

Guideline Summary

Kimball Electronics Group (KEG), a subsidiary of Kimball International Inc., expects suppliers to ship materials according to these standards unless otherwise directed on purchase order or other written communication.

Mode and Service	Freight must be moved in the most economical mode and service level available according to the terms & conditions and instructions set fourth within this guide and on the purchase order. Agreement to make exception to this policy must be documented with a premium freight authorization form as outlined within this routing guide. Suppliers who arrange more expensive transportation do so at the risk of paying the full price for this transportation. Suppliers who do not arrange carriage in time to allow for economy pricing will be held accountable for express shipping costs.
Small Parcel	Account numbers can be found on page 2. Parcel shipments should be arranged for shipments less than 70 kg. (150 lbs.) Kimball authorizes shipments using Fed Ex and UPS carriers at most locations and DHL in Europe. Shipper must provide correct Kimball account number for proper billing.
Trucking LTL & TL	Shipments of 70 kg. (150 lbs.) or greater should ship according to specifics outlined in each KEG location's instructions on the following pages.
Imports	Follow specific directions for each Kimball location.
Consolidation	Suppliers are expected to consolidate parcel shipments daily to the same KEG location. Suppliers are expected to consolidate LTL and TL shipments made to the same KEG facility in the same week into a single shipment.
Documentation	<p>KEG Purchase Order number must appear on freight bill, BOL shipper reference block, and in the second reference field on all small package shipments. Provide only the Kimball Purchase Order number with no added formatting.</p> <p>KEG requires the material purchase order number to tie the shipment back to the original order. This is essential for proper receiving of the material and payment of material and freight invoices.</p>
Shipment Label	Please refer to <u>KEG Shipment Labeling Standards</u>

Location Summary

<u>City, State, Country & ZIP</u>	<u>Contact Phone / Email</u>	<u>Address:</u>
<u>NORTH AMERICA</u>		
Jasper IN, USA 47549	812-634-4427 sheila.buechler@kimball.com	1038 E15 th St 1615 Cherry St.
Tampa FL, USA 33626	813-814-5145 bill.conard@kimball.com	13750 Reptron Blvd
Freemont CA, USA 94538	510-490-7117	47241 Bayside Pkwy
Reynosa, Mexico 78577	956-205-4600 ext 8143 Juan.garcia@kimball.com	9102 Seguin Drive (Pharr TX USA)
<u>EUROPE</u>		
Poznan, Poland	48 61 860 97 82 Maria.ldzikowska@kimball.com	Ul. Marcelinska 92/94
Bridgend, Wales, UK, CF31 3TY	+44 165667 5385 hclarke@kimball.com	Western Avenue Bridgend Ind. Est.
<u>ASIA</u>		
Laem Chabang, Thailand, 20230	001.66.38.401566 kpiyava@kimball.com	49/45 Moo 5, Sukumvit Road
Nanjing, China 211102	86.25.51180036 Patrick.zhang@kimball.com	No. 3098 Jiyindadao, Jiangning, Jiangsu
<u>ENGINEERING</u>		
All Locations	Engineering	Above

Contact receiving location for Kimball Carrier account numbers.

Jasper Routing Instructions

1038 E. 15th Street
 Jasper, IN 47549-1003
 (812) 634-4100 Fax (812) 634-4600

1615 Cherry Street
 Jasper, IN 47549-1003
 (812) 634-4100 Fax (812) 634-4600

Shipper Phone Numbers:

UPS: 1-800-742-5877
 UPS SCS: 1-800-443-6379
 Fed Ex: 1-800-463-3339
 Pro Trans: 1-888-744-7669

Domestic shipments under 70 kg. (150 lbs.) use Fed Ex or UPS Ground.

