency of the United States requires US importers to submit advance trade data to CBP, for every ocean shipment at least 24 hours before cargo is loaded onto a vessel destined for the United States. This advance trade data is known as "Importer Security Filing (ISF)
Infinite Electronics requires all Shippers to make certain ISF data elements available to the nominated ISF Agent, in accordance with this specification and the ISF Agent's approved ISF work instruction. **Failure to submit** complete, timely and accurate data to the nominated ISF Agent may result in **CBP imposing ISF penalties on Infinite Electronics.** If supporting documentation indicates that an ISF penalty is the result of **Shipper Failure** to comply Infinite Electronics **will impose a penalty on the responsible Shipper equal to the amount paid by Infinite Electronics to CBP.**

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UPS Account Matrix:

Infinite Electronics (Brand) →	Pasternack	Fairview	Inc/SMC	Polyphaser	Transtector	L-Com	MilesTek	Aiconics	KP	Radiowaves	Integra Optics
Infinite Electronics (Location) ↓	**UPS**	**UPS**	**UPS**	**UPS**	**UPS**	**UPS**	**UPS**	**UPS**	**UPS**	**UPS**	**UPS**
Chesterfield, MO			980W80								
Delray Beach, FL						50736W					
Edmonton, CAN									AE3182		
Guaymas, MEX						2F6160					
Hayden, ID				844370	844370						
Irvine, CA	798551	A0A858				A0A678		938350			
Lewisville, TX	AR0000	753E47		610FR8	610FR8	755061	755061	9A65T7	AE3182	610FF9	
North Andover, MA				873VW7		X066W1				E07051	
Tucson, AZ	AE3058	AE3003		873VW9	873VW8	E392Y3	E392Y3				
Tucson Offshore, AZ											

Old Dominion Freight Line (ODFL) Account Matrix:

Infinite Electronics (Brand) →	Pasternack	Fairview	Inc/SMC	Polyphaser	Transtector	L-com	MilesTek	Aiconics	KP	Radiowaves	Integra Optics
Infinite Electronics (Location) ↓	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**	**LTL/FTL**
Chesterfield, MO			13573786								
Delray Beach, FL	13656704	13656704	13656704	13656704	13656704	13656704	13656704	13656704	13656704	13656704	13656704
Denton, TX	13656703	13656703	13656703	13656703	13656703	13656703	13656703	13656703	13656703	13656703	13656703
Edmonton, CAN	13656702	13656702	13656702	13656702	13656702	13656702	13656702	13656702	13656702	13656702	13656702
Guaymas, MEX				12617443	12617443	13573786	13573786				
Hayden, ID				13536058	12603076						
Irvine, CA	13610618	13610618	13610618	13610618	13610618	13610618	13610618	13610618	13610618	13610618	13610618
Lewisville, TX	13552412	13552412	13552412	13552412	13552412	13552412	13657569	13552412	13552412	13552412	13552412
North Andover, MA	13656701	13656701	13656701	13656701	13656701	13656701	13656701	13656701	13656701	13656701	13656701
Tucson Offshore, AZ	13656700	13656700	13656700	13656700	13656700	13656700	13656700	13656700	13656700	13656700	13656700

Packing Instructions:

All containers and packaging must be designed with consideration given to ergonomics and ease of part removal. Appropriate consideration must be given to unit load height and weight restrictions, which may affect ergonomics and worker safety.

All orders over 150lbs / 69kgs must be placed on pallets unless otherwise directed. Any wood packaging must conform to IPPS heat treating guidelines. When the weight of the load is not extreme, four-way fork entry pallets are preferred. Used wood pallets are acceptable as long as they are structurally sound, are square, have no missing or broken boards, loose nails and are not distorted.

For safety of unloading we request that pallet loads are not stacked.

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Pallet Size Requirements:

Standard pallet sizes where part size permits are:

Length	Width
48”	x 40”
48”	x 42”
48”	x 48”

Any and all orders that do not meet required packing instructions can be turned away at shippers’ expense.

By following these routing instructions, which are important to Infinite Electronics and divisions (brands), you are strengthening our partnership. Any instructions that are not in compliance will be subject to charge backs or possible refusal of the order.

Our Infinite Electronics buyers have participated in the development of this plan and are available as necessary to work with you in the successful implementation of this program.

Thank you for your cooperation.

Sincerely,

Leo Steinberger
Transportation Manager

INFINITE ELECTRONICS, INC.

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