





**Effective November 2021**

**Customers Broker:**

*Seko Logistics, Romulus, MI 48174 USA.*

Tel. (734) 641-2100

Fax (734) 641-2198

Email: [comau@sekologistics.com](mailto:comau@sekologistics.com)

**Inbound Mexico shipments:** [Comaumexico@sekologistics.com](mailto:Comaumexico@sekologistics.com)

**\*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 Suppliers' Shipments - USA/Mexico/Canada (EXW or FCA Incoterm 2020)**

Lane	Weight	UOM	Carrier	Account #	Territory	Delivery Service	Important Notes
US to Mexico (Export)	All shipments	Small Package / LTL / Air / FTL	Comau will set up	N/A	All states	TBD	Complete the "Supplier Pick Up Request Form" and email it to Comau Export Specialist: <a href="mailto:sheila.morris@comau.com">sheila.morris@comau.com</a> / Sheila Morris @ 248-368-6935, with a copy of the packing list.
Mexico to US (Import)	0-4,000 lbs. (48" x 48" pallet)	Small Package / Loose Pieces Freight	Comau will set up	N/A	All states	TBD	Send email request with dimensions, weight, copy of the commercial invoice and packing list to the US Comau Import Specialist: Chasity Greaves / <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> . Tel. 248-368-2758
	4,001 lbs. >	Freight or Full Truck Loads (FTL)	Comau will set up	N/A	All states	TBD	Send email request with dimensions, weight, copy of the commercial invoice and packing list to the US Comau Import Specialist: Chasity Greaves / <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> . Tel. 248-368-2758
US to Canada (Export)	All shipments	Small Package / LTL / Air / FCL	Comau will set up	N/A	All states	TBD	Complete the "Supplier Pick Up Request Form" and email it to Comau Export Specialist: <a href="mailto:sheila.morris@comau.com">sheila.morris@comau.com</a> , with a copy of the packing list. Contact: Sheila Morris @ 248-368-6935
Canada to US (Import)	0-150 lbs. < = (48" x 48"pallet)	Small Package / Loose Pieces Freight	DHL 1-855-345-7447	Request Acct# from Logistics <i>"See Notes"</i>	All states	Express	Send email to request account # to: <a href="mailto:Logistics.usa@comau.com">Logistics.usa@comau.com</a> Include Comau PO# in your email. <i>Please use the Comau PO# in the reference field when creating the shipping label.</i> Send email with tracking number information, dimensions, weight, copy of the commercial invoice and packing list to the US Comau Import Specialist: <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> . Comau Contact: Chasity Greaves @ 248-368-2758
	151 - 8,000 lbs.	Pallets (L x W x H) / LTL Freight	Holland Regional	N/A	Toronto, ON Windsor, ON London, ON	Next Day Service, before NOON guaranteed.	To schedule the pick up, choose one of the following options: 1). Go online: <a href="http://hollandregional.com">http://hollandregional.com</a> 2). Call Service Center @ 1-800-333-5315 3). Or you can complete the attached "Holland Bill of Lading" and email it to: <a href="mailto:holland.pickups@usfc.com">holland.pickups@usfc.com</a> Please use the Comau PO# in the reference field when creating the shipping label. Send email with tracking number information, dimensions, weight, copy of the commercial invoice and packing list to the US Comau Import Specialist: <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> ; and our Customs Broker. Comau contact: Chasity Greaves @ 248-368-2758
	151 - 6,000 lbs.	LTL or Full Truck Load (FTL)	Comau will set up	N/A	Rest of Canada	TBD	Complete the "Supplier Pick Up Request Form" and email it to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a>
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: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a> / 248-368-3101							

Lane	Weight	UOM	Carrier	Account #	Territory	Delivery Service	Important Notes
From US (Export)	All shipments	Small Package / LCL / Air / FCL	Comau will set up or supplier	N/A	All states	TBD	Complete the "Supplier Pick Up Request Form" and email it to Comau Export Specialist: <a href="mailto:sheila.morris@comau.com">sheila.morris@comau.com</a> / Sheila Morris @ 248-368-6935, with a copy of the packing list. Otherwise, provide tracking information and documentation.
To US (Import)	All shipments	Small Package / LCL / Air / FCL	Supplier will set up	N/A	All countries	TBD	Send email with copy of the tracking number/BOL/AWB, commercial invoice, and packing list to the US Comau Import Specialist: Chasity Greaves / <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> , and our Customs Broker for DAP shipments.
<i>If the shipment doesn't fall under any of the above services or parameters, please email your inquiry to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a> / 248-368-3101</i>							



## 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 #:

### 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: [logistics.usa@comau.com](mailto:logistics.usa@comau.com)*

*Tel. Comau 248-368-3101*

# Shipping/Receiving – Comau COVID-19 Emergency Response Plan

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## **Before entering Comau property**

1. Drivers must be able to answer “No” to each of the following questions
  1. Have you experienced symptoms such as fever/feverish, chills, sore throat, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting, and abdominal pain in the past 14 days?
  2. International air travel or cruise in the past 14 days?
  3. Have you been in close contact with a person who has been confirmed or waiting on COVID-19 test results within the past 14 days?
  4. Have you been told to quarantine in the past 14 days regarding COVID-19?
2. All drivers may be subject to a temperature check upon entering Comau facility
3. All drivers delivering to a Comau location must wear face coverings in addition to previously required PPE of safety glasses, long pants, and hard sole close-toed shoes.
4. Drivers will not have access to restroom facilities while on Comau property

## **Receiving incoming process**

1. All drivers upon entering the Comau campus shall proceed to the designated receiving area or as otherwise instructed by a Comau Team Member
2. If not immediately directed by Comau personnel, a sign will be placed on each receiving door with a number to call for direction on where off-load will occur
3. If the delivery is on a trailer and needs to be un-strapped, the driver is to un-strap load (while maintaining 6 ft. distancing protocols) and then return to their truck while a hi-lo unloads the delivery
4. Small packages including FedEx and UPS deliveries are to be unloaded by the delivery driver and placed on pallets or carts outside of the receiving office/doors
5. Drivers should remain outside the facility unless necessary to process paperwork. If a driver needs to enter, they must stay in the marked area for paperwork processing only
6. Paperwork should be processed with care to eliminate person-to-person contact and maintain minimum 6 ft. distance

## **Shipping outgoing process**

1. All drivers upon entering the Comau campus shall proceed to the designated receiving area or as otherwise instructed by a Comau Team Member
2. If not immediately directed by Comau personnel, a sign will be placed on each receiving door with a number to call for direction on where loading will occur
3. If possible, the driver shall prepare their truck to be loaded outside of the building prior to entering Comau facility
4. Driver is to remain in his/her cab at all times during loading process and must only exit to inspect and secure load while maintaining social distancing guidelines (6 ft.)
5. Paperwork should be processed with care to eliminate person-to-person contact and maintain 6 ft. physical distance

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