



Dear Supplier,

The following document, entitled “Shipping & Documentation Procedures”, is designed to communicate our **minimum** requirements for those documents and procedures in order to be a supplier to Watts. Please adhere closely to these instructions – suppliers that do not and cannot correct their procedures to comply will be targeted for removal from the Watts approved supplier list.

If you have any questions or concerns about these instructions, please communicate with your normal Watts Sourcing contact as quickly as possible.

Best regards,

Americas Sourcing
Watts Water Technologies



Shipping & Documentation Procedures

Effective Date: September 11, 2017

Version Number: 08

Table of Contents

Scope.....	4
Booking Process.....	4
Shipping and Document Distribution Requirements	4
Ocean Shipments	5
Air Shipments	5
Truck Shipments	6
Email Format Example for Invoice, Packing Slip, and Bill of Lading.....	6
Appendix 1 - Freight Forwarder Contacts	9
Freight Forwarder Contact List for North, Central & South America Origins.....	9
Freight Forwarder Contact List for European & Middle East Origins	10
Freight Forwarder Contact List for Asia Origins.....	11
Appendix 2 - Sold to / Ship To / Notify Party	12
Appendix 3 - Document Requirements.....	15
Shipments to USA.....	15
Shipments to Canada.....	16
Appendix 4 – ISF Filing Instructions.....	17
Appendix 5 – ISF E-mail address by origin.....	19
Appendix 6 - Domestic Routing Guide	20
Appendix 7 – Approved Domestic Core Carriers.....	21
Appendix 8 - Inbound Freight Routing Form	22
Appendix 9 – Example of Documents	23
Invoice.....	23
Packing List	24

Scope

All inbound shipments to a Watts' Distribution Center, factory, third-party warehouse, distributor or any other designated Watts' location from all Watts' suppliers/factories.

Applicability: Includes: All production orders shipped to the US and/or Canada

Booking Process

All shipments must be booked with the appropriate freight forwarder **one week prior to the ship date from the factory**. The freight forwarder will validate and verify the following information:

- Valid P.O. #
- Valid Part Number
- Destination
- Mode of Transport
- Ship Window (must be booked on a vessel sailing within 5 days of x-factory date)

If there are no exceptions to the above, freight forwarder will accept the booking. Any exceptions to the above will be sent by the forwarder to Watts for approval. The freight forwarder will respond to the supplier/factory with the booking details. For the list of freight forwarders refer to Appendix 1.

Please note that the freight must be booked per sold to (Company). For the list of Sold To/Ship to/ Notify party please refer to Appendix 2. The cargo may be consolidated in a container when shipping to the same physical location but we require a house bill of lading for each sold to within the container. For example, if Watts Regulator and Watts Premier products are consolidated we require 2 house bills of lading one for Watts Regulator Co. product and one for Watts Premier's product.

Shipping and Document Distribution Requirements

Accurate and timely documents are required. Refer to Appendix 3 for a listing of all required documents.

In addition to the required documents suppliers must also follow the below requirements for container loadability and e-mailing packing slips and invoices. Outlined below are the container loadability requirements as well as the process for e-mailing packing slips and invoices to when shipping to a Watts' DC.

Ocean Shipments

1. Container Loadability

When booking ocean shipments please refer to the matrix below on what size container to request.

<u>Container Size</u>	<u>Standard Container Load ability</u>
20' Container	14-26 CBM's
40' Std. Container	27-56 CBM's
40'9'6' High Cube Container	56-64 CBM's

- When loading multiple purchase orders into a container each purchase order must be loaded in its entirety before loading the next purchase order.

2. ISF (Importer Security Filing) – Cargo Security

- a. The factory/supplier must provide the ISF filing information by completing the csv file attached for each ocean shipment to the US.



