



To: All Suppliers:

Effective March 20, 2023, all invoices for domestic freight bills where Astemo Americas, Inc. is responsible for the cost of the freight must be submitted to IL2000, LLC for the following Astemo locations listed below:
All freight bills should be billed 3rd Party to the following address:

Astemo Americas, Inc. C/O IL2000
PO Box 2545
Virginia Beach, VA 23450

COMPANY	ADDRESS	CITY	STATE	ZIP
Astemo America's Inc.	955 Warwick Road	Harrodsburg	KY	40330
Astemo America's Inc.	601 Robinson Drive	Harrodsburg	KY	40330
Astemo America's Inc.	1150 Mayde Road	Berea	KY	40403
Astemo America's Inc.	301 Mayde Road	Berea	KY	40403
Astemo America's Inc.	1000 Unisia Drive	Monroe	GA	30655

For Small Package, Courier & International Invoices:

Submit Invoices to the addresses listed above for shipments that pertained to their location.

DOMESTIC FREIGHT REQUIREMENTS:

Small Package:

If you are shipping small package via FedEx or UPS (shipments less than 150 lbs.) then you do not need to include the billing address information. FedEx and UPS have already been instructed on where to send their invoices for payment of freight charges.

Full Truck Load (FTL):

Process remains the same. Please follow instructions with each site.

For Less Than Truck load shipment(s) moving collect to Astemo:

Shipments 150 lbs. or more must be shipped via a less than truckload carrier. The bill of lading must be created, and the least cost carrier selected by accessing the IL2000 website. Failure to follow these procedures will result in the total freight charges being invoiced back to the supplier plus a \$100 administrative fee.

You must use the IL2000 Vendor Transportation Management System to schedule shipments and generate Bills of Lading and associated labels. The

IL2000 website can be accessed by following link:
<https://apps.il2000.com>.

You will receive an updated Astemo Supplier Routing Letter and IL2000 contact list. New email contact for IL2000 operations team is greenteam@il2000.com.

If suppliers need help with portal please email IL2000 at Clientservices@il2000.com or by phone 877-373-4525.

If you are paying the freight charges, then you may ship via the carrier of your choice.

It is imperative that these instructions are followed. We appreciate your cooperation in supporting these changes to our transportation policy. Should you have any questions, please do not hesitate to call us.

DOMESTIC SUPPLIER SHIPPING REQUIREMENTS:

Definition:

- 1.) Delivery Window is one day and that is the due date showing on the Supplier Release.
- 2.) To be considered on time, supplier must ship total quantity due so that it delivers on the due date. Paperwork (packing list, MSDS, etc.) must also be included or the shipment will be considered late, and the delivery rating will be affected.
- 3.) Number of service days is the transportation time from your shipping point to delivery at Astemo. The pick-up day, weekends or holidays should not be counted as a service day.
- 4.) Packing slip should contain the Purchase Order Number, Part Number(s), and Quantity.

Guidelines:

- 1.) Shipments that weigh less than 150 lbs. should be shipped via Fed Ex Express Second Day. Suppliers should adjust their shipping date to compensate for any difference in delivery time. Shipments that weigh over 150 lbs. should be shipped by (ASTEMO) AM's designated carrier according to the number of service days so that it arrives on the due date.
- 2.) The supplier should calculate their shipping date by subtracting the number of service days from the due date. The pickup day, holidays

and weekends are not counted. Example:

Ship Day	Number of Service Days	Delivery Day
Thursday	1	Friday
Tuesday	2	Thursday
Thursday	3	Tuesday

