



Dear Supplier,

The following document, entitled “Shipping & Documentation Procedures”, is designed to communicate our **minimum** requirements for those documents and procedures in order to be a supplier to Watts. Please adhere closely to these instructions – suppliers that do not and cannot correct their procedures to comply will be targeted for removal from the Watts approved supplier list.

If you have any questions or concerns about these instructions, please communicate with your normal Watts Sourcing contact as quickly as possible.

Best regards,

Americas Sourcing  
Watts Water Technologies



## **Shipping & Documentation Procedures**

**Effective Date: January 1, 2024**  
**Version Number: 23**

## Revision History

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2	Updated domestic document instructions Updated domestic routing guide	Page 6 Appendix 6 & 7	P. Degenaaars	Oct. 15, 2014
3	Updated invoice instructions	Page 7	P. Degenaaars	March 6, 2015
4	Updated sold to and ship to	Page 12 & 13	P. Degenaaars	January 1 2016
5	Updated new DC in Columbus and notify party for Canada shipments	Page 13 & 14	P. Degenaaars	January 22, 2016
6	Updated required documents to Canada Updated domestic trucking to Columbus DC	Page 16 & 21	P. Degenaaars	April 8, 2016
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8	Updated the freight forward for all origins Updated container load ranges	Pages 10 & 11 Page 5	P. Degenaaars	September 11, 2017
9	Updated TH air FF and add Vietnam FF Updated invoice e-mail	Page 10 & 11 & 7	P. Degenaaars	August 30, 2018
10	Updated booking time	Page 4	P. Degenaaars	January 28, 2019
11	Updated Expeditors address Updated WWQ Site Names	Pages 13,14,15	U. Giannusa	June 27, 2019
12	Updated domestic routing guide Updated air authorization contact Updated freight forwarder for Ningbo Updated freight forwarder for India	Appendix 6 Page 5 Page 11 Page 12	P. Degenaaars T. Sutton	February 6, 2020
13	Updated ocean freight forwarders for Europe/China	Page 10,11,12	T. Sutton	May 5, 2020
14	Changed sold to of HF to Watts Regulator	Pages 14	P. Degenaaars	Sept. 28, 2020
15	Changed address of HF	Page 15	P. Degenaaars	Sept. 28, 2020
16	Change PVI name and address	Page 14	P. Degenaaars	Oct 22,2020
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18	Added new e-mail address for Mexico Added new site Nogales AZ Added new company name for Mexico Changed booking lead-time	Page 4, 7, 15, 17	P. Degenaaars	Oct 25, 2021
19	Added Site 24 and updated A13		P. Degenaaars	Oct 25 2021
20	Updated invoice submission email contacts Updated forwarder contacts Added Detection group ship to/sold to Updated domestic routing Removed Peoria/Dunnellon destinations	Page 7 Page 10-13 Page 17 Page 23-24 Page 15	T. Sutton	Feb 22, 2022
21	Updated booking lead time Postal code update China commercial invoice Parcel shipping using vendor accounts Updated Forwarder contact information	Page 4 Page 5/6 Page 6 Pages 12-17	T. Sutton	Nov 14, 2022
22	Updated Appendix 6 & 7 to exclude Aerco & PVI	Appendix 6 & 7	P. Degenaaars	May 26, 2023
23	Bradley doc distribution CIF Bradley invoice submission, 9, 11, 17, 18, 19, 23, 23-25 Bradley freight forwarder list Watts all other entities additional countries freight forwarder Bradley sold to/ship to Updated A18 Removed Appendix 5 Updated domestic routing guide	Page 8, 9, 11, 17, 18, 19, 23, 23-25	T Sutton	Nov 27, 2023
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## Scope

Watts is defined for these instructions to include Watts and all of its whole-owned subsidiaries which included but is not limited to Aerco, PVI, Dormont, Bradley, Sentinel and The Detection Group. All inbound shipments to a Watts' Distribution Center, factory, third-party warehouse, distributor or any other designated Watts' location from all Watts' suppliers/factories.

**Applicability:** Includes: All production orders shipped to the US, Canada and/or Mexico

## Booking Process

All shipments must be booked with the appropriate freight forwarder **2 weeks prior to the ship date from the factory**. The freight forwarder will validate and verify the following information:

- Valid P.O. #
- Valid Part Number
- Destination
- Mode of Transport

If there are no exceptions to the above, freight forwarder will accept the booking. Any exceptions to the above will be sent by the forwarder to Watts for approval. The freight forwarder will respond to the supplier/factory with the booking details. ***For the list of freight forwarders refer to Appendix 1.***

Please note that the freight must be booked per sold to (Company). For the list of Sold To/Ship to/ Notify party please refer to Appendix 2. The cargo may be consolidated in a container when shipping to the same physical location, but we require a house bill of lading for each sold to within the container. For example, if Watts Regulator and Dormont Manufacturing products are consolidated, we require 2 house bills of lading one for Watts Regulator Co. product and one for Dormont Manufacturing product.