ISF Upload File

- b. The instructions for completing the csv file are provided in Appendix 4 – ISF Filing instructions
- c. The e-mail address the csv file is to be sent to is provided in Appendix 5 – ISF E-mail addresses
- d. It will need to be provided 2 to 3 days prior to the cargo being delivered to the port or consolidator

3. Documents

- a. All suppliers must email a copy of the invoice and packing slip to Watts' no later than 24 hour after the shipment leaves the factory/supplier. See section *E-mail Format for Packing Slip and Invoice* listed below for email addresses.
- b. All suppliers must also email a copy of the invoice and packing slip to Watts' freight forwarder no later than 24 hours after the shipment leaves the factory/supplier.
- c. All original shipping documents must be provided to Watts' freight forwarder within 3 days after vessel sailing.

Air Shipments

- All air shipments must be authorized by Watts' in writing prior to shipment. Please e-mail Rick Goodhue (richard.goodhue@wattswater.com) for final authorization.
- Do not use strapping for shipments.

- Maximum of 250 cartons per shipment

1. Documents

- a. All suppliers must email a copy of the invoice and packing slip to Watts on the SAME DAY the shipment leaves the factory/supplier. See section *E-mail Format for Packing Slip and Invoice* listed below for email addresses.
- b. All original documents must be given to Watts' freight forwarder at the time the cargo is delivered.

Truck Shipments

1. Documents

- a. All suppliers must email a copy of the invoice and packing slip to Watts no later than 24 hour after the shipment leaves the factory/supplier. See section *E-mail Format for Invoice* listed below for email addresses.
- b. The packing list must be in an envelope attached to the truck Bill of Lading and given to the carrier.
- c. Please refer to Appendix 6 – Domestic Routing guide

Email Format Example for Invoice, Packing Slip, and Bill of Lading

Upon shipment all suppliers must email copies of the shipping documents to Watts'. The first email is a copy of the packing slip, invoice and bill of lading/airway bill to the shipping documents email mailbox at Watts and to the US customs broker if supplier is routing freight to the US (i.e. terms are CIF or C&F).

Shipping documents (International Shipments Only):

shippingdocuments@wattswater.com - all sold to(s)
watts-bos@expeditors.com

- only if supplier is routing freight to US
- Please also indicate the US contact details of the forwarder (i.e. name, address, phone number, and e-mail)

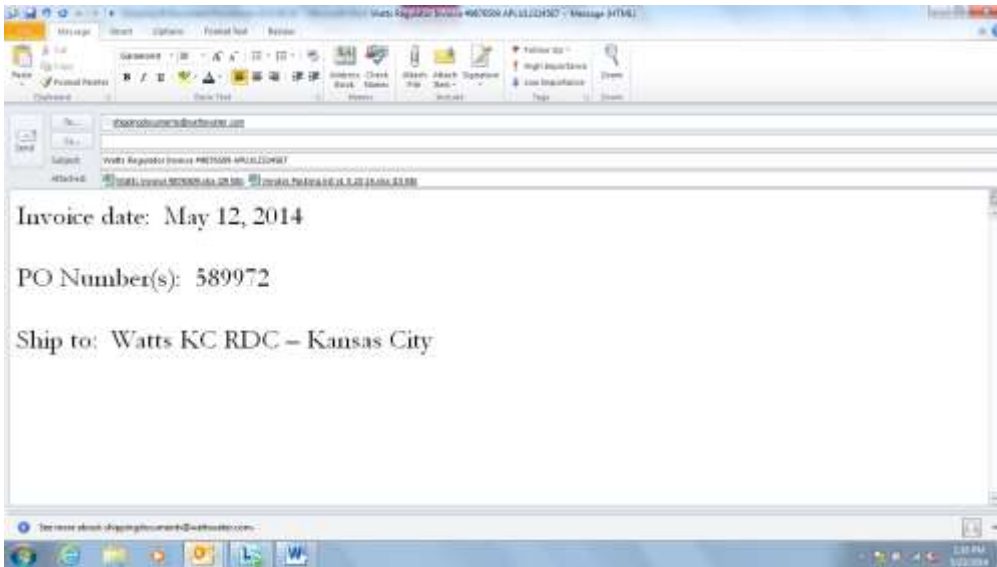
The second email is a copy of just the invoice to the Invoices email mailbox listed below based on the sold to on the PO (International and Domestic Suppliers). These mailboxes are for invoices only do not send any other mail to the address. In addition, the invoice must be submitted only once. Duplicates are not accepted.