Domestic shipments over 70 kg. (150 lbs.) Less Than Truckload (LTL)

Averitt Express	AVRT	AL AR FL GA LA MS NC OK SC TN TX VA & Puerto Rico
Roadway Express	RDWY	AK AZ CO CT DE HI ID KS MA MD ME MT ND NH NJ NM NV OR RI UT VT WA WY
USF Holland	HMES	IA IL IN KY MI MN MO NE NY OH PA SD WI WV & Canada
Pro Trans Intl.	PNII	CA

This section requires advance approval from Kimball Electronics Jasper Buyer prior to shipment

Expedite Air Domestic shipments under 70 kg. (150 lb.): Fed Ex Economy or UPS Air Economy Saver
 Expedite Domestic shipments over 70 kg. (150 lb.) UPS SCS Air Economy Saver

International Ocean: Pro Trans International 1-888-744-7669

International Air under 70 kg. (150 lbs.) FED EX Economy or UPS Economy

International Air over 70 kg. (150 lbs.) Air UPS SCS

For truckload and shipping needs that are not listed, please contact Shipping Department at [812-634-4427](tel:812-634-4427).

Tampa Routing Instructions

13750 Repron Blvd.
Tampa, FL 33626
(813) 814-5145
Fax (813) 814-5229

Shipper Phone Numbers:

UPS: 1-800-742-5877
Fed Ex: 1-800-463-3339

Domestic shipments:

- Under 70 kg. (150 lbs.) use Ground services from Fed Ex or UPS
- Over 70 kg. (150 lbs.) Less-than Truckload (LTL) use Fed Ex Freight.

This section requires advance approval from Kimball Electronics Tampa Buyer prior to shipment

Expedite Air Domestic shipments under 70 kg. (150 lb.): Fed Ex Economy or UPS Air Economy Saver

Expedite Domestic shipments over 70 kg. (150 lb.) UPS SCS Air Economy Saver or Fed Ex Freight Overnight

International Ocean:	Pro Trans International 1-888-744-7669
International Air under 70 kg. (150 lbs.)	Fed Ex
International Air over 70 kg. (150 lbs.) Air	DHL Danzas Brokerage: Joe Branch 1-407-857-0092

For truckload and shipping needs that are not listed, please contact Jeff Blyski at 813-814-5189 or Shipping Department at 813-814-5229.

Mexico Plant Routing Instructions

Kimball Electronics Mexico, Inc.
Las Milpas Industrial Park
9102 Seguin Drive
Pharr, Texas 78577

Phone: 956-205-4600 and 956-205-4697
Fax: 956-205-4625

Shipper Phone Number:

UPS: 1-800-283-2378
UPS SCS: 1-800-714-8779
Fed Ex: 1-800-463-3339
Pro Trans: 1-888-744-7669

For All Inbound Collect Shipments:

Domestic shipments under 70 kg. (150 lb.) Fed Ex Ground or UPS Ground

Domestic shipments 70 kg. (150 lb.) and over ProTrans Intl. Less Than Truckload (LTL)

Supplier must include these Bill of Lading Markings:

- “For ProTrans Intl. consolidation”.
- Please Note: The tracking number given at the time of call-in should be placed on the BOL.

Special Label Requirements:

ProTrans Intl. will provide supplier with customized shipping labels for all LTL shipments they will handle. Adherence to this labeling program is critical to insure maximum efficiency within the program.

International Ocean Imports: Pro Trans International 1-888-744-7669

This section requires advance approval from Kimball Electronics Buyer Prior to Shipment

Expedite Air Domestic shipments under 70 kg. (150 lb.): Fed Ex Economy or UPS Air Economy Saver

Expedite Domestic shipments over 70 kg. (150 lb.) UPS SCS Air Economy Saver

For Truckload and Shipping Needs That Are Not Listed Contact 956-205-4697

Thailand Plant Routing Instructions

Kimball Electronics Thailand Ltd.
49/45 Moo 5, Laemchabang Industrial Estate
Sukumvit Road, Thungsukhla, Sriracha, Chonburi, 20230
-Thailand
Phone- 001.66.38.401566
Fax: 001.66.38.400112

Local transportation (by truck): Geologistics by each forwarder truck

International air or ocean shipment:

From Singapore: Expeditors International consolidate /week

**All Other: Expeditors International or UPS-SCS: 100 kg and above
 FedEx less than 100 Kg**

EXPEDITORS THAILAND Ltd. 5 TH Floor, Vorawat Building 849 Silom Road.Bandrak Bangkok 10500 THAILAND Tel : 66 2 635 1331 Fax : 66 2 635 1355-1359	UPS-SCS THAILAND Ltd. 1147 RAMA 9 ROAD, HUAMARK ,BANGKAPI BANGKOK 10240 THAILAND Tel: 66 22 318 8400 FAX : 66 2 318 6306	Federal Express Corp. 8 th Floor,Green Tower 3656/22-23 Rama 4 Road Klongton,Klongtoey Bangkok 10110 ,Thailand Tel : 66 2 229 8800 Fax : 66 2 2401100
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This section requires advance approval from Kimball Electronics Thailand Buyer prior to shipment

Oversea shipment: every shipment (raw material) from Singapore any weight (Terms Exworks and FCA) : consolidate one time per week : Expeditors International

Oversea shipment: minimum – 100 Kg from other origin: FedEx and by buyer instruction

For inland transportation and shipping needs that are not listed, please contact KETL Import - Export department at 66 38 401 566.

Poland Plant Routing Instructions

Kimball Electronics Poland Sp. z o.o.

Ul. Marcelinska 92/94

60-324 Poznan, Poland

Phone: +48.61.860.96.00

Fax: +48.61.867.56.18

OUTBOUND shipment - please contact +48 61 860 96 11

Domestic shipment – depends on Customer

International shipment – “Kuehne & Nagel” or depends on Customer

This section requires advance approval from Kimball Electronics Poland buyer prior to shipment - INBOUND, please contact +48 61 860 97 82.

Domestic shipments – depends on Supplier

International shipment – depends on Supplier

Appendix

- 1) Instructions
- 2) WEB links to additional information
- 3) Shipping Preparations Guidelines
- 4) Security Guidelines
- 5) Acceptance Acknowledgement Form

Appendix 1: Instructions

Shipping Expectations

100 Delivery

110 Mistakes are costly to all supply chain partners. Mistakes include but are not limited to:

Shipment made to wrong Kimball Electronics facility
Shipping overage
Packing List incorrect, missing from the shipment or different than Purchase Order

120 Delivery date.

KEG expects material to arrive at named destination no more than 3 days early and zero days late. As KEG increases the use of consolidated shipments delivery timing becomes even more critical. Kimball expects Suppliers to pay for expedited freight when a supplier is unable to meet agreed upon ship dates.

130 Use of approved carrier.

Suppliers are expected to follow Kimball Electronics Global Routing Guidelines unless specifically directed to by Kimball's buyer on the Purchase Order or Premium Freight Authorization documents.

140 Same-day shipments consolidated into single shipment.

KEG expects suppliers to consolidate shipments into a single freight invoice for each day for each trailer / container load of material shipped to a single KEG facility. For international ocean shipments, the consolidation should occur for the entire week's shipment based upon origin port shipping schedules. Consolidating freight reduces per-invoice and per-weight charges.

150 Follow Incoterms specified on Purchase Order.

Approved Incoterms include: Ex-works, FCA, and DDP. All other terms requires approval from Kimball Global Logistics Manager. Kimball's policy is to ship freight collect whenever it is beneficial to do so. Kimball performs an ongoing freight evaluation to insure all freight movements are occurring at optimal cost and service levels.

160 Carton / Material not damaged.

Suppliers must ensure containers are capable of shipping individually or in pallet configurations as needed. Suppliers are expected to repack into suitable packaging as required by the shipping method. See Appendix 3 for more details.

Appendix 1: Instructions (continued)

200 Freight Administration

210 KEG Purchase Order number must appear on freight bill, BOL shipper reference block, and in the second reference field on all small package shipments. This must be the Kimball Purchase Order number only, with no added characters or numbers.

