

## Guideline Summary

Kimball Electronics (KE) expects suppliers to ship materials according to these standards unless otherwise directed on purchase order or other written communication.

<b>Mode and Service</b>	Freight must be moved in the most economical mode and service level available according to the terms & conditions and instructions set fourth within this guide and on the purchase order. Agreement to make exception to this policy must be documented with a premium freight authorization form as outlined within this routing guide. Suppliers who arrange more expensive transportation do so at the risk of paying the full price for this transportation. Suppliers who do not arrange carriage in time to allow for economy pricing will be held accountable for express shipping costs.
<b>Small Parcel</b>	Account numbers can be found on page 2. Parcel shipments should be arranged for shipments less than 70 kg. (150 lbs.) Kimball authorizes shipments using Fed Ex and UPS carriers at most locations and DHL in Europe. Shipper must provide correct Kimball account number for proper billing.
<b>Trucking LTL &amp; TL</b>	Shipments of 70 kg. (150 lbs.) or greater should ship according to specifics outlined in each KE location's instructions on the following pages.
<b>Imports</b>	Follow specific directions for each Kimball location.
<b>Consolidation</b>	Suppliers are expected to consolidate parcel shipments daily to the same KE location. Suppliers are expected to consolidate LTL and TL shipments made to the same KE facility in the same week into a single shipment.
<b>Documentation</b>	<p>KE Purchase Order number must appear on freight bill, BOL shipper reference block, and in the second reference field on all small package shipments. Provide only the Kimball Purchase Order number with no added formatting.</p> <p>KE requires the material purchase order number to tie the shipment back to the original order. This is essential for proper receiving of the material and payment of material and freight invoices.</p>
<b>Shipment Label</b>	Please refer to <u><a href="#">KEG Shipment Labeling Standards</a></u>

## Location Summary

Code	City, State, Country & ZIP	Contact Phone / Email	Address
<b>NORTH AMERICA</b>			
<b>KEIND</b>	Indianapolis IN, USA 46219	<b>317-547-3640 ext. 235</b> <a href="mailto:Fred.Otto@kimballelectronics.com">Fred.Otto@kimballelectronics.com</a>	2950 N. Catherwood Ave.
<b>KEJ</b>	Jasper IN, USA 47549	<b>812-634-4594</b> <a href="mailto:Alan.Crane@kimballelectronics.com">Alan.Crane@kimballelectronics.com</a>	1038 E15 <sup>th</sup> St 1615 Cherry St.
<b>KETA</b>	Tampa FL, USA 33626	<b>813-814-5039</b> <a href="mailto:Paul.Savoie@kimballelectronics.com">Paul.Savoie@kimballelectronics.com</a>	13750 Reptron Blvd
<b>KEMX</b>	Pharr TX, USA 78577 (Reynosa, México)	<b>956-205-469</b> <a href="mailto:Juan.Garcia@kimballelectronics.com">Juan.Garcia@kimballelectronics.com</a>  <b>956-205-4686</b> <a href="mailto:Flor.Anguiano@kimballelectronics.com">Flor.Anguiano@kimballelectronics.com</a>	9601 International Blvd.
<b>EUROPE</b>			
<b>KEPS</b>	Poznan, Poland 62-080	<b>48 61 65 85 782</b> <a href="mailto:Maria.Idzikowska@kimballelectronics.com">Maria.Idzikowska@kimballelectronics.com</a>	Ul. Poznanska 1C Tarnowo Podgorne.
<b>KERO</b>	Timis, Romania 307350	<b>+40 799 700 081</b> <a href="mailto:Madalina.Ciochirdel@kimballelectronics.com">Madalina.Ciochirdel@kimballelectronics.com</a>	Nr. 637/A Remetea Mare
<b>ASIA</b>			
<b>KECN</b>	Nanjing, China 211102	<b>86.25.51180036</b> <a href="mailto:Patrick.Zhang@kimballelectronics.com">Patrick.Zhang@kimballelectronics.com</a>	No. 3098 Jiyindadao, Jiangning, Jiangsu
<b>KETL</b>	Laem Chabang, Thailand 20230	<b>001.66.38.401566</b> <a href="mailto:kpiyava@kimballelectronics.com">kpiyava@kimballelectronics.com</a>	49/45 Moo 5, Sukumvit Road
<b>ENGINEERING</b>	All Locations	Engineering	Above

Contact receiving location for Kimball Carrier account numbers.