Invoice:

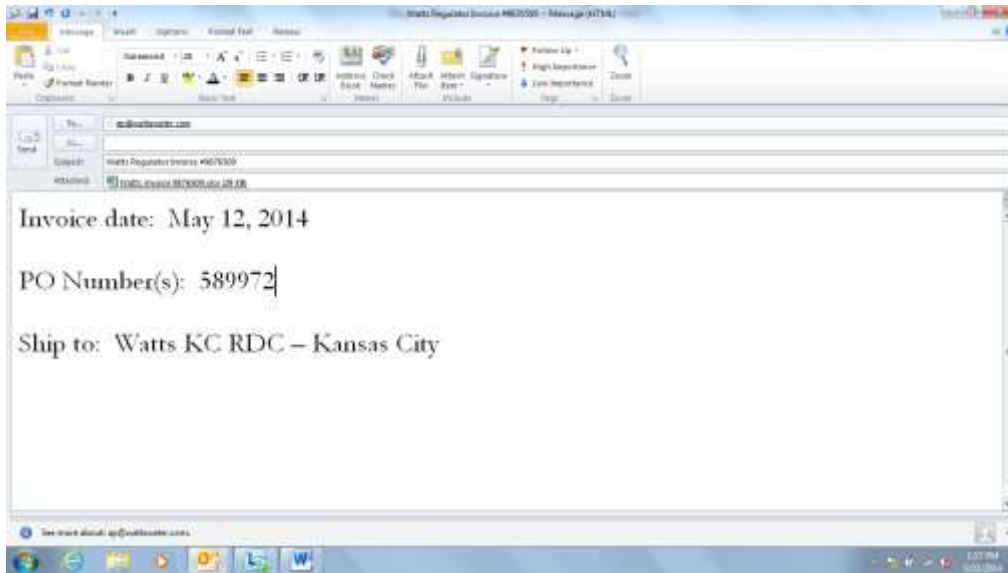
Sold To	E-mail Address
Dormont	dormontap@dormont.com
HF Scientific	hfs.payables@watts.com
Watts Regulator	wattswater@onlinecapturecenter.com
Watts Water Technologies Canada	canadapayables@watts.com
Watts Water Quality	wqaccounts@wattswater.com

Below are examples of the email to the Watts' mailboxes for documents. The SUBJECT line of the email MUST state the Sold to and the invoice number. This allows Watts' to easily search through the mailbox. In the body of the email please state the invoice date, purchase order number, and ship to destination.

Example: Email to Shipping Documents Mailbox



Example: Email to Invoices Mailbox



Appendix 1 - Freight Forwarder Contacts

Freight Forwarder Contact List for North, Central & South America Origins

Origin to all destinations	Ocean/Truck Forwarder	Air Forwarder
Canada	Vector Transportation cris@vectortransportation.com 905-632-5122 ext. 228 905-632-1605 fax	UPS---but all air to be pre-approved by Watts Canada. They will provide information at time of air shipment request.

