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A-T Controls Transportation Routing Guide

This Transportation Routing Guide (TRG) provides supplier shipping instructions for items delivering to A-T Controls facility locations, distributors, or drop shipments direct to our end customers.

TRG Summary:

Shipment Type	Preferred Method / Carrier	When to Use
Small Parcel – Domestic	UPS Ground	Use unless otherwise specified on the Purchase Order; single packages up to 70 lbs.
UPS Hundredweight (CWT)	UPS CWT	Use for multiple packages to one destination on the same day, each 70 lbs. or less, with total shipment weight up to 249 lbs.
LTL Freight	A-T Controls LTL Carrier Routing Matrix	Use for single units/packages 71 lbs. or more, multiple-piece shipments, or shipments up to 5,000 lbs. that are not Capacity Loads.
Capacity Load / Larger Shipments	Contact A-T Controls location or Procurement Team	Required when shipment exceeds Capacity Load dimensions or is larger than standard LTL guidance.
Drop Ship / Direct Order – Collect	Customer's specified LTL carrier	Use when the customer's Collect carrier is listed on the A-T Controls Purchase Order.
Drop Ship / Direct Order – No Collect Account	Prepaid and Add using supplier's preferred carrier	Use when the customer does not have a Collect account; freight charges are added to the supplier invoice.
Air / Express Freight	Approved by A-T Controls Procurement Team	Use only when expedited air service is approved and the Purchase Order requests express shipping.
Specialty / Non-LTL Freight	Determined by A-T Controls	Use for truckload, flatbed, sprinter van, expedited, or other specialized transportation modes.
International / Overseas Freight	Designated by A-T Controls	Use approved freight forwarders, brokers, and service levels as assigned by A-T Controls.



A-T Corporate Locations and Subsidiaries

Effective transportation management is a vital component in successfully managing our mutual supply chain. Our goal is to manage product flow, ensuring products reach our customers while managing transportation transit times and operating at the lowest possible cost.

The use of this TRG results in a streamlined method of moving products through our mutual supply chain, contributing to our goal of providing excellent value and superior customer service.

We strive to ensure that the most effective and efficient transportation modes are used for every shipment. This includes optimization of inventory and service-level requirements, minimal time-in-transit, and reduced transportation and handling expenses.

Transportation Contact

A-T Controls Procurement Team Contact:

- Email: purchasingteam@atcontrols.com
- Phone: (281)561-0530

Compliance Notice

Failure to comply with the instructions outlined in this TRG will serve as your agreement to:

- Absorb excess freight expenses incurred by A-T Controls in the form of chargebacks; **or**
- Accept responsibility for all order-related transportation charges through the redirection of carrier charges.

Shipments to an A-T Controls Location

Vendors must send all freight directly to the A-T Controls locations assigned on the Purchase Order (PO), utilizing the freight matrix for LTL shipments or UPS for small parcel shipments.

- All Shipments, small parcel or LTL will be utilizing A-T Controls preferred freight carriers utilizing our account numbers, or Prepaid based on Vendor Purchase Agreement (VPA) terms.



- If a shipment qualifies as a **Capacity Load**, contact the A-T Controls location before shipping.

Capacity Load Definition

A Capacity Load is any shipment with:

- Linear length is greater than 168 inches (14 feet), **and**
- Width greater than 60 inches (5 feet)

Drop Ships / Direct Orders

If product is shipped directly from a supplier to a customer, freight charges must be handled as follows:

Option 1 – Collect Shipment

The supplier ships Collect using the customer's LTL carrier of choice as specified on the A-T Controls Purchase Order.

Option 2 – Customer Has No Collect Account

If the customer does not have a Collect account with an LTL carrier:

- Supplier ships Prepaid and Add.
- Supplier uses its preferred carrier.
- Freight charges are added to the supplier's invoice.

Small Parcel Shipments

Shipments must be routed using **UPS Ground** unless otherwise specified in the Purchase Order.

UPS Ground will bill A-T Controls directly for transportation charges. If "Collect" is listed for a DC or corporate location, the billing method must be listed as Collect.

