



Supplier Shipping & Documentation Procedures

Standard Operating Procedure (SOP)

Watts Regulator including all subsidiaries: Aerco, Bradley, Dormont, Haws, Haws Brazil, I-Con, IWS, Josam, PVI, Superior Boilers, Watts Canada, Watts Mexico

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Prepared By: Trade Compliance / Global Logistics

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14	Changed sold to of HF to Watts Regulator	Pages 14	P. Degenaars	Sept. 28, 2020
15	Changed address of HF	Page 15	P. Degenaars	Sept. 28, 2020
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20	Updated invoice submission email contacts Updated forwarder contacts	Page 7, 10-13, 15, 17, 23, 24	T. Sutton	Feb 22, 2022

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21	Updated booking lead time Postal code update China commercial invoice Parcel shipping using vendor accounts Updated Forwarder contact information	Page 4, 5/6, 6, 12-17	T. Sutton	Nov 14, 2022
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24	Update Josam information	Page 7,9,17	T Sutton	
25	Taiwan Shipping Forwarder Change & Contacts	Page 14	T Sutton	May 10 th 2024
25	European Shipping Forwarder and Contacts			
26	I-CON updates	Page 4, 6, 9, 12-16, 18	T Sutton	March 18, 2025
26	Flexport Asia secondary contact		T Sutton	March 18 2025
26	Updated for country of melt requirements	Page 20	P. Degenaaars	March 27 2025
27	Updated to include Haws & Superior Boiler	Page 4, 6, 9, 10, 11, 18 24-26	P. Degenaaars	Jan 26 2026
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1. Inbound Shipping Instructions

Watts (and all subsidiaries) requires all inbound production shipments to the U.S., Canada, and Mexico to follow these rules:

- **Book shipments 2 weeks before planned factory ship date (cargo ready date)** with the assigned freight forwarder (Appendix 1 or Appendix 2).
- Forwarder must verify **valid PO, part number, destination, and approved transport mode. No booking acceptance** unless all requirements are met; exceptions need **Watts approval**.
- Book freight **per Ship to Location** with Sold to as the consignee (Appendix 3).
- Each Sold To needs a **separate house bill of lading**, even in one container.
- Provide **accurate, timely shipping documents** (Appendix 4).

2. Ocean Shipments

2.1 Container Loadability

<i>Container Size</i>	Standard Loadability (CBM)	Max Weight (lbs)
<i>20' Container</i>	14-26 CBM	36,000 lbs
<i>40' Standard Container</i>	27-56 CBM	43,500 lbs
<i>40' High Cube Container</i>	56-64 CBM	43,500 lbs

- **Important:** When loading multiple purchase orders into a container, **each PO must be fully loaded before starting the next PO.**

2.1 ISF (Importer Security Filing) – Cargo Security & Documentation

- **Submit an ISF CSV** for every U.S.-bound ocean shipment: send to the **freight forwarder for FOB/FCA**. Link to [ISF Form](#)
- Follow **Appendix 5** instructions and submit the ISF **at least 3 days before cargo is delivered** to the port or consolidator.
- **Email invoice + packing slip to the freight forwarder within 24 hours** of shipment departure from factory.

3. Air Shipments

- Bradley shipments should contact the buyer/planner who submitted the purchase order to vendor for further instructions

- For UPS international parcels: use the **Watts UPS account** (bill third party) for freight + duties/taxes. Approval to use UPS on Watts account needs to be requested to Tim Sutton. Notify Tim if shipment value is over **\$50,000**.
- For I-CON parcels reach out to your buyer/planner for further instructions on provider and account number. If shipment value is **over \$50,000**, notify Tim Sutton before shipping for final confirmations.
- Vendor-account international shipments must be **all-inclusive to door**; do not use vendor accounts if duties/taxes bill to consignee. CIF incoterms not permitted for parcel
- **No strapping** allowed
- Air freight shipments under Watts Freight (ex: FCA) will be booked by supplier to Watt's designated forwarder (**Appendix 1 or Appendix 2**)
- **Email invoice + packing slip to the freight forwarder the same day** the shipment leaves the factory.

