



## ***United States Business Partner Routing Instructions***

Revision Twenty, updated August 18, 2011

Dear Vendor Partner:

Welcome to Tech Data's North American Vendor Shipment Compliance Guide, Spring 2010 Edition. The guide has been thoroughly revised and there are several additions for you to be aware of. The updates are detailed below. Our mission is to be a world class logistics organization through collaborative efforts with our supply chain partners by driving continuous improvement and a safe working environment through Lean initiatives.

Updates to the Compliance Guide are primarily related to the following:

- Improved Organization of the Compliance Guide content.
- Pallet requirements.
- Packing list required with each small parcel carton/package.
- ASN (Advanced Shipment Notification).
- Requirements for container shipments.

In addition, Non-compliance charges for shipments that fall outside of the requirements shall begin on shipments tendered after May 1, 2010.

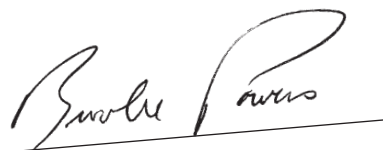
Tech Data is always looking for ways to improve the way we do business with our vendor partners. The changes reflected in this compliance guide are targeted towards driving efficiencies throughout the entire supply chain.

Please take time to review the guide thoroughly and if you have any questions, please contact your Product Marketing, Purchasing, or Logistics representative.

Sincerely,



Darryl Branch  
Senior Vice President, Logistics



Brooke Powers  
Senior Vice President, Purchasing

# Table of Contents

Routing Instructions .....	4
Routing Matrix Instructions.....	5
Business Partner Drop Ship Guide .....	6
Business Partner Noncompliance Charge Back Schedule .....	7
Bill of Lading Instructions.....	8
Corporate Logistics Department .....	9
U.S. Logistics Center Locations and Appointment Information .....	10
Regulatory Compliance.....	11
Scenario I: Domestic Shipments.....	11
Scenario II: International Shipments with Business Partner as Importer of Record .....	12
Scenario III: International Shipments with Tech Data as Importer of Record .....	12

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## Revision History

Revision One – November 19, 2001
Revision Two - May 2, 2002
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Revision Four - July 24, 2002
Revision Five – August 19, 2002
Revision Six – December 18, 2002: pages 5 and 21
Revision Seven – February 17, 2003: pages 5, 6 & 7
Revision Eight – May 20, 2003: pages 5 & 6
Revision Nine – June 4, 2003: pages 5, 6 & 7
Revision Ten – August 13, 2003: page 5
Revision Eleven – June 8, 2004: new pages 8 & 9
Revision Twelve – October 14, 2004: page 5
Revision Thirteen – July 27, 2005: page 4
Revision Fourteen – May 1, 2006: pages 5, 6, 7, 8 & 9
Revision Fifteen – June 15, 2006: removed Labeling, Packaging and Palletization Section Created Business Partner Compliance Guide
Revision Sixteen – July 14, 2006: page 5
Revision Seventeen – March 21, 2007: pages 5, 6, 7 & 8
Revision Eighteen – June 2, 2009: pages 6 & 7
Revision Nineteen – March 31, 2010: pages 4, 5, 6, 8, 9 & 10
Revision Twenty – August 18, 2011: pages 4, 5, 6, 10

# Routing Instructions

- If Tech Data pays for freight, you must follow this Routing Guide and use only the carriers specified in this document. Tech Data will not pay for any carrier used that is not in this Routing Guide.
- The letter on page 2 requests you to use our “Core Carriers“ for all shipments.
- This section lists our regional and national core LTL carriers.
- A shipment that has multiple purchase orders (POs) should use one Bill of Lading (BOL.)
- BOL must list all PO numbers on the shipment
- Failing to follow procedures subjects the business partner to freight cost and charge backs.
- Any product strapped to a pallet must ship via an LTL carrier regardless of the weight. FedEx parcel operations remove palletized product from the pallet, increasing the risk of damage.
- If you have any questions about using this guide, please contact Tech Data’s Transportation Department at 727-539-7429 x80004.

*Note: If you are a contracted prepaid freight business partner please make sure the Bill of Lading reflects each shipment being “Prepaid” (F.O.B. Destination, Freight Prepaid).*

*Note: F.O.B. Terms – Please review your Tech Data contractual agreement.*

Type of Shipment	Carrier Name	SCAC Code	Contact Phone Number	Carrier Website for Contact Information
1-150 LBS	FedEx Ground	N/A	800-463-3339	www.fedex.com
151 - 10,000 LBS	<b>National LTL</b>			
	CEVA Logistics	CEVA	800-888-4949	http://www.cevalogistics.com/
	AIT Worldwide	AIIH	888-463-3338	www.AITworldwide.com
	<b>Regional LTL</b>			
	Campbell’s Express (to Swedesboro, NJ LC)	CAAE	800-220-0077	http://www.campbellsexpress.com/
	Towne (to South Bend, IN LC)	TOWE	800-468-6963	http://www.townear.com/
Over 10,000 LBS or 10 Pallets	<b>Truckload</b>			
	AIT Worldwide	AIIH	888-463-3338	http://www.aitworldwide.com
	SRM Transportation	SJPR	888-482-3132	http://www.srm-sj.com

- Choose your LTL carrier by finding your origin state (where you are shipping from) and find the Tech Data LC you are shipping to. For example, if you were shipping from AZ to CA you would use CEVA Logistics. See pages 6 and 7 to choose the correct carrier.
- Carriers noted must be used except for business partners officially notified to use alternate carriers.



