

# SHIPPING DOCUMENTATION AND INSTRUCTIONS (Appendix A)

## NOTE

### INFLATOR RETURNS

#### These Return Instructions are for the Continental US dealerships (48 States).

**NOTE: Locations outside of the Continental United States (Hawaii, Alaska, Puerto Rico, Virgin Islands INCLUDING Mexico and Canada 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@menlowworldwide.com

#### 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 provided by the Dealer to the LTL Driver for each shipment



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

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

1. 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.
2. Discard the remaining Documentation
3. **Do Not** contact FedEx



#### 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)

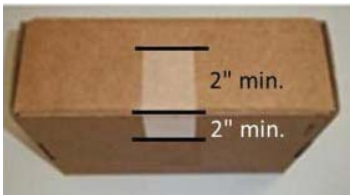
c) Shrink-wrap Kits to Pallet

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 box.



#### 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

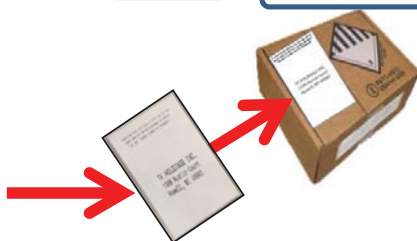
#### 4a. Shipping Instructions - Label each Box

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

1. Subaru Inflator Kit will contain this two-part label:

2. Peel off 'Ship To' Label.

3. Affix Label to Box. Do not cover up Class 9 Marking.



#### 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 materials.

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

E-Mail: [FieldAction.14305@menlowworldwide.com](mailto:FieldAction.14305@menlowworldwide.com)

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

- Serial number on the original box
- What Type of shipping material needed
  - Replacement Box
  - Two Part Return Label
  - Bill of Lading
  - ERG Form
- Dealer Shipping Information
  - Contact name
  - Dealer Address
  - Phone Number

