Routing Instructions  
**Effective July 2022**

**Domestics Suppliers' Shipments - USA Territory (Inbound - FCA Terms)**

<table>
<thead>
<tr>
<th>Lane</th>
<th>Weight</th>
<th>UOM</th>
<th>Carrier</th>
<th>Account #</th>
<th>Territory</th>
<th>Delivery Service</th>
<th>Important Notes</th>
</tr>
</thead>
</table>
| Domestic | 0-150 lbs. | Small Package / Loose Pieces | Fedex | Request Acct# from Logistics  
"See Notes" | All States | Express | Send email to request account # to: Logistics.usa@comau.com  
Include Comau PO# in your email. Do not use this service for palletized shipments. **Please use the Comau PO# in the reference field when creating the shipping label.** |
| Domestic | 151 - 8,000 lbs. or 24ft total freight | Pallets (L x W x H) / LTL Freight | Holland | N/A | WI, MN, MI, IL, IN, OH, KY, IA, TN, SC, NC, MO | Next day delivery service, and 2nd day service for MO, PA, TN, MN, MO NJ, IA, SC, and NC., before NOON guaranteed. | To schedule the pick up, choose one of the following options:  
1). Go online: [http://hollandregional.com](http://hollandregional.com)  
2). Call Service Center @ 1-800-333-5315  
3). Or you can complete the attached "Holland Bill of Lading" and email it to: holland.pickups@usfc.com  
Please use the Comau PO# in the reference field when creating the shipping label. |
| Domestic | 151 - 6,000 lbs. or 24ft total freight | Pallets (L x W x H) / LTL Freight | ArcBest | N/A | NY, WV, AL, VT, ME, NB, NH, MA, RI, NJ, PA, CT, DE, MD, DC, CA, CO, AZ, OR, WA, ID, WY, MT, NV, UT | 2nd day or 3rd day delivery service in most states. 4 - 5 days for the Pacific Coast. | Please complete a "Pick Up Request" online: [https://arcb.com/tools/pickup-request/advanced](https://arcb.com/tools/pickup-request/advanced)  
Provide Comau PO# under customer reference number (Reference Numbers section) or Call Service Center to schedule the pick up at 1-800-462-7071 |
| Domestic | 150 lbs. - FTL | LTL or Full Truck Load (FTL) | Comau will set up | N/A | ND, SD, NE, KS, OK, AR, MS, LA, GA, FL, TX, NM, VA | TBD | Complete the “Supplier Pick Up Request Form” and email it to: logistics.usa@comau.com |
| Domestic | Over 8,000 lbs. | Freight or Full Truck Loads (FTL) | Comau will set up | N/A | All states | TBD | Complete the “Supplier Pick Up Request Form” and email it to: logistics.usa@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.usa@comau.com
Routing Instructions  
Effective July 2022

Customers Broker:  
Seko Logistics, Romulus, MI 48174 USA.  
Tel. (734) 641-2100  
Fax (734) 641-2198  
Email: comau@sekologistics.com  
Inbound Mexico shipments: 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.*

<table>
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<tr>
<th>Lane</th>
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<th>Territory</th>
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<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>US to Mexico (Export)</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>All shipments</td>
<td>Small Package / LTL / Air / FTL</td>
<td>Comau will set up</td>
<td>N/A</td>
<td>All states</td>
<td>TBD</td>
<td>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 @ 586-292-3862, with a copy of the packing list.</td>
</tr>
<tr>
<td><strong>Mexico to US (Import)</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>0-150 lbs.</td>
<td>Small Package / Loose Pieces Freight</td>
<td>Fedex</td>
<td>N/A</td>
<td>All states</td>
<td>Express</td>
<td></td>
<td>Send email to request account # to: <a href="mailto:Logistics.usa@comau.com">Logistics.usa@comau.com</a>. Include Comau PO# in your email. Do not use this service for palletized shipments. Please use the Comau PO# in the reference field when creating the shipping label.</td>
</tr>
<tr>
<td>&gt;150 lbs.</td>
<td>LTL Freight or Full Truck Loads (FTL)</td>
<td>Comau will set up</td>
<td>N/A</td>
<td>All states</td>
<td>TBD</td>
<td></td>
<td>Complete the “Supplier Pick Up Request Form” and email it along with a copy of the commercial invoice and packing list to Comau Import Specialist. Please ensure the PO# and Position #’s are listed on all documents. Comau contact: Chasity Greaves @248-755-9065 \<a href="mailto:nchasity.greaves@comau.com">nchasity.greaves@comau.com</a></td>
</tr>
<tr>
<td><strong>US to Canada (Export)</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>All shipments</td>
<td>Small Package / LTL / Air / FCL</td>
<td>Comau will set up</td>
<td>N/A</td>
<td>All states</td>
<td>TBD</td>
<td>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 @ 586-292-3862</td>
</tr>
<tr>
<td><strong>Canada to US (Import)</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-500lbs. &lt;= (48&quot; x 48&quot; pallet)</td>
<td>Small Package / Loose Pieces Freight</td>
<td>DHL</td>
<td>1-855-345-7447</td>
<td>Request Acct# from Logistics “See Notes”</td>
<td>All states</td>
<td>Express</td>
<td>Send email to request account # to: <a href="mailto:Logistics.usa@comau.com">Logistics.usa@comau.com</a>. Include Comau PO# in your email. 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>. Comau Contact: Chasity Greaves @ 248-755-9065</td>
</tr>
<tr>
<td>501-8,000 lbs.</td>
<td>Pallets (L x W x H) / LTL Freight</td>
<td>Holland Regional</td>
<td>N/A</td>
<td>Toronto, ON Windsor, ON London, ON</td>
<td>Next Day Service, before NOON guaranteed.</td>
<td>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 &quot;Holland Bill of Lading&quot; 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 @ 248-755-9065</td>
<td></td>
</tr>
<tr>
<td>&gt;501 lbs.</td>
<td>LTL or Full Truck Load (FTL)</td>
<td>Comau will set up</td>
<td>N/A</td>
<td>Rest of Canada</td>
<td>TBD</td>
<td></td>
<td>Complete the “Supplier Pick Up Request Form” and email it to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a></td>
</tr>
</tbody>
</table>

