



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: February 11, 2022**  
**Version Number: 20**

## Revision History

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2	Updated domestic document instructions Updated domestic routing guide	Page 6 Appendix 6 & 7	P. Degenaaars	Oct. 15, 2014
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4	Updated sold to and ship to	Page 12 & 13	P. Degenaaars	January 1 2016
5	Updated new DC in Columbus and notify party for Canada shipments	Page 13 & 14	P. Degenaaars	January 22, 2016
6	Updated required documents to Canada Updated domestic trucking to Columbus DC	Page 16 & 21	P. Degenaaars	April 8, 2016
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10	Updated booking time	Page 4	P. Degenaaars	January 28, 2019
11	Updated Expeditors address Updated WWQ Site Names	Pages 13,14,15	U. Giannusa	June 27, 2019
12	Updated domestic routing guide Updated air authorization contact Updated freight forwarder for Ningbo Updated freight forwarder for India	Appendix 6 Page 5 Page 11 Page 12	P. Degenaaars T. Sutton	February 6, 2020
13	Updated ocean freight forwarders for Europe/China	Page 10,11,12	T. Sutton	May 5, 2020
14	Changed sold to of HF to Watts Regulator	Pages 14	P. Degenaaars	Sept. 28, 2020
15	Changed address of HF	Page 15	P. Degenaaars	Sept. 28, 2020
16	Change PVI name and address	Page 14	P. Degenaaars	Oct 22,2020
17	Increased booking lead time	Page 4	P. Degenaaars	May 20, 2021
18	Added new e-mail address for Mexico Added new site Nogales AZ Added new company name for Mexico Changed booking lead-time	Page 4, 7, 15, 17	P. Degenaaars	Oct 25, 2021
19	Added Site 24 and updated A13		P. Degenaaars	Oct 25 2021
20	Updated invoice submission email contacts  Updated forwarder contacts  Added Detection group ship to/sold to  Updated domestic routing  Removed Peoria/Dunnellon destinations	Page 7  Page 10-13  Page 17  Page 23-24  Page 15	T. Sutton	Feb 22, 2022

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## **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 **five weeks 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

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 Dormont Manufacturing products are consolidated we require 2 house bills of lading one for Watts Regulator Co. product and one for Dormont Manufacturing 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 load ability and e-mailing packing slips and invoices. Outlined below are the container load ability 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>	<u>Max Weight (lbs)</u>
20' Container	14-26 CBM's	36,000
40' Std. Container	27-56 CBM's	43,500
40'9'6' High Cube Container	56-64 CBM's	43,500

- 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 Tim Sutton ([tim.sutton@wattswater.com](mailto:tim.sutton@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](mailto:shippingdocuments@wattswater.com) - all sold to(s)  
[watts-bos@expeditors.com](mailto: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)

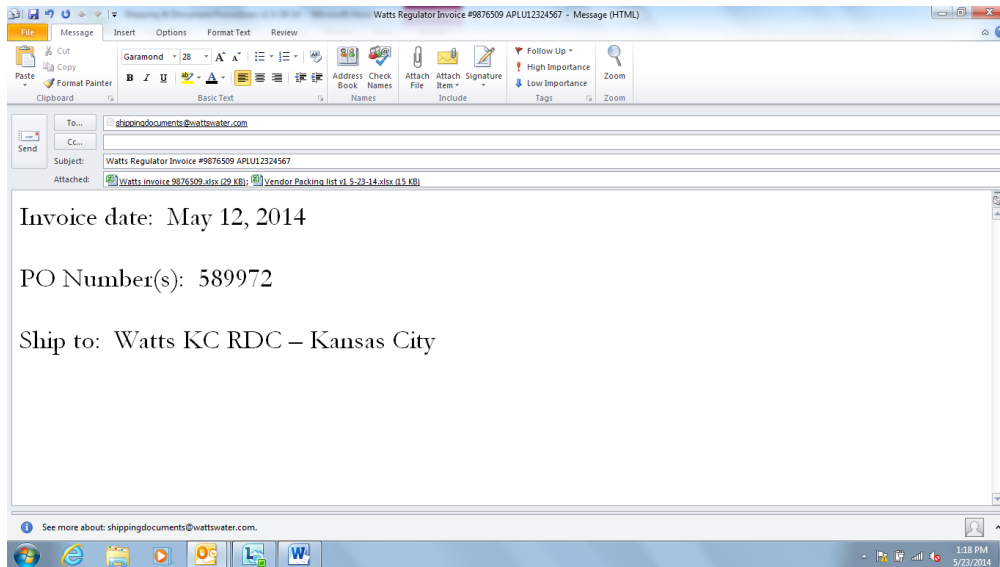
The second email is a copy of just the invoice to the Invoices email mailbox listed below based on the sold to on the PO (International and Domestic Suppliers). These mailboxes are for invoices only do not send any other mail to the address. In addition, the invoice must be submitted only once. Duplicates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

