

Powell Industries Supplier Routing Guide

Powell Vendor Shipping Policy

All shipments are to be arranged through one of Powell's approved carriers. How to determine which carrier to contact is detailed in this document. Redwood is responsible for monitoring and managing transportation and cargo ready dates for all purchase orders, training suppliers, and providing shipment information and Bill of Lading documents in North America. Vendors must proactively communicate with Redwood regarding shipments and follow their standard operating procedure (SOP) outlined below.

Redwood SCS Contact Information

Email: Powell@Redwoodscs.com **Phone #:** 866-771-9425

The Team

Tatiauna Williamson
Operations Analyst

Stirling Larson
Operations Analyst

Jason Hartwig
Manager Operations

Whitney Horton
Account Management

The dedicated Powell Operations team is in the office between 07:00 and 17:00 CST Monday-Friday. When calling in, please specify that you are a supplier of Powell and have your Redwood Load Number so we can service you quickly.

SHIPPING GUIDE SUMMARY AND CONTENTS

The following explains procedures for routing collect shipments on behalf of Powell. Powell has partnered with Redwood for the management of all Powell shipments unless otherwise directed by Powell. Any deviation from the processes in this document may result in the supplier being debited for shipping costs and associated fees.

The Powell Industries Portlet has been customized for all modes and is supported by the dedicated operations team to facilitate all questions. You will be able to quickly enter the load into our system and download the necessary documentation.

- ✓ Log in to <http://tms.3plogic.com> with your vendor specific username and password
- ✓ Quickly add all required information
- ✓ Then easily download your documentation and you're done!

Don't have a Username and Password to access the portal?

The process is quick and easy, just email powell@redwoodscs.com and ask!

Powell Contact by Location

PlantName/Location	Address	City, State, ZIP	Contact Name	Contact email	Phone
Electrical Division North Canton	8967 Pleasantwood Ave NW	North Canton, OH 44720	TBN	Melissa.Parry@Powellind.com	330.572.2591
Delta Unibus Division	515 Railroad Avenue	Northlake, IL 60164	Joe Comeford	Michael.DiBeasi@Powellind.com	708.409-1925
Offshore Division	16535 Jacintoport Blvd	Houston, TX 77015	Gary Gibson	gary.gibson@powellind.com	281.860.1832
Electrical Division Houston	8550 Mosley Road	Houston, TX 77075	Rocky Gilmore	Rocky.Gilmore@powellind.com	713.378.2553
PowlTech	7232 Airport Blvd. Dock A	Houston, TX 77061	Aitu Vo	aitu.vo@powellind.com	713.770.2128
Branded Products Division	7232 Airport Blvd. Dock A	Houston, TX 77061	Fidel Aviles	Fidel.Aviles@powellind.com	713.434.6871
Service Division Houston	7232 Airport Blvd. Dock C	Houston, TX 77061	Noman Ansari	noman.ansari@powellind.com	713.948.4547
Electrical Division Edmonton	53032 RR236A	Acheson, Alberta T7X 5A5	Anicet Havugimana	Anicet.Havugimana@powellind.ca	780.948.3237
Valve Division Edmonton	7247 – 68 Ave	Edmonton, AB T6B 3T6	Johann Tan	Johann.Tan@Powellind.com	780.395.5580
Calgary Sales Office	MacLeod Trail Place II, Suite 500, 5940 MacLeon Trail SW	Calgary, AB T2H 2G4	Tasawar Hussain	tasawar.hussain@powellind.ca	403.889.6340
Montreal Sales Office	Pointe Claire, 4 th Floor, 6500 TransCanada Service Rd	Montreal, QC H9R 0A5	Gianmarco Di Menna	gianmarco.dimenna@powellind.ca	514.979.8468
Saskatoon Office	Office#9.3318 Millar Ave	Saskatoon, SK S7K 7G9	Todd Valentino	todd.valentino@powellind.ca	306.244.7038
Redwater Facility	Box 428, 4713 . 48 St	Redwater, AB T0A 2W0	Kelly Wagar	kelly.wagar@powellind.ca	780.942.3437
Lloydminster Facility	5205.62 Street	Lloydminster, AB T9V 2E3	Shelley Carroll	shelley.carroll@powellind.ca	780.875.5241
Fort McMurray Facility	155 McMillan Road	Fort McMurray, AB T9H 4G3	Jennifer Bernier	jennifer.bernier@powellind.ca	780.714.6348
Nextron	#14, 6120 . 11 Street SE	Calgary, AB T2H 2L7	Len Edwards	LEdwards@nextron.ca	403.735.9555
Vancouver Office	201.55 Gostick Place	Vancouver, BC V7M 3N2	Roy Belak	roy.belak@powellind.ca	604.288.4212
Powell UK Ltd.	Ripley Road	Bradford, West Yorkshire, BD4 7EH UK	Robin Graham	robin.graham@powellind.com	44 01274 704721

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Section A - Small Parcel Routing Procedure

Please use the guidelines below to help determine when to use small parcel.