- 3.) As long as the supplier meets these requirements then shipments will be considered on time. If the trucking company delivers late or early and that is reflected on the Delivery Tracking Report, the supplier is responsible for notifying Production Control Department of any discrepancies. Any trucking related issues will be reviewed if Production Control Department is notified within one month of rating and the delivery rating may be adjusted.
- 4.) Any supplier not following correct routing (unless authorized by (ASTEMO)AM) will be charged for the total cost of freight charges plus \$100 administrative fee. This will be debited to the supplier's account. Failure to comply will also affect the supplier's Delivery Rating.
- 5.) If the supplier has experienced production problems and chooses to expedite the shipment to make on-time delivery, this should be shipped pre-paid, charged to the supplier, and the US-based company should be listed as the "Importer or Record" (Consignee), and (ASTEMO) AM as the Destination Address only. The supplier may use any carrier they choose when they are paying freight if parts arrive in time to meet PO due date. In the event of a quality issue the supplier should expedite, as normal truck delivery may not be acceptable.
- 6.) If (ASTEMO) AM is neither the consignee nor the shipper but responsible for paying the freight charges (3rd party billing), then (ASTEMO) AM's designated carrier must be used. Bill of lading must be created by accessing the IL2000 web site as previously mentioned above.
- 7.) Supplier should include correct description or National Motor Freight Classification (NMFC) item number(s) on bill of lading. (Example: Plastic Parts NOI 6 – 12 lb. PCF). This classification determines transportation charges, so it is important that this information is correct.
- 8.) Multiple orders with the same shipping dates should be consolidated and shipped under one bill of lading. Refer to the weight guidelines to determine shipping method.
- 9.) Suppliers are responsible for documenting pick-up numbers, contact names, dates and time when calling carriers for pickup. It is also the supplier's responsibility to follow up with the carrier if pick-ups are not made timely.
- 10.) Astemo expects each supplier to meet our requested delivery date. It is the supplier's responsibility to advise the appropriate Production Control Planner as soon as possible if the requested delivery date cannot be met.

INTERNATIONAL FREIGHT REQUIREMENTS:

At Initial Setup, International Suppliers and (ASTEMO)AM Procurement should reach out to Import Export Group to set up logistic lanes and SOP for international documentation requirements. The Import Export Group contact for Logistics and Operations is:

NOTE AFTER OCTOBER 1st 2025 ALL EMAILS LISTED WITHIN WILL BE CHANGED TO @astemo.com

HK/BM/LA: Alex Guay alexander.guay.zr@hitachiastemo.com

BK: Alexei Tioukalov – alexei.tioukalov.vp@hitachiastemo.com

GA: Washeka Wheeler – washeka.wheeler.xc@hitachiastemo.com

Foreign Supplier Shipping Requirements:

Astemo must obtain certain documentation from the foreign supplier to clear the imported products through U.S. Customs, meet Customs-Trade Partnership Against Terrorism (C-TPAT) best practices, and meet the requirements of U.S. Customs Importer Security Filings (ISF) in order to properly enter the goods into the United States.

Advanced Shipping Notice (ASN) is required by email from each foreign supplier to (ASTEMO)AM Import Export Group when the ordered products are shipped from the overseas supplier location. (ASTEMO)AM must obtain pre-advise information, including the commercial invoice, packing list, and bill of lading before the products leave supplier's facility and/or foreign port of departure

(ASTEMO)AM has included the Invoice Requirements on the next page to enable each foreign supplier to comply with the above shipping requirements:

Steps for Air/Ocean Shipments

- 1.) (ASTEMO)AM issues PO to Foreign Supplier.
- 2.) Foreign Supplier produces good.
- 3.) Foreign Supplier prepares goods for shipment.
- 4.) Foreign Supplier arranges shipment deliver to port of departure.
- 5.) Supplier contacts their logistics company & broker for inland transportation and export fees
- 6.) Supplier or broker to contact (ASTEMO)AM Forwarder of Choice to be alerted about shipment
- 7.) Email Invoice, Packing List & B/L to persons on Invoice Requirement Letter
- 8.) (ASTEMO)AM Forwarder of Choice ships goods via pre-arranged Air/Ocean Carrier

PACKING SLIP EXAMPLE:

Preferred Method 1 – (same PO- 1 line on invoice still needs to be broken down per case on packing list)

Cases numbered in 3 digits (001-999 then start over)

				Sales Div.		
Case No.	Packages	Contents		Net Weight	Gross Weight	Measurement
		Description	Quantity			
769	PALLET 1	R135690	PCS 100	KGS 588.0	KGS 628.0	M3 1.269
770	1	R135690	100	588.0	628.0	1.269
TOTAL :	PALLETS 2		PCS 200	KGS 1,176.0	KGS 1,256.0	M3 2.538

PO is identified for each case #

Preferred Method 2 – (Multiple PO's in same case - list out all PO's. Do not have to duplicate to identify case again, only PO's within the case)

