



Nortech Systems, Inc.
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Nortech Systems Inbound Routing Guide

The following are routing instructions for Shipping Inbound to a Nortech System's Site.

Those sites are:

Nortech Maple Grove (Corporate Headquarters) / 7550 Meridian Cir N #150 / Maple Grove, MN 55369

Nortech Bemidji / 4050 Norris Ct NW / Bemidji, MN 56601

Nortech Blue Earth / 1930 West 1st St / Blue Earth, MN 56013

Nortech Mankato / 1950 Excel Dr / Mankato, MN 56001

Nortech Merrifield / 12136 Crystal Lake Rd / Merrifield, MN 56465

Nortech Milaca / 925 6th Ave NE / Milaca, MN 56353

Nortech Mexico / Avenida "E" / 541Parque Industrial Martel / Apodaca N.L. 66634 / MEXICO

Nortech China / No 3 Building / 218 Sangtian Street / Suzhou Industrial Park / Suzhou 215123 / Jiangsu Province / CHINA

Nortech / Devicix Eden Prairie / 7680 Executive Dr / Eden Prairie, MN 55344

GENERAL INSTRUCTIONS:

Shipping and Title are per Nortech Systems Terms and Conditions (T & C). The following routing instructions shall apply:

1. Vendor must use the Nortech Systems Purchase Order number as a reference, bill of lading or shipment number on shipments. If more than one PO is sent, packing list must document all Nortech Systems PO's sent in that shipment.
2. When making more than one shipment to the same Nortech Systems location on the same day, please consolidate all shipments into one shipment.
3. Utilize UPS Hundredweight (CWT) when possible. Try to minimize shipping heavy >70 lb pieces as parcels.
4. Nortech Systems is self-insured therefore no shipment should be marked with declared value or additional insurance purchased to move the shipment.
5. Ground, LTL, or truckload shipments are considered standard modes of transportation. Air or premium shipments are not permitted unless authorized by a Nortech employee or supplier agreement.

***** FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL RESULT IN ALL FREIGHT COSTS BEING CHARGED BACK TO YOUR COMPANY***** If you have any questions regarding these instructions, please contact your Nortech Buyer.

Inbound Domestic Routing Guide	
Shipping Characteristics	US Domestic Routing
*Parcel shipments up to 150 pounds	**UPS Ground
Non-Palletized shipments between 151 lbs and 300 lbs and with multiple parcels (<20) utilize normal UPS Ground CWT	**UPS Ground CWT
Palletized or multiple package Shipments from 301 lbs to 9999 lbs	***Global Vision @ 704-380-3717 or email freightdesk@globalvision-us.com .
Palletized Shipments >10000 lbs.	Contact Nortech Buyer for instructions
*All US Domestic parcels are to move on UPS Ground Service unless specifically instructed in writing by the Nortech Buyer. Each Nortech site is responsible to provide the Supplier with the appropriate UPS account number.	
** UPS Ground & UPS Ground CWT - No one piece can exceed 150 lbs. Any piece >70 lbs must be labeled as Heavyweight. If possible avoid pieces >70 lbs due to potential handling issues.	
***Review Routing Guide Instructions for "Bill To" details when using Global Vision	

Non Palletized - Standard Ground shipping

All US Domestic parcels are to move on UPS Ground Service unless specifically instructed in writing by the Nortech Buyer. Each Nortech site is responsible to provide the Supplier with the appropriate UPS account number.

Nortech requests your support to consolidate orders or parcels into less shipping units. Also, we are asking when shipping multiple parcels (less than 20) with the total shipment weight of between 150 and 300 pounds to use UPS Hundredweight instead of shipping LTL on a pallet.
300 lbs – 9999 lbs follow the procedure below

LTL (Less -than Truckload) Routing:

Call the Global Vision Freight Desk @ 704-380-3717 for routing instructions. Or simply email your request to freightdesk@globalvision-us.com. Please have your P.O. # or Reference # available if needed along with weight, dimensions and commodity. The Freight Desk will complete and fax or email the Bill of Lading with shipping instructions. They will also contact the carrier and arrange for the pickup. The carrier being used will show at the top of the Bill of Lading.

Billing Procedures for Global Vision:

All shipments should be sent PREPAID & BILL THIRD PARTY TO:

Cerasis
P.O. Box 21248
Eagan, MN 55121

Air Freight or Expedite Shipments:

For any air /expedite shipments outside of the small parcel air services requiring further options contact UPS Supply Chain Solutions at (800) 742-5727. Both air and ocean freight moves (International and some urgent domestic / door to door and port to door options)

International Shipments

Inbound International Routing Guide	
Shipping Characteristics	International Routing
Small Parcel shipments up to 200 pounds	UPS Worldwide Expedite* 2-5 business day service.
Palletized Shipments 201 to 500 lbs	UPS Worldwide Expedite Freight*, if available. If not, UPS Worldwide Express Freight*
> 501 pounds	Contact Nortech Buyer for instructions
To / From Canada use UPS Standard. To Mexico should follow Domestic routings to Laredo TX.	
*Use your UPS Acct#. Each Nortech site is responsible to provide the Supplier with the appropriate UPS account number.	

1. **PACKING AND SHIPPING.** Seller shall mark, pack, and ship only as specified or as subsequently directed in writing, and in conformity with good commercial practice for protection and shipment. No separate or additional charge is payable for containers, crating, boxing, bundling, dunnage, drying or storage, unless otherwise stated in this Order. Goods must be shipped insured and prepaid at Seller's expense. Each package shall be marked to show the Purchase Order number and include a packing slip and quality certifications in each package. Delivery shall be made **DDP Delivery Location, Incoterms® 2017** unless otherwise stated on the face of this Order. Seller shall give written notice of shipment to Buyer when the Goods are delivered to a carrier for transportation. Seller shall provide Buyer all shipping documents, to release the Goods to Buyer within two (2) business days after Seller delivers the Goods to the transportation carrier. The Order number must appear on all shipping documents, shipping labels, bills of lading, invoices, correspondence and any other documents pertaining to the Order. Refer to (URL LINK) for routing guide instructions and support documentation.

Mexico

All inbound shipments to Mexico, unless specifically directed, are to be routed to Zuninga Logistics in Laredo Texas. Shipments originating within the US should follow the Domestic Routing Guide. Shipments with an International origin should follow the International Routing Guide.