



Supplier Routing Guide

Rev H. 3/19/12



LUTRON[®]

Supplier Routing Guide

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1. Packaging/Shipping Requirements

1. All boxes/packages must contain a bar code label as specified in this Bar Code Label Standard specification. The bar code label must be placed in the upper right corner of the smallest side of the box, excluding the top and bottom.
2. There should only be one line item in each box. **Do not mix part number or purchase order numbers within a box.** The bar code label placed on the box should represent the contents of the box.
3. A packing list must be affixed to either the outside of the box or placed inside the box. If the packing slip is enclosed, the box containing the packing slip must clearly be marked "Packing Slip Enclosed". Only one packing list is required for each shipment. The packing list must include the following information:
 - Supplier name
 - Lutron Purchase Order Number(s)
 - Lutron Part Number(s)
 - Lutron revision level of the part(s)
 - Supplier/Manufacturer Part Number(s)
 - Quantity shipped (in unit of measure ordered on the Purchase Order)
4. If the shipment contains small boxes, consolidate these small boxes into a master shipping carton for ease of shipment. If the master shipping carton contains more than one Lutron Part Number and/or Purchase Order Number, mark the outside of the master shipping carton with "MIXED BOX."
5. **Individual boxes or master shipping cartons cannot exceed 35 lbs.** Any exceptions must be approved prior to shipping. Lutron reserves the right to return and/or reject cartons that arrive in excess of 35lbs without prior approval.
6. Pallet Deliveries: (see pallet section for International Pallet requirements)
 - All pallets must be class B or better, 40" x 48" hardwood, no missing boards, and one center rail.
 - The pallet height should be no greater than 48" (including the pallet).
 - Shrink wrap is preferred over banding.
 - Pallets containing one line item, place the bar code label on the shrink wrap toward the bottom of the pallet.
 - For pallets containing multiple line items, mark "MIXED PALLET" on the outside of the shrink wrap.
 - **All Barcode labels should be facing towards the outside of the pallet.**
7. For vendors making local deliveries, shipments should arrive at the Lutron warehouse between 10:00 a.m. and 3:00pm on the scheduled delivery day.
8. A Bill of Lading associated with LTL shipments should at a minimum include:
 - Supplier name
 - "Ship to" address
 - Number of cartons/pallets shipped
 - Weight of shipment
 - Ship date
 - Lutron Purchase Order Number(s)
 - PRO Number
 - Description of the shipment
9. Shipping manifests associated with small parcel shipments should at a minimum include:
 - Supplier name
 - Supplier Point of Contact and phone number

- Lutron Purchase Order Number(s)
- Lutron's account number with the small parcel carrier.

2. Labeling Requirements

Bar Code Label Layout and Location

- **A barcode label is required on the master carton only if it contains the total quantity of parts without inner cartons. If there are inner cartons every box (or reel) must have a barcode label to be in compliance with this standard.**
- All data fields defined below must be on the bar code label. The title of each data field must be located in the upper left corner of that data field.
- Include the human readable form of the data above each bar code on the bar code label. This human readable form should not include the data identifier. Use a minimum 16-point font for the human readable data.
- A minimum 0.25-inch margin between the start and end of a bar code label and the edge of the label must be provided.
- The label size should fall between a minimum of 2 ¾"W x 4"L and a maximum of 8 ½"W x 11"L.
- The data identifier for each data field must be embedded in the bar code itself. It will always proceed the data in the bar code.

Required Data Fields and Bar Code Label Format

The following fields must be included on the barcode label. Reference Diagram 1 for an acceptable barcode label with each data field.