## Shipping and Document Distribution Requirements

Accurate and timely documents are required. ***Refer to Appendix 3 for a listing of all required documents.***

In addition to the required documents suppliers must also follow the below requirements for container load ability and e-mailing packing slips and invoices. Outlined below are the container load ability requirements as well as the process for e-mailing packing slips and invoices to when shipping to a Watts' DC.

## Ocean Shipments

### 1. Container Loadability

When booking ocean shipments please refer to the matrix below on what size container to request.

<u>Container Size</u>	<u>Standard Container Load ability</u>	<u>Max Weight (lbs)</u>
20' Container	14-26 CBM's	36,000
40' Std. Container	27-56 CBM's	43,500
40'9'6' High Cube Container	56-64 CBM's	43,500

- When loading multiple purchase orders into a container each purchase order must be loaded in its entirety before loading the next purchase order.

### 2. ISF (Importer Security Filing) – Cargo Security

- a. The factory/supplier must provide the ISF filing information by completing the csv file attached for each ocean shipment to the US.
  - i. FOB/FCA shipments the file must be sent to the forwarder.
  - ii. CIF shipments are to be sent to [watts-bos@expeditors.com](mailto:watts-bos@expeditors.com)



ISF Upload File

- b. The instructions for completing the csv file are provided in Appendix 4 – ISF Filing instructions
- c. It will need to be provided 3 days prior to the cargo being delivered to the port or consolidator

### 3. Documents

- a. All suppliers must email a copy of the invoice and packing slip to Watts' no later than 24 hour after the shipment leaves the factory/supplier. See section *E-mail Format for Packing Slip and Invoice* listed below for email addresses.
- b. All suppliers must also email a copy of the invoice and packing slip to Watts' freight forwarder no later than 24 hours after the shipment leaves the factory/supplier.
- c. All original shipping documents must be provided to Watts' freight forwarder within 3 days after vessel sailing.
- d. All China suppliers should have postal code listed on the commercial invoice

## Air Shipments

- All air shipments must be authorized by Watts' in writing prior to shipment. Please e-mail Tim Sutton ([tim.sutton@wattswater.com](mailto:tim.sutton@wattswater.com)) for final authorization.
- Do not use strapping for shipments.
- Maximum of 250 cartons per shipment
- International parcel shipments using Watts UPS account should be using "bill third party" option
  - Watts account will be provided upon air approval
  - Account must be used for both freight and duties/taxes sections
- International parcel shipments using vendor accounts will NOT be accepted with duties/taxes being billed to consignee. Vendor account shipments must be all inclusive to door due to customs clearance issues

### 1. Documents

- a. All suppliers must email a copy of the invoice and packing slip to Watts on the SAME DAY the shipment leaves the factory/supplier. See section *E-mail Format for Packing Slip and Invoice* listed below for email addresses.
- b. All original documents must be given to Watts' freight forwarder at the time the cargo is delivered.
- c. All China suppliers must have a postal code on the commercial invoice

## Truck Shipments

### 1. Documents

- a. All suppliers must email a copy of the invoice and packing slip to Watts no later than 24 hour after the shipment leaves the factory/supplier. See section *E-mail Format for Invoice* listed below for email addresses.
- b. The packing list must be in an envelope attached to the truck Bill of Lading and given to the carrier.
- c. Please refer to Appendix 6 – Domestic Routing guide

## Email Format Example for Invoice, Packing Slip, and Bill of Lading

Upon shipment, all suppliers must email copies of the shipping documents to Watts'. The first email is a copy of the packing slip, invoice and bill of lading/airway bill to the shipping documents email mailbox at Watts and to the US customs broker if supplier is routing freight to the US or Canada (i.e. terms are CIF or C&F).

Shipping documents (International Shipments Only):

[shippingdocuments@wattswater.com](mailto:shippingdocuments@wattswater.com) - all sold to(s)  
[watts-bos@expeditors.com](mailto:watts-bos@expeditors.com)

- only if supplier is routing freight to US (i.e. Incoterms are CIF, C&F, etc.)
- indicate the US contact details of the forwarder (i.e. name, address, phone number, and e-mail)

[wattswater@expeditors.com](mailto:wattswater@expeditors.com)

- Only if supplier is routing freight to Canada (i.e., Incoterms are CIF, C&F, etc.)
- indicate the Canadian contact details of the forwarder (i.e. name, address, phone number and e-mail)