Invoice:

Sold To	E-mail Address
Dormont	<a href="mailto:wattswater@ddinbound.com">wattswater@ddinbound.com</a>
Watts Regulator	<a href="mailto:wattswater@ddinbound.com">wattswater@ddinbound.com</a>
Watts Water Technologies Canada	<a href="mailto:wattswatercanada@ddinbound.com">wattswatercanada@ddinbound.com</a>
Watts Manufacturing MX GmbH	<a href="mailto:wattswatermexico@ddinbound.com">wattswatermexico@ddinbound.com</a>
Watts Heating & Hot Water Solutions	<a href="mailto:apclerk@pvi.com">apclerk@pvi.com</a>
AERCO International	<a href="mailto:accountspayable@aerco.com">accountspayable@aerco.com</a>
The Detection Group	<a href="mailto:accounting@thedetectiongroup.com">accounting@thedetectiongroup.com</a>

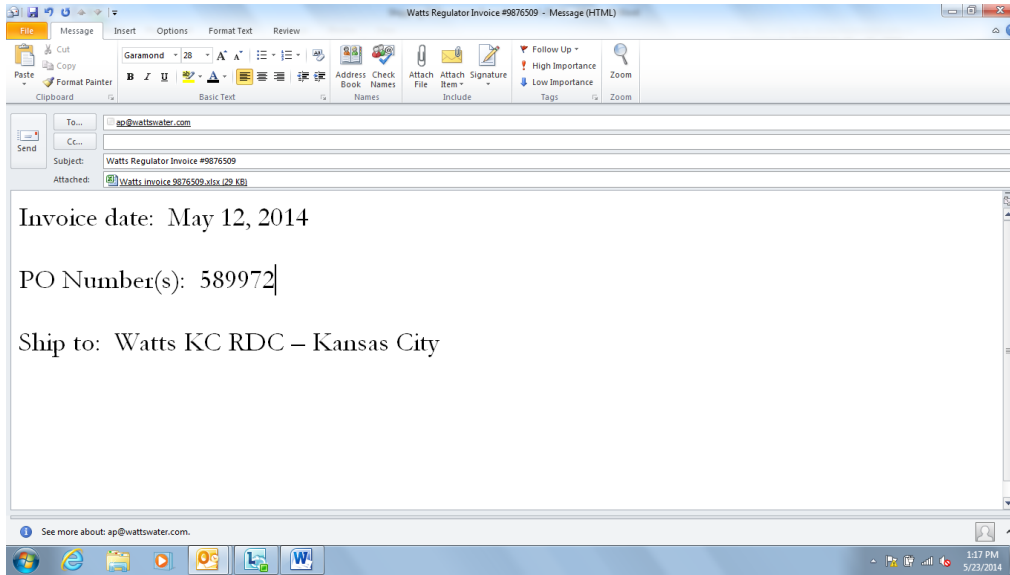
Below are examples of the email to the Watts' mailboxes for documents. The SUBJECT line of the email MUST state the Sold to and the invoice number. This allows Watts' to easily search through the mailbox. In the body of the email please state the invoice date, purchase order number, and ship to destination.