# (KEIND) Indianapolis Plant Routing Instructions

2950 N. Catherwood Ave.  
Indianapolis, IN USA 46219  
Phone (317) 547-3640

## Shipper Phone Numbers

UPS: (1)	1-800-7425877
UPS Freight	1-800-333-7400
UPS-SCS	1-800-742-5727
FedEx: (2)	1-800-463-3339
FedEx Freight	1-800-332-0807
TOC Logistics	1-800-717-0574
R&L	1-800-543-5589

## DOMESTIC SHIPMENTS

Temperature Control:	FedEx (Custom Critical)
Under <70 kg. (150 lbs):	UPS Ground (1) or FedEx Ground (2)
Over >70 kg. (150 lbs):	UPS Freight, or FedEx Freight or R&L

## INTERNATIONAL SHIPMENTS

Air under <70kg. (150 lbs):	UPS Economy (1) or FedEx Economy (2)
Air Over >70kg. (150 lbs):	TOC Logistics or UPS-SCS

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## EXPEDITE SHIPMENTS

**This section requires** advance approval **from Kimball Electronics Indianapolis Buyer prior to shipment**

### Domestic Expedites

Temperature Control:	FedEx (Custom Critical)
Under <70kg (150 lbs):	UPS Air Economy Saver (1) or FedEx Economy (2)
Over >70kg (150 lbs):	Contact Buyer or Fred Otto (317) 547-3640 ext 235

### International Expedites

Under <70kg (150 lbs):	UPS Air Economy Saver (1) or FedEx Economy (2)
Over >70kg (150 lbs):	TOC Logistics or UPS-SCS

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**For truckload and shipping needs that are not listed, please contact Fred Otto (317) 547-3640 ext. 235**

# (KEJ) Jasper Plant Routing Instructions

1038 E. 15th Street  
 Jasper, IN USA 47549-1003  
 Phone (812) 634-4214  
 Fax (812) 634-4466

1615 Cherry Street  
 Jasper, IN USA 47549-1003  
 Phone (812) 634-4214  
 Fax (812) 634-4466

## Shipper Phone Numbers

UPS: (1) 1-800-7425877  
 UPS Freight 1-800-333-7400  
 UPS-SCS 1-800-742-5727  
 Fedex: (2) 1-800-463-3339  
 Fedex Freight 1-800-332-0807  
 USF Holland 1-800-457-5526  
 Expeditors 1-502-367-6700

*Note: Skids should not exceed 47" (120cm)*

## Domestic Shipments

Under <70 kg. (150 lbs): UPS Ground (1) or FedEx Ground (2)  
 Over >70 kg. (150 lbs): UPS Freight or USF Holland according to chart

USF Holland	AL AR GA IA IL IN KY KS MD MI MN MO MS NC NE NJ NY OH OK PA SC SD TN VA WI WV & Canada
UPS	AK AZ CA CO CT DE FL HI ID LA MA ME MT ND NH NM NV OR RI UT VT WA WY & Puerto Rico

## International Shipments

*Note: Skids should not exceed 47" (120cm)*

Air under <70kg. (150 lbs): UPS Economy (1) or FedEx Economy (2)  
 Air over >70kg. (150 lbs): UPS-SCS  
 Ocean: Expeditors International

## Expedite Shipments

**This section requires advance approval from Kimball Electronics Jasper Buyer prior to shipment**

### Domestic Expedites

Under 70kg (150 lbs): UPS Air Economy Saver (1) or FedEx Economy (2)  
 Over 70kg (150 lbs): Contact Buyer and/or Alan Crane 812-634-4594

### International Expedites

Under 70kg (150 lbs): UPS Air Economy Saver (1) or FedEx Economy(2)  
 Over 70kg (150 lbs): Expeditors International Express Service