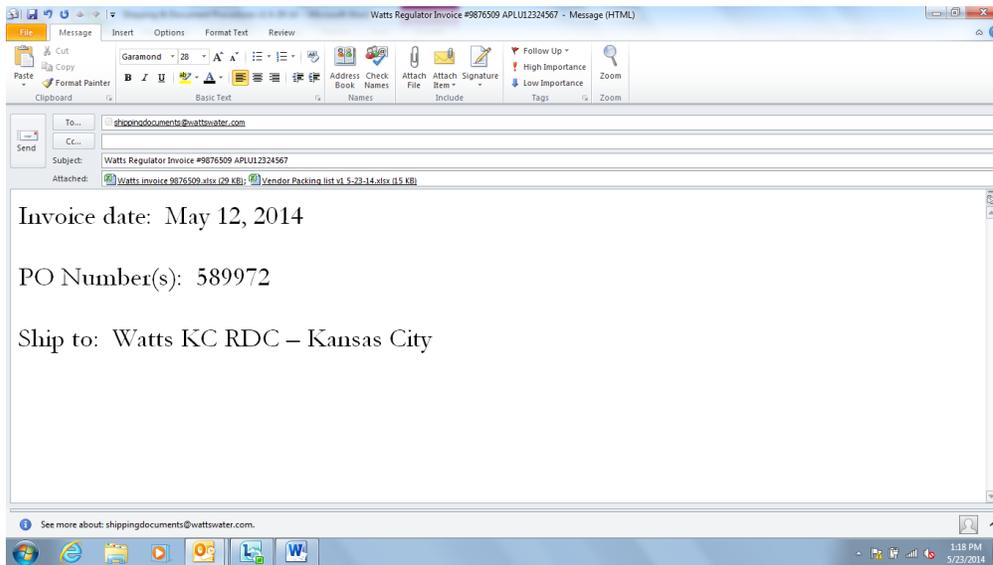
The second email is a copy of just the invoice sent to the email address listed below based on the sold to on the PO (International and Domestic Suppliers). These e-mail addresses are for invoices only do not send any other mail to the address. In addition, the invoice must be submitted only once. Duplicates are not accepted.

Invoice:

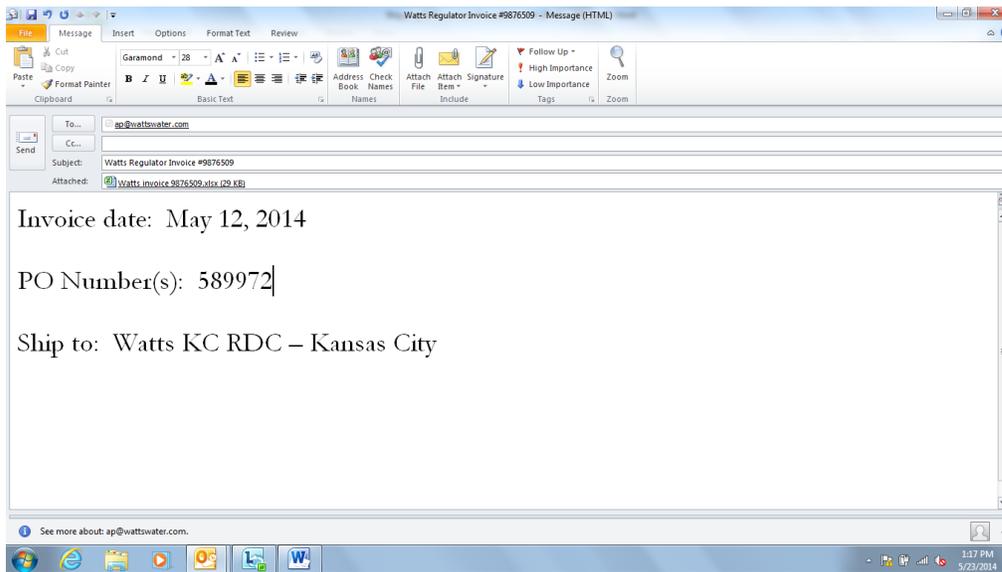
Sold To	E-mail Address
Dormont	<a href="mailto:wattswater@ddinbound.com">wattswater@ddinbound.com</a>
Watts Regulator	<a href="mailto:wattswater@ddinbound.com">wattswater@ddinbound.com</a>
Watts Water Technologies Canada	<a href="mailto:wattswatercanada@ddinbound.com">wattswatercanada@ddinbound.com</a>
Watts Manufacturing MX GmbH	<a href="mailto:wattswatermexico@ddinbound.com">wattswatermexico@ddinbound.com</a>
Watts Heating & Hot Water Solutions	<a href="mailto:apclerk@pvi.com">apclerk@pvi.com</a>
AERCO International	<a href="mailto:accountspayable@aerco.com">accountspayable@aerco.com</a>
The Detection Group	<a href="mailto:accounting@thedetectiongroup.com">accounting@thedetectiongroup.com</a>
Bradley Company	<a href="mailto:accounting@bradleycorp.com">accounting@bradleycorp.com</a>

Below are examples of the email to the Watts' mailboxes for documents. The SUBJECT line of the email MUST state the Sold to and the invoice number. This allows Watts' to easily search through the mailbox. In the body of the email please state the invoice date, purchase order number, and ship to destination.