**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 <a href="mailto:cris@vectortransportation.com">cris@vectortransportation.com</a> 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	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a> Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International - BRU (T) 32-2752-27-20 <a href="mailto:BRU-Pickups@expeditors.com">BRU-Pickups@expeditors.com</a> Glenn Mommens glenn.mommens@expeditors.com Ange Simbi Marie-Ange.Simbi@expeditors.com; I
Denmark	All	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a> Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International - CPH (T) 0045-3840-8107 AXP-CPH@expeditors.com
France	All	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a> Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International - CDG (T) +33(0)1.49.19.09.68 <a href="mailto:CDG-CS@expeditors.com">CDG-CS@expeditors.com</a>
Germany	All	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a> Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International - FRA (T) +49 (0) 6142-8351-0 <a href="mailto:kd-exp-fra@expeditors.com">kd-exp-fra@expeditors.com</a>
Hungary	All	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a> Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International- BUD (T) 3629552600 Bud-airexport@expeditors.com
Italy	All	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a> Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International - MIL (T) +003902006301 Andrea Lancia andrea.lancia@expeditors.com; Elis diego.lazzaroni@expeditors.com
Poland	All	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a> Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International- WAW (T) +48 22 332 0700 Elzbieta.Seliga@expeditors.com Martyna Stasinska Martyna.Stasinska@expeditors.com
Spain	All	Flexport Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>	Expeditors International - BCN (T) 34 932492610 <a href="mailto:Air.export.bcn@expeditors.com">Air.export.bcn@expeditors.com</a>

		Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	
Sweden	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Anand Sivagnanam, Global Operations Manager Yan Giovanetti, Data Operations Associate	Expeditors International - STO (T) +46 (0) 73 093 1372 <a href="mailto:edward.jansson@expeditors.com">edward.jansson@expeditors.com</a> <a href="mailto:daniel.pihl@expeditors.com">daniel.pihl@expeditors.com</a>

### Freight Forwarder Contact List for Asia Origins

Origin to all Destinations	Cities/Region	Ocean Freight Forwarder	Air Freight Forwarder
China	Dalian	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International - DLC (T) 86-411-39851816 <a href="mailto:freda.gao@expeditors.com">freda.gao@expeditors.com</a> <a href="mailto:Isabelle.feng@expeditors.com">Isabelle.feng@expeditors.com</a> <a href="mailto:Maggie.lu@expeditors.com">Maggie.lu@expeditors.com</a>
China	Shanghai	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International - SHA (T) 86-21-52574698 <a href="mailto:train.qiu@expeditors.com">train.qiu@expeditors.com</a>  -  David Wang -SHA
China	Ningbo	Flexport  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Secondary <a href="mailto:emma.zhou@flexport.com">emma.zhou@flexport.com</a> <a href="tel:+862161517129">+86 21-61517129</a>	Expeditors International - NGB <a href="mailto:didi.chen@expeditors.com">didi.chen@expeditors.com</a> (T) 0574-87331000-225 <a href="mailto:joe.ying@expeditors.com">joe.ying@expeditors.com</a> (T) 0574-87331000-193 <a href="mailto:Nicole.xi@expeditors.com">Nicole.xi@expeditors.com</a> (T) 0574-87331000-265
China	Nanjing/Nantong	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International - NKG (T) 86-25-8320-6510-8219 <a href="mailto:Joe.pei@expeditors.com">Joe.pei@expeditors.com</a> <a href="mailto:Tina.xu@expeditors.com">Tina.xu@expeditors.com</a>
China	Qingdao	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>	Expeditors International - TAO (T) 862152574698 <a href="mailto:clark.zhang@expeditors.com">clark.zhang@expeditors.com</a> <a href="mailto:sam.liu@expeditors.com">sam.liu@expeditors.com</a>

		Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	
Hong Kong	Hong Kong	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International - SZX (T) 86-755-25838196 <a href="mailto:jennifer.lan@expeditors.com">jennifer.lan@expeditors.com</a> <a href="mailto:jocole.lin@expeditors.com">jocole.lin@expeditors.com</a>  Will Wang <a href="mailto:Will.Wang@expeditors.com">Will.Wang@expeditors.com</a> ; W Tyler.Wang@expeditors.com
China	Tianjin	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International - TSN (T) 862152574698 <a href="mailto:delosa.xiao@expeditors.com">delosa.xiao@expeditors.com</a> <a href="mailto:adenson.tian@expeditors.com">adenson.tian@expeditors.com</a> Fiona Jiang < <a href="mailto:Fiona.Jiang@expeditors.com">Fiona.Jiang@expeditors.com</a> > < <a href="mailto:Phebe.Han@expeditors.com">Phebe.Han@expeditors.com</a> >
China	Shenzhen	<u>Flexport</u>  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International - SZX (T) 86-755-25838196 <a href="mailto:jennifer.lan@expeditors.com">jennifer.lan@expeditors.com</a> <a href="mailto:jocole.lin@expeditors.com">jocole.lin@expeditors.com</a>  Will Wang <a href="mailto:Will.Wang@expeditors.com">Will.Wang@expeditors.com</a> ; W Tyler.Wang@expeditors.com
China	Guangzhou	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International - CAN (T) 020-87327583 <a href="mailto:CAN-Air@expeditors.com">CAN-Air@expeditors.com</a>  David Mei <a href="mailto:David.Mei@expeditors.com">David.Mei@expeditors.com</a> ; CL Grace.Huang2@expeditors.com; Leo Wu l
China	Xiamen	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Expeditors International -XMN (T) 592-5382726 <a href="mailto:Xmn-air@expeditors.com">Xmn-air@expeditors.com</a> Joanna Hu < <a href="mailto:Joanna.Hu@expeditors.com">Joanna.Hu@expeditors.com</a> >; < <a href="mailto:tim.wang@expeditors.com">tim.wang@expeditors.com</a> >
Korea	All	APL Logistics <a href="mailto:Wooyeon_Han@apllogistics.com">Wooyeon_Han@apllogistics.com</a> <a href="mailto:TH_Lee@apllogistics.com">TH_Lee@apllogistics.com</a>	Expeditors International – SEL (T) 82-2-3475-5742 <a href="mailto:KS.Yoo@expeditors.com">KS.Yoo@expeditors.com</a> <a href="mailto:June.Jung@expeditors.com">June.Jung@expeditors.com</a> <a href="mailto:Emma.kim@expeditors.com">Emma.kim@expeditors.com</a>
India	All	APL Logistics <a href="mailto:A_Sudarsanam@apllogistics.com">A_Sudarsanam@apllogistics.com</a> <a href="mailto:Suresh_Santhanam@apllogistics.com">Suresh_Santhanam@apllogistics.com</a> 91-44-66489880 x9880 91-44-66489870 x9870	Expeditors International (T) 97-124-497-8500 <a href="mailto:amit.bhowmik@expeditors.com">amit.bhowmik@expeditors.com</a>