Freight Forwarder Contact List for European & Middle East Origins

Origin to all Destinations	City	Ocean Freight Forwarder	Air Freight Forwarder
Belgium	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Katinka_Deweever@apllogistics.com +31 (0)10 506 3479	Expeditors International (T) 3227522700 bart.lauwers@expeditors.com or david.beerten@expeditors.com
Denmark	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Burkhardt_Behnke@apllogistics.com +49 (0)40 360223 200	UPS SCS Rugvæget 35, Taatrup Copenhagen, DK 26030 Katrine Jacobsen (T) 45 4330 4021 E-mail: kjacobson@ups.com
France	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Katinka_Deweever@apllogistics.com +31 (0)10 506 3479	Expeditors International (T) 0149192081 joseph.attiej@expeditors.com or alexandra.decaux@expeditors.com
Germany	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Burkhardt_Behnke@apllogistics.com +49 (0)40 360223 200	Expeditors International Kerstin Neumann (T) 49 7158 9870 X 703 kerstin.neumann@expeditors.com
Hungary	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Burkhardt_Behnke@apllogistics.com +49 (0)40 360223 200	Expeditors International (T) 34934785909 anna.zaragoza@expeditors.com mayte.traver@expeditors.com
Italy	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Burkhardt_Behnke@apllogistics.com +49 (0)40 360223 200	Expeditors International (T) 045 8790538 Serena.Gelmini@expeditors.com
Poland	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Burkhardt_Behnke@apllogistics.com +49 (0)40 360223 200	
Spain	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Katinka_Deweever@apllogistics.com +31 (0)10 506 3479	Expeditors International (T) 34-93-478-5909 Carlos.Nubiola@expeditors.com
Sweden	All	APL Logistics EXPORT_RTM_OPERATIONS@apllogistics.com Burkhardt_Behnke@apllogistics.com +49 (0)40 360223 200	

Freight Forwarder Contact List for Asia Origins

Origin to all Destinations	Cities/Region	Ocean Freight Forwarder	Air Freight Forwarder
China	Dalian	APL Logistics sally_li@apllogistics.com serena_zhang@apllogistics.com scott_yang@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Shanghai	APL Logistics maggie_yan@apllogistics.com chloe_huang@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Ningbo	APL Logistics Charis_Shu@apllogistics.com Connie_Cao@apllogistics.com Jessi_Han@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Nanjing/Nantong	APL Logistics tina_sheng@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Qingdao	APL Logistics Jack_Xu@apllogistics.com Dean_Wang@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Tianjin	APL Logistics Ferdy_Liu@apllogistics.com Michael_Lee@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Shenzhen	APL Logistics Kiddy_Huang@apllogistics.com Franky_Guo@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Guangzhou	APL Logistics Winnie_Sun@apllogistics.com Franky_Guo@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
China	Xiamen	APL Logistics Sandy_Zhang@apllogistics.com	Expeditors International (T) 862152574698 april.wang@expeditors.com
Korea	All	APL Logistics Wooyeon_Han@apllogistics.com TH_Lee@apllogistics.com	
India	All	N/A	Expeditors International (T) 97-124-497-8500 amit.bhowmik@expeditors.com
Thailand	All	APL Logistics Watinee_Joolagaseivee@apllogistics.com Horipat_Chandraumporn@apllogistics.com	UPS 15 Rama 9 Road Huamark Bangkapi Thailand (T) 622-318-8400 x 139 axyuhannogh@ups.com
Taiwan	All	APL Logistics natalie_chang@apllogistics.com funney_wu@apllogistics.com 886 - 2 - 25145953	ECI Taiwan Co. Ltd. 11th Floor, Central Finance, No. 181, Fu-Hsing North Road, Taipei Taiwan 886 2 2716 9534 (Air); tommy.hsu@expeditors.com sissy.tseng@expeditors.com

Appendix 2 - Sold to / Ship To / Notify Party

The sold to refers to the legal entity/company issuing the POS and buying the goods.

Sold To	Ship to Address	Notify Party
AERCO International 100 Oritani Drive Blauvelt, NY 10913	AERCO International 100 Oritani Drive Blauvelt, NY 10913	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Dormont Manufacturing Co. 6015 Enterprise Drive Export, PA 15632	Dormont Manufacturing Co. 6015 Enterprise Drive Export, PA 15632	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
HF Scientific 3170 Metro Parkway Fort Myers, FL 33916	HF Scientific 3170 Metro Parkway Fort Myers, FL 33916	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
PVI Industries LLC 3209 Galvez Avenue Fort Worth, TX 76111-4509	PVI Industries LLC 3209 Galvez Avenue Fort Worth, TX 76111-4509	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Webster Valve/Webster Foundry (A01) 585 South Main Street Franklin, NH 03235	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Regtrol (A02) 100 Watts Road Spindale, NC 28160	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Ames Manufacturing (A05) 1485 Tanforan Avenue Woodland, CA 95776	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Watts Radiant (A09) 1630 E Bradford Parkway Suite B Springfield, MO 65803	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Mueller Steam Specialty (A10) 1491 NC Highway 20W Saint Pauls, NC 28384	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com

