



July 31, 2007

TO ALL DAYCO VENDORS:

Enclosed you will find a current list of Dayco Products, LLC / Mark IV Automotive shipping requirements. Please, carefully review the material. Consider these requirements **effective August 1, 2007**.

This packet has been sent to you by first class mail or email and, unless the envelope or email is returned to us unopened, it will be considered as having been delivered to your company. As the recipient, please forward this information to other individuals in your company responsible for packaging and shipping items to Dayco Products, LLC / Mark IV Automotive.

Included in this packet is a prepared return fax sheet, which will acknowledge receipt of this information. Please date, sign and return it to us as soon as possible. Failure to return the acknowledgment copy of this bulletin does not relieve the vendor of the responsibility to follow the instructions. Failure to follow these guidelines could result in a charge back for excess freight and administrative fees. However, if you have issues with any of these instructions please contact the undersigned immediately at (918) 481-3929. Thank you in advance for your cooperation with this program.

Sincerely,

Wade Thurston
Supply Chain Director

Enclosures



FREIGHT AND TRAFFIC REQUIREMENTS

F.O.B. Origin, freight collect, third party, supplier transportation guidelines:

- 1) Unless you are shipping cartons only, all bills of lading are to be marked with the number of pallets as the number of pieces. Please do not enter the number of cartons as the piece count. Enter the number of cartons in the description.
- 2) Domestic shipments (including Alaska and Hawaii) weighing 150 lbs. and under are to be shipped UPS collect using the appropriate location account code. See UPS collect table for the correct account code (**Schedule "A"**).
- 3) Shipments with weights between 151 and 12,000 lbs., and require **less than 18 feet of loading space** must be moved via the carrier designated on the attached Dayco Products, LLC / Mark IV Automotive Inbound Less than Truckload Routing Matrix (**Schedule "B"**).
- 4) Do not ship Prepay and Add. If our terms with your company are F.O.B. Origin and we are responsible for the freight charges, then mark the bill of lading – "Collect" and use our designated carrier.
- 5) A shipment in excess of 12,000 lbs. or that requires **more than 18 feet of loading space [TRAILERLOAD]** must be faxed, e-mailed, or called into our Traffic Department for routing a minimum of 24 hours before the shipment is ready to leave. Late notifications limit our options and often result in premium transportation costs, which could be charged back against your invoice.
 - a) E-Mail this information to brian.cain@dayco.com, or fax this information to 918-481-2321 to the attention of the Traffic Manager. We will instruct and confirm by return e-mail or FAX. If you are unable to e-mail or FAX, then please call Dayco Traffic Manager at 918-481-3929.
 - b) If for any reason you do not receive routing instructions within 24 hours, then please default to the following guidelines:**
 - i) Shipments weighing between 151 lbs. and 12,000 lbs. and **less than 18 feet of loading space** are to be shipped via the Less than Truckload carrier designated on the attached matrix – (**Schedule "B"**).
 - ii) Shipments in excess of 12,000 lbs. or require more than **18 feet of loading space** should move via Con-Way Truckload. Please contact Stephanie Sieloff at 800/763-2222, ext. 2114 to arrange for pick-up.



Dayco uses a third (3rd) party freight billing company:

All freight bills should be mailed to the following address with information noted on all Bill of Ladings.

Forward Freight Bill To:
Dayco Products, LLC
C/O CT Logistics
P.O. Box 30382
Cleveland, OH 44130

Domestic (U.S.) shipments from, to, or between third (3rd) party processing companies.

[Example: Tradeshow, Printers, or third (3rd) party warehousing.]