**For truckload and shipping needs that are not listed, please contact Shipping Department at 812-634-4214.**

# (KETA) Tampa Plant Routing Instructions

13750 Repron Blvd.  
Tampa, FL USA 33626  
Phone (813) 814-5039  
Fax (813) 814-5229

## Shipper Phone Numbers

**UPS (1)** 1-800-742-5877  
**UPS Freight** 1-800-333-7400  
**UPS-SCS** 1-800-742-5727  
**FedEx (2)** 1-800-463-3339  
**Fedex Freight** 1-800-332-0807  
**MTI** 1-813-880-8878  
**AAA Cooper** 1-813-899-1306

## Domestic Shipments

<b>Under 70 kg. (150 lbs):</b>	<b>UPS Ground (1) or FedEx Ground (2)</b>
<b>Over 70 kg. (150 lbs):</b>	<b>UPS Freight, FedEx Freight, AAA Cooper or MTI Worldwide Logistic</b>

## International Shipments

<b>Air Under 70kg. (150 lbs.):</b>	<b>UPS Economy (1) or FedEx Economy (2)</b>
<b>Air Over 70kg. (150 lbs.):</b>	<b>MTI Worldwide Logistic or UPS-SCS</b>
<b>Ocean Freight:</b>	<b>MTI Worldwide Logistic or UPS-SCS</b>

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## Expedite Shipments

**Expedite shipments requires advance approval from Kimball Electronics Tampa Buyer**

### Domestic Expedites

<b>Under 70kg (150 lbs):</b>	<b>UPS Air Economy (1) or FedEx Economy (2)</b>
<b>Over 70kg (150 lbs):</b>	<b>Contact Buyer and/or Paul Savoie (813) 814-5039</b>

### International Expedites

<b>Under 70kg (150 lbs):</b>	<b>UPS Air Economy (1) or FedEx Economy (2)</b>
<b>Over 70kg (150 lbs):</b>	<b>MTI Worldwide Logistic or UPS-SCS</b>

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**For truckloads and shipping needs that are not listed, please contact Shipping Department at (813) 814-5229**

# (KEMX) Mexico Plant Routing Instructions

Kimball Electronics Mexico, Inc.  
9601 International Blvd.  
Pharr, Texas USA 78577  
Phone (956) 205-4600 - (956) 205-4697  
Fax (956) 205-4625

## Shipper Phone Numbers

UPS (1) 1-800-742-5877  
UPS Freight 1-800-333-7400 & 1-804-231-8555 (US)  
1-956-361-5660 (outside US)  
UPS-SCS 1-800-826-9310 & 1-956-702-0976  
Fax 956-702-1532 [UPSHRL@ups.com](mailto:UPSHRL@ups.com)  
FedEx (2) 1-800-463-3339  
FedEx Freight 1-800-332-0807

## Domestic Shipments

Under <70 kg. (150 lbs): UPS Ground (1) or FedEx Ground (2)  
Over >70 kg. (150 lbs): UPS Freight or Fedex Freight

## International Shipments

Air Under <70kg. (150 lbs): UPS Economy (1) or FedEx Economy (2)  
Air Over >70kg. (150 lbs): UPS-SCS  
Ocean Freight: UPS-SCS

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## Expedite Shipments (Air Shipments)

**This section requires advance approval from Kimball Electronics Buyer Prior to Shipment, Buyer needs to provide you a Premium Freight Authorization number (PFA #) in order to add it the BOL as reference.**

### Domestic Expedites

Under 70kg (150 lbs): UPS Air Economy (1) or FedEx Economy (2)  
Over 70kg (150 lbs): UPS-SCS Economy

### International Expedites

Under 70kg (150 lbs): UPS Air Economy (1) or FedEx Economy (2)  
Over 70kg (150 lbs): UPS-SCS

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**For Mexico truckloads and shipping needs that are not listed, please contact Logistic Department Juan Garcia (956) 205-4697 for shipping instructions.**

# (KERO) Romania Plant Routing Instructions

Kimball Electronics Romania  
Nr. 637/A | 307350 Remetea Mare,  
Timis, Romania  
Phone: +40 356 434 475  
Fax: +40 356 807 468

## Shipper Phone Numbers

DHL	021 222 1777
FedEx	021 201 4822
Schenkers	021 234 0000
TNT	021 303 4567
UPS	021 233 8877

## Domestic & International Shipments (*Inbound collect shipments*)

Under <30 kg:	TNT/ DHL or UPS – Express service
Over >30-70 kg:	TNT Economy/DHL Economy or UPS None Express
Over >70 kg:	Forwarder indicated by KERO Logistics Department
Ocean:	Schenkers prior notification to KERO Logistics Dept.