1. **Lutron Part Number (P):** The Lutron Part Number **with the Revision Level** will be human readable in this field. "P" is the data identifier for the barcode in this data field. For example, if the Lutron Part Number is 201088 Revision B, the bar code should be created as P201088. When the bar code is scanned, the scanned value will read as P201088. **Do not include dashes or the revision level in the barcode scan.**

2. **Date:** The date the product is shipped must be shown in this field. **You must also include a statement of RoHS Compliance if applicable in this field (reference Lutron RoHS Compliance Requirements Document 530-527)** i.e. 5/22/03 – RoHS Compliant. This field will be human readable only, no bar code is necessary.

3. **Box Count:** The box count must be shown in a legible place on the label. It can be written or printed as the box number out of the total number of boxes for the line item (i.e. 2 of 4 or Box 2 of 4). This information will be human readable only, no bar code is necessary.

4. **Quantity (Q):** The quantity of parts will be human readable in this field. "Q" is the data identifier for the barcode in this data field. **The unit of measure for the quantity must be the same as the unit of measure on the purchase order.**

5. **Purchase Order Number (K):** The Purchase Order number will be human readable in this field. "K" is the data identifier for the barcode in this data field. Lutron purchase orders are made up of the purchase order number (x), purchase order type (y) and revision level (z). (i.e. 118888 OP 0001) **Do not include the purchase order type, change level or PO version.**

6. **Supplier Name:** The Supplier name will be human readable in this field. A statement for **the country of origin must be included in this field.** (i.e. ACME – Assembled or Manufactured in the US)

If the list of raw materials used to make the part are included (optional), list this information below the supplier name. This field will be human readable only, no bar code is necessary.

7. Lot Number (1T): The Lot number will be human readable in this field. "1T" is the data identifier for the barcode in this data field. **If a lot number is not used, include the date code, job code, or any other internal reference that will allow Lutron to identify when, how and by whom this part was manufactured.**

8. Supplier Part Number (1P): The Supplier Part Number/Manufacturer Number will be human readable in this field. "1P" is the data identifier for the barcode in this data field. The supplier part number is the supplier's internal part number for this part. **If there is no supplier part number, use the Lutron part number for this field.**

9. Lutron Ship to Address and Phone Number: This field will be human readable only where a minimum 16-point font is not required.

Bar Code Symbology

The bar code label must use Code 39 Symbology. The code density for Code 39 should be 6.0 to 9.9 characters per inch. The bar code print/scan quality should be in accordance with the ANSI X3.182-1990, Bar Code Print Quality Guidelines.

Diagram 1 (Acceptable Barcode Label)

LUTRON PART # (P) 201088 Rev L 		DATE 2 of 4 5/22/03 RoHS Compliant	
QUANTITY (Q) 20000 	PO # (K) 118888 		
SUPPLIER ACME Manufactured in China		LOT # (1T) 9720 	
SUPPLIER PART # (1P) ELJC01 	Lutron Electronics 6540 Stonegate Rd. Iron Run Corp. Center Allentown, PA 18106 610-282-3800		

Note: The Rev Level is human readable only and should not be included in the barcode

3. Lutron Delivery Locations

I. Shipping to Lutron MW2 -- Allentown, PA 18106

Ship To Address

Lutron Electronics Co., Inc.
6560 Stonegate Dr.
Allentown, PA 18106
Attn: Receiving
Tel: 610-282-3800

Notify Party (International suppliers)

Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724

II. Shipping to Lutron SM – Humacao, PR 00791

Ship To Address

Lutron SM Inc.
Carr. 909, KM 0.2
Industrial Park Mariana 2
Humacao, PR 00791
Tel: 787-656-7000

Notify Party (International suppliers)

Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724

III. Shipping to Lutron CNC – Via El Paso, TX 79936

Ship To Address

Lutron Electronics Co., Inc.
C/o Ceva ELP
1240 Don Haskins Dr.
Suite C
El Paso, TX 79936
Attn: Juan Moreno
Tel: 915-861-7101

Notify Party (International suppliers)

Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724

IV. Shipping to Lutron NL – Ashland, VA 23005

Ship To Address

Lutron Shading Solutions
11520 Sun Shade Lane
Attn: Receiving
Ashland, VA 23005
Tel: 804-752-3300