New Zealand	All	APL Logistics <a href="mailto:igor_tyan@aplogistics.com">igor_tyan@aplogistics.com</a> <a href="mailto:Ashwin_chauhan@aplogistics.com">Ashwin_chauhan@aplogistics.com</a> +61 2 92570805	Expeditors International AKL (T) 64-9-984-7520 <a href="mailto:Theresa.Murray@expeditors.com">Theresa.Murray@expeditors.com</a> <a href="mailto:Prasan.chan@expeditors.com">Prasan.chan@expeditors.com</a> Hari Prasad <Hari.Prasad@expeditors.com>
Thailand	All	APL Logistics <a href="mailto:Watinee_Joolagaseivee@aplogistics.com">Watinee_Joolagaseivee@aplogistics.com</a> <a href="mailto:Boripat_Chandraumporn@aplogistics.com">Boripat_Chandraumporn@aplogistics.com</a>	Expeditors International - BKK (T) 662-670-1028 Export-bkk@expeditors.com
Taiwan	Shipper: Tankpac	Expeditors International - TPE 886-2-2713-2145 Joseph Shen <Joseph.Shen@expeditors.com> John Hsiao john.hsiao@expeditors.com	ECI Taiwan Co. Ltd. - TPE (T) 886-2-2713-2145 <a href="mailto:peggy.lin@expeditors.com">peggy.lin@expeditors.com</a> <a href="mailto:phoebe.lin@expeditors.com">phoebe.lin@expeditors.com</a> <a href="mailto:simon.wong@expeditors.com">simon.wong@expeditors.com</a>  Expeditors – KHH (T) 886-7-2261310 <a href="mailto:Brandon.chen@expeditors.com">Brandon.chen@expeditors.com</a>  Phoebe Lin <Phoebe.Lin@expeditors.com>
Taiwan	Shipper: Lai Chang	CH Robinson  ANNIE MO Customer Service -Global Forwarding O: 886.2.25080777 x627   F: 886.2.25080776 <a href="mailto:annie.mo@chrobinson.com">annie.mo@chrobinson.com</a> <a href="http://www.chrobinson.com">www.chrobinson.com</a> 4th FL. NO 145 Sec 2 Min Sheng E Road   Taipei, 10483 Taiwan	ECI Taiwan Co. Ltd. - TPE (T) 886-2-2713-2145 <a href="mailto:peggy.lin@expeditors.com">peggy.lin@expeditors.com</a> <a href="mailto:phoebe.lin@expeditors.com">phoebe.lin@expeditors.com</a> <a href="mailto:simon.wong@expeditors.com">simon.wong@expeditors.com</a>  Expeditors – KHH (T) 886-7-2261310 <a href="mailto:Brandon.chen@expeditors.com">Brandon.chen@expeditors.com</a>  Phoebe Lin <Phoebe.Lin@expeditors.com>
Taiwan	Shipper: Kemflo	CH Robinson  ANNIE MO Customer Service -Global Forwarding O: 886.2.25080777 x627   F: 886.2.25080776 <a href="mailto:annie.mo@chrobinson.com">annie.mo@chrobinson.com</a> <a href="http://www.chrobinson.com">www.chrobinson.com</a> 4th FL. NO 145 Sec 2 Min Sheng E Road   Taipei, 10483 Taiwan	ECI Taiwan Co. Ltd. - TPE (T) 886-2-2713-2145 <a href="mailto:peggy.lin@expeditors.com">peggy.lin@expeditors.com</a> <a href="mailto:phoebe.lin@expeditors.com">phoebe.lin@expeditors.com</a> <a href="mailto:simon.wong@expeditors.com">simon.wong@expeditors.com</a>  Expeditors – KHH (T) 886-7-2261310 <a href="mailto:Brandon.chen@expeditors.com">Brandon.chen@expeditors.com</a>  Phoebe Lin <Phoebe.Lin@expeditors.com>
Taiwan	All Others	APL Logistics <a href="mailto:natalie_chang@aplogistics.com">natalie_chang@aplogistics.com</a> <a href="mailto:funney_wu@aplogistics.com">funney_wu@aplogistics.com</a> 886 - 2 - 25145953	ECI Taiwan Co. Ltd. - TPE (T) 886-2-2713-2145 <a href="mailto:peggy.lin@expeditors.com">peggy.lin@expeditors.com</a> <a href="mailto:phoebe.lin@expeditors.com">phoebe.lin@expeditors.com</a> <a href="mailto:simon.wong@expeditors.com">simon.wong@expeditors.com</a>  Expeditors – KHH (T) 886-7-2261310 <a href="mailto:Brandon.chen@expeditors.com">Brandon.chen@expeditors.com</a>  Phoebe Lin <Phoebe.Lin@expeditors.com>

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Vietnam	Ho Chi Min	APL Logistics <a href="mailto:Cam_Nguyen@aplogistics.com">Cam_Nguyen@aplogistics.com</a> <a href="mailto:Huyen_Vu@aplogistics.com">Huyen_Vu@aplogistics.com</a>	Expeditors International – SGN (T) 84-8-3962-1968 <a href="mailto:Sgn-air-export-EI@expeditors.com">Sgn-air-export-EI@expeditors.com</a>
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## Appendix 2 - Sold to / Ship To / Notify Party

