

Supplier Compliance and Routing Guide

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Introduction

Welbilt is committed to provide its customers the highest possible customer service. This is only achievable with cooperation throughout the supply chain and efficiencies in operations. Therefore, we have provided this Supplier Compliance and Freight Routing Guide, which has been designed to provide you with a quick and easy reference for our shipping requirements. Please read this guide before shipping Welbilt Purchase Orders to ensure that you adhere to the guidelines and avoid any future possible charge back violations and/or financial penalties. Please be advised that Compliance and Routing Instructions are deemed part of the terms and conditions of the purchase orders. These requirements are structured to provide supply chain efficiencies that support our needs and those of our customers.

Please note that the information in this guide is updated periodically and can change without notice. We do not recommend that you print any section of this guide. Please refer to the online version of the Routing Guide found at https://www.welbilt.com/About-Welbilt#Suppliers to make sure you have the most current information available.

Please ensure that you review this guide in its entirety and returned the signed acknowledgement page.

Thank you in advance for following these requirements

Labeling of Shipments

The shipping label must clearly list all of the following information:

- The full Welbilt purchase order number (including release number if applicable);
- The complete ship to address as shown on the Welbilt purchase order, including any company contact (example – Attn: John Doe, Research Dept.);
- Labels placed on top of non-palletized boxes. Labels on palletized boxes and drums must be on side and face out;
- Pallets should be loaded on trailer in such a way that the labels can be read without removing the pallet; and
- Number of packages/pallets included in shipment (example – 1 of 3).

HAZARDOUS MATERIALS SHIPPING

All shipments of hazardous materials and dangerous goods must conform to the conditions and specifications as published by the Department of Transportation in Title 49 CFR, or otherwise as required by applicable law or regulation.

Dangerous Goods Marking and Labeling

Shipper Responsibility: The shipper is responsible for all necessary marking and labeling of each package of dangerous goods and each overpack containing dangerous goods, in compliance with all applicable regulations.

Marking and Labeling of dangerous goods: All marks and labels must conform to standards set out in International Air Transport Association (IATA) Dangerous Goods and U.S. Department of Transportation (DOT) Hazardous Materials regulations. **Continued on next page**

Example of approved Lithium Battery mark: when shipments contain UN3480, UN3481, or UN3091 lithium batteries, the Lithium Battery mark (shown below) should be used no later than 9/1/2017.

Example

Do Not Use



Approved to Use



Labeling for Welbilt KitchenCare shipments

For shipments to Welbilt KitchenCare, the below label is strongly recommended.



Shipping Documents

Bill of Lading

The following information is required on all BOL's. Information must be printed, NOT handwritten:
BOL's missing the required information will need to be corrected and reprinted at time of pickup:

- Vendor Information
- Name
- Physical Street Address of shipping point
- City, State and Zip Code of shipping point
- Welbilt Information:
    - Brand Name
    - Street Address
    - City, State and Zip Code
- Carrier Name
- Carrier's reference number (PRO #)
- Specify freight terms: COLLECT, PREPAID, 3rd PARTY (check box on BOL form)
- Bill To for freight charges should reflect Welbilt's current freight pay agent. Welbilt does not pay carriers direct. See Appendix L for details
- Welbilt Orders and invoice numbers (if you have invoice number at the time of shipping) contained in the shipment
- Handling unit quantity (pallet, carton, each) information. All 3 units of measure are required (not just pallet)
- Trailer and seal number (For truckload shipments)
    - All seals must be ISO 17712 compliant and meet the following criteria:
        - Strong and durable against weather, chemical action, and undetectable tampering.
        - Must be easy to apply and seal
        - Permanently and uniquely marked /numbered and marked with an easily identifiable manufacturer's logo.
    - All truckload shipments, high-value shipments (>$250,000 USD) and shipments traveling more than 250 miles from origin to destination must receive a high-security bolt seal, with seal number notated on BOL.
- "Shipper Load and Count" or "SLC" printed on BOL when trailer is loaded and sealed without driver being given the opportunity to count or inspect freight

International shipment documentation requirements

Welbilt Inc Supplier Partners shall comply with all import requirements of the U.S. Customs and all U.S. Government agencies detailed below in proper completion of the required documentation to help us to comply with U.S. laws. Neither the size of the shipment - be it a small box of sample product or a container full of goods, nor the mode of transport – UPS/FedEx/DHL or Steam Ship line, matters. Importation requirements are the same for all shipments. Failure to comply with the requirements below will result in delayed delivery of the shipment, costs incurred in storage, or even RETURN of the shipment to the shipper, at their expense.

Most importantly, failure to comply can lead to delays due to incorrect or missing declarations resulting in potential penalties and compliance chargebacks. We will hold our Supplier Partners accountable for these requirements and failure to follow will be considered negative supplier performance. Any fines and penalties incurred as a result of Supplier partner noncompliance will be passed along to Supplier Partner.

Welbilt International Shipment Notification

Supplier is required to give Welbilt formal notice of every international shipment regardless of mode of transportation by emailing copies of all required documentation at time of shipment to: t**radecompliance@welbilt.com**

Documentation Requirements

- Pursuant to 19 C.F.R. § 141.0a the term “entry” means the documentation required by CBP has been filed to secure the release of imported merchandise. The proper documentation that is required by CBP is listed under 19 C.F.R. § 142.3 which states that the entry documentation required to secure release of merchandise shall consist of the following:
- Bill of Lading or Airway Bill (Supplier provided)
- Commercial Invoice (Supplier provided)
- Packing List (Supplier provided)
- Country of Origin Declaration (Supplier provided as part of Commercial invoice)
- Identification of the ultimate consignee (name, street and identification number) (Supplier provided)
- USMCA (formerly NAFTA) Certifications for all goods originating in Mexico, Canada or U.S.
- Other FTA – Free Trade Agreement (Supplier provided if goods qualify for any other relevant FTA)
- Other documents which may be required by Customs or other Federal, State, or local agencies for a particular shipment (Toxic Substance Control Act Certification, Trademark Certificate Visa, Country of Origin Declaration, FCC, FDA, Manufacturer Affidavit, etc.) (Supplier provided)

Commercial Invoice Requirements

A “Commercial Invoice” in English is required for most imports into the United States. A “Pro-Forma Invoice” may be used for certain transactions such as goods not intended for further sale, returned merchandise, and goods intended for temporary import among other purposes.