Sold To	Ship to Address	Notify Party
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Watts Regulator Nogales (A12) 911 North Industrial Park Avenue Nogales, AZ 85621	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Premier (A14) 8716 W. Ludlow Drive Suite 1 Peoria, AZ 85381	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Watts Regulator DC (D01) 20 Industrial Park Drive Franklin, NH 03235	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Watts Regulator DC (D02) 100 Watts Road Spindale, NC 28160	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Watts Distribution Co. (D05) 780 Spice Island Drive Sparks, NV 89431	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co. 815 Chestnut Street North Andover, MA 01854	Watts Regulator – Columbus (D20) 6201 Green Pointe Drive South Groveport, OH 43125	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com

Sold To	Ship to Address	Notify Party
Watts Water Quality and Conditioning Products 13700 Highway 90 West San Antonio, TX 78245	Watts Water Quality - Dunellon 11611 SW 147 Court Dunnellon, FL 34432	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Water Quality and Conditioning Products 13700 Highway 90 West San Antonio, TX 78245	Watts Water Quality - Fullerton 2352 E. Walnut Avenue Fullerton, CA 92831	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Water Quality and Conditioning Products 13700 Highway 90 West San Antonio, TX 78245	Watts Water Quality – San Antonio 13700 Highway 90 West San Antonio, TX 78245	Expeditors International 3 Technology Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Water Technologies Canada Inc. 5435 North Service Road Burlington, Ontario Canada L7L 5H7	Watts Water Technologies (Canada Inc.)-Burlington 5435 North Service Road Burlington, Ontario Canada L7L 5H7	<p>For all Truck/Cross Border</p> Expeditors Canada, Inc. /Toronto Phone: 519-967-0975 Fax 905-290-6625 E-mail: Wattswater@expeditors.com <p>For all Air, Courier</p> Expeditors Canada, Inc. /Toronto Phone: 905-290-6000 Fax: 905-290-1976 E-mail: Wattswater@expeditors.com
Watts Water Technologies Canada Inc. 5435 North Service Road Burlington, Ontario Canada L7L 5H7	Watts Water Technologies - Bay 9 6130 4th Street S.E. Calgary, Alberta Canada T2H 2B6	<p>For all Truck/Cross Border</p> Expeditors Canada, Inc. /Toronto Phone: 519-967-0975 Fax 905-290-6625 E-mail: Wattswater@expeditors.com <p>For all Air, Courier</p> Expeditors Canada, Inc. /Toronto Phone: 905-290-6000 Fax: 905-290-1976 E-mail: Wattswater@expeditors.com

Appendix 3 - Document Requirements

Shipments to USA

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)	Mill Certificate ⁽¹⁾	GSP Form A ⁽²⁾	NAFTA Certificate of Origin ⁽³⁾	Forwarders Cargo Receipt
Belgium	X	X	X	X			X
Canada	X	X	X	X		X	
China	X	X	X	X			X
France	X	X	X	X			X
Germany	X	X	X	X			X
Hungary	X	X	X	X			X
India	X	X	X	X	X		X
Indonesia	X	X	X	X	X		X
Italy	X	X	X	X			X
Korea	X	X	X	X	X		
Mexico	X	X	X	X		X	X
Netherlands	X	X	X	X			X
Spain	X	X	X	X			X
Switzerland	X	X	X	X			X
Taiwan	X	X	X	X			X
Thailand	X	X	X	X	X		X
United States	X	X	X				