Shows multiple PO's in the same case #

line item # shown

Invoice No.: 00050576
Page: 1 / 1

Case No.	Packages	Description	Quantity	Net Weight	Gross Weight	Measurement
760	PALLET 1	R104268 (1)	2,520	877	897	0.912
761	1	R104268 (1)	2,520	877	897	0.912
762	1	R104268 (1)	2,520	877	897	0.912
763	1	R104268 (1)	2,520	877	897	0.912
764	1	R104268 (1)	2,520	877	897	0.912
765	1	R123042 (8)	576	102	114	1.035
766	1	R123042 (8)	576	102	114	1.035
767	1	R121131 (5)	1,000	43	51	0.265
		R121132 (6)	1,000			
		R121133 (7)	1,500			
771	1	R120878 (4)	800	54	75	0.569
		R118565 (2)	400			
		R118566 (3)	400			
773	1	R120797 (12)	2,160	99	119	1.520
774	1	R120797 (12)	2,160	99	119	1.520
775	1	R120797 (12)	2,160	99	119	1.520
776	1	R120797 (12)	342	99	119	1.520
		R125082 (17)	1,818			
777	1	R120813 (9)	2,680	148	168	1.362
778	1	R120813 (9)	2,680	148	168	1.362
809	1	R122995 (10)	1,664	153	173	1.071
		R125102 (11)	640			
810	1	R122976 (15)	2,660	119	139	1.441
		R126074 (16)	320			
811	1	R120903 (14)	832	134	154	1.362
		R125087 (18)	3,008			
812	1	R120798 (13)	160	121	141	1.441
		R125083 (18)	2,720			
TOTAL :	PALLETS 19		PCS 45,156	KGS 4,906	KGS 5,208	M3 21.583

Invoice Requirements for International Shipments:

The commercial invoice submitted to U.S. Customs must contain complete and accurate information. Customs requires the following information on all commercial invoices:

- 1.) U.S. port of entry
- 2.) Date of shipment
- 3.) Origin of the shipment
- 4.) Shipper name
- 5.) Buyer name
- 6.) Detailed description of the merchandise – with purchase order and drawing number listed for each line item
- 7.) Tariff classification number (to at least 6 digits)
- 8.) Marks and numbers of the packages/cases/pallets – identified with PO
- 9.) Quantities
- 10.) Purchase price of each item
- 11.) Currency of the purchase
- 12.) If costs (such as freight & insurance) are included in the purchase price then those costs must be itemized by name and amount for the shipment.
- 13.) Country of origin (if multiple origins, please clarify on invoice)
- 14.) Invoice must be English
- 15.) Terms of sale on invoice (FOB, FCA, DDP, etc.)

Purchase Order Number: Must be included on the invoice with each line item.

A packing list, including case number, quantity, and purchase order number, is also needed for every shipment.

IMPORTANT:

NOTE AFTER OCTOBER 1st 2025 ALL EMAILS LISTED WITHIN WILL BE CHANGED TO @astemo.com
(ASTEMO)AM also requires a copy of the invoice be emailed as soon as the shipment leaves the seller's facility.
The invoice **MUST** be emailed to **ALL** of the following:

HK/BM/LA

Alex Guay - alexander.guay.zr@hitachiastemo.com
Mitzi Hills - Mitzi.hills.be@hitachiastemo.com
Zachary Edwards - Zachary.edwards.jm@hitachiastemo.com
Gary W. Smith - gary.w.smith.kp@hitachiastemo.com

GA

Ga-materials@hitachiastemo.com

BK

alexei.tioukalov.vp@hitachiastemo.com

EA

thomas.bieniek.wt@hitachiastemo.com
jennifer.dunny.gm@hitachiastemo.com

Supplier Lot Number Shipping Document Instructions

- 1.) Line-item number listed on Commercial Invoice
- 2.) Number assigned to individual pallets
- 3.) Astemo assigned Purchase Order number
- 4.) Astemo part number (number on Purchase Order)
- 5.) Quantity breakdown by Supplier Lot number
- 6.) Supplier lot number for traceability- if required

Purpose:

Astemo Customer Requirement for Traceability