


Guideline Summary

Kimball Electronics (KE) expects suppliers to ship materials according to these standards unless otherwise directed on purchase order or other written communication.

Mode and Service	Freight must be moved in the most economical mode and service level available according to the terms & conditions and instructions set forth within this guide and on the purchase order. Agreement to make exception to this policy must be documented with a premium freight authorization form as outlined within this routing guide. Suppliers who arrange more expensive transportation are responsible for paying the full price for this transportation. Suppliers who do not arrange carriers on time to allow for economy pricing, will be held accountable for complete express shipping costs.
Small Parcel	Parcel shipments should be arranged for shipments less than 70 kg. (150 lbs.) Kimball authorizes shipments using Fed Ex, UPS and DHL carriers at most locations. Shipper must provide correct Kimball account number for proper billing.
Trucking LTL & TL	Shipments of 70 kg. (150 lbs.) or greater should ship according to specifics outlined in each KE location's instructions on the following pages.
Imports	Follow specific directions for each Kimball location.
Consolidation	Suppliers are expected to consolidate parcel shipments daily to the same KE location. Suppliers are expected to consolidate LTL and TL shipments made to the same KE facility in the same week into a single shipment.
Documentation	KE Purchase Order number must appear on freight bill, BOL shipper reference block, and in the second reference field on all small package shipments. Provide only the Kimball Purchase Order number with no added formatting.
Shipment Label	KE requires the material purchase order number to tie the shipment back to the original order. This is essential for proper receiving of the material and payment of material and freight invoices. Please refer to  KEG Labeling Standard .

Location Summary

Code	City, State, Country & ZIP	Contact Phone / Email	Address
NORTH AMERICA			
KEIND	Indianapolis IN, USA46219	317.794.4170 jennifer.shannon@kimballelectronics.com	2950 N. Catherwood Ave.
KEJ	Jasper IN, USA47546	(812) 634-4167 Noah.Whann@kimballelectronics.com	1038 E15 th St 1615 Cherry St. 919 E 14th Street
KETA	Tampa FL, USA33626	813-814-5033 Peter.MCDowall@kimballelectronics.com	13750 Reptron Blvd
KEMX	Pharr TX, USA 78577 (Reynosa, México)	956-402-1824 mara.delafuente@kimballelectronics.com +52 899-122-9676 carlosperez@kimballelectronics.com	1501 W. Produce Dr.
EUROPE			
KEPS	Poznan, Poland62-080	+48 61 65 85 782 Maria.Idzikowska@kimballelectronics.com	Ul. Poznanska 1C Tarnowo Podgorne.
KERO	Timis, Romania 307350	+40723632371 calin.valcea@kimballelectronics.com	Nr. 637/A Remetea Mare
ASIA			
KECN	Nanjing, China 211102	+86.25.52728701 Jenny.Liu@kimballelectronics.com	No. 3098 Jiyindadao, Jiangning, Jiangsu
KETL	Laem Chabang, Thailand20230	+66 3840 1566 Ext 1311 Jintana.Tantisuk@kimballelectronics.com	49/45 Moo 5, Sukumvit Road
ENGINEERING	All Locations	Engineering	Above

Contact receiving location for Kimball Carrier account numbers.

(KEIND) Indianapolis Plant Routing Instructions

2950 N. Catherwood Ave.

Indianapolis, IN USA 46219 Phone (317) 547-3640

Shipper Phone Numbers

UPS: (1)	1-800-742-5877
TForce	1-800-333-7400
UPS-SCS	1-800-742-5727
FedEx: (2)	1-800-463-3339
FedEx Freight	1-800-332-0807
TOC Logistics	1-800-717-0574
R&L	1-800-543-5589

DOMESTIC SHIPMENTS

Temperature Control:	FedEx (Custom Critical)
Under <70 kg. (150 lbs):	UPS Ground (1) or FedEx Ground (2)
Over >70 kg. (150 lbs):	TForce Freight, or FedEx Freight or R&L

INTERNATIONAL SHIPMENTS

Air under <70kg. (150 lbs):	UPS Economy (1) or FedEx Economy (2)
Air Over >70kg. (150 lbs):	TOC Logistics or UPS-SCS or FlexPort

Domestic & International Expedites

This section requires advance approval from Kimball Electronics Indianapolis Buyer prior to shipment. Please consult your buyer to determine expedite urgency and timeline needed.

Dedicated Truck – Contact Jennifer **Shannon**
317.794.4170 Expeditors -

<https://www.expeditors.com/services/transportation> UPS -

<https://www.ups.com/ca/en/shipping/services/domestic.page> FedEx

- <https://www.fedex.com/en-us/shipping/services.html#>

DHL Parcel - <https://mydhl.express.dhl/us/en/ship/delivery-services.html>

DHL Freight - <https://www.dhl.com/us-en/home/global-forwarding.html>

TOC Logistics: <https://www.toclogistics.com/#>

For truckload and shipping needs that are not listed, please contact Jennifer **Shannon** 317.794.4170

(KEJ) Jasper Plant Routing Instructions

Phone (812) 634-4214
Fax (812) 634-4466
Corporate
1205 Kimball Blvd
Jasper, IN USA 47546
Plant
1038 E. 15th Street
Jasper, IN USA 47546
Warehouse 1
1615 Cherry Street
Jasper, IN USA 47546
Warehouse 2
919 E 14th Street
Jasper, IN 47546
Shipper Phone Numbers

UPS Small Parcel	1-800-742-5877
UPS SCS Freight	1-800-742-5727
TForce Freight	1-800-333-7400
FedEx Premier Care	1-800-463-3339
FedEx International Freight	1-800-332-0807
DHL Global Forwarding	1-317-204-6730
DHL Express (Air Only)	1-800-225-5345
DHL Small Parcel	1-800-805-9306
Expeditors Louisville	1-502-367-6700

[Dayton Freight 1-800-860-5900](tel:1-800-860-5900)
[R&L Carriers 1-800-543-5589](tel:1-800-543-5589)
[SAIA 1-800-765-7242](tel:1-800-765-7242)
[JAS Forwarding 1-404-945-6200](tel:1-404-945-6200)

Domestic & International Shipments

Please work with your buyer to determine timeline needed. Use URLs in below section to help determine shipping options. Select small parcel or freight for standard ground transport as directed below.