4. CIF Shipments (Ocean and Air)

- **Prior to shipment** Watts must approve the **SCAC code** of the freight forwarder
- **Submit an ISF CSV** for every U.S.-bound **ocean** shipment to **watts-bos@expeditors.com**. Like to form [ISF Form](#)
- Follow **Appendix 5** instructions and submit the ISF **at least 3 days before cargo is delivered** to the port or consolidator.
- **Email invoice + packing slip + bill of lading to watts-bos@expeditors.com 3 days after** vessel departure.
- Instruct freight forwarder to send **arrival notice** to watts-bos@expeditors.com

5. Truck Shipments

US Location to US Location

For truck shipments, suppliers must **email the invoice and packing slip to Watts within 24 hours of shipment departure**, attach the **packing list to the truck Bill of Lading** in an envelope for the carrier at pickup, and follow all routing instructions outlined in **Appendix 6 – Domestic Routing Guide**.

Canada to US Location

For truck shipments, suppliers must **email the invoice and packing slip to Watts within 24 hours of shipment departure**, attach the **packing list to the truck Bill of Lading** in an envelope for the carrier at pickup. Email a copy of the documents to the freight forwarder. **Appendix 1 & 2 – Freight Forwarder Contact**

6. Email Format

For international shipments, suppliers must email the **packing slip, invoice, and bill of lading/airway bill** after departure to the correct addresses:

- **watts-bos@expeditors.com** when routing freight to the **U.S.**, including U.S. forwarder contact details.
- **wattswater@expeditors.com** when routing freight to **Canada**, including Canadian forwarder contact details.

6.1 Invoice

For payment, please send a copy of the invoice to the following address:

Sold To	E-mail Address
AERCO International	accountspayable@aerco.com
Bradley Company	accounting@bradleycorp.com
Dormont	wattswater@ddinbound.com
Haws - US	apinvoices@hawsco.com
Haws - Brazil	FrancieleR@Hawsco.com.br VanessaS@hawsco.com.br
I-Con Systems LLC	apinvoices@i-con.com
Intelligent Water Solutions (IWS)	accounting@thedetectiongroup.com
Josam Industries LLC	AP@Josam.com
Superior Boilers LLC	invoices@superiorboilers.com
Superior Holdings Inc	ap@superiorboilers.com
Watts Heating & Hot Water Solutions	apclerk@pvi.com
Watts Manufacturing MX GmbH	wattswatermexico@ddinbound.com
Watts Regulator	wattswater@ddinbound.com
Watts Water Technologies Canada	wattswatercanada@ddinbound.com

Appendix 1 - Freight Forwarder Contacts – Bradley, I-Con, Josam, Haws & Superior

Bradley Company

Regions	Primary Contacts
China	<u>Ocean/Truck Forwarder</u>
Europe	<ul style="list-style-type: none"> • Elia Segura — Elia.Segura@chrobinson.com, (847) 787-3475 • OI Team: 642-OIGFATEAM8@chrobinson.com
Taiwan	<u>Air Forwarder</u>
	<ul style="list-style-type: none"> • Peggy Collins — Peggy.Collins@chrobinson.com, (847) 787-3308

I-Con, Josam, Haws

Regions	Primary Contacts
China	<u>Ocean/Truck AND Air Forwarder – Flexport</u>
Korea	<ul style="list-style-type: none"> • Group Email: wattswater@flexport.com • Darren Cheng — dcheng@flexport.com
Taiwan	
Europe	<u>Ocean/Truck AND Air Forwarder – Flexport</u>
	<ul style="list-style-type: none"> • Europe Group Email: eu.wattswater@flexport.com • Judith Bierenbroodspot, Team Lead • Thomas Dale, Client Solutions Associate
North America (air/ocean)	<u>Ocean AND Air Forwarder – Flexport</u>
	<ul style="list-style-type: none"> • Group Email: wattswater@flexport.com • Alex Weber — aweber@flexport.com
Other	<u>Ocean/Truck AND Air Forwarder</u>
	<ul style="list-style-type: none"> • Tim Sutton — Tim.sutton@wattswater.com

Superior Boilers

- Please reach out to **Tim Sutton** — Tim.sutton@wattswater.com

Appendix 2 - Freight Forwarder Contacts – Other Entities

Other Watts Entities

Entities
AERCO international
Dormont
Intelligent Water Solutions (IWS)
Watts Heating and Hot Water Solutions (PVI)
Watts Manufacturing MX GmbH
Watts Regulator
Watts Water Technologies Canada