The commercial invoice shipped with the goods and presented to U.S. Customs should be consistent with the Welbilt purchase order issued and accurately reflect ALL goods contained in the shipment.

- Pursuant to 19 C.F.R. § 141.86(a) U.S. Customs requires specific data elements to be included on the commercial invoices provided by the seller/Supplier:
- All parties involved in the transaction complete with name and address
    - Shipper or Seller of the goods, also known as the Exporter (must be Legal Entity Name)
    - Importer or Buyer, if different from Consignee (must be Legal Entity Name)
    - Tax ID/Business Number of Importer or Buyer
    - Consignee and Notify Parties
    - Manufacturer of the goods (must be Legal Entity Name)
- Date of Invoice
- Purchase Order Number
- Port of entry to which the merchandise is destined
- Country of Origin where Each Line Item was manufactured, consistent with the markings on the goods.
- Detailed description of the contents of the merchandise for each item IN ENGLISH
- HTSUS code (Harmonized Tariff Schedule of the United States)
    - Use the Welbilt Inc HTS code IF provided (may be on the Purchase Order), otherwise assign one
- For merchandise that is of US origin, the ECCN is required.

- Purchase price to Welbilt Inc, of every item listed on commercial invoice :
    - Items that are sold in sets require a breakdown of the set on the commercial invoice. The breakdown must include a complete description as well as the price of each individual item. The price of the items in the set should total to the total price of the item to the Welbilt Inc.
    - All "Free of Charge", SAMPLE, or No Charge Replacement items MUST have a Fair Market commercial price listed for customs purposes. NO Item should show a $0 price.

- Any other charges not included in the price of the goods should be detailed separately, such as:
    - Freight
    - Insurance
    - Packing Costs
    - Testing Costs
    - Dies, Molds, Tools, and Other Assists
    - Engineering plans from outside U.S.
- All rebates, drawbacks, and bounties, separately itemized, granted upon the exportation of goods, if apply
- Quantities in weights and measures to include net and gross weight of each item;
- Extended Totals
- Currency in USD – U.S. Dollars
- Payment Terms
- Bank Details (if applicable)
- Incoterms (FOB, EXW, FCA, etc.) The complete Incoterm 2010 with Named Place
- Name of responsible employee INCLUDING CONTACT INFO of the exporter who has knowledge, or who can obtain knowledge, of the transaction.
- Declaration with Signature

Welbilt has dedicated resources to answer any questions. Contact tradecompliance@welbilt.com regarding this document and to assist you.

Country of Origin

The Country of Origin of a product is generally the last country in which the product was manufactured or significantly transformed, or in which the greatest value was added, which may be different from the country in which the supplier or manufacturer is located or where you purchased the product. For more information, please visit:
http://www.cbp.gov/linkhandler/cgov/trade/legal/informed_compliance_pubs/icp026.ctt/icp026.pdf

Harmonized Tariff Schedule Code

The HS/HTS code a hierarchical structure used by over 200 World Customs Organization countries for describing all goods in trade for duty, quota, and statistical purposes. It is a 6-10 digit numerical code appearing in the following format: XXXX.XX.XXXX The first 6 digits are "universally" consistent in every country, and the last 2-4 digits vary by country. Further information is available here:
https://www.usitc.gov/tariff_affairs/about_hts.htm

Export Control Classification Number

(For US origin goods only) The Export Control Classification Number ("ECCN") is an alpha-numeric classification used in the Commerce Control List to identify items for U.S. export control purposes. An ECCN is different from the HS, HTS, and Schedule B numbers. For more information, please visit:
http://www.bis.doc.gov/licensing/exportingbasics.htm

Importer Security Filing (ISF)

FOR OCEAN SHIPMENTS TO THE U.S.: U.S. Customs and Border Protection (CBP) requires an Importer Security Filing (ISF) to be filed for all shipments traveling to the U.S. via an ocean carrier. Suppliers must provide all ISF filing data elements to Welbilt's appointed customs broker/freight forwarder at least 96 hours prior to cargo loading on the vessel at foreign port of exit. Failure to do so may result in a No Load mandate and/or fines up to US$5000.00 per occurrence. If the ISF information is not supplied in the timeframe requested, then all additional expenses incurred due to fines and/or No Load mandates (storage, demurrage, etc.) will be at the supplier's expense. If the supplier is the Importer of Record, then the supplier is responsible for filing ISF with the supplier's appointed service provider. All costs related to delays and fines will be at the supplier's expense.

Support for International and cross border shipments

Need help or have questions on an international/cross-border shipment? Welbilt has a dedicated resource to answer any questions regarding international shipment, associated paperwork and to assist you. They can be reached at tradecompliance@welbilt.com

Any questions regarding the data accuracy or completeness of a commercial invoice for a pending shipment, should be forwarded to Trade Compliance for their review and they will advise. Trade Compliance is always most happy to double-check. You should never ship goods without all required, complete documentation as per these instructions.

As formal Notice of shipment to Welbilt, shipment documentation should be emailed to the Trade Compliance mailbox at time of shipment.

Routing - Welbilt Collect Freight

Mode: Small Parcel

Welbilt's small parcel routing guide is to be used for the approved small parcel provider.

Under no circumstances shall a vendor with Collect freight terms select their own Small Parcel carrier or account. Failure to route per the Welbilt approved carrier will result in a chargeback and may delay delivery of your shipment.

Shipment origin points:

United States
Approved carrier: UPS
Approved service level: Standard UPS Ground Service.

All origins outside of US
Approved carrier: DHL
Approved service level: Standard Express

If you have questions regarding approved carriers or service level for a shipment, please reach out to your primary point of contact at Welbilt.

Parcel Account #s:
The carrier specific account numbers are available in Appendix E: Parcel Account Numbers. Please note these are specific to each brand and location. ***If you ship to multiple brands, you must use the account number associated with the specific location you are shipping to.*** Failure to use the correct account number will result in a non-compliance.

