



Comau Mexico Routing Instructions

"For international shipments, the supplier **MUST** use "Heat Treated Pallets",
in accordance with the ISPM 15 Regulation, and the pallets must have the IPPC Stamps"

International **Supplier** Shipments - From USA/Canada (FCA Incoterm 2020)

Lane	Weight	UOM	Carrier	Account #	Ship to address	Delivery Service	Important Notes
Export to Mexico	0-150 lbs.	Small Package / Loose Pieces	UPS	Ship Collect	DICEX International 1105 Santo Tomas St. Laredo, TX 78045 Attn: Andres Santos Tel. 956-417-2752	UPS 3 Day Select	Go to UPS.com to create the shipment, or call 1-800-742-5877. Please use the Comau PO# in the reference field when creating the shipping label. Send email with tracking number information, copy of the commercial invoice and packing list to the Comau Mexico Logistics Team at: Logistics.mx@comau.com
	151-6,000 lbs. (48"x48" pallets)	LTL Freight No exceeding 11ft total freight	Vortex Freight System		DICEX International 1105 Santo Tomas St. Laredo, TX 78045 Attn: Andres Santos Tel. 956-417-2752		Book a shipment in the VBR, for more information review the Vortex Letter. Send email with tracking number information, copy of the commercial invoice and packing list to the Comau Mexico Logistics Team at: Logistics.mx@comau.com
	6,001 lbs. >	Full Truck Loads (FLT) 50% capacity of a 53ft truck	Set up with 3PL	N/A	All states	TBD	Complete the "Supplier Pick Up Request Form" and email it to the Mexico Logistics Team at: logistics.mx@comau.com
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" form and email it to: Logistics.mx@comau.com Tel.011+52.55.5899.6938							

Comau Automatizacion S. de R.L. de C.V.
Autopista Chamapa-Lecheria K.M. 2.5 Int. B017
San Martin Obispo, Cuautitlan, Izcalli Edo. Mex.
C.P. 54769
RFC:CPP9607173D9
Tel. +52-55-5-899-6900



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International **Supplier** Shipments - From the Rest of the World (FCA Incoterm 2020)

Lane	Weight	UOM	Carrier	Account #	Ship to address	Delivery Service	Important Notes
Export to Mexico	0-250 lbs.	Small Package / Loose Pieces Freight	Comau will set up	N/A	Comau Automatizacion (use Comau MX address)	TBD	Do not ship oversize or over dimensional items thru this service. Otherwise, contact Comau logistics team to set up the pickup. Please use the Comau PO# in the reference field when creating the shipping label. Send email with tracking number information, copy of the commercial invoice and packing list to the Comau Mexico Logistics Team at: logistics.mx@comau.com
	251 lbs. >	Air Freight or Ocean (LCL)	Comau will set up	N/A	Comau Automatizacion (use Comau MX address)	TBD	Send email request with copy of the commercial invoice and packing list to the Comau Mexico Logistics Team at: logistics.mx@comau.com
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" form and email it to: Logistics.mx@comau.com Tel.011+52.55.5899.6938							

International **Supplier** Shipments - From All the World (DAP or DDP Incoterm 2020)

Lane	Weight	UOM	Carrier	Account #	Territory	Delivery Service	Important Notes
US - Mexico	All shipments	Small Package / LCL / Air / FCL	Supplier will set up	N/A	All states	TBD	Send email with copy of the tracking number/BOL/AWB, commercial invoice, and packing list to the Comau Mexico Logistics Team at: logistics.mx@comau.com
Rest of World to Mexico	All shipments	Small Package / LCL / Air / FCL	Supplier will set up	N/A	Other countries	TBD	Send email with copy of the tracking number/BOL/AWB, commercial invoice, and packing list to the Comau Mexico Logistics Team at: logistics.mx@comau.com
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" form and email it to: logistics.mx@comau.com Tel.011+52.55.5899.6938							

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Important:
Under DDP Terms, the supplier **MUST** confirm that they can be the Importer of Records (IOR) in Mexico, prior of shipping the material



Comau Mexico **EMERGENCY** Routing Instructions

*"For international shipments, the supplier MUST use "Heat Treated Pallets",
in accordance with the ISPM 15 Regulation, and the pallets must have the IPPC Stamps"*

International **Supplier** Shipments - From "All Countries" (FCA Incoterm 2020)

Lane	Weight	UOM	Carrier	Account #	Ship to address	Delivery Service	Important Notes
Export to Mexico	0-150 lbs.	Small Package / Loose Pieces	Comau will set up	N/A	Comau Automatizacion (use Comau MX address)	TBD	Send email request with copy of the commercial invoice and packing list to the Comau Mexico Logistics Team at: logistics.mx@comau.com
	151 lbs. >	All shipments	Comau will set up	N/A	Comau Automatizacion (use Comau MX address)	TBD	Complete the "Supplier Pick Up Request Form" and email it to Comau Mexico Logistics Team at: logistics.mx@comau.com
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" form and email it to: logistics.mx@comau.com Tel.011+52.55.5899.6938							

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Comau Mexico Instrucciones de Envio

Proveedores Mexicanos - Domestico/Territorio Nacional (FCA Incoterm 2020)