(1) Required for aluminum, copper, iron or steel articles with an HTS number beginning with 72, 73, 74, or 76

(2) Provide for only items that qualify under GSP

(3) Provide for only items that qualify under NAFTA

Shipments to Canada

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)	NAFTA Certificate of Origin ⁽¹⁾	Forwarders Cargo Receipt
Belgium	X	X	X		X
Canada	X	X	X		
China	X	X	X		X
France	X	X	X		X
Germany	X	X	X		X
Hungary	X	X	X		X
India	X	X	X		X
Indonesia	X	X	X		X
Italy	X	X	X		X
Korea	X	X	X		
Mexico	X	X	X	X	X
Netherlands	X	X	X		X
Spain	X	X	X		X
Switzerland	X	X	X		X
Taiwan	X	X	X		X
Thailand	X	X	X		X
United States	X	X	X	X	

(1) Provide for only items that qualify for NAFTA

Appendix 4 – ISF Filing Instructions



U.S. IMPORTER SECURITY FILING SUBMISSION FORM

For all ocean bound cargo to the United States

Summary of Shipment Information

Customer Reference:	Vendor:	Move Type:
ISF Cut-Off Date:	Vessel:	Origin:
Vessel Sailing Date:	Voyage:	Destination:
Vessel ETA Date:		
HBL SCAC:	HBL#:	MBL SCAC:
<small>The House Bill consists of a SCAC Code (a four character code representing the AM S flag) and the House Bill of Lading Number. ISF must be filed at the latest manifested (AM S) bill of lading.</small>		<small>If a HBL is issued, the MBL is ONLY a reference to the ISF. However, if HBL is NOT applicable, the Master Bill (also known as Regular Bill) MUST be used. The SCAC Code is the four character code representing the vessel carrier. The Master Bill of Lading Number (or Regular Bill) is twelve characters long and CANNOT exceed 12 characters.</small>

Only items in bold must be completed for shipping details

Data Elements Required for Importer Security Filing

Seller Name & Address or Dun & Bradstreet Number (DUNS):	Same as the Shipper?
<small>Definition Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Seller information

Buyer Name & Address or GOVERNMENT ID#	
<small>Definition Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Buyer information. This is the sold to on the PO.

Importer of Record Name or Number:	Same as the Buyer?
<small>Definition Importer of record number/FTZ applicant identification number, Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. For goods intended to be delivered to a Foreign Trade Zone (FTZ), the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided.</small>	
Name:	Number (if known):

Leave both sections blank

Consignee Name or Number:	Same as the Buyer?
<small>Definition Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped.</small>	
Name:	Number (if known):

Ship to information. This is the ship to information on the PO.

Ship To Name & Address or GOVERNMENT ID#	Same as the Buyer?
<small>Definition Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Name and address of person who loaded the container. For full containers will be manufacturer or seller for less than container will be freight forwarder.

Consolidator (Stuffer) Name & Address or GOVERNMENT ID#	Same as the Seller?
<small>Definition Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Name and address of where the container was loaded.

Container Stuffing Location Name & Address or GOVERNMENT ID#	Same as the Seller?
<small>Definition Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

© 2014 Property of Expeditors International of Washington, Inc. and its subsidiaries. Business Confidential and Proprietary. Reproduction by written authorization only