Please follow the above guidelines if you are shipping to a Dayco Products, LLC / Mark IV Automotive facility or to a third (3rd) party part processing facility. If you are shipping to one of our plants, customers, or to another location and we are responsible for the freight charges (tradeshow, another printer, or third (3rd) party warehouse) – proceed as follows:

- a) Enter our P.O. # as the bill of lading number on the bill of lading.
- b) Shipments originating from the U.S. to our customers that are less than 150 lbs. are to be shipped via UPS using UPS third party account numbers please see **Schedule “A”** for locations and account numbers to use.
- c) Shipments to our customers that weigh between 151 and 12,000 lbs. and **less than 18 feet of loading space** – ship via proper LTL carrier per attached carrier matrix – prepaid third party billing. Please follow Bill of Lading – **Schedule “B”** provided. The **Ship Account** number must be written in on the bill of lading with the payer information as specified using **Schedule “F”** for accounts. If you have any questions - please contact the Dayco Products, LLC / Mark IV Automotive Traffic Manager at 918-481-3929.
- d) Shipments to our suppliers, customers, or third party processors in excess of 12,000 lbs. or require more than **18 feet of loading space**, please follow step **# 5 above**.



“Import” shipments into Dayco Products, LLC / Mark IV Automotive facilities:

[Example: Importing materials into the U.S. see **Schedule “E”**]

- a) All shipments where Dayco Products, LLC / Mark IV Automotive are responsible for the freight charges must be cleared through our customs broker see **Schedule “E”**. Copy of invoice and bill of lading is to be sent to the broker in advance of shipments departure. This is applicable to all shipments except those sent via DHL ((see part b) i) below. Broker contacts can be found on **Schedule “E”**. Failure to use our broker will result in a chargeback of the additional cost. You must list the buyer for our shipments as:

Dayco Products, LLC
6120 S. Yale Ave
Ste. 900
Tulsa, OK 74136-4236

- b) Shipments to Dayco Products, LLC / Mark IV Automotive facilities that are FOB origin, please ship as follows:

[PLEASE ADDRESS “ALL” IMPORTS TO “DAYCO PRODUCTS, LLC”]

(Please do not use MarkIV Automotive in address name)

- i) Shipments less than 150 lbs. should be shipped via DHL Express. Freight charges need to billed third (3rd) party to account number: **964166251**.
- ii) Shipments between 151 and 12,000 lbs, and require **less than 18 feet of loading space**, must be shipped by the LTL carrier per attached carrier matrix (**Schedule “B”**) freight collect.
- iii) Shipments in excess of 12,000 lbs. or require more than **18 feet of loading space** --- follow step **# 5 above**.
- c) Shipments to another location that we are responsible for the freight charge (tradeshow, another printer, or third party warehouse) – proceed as follows:
- i) Enter our P.O. # as the bill of lading number on the bill of lading.
- ii) Shipments less than 150 lbs. are to be shipped via DHL Express, again using our third party billing account number: **964166251**.
- iii) Shipments between 151 and 12,000lbs, and **require less than 18 feet of loading space** must – ship via Proper LTL carrier per attached carrier matrix – prepaid third party billing. Please follow bill of lading (**Schedule “B”**) provided. The ship account number must be written in on the bill of lading with the payer information as specified. If you have any questions - please contact Dayco Products, LLC / Mark IV Automotive Traffic Manager at 918-481-3929.



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- iv) Shipments in excess of 12,000 lbs. or more than **18 feet of loading space** – follow **# 5 above**.
 - d) Shipments from Canada to Dayco Products, LLC / Mark IV Automotive customers.
 - i) Please contact Dayco Products, LLC / Mark IV Automotive Traffic Manager - 918-481-3929.

Failure to follow Dayco Products, LLC / Mark IV Automotive Carrier Routing Matrix (Schedule “F”) could result in a CHARGEBACK of excess freight charges along with a maximum \$250.00 administration fee.