Mode: Less-Than Truck Load (LTL) and Full Truck Load (TL):

LTL Shipments

Approved carriers by brand by state are listed in the current version of the routing guide. Supplier is responsible for tendering freight to approved carrier, completing BOL and scheduling of pick up.

If your LTL shipment is not covered (3rd party shipments) in the routing guide, please contact your Welbilt point of contact and they will provide you with the approved carrier to ship with.

Suppliers are to consolidate shipments on any given day going to the same Welbilt location. Failure to do so will results in a non-compliance and may result in a charge back.

TL Shipments

Please reference the most recent version of the Welbilt routing guide to determine if your shipment is covered in the routing guide. If your shipment is covered by the routing guide proceed with contacting the carrier to notify them you have a shipment ready. Supplier is responsible for completing the BOL and scheduling subsequent pick up.

If your TL shipment is not covered in the routing, the supplier to contact the Welbilt Buyer. Buyer will provide guidance within 24 hours of request of the approved carrier for the shipment. Supplier will be responsible for contacting to the carrier scheduled the pick-up and completing an approved Bill of Lading (BOL)*.

*Bill of Lading (BOL) - All of the following information must be provided on the Bill of Lading document:

- Welbilt Purchase Orders
- Vendor Invoice Number (if you have invoice number at the time of shipping)
- Carrier PRO
- Welbilt reference for Collect vendors only.
- Pallet weights (LTL shipments only)
- BOL's missing the required information will need to be corrected and reprinted at time of pickup

Under no circumstances shall a vendor with Collect freight terms select their own LTL/TL/SP carrier. Failure to route in with the assigned carrier will result in a chargeback and may delay delivery of your shipment.

Mode: Expedited Shipping:

Shipments are to be expedited at the discretion of Welbilt.

Expedites as a result of supplier not being able to meet RDD (requested delivery date) or RTS (ready to ship) with approved/standard lead time, will be subject to a chargeback equal to the amount of the difference between our standard mode and service level charges and the expedited charges.

If you have not been instructed to expedite a shipment and you believe your shipment should be expedited, please contact your Welbilt buyer/materials manager with Freight Ready Date via email.

Under no circumstances shall a vendor with Collect freight terms select their own LTL/TL/SP carrier. Failure to route in with the assigned carrier will result in a chargeback and may delay delivery of your shipment.

Vendor Paid Freight (Prepaid)

Though we acknowledge the discretion of our vendors to ship prepaid shipments via their own carrier, Welbilt strongly recommends that you utilize our preferred carriers. Welbilt's preferred carriers are better prepared to handle shipments into our locations, as they are fully aware of the particular freight management requirements that are necessary to best serve our account and accomplish deliveries in the most expeditious and economical manner possible. Please refer to Appendix B – Preferred Carriers.

Carrier Expectations

Carriers that are selected by a Welbilt supplier to deliver prepaid shipments to Welbilt, are required to comply with all requirements outlined in this policy. It is the responsibility of the vendor to ensure that the requirements outlined in this manual are followed by their carrier. Suppliers should note that the failure of a carrier to comply with these requirements may cause the delivery to be delayed or refused and potentially subject to a chargeback.

Trailer conditions

Dry Vans

- The vehicle must be water tight, clean and free of strong odors.
- The vehicle floor must be able to withstand the weight of the forklift and product
- The vehicle floor must be well maintained, safe, and free from any obstructions and damage, such as holes.
- The use of trailers with uneven or corrugated floors, (such as in refrigerated trailers) is highly discouraged. In the event that product must be shipped in a climate-controlled trailer, product must be palletized.
- Securing straps must not be allowed to hang freely. Straps, unless actually securing a load(s), must be firmly fixed to the vehicle so that they present no danger to staff and ensure accessibility to the goods being unloaded. Load bars, tension straps, air pillows, and/or diamond corrugate shims must be used to secure any double stacked pallet that may shift in transit or has a large void of space to the pallet's front, rear, or sides. Load bars or tension straps must also be used to secure the final pallets placed on a trailer in order to prevent freight from falling when doors are opened.

Flatbeds

- 48' and 53' flatbeds, Conestoga and curtain sides are acceptable types
- Flatbed deck should be well maintained and free of obstructions, debris and dirt
- For shipments moving on 48' or 53' flatbeds, tarping is required.

Timeliness of Deliveries

Welbilt schedule's appointments and labor resources to ensure a vehicle's waiting time is kept to a minimum. In order to achieve this, suppliers must ensure that the agreed appointment time is met. Suppliers are also reminded to carefully check the warehouse address before the load is tendered to a carrier.

Late deliveries are subject to refusal and/or chargebacks. Where a carrier/supplier recognizes that a delivery may be late, they must contact the Welbilt location with the expected time of arrival and the reason for the delay. Welbilt will make every effort to accommodate late arrivals, provided this does not adversely affect other suppliers' delivery times. Failure to comply will result in chargeback.

An appointment will be given a 30-minute grace period past the scheduled delivery time before it is considered late. Appointments that miss the 30-minute grace period will be required to request a new appointment. – Operations/plants to provide feedback and guidance on this.

Carriers will not be entitled to detention if they miss the scheduled appointment time. The grace period does not apply to detention.

Welbilt reserves the right to suspend or deny scheduling of delivery appointments to any carrier or driver, with sufficient notice, on grounds of repeated or excessive late delivery or disruptive behavior or violation of any yard policy (including, but not limited to speeding and / or littering).

Pallet Requirements (See Appendix G)

Welbilt requires its suppliers to ship on Grade A or Grade B pallets. Grade C quality pallets are not acceptable. Shipments arriving on, Grade C or any other unacceptable pallet may be refused or charged a repalletization fee as outlined in the Appendix D – Fee Schedule.

All imported shipments must be in full compliance with the regulation of international standard for Phytosanitary measures (ISPM) No. 15. The pallet utilized in the shipment must have the ISPM 15 treatment certification stamp and must meet all other United States Department of Agriculture (USDA) requirements. Information on the requirements can be found at www.aphis.usda.gov/wpm.