Notify Party (International suppliers)

Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724

V. Shipping to Lutron MW1 -- Allentown, PA 18106

Ship To Address

Lutron Electronics Co., Inc.
6540 Stonegate Drive
Attn: Receiving
Allentown, PA 18106
Tel: 610-282-3800

Notify Party (International suppliers)

Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724

VI. Shipping to Lutron BR – Alburtis, PA 18011

Ship To Address
Lutron Electronics Co., Inc.
8240 Spring Creek Road
Attn: Receiving
Alburtis, PA 18011
Tel: 610-282-3800

Notify Party (International suppliers)
Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724

VII. Shipping to Lutron CB – Coopersburg, PA 18036

Ship To Address
Lutron Electronics Co., Inc.
7200 Suter Road
Attn: Receiving
Coopersburg, PA 18036
Tel: 610-282-3800

Notify Party (International suppliers)
Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724

VIII. Shipping to Lutron GL – Shanghai, CN

Ship To Address
Lutron GL Electronics Co. Ltd.
Building No. 2
1510 Chuan Qiao Road
Jin Qiao Export Processing Zone
Pu Dong, Shanghai, China 201206
Attn: Receiving
Tel: 011-86-21-5032-6200

Notify Party (International suppliers)
Same as Ship to

IX. Shipping to Lutron EA – London, UK

Ship To Address
Lutron EA Ltd.
Unit 6, Electra Park
Bidder Street
London, UK E16 4ST
Attn: Receiving
Tel: 011-44-207-702-0657

Notify Party (International suppliers)
Same as Ship to

X. Shipping to Lutron LI – Basseterre, KN

Ship To Address
Lutron LI Ltd.
Box 511 Ebenezer Edmeade Street
CAP Southwell Industrial Park
Basseterre, St. Kitts
Attn: Receiving
Tel: 869-465-4222

Notify Party (International suppliers)
Same as Ship to

4. Domestic Routing Instructions

Please note below is our carrier grid for all collect shipments from domestic suppliers to the Lutron MW2 and NL locations as stated above. Use of any other carrier is prohibited. Any expedite of 2nd day and Next Day air will need to be authorized. Please contact logistics@lutron.com for authorization. For UPS, please ship collect using account 0y04y4. For FedEx, please ship collect using account 221968026.

Domestic (US/Canada) Shipments to Lutron SM

Please contact Alissa Benson via email at abenson@lutron.com or logistics@lutron.com or via phone at 610-282-7503. Alissa will arrange for the pick up via our carriers.

Domestic (US/Canada) Shipments to Lutron CNC via El Paso

Please contact Juan Moreno via email at Lutron.electronics@cevalogistics.com or via phone at cell: 915-440-1991, office: 915-887-4112. Juan will arrange for the pick up via our carriers.

For shipping information to all other plants (GL, EA, and LI), please email logistics@lutron.com for instructions.

For shipping information for shipments to any other destination on the Lutron account, please email logistics@lutron.com.

Below is our routing guide for carriers when US based suppliers are shipping to Lutron US facilities. Please refer to section 5 for International instructions.

