

# **Progress Rail**

*A Caterpillar Company*

## Routing Guide-North America

This routing and shipping guide has been developed for North American suppliers who ship to Progress Rail Locomotive (PRL), its suppliers and/or affiliates within the US, Canada, and Mexico. All sections of this guide apply to all suppliers initiating shipments where PRL is responsible for the freight costs associated with the movement of material per the Incoterm.

**All transportation costs and other freight-related expenses incurred by PRL as a result of the supplier's non-compliance with the terms and conditions listed below in sections 1 - 3 shall be charged back, in their entirety, to the supplier. Additionally, carrier detention and expedite shipment charges incurred when PRL is not at fault will also be charged back to the supplier.**

Listed below are general instructions to follow when shipping PRL material within North America.

1. Shipments weighing 150 pounds (68 kilos) or less are to be routed with UPS Small Package (Not UPS Supply Chain Services or UPS Freight) via “ground” service.
  - a. See page 6 to locate the appropriate shipping account number corresponding to the destination of your shipment.
  - b. Before arranging pick up, consult UPS [dimension and packaging restrictions](#) for standard ground service
  - c. Do not fill in the “Declared Value” box for insurance.
  - d. List the PRL purchase order (PO) number in “Reference1” field.
  - e. List the purchase order line item number in “Reference2” field.
  - f. If necessary, call UPS at 1-800-742-5877 for a pick up.
  - g. Expedite shipments (any service other than “ground”): contact your designated material planner or buyer to initiate a premium transportation authorization (PTA)
  - h. Shipments destined to San Luis Potosi, Mexico reference see below for more info.
  
2. Shipments weighing in excess of 150 pounds (68 kilos) are to be routed with Coyote Logistics.
  - a. All requests for transportation within the **US, Mexico, and Canada** are initiated by logging into <https://claw.coyote.com>. To request a user ID, email [PRL@coyote.com](mailto:PRL@coyote.com). Double click file [below](#) to access the claw.coyote.com user manual.
  - b. **Bill of Lading 3<sup>rd</sup> Party Bill to: “Electro Motive % Syncada, PO Box 3001, Naperville, IL 60566”**
  - c. All communications and paperwork exchanges associated with shipments moving to or from Mexico/Canada shall be executed via [PRLintl@coyote.com](mailto:PRLintl@coyote.com). For further guidance, see below. Pick up requests are to be initiated 72 hours in advance of the requested pick up date.
  
  - d. Order entries submitted in the portal by noon Eastern Time will be picked up no earlier than the next day.  
9301 W. 55<sup>th</sup> Street, La Grange, IL 60525 USA [www.progressrail.com](http://www.progressrail.com)

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- e. Order entries submitted in the portal after noon Eastern Time will be picked up no earlier than two days out.
  - f. Suppliers are required to provide the PRL purchase order (PO) number, purchase order line number, and purchase order schedule line number when requesting a pick up.
  - g. Coyote will arrange for a pick up and provide a *pick up number*.
  - h. To change a submitted pick up request, contact Coyote at [PRL@coyote.com](mailto:PRL@coyote.com) or 1-847-235-9794 with a reference number you included with your entry, at least 24 hours in advance of pick up date.
  - i. To reach a Coyote representative, e-mail [PRL@coyote.com](mailto:PRL@coyote.com) or dial (847) 235-9794.
  - j. Expedite shipments (any service other than standard ground): contact your designated material planner or buyer to initiate a premium transportation authorization (PTA)
3. Suppliers are required to create the following paperwork. Failure to supply proper documentation can delay border crossing and payment for material.
- a. A **packing list** per shipment as defined on page 24 of the "[Supplier Packaging and Shipping Guide](#)".
  - b. A **bill of lading** per shipment as defined on page 24 of the "[Supplier Packaging and Shipping Guide](#)". There is no required format for a bill of lading. However, all packing lists contained in the shipment and Coyote's assigned pick up number must be displayed on the document. UPS shipments do not require a bill of lading.

