



April 1, 2020

**Re: UPS Small Package Routing Instructions**

Dear Valued Supplier:

Our preferred logistics provider for domestic and international small package services is UPS. Please implement the following inbound small package routing instructions effective immediately.

**Small Package Shipments**

Small package shipments are shipments under 68 kgs per package. The total weight of all packages may exceed 68 Kgs, so long as no single package weighs more than 68 Kgs. Small package shipments may not be palletized.

**Service Level**

**DOMESTIC<sup>1</sup>**

All domestic shipments will be made using **UPS Ground/Standard** unless otherwise indicated on the Purchase Order or in writing from Teledyne. In the event that Teledyne requests a faster service level for any domestic collect shipment, please use UPS 2<sup>nd</sup> Day Air. Any request to use an express service such as Next Day Air or 2<sup>nd</sup> Day AM must be made in writing and will be signed by VP of Operations. **The supplier shall not use an express service level without written authorization.**

**INTERNATIONAL**

Unless otherwise specified in writing, all international collect shipments will be made using **UPS World Wide Expedited Service**. In the event that Teledyne requests a faster service level for any collect shipment, please use UPS World Wide Express Saver. Such requests must be made in writing and will be signed by VP of Operations. **The supplier shall not use an express service level without written authorization.**

**Shipment Instructions**

**DOMESTIC**

All Collect, or 3<sup>rd</sup> Party Billed shipments where Teledyne is responsible for the charges shall be billed to:  
**Teledyne Princeton Instruments Acton, MA** UPS Account Number **40AE50**.  
**Teledyne Princeton Instruments Trenton, NJ** UPS Account Number **090750**.

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<sup>1</sup> Including EU Transborder

## **INTERNATIONAL**

Small package shipments to Teledyne shall have their shipment charges billed according to the terms of the Teledyne purchase order:

Collect, ExWorks, or FCA Terms – Bill Shipment Charges as well as Duties & Taxes collect to our UPS Account Numbers **Acton, MA #40AE50; Trenton, NJ #090750**

Prepaid, CFR, CIF, CPT, CIP, DAP and DPU Terms – Teledyne prefers prepaid small pack shipments to be sent using UPS in order to facilitate customs clearance. Bill Shipment Charges prepaid to your own UPS Account Number. Bill Duties, and Taxes collect to our account numbers **Acton, MA #40AE50; Trenton, NJ #090750**

- If supplier will ship using a carrier other than UPS, please indicate the following information on the Commercial Invoice and AWB:
  - **Teledyne Customs Broker is UPS SCS Philadelphia. Send all commercial documents to UPSUSTELEDYNE2@ups.com.**
- Duties and Taxes Prepaid or DDP Terms – Bill Shipment Charges as well as Duties & Taxes prepaid to supplier's account number. Supplier may ship with the carrier of their choice.

### **International High Value Shipments**

The value of any single box may not exceed US\$50,000 whether shipped collect or prepaid. Packages valued over US\$50,000 each may require a high value waiver.

### **Declared Value**

Supplier shall not enter any value in the Declared Value for Carriage field on collect shipments. This field is for insurance which Teledyne does not wish to use.

### **International Pre-alert**

Please email [Andrea.Mironov@Teledyne.com](mailto:Andrea.Mironov@Teledyne.com); [Maureen.Kettner@Teledyne.com](mailto:Maureen.Kettner@Teledyne.com) a pre-alert including a copy of the AWB, the tracking number(s) and Commercial Invoice.

### **Reference Number**

Supplier shall place Purchase Order number in Reference Field #1 of the AWB.

### **Hazardous Materials**

Unless the shipper is certified with UPS for hazardous materials, UPS will not accept a HazMat shipment. Please work with UPS to obtain HazMat certification prior to shipment. Please contact Teledyne if you have a HazMat shipment for Teledyne and you are not HazMat certified.

### **Heavy-Weight Packages**

The weight of any single package may not exceed 50 Lbs (22.5 Kgs) unless the shipment cannot be divided into smaller packages. Packages over 50 Lbs are subject to heavy-weight surcharges.

### **Chargeback**

Teledyne reserves the right to charge back the supplier for unauthorized express shipment or declared value charges.

**Additional Assistance**

If additional assistance is needed, please contact:

**Teledyne Princeton Instruments - New Jersey**

3660 Quakerbridge Road  
Trenton, NJ 08619 USA  
Tel: +1 609.587.9797

**Teledyne Princeton Instruments - Massachusetts**

Acton Optics & Coatings  
15 Discovery Way  
Acton, MA 01720 USA  
Tel: +1 978.263.3584