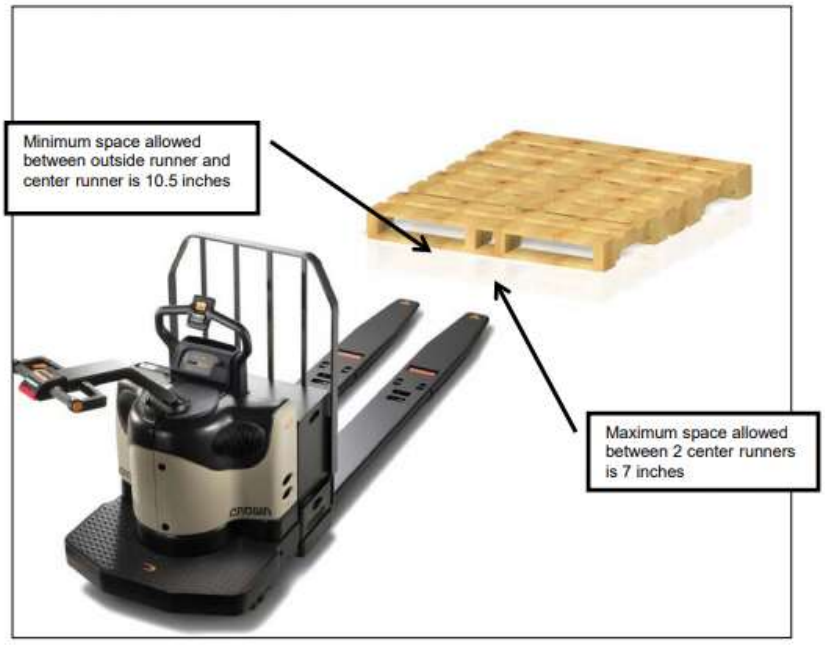
USE OF NON-STANDARD PALLETS:

Welbilt's standard pallet is a 40" x 48" GMA hardwood pallet. Welbilt's standard mini-pallet is a 20" x 24" 2-way entry quarter-pallet. All pallets that do not meet those criteria will be considered "non-standard pallets".

• Use of non-standard pallets must be approved in writing by Welbilt Buyer/Materials Manager.

• Approved non-standard pallets must be forklift accessible.

• If using a non-standard pallet design with 4 runners, maximum allowable spacing between 2 middle runners is 7 inches to allow entry by forklift blades. See Figures below



Customs Brokers

Welbilt has established strategic partnerships for our custom brokerage needs. Our customs brokers vary depending the origin of the product and the port of entry. Welbilt's Trade Compliance Team (tradecompliance@welbilt.com) should be copied on all communications with our customs brokers.

Please see Appendix - G for a list of Welbilt's Customs Brokers.

For questions related to the customs brokers, please email tradecompliance@welbilt.com

Compliance

Any fines incurred for regulatory violations by the carrier are at the sole expense of the carrier, Welbilt, Inc. will assume no liability other than those mandated by the DOT and Homeland Security as the liability of the shipper.

Welbilt, Inc. assumes no liability to the carrier's equipment for any damages once it has left the premises. Any damage by Welbilt, Inc. Employees must be brought to the attention of the location manager while on the premises.

CTPAT

We currently do not have C-TPAT certification for all of our facilities but follow many C-TPAT protocols for the security of our facilities and the shipments we make. We strive to use only CT-PAT certified forwarders and transportation providers. It is our expectation that every shipment delivered to a Welbilt facility will have been handled with sound security measures in order to ensure the shipment's security, integrity and compliance.

USMCA

Suppliers that provide Welbilt with goods manufactured in either the US, Canada or Mexico are required provide USMCA declarations if the goods qualify for USMCA.

USMCA declarations are mandatory for every shipment crossing the US/Canada or US/Mexico borders. If the goods do not qualify for USMCA, a notation should be made on the commercial invoice or provided on a separate document.

Even if a shipment is not crossing a border, if it contains goods manufactured in either the US, Canada or Mexico, a USMCA declaration is required with the shipment. If the goods do not qualify for USMCA, a notation should be made on the invoice/packing list included with the shipment or provided on a separate document.

Questions related to USMCA can be directed to tradecompliance@welbilt.com. Be sure to copy your normal Welbilt facility purchasing or logistics contact in your email.

Related Parties

As you are aware, the accurate reporting of RELATED PARTIES at time of customs import declaration is an important topic. Customs authorities want importers to declare if the Selling Company from which goods are being received is RELATED to the Importer (part of the same family of companies). With this in mind, please find attached a listing of WELBILT global legal entities in Appendix - J. Please be sure to reference this list for any WELBILT importations, and declare shipments received from any company on this list as a RELATED PARTY shipment

Insurance Requirements

For shipments that are customer routed (prepaid), carriers are required to have up to date insurance. Welbilt may at any time request a copy of your carrier's insurance prior to delivery into our facilities. Welbilt reserves the right to refuse a delivery where a supplier has failed to provide the requested carrier's insurance prior to the day of the scheduled delivery.

For shipments that are Welbilt routed (collect), do not insure or declare the value of the product beyond the FCA point.

Overages, Shortages, Damages, Mis-shipments

Overages

Welbilt has the option of accepting or rejecting delivery of overages from suppliers.

If Welbilt accepts the shipment, articles furnished in excess of the quantity specified or in excess of quantity ordered will be retained by Buyer at no additional cost, unless Seller notifies Buyer within 30 days after shipment that it desires the return thereof.

Seller will reimburse Buyer for the full cost of returning such over shipment or a minimum charge to $50, whichever is higher plus a $25 per shipment administrative fee.

If Welbilt rejects the overage at the time of delivery and the carrier will not accept or retain possession of the merchandise, Welbilt will treat the product as follows:

- Welbilt will notify the supplier of such overages within two business days of the rejection and Welbilt will request written instructions regarding the disposition of such merchandise within two business days.
- If the supplier does not provide disposition instructions to Welbilt within two business days, Welbilt reserves the right to immediately return the merchandise to the supplier at the supplier's expense.

Welbilt will not be responsible for any cost, liability or damage to merchandise in its possession that it has determined is overages regardless of the method used by Welbilt handle the product.

Shortages

Visible shortages detected by Welbilt at the time of delivery will be noted on the carrier delivery receipt and will be deducted from the supplier's invoice.

