



**Daikin Applied Americas
Inbound Transportation Manual**

Revision: 01

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1.0 Preface

Daikin Applied Americas Transportation Manual provides instructions and information to our valued suppliers on how to ship materials to Daikin Applied facilities. Failure to follow these instructions may result in a charge back of excessive costs. Please forward copies to your transportation department and all shipping locations for their review and application.

2.0 Scope

The Inbound Transportation Manual will provide specific direction on how inbound shipments should be managed to ensure best service at lowest price to Daikin Applied.

3.0 Daikin Applied Americas Locations

3.1 Daikin Applied Locations and Shipping/Receiving Hours

Daikin Applied Americas 13600 Industrial Park Blvd Minneapolis, MN 55441	Headquarters Monday-Friday 8:00 am–3:30 pm 763-553-5330
Daikin Applied Americas 1001 21 st Ave Owatonna, MN 55060	Manufacturing Shipping and Receiving open 24/7 with exception: 4:00 pm Saturday to 6:00 am Sunday 507-451-1838 507-446-2171 507-446-2186
Daikin Applied Americas 1611 State Ave NW Owatonna, MN 55060	Warehouse Shipping and Receiving open 24/7 with exception: 4:00 pm Saturday to 6:00 am Sunday 507-451-5690
Daikin Applied Americas 1205 Park Dr. NE Owatonna, MN 55060	Warehouse Shipping and Receiving open 24/7 with exception: 4:00 pm Saturday to 6:00 am Sunday 507-451-5690
Daikin Applied Americas (FBS) 300 24 th St. NW Faribault, MN 55021	Manufacturing Steel Receiving M-Th 6:30 am to 3:30 pm All other Receiving 6:00 am to 4:00 pm Shipping 6:00 am to 4:00 pm M-F 507-333-3049



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Number::

<p>Daikin Applied Americas (FBN) 15620 Acorn Trail Faribault, MN 55021</p>	<p>Manufacturing and Warehouse Steel Receiving M-F 8:30 am-3:30 pm All other Receiving: 1st Shift M-F 7:30 am-3:30 pm 2nd Shift M-Th 4:30 pm-1:30 am 507-400-6439</p> <p>Shipping: M-F 8:30 am-3:30 pm</p>
<p>Daikin Applied Americas 207 Laurel Hill Road Verona, VA 24482</p>	<p>Manufacturing Receiving M-F 7:00 am to 2:30 pm 540-292-5906/540-280-6041</p> <p>Shipping M-F 7:00 am to 5:00 pm 540-280-1813</p>
<p>Daikin Applied Americas 131 Laurel Hill Road Suite 301 Verona, VA 24482</p>	<p>Manufacturing Receiving M-F 7:00 am to 2:30 pm 540-292-5906/540-280-6041</p> <p>Shipping M-F 7:00 am to 5:00 pm 540-280-1813</p>
<p>Daikin Applied Americas 2915 Needmore Road Dayton, OH 45414</p>	<p>Warehouse Receiving M-F 7:00 am to 3:30 Only accept deliveries until 2:30 937-742-4160</p> <p>Shipping M-F 11:00 am to 7:30 pm</p>
<p>Daikin Applied Americas 4940 W. Lower Buckeye Road Phoenix, AZ 85043</p>	<p>Manufacturing Receiving M-Th 7:00 am to 2:30 pm Shipping by Appointment only</p> <p>Office Phone (602) 362-1128 Mobile (480) 244-2215</p>
<p>Daikin Applied Americas (Arkansas Whse) 501 South Fresno Ft. Smith, AR 72916</p>	<p>Warehouse Receiving M-F 7:00 am to 2:30 pm</p> <p>Shipping M-F 7:00 am to 2:00 pm 479-806-5116</p>

4.0 Shipments From US and Canada

Daikin Applied Americas has selected **Ruan Transportation** to manage our transportation and supply chain network in the United States and Canada. These instructions cover inbound shipments (**FOB Origin**) to all Daikin Applied Americas facilities located in the United States, including the operations in San Luis Potosi Mexico. Daikin and Ruan will be providing the Daikin/RTMS Supplier Portal to manage all non-parcel transportation requests.

