

GUIDE

HOW TO PREPARE YOUR SHIPMENTS



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As the leader in global transportation, our experience is one of the most important factors to provide the service that our customers expect: within its budget, timely and uninterrupted





This Guide puts that experience at your disposal to help you prepare your shipments. Information is presented simply summarized in three sections:

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UPS Packaging

INTERNATIONAL SHIPMENTS

A correct packaging is essential for your shipment to arrive to its destination on time and in good condition. You can choose whether to use your own material for packaging or the material that UPS offers according to the list below:

Packages	Use	Specifications	Dimensions
UPS Express Envelope 	International shipment of letters, business correspondence and documents	<p>There is no weight limit or number of pages that can be included as long as the envelope closes securely*</p> <p>The UPS Express Envelope may be used only for documents with no commercial value</p>	9.5" x 12.5" (24.13 cm x 31.75 cm)
UPS Express Pak 	Flat, unbreakable items, such as large reports or bulky documents	Rates are based on the total actual weight or the total dimensional weight of all packages in a shipment, whichever is greater, and the respective destination	12.75" x 16" (32.38 cm x 40.74 cm)
UPS Express Box 	A wide variety of merchandise	Rates are based on the total actual weight or the total dimensional weight of all packages in a shipment, whichever is greater, and the respective destination	18" x 13" x 3" (45.72 cm x 33.02 cm x 7.62 cm)
UPS Express Tube 	Larger documents that should be rolled instead of folded, such as blueprints, charts, maps, drawings and posters.	Rates are based on the total actual weight or the total dimensional weight of all packages in a shipment, whichever is greater, and the respective destination	38" x 6" x 6" (96.52 cm x 15.24 cm x 15.24 cm)

For more information about UPS packaging and their availability, please contact our Customer Service Center

* If your shipment originates in the United States and the weight of the UPS Express Envelope exceeds 8 ounces, UPS will apply the published rate of the corresponding weight

Packaging Guidelines

INTERNATIONAL SHIPMENTS

Packaging Guidelines

UPS reserves the right to reject those packages that do not adhere to the minimum security and correct packaging guidelines. Extremely fragile or heavy objects require special packaging for safe shipment

The following steps must be followed when packaging your shipments to ensure safe transportation of contents

Use a Corrugated Carton Box

Use a new box, big enough to include the protective material for its contents. Make sure it is rigid and in excellent condition with no punctures. It should be big enough to allow enough space to protect the content

Protect the Contents

- Pack each article separately. Try to maintain fragile articles as separate as possible, away from the corners and from the sides of the box so as to reduce the possibility of breakage or damage
- An ample variety of materials can be used for protection and cushioning like:
Air-encapsulated plastic (bubble-pack), foam in place (a foam, sprayed into the box or mixed in packets, that expands and forms a protective mold around contents), corrugated board dividing the contents and sturdy packaging paper or crumpled craft paper
- Use enough cushioning material to ensure the contents do not easily move. Several centimeters of the cushioning material around the contents should suffice

Close it Securely

- To securely close the box, use a strong tape of five or more centimeters wide designed specifically for packaging
- Do not use masking tape or transparent scotch tape. Adhesive tapes do not provide resistance and do not maintain packages firmly closed
- Do not use string or paper over-wrap because it can get tangled or ripped in the automated conveyor systems resulting in losses of address labels and/or contents

Use Proper Labeling

For a timely and efficient delivery, please keep these key points in mind when labeling the package:

- Always include the receiver's postal codes with the complete street address
- For international shipments, always include a contact name, phone number and postal code
- Always include the shipper's complete information

For information about UPS's shipping systems, visit www.ups.com

UPS Worldwide Express Freight™

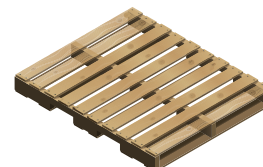
Packaging Guidelines

INTERNATIONAL SHIPMENTS

Step-by-step instructions for palletizing your shipment for UPS Worldwide Express Freight

1. Select Pallets

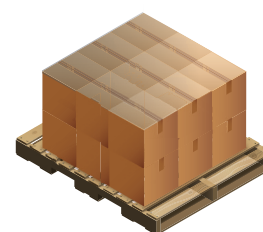
- Choose a pallet large enough to prevent overhang of shipment pieces
- Pallet must be sturdy enough to support the load
 - Select a pallet with closely spaced pallet deck boards
 - Never exceed the rated capacity of your pallet
- Do not select a pallet with broken boards or protruding nail heads
- A pallet with four-way forklift entries is preferred, for improved handling, and damage reduction