Concealed shortages discovered after the carrier has been released will be documented by Welbilt during the check-in process. Welbilt will notify the supplier within a reasonable time period after discovering concealed shortages. Concealed shortages will be deducted from the supplier's invoice.

Damages

Unless otherwise agreed upon, Welbilt will refuse to accept delivery of damaged or defective product/material discovered by Welbilt at the time of delivery

Damaged or defective goods detected by Welbilt during its detailed check-in process will be documented on the carrier delivery receipt and/or the packing list. Such damages or defective product/material will be deducted from the supplier's invoice. Welbilt will not be obligated to return such damaged or defective merchandise to the supplier.

Mis-Shipments

Welbilt reserves the right to refuse delivery of items that Welbilt does not use or order when detected at the time of delivery. Welbilt will return the merchandise to the supplier at the supplier's expense and take full credit against the supplier's invoice for mis-shipped items.

If the carrier will not accept or retain possession of the merchandise, Welbilt will treat the merchandise as follows:

- Welbilt will notify the supplier of the mis-shipment within two business days of the rejection and request that written disposition instructions be provided within two business days.

- If the supplier does not provide written disposition instructions within two business days, Welbilt will return the merchandise to the supplier at the supplier's expense or dispose of the merchandise in any manner it deems appropriate.

Welbilt will not be responsible for any cost, liability or damage to merchandise in its possession that it has determined as mis-shipped regardless of the method used by Welbilt handle the materials.

Supplier Acknowledgement

I certify that I have read and will comply with the terms set forth in the Welbilt Inbound Supplier and Routing Guide policy.

_____

Supplier name

_____

Supplier Contact Name

_____

Supplier Contact – Title

_____

Supplier Contact Signature Date

Appendices

Appendix A: LTL Approved Carriers List

NOTE: THIS LIST IS APPROVED CARRIERS ONLY AND DOES NOT TAKE THE PLACE OF THE ROUTING GUIDE

Updated: 8/20/2020

Shipments within the US	Shipments within CAN	Shipments from US to CAN	Shipments from MX to CAN
AAA Cooper	Speedy Transport	Holland/Speedy	UPS Freight
Averritt Express	Sure Track	ITB	
ABF	ITB		
YRC			
Holland			
New Penn			
FedEx Freight			
UPS Freight			
Old Dominion			
Dayton Freight			
Estes Express			
Pitt Ohio			
Souteastern Freight			

Shipments from US to MX	Shipments from CAN to US
Contact Welbilt	Contact Welbilt

Appendix B: Welbilt Preferred Truckload Providers

BNSF Logistics
CFI
CH Robinson
Coyote
CRST
Hub Group
Landstar
Mid South Transport
P&D Transportation
PTL
Schneider
XPO Logistics
JB Hunt
Werner

Appendix C: BOL Sample

Date:

BILL OF LADING

Page 1 of _____

SHIP FROM

Name:
Address:
City/State/Zip:
SID#: FOB: ☐

Bill of Lading Number: _____

BAR CODE SPACE

SHIP TO

Name: Location #: _____
Address:
City/State/Zip:
CID#: FOB: ☐

CARRIER NAME: _____
Trailer number:
Seal number(s):

SCAC:
Pro number:

BAR CODE SPACE

THIRD PARTY FREIGHT CHARGES BILL TO:

Name:
Address:
City/State/Zip:

Freight Charge Terms: ***(freight charges are prepaid unless marked otherwise)***
Prepaid _____ **Collect** _____ **3rd Party** _____

SPECIAL INSTRUCTIONS:

☐ (check box) Master Bill of Lading: with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
GRAND TOTAL					

CARRIER INFORMATION

HANDLING UNIT QTY	HANDLING UNIT TYPE	PACKAGE QTY	PACKAGE TYPE	WEIGHT	H.M. (X)	COMMODITY DESCRIPTION (Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360)	LTL ONLY NMFC #	LTL ONLY CLASS
						GRAND TOTAL		

RECEIVING STAMP SPACE

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

COD Amount: $ _____
Fee Terms: Collect: ☐ **Prepaid:** ☐
Customer check acceptable: ☐

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. • 14706(c)(1)(A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

_____ **Shipper Signature**

SHIPPER SIGNATURE / DATE
This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Trailer Loaded:
☐ By Shipper
☐ By Driver

Freight Counted:
☐ By Shipper
☐ By Driver/pallets said to contain
☐ By Driver/Pieces

CARRIER SIGNATURE / PICKUP DATE
Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. ***Property described above is received in good order, except as noted.***

Appendix D: Welbilt Locations

United States

Covington Warehouse
111 Hope Street
Covington, TN 38019

Frymaster
8701 Line Ave
Shreveport, LA 71106

Kolpak
2915 Tennessee Ave N
Parsons, TN 38363

Welbilt Kitchen Care
600 Patrol Road
Jeffersonville, IN 47130

Delfield - Mt. Pleasant
981 South Isabella Road
Mt. Pleasant, MI 48858

Welbilt Kitchen Care
600 Patrol Road
Jeffersonville, IN 47130

Delfield - Covington
1 Delfield Drive
Covinton, TN 38019

Multiplex Beverage - Sellersburg
645 Park East Blvd. Suite 5
New Albany IN 47150

Manitowoc Ice
2110 South 26th Street
Manitowoc, WI 54220

Frymaster
5489 Campus Drive
Shreveport, LA 71129

Manitowoc Luxemburg
Welldex Forwarding Warehouse
13808 Humphrey Road
Laredo, TX 78045

Manitowoc FSG - San Diego
Baja Forwarding Warehouse
8662 Siempre Viva Road
San Diego, CA 92154

Mexico

Manitowoc FSG - Guadalupe
FFCC A TAMPICO #1601
PARQUE INDUSTRIAL FINSA
GUADALUPE,NUEVO LEON, MX CP67114

Manitowoc FSG - Tijuana
C. CERRO COLORADO NO. 16650 LOCAL 7 Y 8
FRAC. NINOS HEROES
TIJUANA, MX 22120