SCHEDULE "A" - UPS COLLECT THIRD PARTY ACCOUNT NUMBERS

Address	City	State	Zip	Service	Account #
4800 CORPORATION DR	FAYETTEVILLE	NC	28306	UPS collect	99A6R9
2050 GREG ST	SPARKS	NV	89431	UPS collect	V65662
6120 S. YALE AVE	TULSA	OK	74136	UPS collect	V65653
4383 S. 91 st E. AVE	TULSA	OK	74145	UPS collect	V65657
891 BROADWAY AVE	ASHEVILLE	NC	28820	UPS collect	V71615
1351 STEWART PLACE	SPRINGDALE	AR	72764	UPS collect	718064
938 THUNDERBOLT DRIVE	WALTERBORO	SC	29488	UPS Collect	223391
4445 BARNWELL ROAD	WILLISTON	SC	29853	UPS Collect	225248



SCHEDULE “B” - LTL CARRIER MATRIX

ST/PROV	Tulsa OK	Asheville NC	Fayetteville NC	Sparks NV	Springdale AR	Walterboro SC	Williston SC
AB	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
AL	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
AK	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
AZ	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
AR	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
BC	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
CA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
CO	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
CT	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
DE	CNWX	CNWX	CNWX	CNWX	CNWX	WTVA	WTVA
DC	CNWX	CNWX	CNWX	CNWX	CNWX	WTVA	WTVA
FL	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
GA	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
HI	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
ID	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
IL	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
IN	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
IA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
KS	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
KY	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
LA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
MB	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
ME	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
MD	CNWX	CNWX	CNWX	CNWX	CNWX	WTVA	WTVA
MA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
MI	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
MN	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
MS	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
MO	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
MT	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NB	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NE	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NF	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NS	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NV	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NH	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NJ	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NM	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NY	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
NC	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
ND	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
OH	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX



ST/PROV	Tulsa OK	Asheville NC	Fayetteville NC	Sparks NV	Springdale AR	Walterboro SC	Williston SC
OK	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
ON	CNWX	ACU1	ACU1	ACU1	CNWX	CNWX	CNWX
OR	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
PA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
PE	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
PQ	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
RI	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
SC	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
SD	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
SK	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
TN	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
TX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
UT	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
VT	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
VA	CNWX	WTVA	WTVA	CNWX	CNWX	WTVA	WTVA
WA	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
WV	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
WI	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
WY	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX	CNWX
END	END	END	END	END	END	END	END



SCHEDULE "C"- Example #1 - Outside Processors Springdale, Walterboro, Williston Loc.. (ONLY)

Shipper Provided Bill of Lading	Short Form	Non-Negotiable
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Subject to the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in the applicable motor carrier classification

B/L Number:	Ship Date:	Carrier:
	Debit Number:	Trailer Number:
T.O. Number:	Terms:	Ship Account Number:
	Prepaid	xxx-41-503-1
Pick up location:	Ship To:	

NUMBER CARTONS	NUMBER PALLETS	DESCRIPTION OF ARTICLES		
		Printed Matter, Paper or Paperboard, NOI Item ID# 161870 class 70		
		Bill Third Party-Dayco Products, 6120 South Yale Avenue, Tulsa OK 74136		
		<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"> Forward Freight Bill To: Dayco Products, LLC / Mark IV Automotive C/O CT Logistics P.O. Box 30382 Cleveland, OH 44130 </td> <td style="width: 30%; vertical-align: top;"> <div style="border: 1px solid black; padding: 5px;"> Note: Each Dayco "ship to" requires a specific G/L account code. See G/L table (schedule "F") below for specific site location's account. </div> </td> </tr> </table>	Forward Freight Bill To: Dayco Products, LLC / Mark IV Automotive C/O CT Logistics P.O. Box 30382 Cleveland, OH 44130	<div style="border: 1px solid black; padding: 5px;"> Note: Each Dayco "ship to" requires a specific G/L account code. See G/L table (schedule "F") below for specific site location's account. </div>
Forward Freight Bill To: Dayco Products, LLC / Mark IV Automotive C/O CT Logistics P.O. Box 30382 Cleveland, OH 44130	<div style="border: 1px solid black; padding: 5px;"> Note: Each Dayco "ship to" requires a specific G/L account code. See G/L table (schedule "F") below for specific site location's account. </div>			

			Total Shipped (Cartons Pallets):
			Total Weight:
			Carrier's Signature:
			Date:



SCHEDULE "D"– CANADA Inbound to FAYETTEVILLE, SPARKS, ASHEVILLE (ONLY)