2. Stack Boxes on Pallet

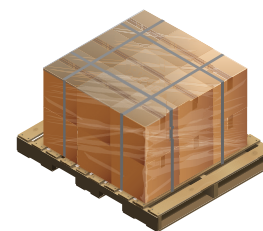
For shipments that contain boxes or stackable pieces:

- Ensure cartons are new and of proper strength to withstand stacking
- Securely close, staple and/or seal cartons
- Protect contents from internal vibration with proper amounts of dunnage within cartons; no void areas/spaces between contents or on top of carton
- Remove old labels from shipping cartons and contents
- Align boxes in columns, corner to corner, for the greatest stacking strength
- Avoid interlocking or rotating layer patterns
- Do not align corners over the spaces between pallet deck boards
- Boxes should not extend past the pallet edges
- Do not pyramid the boxes; keep the top layer flat to minimize the risk of loss or damage
- Cover the top layer with clear plastic to protect the shipment from inclement weather



3. Secure Shipment to Pallet

- Use a minimum of 60-gauge stretch wrap, five revolutions recommended, extending to bottom of pallet and across top, to prevent shifting
- To ensure stability, corner boards and banding are recommended
- Use three-way-locking, nailed corners (not staples) on crates; angle board must extend from the deck board to the top of the pallet load
- Insert layers of cardboard between layers of freight to absorb vibration; distribute the weight evenly
- Strap individual pieces over 150 pounds to the pallet with either heavy-duty metal strapping or unbreakable plastic straps applied around the box, or skid freight on all sides for shipments to and from the US



4. Label Shipment

- Apply labels to each side, and on top, of every pallet in the shipment. Each label should have telephone numbers and complete address information, including postal code of the shipper and the consignee
- If using a UPS Worldwide Services Waybill, use one per shipment:
 - Packages within the pallet do not require an address label or UPS Worldwide Services Tracking Label
- If using a UPS Worldwide Services Waybill for a multiple-pallet shipment to the same recipient, only the lead pallet requires a waybill:
 - Each additional pallet must have an address label and a UPS Worldwide Services Tracking Label
- Detailed preparation instructions are printed on the reverse side of the waybill
- To request a UPS Worldwide Services Waybill, visit "Order Supplies" from the left side of the ups.com homepage



UPS Worldwide Express Freight™

Packaging Regulations

INTERNATIONAL SHIPMENTS

Wood Packaging Material Regulations and ISPM Guidelines

Wood packaging material (WPM) used for transporting or packaging goods for export or import must be treated in accordance with 7CFR319.40-3(b). Tendered international cargo must be audited to ensure compliant wood packaging material. International shipments built on non-compliant material may be refused at tender.

Types of WPM

Wooden packaging materials such as pallets, crates, boxes and pieces of wood used to support or brace a shipment are currently referred to as solid wood packing material (SWPM). These are further defined as: Wood packaging materials other than loose wood packing materials; used with shipments to prevent damage, including, but not limited to dunnage, crating, pallets, packing blocks, drums, cases and skids.

International Standards for Phytosanitary Measures (ISPM15):

Treatment Options

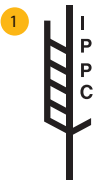
- Heat treatment (HT) - WPM must be heat-treated to achieve a minimum wood core temperature of 56°C for a minimum of 30 minutes; or fumigation with methyl bromide
- Fumigation (MB) - The WPM must be fumigated with methyl bromide in an enclosed area for at least 16 hours at the regulated dosage, and then must be aerated to reduce the concentration of fumigant below hazardous exposure levels

Markings

The mark must be approved by the International Plant Protection Convention in its International Standards for Phytosanitary Measures (ISPM) to certify that the WPM has been subjected to an approved measure. In addition, the wood packaging material must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark that indicates that the article meets the requirements of this paragraph. All compliant WPM must be marked with the following stamp:

The mark must include the following:

1. A unique graphic symbol
2. The ISO two-letter country code for the country that produced the WPM
3. A unique number assigned by the national plant protection agency of that country to the producer of the WPM
4. An abbreviation disclosing the type of treatment (e.g. HT for heat treatment or MB for methyl bromide fumigation)

 <p>1</p>	<p>2 3</p> <p>XX - 000</p> <p>YY</p> <p>4</p>	<p>The currently approved format for the mark is as follows, where XX would be replaced by the Country Code, 000 by the Producer Number, and YY by the Treatment Type (HT or MB)</p>
----------------------------------------------------------------------------------------------	------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Acceptable markings
(legible, permanent)



Unacceptable markings
(illegible)



UPS Worldwide Express Freight™

Wood Packaging Regulations

INTERNATIONAL SHIPMENTS

Wood Packaging Material Regulations

Bracing and Shoring

Wooden pieces utilized for bracing and shoring are also subject to these marking requirements. In the example pictured to the right, while the majority of the container is made from exempt manufactured wood material, the "feet" are made of solid wood; therefore, require the appropriate marking.