Canada Origin

Region	Primary Contacts
Canada	<p><u>Ocean/Truck Forwarder</u> – <i>Vector Transportation</i></p> <ul style="list-style-type: none"> • Email: cris@vectortransportation.com • Phone: 905-632-5122 ext. 228 • Fax: 905-632-1605 <p><u>Air Forwarder</u> – UPS All air to be pre-approved by Watts Canada. They will provide information at time of air shipment request.</p>

European & Middle East

Regions	Primary Contacts
Belgium	<u>Ocean AND Air Forwarder</u> – <i>Flexport</i>
Denmark	<ul style="list-style-type: none"> • Europe Group Email: eu.wattswater@flexport.com • Judith Bierenbroodspot, Team Lead
France	<ul style="list-style-type: none"> • Thomas Dale, Client Solutions Associate
Germany	
Hungary	
Italy	
Poland	
Spain	
Sweden	

Asia Origin

Regions	Primary Contacts
<p>China (All except Dalian) Hong Kong Malaysia Sri Lanka</p>	<p><u>Ocean AND Air Forwarder</u> – Flexport</p> <ul style="list-style-type: none"> Group Email: wattswater@flexport.com Darren Cheng — dcheng@flexport.com
<p>China (Dalian ONLY)</p>	<p><u>Ocean Forwarder</u> – CH Robinson</p> <ul style="list-style-type: none"> Lily Li — lily.li@chrobinson.com <p><u>Air Forwarder</u> – Flexport</p> <ul style="list-style-type: none"> Group Email: wattswater@flexport.com Darren Cheng — dcheng@flexport.com
<p>India</p>	<p><u>Ocean Forwarder</u> – APL Logistics</p> <ul style="list-style-type: none"> A Sudarsanam — A_Sudarsanam@apllogistics.com Leemol Thomas — leemol_thomas@apllogistics.com P Kannan — p_kannan@apllogistics.com Suresh Santhanam — Suresh_Santhanam@apllogistics.com <p><u>Air Forwarder</u> – Flexport</p> <ul style="list-style-type: none"> Group Email: wattswater@flexport.com Darren Cheng — dcheng@flexport.com
<p>Korea</p>	<p><u>Ocean Forwarder</u> – APL Logistics @apllogistics.com apllogistics.com</p> <p><u>Air Forwarder</u> – Flexport</p> <ul style="list-style-type: none"> Group Email: wattswater@flexport.com Darren Cheng — dcheng@flexport.com
<p>New Zealand</p>	<p><u>Ocean Forwarder</u> – APL Logistics apllogistics.com hauhan@apllogistics.com</p> <p><u>Air Forwarder</u> – Flexport</p> <ul style="list-style-type: none"> Group Email: wattswater@flexport.com Darren Cheng — dcheng@flexport.com
<p>Taiwan</p>	<p><u>Ocean Forwarder</u> – CH Robinson</p> <ul style="list-style-type: none"> Annie Mo, Customer Service — annie.mo@chrobinson.com <p><u>Air Forwarder</u> – Flexport</p> <ul style="list-style-type: none"> Group Email: wattswater@flexport.com Darren Cheng — dcheng@flexport.com
<p>Thailand</p>	<p><u>Ocean Forwarder</u> – APL Logistics</p> <ul style="list-style-type: none"> Suwalee Kasinopasapisau — Suwalee_Kasinopasapisau@apllogistics.com Aruneevir Vikiravasat — Aruneevorn_Vikiravasat@apllogistics.com Oranuch Kositpipat — Oranuch_Kositpipat@apllogistics.com <p><u>Air Forwarder</u> – Flexport</p> <ul style="list-style-type: none"> Group Email: wattswater@flexport.com Darren Cheng — dcheng@flexport.com

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Regions	Primary Contacts
Vietnam	<u>Ocean Forwarder</u> – <i>APL Logistics</i> <ul style="list-style-type: none">• Cam Nguyen — Cam_Nguyen@apllogistics.com• Huyen Vu — Huyen_Vu@apllogistics.com <u>Air Forwarder</u> – <i>Flexport</i> <ul style="list-style-type: none">• Group Email: wattswater@flexport.com• Darren Cheng — dcheng@flexport.com