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.usa@comau.com
Routing Instructions
Effective July 2022

*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.*

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### International Suppliers' Shipments - Rest of the World (EXW or FCA Incoterm 2020)

<table>
<thead>
<tr>
<th>Lane</th>
<th>Weight</th>
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<th>Carrier</th>
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<th>Delivery Service</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>From US (Export)</td>
<td>All shipments</td>
<td>Small Package / LCL / Air / FCL</td>
<td>Comau will set up</td>
<td>N/A</td>
<td>All states</td>
<td>TBD</td>
<td>Complete the &quot;Supplier Pick Up Request Form&quot; and email it to Comau Export Specialist: <a href="mailto:sheila.morris@comau.com">sheila.morris@comau.com</a> / Sheila Morris @ 586-292-3862, with a copy of the packing list.</td>
</tr>
<tr>
<td></td>
<td>0-500 lbs.</td>
<td>&lt; = (48&quot;x48&quot; pallet)        Small Package / Loose Pieces Freight</td>
<td>DHL</td>
<td>Request Acct# from Logistics</td>
<td>All countries</td>
<td>Express</td>
<td>Send email to request account # to: <a href="mailto:Logistics.usa@comau.com">Logistics.usa@comau.com</a> Include Comau PO# in your email. 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>. Comau Contact: Chasity Greaves @ 248-755-9065</td>
</tr>
<tr>
<td></td>
<td>&gt;500 lbs.</td>
<td>Air Freight or Ocean (LCL)</td>
<td>Comau will set up</td>
<td>N/A</td>
<td>All countries</td>
<td>TBD</td>
<td>Complete the &quot;Supplier Pick Up Request Form&quot; and provide 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></td>
</tr>
</tbody>
</table>

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### International Suppliers' Shipments - Rest of the World (DAP or DDP Incoterm 2020)

<table>
<thead>
<tr>
<th>Lane</th>
<th>Weight</th>
<th>UOM</th>
<th>Carrier</th>
<th>Account #</th>
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<th>Delivery Service</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>From US (Export)</td>
<td>All shipments</td>
<td>Small Package / LCL / Air / FCL</td>
<td>Comau will set up or supplier</td>
<td>N/A</td>
<td>All states</td>
<td>TBD</td>
<td>Complete the &quot;Supplier Pick Up Request Form&quot; and email it to Comau Export Specialist: <a href="mailto:sheila.morris@comau.com">sheila.morris@comau.com</a> / Sheila Morris @ 586-292-3862, with a copy of the packing list. Otherwise, provide tracking information and documentation.</td>
</tr>
<tr>
<td>To US (Import)</td>
<td>All shipments</td>
<td>Small Package / LCL / Air / FCL</td>
<td>Supplier will set up</td>
<td>N/A</td>
<td>All countries</td>
<td>TBD</td>
<td>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.</td>
</tr>
</tbody>
</table>

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**If the shipment doesn't fall under any of the above services or parameters, please email your inquiry to: logistics.usa@comau.com**
**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:**

**Mode of Transportation:**
- If Truck needed, indicate the equipment type and the # of trucks:
- **Stackable Y or N:**

### Material Information

<table>
<thead>
<tr>
<th>Material Description</th>
<th># Pieces (Pallets)</th>
<th>Dimensions - Inches</th>
<th>Weight - Pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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

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