

# Inbound Shipment Procedures

In an effort to control rising transportation costs, it is our intent to make transportation routing an efficient process. Please ensure that all shipments to and on behalf of Cirtronics Corporation follow these transportation guidelines. We value the successful partnership we have and appreciate your cooperation in adhering to these guidelines.

When shipping inbound freight to Cirtronics Corporation, please verify that the ship to address is correct.

Cirtronics Corporation  
528 Route 13 South  
Milford, NH 03055  
603-249-9190

## General Instructions:

The following information must appear on all cartons, packing slips and invoices:

1. Cirtronics part numbers
2. Purchase order numbers
3. ROHS status
4. Certificate of Conformance (when required)
5. AS9102 Inspection forms (when required)

The Buyer who issued the PO must approve any deviation from Cirtronics PO, in writing.

## Shipments Under 150 lbs / 70 kg –“Parcel”:

1. A parcel shipment has:
  - a. Maximum weight per parcel is 150 lbs (70 kg).
  - b. Maximum length per parcel is 107.9 inches (274 cm).
  - c. Maximum dimensions per parcel is 165 inches (419 cm) - length and girth combined
2. Shall ship via UPS Ground Collect.
3. **Account # to be charged: H4K257**
4. If you need help with any UPS related issues, please contact:
  - a. UPS Operations Support – [UPSoperations@wwex.com](mailto:UPSoperations@wwex.com)
  - b. The Cirtronics buyer who issued the PO

**Note:** Shipping ground collect means Cirtronics is directly billed the freight charges. Please ship ground unless the appropriate Cirtronics contact approved expedited shipping. Please do not select additional insurance with the “Declared Value” as this may result in charge back, to supplier, of additional cost.

## Shipments Greater than 150 lbs / 70kg –“Carrier”:

1. A “Carrier” Shipment has:
  - a. A weight, per parcel, greater than 150 lbs / 70 kg
  - b. Or length greater than 107.9 inches / 274 cm
  - c. Or dimensions (length + width + height) greater than 169 inches / 419 cm
2. Contact Mohawk Global Trade Advisors (MGTA)
  - a. Mohawk Global Logistics
  - b. Phone: +1-518-478-8286
  - c. Email: [domesticbos@mohawkglobal.com](mailto:domesticbos@mohawkglobal.com)
  - d. MGTA will create and send you a Bill of Lading (BOL).
  - e. If you do use your own BOL please include:  
All charges Prepaid, third Party Billing  
Mohawk Global Trade Advisors  
PO Box 3065  
Syracuse, NY 13220