

UNISON

a GE Aerospace company



2024

Unison Supplier Inbound Routing Guide

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2024 Supplier Inbound Routing Guide

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US Domestic Inbound Routing Guide to Jacksonville, FL and Norwich, NY

Introduction

The purpose of this guide is to describe the requirements suppliers must follow to ship materials to Unison Industries. This document provided detailed shipping instructions to help prevent unnecessary delays and / or fees associated with erroneous domestic and international shipping transactions. These instructions supersede over all previously issued routing instructions.

Section 1: Suppliers delivering domestic shipments to Unison U.S. facilities below.

Unison Industries, LLC
7575 Baymeadows Way
Jacksonville, FL 32256-7525

Unison Industries, LLC
5345 State Highway 12
Norwich, NY 13815-3206

Carrier Details

All direct shipments to Unison facilities where Unison is paying the freight charges should be shipped using one of the carriers listed below.

▪ **Shipments less than 150 lbs. non-palletized: FedEx Ground Service**

Shipping to:	Unison Industries, LLC 7575 Baymeadows Way Jacksonville, FL 32256-7525	FedEx Ground Service (Bill Recipient – Account number: 103162068)
	Unison Industries, LLC 5345 State Highway 12 Norwich, NY 13815-3206	FedEx Ground Service (Bill Recipient – Account number: 706397035)

▪ **Shipments greater than 150 lbs. to 7,999 lbs. (or palletized): FedEx Freight LTL – Priority Service (Bill 3rd Party).**

All LTL (Less Than Truckload) shipment should be marked as 3rd party billing to:

GE Aerospace 7009 – CTSI AGNC01
1 South Prescott St.
Memphis, TN 38111-4618
Phone 1-901-766-1500

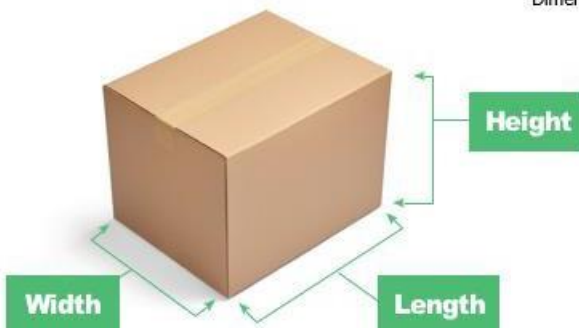
Shipments exceeding 8,000 lbs. of chargeable weight or 10 pallets: Contact the Unison Global Logistics team at: U1.grouptraffic@unisonindustries.com

Shipping Instructions

1. Billed weight is determined by the greater weight, actual weight or dimensional weight.
2. Should you have a shipment that is greater than 8,000 lbs. (actual or dimensional) contact Unison Global Logistics for instructions.
3. Any shipment weighing less than 151 lbs. should be shipped via FedEx Ground (unless the shipment is palletized). Should this requirement be violated, excessive charges may be debited to your account.
4. All shipments must move ground (3-5 days) unless authorized by Unison. If freight ships any other method other than ground without authorization it may results in excessive freight charges being debited to your account.
5. Do not insure or declare a value unless specifically instructed to do so by Unison.
6. Please consolidate shipments for any one day on one carrier waybill or bill of lading.
7. Indicate purchase order number(s) on packing sheets, bill of lading, airwaybills or carrier's online systems.
8. Both pallet count and piece count must be indicated on bill of lading, airwaybills or carrier's online systems.
9. Any shipment sent COLLECT with a non-authorized carrier will be charged back to the shipper.

How to determine the total chargeable weight for ground shipments

$$\text{Dimensional weight in pounds} = \frac{\mathbf{L} \times \mathbf{W} \times \mathbf{H}}{194}$$



L = Length in inches
W = Width in inches
H = Height in inches

US Domestic Inbound Routing Guide to Pharr, TX

Section 2: This routing guide applies to US Suppliers shipping directly to Unison’s facility address below.

Unison Industries, LLC
C/O Tetakawi International
1300 E. Military Hwy 281, Dock 26
Pharr, TX 78577-8700

Carrier Details

All direct shipments to this Unison facility where Unison is paying the freight charges should be shipped using one of the carriers listed below.

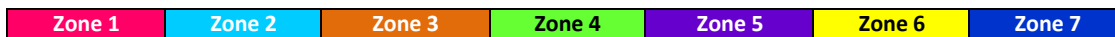
- Shipments less than 150 lbs. non-palletized: FedEx Ground Service (Bill Recipient – Account number 304958707).

Service Upgrade – Suppliers located in ZONES 3 to 7: Ship FedEx Standard Overnight (Bill Recipient – Account number 304958707).