Domestic Shipments to MW1, MW2, BR, CB

From		Ground		2nd Day			Next Day	
		Under 300lbs	Over 300lbs	Under 100lbs	100-300 lbs	Over 300lbs	Under 100lbs	Over 100lbs
AL	Alabama	UPS Ground	ABF Freight	UPS Ground	UPS Ground	ABF Freight	UPS Next Day	CEVA Next Day
AK	Alaska	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
AZ	Arizona	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
AR	Arkansas	FedEx Ground	ABF Freight	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
CA	California	UPS Ground	Daylight Transport	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
ON QC	Ontario & Quebec Canada	UPS Ground	New Penn	UPS Expedited	New Penn	New Penn	UPS Saver	CEVA Next Day
Canada (All Other Provinces)		UPS Ground	ABF Freight	UPS Expedited	Ceva 2nd Day	Ceva 2nd Day	UPS Saver	CEVA Next Day
CO	Colorado	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
CT	Connecticut	UPS Ground	A. Duie Pyle	UPS Ground	UPS Ground	A. Duie Pyle	UPS Ground	A. Duie Pyle
DC	D.C.	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Next Day	Pitt Ohio
DE	Delaware	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Next Day	Pitt Ohio
FL	Florida	UPS Ground	ABF Freight	UPS 2DAY	ABF Freight	ABF Freight	UPS Next Day	CEVA Next Day
GA	Georgia	UPS Ground	ABF Freight	UPS Ground	ABF Freight	ABF Freight	UPS Next Day	CEVA Next Day
HI	Hawaii	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
ID	Idaho	FedEx Ground	ABF Freight	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
IL	Illinois	FedEx Ground	Pitt Ohio	FedEx Ground	FedEx Ground	Pitt Ohio	FedEx Express	CEVA Next Day

IN	Indiana	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Next Day	CEVA Next Day
IA	Iowa	UPS Ground	ABF Freight	UPS 2DAY	ABF Freight	ABF Freight	UPS Next Day	CEVA Next Day
KS	Kansas	UPS Ground	ABF Freight	UPS 2DAY	ABF Freight	ABF Freight	UPS Next Day	CEVA Next Day
KY	Kentucky	UPS Ground	ABF Freight	UPS Ground	UPS Ground	ABF Freight	UPS Next Day	CEVA Next Day
LA	Louisiana	FedEx Ground	ABF Freight	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
ME	Maine	UPS Ground	A. Duie Pyle	UPS Ground	UPS Ground	A. Duie Pyle	UPS Next Day	A. Duie Pyle
MD	Maryland	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio
MA	Massachusetts	UPS Ground	A. Duie Pyle	UPS Ground	UPS Ground	A. Duie Pyle	UPS Next Day	A. Duie Pyle
MI	Michigan	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Next Day	CEVA Next Day
MN	Minnesota	UPS Ground	ABF Freight	UPS 2DAY	ABF Freight	ABF Freight	UPS Next Day	CEVA Next Day
MS	Mississippi	FedEx Ground	ABF Freight	FedEx 2DAY	ABF Freight	ABF Freight	FedEx Express	CEVA Next Day
MO	Missouri	UPS Ground	ABF Freight	UPS 2DAY	ABF Freight	ABF Freight	UPS Next Day	CEVA Next Day
MT	Montana	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
NE	Nebraska	FedEx Ground	ABF Freight	FedEx 2DAY	ABF Freight	ABF Freight	FedEx Express	CEVA Next Day
NV	Nevada	FedEx Ground	ABF Freight	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
NH	New Hampshire	UPS Ground	A. Duie Pyle	UPS Ground	UPS Ground	A. Duie Pyle	UPS Next Day	A. Duie Pyle
NJ	New Jersey	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio
NM	New Mexico	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
NY	New York	UPS Ground	A. Duie Pyle	UPS Ground	UPS Ground	A. Duie Pyle	UPS Ground	A. Duie Pyle
NC	North Carolina	UPS Ground	ABF Freight	UPS Ground	UPS Ground	ABF Freight	UPS Next Day	CEVA Next Day
ND	North Dakota	FedEx Ground	ABF Freight	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
OH	Ohio	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Next Day	Pitt Ohio
OK	Oklahoma	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
OR	Oregon	UPS Ground	Daylight Transport	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
PA	Pennsylvania	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Next Day	Pitt Ohio
Puerto Rico		UPS Ground	A. Duie Pyle	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	FedEx CTS
RI	Rhode Island	UPS Ground	A. Duie Pyle	UPS Ground	UPS Ground	A. Duie Pyle	UPS Next Day	A. Duie Pyle
SC	South Carolina	UPS Ground	ABF Freight	UPS Ground	UPS Ground	ABF Freight	UPS Next Day	CEVA Next Day
SD	South Dakota	FedEx Ground	ABF Freight	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
TN	Tennessee	UPS Ground	ABF Freight	UPS Ground	UPS Ground	ABF Freight	UPS Next Day	CEVA Next Day
TX	Texas	FedEx Ground	Daylight Transport	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
UT	Utah	FedEx Ground	ABF Freight	FedEx 2DAY	CEVA 2nd Day	CEVA 2nd Day	FedEx Express	CEVA Next Day
VT	Vermont	UPS Ground	A. Duie Pyle	UPS Ground	UPS Ground	A. Duie Pyle	UPS Next Day	A. Duie Pyle
VA	Virginia	UPS Ground	ABF Freight	UPS Ground	UPS Ground	ABF Freight	UPS Next Day	ABF Freight
WA	Washington	UPS Ground	Daylight Transport	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
WV	West Virginia	UPS Ground	Pitt Ohio	UPS Ground	UPS Ground	Pitt Ohio	UPS Next Day	Pitt Ohio
WI	Wisconsin	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day
WY	Wyoming	UPS Ground	ABF Freight	UPS 2DAY	CEVA 2nd Day	CEVA 2nd Day	UPS Next Day	CEVA Next Day

