FedEx Parcel Routing Instructions

April 2016

Dear Stant Corporation Supplier:

In an effort to streamline shipping activity, Stant has chosen FedEx® as our primary carrier for all small parcels shipments (up to 150 lbs. per piece).

Small Parcel Shipping Requirements

- When shipping to a Stant facility:
    - Use the **FedEx Ground®** *Service Type* for all small parcel shipments
    - *Bill transportation to* "**Recipient**", and enter the location's billing account number (see below)
    - Choose the FedEx Express® Service Type only when requested by the Stant planner
        - A premium freight authorization number must be requested from the planner for any service beyond **FedEx Ground**
- When drop shipping on Stant's behalf
    - Use the **FedEx Ground** *Service Type* for all small parcel shipments
    - *Bill transportation to* "**Third Party**", and enter the location's billing account number (see below)
- For all small parcel shipments, enter the **Stant PO number** into the FedEx PO number field

Stant *World Headquarters* 1620 Columbia Ave Connersville, IN 47331 Acct #: 248812303	Stant *Rochester Hills* 1955 Enterprise Dr. Rochester Hills, MI 48309 Acct #: 255101382	Stant *Laredo Branch* c/o Kuehne + Nagel, Inc. El Portal Industrial Park 12018 Auburn Road Laredo, TX, 78045 Acct #: 248831103
Stant *Pine Bluff* 5300 Jefferson Pkwy Pine Bluff, AR 71602 Acct #: 100300982	Stant Romeoville 1355 Lakeview Dr. Romeoville, IL 60446 Acct #: 135631809	Stant *México* Circuito Corral de Piedras #37 Polígono Empresarial San Miguel, San Miguel de Allende, GTO, MEX. C.P. 37888

Shipping charges will be invoiced directly to us, while additional fees associated with your FedEx shipments, including pickup fees, if applicable, will be invoiced to you. Costs associated with any other method of shipment falling outside these guidelines may not be paid by Stant.

Account Confidentiality

FedEx billing account numbers are considered confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions.

Shipping Questions/Concerns

- See the attached job aids for additional information on using FedEx services
- Contact the buyer who arranged the sale if you have questions about a Stant PO.

We value you as a supplier and trust this new process will only enhance our working relationship. Thank you for your cooperation and support.

Sincerely,

Doug England
Director Logistics Compliance & Distribution
Stant Corporation
1955 Enterprise Drive
Rochester Hills, MI 48309

STANT CORPORATION ROUTING INSTRUCTIONS

For questions about FedEx go to fedex.com or call 1.800.GoFedEx 1.800.463.3339 anytime.

	FedEx Ground	**FedEx Express**
Shipment / Package Weight and Size	Small parcel, non-palletized, up to 150 lbs. per piece, 108" in length, 165" in length plus girth (L + 2H + 2W)	Small parcel, non-palletized, up to 150 lbs. per piece, 108" in length, 165" in length plus girth (L + 2H + 2W)
Preferred Service	1 to 5 days (in the contiguous U.S.) Day-definite service parcels up to 150 lbs. per piece. **Service is preferred and does not require prior authorization.**	1 to 3 days by time specified Time-definite service parcels up to 150 lbs. per piece. **Requires *prior* authorization from the Stant buyer who arranged the sale**
Payment Terms	**Bill RECIPIENT** to a Stant facility **BILL THIRD PARTY** to a non-Stant facility or drop-shipped on our behalf The FedEx billing account number will be provided on the purchase order or by the buyer.	**Bill RECIPIENT** to a Stant facility **BILL THIRD PARTY** to a non-Stant facility or drop-shipped on our behalf The FedEx billing account number will be provided on the purchase order or by the buyer.
Mandatory Reference Information	ENTER *the following Stant references* into the FedEx "PO Number field: • **Stant PO Number** Do not add spaces or extra characters.	ENTER *the following Stant references* into the FedEx "PO Number field: • **Stant PO Number** Do not add spaces or extra characters.
Customer Service (toll-free)	1.800.GoFedEx (1.800.463.3339)	1.800.GoFedEx (1.800.463.3339)
Pick-Up	If you do not have a regular scheduled FedEx Ground pick-up, you will need to contact FedEx to schedule your pick-up **one business day** in advance. Information available on fedex.com.	Same-day pickup is available if requested before specified cut-off time as determined by the local service center. Information available on fedex.com.

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number. If you do not have an account number, call 1.800.GoFedEx 1.800.463.3339 to set one up.

Go to **fedex.com**, hover over the "**Ship**" tab and select **"Create Shipment"** within the "FedEx Express or FedEx Ground" section. Enter your user ID and password and click "**Login**." Now you are ready to ship.

1. From

Verify the sender information is correct.