Do not need to complete the Government ID in any of the sections

Appendix 5 – ISF E-mail address by origin

PORT COUNTRY	PORT CITY	EI ISF MAILBOX
Belgium	Antwerp	ANR-ISF@expeditors.com
Belgium	Brussels	BRU-ISF@expeditors.com
China	Changsha	SHA-ISF@expeditors.com
China	Dalian	DLC-ISF@expeditors.com
China	Guangzhou	CAN-ISF@expeditors.com
China	Hangzhou	HGH-ISF@expeditors.com
China	Hong Kong	HKG--ISF@expeditors.com
China	Kaohsiung	TPE-ISF@expeditors.com
China	Nanjing	NKG-ISF@expeditors.com
China	Nansha	NGB-ISF@expeditors.com
China	Ningbo	NGB-ISF@expeditors.com
China	Qingdao	TAO-ISF@expeditors.com
China	Shanghai	SHA-ISF@expeditors.com
China	Shenzhen	SZX-ISF@expeditors.com
China	Suzhou	SZV-ISF@expeditors.com
China	Xiamen	XMN-ISF@expeditors.com
China	Xian	SIA-ISF@expeditors.com
China	Xingang	TSN-ISF@expeditors.com
Denmark	Arhus	CPH-ISF@expeditors.com
France	Lyon	LYS-ISF@expeditors.com
France	Paris	CDG-ISF@expeditors.com
Germany	Hamburg	HAM-ISF@expeditors.com
Hong Kong	Hong Kong	HKG-ISF@expeditors.com
India	Bangalore	BLR-ISF@expeditors.com
India	Mumbai	BOM-ISF@expeditors.com
Italy	Florence	FLR-ISF@expeditors.com
Italy	Genoa	MIL-ISF@expeditors.com and FLR-ISF@expeditors.com
Italy	Milan	MIL-ISF@expeditors.com
Italy	Verona	VRN-ISF@expeditors.com
Korea	Pusan	PUS-ISF@expeditors.com
Korea	Seoul	SEL-ISF@expeditors.com
Spain	Barcelona	BCN-ISF@expeditors.com
Taiwan	Kaohsiung	KHH-ISF@expeditors.com
Taiwan	Taichung	TPE-ISF@expeditors.com
Taiwan	Taipei	TPE-ISF@expeditors.com
Thailand	Bangkok	BKK-ISF@expeditors.com
Turkey	Ankara	ANK-ISF@expeditors.com

Appendix 6 - Domestic Routing Guide

*THESE INSTRUCTIONS WILL APPLY ON ALL INBOUND SHIPMENTS
DESTINED TO ANY WATTS LOCATION WHEN WATTS IS REPOSNSIBLE
FOR FREIGHT CHARGES*

GENERAL INSTRUCTIONS:

- 1) Shipments 200 pounds or less - UPS "Collect"
- 2) Shipments between 201 and 5000 pounds - LTL "Collect"
- 3) Shipments over 5000 pounds or over 19 feet trailer capacity– Contact Watts Traffic

All shipments should be shipped complete in accordance to the purchase order from Watts Regulator.

No shipments will be permitted or reimbursed on a "prepay and add" basis or any other billing process unless the purchase order allows for a prepay and add basis.

The supplier is responsible for providing all necessary documentation for the transportation of material including hazardous material documentation and will insure the applicable carrier pro number or tracking appears on the bill of lading. Suppliers must use the Watts Regulator purchase order number as a reference number on all shipments

Each shipping container must have a shipping label with your company's name, address, city, state, and zip code as well as the consignee's delivery address for easy identification. In addition to the shipping labels attached to each package, a Bill of Lading must be prepared in order to tender the shipment to the appropriate carrier. Each supplier will be responsible for arranging the pickup with the approved "core carrier" – Appendix 7 or UPS on all inbound UPS and LTL shipments.

Please have LTL carriers bill "collect" shipments to:

Watts
c/o TABS
PO Box 9133
Chelsea, MA 02150

For shipments greater than 5000 pounds or over 50% trailer capacity, please fax the "Inbound Freight Routing" form Appendix 8 to 603-934-1396.

All supplier locations will be responsible for adhering to and using the preferred carrier base.