Do NOT ship small parcel if any of the following apply to any package:

- **When tendering small parcel packages, please be sure to include the Powell Purchase Order number. Do not add declared value to any package.**
- Package measures more than 119” in length.
 - Oversize occurs at 108”
- Package measures more than 165” in length and girth
 - Oversize occurs at 130”
 - Length is always the longest side
 - Girth = 2 x (Width+Height)
- Package weighs more than 150 lbs

For **International** small parcel packages shipping to Powell facilities, you are to ~~use DHL~~.
Please bill transportation to the import account number that will be provided by your Powell representative.

When entering shipments into Redwood, each supplier is expected to enter the Powell division-specific accounting code in the “Your Reference” field. The Inbound Account Codes provided below are related to the facility receiving the shipment.

Address	City/ State	Division	Inbound Account Code
8550 Mosley Road	Houston, TX	All	021.000.540300.1000.000.00000.0000
7232 Airport Blvd	Houston, TX	Corporate	001.000.540300.1100.000.00000.0000
7232 Airport Blvd	Houston, TX	Branded Products Division	025.000.540300.1100.000.00000.0000
7232 Airport Blvd	Houston, TX	Service Division Houston	022.000.540300.1100.000.00000.0000
16535 Jacintoport Blvd	Houston, TX	Offshore Division	023.000.540300.1400.000.00000.0000
8967 Pleasantwood Ave NW	North Canton, OH	Electrical Division North Canton	026.000.540300.1300.000.00000.0000
515 N Railroad Ave	Northlake, IL	Delta-Unibus	027.000.540300.1200.000.00000.0000
Ripley Road	Bradford, England	Powell UK	157.000.540300.2200.000.00000.0000
All Canadian Locations		All	Do not code

Section B – LTL / Truckload Pickup Request Entry Expectations

***Expedited Shipments: All expedited shipments must be confirmed with Powell@redwoodscs.com ***

Do NOT ship LTL if any of the following apply:

- Weight exceeds 10,000 lbs
- Total length exceeds 14 feet (168")

Redwood with any questions at Powell@redwoodscs.com or 866-771-9425 for any shipment that exceeds these amounts

Section C – Shipper Loading Process

- Driver will not be required to open doors and back up to dock until freight is staged and ready to be loaded
 - Once staged, driver is to back trailer into assigned door
- Loading of trailer by shipper will begin within 30 minutes of trailer bumping dock
 - Loading should take no longer than 60 minutes
 - Driver will contact Redwood for further instructions if delays occur
- Driver will be allowed on dock to inspect product packing and integrity
- All shipments are required to be shipper loaded and counted unless prior approval

Section D – Global Forwarding and Customs Brokerage



*** All NAFTA eligible goods must be communicated at the time of shipment with supporting documentation. ***

To locate the Expeditors office for your import/export shipment, please use the office

locator found at:

<https://www.expeditors.com/locations>

For **international air and ocean** shipments destined for the **USA** where Powell is the Importer of Record the Notify Party that should be listed on the commercial invoice and Bill of Lading as follows:

Expeditors International Washington Inc.
18255 Humble Parkway
Humble, Texas 77338 USA
Phone: 281-913-2800
E-mail: powellUScustoms@expeditors.com

For **inbound truck** shipments to the **USA**, from Mexico, where Powell is the Importer of Record the Notify Party that should be listed on the commercial invoice and Bill of Lading as follows:

Expeditors International Washington Inc.
300 E. Olmos Drive, Suite B
Hidalgo, Texas 78557 USA
Phone: 956-630-4636
E-mail: Powell-NB@expeditors.com

For **inbound truck** shipments to the **USA**, from Canada, where Powell is the Importer of Record the Notify Party that should be listed on the commercial invoice and Bill of Lading as follows:

Expeditors International Washington Inc.
11505 S. Wayne Road, Suite 150
Romulus, Michigan 48174
Phone: 734-857-5180
E-mail: BorderPreAlerts@expeditors.com with
Kelly.Adams@expeditors.com and Amber.Slage@expeditors.com

For shipments destined for Canada where Powell is the Importer of Record the Notify Party should be listed on the commercial invoice and Bill of Lading is as follows:

Expeditors Canada, Inc.
2340 Pegasus
Way NE, Suite
123 Calgary AB
T2E 8M5
Canada Phone:
403.265.9390
E-mail: YYC-customs@expeditors.com

For shipments destined for the United Kingdom where Powell is the Importer of Record the Notify Party should be listed on the commercial invoice and Bill of Lading is as follows:

Expeditors International (UK) Ltd.
Building 314 World Freight Terminal Manchester International
Airport Manchester M90 5EX England
Phone: +44 161 493 1500
E-mail: customsMAN@expeditors.com

Product Packaging

Product packaging must protect the materials and equipment while in transit. Damage incurred due to improper packaging will result in the Supplier paying for replacement plus any freight charges incurred by Powell.

****Carriers will not be responsible for product damaged due to improper packaging****

Labelling Procedures

Powell requires shipment labels to include the following:

- The Powell PO number
- Powell item number
- Item description

If you have any questions regarding these procedures, please contact Redwood at Powell@redwoodscs.com or 866-771-9425