Ruta	Peso	Unidad de Medida	Transportista	Cuenta #	Direccion de entrega	Tipo de Servicio	Notas Importantes
Territorio Mexicano	0-60 kgs.	Paquetes Pequeños / Piezas sueltas	UPS	Enviar "Collect"	Comau Automatizacion (use la direccion fiscal)	Nacional 10:30am	Ir a UPS.com para preparar el envio, o llame al 01-800-90-29200. Favor colocar Comau order de compra (PO#) en el campo de referencia cuando este creando la guia de embarque. Envie un email con el numero de tracking, factura, y lista de empaque al departamento de logistica: logistics.mx@comau.com , y al comprador que coloco la order.
	61 - 2,700 kgs. (1.22 x 1.22 metros)	LTL Freight No excediendo 3.35 metros de largo	UPS	Enviar "Collect"	Comau Automatizacion (use la direccion fiscal)	Embarques Pesados Regular	Ir a UPS.com para preparar el envio, o llame al 01-800-90-29200. Favor colocar Comau order de compra (PO#) en el campo de referencia cuando este creando la guia de embarque. Envie un email con el numero de tracking, factura, y lista de empaque al departamento de logistica: logistics.mx@comau.com , y al comprador que coloco la order.
	2,701 kgs. >	Camiones completos (FLT) 50% de un camion de 53'	Comau coordinara	N/A	Todos los estados	No determinado	Enviar el "Supplier Pick Up Request Form" al departamento de logistica, para poder coordinar la recoleccion: logistics.mx@comau.com
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" form and email it to: Logistics.mx@comau.com Tel.011+52.55.5899.6938							

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Supplier Pick Up Request Form

Ship From Information

Company Name:

Address:

City:

State:

Zip code:

Contact Name:

Phone #

Material Ready Date (mm/dd/yyyy)

Shipping Hours:

Truck Needed:

Material Information

Material Description	# Pieces (Pallets)	Dimensions - Inches	Weight - Pounds

Comau PO#:

Project Name:

Project #:

Is Comau Mexico responsible for the freight? Yes No

Delivery Location

Company Name:

Address:

City:

State:

Zip Code:

Attention:

Phone#:

This request has been submitted by:

Tel. #:

Email :

Date:

Please email this request to: dl-comau-mx-logistics.mx@comau.com

Ph. Comau: 011-52.55.5899.6900 Ext. 1038 & 1095



Formato De Solicitud Para Recolección

Informacion de recolección

Empresa:

Dirección:

Ciudad:

Estado:

CP:

Nombre de contacto:

Telefono:

Material listo el (mm/dd/aaaa)

Horas de envío:

Transporte necesario:

Informacion de Material

Descripción de Material	# Piezas (Pallets)	Dimensiones - Metros	Peso - Kilos

Comau PO#:

Proyecto:

Proyecto #:

¿Comau será responsable del flete? SI No

Información de entrega

Empresa:

Dirección:

Ciudad:

Estado:

CP:

Nombre de contacto:

Telefono:

Solicitado por:

Tel. #:

Email :

Fecha de entrega:

Por favor envíe este formato a: dl-comau-mx-logistics.mx@comau.com

Telefono Comau 52.55.5899.69.00

- **Commercial Invoice:**

These fields are mandatory:

- Bill to / Consignee to: Comau Mexico full legal name, and address as stated in the purchase order. Alterations to the company name are NOT acceptable and NOT hand writing.
- Invoice number. If the sales order is used as the CI number, and you are shipping partial orders, the number cannot be used repeatedly. The same CI number can be used, only if additional digits are added to the end to identify the partial shipments. (i.e.: 4522563, 4522563-A or 4522563-001, etc.)
- Commercial invoice date.
- Supplier code, Purchase Order number, position number
- Project number (it is necessary to mention for each item but if all items apply for the same project just only mention one time)
- Full description of the material, quantity, manufacturer part number, and Comau part number. Part numbers as the only information in the invoice are not acceptable.
- Country of origin of each item
- Unit of measure, unit price, total cost, and currency
- Incoterm

***** The CI MUST be outside of the box or pallet in a shipping pouch *****

- Packing List
- Bill of lading (BOL) for the Truck, Airway Bill of lading (AWB), or copy of the courier shipping label showing the tracking number
- MSDS, if applicable
- NAFTA Certificate, if applicable
- Test Certificate for steel shipments



Penalties & Fines

- The supplier will be receiving a “Debit Memo” when:
 - The wrong mode of transportation has been selected
 - Shipping Label or Bill of Lading are not making reference to Comau Purchase Order in the reference field
 - Comau is incurring storage and demurrage charges at the border/port/airport due to missing documentation
 - The documents have not been provided to the Logistics Mexican Team on time for the entry process, and management time expenses have been incurred

How to book a shipment in VBR

Load Board	Order Entry	Customer	Shipper/Consignee	Customs Broker	Prov/State	City
Shipment Details Please Complete these fields						
Account #:						
Customer Name:						
Shipper Name:						
Address1:						
Address2:						
Country:	[Select]	Prov/State:	[Select]			
City:	[Select]	Postal/Zip:				
Tel:	____-____-____	Fax:	____-____-____			
Contact Name:		Contact Tel:	____-____-____			
Email:						
Ready Date & Time:	____-____-____ ____:____:____					
Skids:		Weight (Lbs):				
Description of Goods (Be Specific):						
Is Hazmat ?:	☐					
Dimensions:	PCS:	Length:	Width:	Height:	Add Dimensions	
Freight Class:		NMFC Code:				
Stackable (Y/N) ? :	[Select]					
P.O Number:						
Consignee Name:						
Address1:						
Address2:						
Country:	[Select]	Prov/State:	[Select]			
City:	[Select]	Postal/Zip:				
Customs Broker:						
Special Instructions:						
SAVE RETURN						
HINTS						

When entering the account #, Customer name will be automatically populated

Enter your general information. This will be saved for next time you want to make another booking.

Enter shipping information. This has to be entered every time you make a new booking. Be specific with stack ability and dimensions.

Consignee information will be shown as default when enter the account number.

If there are any special instructions, use this field. When finish, just save it and the order will be placed. You will receive an email with the confirmation and our operations team will send you a BOL. **Please use that BOL, no substitutions.** If you have doubts you can click on hints button.