FedEx Ground Map



Pharr, TX



- Shipments greater than 150 lbs. to 7,999 lbs. (or palletized): FedEx Freight LTL – Priority Service (Bill 3rd Party).

All LTL (Less Than Truckload) shipment should be marked as 3rd party billing to:

GE Aerospace 7009 – CTSI AGNC01
1 South Prescott St.
Memphis, TN 38111-4618
Phone 1-901-766-1500

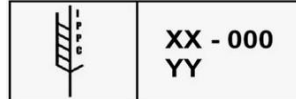
Shipments exceeding 8,000 lbs. of chargeable weight or 10 pallets: Contact the Unison Global Logistics team at: U1.grouptraffic@unisonindustries.com

US Domestic Inbound Routing Guide to Pharr, TX

Shipping Instructions

Shipments going to Unison Industries in Pharr, TX will be exported to Unison's manufacturing facility in Saltillo, Mexico as final destination; we require documents accompanied by shipments both domestic and international to have the following data in the packing slip or commercial invoice to comply with US Export and Mexico's import requirements.

- Unison's purchase order number (included on ship labels and Bill of Lading for LTL shipments).
- Multi container shipments to a common packing slip should be consolidated when possible.
- Unison Part Number, Description, Purchase Order Number / Release, Quantity and Country of Origin must be referenced on all Packing Slips and container labels.
- If a multi container shipment to a common packing slip cannot be consolidated, each box must be identified with a label and a copy of the Packing Slip.
- If required, MSDS and Safety Analysis Sheets must be included with the shipment.
- USMCA Certificate of origin for qualified parts or components. See section 2.1 USMCA (North American Suppliers) on page 2.
- Shipment of export-controlled materials (items that will require an export license or authorization) to this facility is not allowed.
- Since the destination of all materials collected is in Mexico, packing list must contain the seven (7) customs required pieces of information.
 1. County of Origin
 2. Quantity
 3. Unit and Total Cost
 4. Unit of measure
 5. Harmonized Tariff Schedule (HTSUS)
 6. Unison Part Number,
 7. Product description
- All shipments with solid wood packaging including pallets must be properly treated and identified (Stamped with the IPPC certification symbol) below.



USMCA (North American Suppliers)

The USMCA (US, Mexico, Canada) Free Trade Agreement offers duty savings benefits for components/parts that are manufactured in the U.S., Canada or Mexico that help Unison reduce cost and make Unison products more competitive in the global market.

Unison will request from each supplier to provide timely and accurate USMCA Certifications of Origin for USMCA qualified parts, components and accessories on an annual basis.

Customs Regulations regarding USMCA can be found in **19 CFR Section 182** and the USMCA rules of origin which need to be satisfied in order to confirm that a good/part qualifies as originating under USMCA are set forth in Appendix A to part 182 to these regulations.

Qualifying goods under USMCA and properly completing USMCA certifications of origin is complex. Therefore, if not familiar with how to qualify products under USMCA, or how to properly complete a USMCA Certification of Origin, Supplier shall conduct its own research or consult a subject matter expert to ensure that the information provided to Unison by Supplier and any sub-tier suppliers is accurate and valid.

Suppliers are expected to promptly notify Unison Industries of country of origin or free trade qualification changes and issue corrected certificates of origin, if applicable.

USMCA information can be found online at:

<https://www.cbp.gov/trade/priority-issues/trade-agreements/free-tradeagreements/USMCA>

Unison Contact Information:

Email address: U1.groupprtraffic@unisonindustries.com

International Inbound Routing Guide to Saltillo, Mexico

Section 3: International Suppliers delivering shipments to the Unison facility address below.

Unison Industries, LLC

C/O Manufacturas Zapaliname
Parque Industrial La Angostura
Saltillo, Mexico C.P. 25315

Carrier Details

All direct shipments to this Unison facility where Unison is paying the freight charges should be shipped using the carrier listed below.

- **Shipments less than 150 lbs.: FedEx Express – International Priority (Bill Recipient – Account number 304958707)**
FedEx ship label/airwaybill must reflect Broker Select Option (**BSO**) instructions: Notify Unison's MX Customs Broker:

NAD Global, Garza Garcia 451 Zona Centro,
Apodaca N.L. CP 66600
Contact: Federico Ramirez
Phone +52 (844) 1015385

Shipping Instructions:

Commercial Invoice and air waybill must be consigned to:

Unison Industries
C/O Manufacturas Zapaliname
Parque Industrial La Angostura
Saltillo, Mexico C.P. 25315

Please set up name and email below as the contact on the label for each FedEx AWB created:

Contact name: Maria Cuevas
E-mail: maria.cuevas@ge.com
Phone + 52 (844) 2886464

- **Shipments greater than 150 lbs. – Contact Unison Logistics Dept. for carrier information: U1.grouptraffic@unisonindustries.com**

Unison Invoice Requirements for Customs Import

At a minimum, an invoice should include:

- Describe the item clearly (**Please ensure the Unison part number is always included on the invoice**)
- Quantity, Unit value and state total value. Give both the value in foreign currency and MX Peso.
- Invoice number
- Date of Invoice
- UNISON Purchase Order Number
- Country of Origin (where the item was made)
- Complete Name & Address of the Exporter.
- Name and address of UNISON US location receiving the merchandise.
- Contact information (Name, email and/or phone number) for both the Shipper and the Importer.
- INCOTERMS: FCA – named place - Supplier.