Please contact responsible buyer/logistics person to obtain the shipping account number.

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## Expedite Shipments

**This section requires** advance approval from Kimball Electronics Romania Buyer prior to shipment

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- Full/Less truck loads

**This section requires** advance approval from Kimball Electronics Romania Logistics Department  
**Prior to Shipment:** [KEROLogistics@kimballelectronics.com](mailto:KEROLogistics@kimballelectronics.com)

- Shipments not specified above, expedited shipments and special transports require advance approval from Kimball Electronics Romania Logistics Department: [KEROLogistics@kimballelectronics.com](mailto:KEROLogistics@kimballelectronics.com)

# (KEPS) Poland Plant Routing Instructions

**Kimball Electronics Poland Sp. z o.o.**

Ul. Poznańska 1c

62-080 Tarnowo Podgórne, Poland

Phone: +48 61 6585 600

Fax: +48 61 6585 992

## Shipper Phone Numbers

**DHL Express      +48 (42) 6 345 150**

## In Europe

**Under <15 kg: DHL Express (service: EXPRESS WORLDWIDE)**

**Over >15-30 kg: DHL Express (service: ECONOMY SELECT)**

**Over >30 kg: Regular Forwarder or indicated by Kimball Electronics Poland**

## Outside of Europe

**Under <40 kg: DHL Express (service: EXPRESS WORLDWIDE)**

**Over >40 kg: Regular Forwarder or indicated by Kimball Electronics Poland**

**Please contact responsible buyer to obtain the shipping account number.**

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**Shipments not specified above, expedited shipments and special transports require advance approval from Kimball Electronics Poland buyer prior to shipment, please contact 48 61 65 85 782.**



# (KECN) China Plant Routing Instructions

Kimball Electronics Nanjing Co., Ltd.  
No.3098, JiYinDaDao  
Jiangning Economic and Technological Development Zone,  
Nanjing, China 211102  
Phone: +86 25 52728655 Fax: +85 25 51180038

## Shipper Phone Numbers

<b>DTW</b>	
<b>FedEx</b>	<b>400-889-1888</b>
<b>Jiangsu Chengmei</b>	
<b>Pilotrans</b>	<b>008-621-0086</b>
<b>Uniwill</b>	
<b>UPS</b>	<b>800-820-8388</b>
	<b>400-820-8388</b>

## Domestic Shipments

<b>To Suzhou &amp; Shanghai:</b>	<b>Pilotrans</b>
<b>To Liuzhou:</b>	<b>DTW</b>
<b>To Wuhan:</b>	<b>Uniwill</b>

## International Shipments

<b>Air Under &lt;70kg. (150 lbs):</b>	<b>UPS Express Saver (1) or FedEx Economy (2)</b>
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### **Air Over >70kg. (150 lbs):**

- |                                   |                         |
|-----------------------------------|-------------------------|
| ▪ <b>From Philippines:</b>        | <b>Jiangsu Chengmei</b> |
| ▪ <b>From Thailand:</b>           | <b>Jiangsu Chengmei</b> |
| ▪ <b>From Taiwan:</b>             | <b>Uniwill</b>          |
| ▪ <b>From USA:</b>                | <b>Uniwill</b>          |
| ▪ <b>From Hong Kong:</b>          |                         |
| - <b>Air over &gt;70 - 500 kg</b> | <b>Uniwill</b>          |
| - <b>Truck over ≥ 500 kg</b>      | <b>Pilotrans</b>        |

### **Ocean Freight:**

- |                        |                              |
|------------------------|------------------------------|
| • <b>From Taiwan:</b>  | <b>Uniwill</b>               |
| • <b>From USA:</b>     | <b>Uniwill</b>               |
| • <b>From Germany:</b> | <b>Jiangsu Air &amp; Sea</b> |