**Example: Email to Shipping Documents Mailbox**



**Example: Email to Invoices Mailbox**



## Appendix 1 - Freight Forwarder Contacts

### Freight Forwarder Contact List for Bradley Company ONLY

Origin to all destinations	Ocean/Truck Forwarder	Air Forwarder
China	Elia Segura <a href="mailto:Elia.Segura@chrobinson.com">Elia.Segura@chrobinson.com</a> (847)787-3475  OI Team 642-OIGFATEAM8@chrobinson.com	Peggy Collins <a href="mailto:Peggy.Collins@chrobinson.com">Peggy.Collins@chrobinson.com</a> (847)787-3308
Taiwan	Elia Segura <a href="mailto:Elia.Segura@chrobinson.com">Elia.Segura@chrobinson.com</a> (847)787-3475  OI Team 642-OIGFATEAM8@chrobinson.com	Peggy Collins <a href="mailto:Peggy.Collins@chrobinson.com">Peggy.Collins@chrobinson.com</a> (847)787-3308
Europe	Elia Segura <a href="mailto:Elia.Segura@chrobinson.com">Elia.Segura@chrobinson.com</a> (847)787-3475  OI Team 642-OIGFATEAM8@chrobinson.com	Peggy Collins <a href="mailto:Peggy.Collins@chrobinson.com">Peggy.Collins@chrobinson.com</a> (847)787-3308

### Freight Forwarder Contact List for all other Watts entities by origin

**AERCO international**  
**Dormont**  
**Sentinel**  
**The Detection Group (TDG)**  
**Watts Heating and Hot Water Solutions (PVI)**  
**Watts Manufacturing MX GmbH**  
**Watts Regulator**  
**Watts Water Technologies Canada**

### Freight Forwarder Contact List for Canada Origin

Origin to all destinations	Ocean/Truck Forwarder	Air Forwarder
Canada	Vector Transportation <a href="mailto:cris@vectortransportation.com">cris@vectortransportation.com</a> 905-632-5122 ext. 228 905-632-1605 fax	UPS---but all air to be pre-approved by Watts Canada. They will provide information at time of air shipment request.

### Freight Forwarder Contact List for European & Middle East Origins

Origin to all Destinations	City	Ocean Freight Forwarder	Air Freight Forwarder
Belgium	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate
Denmark	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate
France	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate
Germany	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate
Hungary	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate
Italy	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate
Poland	All	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate	Flexport  Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>  Judith Bierenbroodspot, Team Lead Thomas Dale: Client Solutions Associate

Spain	All	<p>Flexport</p> <p>Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a></p> <p>Judith Bierenbroodspot, Team Lead                  Thomas Dale: Client Solutions Associate</p>	<p>Flexport</p> <p>Group Email:  <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a></p> <p>Judith Bierenbroodspot, Team Lead                  Thomas Dale: Client Solutions Associate</p>
Sweden	All	<p>Flexport</p> <p>Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>                  Judith Bierenbroodspot, Team Lead                  Thomas Dale: Client Solutions Associate</p>	<p>Flexport</p> <p>Group Email: <a href="mailto:eu.wattswater@flexport.com">eu.wattswater@flexport.com</a>                  Judith Bierenbroodspot, Team Lead                  Thomas Dale: Client Solutions Associate</p>

### Freight Forwarder Contact List for Asia Origins

Origin to all Destinations	Cities/Region	Ocean Freight Forwarder	Air Freight Forwarder
China	Dalian	<p>Flexport</p> <p>Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Emma Zhou (Client solutions Manager)                  Jessie Gao (Client Solutions Associate)</p>	<p>Flexport</p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Emma Zhou (Client solutions Manager)                  Jessie Gao (Client Solutions Associate)</p>
China	<p>Dalian Shipper:</p> <p>Dalian Shengtong</p>	<p>CH Robinson</p> <p>Lily Li <a href="mailto:lily.li@chrobinson.com">lily.li@chrobinson.com</a> – Exports Manager</p>	<p>Flexport</p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Emma Zhou (Client solutions Manager)                  Jessie Gao (Client Solutions Associate)</p>
China	Shanghai	<p>Flexport</p> <p>Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Viann Ye, Global Operations Manager                  Emma Zhou, Global Operations Associate</p>	<p>Flexport</p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Viann Ye, Global Operations Manager                  Emma Zhou, Global Operations Associate</p>

China	Ningbo	Flexport  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Emma Zhou (Client solutions Manager) Jessie Gao (Client Solutions Associate)	Flexport  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Emma Zhou (Client solutions Manager) Jessie Gao (Client Solutions Associate)
China	Nanjing/Nantong	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
China	Qingdao	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
Hong Kong	Hong Kong	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
China	Tianjin	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
China	Shenzhen	<u>Flexport</u>	<u>Flexport</u>

		Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
China	Guangzhou	Flexport Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	Flexport Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
China	Xiamen	Flexport Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	<u>Flexport</u> Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
Korea	All	APL Logistics <a href="mailto:Miyeon_Kim@apllogistics.com">Miyeon_Kim@apllogistics.com</a> <a href="mailto:Sukho_Shin@apllogistics.com">Sukho_Shin@apllogistics.com</a> 82-2-7720645 82-2-772-0613	<u>Flexport</u> Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
India	All	APL Logistics <a href="mailto:A_Sudarsanam@apllogistics.com">A_Sudarsanam@apllogistics.com</a> <a href="mailto:leemol_thomas@apllogistics.com">leemol_thomas@apllogistics.com</a> <a href="mailto:p_kannan@apllogistics.com">p_kannan@apllogistics.com</a> <a href="mailto:Suresh_Santhanam@apllogistics.com">Suresh_Santhanam@apllogistics.com</a> 91-44-66489880 x 9880 91-484-2933082 91-44-66489858 x 9858 91-44-66489870 x 9870	<u>Flexport</u> Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
New Zealand	All	APL Logistics <a href="mailto:igor_tyan@apllogistics.com">igor_tyan@apllogistics.com</a> <a href="mailto:Ashwin_chauhan@apllogistics.com">Ashwin_chauhan@apllogistics.com</a> +61 2 92570805	<u>Flexport</u> Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a> Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate

Thailand	All	<p>APL Logistics  <a href="mailto:Suwalee_Kasipongpaisan@apllogistics.com">Suwalee_Kasipongpaisan@apllogistics.com</a>  <a href="mailto:Aruneeporn_Viriyaprasat@apllogistics.com">Aruneeporn_Viriyaprasat@apllogistics.com</a>  <a href="mailto:Oranuch_Kositpipat@apllogistics.com">Oranuch_Kositpipat@apllogistics.com</a></p> <p>866-2-25145963              886 -2- 25145926</p>	<p><u>Flexport</u></p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Viann Ye, Global Operations Manager              Emma Zhou, Global Operations Associate</p>
Taiwan	Shipper: Tankpac	<p>CH Robinson</p> <p>ANNIE MO              Customer Service -Global Forwarding              O: 886.2.25080777 x627   F: 886.2.25080776  <a href="mailto:annie.mo@chrobinson.com">annie.mo@chrobinson.com</a>  <a href="http://www.chrobinson.com">www.chrobinson.com</a>              4th FL. NO 145 Sec 2 Min Sheng E Road   Taipei,              10483 Taiwan              CH Robinson</p>	<p><u>Flexport</u></p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Viann Ye, Global Operations Manager              Emma Zhou, Global Operations Associate</p>
Taiwan	Shipper: Lai Chang	<p>CH Robinson</p> <p>ANNIE MO              Customer Service -Global Forwarding              O: 886.2.25080777 x627   F:              886.2.25080776  <a href="mailto:annie.mo@chrobinson.com">annie.mo@chrobinson.com</a>  <a href="http://www.chrobinson.com">www.chrobinson.com</a>              4th FL. NO 145 Sec 2 Min Sheng E              Road   Taipei, 10483 Taiwan</p>	<p><u>Flexport</u></p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Viann Ye, Global Operations Manager              Emma Zhou, Global Operations Associate</p>
Taiwan	Shipper: Kemflo	<p>CH Robinson</p> <p>ANNIE MO              Customer Service -Global Forwarding              O: 886.2.25080777 x627   F:              886.2.25080776  <a href="mailto:annie.mo@chrobinson.com">annie.mo@chrobinson.com</a>  <a href="http://www.chrobinson.com">www.chrobinson.com</a>              4th FL. NO 145 Sec 2 Min Sheng E              Road   Taipei, 10483 Taiwan</p>	<p><u>Flexport</u></p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Viann Ye, Global Operations Manager              Emma Zhou, Global Operations Associate</p>
Taiwan	All Others	<p>APL Logistics</p> <p><a href="mailto:Iris_wang@apllogistics.com">Iris_wang@apllogistics.com</a>  <a href="mailto:funney_wu@apllogistics.com">funney_wu@apllogistics.com</a></p> <p>866-2-25145963              886 -2- 25145926</p>	<p><u>Flexport</u></p> <p>Group Email:  <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a></p> <p>Viann Ye, Global Operations Manager              Emma Zhou, Global Operations Associate</p>

Vietnam	Ho Chi Min	APL Logistics <a href="mailto:Cam_Nguyen@apllogistics.com">Cam_Nguyen@apllogistics.com</a> <a href="mailto:Huyen_Vu@apllogistics.com">Huyen_Vu@apllogistics.com</a>	<u>Flexport</u>  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
Sri Lanka	all	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	<u>Flexport</u>  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate
Malaysia	all	Flexport  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate	<u>Flexport</u>  Group Email: <a href="mailto:wattswater@flexport.com">wattswater@flexport.com</a>  Viann Ye, Global Operations Manager Emma Zhou, Global Operations Associate

**Freight Forwarder Contact List for Other Origins**

Brazil	San Paulo	APL Logistics <a href="mailto:luiz_rafael@apllogistics.com">luiz_rafael@apllogistics.com</a> <a href="mailto:iara_soares@apllogistics.com">iara_soares@apllogistics.com</a> <a href="mailto:beatriz_patriota@apllogistics.com">beatriz_patriota@apllogistics.com</a> <a href="mailto:mario_hardt@apllogistics.com">mario_hardt@apllogistics.com</a> <a href="mailto:thamara_cruz@apllogistics.com">thamara_cruz@apllogistics.com</a>  55-13-3202 x 7929	
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## Appendix 2 - Sold to / Ship To / Notify Party

The sold to refers to the legal entity/company issuing the POS and buying the goods.