# Business Partner Drop Ship Guide

**Drop Shipment Weight <= 150 Pounds, use FedEx Ground**

**Drop Shipment Weight > 150 Pounds, use CEVA Logistics or AIT Worldwide**

## **Contact Information:**

- **FedEx Ground**  
Phone: 800.463.3339  
Web Site: [www.fedex.com](http://www.fedex.com)
- **CEVA Logistics**  
Phone: 800.888.4949  
Web Site: [www.cevalogistics.com](http://www.cevalogistics.com)
- **AIT Worldwide**  
Phone: 888.463.3338  
Web Site: [www.aitworldwide.com](http://www.aitworldwide.com)

# Business Partner Noncompliance Charge Back Schedule

All goods must be shipped in accordance with these Business Partner Routing Instructions. Any deviations on freight shipped to a Tech Data facility or customer under your negotiated contractual terms will result in the schedule outlined below. Should a deviation need to occur, prior authorization must be obtained. To obtain prior authorization, please call our Transportation Department at 727-539-7429 ext. 80004.

*Transportation will monitor compliance monthly.*

## **1st Notification:**

An e-mail communication will be sent to the Traffic / Transportation contact on the Business Partner Fact Sheet. Communication will identify the issue and a copy will be sent to Tech Data's Product Marketing, Purchasing, and Accounting Departments.

## **2nd Notification:**

Tech Data will invoice the Business Partner the difference in the freight charges according to the Tech Data standard discounts including all assessorial charges. E-mail notices will be sent to Tech Data's Product Marketing, Purchasing, and Accounting Departments as well as to the Traffic / Transportation contact as listed on the Business Partner Fact Sheet.

## **3rd & Subsequent Notifications:**

The Business Partner is charged a \$100.00 administration fee for each invoice, plus additional freight/accessorial charges incurred between the carrier selected and the Tech Data preferred carrier choice. The Business Partner is also penalized for using incorrect billing terms (example: shipping collect when the Business Partner is a contracted prepaid Business Partner). Any additional handling cost is also added. E-mail notices will be sent to Tech Data's Product Marketing, Purchasing, and Accounting Departments as well as to the Traffic/Transportation contact as listed on the Business Partner Fact Sheet.

# Bill of Lading Instructions

Regardless of Shipping terms, the following information must appear on the Bill of Lading

## Carrier Selection

Refer to the Shipping Matrix

## Delivery Address

Complete Tech Data delivery address according to Purchase Order number and address.

## Billing Information

If Tech Data is responsible for the freight and the proper Tech Data preferred carrier has been chosen from the matrix, the Bill of Lading should be marked as a Freight Collect shipment instructing the carriers to bill Tech Data at the following address:

Tech Data Corporation  
C/O Software Solutions Unlimited, Inc.  
9300 SW Gemini Drive, Suite 200  
Beaverton, OR 97008-7120

### *The following information must be stated on the Bill of Lading*

- Purchase order number
- NMFC classification code – 116030-S1
- Description of goods
- Please write, “SCHEDULED APPOINTMENT REQUIRED FOR DELIVERY”.

### *Drop shipments from business partner locations directly to tech data customers*

If the freight is to be paid by Tech Data Corporation, ensure that the Bill of Lading or Airway bill is marked as **third party** billing to:

Tech Data Corporation  
C/O Software Solutions Unlimited, Inc.  
9300 SW Gemini Drive, Suite 200  
Beaverton, OR 97008-7120

*NOTE: Freight will only be paid by Tech Data if the proper carrier is utilized. Please refer to shipping matrix.*



# Corporate Logistics Department

**Corporate Address:**

Tech Data  
5350 Tech Data Drive,  
Clearwater, Florida 33760

**Fax:**

(727) 532-8872

**Phone Number:**

(727) 539-7429 Tech Data United States

**Personnel:**

Logistics Inbound Group Ext. 80004 option # 1.

