



US & CANADA Suppliers

Snap-on Supplier Freight Policy Effective September 6, 2013

Only Snap-on approved carriers are to be used if Snap-on is paying the freight charges.

Failure to use the approved carriers will result in the costs over our negotiated rates being charged to the Supplier along with administrative fee of \$100 per incidence.

IMPORTANT NOTICES:

- We have changed our Freight Audit Payment Company to Cass Information Systems; please make sure you update this to reflect the send invoices to on the Bill of Ladings:

**SNAP-ON
c/o CASS INFORMATION SYSTEMS
PO BOX 67
ST LOUIS, MO 63166**

- At least one Snap-on Purchase order number must be present on the freight Bill of lading Reference field for all Snap-on shipments. Any freight invoices without the Snap-on Purchase order in the reference field **WILL** be rejected and Vendors will be responsible for corrections on the original Bill of Lading.
- Please update Snap-on facility addresses' listed on APPENDIX A. Any shipments with incorrect addresses WILL be rejected and Vendors will be responsible for corrections on the original Bill of Lading.

Jennifer DeYoung jennifer.l.deyoung@snapon.com or phone 815-479-6538, or
Mackief Baker mackief.baker@snapon.com phone 815-479-6503

Note: Suppliers are required to consolidate all daily orders to a single destination under one bill of lading. (Multiple P.O.s can be listed on that BOL.)



I. Snap-on Freight Policy for Finished Goods Supplier Shipments to US Snap-on Locations (Appendix A)

Orders designated for our product center, velocity centers, branches, or domestic subsidiaries are to be shipped **COLLECT** using the approved freight carriers listed on the Snap-on Freight Matrix (Appendix B). The carrier will submit the bill to our audit company. If the receiving location receives an original bill, please send to transportationservices@snapon.com.

A. Small Package: Ship UPS COLLECT (GROUND SERVICE ONLY) for shipments that weigh 200 pounds or less, and those that adhere to single package weight and size limits. (Please contact Jennifer DeYoung for locations UPS Account numbers).

B. Less-than-truckload (LTL) shipments: Shipments weighing 200 to 10,000 pounds or that take up 10 pallet spaces of a trailer or less are to be shipped COLLECT using the carrier shown on the *Suppliers Inbound to Snap-on* tab of the **Freight Carrier Matrix (Separate spreadsheet)**. The Supplier is expected to strictly adhere to the Matrix, unless specific arrangements have been made in writing. Please contact Jennifer DeYoung @ 815-479-6538 if you have any requests for a routing deviation.

C. Volume Shipments: For shipments weighing more than 10,000 pounds or that take up more than 10 pallet spaces of a trailer. Please contact the following carrier for a quote:

RJW – Jennifer 630.424.2424 or Darren 630.424.2429; email: snapon@rjwgroup.com

Please email the quote to jennifer.l.deyoung@snapon.com for audit purposes.

D. Truckload Shipments: For all truckload shipments please contact Jennifer DeYoung or Mackief Baker.

E. Rush Parcel Shipments: Use UPS NEXT DAY AIR SAVER OR SECOND DAY AIR – REQUIRES STATEMENT ON THE PURCHASE ORDER AS PRIOR AUTHORITY FROM SNAP-ON – for rush shipments weighing 200 pounds or less.

F. Heavy-weight Air Shipment: REQUIRES STATEMENT ON THE PURCHASE ORDER AS PRIOR AUTHORITY FROM SNAP-ON – for rush shipments exceeding 200 pounds. Please contact one of the two carriers to obtain quotes:

Quality Air Forwarding – Operations 800-237-6090 or email: ops@gafi.com

Sparta Logistics - Operations 773-774-4333; email: ops@sparta.com

You are to use the lowest quote at the service requested, and e-mail Jennifer DeYoung (jennifer.l.deyoung@snapon.com) with both quotes and which carrier was used. If the lowest priced carrier was not used, a reason for the deviation is required in the e-mail.

II. Snap-on Freight Policy for Raw Material Supplier Shipments

Orders designated for our plants, the packaging center, or domestic subsidiaries are to be shipped **COLLECT** using the carriers shown below. The carrier will submit the bill to our audit company. If the receiving location receives an original bill, please scan and email to transportationservices@snapon.com.

A. Small Package: Ship UPS **COLLECT** (GROUND SERVICE ONLY) for shipments that weigh 300 pounds or less, or those that adhere to single package weight and size limits. (Please contact Jennifer DeYoung for locations UPS Account numbers).

B. Less-than-truckload (LTL) shipments: Shipments weighing 300 to 10,000 pounds or that take up 10 pallet spaces of a trailer or less are to be shipped **COLLECT** using the carrier shown on the *Suppliers Inbound to Snap-on* tab of the **Freight Carrier Matrix, which is attached**. The Supplier is expected to strictly adhere to the Matrix, unless specific arrangements have been made in writing. Please contact Jennifer DeYoung @ 815-479-6538 if you have any requests for a routing deviation.

C. Volume Shipments: For shipments weighing more than 10,000 pounds or that take up more than 10 pallet spaces of a trailer. Please contact the following carrier for a quote:

RJW – Jennifer 630.424.2424 or Darren 630.424.2429; email: snapon@rjwgroup.com

Please email the quote to jennifer.l.deyoung@snapon.com for audit purposes.