<b>Sold To (Consignee)</b>	<b>Ship to Address</b>	<b>Notify Party</b>
<b>AERCO International</b> 100 Oritani Drive Blauvelt, NY 10913	<b>AERCO International</b> 100 Oritani Drive Blauvelt, NY 10913	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Bradley Company LLC</b> W142 N9101 Fountain Blvd Menomonee Falls, WI 53051	<b>Bradley Company LLC</b> W142 N9101 Fountain Blvd Menomonee Falls, WI 53051	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Bradley Company LLC</b> W142 N9101 Fountain Blvd Menomonee Falls, WI 53051	<b>Bradley Company LLC</b> N106 W13500 Bradley Way Germantown, WI 53022	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Dormont Manufacturing Co.</b> 6015 Enterprise Drive Export, PA 15632	<b>Dormont Manufacturing Co. (A15)</b> 6015 Enterprise Drive Export, PA 15632	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>The Detection Group</b> Glen Paulus 3990 Old Town Ave. #A100 San Diego, CA 92110	<b>The Detection Group</b> Glen Paulus 3990 Old Town Ave. #A100 San Diego, CA 92110	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Heating &amp; Hot Water Solutions</b> 425 W Everman Parkway Suite 101 Fort Worth, TX 76134	<b>Watts Heating &amp; Hot Water Solutions</b> 425 W Everman Parkway Suite 101 Fort Worth, TX 76134	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A01)</b> 585 South Main Street Franklin, NH 03235	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A02)</b> 100 Watts Road Spindale, NC 28160	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A05)</b> 1485 Tanforan Avenue Woodland, CA 95776	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>

<b><u>Sold To (Consignee)</u></b>	<b><u>Ship to Address</u></b>	<b><u>Notify Party</u></b>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A10)</b> 1491 NC Highway 20W Saint Pauls, NC 28384	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co.(A18)</b> 425 W Everman Parkway Suite 101 Fort Worth, TX 76134	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator Co. (A23)</b> 16260 Airport Park Drive Suite 140 – Door 30 Fort Myers, FL 33916	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator DC (D01)</b> 20 Industrial Park Drive Franklin, NH 03235	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator DC (D02)</b> 100 Watts Road Spindale, NC 28160	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Distribution Co. (D05)</b> 780 Spice Island Drive Sparks, NV 89431	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator (D20)</b> 6201 Green Pointe Drive South Groveport, OH 43125	Expeditors International 795 Jubilee Drive Peabody, MA 01960 <a href="mailto:Watts-bos@expeditors.com">Watts-bos@expeditors.com</a>
<b>Watts Regulator Co.</b> 815 Chestnut Street North Andover, MA 01845	<b>Watts Regulator (D24)</b> 911 North Industrial Park Avenue Nogales, AZ 85621	N/A – only for shipments from the US

<b>Sold To (Consignee)</b>	<b>Ship to Address</b>	<b>Notify Party</b>
<b>Watts Water Canada Technologies.</b> 5435 North Service Road Burlington, Ontario Canada L7L 5H7	<b>Watts Water Canada Technologies</b> Burlington 5435 North Service Road Burlington, Ontario Canada L7L 5H7	<b>For all Truck/Cross Border</b> Expeditors Canada, Inc. /Toronto Phone: 519-967-0975 Fax 905-290-6625  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>  <b>For all Air, Courier</b> Expeditors Canada, Inc. /Toronto Phone: 905-290-6000 Fax: 905-290-1976  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>
<b>Watts Water Canada Technologies</b> 5435 North Service Road Burlington, Ontario Canada L7L 5H7	<b>Watts Water Canada Technologies</b> Bay 9 6130 4th Street S.E. Calgary, Alberta Canada T2H 2B6	<b>For all Truck/Cross Border</b> Expeditors Canada, Inc. /Toronto Phone: 519-967-0975 Fax 905-290-6625  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>  <b>For all Air, Courier/Ocean</b> Expeditors Canada, Inc. /Toronto Phone: 905-290-6000 Fax: 905-290-1976  E-mail: <a href="mailto:Wattswater@expeditors.com">Wattswater@expeditors.com</a>
<b>Watts Manufacturing MX GmbH</b> c/o Centralis Switzerland Grabenstrasse 15, 8200 Schaffhausen Switzerland	<b>Watts Manufacturing MX GmbH. (A13)</b> c/o Gamas 911 N. Industrial Park Avenue Nogales AZ 85621	-