Appendix 7 – Approved Domestic Core Carriers

Origin	Destination												
	Ames Woodland, CA	Mueller Steam St. Pauls, NC	Orion Kansas City, KS	Watts Radiant Springfield, MO	Watts Regulator Franklin, NH	Watts ACV Houston, TX	Watts Regulator Groveport, OH	Watts Regulator Sparks, NV	Watts Negales, AZ	Watts Premier Peoria, AZ	Watts Regulator Spindale, NC	Watts Regulator N. Andover, MA	
UPS Account Number (for Shipments up to 200 Pounds)	6AW683	3EAA06	690286	2V9D06E	31W312	74W356	9V9V96	A222TB	0905WA	E100V2	3E4764	PV7529	
LTL Guide (for Shipments 201 to 5000 Pounds)													
Alabama	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Arizona	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Arkansas	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
California	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Colorado	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Connecticut	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
Delaware	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
Florida	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Georgia	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Hawaii	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Illinois	R+L	FedEx Freight Priority	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Indiana	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Iowa	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Kansas	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Kentucky	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Louisiana	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Maine	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
Maryland	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Massachusetts	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
Michigan	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Minnesota	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Mississippi	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Missouri	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Montana	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Nebraska	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Nevada	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
New Hampshire	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
New Jersey	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
New Mexico	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
New York	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
North Carolina	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
North Dakota	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Ohio	R+L	FedEx Freight Priority	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
Oklahoma	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Oregon	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Pennsylvania	R+L	FedEx Freight Priority	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
Rhode Island	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
South Carolina	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
South Dakota	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Tennessee	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Texas	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Utah	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Vermont	R+L	R+L	R+L	R+L	NEMF	R+L	R+L	R+L	R+L	R+L	R+L	NEMF	
Virginia	R+L	AAACooper	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	AAACooper	R+L	
Washington	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
West Virginia	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Wisconsin	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	
Wyoming	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	R+L	

Appendix 8 - Inbound Freight Routing Form

Watts Inbound Freight Routing

-for Shipments Greater than 5,000 Pounds or Over 19 feet Trailer Capacity-

Fax to: **Watts Traffic Department** (603) 934-1396

Date: _____

Supplier Name: _____

Pickup Address: _____

Contact: _____

Telephone No.: _____

Fax No.: _____

Shipment Weight: _____

Number of Skids: _____

Can product be double stacked?: _____

Date Ready: _____

Must be Picked Up No Later Than: _____

Hours of Operation: _____

Product: _____

Delivering to: _____

Special Instructions: _____

Watts will fax this sheet back to you with shipping information

Pickup Date: _____

Carrier: _____

For Shipments to be Sent via LTL Carriers:

Ship Freight Via: _____

Appendix 9 – Example of Documents

Invoice

Invoice No.	9876509
Invoice Date	2014-05-12

Supplier Name
 Chengguah Ninghai
 Ningbo 315600 China

Commercial Invoice
 Page 1 of 1

} repeat
 on each
 page

Buyer
 Watts Regulator
 815 Chestnut Street
 North Andover, MA 01845

Ship To
 Watts Regulator KC RDC
 1401 Universal Avenue
 Kansas City, MO 64120

Manufacturer
 Name of manufacturer
 Chengguah Ninghai
 Ningbo 315600 China

Shipment No.	Payment Terms	Incoterms
Container or Air or truck number or b/l number	N30	FOB

Purchase Order No.	PO Line Number	Item	Description	Additional Description	Country of Origin	Quantity	UOM	Unit Price	Total
589972	1	0068606	3/4 25AUB-D-U	Hydraulic pressure reducing valve	CN	960	PCS	35.17	33763.20
589972	8	SH1432-1	1432 SINGLE VALVE HILO	Temperature regulating valve	CN	6500	PCS	5.37	34905.00

Remarks
 This shipment contains no solid wood packing materials

Only on last page

Total units	150
Net Total	68668.20
Total Due	68668.20 USD

Packing List

Ship Date

Supplier: _____

Sold to: _____

Ship to: _____

Country of Origin

Port of lading

Mode

Invoice number

Trailer/Container #

PO Number	Item Number	Total Quantity	Total Cartons	Total Weight (kgs)	
589972	0068606	960	88	1300	kgs
589972	SH1432-1	6500	750	24507	kgs

Totals	7460	838	25807	kgs
---------------	-------------	------------	--------------	------------