## **NOTE**

NOTE: Non DDS Dealers and International (including Mexico and Canada), Hawaii, Alaska, Puerto Rico, and US Virgin Islands dealers *CANNOT* follow below shipping instructions. Instead, dealerships in these locations *MUST* contact the following Takata/XPO USA representative directly for shipping instructions: Miguel Prigadaa – Tel #: 210-250-5078 or Email: MLGTakataRestraints\_International@menloworldwide.com.

NOTE: For DDS Dealers in the Continental US 48 State dealerships, please follow steps 1-8 below.

- Specific to Step 4 below:
  - Follow step 4a if you receive the updated NON-FedEx label. Proceed to step 5.
  - Follow step 4b if you receive the FedEx label. Proceed to step 5.

### 1. Shipping Documents

- a) Box Label
- Supplied with each Kit
- To be affixed to each box



- b) Over-pack Label
- · To be supplied by XPO.
- · To be affixed to the outside of each pallet

#### c) Bill of Lading

- To be supplied by XPO.
- Print 2 copies: 1 for Dealer Records, 1 for LTL Driver

### d) ERG Document

- To be supplied by XPO.
- To be provide by the Dealer to the LTL Driver for each





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### 4b. Shipping Instructions - Label each Box

a) If you continue receiving Inflator Kits with the original Fedex Documentation:

- Peel off the backing of the Fedex Ground PRP Shipping label and affix to top of box to left of the Class 9 label.
  - Use the scribe line on the box as a guide
  - The FedEx Ground PRP Shipping label must not touch any portion of the printing to the right of the scribe line.
  - Discard the remaining Documentation
- 3. Do Not contact FedEx



2.





### 2. Packing Instructions

- a) Confirm box is in acceptable condition. If a new box is needed, follow the New Box instructions located In Box 8 of this page.
- b) Place the un-deployed air bag inflator in the "cradle" of the box insert.



# 5. Shipping Instructions - Prepare the Pallet

- a) Accumulate and palletize Kits
- b) Arrange Kits on Pallet as pictured here
  - 20 boxes per row/layer (5x4)
  - 10 rows/layers per pallet (200 boxes)
- c) Shrink-wrap Kits to Pallet
- d) Affix Over-pack Label on (1) side of Pallet (Not on Top)



### 3. Closure Instructions

a) Close the top box flap, per box closure instructions located on front panel of hox





### 6. Shipping Instructions - Schedule LTL Pickup

a) Upon Accumulating 200 kits (1 Over-pack/Pallet) Minimum

- Call XPO at 1-877-650-3476
- If 200 Kits have not been accumulated in 30 days, please call XPO for direction
- c) Have the following Information Available
- Dealer #
- Quantity of Over-packs/Pallets
- Quantity of Passenger Inflator Kits on each Pallet
- Email Address where shipping Documentation can be received

### 7. Shipping Instructions - Ship

- a) Give 1 Copy of BOL and 1 Copy of ERG to Driver
- b) Retain 1 Copy of BOL for Dealership records and archive for 2 Years

# 4a. Shipping Instructions - Label each Box

a) New Labels will begin shipping in each kit starting mid August, 2015



## 8. Requesting a New Box / Shipping Labels

If a new box or replacement shipping labels are needed, please contact the representative listed below by phone or email to request replacement

Primary Contact: Armando Gonzalez - Tel #: 210-250-5079

E-Mail: FieldAction.14305@menloworldwide.com

To help expedite your request, please be prepared to provide the following

- a) Serial number on the original box
- b) What Type of shipping material needed
- Replacement Box
- Two Part Return Label
- Bill of Lading
- **ERG Form**
- c) Dealer Shipping Information
- Contact name

Dealer Address

- Phone Number