Canada

Garland Commerical Range - Plant
1778 Kamato Road
Mississauga, ON L4W1XA

Cleveland Commercial Range
8252 Keele Street
Concord, ON L4K1Z1

Garland Commerical Range - Distribution
Mackie Warehouse
6701 Financial Drive
Mississauga, ON L5N7J7

Appendix E: Fee Schedule Sample - the value placeholders

Updated: 8/20/2020

Compliance Violation	Vendor/Carrier Requirement	Compliance Violation fee	Applies Prepaid	Applies Collect
Routing Compliance				
Failure to submit LTL shipment for routing	Vendors are required to submit shipping request form prior to shipping	$150	Y	N
Failure to use preferred LTL carrier	Only approved carriers LTL carriers are allowed	$150	Y	N
Failure to ship per routing LTL guide	Vendors who are on collect terms are required to ship per Welbilt routing guide	$250 + cost differential to correct carrier	N	Y
Faulure to ship with correct mode	Vendors who are on collect terms are expected to ship via the appropriate mode	$150 + cost differential to correct mode	N	Y
Shipment Compliance				
Inaccurate, incomplete or missing Bill of Lading (BOL)	Pallet weight not broken out on BOL	$25 per pallet	Y	Y
Non Compliant Packing List	Accurate Packing list is required for all shipments	$150 per shipment	Y	Y
Substandard pallets	Pallets must conform to Welbilt policy	$25 per pallet	Y	Y
Over,short & damage	Product shipped is required to match PO quantities and be damage free upon arrival	$150	Y	Y
Carrier Compliance				
Carrier no show	Failure to deliver on scheduled date	$100	Y	N
Failure to schedule appointment when required	Is this required? If not, do we want to require it going forward	$50	Y	N
Delivery reschedules within 24 hours	Is this required? If not, do we want to require it going forward	$100	Y	N
Carriers excessively late for appointment	Carriers are allowed at 30 minute grace period from appointment time	$100	Y	N
PO Delivering after requested delviery date	Orders must be delivered not later than the PO Date	$250 + % of the PO	Y	N
Safety Compliance Violations				
Unsafe Trailer condtion	Trailers must be free of damage	$150	Y	N
Unsanitary trailer condition	Trailers must be clean and free of debris	$150	Y	N
Trailer chocks usued	Trailers must be chocked by the driver	$150	Y	N

Appendix F: Parcel Account numbers

UPS Parcel Account Numbers (North American Parcel)

ACCOUNT_NAME	ADDR_STREET	ADDR_CITY_NAME	STATE	Zip
THE DELFIELD	7600 W WACKERLY ST	MIDLAND	MI	48642
THE DELFIELD COMPANY	ONE DELFIELD DR	COVINGTON	TN	38019
KOLPAK IND PLANT 2	2915 TENNESSEE AVE N	PARSONS	TN	38363
MANITOWOC OVENS & COOKING (BM)	1250 REAMES RD	MIDDLE RIVER	MD	21220
MULTIPLEX	2100 FUTURE DR	SELLERSBURG	IN	47172
WELBILT (MANITOWOC OVENS)	1200 AIRPORT NORTH OFFICE PARK RM	FORT WAYNE	IN	46825
THE DELFIELD CO	980 S ISABELLA RD	MOUNT PLEASANT	MI	48858
MANITOWOC OVENS & COOKING	1333 E 179TH ST	CLEVELAND	OH	44110
MANITOWOC FSG SHARED SERVICES	2110 S 26TH ST	MANITOWOC	WI	54220
FRYMASTER CORP	8700 LINE AVE	SHREVEPORT	LA	71106
WELBILT KITCHEN CARE	600 PATROL RD FLR 400 RM 100	JEFFERSONVILLE	IN	47130
WELBILT KITCHEN CARE	600 PATROL RD RM 500	JEFFERSONVILLE	IN	47130
WELBILT OVEN & ADVANCE COOKING	1111 HOPE ST	COVINGTON	TN	38019
MULTIPLEX - COVINGTON	1111 HOPE ST	COVINGTON	TN	38019
WELBILT	1111 HOPE ST	COVINGTON	TN	38019
MANITOWOC FSG LUXEMBURG	2110 S 26TH ST	MANITOWOC	WI	54220
Welldex Logistics	13808 HUMPHREYS ROAD	LAREDO	TX	78045
WELBILT	1801 LAWRENCE DR	DE PERE	WI	54115
WELBILT	2227 WELBILT BLVD	TRINITY	FL	34655
WELBILT	2110 S 26TH ST	MANITOWOC	WI	54220
MII MARKETING-ZIMMERMAN PRINTI	2110 S 26TH ST	MANITOWOC	WI	54220
FRYMASTER	1111 HOPE ST	COVINGTON	TN	38019
WELBILT HR (Holly)	2033 OAK INDUSTRIAL DR NE	GRAND RAPIDS	MI	49505

DHL Parcel (INTERNATIONAL PARCEL)

Account	Directio	Name	Cust_Addr1	Cust_Add	Cust_City	Cust_State	Cust_
963164900	Import	WELBILT MANITOWOC	8662 SIEMPRE VIVA ROAD		SAN DIEGO	CA	92154
963165578	Import	WELBILT MANITOWOC	8662 SIEMPRE VIVA ROAD		SAN DIEGO	CA	92154
964214419	import	WELBILT	2227 WELBILT BLVD		NEW PORT RICHEY	FL	34655
962193563	Import	SERVEND INTL	2100 FUTURE DR	WCMXBEV	SELLERSBURG	IN	47172
960326642	Import	WELBILT INC	600 PATROL RD.	SUITE 400	JEFFERSONVILLE	IN	47130
963143842	Import	WELBILT FRYMASTER SHREVE PARK	5489 CAMPUS DRIVE		SHREVEPORT	LA	71129
962200313	Import	WELBILT FRYMASTER	8701 LINE AVE.	WCFRYLA	SHREVEPORT	LA	71101
962200496	Import	WELBILT OVENS AND ADVANCED COOKING	1250 REAMES ROAD	WKCOVMD	BALTIMORE	MD	21220
968412156	Import	WELBILT DELFIELD MT. PLEASANT	981 SOUTH ISABELLA RD.	WCDELMI	MT PLEASANT	MI	48858
962200595	Import	WELBILT DELFIELD COVINGTON	1 DELFIELD DRIVE	WCDELCOV2	COVINGTON	TN	38019
962200850	Import	WELBILT OVENS AND ADVANCED COOKING	1111 HOPE STREET	WKCOVTN	COVINGTON	TN	38019
962201275	Import	WELBILT DELFIELD COVINGTON	1111 HOPE STREET	WCDELCOV1	COVINGTON	TN	38019
963164926	Import	WELBILT FRYMASTER	1111 HOPE STREET		COVINGTON	TN	38019
963164971	Import	WELBILT CLEVELAND RANGE	1111 HOPE STREET		COVINGTON	TN	38019
963165031	Import	WELBILT MULTIPLEX BEVERAGE	1111 HOPE STREET		COVINGTON	TN	38019
963165268	Import	WELBILT MANITOWOC ICE	1111 HOPE STREET		COVINGTON	TN	38019
962201390	Import	WELBILT KOLPAK WALK INS	HWY 641 NORTH	WCKOLP	PARSONS	TN	38363
962201431	Import	WELBILT MANITOWOC LUXEMBURG	13166 S UNITEC DRIVE	WKCLUX	LAREDO	TX	78045
968256806	Import	MANITOWOC ICE INC	2110 S 26TH ST	WCGCRCN	MANITOWOC	WI	54220