Shipper Provided Bill of Lading	Short Form	Non-Negotiable
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Subject to the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in the applicable motor carrier classification

B/L Number:	Ship Date:	Carrier:
		All Connect
	Debit Number:	Trailer Number:
T.O. Number:	Terms:	Ship Account Number:
	Collect	50556802360100
Pick up location:	Ship To:	

NUMBER CARTONS	NUMBER PALLETS	DESCRIPTION OF ARTICLES
		Bill Third Party-Dayco Products - Fayetteville
		Forward Freight Bill To: Dayco Products, LLC / Mark IV Automotive GL# 50556802360100 C/O CT Logistics P.O. Box 30382 Cleveland, OH 44130

			Total Shipped (Cartons Pallets):	
			Total Weight:	
			Carrier's Signature:	
			Date:	



SCHEDULE “E” – CUSTOMS BROKER MATRIX

Company / Ship to	Plant / City	Asia	Canada	Europe	Mexico	South America
Dayco Products, LLC , MarkIV Automotive	Fayetteville	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer
Dayco Products, LLC , MarkIV Automotive	Sparks	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer
Dayco Products, LLC , MarkIV Automotive	Asheville	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer
Dayco Products, LLC , MarkIV Automotive	Tulsa	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer
Dayco Products, LLC , MarkIV Automotive	Springfield Tech Ctr	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer	A.N Deringer
Dayco Products, LLC	Springdale	Bruzzone	Bruzzone	Bruzzone	Bruzzone	Bruzzone
Dayco Products, LLC , MarkIV Automotive	Walterboro	Bruzzone	Bruzzone	Bruzzone	Bruzzone	Bruzzone
Dayco Products, LLC , MarkIV Automotive	Williston	Bruzzone	Bruzzone	Bruzzone	Bruzzone	Bruzzone

CUSTOMS BROKER CONTACT LIST

Broker	Phone	Extension	Fax	Contact Name	Email address	Alt. Email address
A.N Deringer	800-523-4357	229	802-524-8229	John Carella	jcarella@anderinger.com	
Bruzzone	516-239-7120		516-239-7720		graciela@bruzzone.com	koree@bruzzone.com

SCHEDULE “F” – Third (3rd) Party Coding Matrix for Outside Processor Shipments

Description – Aftermarket Dist. 505 & 525 Divisions	DIV	FN	DEPT	ELEM	DTL
Marketing – Catalogs –904 &912	505	75	604	511	
Marketing – Catalogs Dayco Export – 935	525	56	890	367	35



Inbound / Third (3 rd) party from vendor or plant – Fayetteville, NC and Sparks, NV locations.	505	56	802	360	100
Inbound from Third (3 rd) party or customer returns, refused product, damaged product – all Asheville, NC inbound materials.	505	56	802	360	200
Description – OE Williston Mfg. Division = 536	DIV	FN	DEPT	ELEM	DTL
Inbound Materials / Inbound / Third Party from vendor or plant	536	41	501		1
Description – OE Williston Mfg. Division = 536	DIV	FN	DEPT	ELEM	DTL
Inbound Materials / Inbound / Third Party from vendor or plant	536	41	501		1
Description – OE Springdale Mfg. Division = 545	DIV	FN	DEPT	ELEM	DTL
Inbound Materials / Inbound / Third Party from vendor or plant	545	41	501		1



6120 South Yale Avenue
Ste. 900
Tulsa, OK 74136-4236
Phone: (918) 481 - 3929
Fax: (918) 481 - 2321

Acknowledgement of Receipt

(Please fill out the information below and fax to the above number)

To: Brian Cain	Date:
CC:	Pages: (including cover) 1
From:	
Subject: Traffic / Freight Requirements	

I ACKNOWLEDGE RECEIPT OF Dayco Products, LLC / Mark IV Automotive's 2007 Vendor Shipping Requirements REV. 071807. I have reviewed the material and agree to follow the given procedures.

Printed Contact Name / Phone Number / Fax Number / e-mail address

Signature / Date

Printed Company Name