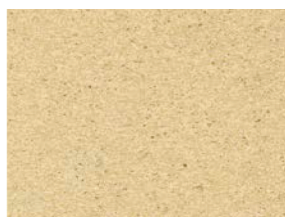
Exemptions

The following are wood packaging materials (WPM) that are exempted from the marking requirement:

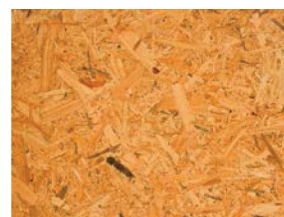
- WPM made entirely of manufactured wood material (e.g. particle board, plywood, oriented strand board)
- Wine and whiskey barrels
- WPM made entirely of thin pieces of wood, (6 .mm thickness or less) are exempted from the treatment and marking requirements.



Wood particle panel



Plywood



Plywood particle board
(oriented strand board - OSB)

U.S. Customs Regulations

- U.S. Customs requires ALL WPM to be stamped for heat or fumigation treatment (pallets should be stamped on two opposite sides)
- Paper will no longer be accepted <http://www.aphis.usda.gov/ppq/wpm/import.html>
- If WPM is unmarked, it is considered to be untreated and non-compliant
 - The regulation allows for immediate exportation of non-compliant WPM
 - It does not allow for fumigation or any alternative disposal methods
- Work completed by the Customs Officer and any cost associated with destroying the wood will be the responsibility of the importer

The content of this guide is for general informational purposes only. It does not constitute legal advice. Shippers are responsible for complying with all applicable laws, regulations, and other standards. UPS makes no warranty that the information above is accurate or complete.

It is required that all wood pallets are treated in accordance with International Standards for Phytosanitary Measures Regulation No. 15 (ISPM 15). Once certified, the material should be sealed with a mark of the International Plant Protection Convention (IPPC).

For information about availability of the UPS Worldwide Express Freight service in Latin America contact your UPS Account Representative or visit www.ups.com/worldwideexpressfreight

UPS Air Waybill

INTERNATIONAL SHIPMENTS

Complete the UPS Air Waybill

Customers who use UPS shipping systems like UPS WorldShip®, won't need to prepare a UPS Air Waybill, because the system will allow them to generate and print shipping labels, in addition to commercial invoices and documentation required to process their shipments

Customers also have the option of manually processing the preparation of the UPS Air Waybill and all the necessary shipping documentation

Enter the following information about your shipment in the UPS International Air Waybill (letters and numbers correspond to those that appear in front of the Air Waybill):

1. Shipper's Information

- Enter your UPS Account Number
- Enter your Identification No. for Customs Purposes, if applicable
- Enter Name of Sender
- Enter your Telephone Number
- Complete all address information, including postal code and country

2. Receiver Information

- Enter the Receiver's UPS Account Number, if applicable
- Enter the Receiver's Identification Number For Customs Purposes (E. I. N., V. A. T., Importer's Number, R. F. C. Number, etc.), if known.
- Enter the Name of Contact Person
- Enter the Telephone Number. To prevent delivery delays, the receiver's telephone number must be included
- Complete all address information, including postal code and country. Shipments with only P. O. Box addresses may incur service delays

3. Payment of Charges

- Select one payer for Shipping Charges, and one payer for Duties and Taxes, if applicable
- Shipper is the only payer option available when paying shipping charges by credit card (American Express, Diner's Club, Discover, MasterCard and Visa are accepted.), or check. A UPS Account Number is required for all other payer selections
- If the shipping charges and/or duties and taxes are to be billed to a third party(s), record the Third Party's Company Name, UPS Account No. and Country (Note: The third party must have a UPS account)

4. Service Level

- Please mark a large "X" in the selected Service Level box

5. Shipment Information

- Enter the Number of Packages in Shipment
- Enter the Total Actual Weight of Shipment (specify kg or lb). Increase fractions of a weight to the next half kilogram or full pound. For a UPS Express Envelope, enter "ENV"