Appendix G: Customs Brokers

Please reach out to the buyer/materials manager of the Welbilt brand responsible for placing the order for guidance on the correct customs broker and all assocaiated contact information. *Please note that customs brokers are unique to many of the Welbilt brands and as such please contact the respective Welbilt location for every shipment to ensure you are using the correct broker.*

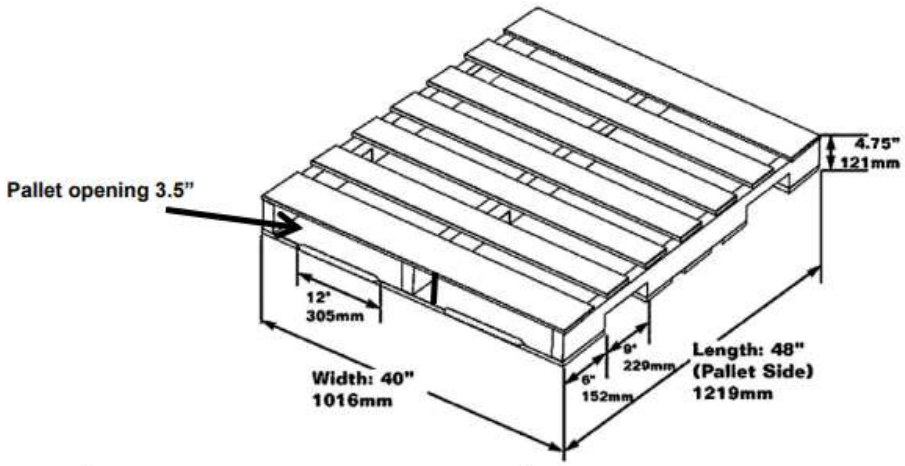
For questions related to the customs brokers, please email tradecompliance@welbilt.com. Trade Compliance should be copied on all communications with customs brokers.

Appendix H: Welbilt's Pallet Specifications

Welbilt will accept Grade A or Grade B pallets. Standard wooden GMA are pallets are required for all standard shipments. Overlength shipments will be accepted on pallets as described in the Pallet Requirement section of this document

Standard Pallet is GMA wooden pallet, 40" x 48", with 4-way entry required

The construction of the pallet must be accessible for all forklift equipment to facilitate handling throughout the entire distribution process.



• ***Pallet Dimensions (L x W)***	• **Length = 48.00 inches.** • **Width = 40.00 inches.**
• ***Pallet Style***	• Double Faced Non-Reversible
• ***Entry***	• **4-way entry only**
• ***Lumber Specifications***	• Grade III and/or IV hardwood, clean sawn.
• ***Fastener Requirements***	• 2.00 inch screw shank nails.
• ***Top Deck Boards (Minimum 7 per pallet):***	• Outer Boards (2) = 0.625 x 5.75 x 40.00 inches. • Inner Boards (5) = 0.625 x 3.75 x 40.00 inches. • ***Space between boards: 3 inches (max.)***
• ***Bottom Deck Boards (Minimum 5 per pallet)***	• Outer Boards (2, preferably chamfered) = 0.625 x 5.75 x 40.00 inches. • Inner Boards (3) = 0.625 x 3.75 x 40.00 inches
• ***Runners (3 runner per pallet)***	• 1.50 x 3.50 x 48.00 inches. • Pallet entry must be 3.50"

Pallet Grade Definitions

Grade A

- Pallets may have stringer metal plate repairs, but no companion member repairs.
- Deckboard repairs are acceptable, but top and bottom leadboards are nominal 6 inches wide.

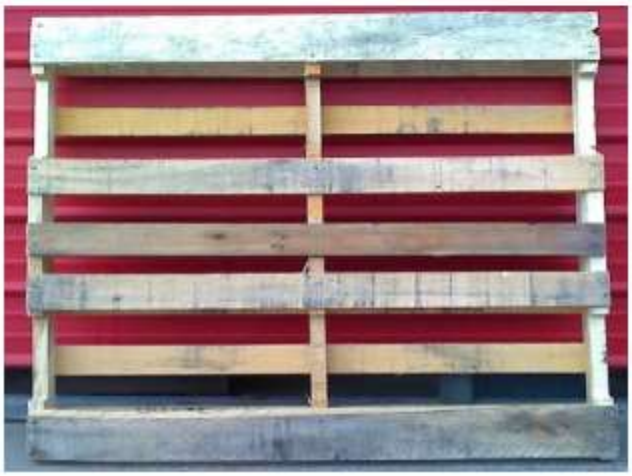
Side View: No plugs used



Top View – Must have 7 or more top deck boards in good condition



Bottom View – Must have 5 or more bottom deck boards in good condition



Grade B

- Pallets with one full length or half-length companion member (stringer) per opening, and a maximum of two per pallet.
- Metal plate repair and all deck board repairs are acceptable.