Domestic Shipments to NL

From		Ground		2nd Day			Next Day	
		Under 300lbs & Under 108"	Over 300lbs or Over 108"	Under 100lbs & Under 108"	100 - 300lbs or Over 108"	Over 300lbs or Over 108"	Under 100lbs & Under 108"	Over 100lbs or Over 108"
AL	Alabama	UPS Ground	ABF Freight	UPS Ground	ABF Freight	Ceva 2nd Day	UPS Next Day	Ceva
AK	Alaska	UPS Ground	ABF Freight	UPS 2Day	Ceva Next Day	Ceva Next Day	UPS Next Day	N/A
AZ	Arizona	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
AR	Arkansas	UPS Ground	ABF Freight	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
CA	California	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
Canada		UPS Ground	ABF Freight	UPS Expedited	Ceva 2nd Day	Ceva 2nd Day	UPS Saver	Ceva
CO	Colorado	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
CT	Connecticut	UPS Ground	NEMF	UPS Ground	NEMF	NEMF	UPS Next Day	Ceva
DC	D.C.	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio	Pitt Ohio	UPS Next Day	Pitt Ohio
DE	Delaware	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio	Pitt Ohio	UPS Ground	Pitt Ohio
FL	Florida	UPS Ground	ABF Freight	UPS Ground	ABF Freight	Ceva 2nd Day	UPS Next Day	Ceva
GA	Georgia	UPS Ground	ABF Freight	UPS Ground	ABF Freight	Ceva 2nd Day	UPS Next Day	Ceva
HI	Hawaii	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	N/A
ID	Idaho	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	N/A
IL	Illinois	UPS Ground	Pitt Ohio	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
IN	Indiana	UPS Ground	Pitt Ohio	UPS Ground	ABF Freight	ABF Freight	UPS Next Day	Ceva
IA	Iowa	UPS Ground	ABF Freight	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
KS	Kansas	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
KY	Kentucky	UPS Ground	ABF Freight	UPS Ground	ABF Freight	Ceva 2nd Day	UPS Next Day	Ceva
LA	Louisiana	UPS Ground	ABF Freight	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
ME	Maine	UPS Ground	NEMF	UPS Ground	NEMF	NEMF	UPS Next Day	Ceva
MD	Maryland	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio	Pitt Ohio	UPS Ground	Pitt Ohio
MA	Massachusetts	UPS Ground	NEMF	UPS Ground	NEMF	NEMF	UPS Next Day	Ceva
MI	Michigan	UPS Ground	Pitt Ohio	UPS Ground	ABF Freight	ABF Freight	UPS Next Day	Ceva
MN	Minnesota	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
MS	Mississippi	UPS Ground	ABF Freight	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
MO	Missouri	UPS Ground	ABF Freight	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
MT	Montana	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	N/A
NE	Nebraska	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
NV	Nevada	UPS Ground	ABF Freight	UPS 2Day	Ceva Next Day	Ceva Next Day	UPS Next Day	N/A
NH	New Hampshire	UPS Ground	NEMF	UPS Ground	NEMF	NEMF	UPS Next Day	Ceva
NJ	New Jersey	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio	Pitt Ohio	UPS Next Day	Pitt Ohio
NM	New Mexico	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
NY	N.Y.C.(10000-12000)	UPS Ground	NEMF	UPS Ground	ABF Freight	ABF Freight	UPS Next Day	ABF Timekeeper
	New York	UPS Ground	NEMF	UPS Ground	ABF Freight	ABF Freight	UPS Next Day	ABF Freight
NC	North Carolina	UPS Ground	ABF Freight	UPS Ground	ABF Freight	ABF Freight	UPS Ground	ABF Freight
ND	North Dakota	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	N/A
OH	Ohio	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio	Pitt Ohio	UPS Next Day	Pitt Ohio

