

February 28, 2024

Dear valued Supplier -

We have been working to simplify and streamline our international booking process and have some process updates for you.

- We have revised the Cargo Booking Form to make it more simplistic and gather only the necessary data.
- We have a new booking portal so that we can reduce the time it takes to process import bookings.

With this letter you will find instructions for both of these - and you will find links to the new document and the booking portal at:

[https://wurthnt.freshdesk.com/support/tickets/new?ticket\\_form=international\\_booking\\_form](https://wurthnt.freshdesk.com/support/tickets/new?ticket_form=international_booking_form)

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## **CARGO BOOKING FORM**

In the new form, you **MUST** complete each of the sections explained in these instructions. Any section not completed will result in the booking form being rejected.

There are instructional notes in the form itself - but below we provide detail on what to do for each section.

### **New Order/Revision**

This part asks for information about the people and places involved in your booking request.

1. Choose at the top if it's a:
  - a) **New Order** - if it's a new booking request.
  - b) **Revision** - if you already submitted a request but need to change something.
2. Fill in your details (shipper):
  - a) Full legal name.
  - b) Complete address.
  - c) Contact phone number or email.
3. Provide information about the company buying the goods (consignee).

4. If the goods are not picking up from where you are, complete the section about the pickup location.

### Order Detail

This part needs details about the kind of things you're going to move.

1. **Ocean FCL?**  
Choose "Yes" if you have a full container; choose "No" if not.
2. **Cargo Ready**  
Enter the date when your cargo will be ready.
3. **Air Expedite?**  
If the field is not shaded, answer "Yes" or "No."
4. **Floor Loaded?**  
If the field is not shaded, answer "Yes" or "No."
5. **HAZMAT?**  
Choose "Yes" if you are shipping hazardous materials; choose "No" if not.
6. **Supplier Move?**  
Choose "Yes" if you're responsible for all shipping charges to the consignee's door.
7. **Stackable?**  
Choose "Yes" if there are no restrictions on stacking cargo; choose "No" if the cargo cannot be stacked.
8. **Port of Loading**  
If you need a specific port, enter the port where you'll deliver the goods.

### Special Instructions

This part is for any extra instructions or important information needed to move your shipment. Please write down any special details here

### Handling Unit Summary

In this part, you'll give details about the size and weight of the shipment.

1. **# of HU** – tell us the number of the largest shipping unit
2. **Handling Unit (HU) Type** – tell us the type of package for the largest shipping unit
3. **Gross KGS** – estimate the total weight in kilograms
4. **Length, Width, Height:** Measure the size of the package in centimeters.
5. **Do not fill in CBM fields:** These will be automatically calculated based on the information you provide earlier.

## Shipment Detail

This section is about the details of the items in your shipment and the purchase order.

1. **PO Number:** Enter the purchase order number for the item(s) shipping.
2. **Part Number:** Enter the Würth part number for the item.
3. **Quantities in Pieces:** Tell us how many individual pieces you're shipping.
4. **Individual Piece Weight:** Enter the weight of each piece.
5. **Country of Origin:** Enter the country where the part comes from.
6. **Piece Price:** Tell us the price for each piece.
7. **Price Unit of Measure:** Choose from the options in the drop-down menu, indicating how the goods are sold (e.g., per 1000 or per 1).
8. **Leave Würth T&T Ref and Delivery Location blank:** These will be filled in by our team when they approve and book your request.

In this revised form:

- You **must always** include shipments for **one purchasing company**.
  - You can **add as many locations as you'd like**, everything you have ready to ship for a single purchasing company can go on one Cargo Booking request.
  - **We'll inform you about the delivery locations** when we approve the shipment. Simply package goods together by location, so we can unpack the container upon arrival in the US.
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