Side View: Up to 2 plugs are acceptable, but cannot be in the same fork gap



Top View – Must have 7 or more top deck boards in good condition



Bottom View – Must have 5 or more bottom deck boards in good condition



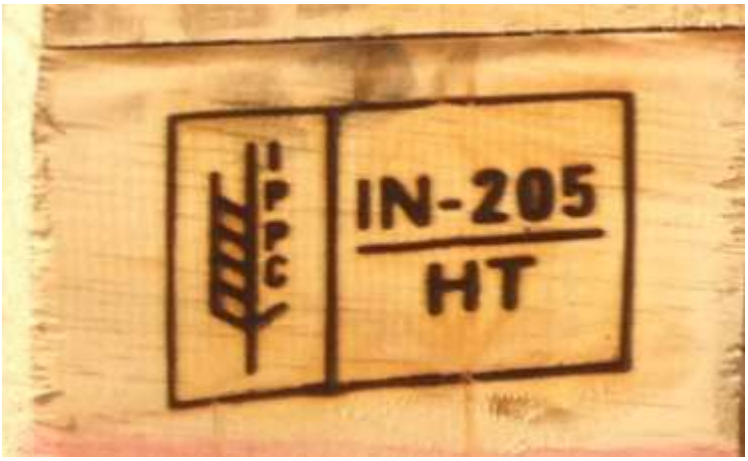
Grade C

- Pallet does not have 7 top deck boards
- Pallet does not have 5 bottom deck boards
- Deck boards are broken
- Runners are broken
- Shipments arriving on Grade C quality or any other unacceptable pallet may be refused and returned to vendor at vendor's expense for proper palletization.



Heat Treated

Phytosanitary compliant pallets for international export to countries requiring wooden packaging that meets the International Standard for Phytosanitary Measures (ISPM 15). Pallet timber has been heat treated to a core temperature of 56 °C for 30 minutes in accordance with ISPM 15 and marked with the International Plant Protection Convention (IPPC) symbol, ISO country code and approved treatment provider registration number. The IPPC mark is the basis for authorizing the entry of wood packaging without further need of paper declarations of treatment or phytosanitary certificates. The mark is applied to two visible surfaces.





Appendix I: Sample of Heat-Treated Pallet Certificate

Sample Heat Treated Certificate

CERTIFICATE OF QUALIFICATION

TAMPA PALLET CO.

TAMPA, FL

has been certified and is in good standing to produce and ship wood products under the guidelines of ISPM 15. TAMPA PALLET CO. has agreed to implement Quality Control and Inspection Procedures for the IPPC Heat Treatment Program under the auditing services of Lee Inspection.

Certified on
January 1, 2004

Bennon Lee, President

Lee Inspection & Consulting Service, Inc. is accredited by the American Lumber Standard Committee, Inc.

Stamps haves been issued to the above named producer for use on the heat-treated wood products on their facility. Facsimiles of the stamps are shown to the right.



Appendix J: Welbilt Related Parties List

Region	Name of Entity	Country
Americas	Welbilt FSG U.S. Holding LLC	USA
Americas	Cleveland Range Ltd.	Canada
Americas	Garland Commercial Ranges Limited	Canada
Americas	Manitowoc FSG Manufactura Mexico S. de R.L. de C.V.	Mexico
Americas	Manitowoc FSG Mexico, S. de R.L. de C.V.	Mexico
Americas	Manitowoc TJ, S. de R.L. de C.V.	Mexico
Americas	Cleveland Range, LLC	USA
Americas	Frymaster L.L.C.	USA
Americas	Garland Commercial Industries LLC	USA
Americas	Manitowoc Foodservice Holding Inc.	USA
Americas	Manitowoc FSG Operations LLC	USA
Americas	McCanns Engineering & Manufacturing Co., LLC	USA
Americas	The Delfield Company LLC	USA
APAC	Crem International (SHANGHAI) CO.,LTD	China
APAC	Welbilt (Foshan) Foodservice Co.,Ltd	China
APAC	Welbilt (Shanghai) Foodservice Co.,Ltd	China
APAC	Welbilt (China) Foodservice Co., Ltd	China
APAC	Welbilt Foodservice India Private Limited	India
APAC	Welbilt Japan GK	Japan
APAC	Welbilt Middle East (FZE)	Lebanon
APAC	Fabristeel (M) SDN BHD	Malaysia
APAC	Welbilt Foodservice Russia LLC	Russia
APAC	Fabristeel Private Limited	Singapore
APAC	Welbilt Asia Pacific Private Limited	Singapore
APAC	Welbilt Manufacturing (Thailand) Ltd.	Thailand
Europe	Crem International UK Ltd.	England
Europe	Convotherm Elektrogerate GMBH	Germany
Europe	Spengler GmbH & Co. KG	Germany
Europe	Welbilt Deutschland GmbH	Germany
Europe	Crem International B.V.	Netherlands
Europe	Crem International Spain, S.L.	Spain
Europe	WELBILT Iberia, S.A.U	Spain
Europe	Crem International AB	Sweden
Europe	INDUCS,AG	Switzerland
Europe	Welbilt UK Limited	United Kingdom
Europe	Welbilt (Halesowen) Limited	United Kingdom

Appendix K:
Notice of Non-Compliance to IB Supplier Routing Policy

Notification Date:

Invoice:

Dear Welbilt supplier,

Shipment #_____to _____, on _____ was shipped out of compliance to the Inbound Supplier Freight Policy.

See below for violation detail(s)

Qty	Policy violation

We appreciate your attention to this manner. Future violations will be subject to the compliance violation fee schedule listed in the Inbound Freight Compliance Policy.

If you have any questions regarding this, please contact your buyer/materials manager.

Regards,

Dan Penrod

Director of Global Logistics

Appendix L:
Freight Charge Bill to Information

Welbilt uses a third-party freight pay company. All BOLs must reflect the correct Bill-to to ensure the bills are received timely.

Current Bill to information to be listed on the Bill of Ladings:

Welbilt Brand Name (Examples: Delfield, Kolpak, Frymaster, Ice etc)
c/o Hatfield & Associates, LLC
5100 Poplar Avenue, Suite 3119
Memphis, TN 38137