International Inbound Routing Guide to Saltillo, Mexico

How to enter shipping information in the FedEx Ship

2. To [Help](#) [Hide](#)

[Get EEI/SED data](#)

* Country/Territory: Mexico

Contact ID: Select or enter

Company: Unison Industries C/O Manufacturas

* Contact name: Maria Cuevas

* Address 1: Parque Industrial La Angostura

Address 2:

* Postal code: 25315 [Postal code information](#)

* City: SALTILLO

* State: Coahuila

* Phone no.: 52-844-2886464 ext.

Recipient tax ID: MZA9705173M2

This is a residential address

Save new recipient in address book

[Check Government List of Unacceptable Trading Partners](#)

Special Services (optional) [Help](#) [Hide](#)

Non-standard packaging

Dry ice

Dangerous goods [Help me decide](#)

Lithium Batteries/Cells

Broker select
Indicate below the broker who will assist with this shipment.

Broker account no.:

* Broker company name: NAD Global

Broker contact name: Federico Ramirez

* Address 1: Garza Garcia 451 Zona Centro

Address 2:

* Postal code: 66600 [Postal code information](#)

* City: APODACA

* State: Nuevo Leon

Country/Territory: Mexico

* Phone no.: 52-844-1015385

Broker tax ID:

Hold at FedEx location

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to: Third party

* Account no.: 103162068

* Bill duties/taxes/fees to: Recipient

Account no.:

Your reference:

[More reference fields](#) [Add an account](#)

P.O. no.: Please Include Unison PO No.

Invoice no.:

Department no.:

Americas Import Routing Guide

Guide to Importing into the Americas



This guide to importing into the US is a supplement to the supplier inbound routing guide. The instructions contained herein supersede all previous importing instructions and are to be followed except when indicated otherwise in Unison’s purchase orders or authorized by Unison Global Logistics.

This document applies to the following Unison’s locations in the US.

Unison Industries, LLC
 7575 Baymeadows Way
 Jacksonville, FL 32256-7525

Unison Industries, LLC
 5345 State Highway 12
 Norwich, NY 13815-3206

Carrier Information

- **Shipments less than less than 150 lbs. – FedEx International Priority Service**

Shipping to	Unison Industries, LLC 7575 Baymeadows Way Jacksonville, FL 32256-7525	FedEx International Priority (Bill Recipient – Account number: 103162068)
	Unison Industries, LLC 5345 State Highway 12 Norwich, NY 13815-3206	FedEx International Priority (Bill Recipient – Account number: 706397035)

- **Shipments greater than 150 lbs. – Contact Unison Logistics Dept. for carrier information: U1.grouptraffic@unisonindustries.com**

Note: Routing materials to any address other than the approved addresses on the purchase order requires written approval from your designated contact at Unison.

Shipping Instructions - U.S. Customs broker information.

- Consolidate all individual shipments per day on to one consolidated airwaybill.
- Use the following guidelines for shipment methods only if Unison is responsible for freight charges.
- FedEx Priority Service will be the service level.
- FedEx shipping labels / airwaybill must reflect SPECIAL BROKERAGE PROCESSING Account (SBP)
- SBP INSTRUCTIONS: FedEx Trade Network (C/O Unison US Consignee).
- Include on Commercial Invoice / shipping airwaybills.
 - Agreed INCOTERMS: FCA – and named place – Supplier.
 - Importer on Record (IOR) legal entity name: Unison Industries LLC and TAX ID# 59-3530410
 - Reference Unison PO number in the commercial invoice and in the reference field 1. of the airwaybill
- Email for pre-alerts: FTN_CPA.GE@fedex.com
- Email for arrival notice: GEVhs@ey.com

Unison Commercial Invoice Requirements for Customs Import

At a minimum, a Commercial invoice should include:

- Describe the item clearly (**Please ensure the Unison part number is always included on the invoice**)
- Quantity, Unit value and state total value in US Dollars.
- Invoice number
- Date of Invoice
- UNISON Purchase Order Number
- Country of Origin (where the item was made)
- Complete Name & Address of the Exporter.
- Name and address of UNISON US location receiving the merchandise.
- Contact information (Name, email and/or phone number) for both the Shipper and the Importer.
- INCOTERMS: FCA – named place - Supplier.
- Harmonized Tariff Schedule (HTS).