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**Shipments not specified above, expedited shipments and special transports require advance approval from Kimball Electronics China buyer prior to shipment, please contact 86 25 52768006**

# (KETL) Thailand Plant Routing Instructions

**Kimball Electronics Thailand Ltd.**  
**49/45 Moo 5, Laemchabang Industrial Estate**  
**Sukumvit Road, Thung Sukhla, Sriracha, Chonburi, 20230**  
**Thailand**  
**Phone: 001.66.38.401566 Fax: 001.66.38.400112**

## Shipper Phone Numbers

<b>Expeditors Thailand Ltd.</b> 5 <sup>TH</sup> Floor, Vorawat Building 849 Silom Road. Bandrak Bangkok 10500 Thailand Tel : 66 2 635 1331 Fax: 66 2 635 1355-1359	<b>Federal Express Corp.</b> 8 <sup>th</sup> Floor, Green Tower 3656/22-23 Rama 4 Road Klongton, Klongtoey Bangkok 10110, Thailand Tel : 66 2 229 8800 Fax: 66 2 240 1100	<b>UPS-SCS Thailand Ltd.</b> 1147 RAMA 9 ROAD, Huamark, Bangkok Bangkok 10240 Thailand Tel: 66 2 318 8400 Fax: 66 2 318 6306
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## Domestic Shipments

**Local transportation (by truck): Geologistics by each forwarder truck**

## International Shipments

<b>From Singapore:</b>	<b>Expeditors International Consolidate/week</b>
<b>Air Under &lt;70kg. (150 lbs):</b>	<b>UPS Economy (1) or FedEx Economy (2)</b>
<b>Air Over &gt;70kg. (150 lbs):</b>	<b>UPS-SCS (1) or Expeditors International</b>
<b>Ocean Freight:</b>	<b>UPS-SCS</b>

## Expedite Shipments

**This section requires advance approval from Kimball Electronics Thailand Buyer prior to shipment**

### Oversea shipment

- **Every shipment (raw material) from Singapore any weight (Terms Exwork and FCA): Consolidate one time per week: Expeditors International**
- **Minimum – 100 Kg from other origin: FedEx and by buyer instruction**

**For inland transportation and shipping needs that are not listed, please contact KETL Import - Export department at 66 38 401 566.**

# Appendix

- 1) Instructions
- 2) WEB links to additional information
- 3) Shipping Preparations Guidelines
- 4) Security Guidelines
- 5) Acceptance Acknowledgement Form

## Appendix 1: Instructions

### Shipping Expectations

#### 100 Delivery

110 Mistakes are costly to all supply chain partners. Mistakes include but are not limited to:

Shipment made to wrong Kimball Electronics facility  
Shipping overage  
Packing List incorrect, missing from the shipment or different than Purchase Order

120 Delivery date.

KE expects material to arrive at named destination no more than 3 days early and zero days late. As KE increases the use of consolidated shipments delivery timing becomes even more critical. Kimball expects Suppliers to pay for expedited freight when a supplier is unable to meet agreed upon ship dates.

130 Use of approved carrier.

Suppliers are expected to follow Kimball Electronics Global Routing Guidelines unless specifically directed to by Kimball's buyer on the Purchase Order or Premium Freight Authorization documents.

140 Same-day shipments consolidated into single shipment.

KE expects suppliers to consolidate shipments into a single freight invoice for each day for each trailer / container load of material shipped to a single KE facility. For international ocean shipments, the consolidation should occur for the entire week's shipment based upon origin port shipping schedules. Consolidating freight reduces per-invoice and per-weight charges.

150 Follow Incoterms specified on Purchase Order.

Approved Incoterms include: Ex-works, FCA, and DDP. All other terms requires approval from Kimball Global Logistics Manager. Kimball's policy is to ship freight collect whenever it is beneficial to do so. Kimball performs an ongoing freight evaluation to insure all freight movements are occurring at optimal cost and service levels.

160 Carton / Material not damaged.

Suppliers must ensure containers are capable of shipping individually or in pallet configurations as needed. Suppliers are expected to repack into suitable packaging as required by the shipping method. See Appendix 3 for more details.