## Appendix 3 - Document Requirements

### Shipments to USA

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)	Mill Certificate <sup>(1)</sup>	GSP Form A <sup>(2)</sup>	USMCA Certificate of Origin <sup>(3)</sup>
Belgium	X	X	X	X		
Canada	X	X	X	X		X
China	X	X	X	X		
France	X	X	X	X		
Germany	X	X	X	X		
Hungary	X	X	X	X		
India	X	X	X	X	X	
Indonesia	X	X	X	X	X	
Italy	X	X	X	X		
Korea	X	X	X	X	X	
Mexico	X	X	X	X		X
Netherlands	X	X	X	X		
Spain	X	X	X	X		
Switzerland	X	X	X	X		
Taiwan	X	X	X	X		
Thailand	X	X	X	X	X	
United States	X	X	X			

(1) Required for aluminum, copper, iron or steel articles with an HTS number beginning with 72, 73, 74, or 76

(2) Provide for only items that qualify under GSP

(3) Provide for only items that qualify under USMCA

**Shipments to Canada and Mexico**

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)	USMCA Certificate of Origin <sup>(1)</sup>
Belgium	X	X	X	
Canada	X	X	X	X
China	X	X	X	
France	X	X	X	
Germany	X	X	X	
Hungary	X	X	X	
India	X	X	X	
Indonesia	X	X	X	
Italy	X	X	X	
Korea	X	X	X	
Mexico	X	X	X	X
Netherlands	X	X	X	
Spain	X	X	X	
Switzerland	X	X	X	
Taiwan	X	X	X	
Thailand	X	X	X	
United States	X	X	X	X

(1) Provide for only items that qualify for USMCA

## Appendix 4 – ISF Filing Instructions



### U.S. IMPORTER SECURITY FILING SUBMISSION FORM

For all ocean bound cargo to the United States

Summary of Shipment Information

Customer Reference:	Vendor:	Move Type:
<b>ISF Cut-Off Date:</b>	Vessel:	Origin:
Vessel Sailing Date:	Voyage:	Destination:
Vessel ETA Date:		
HBL SCAC:	HBL#:	MBL SCAC:
<small>The House Bill consists of a SCAC Code (a four character code representing the AMS filer) and the House Bill of Lading Number. ISF must be filed at the lowest manifested (AMS) bill of lading.</small>		
<small>If a HBL is issued, the MBL is <b>ONLY a reference</b> in the ISF. However, if HBL is NOT applicable, the Master Bill (also known as <b>Regular Bill</b>) MUST be used. The SCAC Code is the four character code representing the vessel carrier. The Master Bill of Lading Number (or Regular Bill) is twelve characters long and CAN NOT exceed 12 characters.</small>		

Only items in bold must be completed for shipping details

Data Elements Required for Importer Security Filing

<b>Seller Name &amp; Address or Dun &amp; Bradstreet Number (DUNS):</b>	Same as the Shipper?
<small>Definition Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Seller information

<b>Buyer Name &amp; Address or GOVERNMENT ID#</b>	
<small>Definition Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Buyer information. This is the sold to on the PO.

<b>Importer of Record Name or Number:</b>	Same as the Buyer?
<small>Definition Importer of record number/FTZ applicant identification number. Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. For goods intended to be delivered to a Foreign Trade Zone (FTZ), the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided.</small>	
Name:	Number (if known):

Leave both sections blank

<b>Consignee Name or Number:</b>	Same as the Buyer?
<small>Definition Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped.</small>	
Name:	Number (if known):

Ship to information. This is the ship to information on the PO.

<b>Ship To Name &amp; Address or GOVERNMENT ID#</b>	Same as the Buyer?
<small>Definition Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

<b>Consolidator (Stuffer) Name &amp; Address or GOVERNMENT ID#</b>	Same as the Seller?
<small>Definition Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Name and address of person who loaded the container. For full containers will be manufacturer or seller for less than container will be freight forwarder.

<b>Container Stuffing Location Name &amp; Address or GOVERNMENT ID#</b>	Same as the Seller?
<small>Definition Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided.</small>	
Name:	GOVERNMENT ID#
Address1:	
Address2:	
Address3:	
City:	State: Postal Code: Country:

Name and address of where the container was loaded.

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Do not need to complete the Government ID in any of the sections



## Appendix 6 - Domestic Routing Guide

**DOES NOT APPLY TO AERCO, BRADLEY, DETECTION GROUP, or  
PVI Domestic Shipments.**

*THESE INSTRUCTIONS WILL APPLY ON ALL INBOUND SHIPMENTS  
DESTINED TO ANY WATTS LOCATION WHEN WATTS IS REPOSNSIBLE  
FOR FREIGHT CHARGES*

### GENERAL INSTRUCTIONS:

- 1) Shipments 200 pounds or less - UPS "Collect"
- 2) Shipments between 201 and 5000 pounds - LTL "Collect"
- 3) Shipments over 5000 pounds or over 19 feet trailer capacity– Contact Watts Traffic

All shipments should be shipped complete in accordance to the purchase order from Watts Regulator.