Country of Origin Requirements

These general requirements are set out for all markings with regards to country of origin (COO) marking on Unison’s imported materials.

The purpose of Country-of-Origin markings:

Section 304 of the Tariff Act of 1930 as amended (19 U.S.C.1304) requires most imports to bear labels informing the ultimate purchaser of their country of origin. The country of origin marking on an item has an impact on consumers’ quality perceptions, affects the product’s admissibility, the rate of duty applied at time of import, its entitlement to special duty or trade preference programs, antidumping and government procurement.

Required marking characteristics:

1. Must be indicated in English and spelled out in full text. No abbreviation or short form version will be acceptable.
2. Acceptable in the form of stickers, labels, tag, paint, or etching. The marking must be applied to a surface that ensures that the marking is conspicuous (2), legible (3) and sufficiently permanent (4).

Section 4: Penalties non-conformance

The instructions contained in the guide are mandatory unless indicated otherwise in Unison’s purchase order or otherwise agreed upon by Unison Logistics Department or an authorized Unison Sourcing Manager. Failure to conform to these instructions may result in the supplier being responsible for all excessive freight charges due to shipments being shipped contrary to these instructions. Those charges may be debited to supplier’s account.

Wood Packaging Material (WPM) Regulation

The United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) has set standards for imported wood packaging material. The rule requires WPM, such pallets, crates and boxes, used in international trade to support or brace cargo, to be treated to prevent the introduction of harmful insects to U.S. agriculture and to natural, cultivated, and urban forest resources.

The approved treatments are 1) heat treatment to a minimum wood core temperature of 56°C for a minimum of 30 minutes or 2) fumigate with methyl bromide. To certify treatment, the WPM must be marked with the approved International Plant Protection Convention (IPPC) logo. Unmarked WPM will be considered untreated and non-compliant. Fumigation paper certificates are no longer required or accepted. Below is an example of an acceptable WPM mark.



XX - 000
YY

XX represents the ISO country code.
000 represents the unique number assigned by the national plant protection organization.
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

SWPM regulations allow non-compliant material to be re-exported. For purposes of CBP’s implementation of this USDA requirement, “re-exports” refers to the immediate export of violative WPM and, where the violative WPM cannot be separated from the accompanying merchandise, the immediate export of the violative WPM and any accompanying merchandise.

All expenses incurred for the service of CBP officer and Agriculture Specialist involved in the separation of cargo will be billed to the importer or other party of interest.

The U.S. regulation for WPM does not allow for treatment at the ports. It does not allow any alternative disposal methods. It only allows for the immediate export of the non-compliant WPM, which cost will be for the account of the importer or other party of interest.

Exclusions

The following modes of transportation are considered 'out of scope' from this guide.

- ❖ Shipping from suppliers
 - Next Day (Premium) Air Parcel
 - Full Truckload
 - Over the counter – Door to Door delivery
 - Shipping of hazardous materials (HAZMAT)
 - Local courier deliveries
 - Heavyweight Airfreight – Domestic and international
 - Ocean Transportation

Note to Suppliers

- ❖ All routing instructions are standard or deferred service. It is the responsibility of the supplier to verify the carrier transit and if upgraded service is required, it must be approved by Unison. Please contact your Unison sourcing team member to determine if expedited service is required and if they deem it necessary.
- ❖ Non-conformance with these guidelines can lead to delayed shipments and may result in chargeback to your company for the cost of extra handling delays and the cost of freight.
- ❖ This routing guide applies to any shipment where Unison is responsible for freight charges.

Any questions regarding these instructions should be directed to Unison Industries at : U1grouptraffic@unisonindustries.com

Your support is greatly appreciated.

Unison Global Logistics
Unison, a GE Aerospace company

Annex A: Unison Contact Details

Site	Name	Function	Email	Phone
Jacksonville, FL	Evens Pierre-Paul	Shipping/Receiving Supervisor	Evens.pierrepaoul@unisonindustries.com	904-510-7226
Norwich, NY	Thomas Ceely	Shipping/receiving Supervisor	Tom.ceely@unisonindustries.com	607-335-5523
Saltillo, MX	Rogelio Lopez	Shipping-Receiving Supervisor	Rogelio.lopez@ge.com	52-844-288-6464
Saltillo, MX	Aldo Padilla	Import Export Specialist	Aldoeduardo.padilla@ge.com	52-844-427-2922
Pharr, TX	Thomas McCauley	Cross-Dock Manager	thomas.mccauley@tetakawi.com	956-342-4825
Pharr, TX	Enrique Rios	Import-Export Specialist	enrique.rios@tetakawi.com	956-584-6535

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