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## Mexico Cross Border Shipping Instructions (Coyote)

### 1. Purchase order states ship to: PRL San Luis Potosi, Mexico (SLP):

- **Canadian Origin**
  - Documentation must be provided to Coyote to arrange a pick up. Please forward the following documents to [PRLintl@coyote.com](mailto:PRLintl@coyote.com)
    - Commercial Invoice – Customs Invoice – Packing List – Bill of Lading – NAFTA Certificate of Origin (if available)
    - Material Safety Datasheet MSDS (only for hazmat shipments)
  - Coyote will send pick up information, a 4-digit CBSA-issued carrier code, and port of exit to the supplier
  - Material value greater than 2,000 CAD? If yes, file B13 Export Declaration with Canadian Customs prior to export.
  - It is the shipper's responsibility to provide all necessary customs documentation. Be sure your BOL displays the following:
    - PRL Load# provided by Coyote
    - CONSIGNEE: EMD LOCOMOTIVE CO DE MÉXICO  
CIRCUITO EXPORTACIÓN #391  
PARQUE INDUSTRIAL TRES NACIONES  
SAN LUIS POTOSI, SAN LUIS POTOSÍ CP 738395
    - Notify and Inspection by Customs Broker
      - Grupo Logistics, 426 Logistics Drive, Laredo, TX 78045  
Phone # (956) 523-6400; Fax # (956) 791 – 5209

### 2. Purchase order states ship to: PRL San Luis Potosi, Mexico (SLP):

- **United States Origin**
  - Documentation must be provided to Coyote and PRL's Compliance department to prepare export declaration files, which will be necessary for customs clearance. Please forward the following documents to [exportdocumentationrequests@progressrail.com](mailto:exportdocumentationrequests@progressrail.com) , and [PRLintl@coyote.com](mailto:PRLintl@coyote.com)
    - Commercial Invoice – Packing List – Bill of Lading – NAFTA Certificate of Origin (if available)
    - Material Safety Datasheet MSDS (only for hazmat shipments)
  - PRL Compliance will send export documentation to the supplier
  - It is the shipper's responsibility to provide all necessary customs documentation. Be sure your BOL displays the following:
    - PRL Load# provided by Coyote
    - CONSIGNEE: EMD LOCOMOTIVE CO DE MÉXICO  
CIRCUITO EXPORTACIÓN #391  
PARQUE INDUSTRIAL TRES NACIONES  
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- Notify and Inspection by Customs Broker
  - Grupo Logistics, 426 Logistics Drive, Laredo, TX 78045
  - Phone # (956) 523-6400; Fax # (956) 791 – 5209
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### Mexico Cross Border Shipping Instructions (UPS)

#### 3. Purchase order states ship to: PRL San Luis Potosi, Mexico (SLP)

##### ○ Canadian Origin

- Documentation must be provided to UPS to arrange a pick up, and to border crossing team ([aflores@grupo-logistics.com](mailto:aflores@grupo-logistics.com) & [rarangure@grupo-logistics.com](mailto:rarangure@grupo-logistics.com)) to arrange Mexico border crossing.
  - Commercial Invoice – Customs Invoice – Packing List – Bill of Lading (if available) – NAFTA Certificate of Origin (if available)
  - Bill of Lading and/or UPS Shipping Label must display:
    - CONSIGNEE:  
EMD LOCOMOTIVE CO DE MÉXICO (SLP) c/o Grupo Logistics  
426 Logistics Drive, Laredo, TX 78045
- Material Safety Datasheet MSDS (only for hazmat shipments)
- UPS will send pick up information, a 4-digit CBSA-issued carrier code, and port of exit to the supplier
- Material value greater than 2,000 CAD? If yes, file B13 Export Declaration with Canadian Customs prior to export.
- It is the shipper's responsibility to provide all necessary customs documentation. Be sure your BOL or UPS Shipping Label displays the following:
  - Notify and Inspection by Customs Broker
    - Grupo Logistics, 426 Logistics Drive, Laredo, TX 78045
    - Phone # (956) 523-6400; Fax # (956) 791 – 5209

#### 4. Purchase order states ship to: to PRL San Luis Potosi, Mexico (SLP)

##### ○ United States Origin

- Documentation must be provided to PRL's Compliance department and the border crossing team to prepare export declaration files, which will be necessary for customs clearance. Please forward the following documents to [exportdocumentationrequests@progressrail.com](mailto:exportdocumentationrequests@progressrail.com), [aflores@grupo-logistics.com](mailto:aflores@grupo-logistics.com), [rarangure@grupo-logistics.com](mailto:rarangure@grupo-logistics.com)
  - Commercial Invoice – Packing List – Bill of Lading (if available) – NAFTA Certificate of Origin (if available)
  - Bill of Lading or UPS Shipping Label must display:
    - CONSIGNEE:  
EMD LOCOMOTIVE CO DE MÉXICO (SLP) c/o Grupo Logistics  
426 Logistics Drive, Laredo, TX 78045
- Material Safety Datasheet MSDS (only for hazmat shipments)
- PRL Compliance will send export documentation to the supplier  
9301 W. 55<sup>th</sup> Street, La Grange, IL 60525 USA [www.progressrail.com](http://www.progressrail.com)