D. Truckload Shipments: For all truckload shipments please contact Jennifer DeYoung or Mackief Baker.

E. Rush Parcel Shipments: Use UPS NEXT DAY AIR SAVER OR SECOND DAY AIR – REQUIRES STATEMENT ON THE PURCHASE ORDER AS PRIOR AUTHORITY FROM SNAP-ON – for rush shipments weighing 200 pounds or less.

F. Heavy-weight Air Shipment: REQUIRES STATEMENT ON THE PURCHASE ORDER AS PRIOR AUTHORITY FROM SNAP-ON – for rush shipments exceeding 200 pounds. Please contact one of the two carriers to obtain quotes:

Quality Air Forwarding – Operations 800-237-6090 or email: ops@qafi.com

Sparta Logistics - Operations 773-774-4333; email: ops@sparta.com

You are to use the lowest quote at the service requested, and e-mail Jennifer DeYoung (jennifer.l.deyoung@snapon.com) with both quotes and which carrier was used. If the lowest priced carrier was not used, a reason for the deviation is required in the e-mail. Contact Mackief Baker or Jennifer DeYoung if you have any questions.

F. Steel Shipments: Contact Jennifer DeYoung for a quote and instructions. For requests after 4PM Central Time, please contact Mackief Baker at 630-479-5251

III. Snap-on Freight Policy for “Direct Ship” (“drop ship”) Orders

Orders designated as “Direct Ship” or “Drop Ship” to one of our customers or franchisees are to be shipped **3RD PARTY** in the following manner:

- A. Small Package:** Ship UPS PREPAID, **THIRD PARTY BILLING** (GROUND SERVICE ONLY) for shipments weighing 300 pounds or less, and those that adhere to single package weight and size limits. **Be sure to note the purchase order of the shipment in Reference number 1 field.** (Please contact Jennifer DeYoung for locations UPS Account numbers).
- B. Less-than-truckload (LTL) shipments:** Shipments weighing 300 to 10,000 pounds or that take up 10 pallet spaces of a trailer or less are to be shipped, **THIRD PARTY BILL** using the carrier shown on the *Direct Ship Suppliers to Cust* tab of the **Freight Carrier Matrix, which is attached.** Please note on the bill of lading “Forward the prepaid freight bill and a copy of the bill of lading to: **Snap-on c/o Cass Information Systems P.O. Box 67, St. Louis, MO 63166** for payment.” **Also, make sure customer service advises you of the consignee’s telephone number and if a lift gate is required for delivery. Please note that information on the bill of lading.** The Supplier is expected to strictly adhere to the Matrix, unless specific arrangements have been made in writing. Please contact Jennifer DeYoung @ 815-479-6538 if you have any requests for a routing deviation.
- C. Volume Shipments:** For shipments weighing more than 10,000 pounds or that take up more than 10 pallet spaces of a trailer. Please contact the following carrier for a quote:
RJW – Jennifer 630.424.2424 or Darren 630.424.2429; email: snapon@rjwgroup.com
Please email the quote to jennifer.l.deyoung@snapon.com for audit purposes.
- D. Truckload Shipments:** For all truckload shipments please contact Jennifer DeYoung or Mackief Baker.

IV. The addition of freight charges or handling charges to the invoice for goods is strictly prohibited.

V. The above will authorize the individual carrier to ship all freight to us at our negotiated classes and rates. You must provide the carrier with the correct National Motor Freight Classification item code and freight class. If you are not sure what the code is, please provide the carrier with the description of the product to be shipped. They will be able to cross-reference the proper NMFC item code based on your description. Failure to provide the freight class and NMFC code will result in excessive freight charges by the carrier that will be billed back to the shipper.



VI. When shipping- LTL, Volume, Truckload and Expedited shipments to Snap-on, the following information is required on the Bill of Lading and Packing List for freight bill payment, and for expedited and accurate receiving.

Information Needed	List on Bill of Lading/Packing List
a.) Purchase Order Number(s)	One Purchase order must be entered on the Reference field of the Bill of Lading. All Purchase orders must be listed on the Packing List.
b.) SKU Number(s)/Product ID(s)	All must be listed on Packing List only
c.) Total piece count of product	List on Packing List only
d.) Actual carton count if master cartons are used.	All must be listed on both
e.) Description of product with Snap-on part number	List on Packing List only
f.) Item Description, NMFC item number and freight class	List on Bill of Lading only

For all Volume and Truckload shipments please e-mail a copy of the packing list to our finished goods facilities and manufacturing facilities immediately upon pickup by the carrier. The individuals to whom the packing list should be e-mailed at our finished goods facilities are as follows:

Crystal Lake, IL – Greg.C.Gorman@snapon.com and Margaret.A.Largen@snapon.com
Carson City, NV – Jacki.Corcoran@snapon.com and Dean.J.Skelley@snapon.com;

David.J.Viles@snapon.com

Olive Branch, MS – Ellis.S.Blair@snapon.com and Delainer.Richmond@snapon.com
Robesonia, PA – Eugene.F.Trimble@snapon.com and Randall.M.Burkhart@snapon.com

For e-mail addresses at our manufacturing facilities, please contact the buyer/planner who placed the order.

VII. Import Shipments into the U.S.

Please contact Bernard Van Ham Bernard.A.Vanham@snapon.com (815) 479-6765 or Mackief.baker@snapon.com (815) 479-6503 for instructions.