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

<b>Sold To (Consignee)</b>	<b>Ship to Address</b>	<b>Notify Party</b>
<b>AERCO International</b> 100 Oritani Drive Blauvelt, NY 10913	<b>AERCO International</b> 100 Oritani Drive Blauvelt, NY 10913	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Dormont Manufacturing Co.</b> 6015 Enterprise Drive Export, PA 15632	<b>Dormont Manufacturing Co. (A15)</b> 6015 Enterprise Drive Export, PA 15632	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>The Detection Group</b> Glen Paulus 3990 Old Town Ave. #A100 San Diego, CA 92110	<b>The Detection Group</b> Glen Paulus 3990 Old Town Ave. #A100 San Diego, CA 92110	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Heating &amp; Hot Water Solutions</b> 425 W Everman Parkway Suite 101 Fort Worth, TX 76134	<b>Watts Heating &amp; Hot Water Solutions</b> 425 W Everman Parkway Suite 101 Fort Worth, TX 76134	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A01)</b> 585 South Main Street Franklin, NH 03235	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A02)</b> 100 Watts Road Spindale, NC 28160	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A05)</b> 1485 Tanforan Avenue Woodland, CA 95776	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A10)</b> 1491 NC Highway 20W Saint Pauls, NC 28384	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>



<b><u>Sold To (Consignee)</u></b>	<b><u>Ship to Address</u></b>	<b><u>Notify Party</u></b>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co.(A18)</b> 13700 Highway 90 West San Antonio, TX 78245	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A23)</b> 16260 Airport Park Drive Suite 140 – Door 30 Fort Myers, FL 33916	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator DC (D01)</b> 20 Industrial Park Drive Franklin, NH 03235	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator DC (D02)</b> 100 Watts Road Spindale, NC 28160	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Distribution Co. (D05)</b> 780 Spice Island Drive Sparks, NV 89431	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator (D20)</b> 6201 Green Pointe Drive South Groveport, OH 43125	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator (D24)</b> 911 North Industrial Park Avenue Nogales, AZ 85621	N/A – only for shipments from the US

<b>Sold To (Consignee)</b>	<b>Ship to Address</b>	<b>Notify Party</b>
<b>Watts Water Technologies Canada Inc.</b> 5435 North Service Road Burlington, Ontario Canada L7L 5H7	<b>Watts Water Technologies (Canada Inc.)-Burlington</b> 5435 North Service Road Burlington, Ontario Canada L7L 5H7	<b>For all Truck/Cross Border</b> Expeditors Canada, Inc. /Toronto Phone: 519-967-0975 Fax 905-290-6625  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>  <b>For all Air, Courier</b> Expeditors Canada, Inc. /Toronto Phone: 905-290-6000 Fax: 905-290-1976  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>
<b>Watts Water Technologies Canada Inc.</b> 5435 North Service Road Burlington, Ontario Canada L7L 5H7	<b>Watts Water Technologies - Bay 9</b> 6130 4th Street S.E. Calgary, Alberta Canada T2H 2B6	<b>For all Truck/Cross Border</b> Expeditors Canada, Inc. /Toronto Phone: 519-967-0975 Fax 905-290-6625  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>  <b>For all Air, Courier</b> Expeditors Canada, Inc. /Toronto Phone: 905-290-6000 Fax: 905-290-1976  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>
<b>Watts Manufacturing MX GmbH</b> c/o Centralis Switzerland Grabenstrasse 15, 8200 Schaffhausen Switzerland	<b>Watts Manufacturing MX GmbH. (A13)</b> c/o Gamas 911 N. Industrial Park Avenue Nogales AZ 85621	-

### Appendix 3 - Document Requirements

#### Shipments to USA

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)	Mill Certificate <sup>(1)</sup>	GSP Form A <sup>(2)</sup>	NAFTA Certificate of Origin <sup>(3)</sup>
Belgium	X	X	X	X		
Canada	X	X	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	X	
Indonesia	X	X	X	X	X	
Italy	X	X	X	X		
Korea	X	X	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	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 and Mexico