Other Origins

Regions	Primary Contacts
Brazil (São Paulo)	<u>Ocean Forwarder</u> – <i>APL Logistics</i> <ul style="list-style-type: none">• Luiz Rafael — luiz_rafael@apllogistics.com• Iara Soares — iara_soares@apllogistics.com• Beatriz Patriota — beatriz_patriota@apllogistics.com• Mario Hardt — mario_hardt@apllogistics.com• Thamara Cruz — thamara_cruz@apllogistics.com <u>Air Forwarder</u> – <i>Flexport</i> <ul style="list-style-type: none">• Group Email: wattswater@flexport.com

Appendix 3 - Sold to / Ship To / Notify Party

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

Entity	Sold To Address	Ship To Address(es)	Notify Party
AERCO International	100 Oritani Drive Blauvelt, NY 10913	100 Oritani Drive Blauvelt, NY 10913	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Avlis-Haws do Brasil Ltda	Av. Senador Teotônio Vilela 505 - Jardim Aeroporto Itu, Sao Paulo Brazil	Av.Senador Teotônio Vilela 505 - Jardim Aeroporto Itu, Sao Paulo Brazil	Expeditors International R Doutor Renato Paes de Barros No 1017 Sala 141 E142 São Paulo Brazil Wattsbr@expeditors.com
Bradley Company LLC	W142 N9101 Fountain Blvd Menomonee Falls, WI 53051	W142 N9101 Fountain Blvd Menomonee Falls, WI 53051 N106 W13500 Bradley Way Germantown, WI 53022	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Dormont Manufacturing Co.	6015 Enterprise Drive Export, PA 15632	6015 Enterprise Drive (A15) Export, PA 15632	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Haws Corporation	1455 Kleppe Lane Sparks, NV 89431	1455 Kleppe Lane Sparks, NV 89431	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
I-Con Systems LLC	3100 Camp Road Oviedo, FL 32765	3100 Camp Road Oviedo, FL 32765	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Intelligent Water Solutions (IWS)	3990 Old Town Ave #A100 San Diego, CA 92110	3990 Old Town Ave #A100 San Diego, CA 92110	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Josam Industries LLC	525 West Highway 20 Michigan City, IN 46360	525 West Highway 20 Michigan City, IN 46360	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Superior Boilers LLC	3524 East 4th Avenue Hutchinson, KS 67501	3524 East 4th Avenue Hutchinson, KS 67501	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Heating & Hot Water Solutions	425 W Everman Parkway Suite 101 Fort Worth, TX 76134	425 W Everman Parkway Suite 101 Fort Worth, TX 76134	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Manufacturing MX GmbH	Centralstrasse 15 8200 Schaffhausen Switzerland	911 N Industrial Park Avenue (A13) Nogales, AZ 85621	Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com
Watts Regulator Co.	815 Chestnut Street North Andover, MA 01845	585 South Main Street (A01) Franklin, NH 03235	Expeditors International 795 Jubilee Drive

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Entity	Sold To Address	Ship To Address(es)	Notify Party
Watts Regulator Co.	815 Chestnut Street North Andover, MA 01845	<p>100 Watts Road (A02/D02) Spindale, NC 28160</p> <p>780 Spice Island Drive (D05) Sparks, NV 89431</p> <p>6201 Green Pointe Drive South (D20) Groveport, OH 43125 911 N Industrial Park Avenue (D24) Nogales, AZ 85621</p> <p>1491 NC Highway 20W (A10) Saint Pauls, NC 28384</p> <p>425 W Everman Parkway Suite 101 (A18) Fort Worth, TX 76134</p> <p>16260 Airport Park Drive Suite 140–Door 30 (A23) Fort Myers, FL 33916</p>	<p>Peabody, MA 01960 Watts-bos@expeditors.com</p> <p>Expeditors International 795 Jubilee Drive Peabody, MA 01960 Watts-bos@expeditors.com</p>
Watts Water Canada Technologies	<p>5435 North Service Road Burlington, Ontario L7L 5H7</p> <p>6130 4 Street S.E. Calgary, Alberta T2H 2B6</p>	<p>5435 North Service Road Burlington, Ontario L7L 5H7</p> <p>6130 4 Street S.E. Calgary, Alberta T2H 2B6</p>	<p>Expeditors Canada Inc., Toronto 519-967-0975 Fax 905-290-1976 Wattswater@expeditors.com</p>

Appendix 4 - Document Requirements

Shipments to USA

Origins	Invoice ⁽¹⁾	Packing List	Bill of Lading (ocean, air, or truck)	Mill Certificate ⁽²⁾	GSP Form A ⁽³⁾	USMCA Certificate of Origin ⁽⁴⁾
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. Invoice
 - . Invoice must state country of melt and pour for all aluminum, copper, iron, steel, or stainless-steel items with HTS codes starting with 72, 73, 74, or 76.
 - . China suppliers must include the **postal code** on the commercial invoice.
2. Mill Certificate required for aluminum, copper, iron, steel, or stainless-steel items with HTS codes starting with 72, 73, 74, or 76.
3. Provide documentation only if applicable: GSP for items that qualify. USMCA for items that qualify.