OK	Oklahoma	UPS Ground	ABF Freight	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
OR	Oregon	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
PA	Pennsylvania	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio	Pitt Ohio	UPS Next Day	Pitt Ohio
Puerto Rico		UPS Ground	ABF Freight	UPS 2Day	Ceva Next Day	Ceva Next Day	UPS NDA	N/A
RI	Rhode Island	UPS Ground	NEMF	UPS Ground	NEMF	NEMF	UPS Next Day	Ceva
SC	South Carolina	UPS Ground	ABF Freight	UPS Ground	ABF Freight	ABF Freight	UPS Next Day	ABF Freight
SD	South Dakota	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	N/A
TN	Tennessee	UPS Ground	ABF Freight	UPS Ground	ABF Freight	ABF Freight	UPS Next Day	Ceva
TX	Texas	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
UT	Utah	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	N/A
VT	Vermont	UPS Ground	NEMF	UPS Ground	NEMF	NEMF	UPS Next Day	Ceva
VA	Virginia	UPS Ground	Pitt Ohio	UPS Ground	NEMF	NEMF	UPS Ground	NEMF
WA	Washington	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	Ceva
WV	West Virginia	UPS Ground	Pitt Ohio	UPS Ground	Pitt Ohio	Pitt Ohio	UPS Ground	Pitt Ohio
WI	Wisconsin	UPS Ground	ABF Freight	UPS 2Day	ABF Freight	ABF Freight	UPS Next Day	Ceva
WY	Wyoming	UPS Ground	ABF Freight	UPS 2Day	Ceva 2nd Day	Ceva 2nd Day	UPS Next Day	N/A

5. International Routing Instructions

Please note the below instructions will be for International suppliers to all Lutron locations as stated above.

- **Shipments less than 120 kgs**
 - Carrier: FedEx
 - FedEx Account # 221968026
 - Terms: Freight Collect
 - Service: FedEx International Economy
 - If you receive a request to ship via FedEx International Priority, you must have written authorization from the Lutron Logistics Dept. (logistics@lutron.com). Failure to adhere to this request will result in the supplier paying for difference and a mark on the supplier scorecard.

