



9301 West 55th Street
LaGrange, IL 60525 USA

July 18, 2011

SUPPLIER SHIPMENTS TO APL HODGKINGS PARTS DISTRIBUTION CENTER

Electro-Motive Diesel (EMD) is a global supplier of locomotive parts that ship from our APL Hodgkins Parts Distribution Center (APL). Per the EMD Packaging Requirements Instruction Guide *“No supplier logos, symbols, names, or addresses are to appear on the packaging, i.e., cartons, boxes, over-pack, labels, etc.”*

Aftermarket parts received at APL from suppliers must be packaged ready for shipment to the end customer. Today some aftermarket parts must be re-packaged by APL if the supplier packaging does not meet customer requirements. That being said, EMD has made arrangements for suppliers to purchase EMD approved packaging materials from the OX BOX on-line store to eliminate the need to re-package parts at APL and to increase on-time deliveries of parts to customers.

Follow these instructions to set up your online account:

For your first order you must contact the OX BOX on-line store representative Kelly Norman at 630-620-1269 or kelly@oxbox.com to receive *“Electro-Motive Diesel Special Pricing”*. You will be required to give the EMD packaging part number to the OX BOX on-line store representative. You will then be given the corresponding OX BOX on-line store catalog number. You will then be ready to start the order process.

Placing future on-line orders without assistance from the on-line store representative:

To receive Net 30 billing terms please fax or email your Credit References & Resale Certificate to Kelly Norman at 630-889-1269 or kelly@oxbox.com. Orders will be subject to pre-payment until credit has been established. Illinois based companies will need to provide their company Resale Certificate to eliminate the charge of sales tax.

For account set up, follow these steps:

- go to <http://oxbox.shoppkg.com/>
- click "MY ACCOUNT" at the top of the page
- Enter company billing information
- Enter company shipping information
- To assist with your order and to receive the lowest possible freight cost, please answer the following questions correctly:
 1. Is the shipping address a **commercial** or **residential** location?
 2. Does the location have a **loading dock**?
- Click "Create Account"
- When complete, choose to "log out" or shop and fill your cart.

For order processing, follow these steps:

- go to <http://oxbox.shoppkg.com/>
- click "MY ACCOUNT" at the top of the page
- enter your login email
- enter your password
- Click "Log In"
- Shop by Category – choose desired products and fill your shopping cart
- Click "Check Out"
- Verify order
- Click "Continue to Check Out"
- Select desired freight rate / carrier
- Click "Continue to Check Out"
- Select payment type
- Enter purchase order number or reference number
- Click "Place Order"
- Customer receives e-mail confirmation when order has been processed and shipped.
- Customer receives an invoice via email once the order has shipped.

OX BOX on-line Freight Information:

- Product is shipped nation-wide via UPS and designated freight carriers.
- Local delivery area includes an approximate 100 mile radius from our Addison, IL facility.
- Local deliveries are based on a flat rate of \$44.00, (includes handling fees).
- Orders of \$550.00 or more are delivered free, (local deliveries only).
- All orders are subject to a \$10.00 fuel surcharge.
- All orders are for shipment only, **no pick ups** are allowed.
- Shipments outside of the local delivery area are estimated and will be billed at the actual rate when the order has shipped.
- All non-local freight orders **less than 5 pallet spaces** will be subject to the estimated freight rate in the shopping cart order.
- All non-local freight orders **more than 5 pallets spaces** will be subject to additional freight rates. Customers will be contacted with the additional freight rate for approval.
- Freight pricing is subject to change.

Lon Klinkenberg
Packaging Engineer
Electro-Motive Diesel Inc.
Phone: 708-387-3701
E-Mail: Lon.Klinkenberg@EMDiesels.com