Shipments to Canada and Mexico

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)	USMCA Certificate of Origin ⁽¹⁾
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.

Shipments to Brazil

Origins	Invoice	Packing List	Bill of Lading (ocean, air, or truck)
Belgium	X	X	X
Canada	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
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

Invoice, Packing List and Bill of Lading data must match exactly. Ensure no discrepancies prior to shipment.

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Appendix 5 – 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:
ISF Cut-Off Date:	Vessel:	Origin:
Vessel Sailing Date:	Voyage:	Destination:
Vessel ETA Date:		
HBL SCAC:	HBL#:	MBL SCAC:
		MBL#:

The **House Bill** consists of a SCAC Code (a four character code representing the AMS filer) and the House Bill of Lading Number. If a HBL is issued, the MBL is **ONLY A Reference** to the ISF. However, if HBL is NOT applicable, the Master Bill (also known as **Regular Bill**) 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.

Only items in bold must be completed for shipping details

Data Elements Required for Importer Security Filing

Seller Name & Address or Dun & Bradstreet Number (DUNS):	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

Buyer Name & Address or GOVERNMENT ID#	
<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.

Importer of Record Name or Number:	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

Consignee Name or Number:	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 Name & Address or GOVERNMENT ID#	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:

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

Consolidator (Stuffer) Name & Address or GOVERNMENT ID#	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.

Container Stuffing Location Name & Address or GOVERNMENT ID#	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

Applies to: *Dormont and Watts Regulator – Domestic inbound shipments only*

When used: Watts is responsible for freight charges.

Shipping Requirements

- **UPS Collect** – Shipments **200 lbs or less**
- **LTL Collect** – Shipments **201–5000 lbs**
- **Over 5000 lbs or over 19 ft trailer space** – **Contact Watts Traffic**

All shipments must follow the **Watts purchase order** and be shipped **complete**.

Watts will **not** reimburse “prepay and add” charges unless the PO specifically allows it.

Supplier Responsibilities

Provide **all required shipping documents**, including hazardous materials documents when needed. Ensure the **carrier PRO/tracking number** is on the Bill of Lading. Use the **Watts PO number** as the shipment reference. Each carton must have a **shipping label** with the supplier’s name, address, and the consigned delivery address. Prepare a **Bill of Lading** for each shipment. Arrange pickup with the approved carrier (see Appendix 7) and UPS for "collect" shipments.

LTL Collect Billing Address:

Watts

c/o TABS
PO Box 9133
Chelsea, MA 02150

Large Shipments

For shipments over **5000 lbs** or over **50% trailer capacity**, submit the **Inbound Freight Routing Form** (Appendix 8) to **603-934-1396**.

Carrier Compliance

Suppliers **must follow** the assigned routing guide and use the **preferred carrier base** for all shipments.

Appendix 7 – Approved Domestic Core Carriers

Applies to: *Dormont and Watts Regulator*

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

Appendix 8 - Inbound Freight Routing Template

Applies to: *Dormont, Watts Regulator*

Use when: Shipment is over 5,000 lbs or over 19 ft of trailer space.

Email the completed form to: carol.healey@wattswater.com

Information Required

- Supplier Name
- Pickup Address
- Contact Name
- Telephone
- Email
- Shipment Weight
- Number of Skids
- Can the product be double-stacked?
- Date Ready
- Must Be Picked Up No Later Than
- Hours of Operation
- Product
- Delivering To
- Special Instructions

After Submission

Watts will return this form with **shipping instructions**.

You will receive:

- Pickup Date
- Carrier
- LTL carrier instructions (if applicable)

Shipping & Documentation Procedures

Appendix 9 – Example of Documents

These are guides only to illustrate what data elements are required.

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

Supplier: _____ Sold to: _____ Ship Date: _____

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

Totals	7460	838	25807	kgs
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