2. To

Enter the recipient information. If you will be shipping to this address again, check the "Save new recipient in address book" box for faster access in the future. Select "Perform detailed address check" to avoid incurring address correction fees.

3. Package & Shipment Details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing Details

- Select "Recipient" in the "Bill transportation to" field, and enter the appropriate FedEx recipient account number in the "Account no." field.

- If applicable, enter your required reference information in the "Your reference" field, and if additional reference fields are required, click "More reference fields."

- You may also select optional services, such as: find a drop-off location, schedule a pickup, receive an e-mail notification, or find estimated rates and transit times.

5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click "Ship." At the next screen, confirm your shipment details, and click "Ship."

Follow this simple process with FedEx Ship Manager hardware or software (also known as FedEx Café) for shipments using the Bill Recipient option.

1. Recipient information

Complete the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future.

2. Sender information

Confirm the sender information, or change if necessary.

3. Package and shipment details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing details

- Select "Recipient" in the drop-down menu and enter the appropriate FedEx recipient account number in the "Acct #" field.

- If required, enter reference or purchase order numbers in the appropriate fields.

5. Ship

Click "Ship." Print your shipping label, and affix it to your shipment.

FedEx Express® and FedEx Ground® Pickup Fees

Charges may apply when you request a FedEx Express or FedEx Ground pickup. Pickup fees are itemized separately on your invoice and assessed to the account number associated with the shipping location.

To avoid fees, you may drop off your packages at a FedEx staffed facility or FedEx Authorized Ship Center (FASC).   To schedule a pickup or find the nearest drop off location, login to **fedex.com/pickup** or call **1.800.GoFedEx 1.800.463.3339** (say "schedule a pickup").

On-Call Pickup

You may schedule a pickup for the next business day with FedEx Ground or the same day with FedEx Express, if you call before the cut-off time. FedEx Ground On-Call charges are assessed per package with a maximum fee of $20 per rated week.

Regular Weekly Pickup

Both FedEx Ground and FedEx Express provide regular weekly stops for one or more days each week. The FedEx Ground regular weekly fee is determined using the account number's previously invoiced combined FedEx Express, FedEx Ground, FedEx Home Delivery® and FedEx Smart Post® weekly shipping charges.

Fee Schedule for Domestic Small Package		FedEx Ground	FedEx Express
On-Call Pickup	Same Day - see below	Only available in selected cities	**$4.00 per package**
	Future Day - Requested via automation	**$3.00 per package****	**$4.00 per package**
	Future Day - Requested via live operator	**$4.00 per package****	**$4.00 per package**
Regular Weekly Pickup	Invoiced weekly FedEx shipping charges are $75 or more	**$12.50 each week**	**No Fee**
	Invoiced weekly FedEx shipping charges are less than $75	**$25.00 each week**	**No Fee**

Note: Same Day Ground pickup is currently limited to Cleveland, Ohio and the greater Los Angeles area.

* Rates provided are valid as of January 4, 2016. See FedEx Service Guide online at fedex.com for current rates.

** Maximum fee for on-call is $20 per rated week (the week packages are delivered, not picked up).

Additional Resouces for Customers Using FedEx

FedEx U.S. Customer Service Pickup scheduling, tracking, drop-off locations, rates, supplies, new account setup, package returns, package charges, general information.	**1.800.GoFedEx 1.800.463.3339** www.fedex.com
FedEx® Freight Customer Support Pickup scheduling, truckload, LTL, volume/backhaul and freight forwarding services information.	**1.866.393.4585 (toll-free)**
FedEx International Customer Service Rates, tracking, pickup scheduling, Harmonized Codes, general shipping information.	**1.800.GoFedEx 1.800.463.3339** (say "international services") www.fedex.com/us/international
FedEx® Billing Online and Technical Support Assistance with accessing or navigating FedEx Billing Online	**1.800.GoFedEx 1.800.463.3339** (say "billing")
FedEx Customer Technical Support Assistance with FedEx® shipping solutions, including FedEx Ship Manager® at fedex.com, FedEx Ship Manager® hardware or software and FedEx Ship Manager® Enterprise.	**1.877.339.2774**
FedEx Customer Claims and Revenue Services Assistance with claims, credits and refunds, invoice copies, billing inquiries, and duty and tax inquiries.	**1.800.GoFedEx 1.800.463.3339** (say "claims")
FedEx Dangerous Goods - Hazardous Materials Information on shipping dangerous goods (Express service) or hazardous materials (Ground service), including regulatory requirements and shipping forms	**1.901.434.3200** (Hotline) or **1.800.463.3339** (say "dangerous goods") www.fedex.com/us/services/options/dangerousgoods
FedEx Regulatory Consulting U.S. export documentation and customs requirements worldwide.	**1.800.851.3336** www.fedex.com/us/services/intl/customsinfo.html

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