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- Supplier to arrange transport with UPS, including your export documents, packing list, and BOL with shipment
- It is the shipper's responsibility to provide all necessary customs documentation. Be sure your BOL or UPS Shipping Label displays the following:
  - Notify and Inspection by Customs Broker
    - Grupo Logistics, 426 Logistics Drive, Laredo, TX 78045
    - Phone # (956) 523-6400; Fax # (956) 791 – 5209

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## UPS Shipping Account Numbers

### Progress Rail Locomotive Locations in the United States:

- 500 W Kansas, Alliance, Nebraska 69031—6E8040
- 9301 W 55<sup>th</sup> Street, La Grange, Illinois 60525—4211X1
- 1627 Erie Street, North Kansas City, Missouri 64116—675620
- 641 N Willow Street, North Platte, NE 69101 c/o APL Logistics—80T0T0
- 603 S 3<sup>rd</sup> Ave, Marshalltown, IA 50158—60102W
- 4770 Axle Drive, Winston Salem, NC—5RF278
- 4400 NW 41<sup>st</sup> Street, Riverside, MO—5RE733

### Progress Rail Locomotive Locations in Canada:

- 11420-184<sup>th</sup> Street, Edmonton, Alberta T5S 2W7 c/o Edmonton Parts Distribution Center- 199AA3
- 150 Pandora Avenue West, Winnipeg, Manitoba R2Z 3R4 c/o CN Rail Motive Power Shop-03F43E
- 75 Diesel Drive, Concord, Ontario L4K 1B9 c/o Toronto Parts Distribution Center-19897F

### Progress Rail Locations:

- 3500 S Cowan Road, Muncie, Indiana 47302—0901V1
- 425 Ingersoll Rand Rd, Mayfield, Kentucky 42066—58F36R

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## **U.S. Customs Broker**

**Inbound Import shipment(s) via Air and Ocean to the U.S. – if the incoterms dictate that PRL-PRM is responsible for “customs & duties” the Notify Party should read:**

UPS Supply Chain Solutions International Trade Services  
6940 Engle Road, Suite C  
Middleburg Hts. Ohio 44130  
Schedule: Monday-Friday 7:30am-4pm EST  
phone: 440-260-3096 fax: 440-287-7534  
Andrea Zimo  
azimo@ups.com  
[Electro-Motive\\_Diesel@ups.com](mailto:Electro-Motive_Diesel@ups.com)

A complete set of documents to be sent to the Notify Party listed above which includes a Commercial Invoice, Packing List and Bill of Lading at the lowest level.

**Inbound Import shipment(s) via Truck or Intermodal into the U.S. – from Canada, if the incoterms dictate that PRL-PRM is responsible for “customs & duties” the Notify Party should read:**

Russell A. Farrow (U.S.), Inc.  
28825 Goddard Rd.  
Romulus, MI 48174  
phone: 734-955-7799 ext: 243 fax: 734-955-6466  
emd@Farrow.com  
[Renee.Griffiths@Farrow.com](mailto:Renee.Griffiths@Farrow.com)

A complete set of documents to be sent to the Notify Party listed above which includes a Commercial Invoice and Packing List.

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## **Canada Customs Broker**

**Inbound Import shipment(s) to Canada – if the incoterms dictate that EMC-PRM is responsible for “customs & duties” the Notify Party should read:**

UPS SCS Inc.  
Staci Tazzman and Stacy Dudley  
2970 College Avenue, Suite 200  
Windsor, ON N9C 1S5  
phone: 519-972-9800 fax: 519-972-9880  
staci.tazzman@ups.com  
[stacey.dudley@ups.com](mailto:stacey.dudley@ups.com)

A complete set of documents to be sent to the Notify Party listed above.

## **Mexico Customs Broker**

**Inbound Import shipment(s) to Mexico from US/CA & Outbound Export shipment(s) from Mexico to US/CA– if the incoterms dictate that PRL-PRM is responsible for “customs & duties” the Notify Party should read:**

TPW Inc.  
834 Union Pacific Blvd  
Laredo, TX 78045  
(956) 693-5918  
Fax (956) 723-1719

A complete set of documents to be sent to the Notify Party listed above.