## Appendix 1: Instructions (continued)

### 200 Freight Administration

210 KE Purchase Order number must appear on freight bill, BOL shipper reference block, and in the second reference field on all small package shipments. This must be the Kimball Purchase Order number only, with no added characters or numbers.

KE requires the material purchase order number to tie the shipment back to the original order. This is essential for proper receiving of the material and payment of material and freight invoices.

220 Insurance

Generally, KE insures freight against loss and damage. Freight not appropriately packaged will be dealt with according to section 160 above. KE will not pay for additional insurance policies unless such is specifically requested on the original purchase order.

230 Shortage vs. Purchase Order / Packing List

Shortages cause additional shipping, handling and receiving costs along with adding risk to production schedules. KE requires suppliers to meet purchase order quantities when the supplier accepts the purchase order.

240 A packing list must accompany each shipment.

## Appendix 1: Instructions (continued)

### 300 Markings

#### 310 Pallet Labeling

Mislabeled pallets can cause delays in customs, LTL hubs, and receiving. Suppliers are expected to provide accurate pallet placard information.

#### 320 Case Labeling

Mislabeled cases can cause delays in customs, small package sorting and KE receiving. Suppliers are expected to provide accurate case marking and routing information as appropriate for selected shipping method and according to KE's labeling standards. [KEG Shipment Labeling Standard](#)

#### 330 Pallet Configuration or Weight

Shipping pallet configurations as determined by supplier and KE package engineers must be adhered for over-the-road, ocean and air shipments. Failure to comply can result in damage and usually results in additional receiving and restacking costs.

#### 340 Case Dunnage

Individual cases are typically designed to protect the material in transit, in storage, and during handling. Cases displaying chronic shipping failures will require correction.

#### 350 Case / Pallet Weight

Case and pallet weights not matching their documentation within a reasonable tolerance can create delays in handling and generate excessive freight costs. Suppliers are expected to accurately define pallet and case measurements and weights on all documentation.

KE will provide sufficient warning and work with suppliers not able to meet these shipping success factors. Chronic failure to meet minimum shipping success factors will lead to fines between \$10 and \$150 for each occurrence.

## Appendix 2: Additional Information

Kimball Electronics:

<http://www.kimballectronics.com/kegroup/index.asp>

Federal Express

<http://www.fedex.com/>

UPS

<http://ups.com/>

UPS Supply Chain Solutions (SCS)

<http://www.ups-scs.com/>

Expeditor's International:

<http://www.expd.com/>

Council of Supply Chain Management Professionals (was Council of Logistics Management):

<http://www.cscmp.org/Website/Resources/Terms.asp>

INCOTERMS 2000:

[http://www.iccwbo.org/index\\_incoterms.asp](http://www.iccwbo.org/index_incoterms.asp)

Harmonized Tariff Codes:

<http://www.usitc.gov/tata/hts/>

U.S. Department of Homeland Security and Customs-Trade Partnership Against Terrorism (C-TPAT):

<http://www.customs.gov>

[http://www.customs.gov/xp/cgov/import/commercial\\_enforcement/ctpat/](http://www.customs.gov/xp/cgov/import/commercial_enforcement/ctpat/)

IPPC ISMP #15 Wood Packaging standards:

<http://www.kimballectronics.com/scripts/kegroup/suppliers/index.asp>

International Safe Transit Association

<http://www.ista.org>

## Appendix 3:

### Kimball Electronics Shipping Preparation Requirements

1. Total pallet weight cannot exceed 900 kg (2000 lbs.) As the length of the product increases the total acceptable pallet weight decreases relative to product length.
2. KE expects suppliers to follow pallets and packaging materials guidelines set forth by each governing region.
3. Total pallet height restricted to a maximum of 250 centimeters, (100 inches) including pallet for ground delivery. Pallet height is restricted to a maximum of 215 centimeters (85 inches) including pallet for air and ocean delivery.
4. Pallet dimensions should be consistent with the standards set forth by the receiving region. Pallets can be made of wood, plastic or steel and must comply with IPPC standards. Unless other arrangements have been approved by Kimball pallets should follow these standards:
  - Shipments to the U. S. should be made on four-way 40 in. X 48 in. pallets.
  - Shipments to Europe should be made on: Euro: 120 cm x 80 cm. or ISO: 120 cm x 100 cm. pallets.
  - Shipments to China should be made on 120 cm x 110 cm pallets.
  - Shipments to Thailand should be made on 100 cm x 110 cm pallets.
5. Any custom size pallets must be pre-approved by Kimball Electronics Logistics.
6. When loading trailers be sure to down-stack product to level the load across the trailer while still loading by PO, then by SKU. We have had problems with front-loaded product spilling to the rear of the trailer because it was not secured properly. If pallets are leveled across the trailer this issue should be minimized.
7. Pallet must arrive in good condition, banded or stretch-wrapped to keep the product secure on the pallet, and undamaged.
8. Packaging must be sufficient to protect the material while in transit to a Kimball facility allowing material to remain intact and properly contained under typical shipping conditions.
9. Suppliers are responsible for ensuring packaging is compliant with an internationally recognized standard such as International Safe Transit Association (ISTA). Certification is recommended.
10. Suppliers agree to support claim requirements within small package service providers' guidelines.



## Appendix 4: Security Recognition

Kimball Electronics has partnered with Customs and Border Protection to develop a more secure border environment by focusing on the physical security of the production, transportation, and importation elements of the supply chain process through the **Customs-Trade Partnership Against Terrorism (C-TPAT)**. Kimball Electronics is required to develop and implement, within a verifiable, documented program, enhanced security procedures throughout its supply chain process. Where Kimball Electronics does not exercise control of a production facility, transportation or distribution entity, or process in the supply chain, Kimball Electronics is required to communicate certain security recommendations/guidelines to its suppliers and, where practical, condition its relationships with those entities on the acceptance and implementation of the same. KEG expects all suppliers to voluntarily participate in the U.S. C-TPAT program.

Manufacturers are asked to develop and implement a sound plan to enhance security procedures. These are general recommendations that should be followed on a case by case basis depending on the company's size and structure and may not be applicable to all. The company should have a written security procedure plan in place that addresses the following:

**Physical Security:** All buildings should be constructed of materials, which resist unlawful entry and protect against outside intrusion. Physical security should include:

- Adequate locking devices for external and internal doors, windows, gates, and fences.
- Segregation and marking of international, domestic, high-value, and dangerous goods cargo within the warehouse by a safe, caged, or otherwise fenced-in area.
- Adequate lighting provided inside and outside the facility to include parking areas.
- Separate parking area for private vehicles separate from the shipping, loading dock, and cargo areas.
- Internal/external communications systems in place to contact internal security personnel or local law enforcement police.

**Access Controls:** Unauthorized access to the shipping, loading dock and cargo areas should be prohibited. Controls should include:

- The positive identification of all employees, visitors and suppliers.
- Procedures for challenging unauthorized/unidentified persons.

**Procedural Security:** Measures for the handling of incoming and outgoing goods should include the protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include:

- A designated security officer to supervise the introduction/removal of cargo.
- Properly marked, weighed, counted, and documented products.
- Procedures for verifying seals on containers, trailers, and railcars.
- Procedures for detecting and reporting shortages and overages.
- Procedures for tracking the timely movement of incoming and outgoing goods.
- Proper storage of empty and full containers to prevent unauthorized access.
- Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.

**Personnel Security:** Companies should conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications. Education and Training Awareness: A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

## Appendix 5:

### Supplier Acknowledgment of Routing Guide & Security Guidelines

The undersigned, as an authorized representative of said company, acknowledge receipt and understanding of the expectations outlined in the Kimball Electronics Global Routing Guide version 1.0.

Supplier Company: \_\_\_\_\_

Authorized Officer: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date: \_\_\_\_\_

Comments: (Identify any areas of concern or disagreement with KE's routing guide, policies, procedures, or security expectations).

Return to Kimball Electronics using the appropriate contact listed in "Location Summary" on page #2.

<b>Approved By</b>
KE Global Materials Council Chairperson

<b>Distribution</b>
KE Application Developer
KE Global Quality Council
KE Global Materials Council