KEG requires the material purchase order number to tie the shipment back to the original order. This is essential for proper receiving of the material and payment of material and freight invoices.

220 Insurance

Generally, KEG insures freight against loss and damage. Freight not appropriately packaged will be dealt with according to section 160 above. KEG will not pay for additional insurance policies unless such is specifically requested on the original purchase order.

230 Shortage vs. Purchase Order / Packing List

Shortages cause additional shipping, handling and receiving costs along with adding risk to production schedules. KEG requires suppliers to meet purchase order quantities when the supplier accepts the purchase order.

240 A packing list must accompany each shipment.

Appendix 1: Instructions (continued)

300 Markings

310 Pallet Labeling

Mislabeling pallets can cause delays in customs, LTL hubs, and receiving. Suppliers are expected to provide accurate pallet placard information.

320 Case Labeling

Mislabeling cases can cause delays in customs, small package sorting and KEG receiving. Suppliers are expected to provide accurate case marking and routing information as appropriate for selected shipping method and according to KEG's labeling standards. [KEG Shipment Labeling Standard](#)

330 Pallet Configuration or Weight

Shipping pallet configurations as determined by supplier and KEG package engineers must be adhered for over-the-road, ocean and air shipments. Failure to comply can result in damage and usually results in additional receiving and restacking costs.

340 Case Dunnage

Individual cases are typically designed to protect the material in transit, in storage, and during handling. Cases displaying chronic shipping failures will require correction.

350 Case / Pallet Weight

Case and pallet weights not matching their documentation within a reasonable tolerance can create delays in handling and generate excessive freight costs. Suppliers are expected to accurately define pallet and case measurements and weights on all documentation.

KEG will provide sufficient warning and work with suppliers not able to meet these shipping success factors. Chronic failure to meet minimum shipping success factors will lead to fines between \$10 and \$150 for each occurrence.

Appendix 2: Additional Information

Kimball Electronics:

<http://www.kegroup.com/kegroup/index.asp>

Kimball International:

<http://www.kimball.com/>

Federal Express

<http://www.fedex.com/>

UPS

<http://ups.com/>

UPS Supply Chain Solutions (SCS)

<http://www.ups-scs.com/>

Expedito's International:

<http://www.expd.com/>

Council of Supply Chain Management Professionals (was Council of Logistics Management):

<http://www.cscmp.org/Website/Resources/Terms.asp>

INCOTERMS 2000:

http://www.iccwbo.org/index_incoterms.asp

Harmonized Tariff Codes:

<http://www.usitc.gov/tata/hts/>

U.S. Department of Homeland Security and Customs-Trade Partnership Against Terrorism (C-TPAT):

<http://www.customs.gov>

http://www.customs.gov/xp/cgov/import/commercial_enforcement/ctpat/

IPPC ISMP #15 Wood Packaging standards:

<http://www.kegroup.com/scripts/kegroup/suppliers/index.asp>

International Safe Transit Association

<http://www.ista.org>

Appendix 3:

Kimball Electronics Shipping Preparation Requirements

1. Total pallet weight cannot exceed 900 kg (2000 lbs.) As the length of the product increases the total acceptable pallet weight decreases relative to product length.
2. KEG expects suppliers to follow pallets and packaging materials guidelines set forth by each governing region.
3. Total pallet height restricted to a maximum of 250 centimeters, (100 inches) including pallet for ground delivery. Pallet height is restricted to a maximum of 215 centimeters (85 inches) including pallet for air and ocean delivery.
4. Pallet dimensions should be consistent with the standards set forth by the receiving region. Pallets can be made of wood, plastic or steel and must comply with IPPC standards. Unless other arrangements have been approved by Kimball pallets should follow these standards:
 - Shipments to the U. S. should be made on four-way 40 in. X 48 in. pallets.
 - Shipments to Europe should be made on: Euro: 120 cm x 80 cm. or ISO: 120 cm x 100 cm. pallets.
 - Shipments to China should be made on 120 cm x 110 cm pallets.
 - Shipments to Thailand should be made on 100 cm x 110 cm pallets.
5. Any custom size pallets must be pre-approved by Kimball Electronics Logistics.
6. When loading trailers be sure to down-stack product to level the load across the trailer while still loading by PO, then by SKU. We have had problems with front-loaded product spilling to the rear of the trailer because it was not secured properly. If pallets are leveled across the trailer this issue should be minimized.
7. Pallet must arrive in good condition, banded or stretch-wrapped to keep the product secure on the pallet, and undamaged.
8. Packaging must be sufficient to protect the material while in transit to a Kimball facility allowing material to remain intact and properly contained under typical shipping conditions.
9. Suppliers are responsible for ensuring packaging is compliant with an internationally recognized standard such as International Safe Transit Association (ISTA). Certification is recommended.
10. Suppliers agree to support claim requirements within small package service providers' guidelines.