- Enter the Total Dimensional Weight of Shipment. Shipping charges will be based on the dimensional weight of the shipment when the dimensional weight exceeds the actual weight. When the dimensional weight is greater than the actual weight of the shipment, enter both the Total Actual Weight of Shipment and the Total Dimensional Weight of Shipment
- Enter the UPS Zone. Refer to the UPS Service and Rate Guide to obtain the applicable zone
- Enter the Number of Large Packages in Shipment from total.* The Maximum Size limit is 165 inches or 419 cm
- Enter the Number of Additional Handling Packages in Shipment from total**
- Mark a "X" to indicate the UPS container used, if applicable
- Enter a Description of Goods for document and non-document shipments. Avoid general terms such as "documents", "printed matter", and "parts"
- Mark a large "X" to indicate if Documents Only of no commercial value
- Enter the total Declared Value of Shipment for Carriage Only. Specify currency
- Enter the total Declared Value of Shipment for Customs Only. Specify currency. Customs regulations require that a value be listed for all shipments
- Enter your Reference Number(s), if applicable

* Large Package Surcharge:

An additional charge applies for packages that are considered large packages, and thus, those packages within the shipment that meet the criteria below:

- When its length plus girth [(2 x width) + (2 x height)] combined exceeds 130 inches or 330 centimeters, but does not exceed the maximum UPS size of 165 inches or 419 cm

Large Packages are subject to a minimum billable weight of 90 pounds or 40 kilograms. An Additional Handling charge will not be assessed when a Large Package Surcharge is applied

** Additional Handling Charge:

An additional charge applies for certain items that require Additional Handling, and thus, those packages within the shipment that meet any of the criteria below:

- Any article that is encased in an outside shipping container made of metal or wood
- Any cylindrical item, such as a barrel, drum, pail or tire, that is not fully encased in a corrugated cardboard shipping container
- Any package with the longest side exceeding 48 inches or 122 cm., or its second longest side exceeding 30 inches or 76 cm
- Any package with an actual weight of more than 70 Lbs. or 32 Kg
- Each package in a shipment where the average weight per package is greater than 70 Lbs. or 32 Kg. and the weight for each package is not specified on the source document or the UPS automated shipping system used

UPS also reserves the right to assess the charge for any package that, in UPS's sole discretion, requires special handling. An Additional Handling charge will not be assessed when a Large Package Surcharge is applied

6. Country of Origin of Goods

- Enter the country of manufacture of the goods

7. Date of shipment and shipper's signature

- Your UPS driver will also sign the UPS Air Waybill and leave the SHIPPER'S COPY with you. Please do not detach the SHIPPER'S

The image shows a sample UPS International Air Waybill form. It is divided into several sections:

- SHIPPER'S INFORMATION:** Includes fields for Shipper's UPS Account No., Identification No. for Customs Purposes, Name of Sender, Telephone No., and Company Name and Address.
- RECEIVER'S INFORMATION:** Includes fields for Receiver's UPS Account No., Identification No. for Customs Purposes, Name of Contact Person, Telephone No., and Company Name and Address.
- SERVICE LEVEL:** A grid for selecting service options like EXPRESS PLUS, EXPRESS FREIGHT, EXPRESS SAVER, and EXPEDITED.
- SHIPMENT INFORMATION:** Fields for Package Quantity, Date of Shipment, Description of Goods, and Country of Origin.
- PAYMENT OF CHARGES:** Checkboxes for selecting the payer (Shipper, Receiver, or Third Party) for shipping charges and duties/taxes.
- DECLARED VALUE:** Fields for declaring the value of the shipment for carriage and customs.
- SHIPPER'S SIGNATURE:** A box for the shipper's signature and date.

 A barcode and tracking number (M147 9496 419) are also present. A vertical label on the right side reads 'SHIPPER'S COPY'.

Shipping Labels

INTERNATIONAL SHIPMENTS

Complete Multiple Package Shipping Labels

For international shipping of multiple packages that are processed manually, attach a UPS Waybill to one of packages. Each additional package in the shipment must carry a UPS tracking label, which should not be attached to the package that has the UPS Air Waybill

Follow the steps below to prepare tracking labels, writing in block letters in the spaces provided:

1. Shipper Information

- Name of sender
- Telephone number (very important)
- Complete all address information, including postal code and country

2. Consignee Information

- Name of consignee
- Telephone number (very important)
- Complete all address information, including postal code and country

3. Weight of this package

4. UPS account number

5. Large Package Surcharge

6. Additional Handling Charge

7. Number of packages in shipment

8. Service level

Please mark a large "X" in the selected Service Level box. (select one only)