4.1 Daikin/RTMS Supplier Portal

Inbound Daikin Applied Americas Transportation Requests (DTR) should be entered in the Daikin/RTMS Supplier Portal. If the items you are shipping total less than 150 lbs. (no package exceeds 70 lbs or over 130" length and girth combined) proceed to ship them using UPS. **Daikin/RTMS Supplier Portal entry is NOT required on small parcel shipments.**

The Daikin/RTMS Supplier Portal supplier can be accessed at the following URL:
<https://logistics.ruan.com> from any of the following internet browsers

- a. Internet Explorer (IE) Version 11
- b. Mozilla Firefox 38.3
- c. Google Chrome version 46

4.2 RTMS Online User Guide

The RTMS Supplier User Guide is attached for reference and can also be found on the RTMS Supplier Portal menu under the following link once you are logged in.

4.3 Billing

All shipments should be shipped "PREPAID" and billed as follows:

Daikin Applied Americas Inc.
% LOGISTICS BILLING RUAN TRANSPORTATION
PO BOX 9319, DES MOINES, IA, 50309

4.4 Customs Documentation on Canadian Shipments

After you have entered a shipment pick up request in Ruan's portal, please upload the customs documents to the shipment request and also email copies to Mohawk Global Logistics.

- 1) How to Attach Documents to a DTR:
<https://vimeo.com/333624038/bd506964c9>
- 2) Email the customs documentation to: import@mohawkglobal.com

US Customs Broker contact information:

Mohawk Global Logistics
123 Air Cargo Road
N. Syracuse, NY 13212

Phone: 315-455-3003

5.0 Shipments From Outside US

Daikin Applied Americas has selected **Mohawk Global Logistics** to manage our international transportation and supply chain network. These instructions cover inbound shipments (FOB Origin or Ex Works) to all Daikin Applied Americas facilities located in the United States. For shipments originating outside the United States and Canada, Seller must contact Mohawk Global Logistics at import@mohawkglobal.com to arrange for shipment or Logistics@daikinapplied.com for assistance.

6.0 Parcel Shipments

6.1 US and Canada Domestic Parcel Shipments

Inbound Daikin Applied Americas Transportation Requests (DTR) should be entered in the Daikin/RTMS Supplier Portal. If the items you are shipping total less than 150 lbs. (no package exceeds 70 lbs or over 130" length and girth combined) proceed to ship them using UPS. **Daikin/RTMS Supplier Portal entry is NOT required on small parcel shipments.**

6.2 Definition of Small Parcel

- Package weight not to exceed 70 lbs. Total shipment weight under 150 lbs
- Packages can be up to 165 inches in length and girth combined
- Packages can be up to 108 inches in length

6.3 Using UPS for small parcel shipments

- Shipments that meet the above-mentioned weights and dims should automatically be shipped via UPS (standard UPS ground is default).
- Shipments should be made on collect or Third Party Billed to Daikin Applied. Supplier should refer to purchase order or request UPS account number from Daikin buyer.
- Any express service levels should be approved by Daikin buyer before shipping.

7.0 Packaging

Daikin Applied receives a wide array of products from suppliers, both domestically and internationally. Please follow instructions contained in Supplier Quality Manual which will include:

- Limit of 70 pounds per carton/package
- Packaging must meet National Motor Freight Classification (NMFC) specifications
- Boxes/packages must be bar coded, according to Daikin Applied specifications
- Items should be properly labeled with the part number, description, quantity and weight
- Recyclable packaging materials – no foam peanuts or other non-recyclable materials
- Plastic banding preferred over metal banding for safety purposes
- Standard pallet sizes – no pallet over 40" x 48" unless required to properly palletize large items
- Gross weight should not exceed 1,000 pounds per pallet
- International shipments – all wood packaging must meet International Plant Protection Convention (IPPC) standards

The documents for international shipments must follow requirements outlined in

<C:\Users\heiehc\Documents\DAA New Foreign Supplier Customs Checklist.doc>

8.0 Purchased Material Label Specification

All purchase materials will be required to be labeled in accordance with Daikin's Supplier Quality Manual.

9.0 Drop Shipments

9.1 Finished Goods

Daikin may direct suppliers to drop ship purchase orders of finished goods directly to their customer. Packing list and bill of lading should reference the following:

- Daikin Purchase Order
- Daikin Sales Order
- Job Name if referenced

9.2 Replacement Parts

Daikin may direct suppliers to drop ship critical replacement parts directly to their customer. Shipment should reference the following:

- Daikin Purchase Order
- Daikin Sales Order

Any express service should be approved by Daikin buyer before shipping.