Appendix 4: Security Recognition

Kimball Electronics has partnered with Customs and Border Protection to develop a more secure border environment by focusing on the physical security of the production, transportation, and importation elements of the supply chain process through the **Customs-Trade Partnership Against Terrorism (C-TPAT)**. Kimball Electronics is required to develop and implement, within a verifiable, documented program, enhanced security procedures throughout its supply chain process. Where Kimball Electronics does not exercise control of a production facility, transportation or distribution entity, or process in the supply chain, Kimball Electronics is required to communicate certain security recommendations/guidelines to its suppliers and, where practical, condition its relationships with those entities on the acceptance and implementation of the same. KEG expects all suppliers to voluntarily participate in the U.S. C-TPAT program.

Manufacturers are asked to develop and implement a sound plan to enhance security procedures. These are general recommendations that should be followed on a case by case basis depending on the company's size and structure and may not be applicable to all. The company should have a written security procedure plan in place that addresses the following:

Physical Security: All buildings should be constructed of materials, which resist unlawful entry and protect against outside intrusion. Physical security should include:

- Adequate locking devices for external and internal doors, windows, gates, and fences.
- Segregation and marking of international, domestic, high-value, and dangerous goods cargo within the warehouse by a safe, caged, or otherwise fenced-in area.
- Adequate lighting provided inside and outside the facility to include parking areas.
- Separate parking area for private vehicles separate from the shipping, loading dock, and cargo areas.
- Internal/external communications systems in place to contact internal security personnel or local law enforcement police.

Access Controls: Unauthorized access to the shipping, loading dock and cargo areas should be prohibited. Controls should include:

- The positive identification of all employees, visitors and suppliers.
- Procedures for challenging unauthorized/unidentified persons.

Procedural Security: Measures for the handling of incoming and outgoing goods should include the protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include:

- A designated security officer to supervise the introduction/removal of cargo.
- Properly marked, weighed, counted, and documented products.
- Procedures for verifying seals on containers, trailers, and railcars.
- Procedures for detecting and reporting shortages and overages.
- Procedures for tracking the timely movement of incoming and outgoing goods.
- Proper storage of empty and full containers to prevent unauthorized access.
- Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.

Personnel Security: Companies should conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications.

Education and Training Awareness: A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity, and

determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

Appendix 5:

Supplier Acknowledgment of Routing Guide & Security Guidelines

The undersigned, as an authorized representative of said company, acknowledge receipt and understanding of the expectations outlined in the Kimball Electronics Global Routing Guide version 1.0.

Supplier Company: _____

Authorized Officer: _____
(Signature)

Name: _____
(Please Print)

Title: _____
(Please Print)

Email Address _____

Phone Number _____

Date: _____

Comments: (Identify any areas of concern or disagreement with KEG's routing guide, policies, procedures, or security expectations).

Return to Kimball Electronics using the [appropriate contact listed in "Location Summary" on page #2.](#)

Approved By
KEG Global Materials Council Chairperson

Distribution
KEG Application Developer
KEG Global Quality Council
KEG Global Materials Council