SHIPPER RECEIPT (TRACKING NO.)
4167 159 971 1

SHIPPER RECEIPT (TRACKING NO.)
4167 159 971 1

UPS WORLDWIDE SERVICES / SERVICIOS INTERNACIONALES ETIQUETA UPS

3 WEIGHT OF THIS PACKAGE / PESO DEL PAQUETE/PALETA

4 UPS ACCOUNT NUMBER / N° DE CUENTA UPS
4167 1589 711

5 Large Package Surcharge / Cargo por Paquete de 8" Mayor Tamaño
Additional Handling Charge / Cargo por Manejo Adicional

6 NUMBER OF PACKAGES IN SHIPMENT / N° DE PAQUETES/PALETA EN EL ENVÍO

7 SERVICE LEVEL: SELECT ONE ONLY / CATEGORIA DEL SERVICIO

	MARK "X"	UPS USE
EXPRESS PLUS		1+
EXPRESS		1
EXPRESS FREIGHT		1P
EXPRESS SAVER		1P
EXPEDITED		2

OF

0.287550706 1/13 RRD

For information about UPS's shipping systems, visit www.ups.com

Service Restrictions

INTERNATIONAL SHIPMENTS

Category	Restrictions
Weight and Size Limits	<ul style="list-style-type: none"> • There is no weight limit for the UPS Express Envelope except when your shipment originates in the United States and the weight of the UPS Express Envelope exceeds 8 ounces, UPS will apply the published rate of the corresponding weight • There is no total weight limit for a shipment or the number of packages that can be included in a shipment. Each UPS Express Envelope is considered an individual shipment and can not be part of a multiple shipment • The maximum size per package is 165 inches (419 centimeters) in length and girth combined • The maximum length per package is 108 inches (270 centimeters) • UPS accepts packages for door-to-door transportation of up to 150 pounds (70 kilograms) for the following services: UPS Worldwide Express[®], UPS Worldwide Express Saver[®] and UPS Worldwide Expedited[®]; however, the maximum weight of a package may vary by destination. For shipments exceeding these weight guidelines, please contact your local UPS office • UPS will determine charges according to the dimensional weight of the shipments in accordance to IATA's (International Air Transport Association) standard volume regulations, which are subject to change without previous notice • For service limitations on UPS Worldwide Express Freight visit www.ups.com
Service Restrictions	<ul style="list-style-type: none"> • The maximum declared value per package is US\$50,000 and the maximum carrier liability is US\$50,000 • Jewelry (other than costume jewelry) is limited to a maximum declared value of US\$500 per package • APO and FPO addresses are not accepted. A complete and correct physical address is necessary for all UPS shipments
Hazardous Materials	<p>Hazardous Materials are prohibited for UPS international services. It is the shipper's responsibility to comply with current government regulations or laws applicable in each country, to verify the shipment does not contain hazardous materials that are prohibited for air transportation and for completeness and accuracy of shipment documentation. All international shipments are subject to inspection and their delivery might be delayed by customs officials or other government institutions</p>

Service Restrictions

INTERNATIONAL SHIPMENTS

Category	Restrictions
Prohibited Articles	<p>Cash and negotiable instruments are prohibited in UPS services</p> <p>The following items are prohibited:</p> <ul style="list-style-type: none"> • Alcoholic beverages*+ • Non-domestic animal products • Articles of extraordinary value • Hazardous or combustible articles or materials • Guns • Live animals • Animal skins* • Perishable articles • Personal articles • Plants • Pornographic materials • Seeds* • Tobacco* • Luggage <p>* Certain items may be accepted by UPS on a contractual basis under specific criteria for known shippers with regular volumes and the ability to comply with all applicable regulations</p> <p>Please contact your local UPS office for information about the restrictions on these products. When shipping these items, an adult signature is required for delivery</p> <p>+ UPS accepts wine shipments with previous authorization. Please call your local UPS office for more information</p>
Declared Value	<p>A shipment is automatically protected against loss or damage up to US\$100.00 per shipment. The maximum declared value and the maximum legal responsibility of UPS is US\$50,000.00 per shipment. For detailed information about Declared Value charges, please refer to the UPS Service and Rate Guide at www.ups.com</p> <p>For the service of UPS Worldwide Express Freight™ the maximum declared value and maximum liability for UPS is U.S. \$ 100,000.00 per pallet</p> <p>Documents do not have any commercial value for UPS. If your shipment containing documents gets lost or damaged, UPS will refund the freight cost to the shipper. Contact your UPS Account Executive for processing the loss or damage claim or call our Customer Service Center</p> <p>Protection against loss or damage excludes or does not provide protection to items that have been incorrectly packed, that have been packed with inadequate materials or with adhesive tape that does not meet the requirements established by UPS</p> <p>It is the shipper's responsibility to make sure that the shipping materials used are adequate</p> <p>The declared value fee can be charged to the shipper, consignee or a third party</p>