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)	NAFTA Certificate of Origin <sup>(1)</sup>
Belgium	X	X	X	
Canada	X	X	X	X
China	X	X	X	
France	X	X	X	
Germany	X	X	X	
Hungary	X	X	X	
India	X	X	X	
Indonesia	X	X	X	
Italy	X	X	X	
Korea	X	X	X	
Mexico	X	X	X	X
Netherlands	X	X	X	
Spain	X	X	X	
Switzerland	X	X	X	
Taiwan	X	X	X	
Thailand	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 <b>House Bill</b> consists of a SCAC Code (a four character code representing the AM S flag) and the <b>House Bill of Lading Number</b>. ISF must be filed at the to west manifested (AM S) bill of lading.</small>		<small>If a HBL is issued, the MBL is <b>ONLY a reference</b> to the ISF. However, if HBL is NOT applicable, the Master Bill (also known as <b>Regular Bill</b>) 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

<b>Seller Name &amp; Address or Dun &amp; Bradstreet Number (DUNS):</b>	<b>Same as the Shipper?</b>
<small>Definition Name and address of the last known entity <b>to whom</b> 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

<b>Buyer Name &amp; Address or GOVERNMENT ID#</b>	
<small>Definition Name and address of the last known entity <b>to whom</b> 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.

<b>Importer of Record Name or Number:</b>	<b>Same as the Buyer?</b>
<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

<b>Consignee Name or Number:</b>	<b>Same as the Buyer?</b>
<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.

<b>Ship To Name &amp; Address or GOVERNMENT ID#</b>	<b>Same as the Buyer?</b>
<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:

<b>Consolidator (Stuffer) Name &amp; Address or GOVERNMENT ID#</b>	<b>Same as the Seller?</b>
<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 person who loaded the container. For full containers will be manufacturer or seller for less than container will be freight forwarder.

<b>Container Stuffing Location Name &amp; Address or GOVERNMENT ID#</b>	<b>Same as the Seller?</b>
<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:

Name and address of where the container was loaded.

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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	Kaohsiung	HKG-ISF@expeditors.com
China	Nanjing	TPE-ISF@expeditors.com
China	Nansha	NKG-ISF@expeditors.com
China	Ningbo	NGB-ISF@expeditors.com
China	Quigdao	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
Demark	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	Genora	FLR-ISF@expeditors.com & MIL-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
Taiwain	Kaohsiung	KHH-ISF@expeditors.com
Taiwain	Taichung	TPE-ISF@expeditors.com
Taiwain	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	Ames Woodland, CA	Mueller Steam St. Pauls, NC	Watts Regulator Franklin, NH	Watts ACV Houston, TX	Watts Regulator Groveport, OH	Watts Regulator Sparks, NV	Watts Nogales, AZ
<b>UPS Account Number (for Shipments up to 200 Pounds)</b>	<b>6AW883</b>	<b>3E4A06</b>	<b>31W312</b>	<b>74W356</b>	<b>9V9V96</b>	<b>A222T8</b>	<b>0905WA</b>
<b>LTL Guide (for Shipments 201 to 5000 Pounds)</b>							
Alabama	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Arizona	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
California	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
Connecticut	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Delaware	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Florida	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Georgia	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Idaho	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Illinois	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
Iowa	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
Kentucky	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Louisiana	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Maine	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Maryland	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Massachusetts	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Michigan	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
Mississippi	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Missouri	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
Nebraska	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
New Hampshire	R+L	R+L	R+L	R+L	R+L	R+L	R+L
New Jersey	R+L	R+L	R+L	R+L	R+L	R+L	R+L
New Mexico	R+L	R+L	R+L	R+L	R+L	R+L	R+L
New York	R+L	R+L	R+L	R+L	R+L	R+L	R+L
North Carolina	R+L	R+L	R+L	R+L	R+L	R+L	R+L
North Dakota	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Ohio	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Oklahoma	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
Pennsylvania	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Rhode Island	R+L	R+L	R+L	R+L	R+L	R+L	R+L
South Carolina	R+L	R+L	R+L	R+L	R+L	R+L	R+L
South Dakota	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Tennessee	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Texas	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Utah	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Vermont	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Virginia	R+L	R+L	R+L	R+L	R+L	R+L	R+L
Washington	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
Wisconsin	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