Package Requirements

- Maximum package weight: **70 lbs.**



- Maximum package girth: **130 inches**
- Maximum package length: **108 inches**

If any size of a package exceeds **60 inches**, contact the **A-T Controls Procurement Team**.

Identifying A-T Controls Preferred Carriers and Shipping Methods

Small Parcel

Domestic – UPS

- Single package:
 - 70 lbs. or less (standard weight unless dimensional weight exceeds actual weight)
- If shipment contains:
 - 4 or more packages, **and**
 - Total shipment weight exceeds 100 lbs.

The shipment must be palletized and shipped via LTL.

UPS Hundredweight (CWT)

Applicable when:

- Multiple packages are shipped to one destination on the same day
- Each package is 70 lbs. or less
- Total shipment weight is up to 249 lbs.

International – UPS

- Service level determined by A-T Controls at time of order
- Customs broker and freight forwarder shall be designated by A-T Controls unless otherwise authorized in writing.



Specialty Freight

Truckload (TL), flatbed, expedited, and other specialty freight carriers are determined by A-T Controls on a case-by-case basis.

Note: All small parcel pickup fees are the responsibility of the vendor.

LTL Shipments

LTL requirements apply to:

- Shipments up to 5,000 lbs. or
- Shipments that do not qualify as a Capacity Load

For larger shipments, contact the **A-T Controls Procurement Team**.

Freight Collect and Third-Party Collect Shipments

Vendors must use the A-T Controls LTL Carrier Routing Matrix to determine the appropriate carrier.

When selecting a carrier:

1. Identify the State of Origin.
2. Identify the State of Destination.
3. Select the designated carrier.
4. Verify the carrier services both pickup and delivery locations as direct points.

If service is unavailable, contact the **A-T Controls Procurement Team**.

Domestic Freight

- Refer to the attached Freight Matrix.
- Applies to:
 - Single units/packages weighing 71 lbs. or more



- Multiple-piece shipments up to 249 lbs.

Overseas Freight (Import/Export)

Air, Ground & Vessel

- Determined by: **A-T Controls Procurement Team**
- Approved freight forwarders and brokers will be designated on a shipment-by-shipment basis.

Air / Express Freight

Air/Express freight refers to shipments requiring expedited air transportation from a vendor to:

- A-T Controls location, or
- A-T Controls customer

Use of expedited air service must be approved by the **A-T Controls Procurement Team**.

The vendor must receive a valid Purchase Order requesting express shipping before shipping via air.

A-T Controls determines preferred brokers and brokerage providers. Any brokerage fees resulting from vendor non-compliance will be charged back to the vendor.

Note: The A-T Controls LTL Freight Matrix may change periodically. Vendors are responsible for acknowledging updates when distributed.

Other Freight

All non-LTL freight must be selected or specified by A-T Controls whenever A-T Controls is responsible for transportation charges.

Vendors may not select carriers for specialty freight, including:

- Flatbed
- Full Truckload (FTL)



- Sprinter Van
- Other specialized transportation modes

Exception: Third-party shipments sent directly to customers.

Third-Party Collect Shipments

All Third-Party Collect shipments must be billed to A-T Controls freight payment and audit partner and listed in the Bill-To section of the Bill of Lading (BOL).

Invoices – send all invoices and any supporting documents to:

Vytl Controls

Attn: Accounts Payable

Email: apinvoices@vytlcontrols.com

A-T Controls will charge back vendors for any carrier services requested by the vendor and not authorized by A-T Controls.

Collect Shipments

When a customer requests shipment via their carrier account and this is specified on the A-T Controls Direct Order (DO) Purchase Order:

- The shipment must be sent using the customer's designated carrier account.
- The shipment must be billed according to the customer's instructions.

If a vendor uses a carrier other than the one specified in the Purchase Order:

- The vendor is responsible for reimbursing the customer for any difference in freight charges between:
 - The incorrect carrier used, and
 - The designated carrier.

Transportation Authority



The **A-T Controls Procurement Team** maintain final authority over:

- Carrier selection
- Routing exceptions
- Expedited freight approvals
- International freight forwarding and brokerage
- Freight claim resolution
- Interpretation of this Transportation Routing Guide

Any deviation from this Transportation Routing Guide must receive written approval prior to shipment.