- **Shipments greater than 120 kgs**
 - **Ocean**
 - Carrier: Ceva Logistics – Please see contact list for local office
 - Terms: Freight Collect (FOB Port of Export or EXW when applicable)
 - Service: LCL / FCL
 - **For Lutron SM: Please book to Los Angeles and advise Ceva to move on consol to New Jersey for Ocean to Puerto Rico**

 - **Heavy Air**
 - Note: If you receive a request to ship via Ceva Air, you must have written authorization from the Lutron Logistics Dept. (logistics@lutron.com). Failure to adhere to this request will result in the supplier paying for difference and a mark on the supplier scorecard.
 - Carrier: Ceva Logistics – Please see contact list for local office
 - Terms: Freight Collect (FCA Airport of Export or EXW when applicable)
 - Service: Consolidated Air
 - **For Lutron SM: Please book direct to San Juan**

- **Shipments where vendor is controlling freight under CIF, DDP or DDU**
 - Please ensure notify party is noted as above for Customs Clearance and doc turnover

Any questions or concerns, please email logistics@lutron.com

6. International Booking/Shipping Instructions

This section is for International shipments through our Freight Forwarder, Ceva Logistics.

Supplier:

- Supplier to notify CEVA via e-mail and/or telephone of shipments that will need to move 2 weeks prior to vessel departure or 3 days prior for Air
- If by email, Supplier is to copy Lutron Logistics (logistics@lutron.com) and Linh Do (lutron.chb@cevalogistics.com) as well as Lutron buyer.
- Notify CEVA if the shipment mode Air or Ocean.
- Provide piece counts, weights, dims, at the time of Booking. (Air & LCL ONLY)
- Provide proper documentation. (ie: commercial invoice, packing list etc.)
- Communicate questions and/or concerns to CEVA
- Supply PO# to CEVA, to be included on paperwork.
- Supply “Terms of Sale” on shipments moved.
- Advise Shipments are to be moved as “Express Release”
- Provide proper “HTS codes” for each shipment on Commercial Invoices.
- CEVA will provide Supplier booking details within 48 hours of request date, tracking number and arrange pick up from Supplier
- Provide Lutron buyer with copies of all documentation, booking details and CEVA tracking
- Complete ISF 10+2 Notification form
- Supplier must submit all documents to Ceva at the time of ocean booking regardless of who is responsible of freight.

Ceva:

- Ceva to issue Booking and Pre-Alerts to Shipper & Consignee to contact list below.
- Ceva to issue Booking and Pre-Alerts to Supplier and Lutron within 24 hours for Airfreight, and 48 hours for Ocean Freight.
- Ceva will upload documents into Doc Vision
- Update Lutron Account Coordinator US on Booking issues, Shipment Delays, Rate issues etc.
- Perform customs entry
- Arrange for delivery to Lutron location with either Lutron nominated carrier or Ceva truck pending Lutron approval
- Contact Lutron buyer if a PO needs to be expedited via air from port of import
- Contact Lutron buyer and Lutron Logistics should there be any issue with the freight as well as updating tracking report.

7. Pallets

All pallets used from International suppliers must be in good condition and meet the requirements of the International Plant Protection Convention (IPPC). All requirements can be found on their website (<https://www.ippc.int/IPP/En/default.jsp>). All pallets must contain a visible IPPC stamp in full on both sides of the pallet. Please see the below example. All shipments containing pallets should be accompanied with a Wood Packing Declaration (see documentation sample below). Failure to comply with the IPPC requirements will result in Lutron not being able to import our goods.



8. International Documentation

As per US Customs regulations 19 CFR, all imports must be accompanied by documentation that will allow for Lutron to import the shipments. All documentation should be sent to the following parties: Carrier, Lutron buyer, and Lutron Logistics (logistics@lutron.com). We need to make sure these documents are sent to those parts at the time of booking with our carrier. This will ensure a timely US Customs entry and ISF entry for ocean shipments. Failure to comply may result in delaying the import, delivery to a Lutron facility and even penalty to Lutron.

The customs documentation is the critical piece in Lutron's customs compliance. We must ensure that all documents are clear and in English. There are specific requirements for each document, based on the document type or even the products that Lutron is importing.

The following documents are required for each International shipment. For each document, please see requirements.

