

Hitachi Automotive Systems Americas, Inc.  
955 Warwick Road  
Harrodsburg, Ky  
Phone (859) 734-9451 Fax: (859) 734-6689



**To: All Suppliers:**

**Effective August 27, 2018**, all invoices for domestic freight bills where Hitachi Automotive Systems Americas, Inc. is responsible for the cost of the freight must be submitted to IL2000, LLC for the following Hitachi locations listed below:

**All freight bills should be billed 3rd Party to the following address:**

Hitachi Automotive Systems Americas, Inc.  
C/O IL2000  
PO Box 2545  
Virginia Beach, VA 23450

COMPANY	ADDRESS	CITY	STATE	ZIP
Hitachi Automotive Systems Americas, Inc.	955 Warwick Road	Harrodsburg	KY	40330
Hitachi Automotive Systems Americas, Inc.	601 Robinson Drive	Harrodsburg	KY	40330
Hitachi Automotive Systems Americas, Inc.	1150 Mayde Road	Berea	KY	40403
Hitachi Automotive Systems Americas, Inc.	301 Mayde Road	Berea	KY	40403
Hitachi Automotive Systems Americas, 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 Shipping 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 Truckload (FTL):**

Process remains the same

**For Less Than Truckload shipment(s) moving collect to Hitachi.**

Shipments 150 lbs. or more must be shipped via a less than truckload carrier. The bill of lading must be created, and the 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 a calendar invitation to participate in the IL2000 Supplier Training Sessions. Once you participate in one of their 6 training sessions offered on the following dates: August 20<sup>th</sup>, 21<sup>st</sup>, and 22<sup>nd</sup> at either 10:00 a.m. or 1:00 pm est. time, IL2000 will provide you with a username and password to access your account along with a user manual.

Training is **MANDATORY**. If you cannot make it to one of 6 training sessions offered, please email IL2000 at [Clientservices@IL2000.com](mailto:Clientservices@IL2000.com) or by phone 877-373-4525.

There will also be a tutorial on how to use the IL2000 Supplier Suite. Link to be provided on 8/20/18.

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 me.

Regards,

Karen Trial,  
Corporate PC&L Director,  
Hitachi Automotive Systems America, Inc.

## **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 Hitachi. 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 chose 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 (3<sup>rd</sup> 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 carries for pickup. It is also the supplier's responsibility to follow up with the carrier if pick-ups are not made timely.
- 10) Hitachi 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 setup logistic lanes and SOP for international documentation requirements. The Import Export Group contact for Logistics and Operations is:

HK/BM/LA: Becky Baker – becky.baker@hitachi-automotive.us

BK: Alexei Tioukalov – alexei.tioukalov@hitachi-automotive.us

GA: Debra Washington – debra.washington@hitachi-automotive.us

### **Foreign Supplier Shipping Requirements**

Hitachi must obtain certain documentation from the foreign supplier in order 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 LIST 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	Quantity	Net Weight	Gross Weight	Measurement
		Description				
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.: IH050576  
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Case No.	Packages	Description	Quantity	Net Weight	Gross Weight	Measurement
750	1 PALLET	P/O NO	ITEM	PCS	KGS	KGS
751	1	R104268	( 1 )	2,520	877	897
752	1	R104268	( 1 )	2,520	877	897
753	1	R104268	( 1 )	2,520	877	897
754	1	R104268	( 1 )	2,520	877	897
755	1	R123042	( 8 )	576	102	114
756	1	R123042	( 8 )	576	102	114
757	1	R121131	( 5 )	1,000	43	61
		R121132	( 6 )	1,000		
		R121133	( 7 )	1,500		
771	1	R120878	( 4 )	800	64	75
		R118565	( 2 )	400		
		R118566	( 3 )	400		
773	1	R120797	( 12 )	2,160	99	119
774	1	R120797	( 12 )	2,160	99	119
775	1	R120797	( 12 )	2,160	99	119
776	1	R120797	( 12 )	342	99	119
		R125082	( 17 )	1,818		
777	1	R120813	( 9 )	2,880	148	168
778	1	R120813	( 9 )	2,880	148	168
809	1	R122995	( 10 )	1,664	153	173
		R125102	( 11 )	640		
810	1	R122976	( 15 )	2,560	119	139
		R125074	( 16 )	320		
811	1	R120803	( 14 )	632	134	154
		R125087	( 19 )	3,008		
812	1	R120798	( 13 )	160	121	141
		R125083	( 18 )	2,720		
TOTAL :	PALLETS 19		PCS 45,156	KGS 4,905	KGS 5,269	M3 21.593

### 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 #: 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:**

(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**

[becky.baker@hitachi-automotive.us](mailto:becky.baker@hitachi-automotive.us)

[sarah.reinsmith@hitachi-automotive.us](mailto:sarah.reinsmith@hitachi-automotive.us)

[tyler.dunaway@hitachi-automotive.us](mailto:tyler.dunaway@hitachi-automotive.us)

[ashey.dunn@hitachi-automotive.us](mailto:ashey.dunn@hitachi-automotive.us)

**GA**

[ga-materials@hitachi-automotive.us](mailto:ga-materials@hitachi-automotive.us)

**BK**

[alexei.tioukalov@hitachi-automotive.us](mailto:alexei.tioukalov@hitachi-automotive.us)

**FA**

[thomas.bieniek@hitachi.automotive.us](mailto:thomas.bieniek@hitachi.automotive.us)

[jennifer.dunny@hitachi-automotive.us](mailto:jennifer.dunny@hitachi-automotive.us)

**Supplier Lot Number Shipping Document Instructions**

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

**Purpose:**

Hitachi Customer Requirement for Traceability