No shipments will be permitted or reimbursed on a "prepay and add" basis or any other billing process unless the purchase order allows for a prepay and add basis.

The supplier is responsible for providing all necessary documentation for the transportation of material including hazardous material documentation and will insure the applicable carrier pro number or tracking appears on the bill of lading. Suppliers must use the Watts Regulator purchase order number as a reference number on all shipments

Each shipping container must have a shipping label with your company's name, address, city, state, and zip code as well as the consignee's delivery address for easy identification. In addition to the shipping labels attached to each package, a Bill of Lading must be prepared in order to tender the shipment to the appropriate carrier. Each supplier will be responsible for arranging the pickup with the approved "core carrier" – Appendix 7 or UPS on all inbound UPS and LTL shipments.

Please have LTL carriers bill "collect" shipments to:

Watts  
c/o TABS  
PO Box 9133  
Chelsea, MA 02150

For shipments greater than 5000 pounds or over 50% trailer capacity, please fax the "Inbound Freight Routing" form Appendix 8 to 603-934-1396.

All supplier locations will be responsible for adhering to and using the preferred carrier base.

## Appendix 7 – Approved Domestic Core Carriers

***DOES NOT APPLY TO AERCO, BRADLEY, DETECTION GROUP, OR PVI***

	UPS account number up to 200 pounds	LTL Guide for shipments 201 to 5000 pounds
<b>Watts Regulator Woodland, CA</b>	6AW883	R+L
<b>Watts Regulator St Pauls, NC</b>	3E4A06	R+L
<b>Watts Regulator Franklin, NH</b>	31W312	R+L
<b>Watts Regulator Groveport, OH</b>	9V9V96	R+L
<b>Watts Regulator Sparks, NV</b>	A222T8	R+L
<b>Watts Regulator Nogales, AZ</b>	0905WA	R+L
<b>Watts Regulator Spindale, NC</b>	3E4764	R+L
<b>Watts Regulator N Andover, MA</b>	FV7529	R+L
<b>Dormont Export, PA</b>	184944	R+L
<b>Watts Regulator Ft. Meyers FL</b>	363590	R+L
<b>Watts Regulator Fort Worth, TX</b>	765811	R+L

## **Appendix 8 - Inbound Freight Routing Template**

***DOES NOT APPLY TO AERCO, BRADLEY, DETECTION GROUP & PVI***

### **Watts Inbound Freight Routing**

**-for Shipments Greater than 5,000 Pounds or Over 19 feet Trailer Capacity-**

Email to: [carol.healey@wattswater.com](mailto:carol.healey@wattswater.com)

Supplier Name:

Pickup Address:

Contact:

Telephone No.:

Email(s)

Shipment Weight:

Number of Skids:

Can product be double stacked?:

Date Ready:

Must be Picked Up No Later Than:

Hours of Operation:

Product:

Delivering to:

Special Instructions:

**Watts Will email this sheet back to you with shipping instruction.**

Pickup Date:

Carrier:

(For shipments to be sent via LTL carriers), ship freight via:

## Appendix 9 – Example of Documents

### Invoice

Invoice No.	9876509
Invoice Date	2014-05-12

**Supplier Name**  
 Chengguah Ninghai  
 Ningbo 315600 China

Commercial Invoice  
 Page 1 of 1

} repeat  
 on each  
 page

**Buyer**  
 Watts Regulator  
 815 Chestnut Street  
 North Andover, MA 01845

**Ship To**  
 Watts Regulator KC RDC  
 1401 Universal Avenue  
 Kansas City, MO 64120

**Manufacturer**  
 Name of manufacturer  
 Chengguah Ninghai  
 Ningbo 315600 China

Shipment No.	Payment Terms	Incoterms
Container or Air or truck number or b/l number	N30	FOB

Purchase Order No.	PO Line Number	Item	Description	Additional Description	Country of Origin	Quantity	UOM	Unit Price	Total
589972	1	0068606	3/4 25AUB-D-U	Hydraulic pressure reducing valve	CN	960	PCS	35.17	33763.20
589972	8	SH1432-1	1432 SINGLE VALVE HILO	Temperature regulating valve	CN	6500	PCS	5.37	34905.00

**Remarks**  
 This shipment contains no solid wood packing materials

Only on last page

Total units	150
Net Total	68668.20
Total Due	68668.20 USD

**Packing List**

Ship Date

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

Sold to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ship to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Country of Origin

Port of lading

Mode

Invoice number

Trailer/Container #

PO Number	Item Number	Total Quantity	Total Cartons	Total Weight (kgs)	
589972	0068606	960	88	1300	kgs
589972	SH1432-1	6500	750	24507	kgs

<b>Totals</b>	<b>7460</b>	<b>838</b>	<b>25807</b>	<b>kgs</b>
---------------	-------------	------------	--------------	------------