

## Shipping Standards

### Supplier document requirements

For each shipment please complete the following paperwork;

- Commercial or Customs Invoice
- Certificate of Origin
- Packing slip
- Bill of lading

### Commercial /Customs Invoice

Commercial or Customs Invoice must include the following criteria;

1. Supplier name and address
2. Date of direct shipment
3. Matcor Matsu purchase order number
4. Ship to location and address
5. Purchaser's name and address
6. Country of origin of goods
7. Condition of sale
8. Currency
9. Number of Packages
10. Part number, description
11. Tariff classification to 6 digits for international shipments
12. Quantity
13. Unit Price must
14. Total Price
15. Invoice Total Value
16. Net Weight before packaging
17. Gross Weight with packaging
18. Harmonized tariff classification number to 6 digits.

## Certificate of Origin

Certificate of Origin must include the following criteria;

1. Certifier Name Address
2. Certifier Tax ID
3. Certifier type, exporter, producer, or importer
4. Part Number and description
5. Tariff classification to the 6<sup>th</sup> digit
6. Country of Origin
7. Blanket Certification Period from first day of current year to last day of current year
8. Signed by authorized person, with title and date, telephone and email of signatory

## Packing Slips and Bills of Lading

Packing slips and bills of lading must be submitted with every shipment.

A bill of lading represents an agreement between the supplier and carrier that the freight pallet quantity is correct and that the material is damage free for pick up. A signed bill of lading represents the carrier's liability for pallet quantity and the material was in good shipping condition when they picked it up. The supplier is liable that the individual part quantity is correct and the material is in good shipping condition. If the carrier is not allowed on the supplier's dock, the carrier is to mark on all the bills of lading Shipper load and count, therefore the supplier is responsible for the entire load. (shortage and damage due to staging the material). The supplier is responsible to properly secure all material on trailer, and or shipping container.

Packing slip information must include the following criteria.

1. Supplier name and address
2. Packing slip number
3. Date shipped
4. Ship to location, and address
5. Pieces, and weight, product name and description, include skid or container count
6. Freight terms, the incoterm, collect or prepaid
7. Carrier Name
8. Matcor-Matsu Reference number i.e.) purchase order

## Documentation Requirements

Provide Matcor purchase order number and supplier invoice number on commercial invoice

- Provide country of origin for each item line
- Provide tariff classification to the first 6 digits for each item line
- Ensure values on shipping documents match the invoice values
- Provide advance shipping notice and shipment tracking status updates to the plant

## **Packaging Requirements**

- Tooling and material should be packaged in order to protect from damage from the environment and handling or transport of goods.
- Heat Treatment/fumigation of all wood materials used in packaging  
All wood packaging materials must be heated treated or fumigated that is acceptable by the NPPO (National plant protection Organization) and must be identified as treated.
- All tooling and material should be blocked and braced within the crate so it does not come in contact with any of the 6 sides of the crate.
- Use of VCI packaging (volatile corrosion inhibitor) material to protect the tooling and or material during transport and storage.
- Left and right parts to be packaged separately and identified
- Pictures of packages complete with labels to be emailed to MatcorMatsu Program Manager

## **Labelling Requirement**

Crates and Skids must be identified with the following information,

- Supplier Name and address
- Ship to location, address, dept contact
- Part number, description
- Quantity
- Total Weight
- Country of Origin
- Label 4 sides of shipment
- Label parts within crates
- Labels must be of bright colour

## **Equipment on Site to Offload**

- Overhead crane max weight 40 Ton
- Forklift Capacity 40,000 lbs
- Offload in building
- Offload outside, but only with forklift side unload
- When shipping tooling arrange for flatbed
- Contact receiving with eta of arrival of shipments to plant

## Shipping Container

1. Dry Storage Container

10, 20 or 40' in length

Used for shipping tooling and material.

***Require all die tooling to be unloaded from dry storage container and reloaded on flatbed conveyance for delivery to facility.***



2. Open Top Container

Convertible top that can be removed to make open top to offload with overhead crane.



## Trailer Type Requirements

### Conestoga Trailer

Flatbed trailer with a rolling tarp system that is used to cover and uncover the trailer protects the freight

Must include the use of chains or strapping of freight.



### Flat Bed Trailers

Use of Flatbed trailer must include the use of chains or straps and tarps for all deliveries of tooling and material to Matcor-Matsu Facilities.



## MatcorMatsu Facility Addresses

### Canada

**Matcor Automotive Brampton**

1620 Steeles Avenue East  
Brampton, Ontario  
L6T 1A4  
Tel: 905-793-4035

**Matsu Mfg Barrie Inc.**

120 Mapleview Drive West  
Barrie, Ontario  
L4N 9H6  
Tel: 705-734-1688

### USA

**Matcor Automotive Michigan Inc.**

314 S Steele Street  
Ionia, Michigan  
48846  
Tel: 616-527-1600

**Matsu Ohio**

228 E Morrison Street  
Edgerton, Ohio  
43517  
Tel: 419-298-2394

**Matsu Alabama**

9650 Kellner Road SW  
Huntsville, Alabama  
35824  
Tel: 256-772-5888

### Mexico

**MMG Manufacturas de Saltillo**

Libramiento Oscar Flores Tapia Num. 1905 Int. 10  
Parque Industrial Amistad Aeropuerto 4ta.  
Etapas C.P. 25900  
Ramos Arizpe, Coahuila Mexico  
Tel: 011-52-884-355-0600