# U.S. Logistics Center Locations and Appointment Information/ Receiving Hours and Process

Tech Data Inbound Receiving Policies are listed below. These policies must be followed:

- Tech Data has five business days to schedule deliveries from the date the load is first made available to us
- **Delivery appointments must be obtained in advance of delivery unless you have a prearranged standing appointment**
- **Carriers must call and send an email for the appointment; the contact for each Logistics Center is listed below.**
- Drivers are required to unload their own deliveries using a manual pallet jack
- Carriers must have their deliver appointment confirmation number before before being allowed access to our dock
- If the carrier arrives early, they may be asked to come back at a later time
- If the carrier arrives late, they may be required to call and obtain another delivery appointment before being allowed to deliver
- Tech Data reserves the right to change delivery appointments with limited notice
- All drivers must have a valid company ID
- All drivers must sign in when entering the building
- All drivers are required to wear the Tech Data vest while on premisis

## **Tech Data A1**

2200 NW 112 Ave  
Miami, FL 33172

### **Receiving Hours:**

6:00 a.m. – 1:00 p.m. EST

### **Appointment Contact Information:**

Phone: 305-599-4781

Email: miamiA1appt@techdata.com

## **Tech Data A2**

3055 Shawnee Ind. Parkway  
Suwanee, GA 30024

### **Receiving Hours:**

6:00 a.m. – 2:00 p.m. EST

### **Appointment Contact Information:**

Phone: 770-945-9946, ext. 2074

Email: suwaneeA2appt@techdata.com

## **Tech Data A3**

1 Technology Drive  
Swedesboro, NJ 08085

### **Receiving Hours:**

6:00 a.m. – 12:30 a.m. EST

### **Appointment Contact Information:**

Phone: 856-241-1468

Email: A3appointments@techdata.com

## **Tech Data A4**

7701 Vorden Court  
South Bend, IN 46628

### **Receiving Hours:**

4:00 a.m. – 3:30 p.m.

### **Appointment Contact Information:**

Phone: 574-323-2013

Email: A4appointments@techdata.com

## **Tech Data A5**

5100 Liberty Way  
Ft. Worth, TX 76177

### **Receiving Hours:**

8:00 a.m. – 2:30 p.m. CST

### **Appointment Contact Information:**

Phone: 817-490-4039

Fax: 817-491-8792

Email: A5appointments@techdata.com

## **Tech Data A6**

13472 Marlay Ave.  
Fontana, CA 92337

### **Receiving Hours:**

LTL: 10:00 p.m. – 2:30 p.m. PST

Parcel: 6:00 a.m. – 2:30 p.m. PST

### **Appointment Contact Information:**

Phone: 951-258-7286

Email: fotanaA6appt@techdata.com

# Regulatory Compliance

The purpose of the information provided here is to highlight some of the key responsibilities of Business Partners shipping to Tech Data. Business Partners are responsible for determining their obligations for compliance per the laws and regulations pertaining to the products. The following is a checklist of the regulatory requirements impacting shipments destined to Tech Data and the documentary requirements. Generally, there are three different types of scenarios under which a shipment moves from Business Partner to Tech Data; the applicable scenario is determined from the distribution agreement between the parties. In those instances where a distribution agreement has not been finalized between the Business Partner and Tech Data, then the Terms & Conditions of Tech Data's Purchase Order will be used.

## Scenario I

Domestic Shipment (Origin Point is U.S. and destination point is U.S.).

## Scenario II

International Shipment with Business Partner as Importer of Record (Origin Point is in a foreign country and destination point is U.S.; however, the Business Partner is responsible for the import clearance and associated costs and obligations)

## Scenario III

International Shipment with Tech Data as Importer of Record (Origin Point is in a foreign country and destination point is U.S.; however, Tech Data is responsible for the importation process and its related costs and obligations).

## Scenario I: Domestic Shipments

- Country of Origin must appear on the product and/or packaging as required by U.S. Customs Regulations and/or Federal Trade Commission
- Where applicable, products must be labeled per the Federal Communication Commission (FCC) and Federal Drug Administration (FDA) laws and regulations.
- Where applicable, products that are subject to Hazardous Materials/Goods Regulations (DOT/IATA) are labeled and packaged as required.

## Scenario II: International Shipments With Business Partner As Importer Of Record

- Country of Origin must appear on the product and/or packaging as required by U.S. Customs Regulations and/or Federal Trade Commission Regulations.
- Where applicable, products must be labeled per the Federal Communication Commission (FCC) and Federal Drug Administration (FDA) laws and regulations.
- Where applicable, products that are subject to Hazardous Materials/Goods Regulations (DOT/IATA) are labeled and packaged as required.
- Commercial Invoices and waybills must clearly reflect Business Partner as “Importer of Record” with the contact name and phone number of the designated Customs Broker.

## Scenario III: International Shipments With Tech Data As Importer Of Record

- Prior to Importation, products must be approved for importation by Tech Data. In order to be approved, a product sample with proper labeling must be submitted for review.
- Country of Origin must appear on the product and/or packaging as required by U.S. Customs Regulations and/or Federal Trade Commission Regulations.
- Where applicable, products must be labeled per the Federal Communication Commission (FCC) and Federal Drug Administration (FDA) laws and regulations. Additionally, FCC and FDA approval documents [including testing data] must be provided to Tech Data prior to importation.
- Where applicable, products that are subject to Hazardous Materials/Goods Regulations (DOT/IATA) are labeled and packaged as required. Additionally, MSDS (Material Safety Data Sheet) must be provided to Tech Data.
- Commercial Invoices and waybills must accompany the shipment or be provided prior to arrival of shipment (ocean shipments).

Questions related to Regulatory Compliance may be directed to Tech Data’s Regulatory Compliance Group at 727-539-7439 ext. 85052.