Commercial Invoice

A commercial invoice must accompany the shipment and this invoice must match the billing invoice or in the case of a "no charge" shipment, match the price that Lutron would have paid for identical merchandise. The following information must appear on the commercial invoice in English as per US 19 CFR 141.86

- Supplier Invoice number
- Purchase Order number
- Complete name and address of the buyer and seller
- Complete name and address of the manufacturer, if different from the seller.
- Date and place of sale
- Port of US Entry
- Part numbers
- Detailed description of the merchandise
- Harmonized Tariff classification number
- Quantities in pieces, net and gross weight
- Purchase price of each item in the currency of sale
- Type of currency
- Any other charges not included in the price of the goods such as freight, insurance, packing, dies, tools, assists, etc.
- Terms of sale (Incoterms)
- Country of Origin
- Discounts if applicable

Certain products require reporting of additional information on the commercial invoice as per US 19 CFR 141.89. Some examples of these products are Bearings, Textiles, Motors and some Electronics. Should you need the specific details required, please contact the Lutron Export/Import Compliance Team (exportimport@lutron.com).

Packing List

The Packing list must simply contain the net and gross weights of the products if not listed on the commercial invoice.

Wood Packing Declaration

Please see pallets section for details

Other Documents

US Customs may request additional documentation on certain commodities or based on Free Trade Agreements. Suppliers should be familiar with the US Regulations pertaining to their products and be prepared to submit any documentation required for compliance with US Customs requirements. Examples of documents that may be necessary include:

- FCC Form 740 for certain Electronic Shipments
- TSCA Statement for Chemicals
- Hazardous Material Certificate
- NAFTA Certificate

9. Contacts

Lutron Contacts

Lutron Logistics:

Ivano Ventresca
Tel: 610-282-5348
Fax: 484-499-1218
Cell: 610-657-7546
Email: iventresca@lutron.com
Email: logistics@lutron.com

Ed Clark
Tel: 610-282-7682
Fax: 484-499-1218
Cell: 610-390-2455
Email: eclark@lutron.com
Email: logistics@lutron.com

Alissa Benson
Tel: 610-282-7503
Fax: 484-499-1218
Email: abenson@lutron.com
Email: logistics@lutron.com

Lutron Export/Import Compliance Team:
exportimport@lutron.com
nafta@lutron.com

Carrier Contacts:

Ceva Logistics for US Export

Ceva Logistics
201 Berkeley Drive
Swedesboro, NJ 08085
Carter Buck
Tel: 856-241-4406
Email: carter.buck@cevalogistics.com

Ceva Logistics for Domestic ground/air
lutron@cevalogistics.com

Ceva Logistics International

See attached list or visit www.cevalogistics.com



Ceva Asia offices
and contacts 12-21-1

ABF Freight

Tel: 800-610-5544
www.abfs.com

A Duie Pyle

Tel: 800-523-5020
www.aduiepile.com

Will Fleck
Tel: 610-282-6716
Fax: 484-499-1218
Cell: 484-264-6433
Email: wfleck@lutron.com
Email: logistics@lutron.com

John Pupa
Tel: 610-282-5310
Fax: 484-499-1218
Cell: 484-560-7686
Email: jpupa@lutron.com
Email: logistics@lutron.com

Ceva Logistics for US import/Brokerage

Ceva Logistics
1901 West Airfield Drive
DFW Airport, TX 75261
Attn: Linh Do (lutron.chb@cevalogistics.com)
Tel: 972-947-1724
Email: linh.do@cevalogistics.com
Email: lutron.chb@cevalogistics.com

Daylight Transport

Tel: 800-468-9999
www.dylt.com

New Penn

Tel: 800-950-5046
www.newpenn.com

Caribbean Transportation

Tel: 800-523-7584

www.caribbeantrans.com

Pitt Ohio

Tel: 800-469-9129

www.pittohio.com

NEMF

Tel: 908-965-0100

www.nemf.com