## Appendix 7 – Approved Domestic Core Carriers Continued

Origin	Destination				
	Watts Regulator Spindale, NC	Watts Regulator N. Andover, MA	Dormont Export, PA	Watts Regulator Ft. Myers, FL	Watts Water Quality San Antonio, TX
<b>UPS Account Number (for Shipments up to 200 Pounds)</b>					
	<b>3E4764</b>	<b>FV7529</b>	<b>184944</b>	<b>363590</b>	<b>765811</b>
<b>LTL Guide (for Shipments 201 to 5000 Pounds)</b>					
Alabama	R+L	R+L	R+L	R+L	R+L
Arizona	R+L	R+L	R+L	R+L	R+L
Arkansas	R+L	R+L	R+L	R+L	R+L
California	R+L	R+L	R+L	R+L	R+L
Colorado	R+L	R+L	R+L	R+L	R+L
Connecticut	R+L	R+L	R+L	R+L	R+L
Delaware	R+L	R+L	R+L	R+L	R+L
Florida	R+L	R+L	R+L	R+L	R+L
Georgia	R+L	R+L	R+L	R+L	R+L
Idaho	R+L	R+L	R+L	R+L	R+L
Illinois	R+L	R+L	R+L	R+L	R+L
Indiana	R+L	R+L	R+L	R+L	R+L
Iowa	R+L	R+L	R+L	R+L	R+L
Kansas	R+L	R+L	R+L	R+L	R+L
Kentucky	R+L	R+L	R+L	R+L	R+L
Louisiana	R+L	R+L	R+L	R+L	R+L
Maine	R+L	R+L	R+L	R+L	R+L
Maryland	R+L	R+L	R+L	R+L	R+L
Massachusetts	R+L	R+L	R+L	R+L	R+L
Michigan	R+L	R+L	R+L	R+L	R+L
Minnesota	R+L	R+L	R+L	R+L	R+L
Mississippi	R+L	R+L	R+L	R+L	R+L
Missouri	R+L	R+L	R+L	R+L	R+L
Montana	R+L	R+L	R+L	R+L	R+L
Nebraska	R+L	R+L	R+L	R+L	R+L
Nevada	R+L	R+L	R+L	R+L	R+L
New Hampshire	R+L	R+L	R+L	R+L	R+L
New Jersey	R+L	R+L	R+L	R+L	R+L
New Mexico	R+L	R+L	R+L	R+L	R+L
New York	R+L	R+L	R+L	R+L	R+L
North Carolina	R+L	R+L	R+L	R+L	R+L
North Dakota	R+L	R+L	R+L	R+L	R+L
Ohio	R+L	R+L	R+L	R+L	R+L
Oklahoma	R+L	R+L	R+L	R+L	R+L
Oregon	R+L	R+L	R+L	R+L	R+L
Pennsylvania	R+L	R+L	R+L	R+L	R+L
Rhode Island	R+L	R+L	R+L	R+L	R+L
South Carolina	R+L	R+L	R+L	R+L	R+L
South Dakota	R+L	R+L	R+L	R+L	R+L
Tennessee	R+L	R+L	R+L	R+L	R+L
Texas	R+L	R+L	R+L	R+L	R+L
Utah	R+L	R+L	R+L	R+L	R+L
Vermont	R+L	R+L	R+L	R+L	R+L
Virginia	R+L	R+L	R+L	R+L	R+L
Washington	R+L	R+L	R+L	R+L	R+L
West Virginia	R+L	R+L	R+L	R+L	R+L
Wisconsin	R+L	R+L	R+L	R+L	R+L
Wyoming	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

<b>Total units</b>	150
<b>Net Total</b>	68668.20
<b>Total Due</b>	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

<b>Totals</b>	<b>7460</b>	<b>838</b>	<b>25807</b>	<b>kgs</b>
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