All air shipments are considered expedited shipments and require prior approval from your buyer.

Small parcel: Under <70 kg. (150 lbs): UPS Ground, FedEx Ground, DHL Small Parcel [FedEx Express](#)

Freight: Over >70 kg. (150 lbs): Dayton Freight, Fed Ex Freight, R&L Carriers [T-Force Freight](#), [SAIA](#)

Ocean: UPS SCS Freight, FedEx International Freight or Expeditors International [JAS](#)
[DHL Global Forwarding](#)

Expedited/air shipments require advance approval from Kimball Electronics Jasper Buyer prior to shipment. Please consult your buyer to determine urgency and timeline needed.

DHL [Global Forwarding](https://www.dhl.com/us-en/home/global-forwarding.html) - <https://www.dhl.com/us-en/home/global-forwarding.html> DHL Express - <https://mydhl.express.dhl/us/en/ship/delivery-services.html> FedEx - <https://www.fedex.com/en-us/shipping/services.html#>
 UPS - <https://www.ups.com/ca/en/shipping/services/domestic.page>
 Dayton Freight – Midwest only – <https://daytonfreight.com/>

T-Force - <https://www.tforcefreight.com/itl/apps/home/> R&L - <https://www.rlcarriers.com/>
 JAS - <https://www.jas.com/>

For a dedicated truck or shipping needs that are not listed, please contact **Noah Whann at 812-634-4167** or email, Noah.Whann@kimballelectronics.com

(KETA) Tampa Plant Routing Instructions

13750 Repron Blvd.
Tampa, FL USA 33626
Phone (813) 814-5039
Fax (813) 814-5229

Shipper Phone Numbers

UPS	1-800-742-5877	Acct# 024-03X Small Pkg Domestic & International
UPS Freight	1-800-333-7400	Acct# 2052022
UPS SCS	1-800-742-5727	Acct# 990501611
FedEx	1-800-463-3339	Acct# 329044653
FedEx Freight	1-800-332-0807	Acct# 367322926
DHL	1-800-225-5345	Acct# 963134338
AIT	1-813-247-6797	

Domestic Shipments

Under 70 kg. (150 lbs): UPS Ground (1) or FedEx Ground (2)
Over 70 kg. (150 lbs): Fedex Freight

International Shipments

Air Under 70kg. (150 lbs.): UPS Economy (1), FedEx Economy (2),
Air Over 70kg. (150 lbs.): AIT Worldwide Logistic or UPS-SCS
Ocean Freight: AIT Worldwide Logistic or UPS-SCS

Expedite Shipments

Expedited shipments require advance approval from Kimball Electronics Tampa Buyer

Domestic Expedites

Under 70kg (150 lbs): UPS Air Economy (1) or FedEx Economy (2)
Over 70kg (150 lbs): Contact Buyer and/or Christina Scott

International Expedites

Under 70kg (150 lbs): UPS Air Economy (1) or FedEx Economy (2)
Over 70kg (150 lbs): AIT Worldwide Logistic or UPS-SCS

For truckloads and shipping needs that are not listed, please contact Shipping Department at (813) 814-5229
Do not use carboard pallets on international shipments, due to the pallets being easily damaged and impractical or hard to handle.

(KEMX) Mexico Plant Routing Instructions

Kimball Electronics Mexico, Inc.
1501 W. Produce Dr. Pharr, TX USA 78577
Phone (956) 205-4600 - (956) 205-4697
Fax (956) 205-4625

Shipper Phone Numbers

UPS (1) 1-800-742-5877
TForce 1-956-361-5660 (outside US)
UPS-SCS 1 800 826-9310 & 1-956-702-0976
Fax 956-702-1532 UPSHRL@ups.com
FedEx (2) 1-800-463-3339
FedEx Freight 1-800-332-0807

Domestic Shipments

Under <70 kg. (150 lbs): UPS Ground (1) or FedEx Ground (2)
Over >70 kg – 500 kg. (150 lbs – 1,100 lbs): TForce Freight, Fedex Freight,
Protrans Freight email pickups@protrans.com to schedule a pickup.

Over > 500 kg. (1,100 Lbs, 6 Pallets): email KEMX Logistics team at
KEMXLogistics@kimballelectronics.com

International Shipments

****Must include weight, dims, shipping address, contact.**

Air Under <70kg. (150 lbs): UPS, FedEx (Select BSO) or DHL Air
Over >70kg. (150 lbs): UPS-SCS
Ocean Freight: UPS-SCS or **JAS Logistics**

For consolidated please see the information below:
Hong Kong (consol every week), contact alice.chong@ups.com for bookings.
Shanghai (consol every 2 weeks), contact chenying@ups.com for bookings.
Dusseldorf Germany (consol every 2 weeks), contact Ocean-Export-DUS@expeditors.com for bookings.

Expedite Shipments (Air Shipments)

This section requires **advance approval** from Kimball Electronics Buyer Prior to Shipment, Buyer needs to provide you a **Premium Freight Authorization number (PFA #)** in order to add it to the BOL as reference.

Domestic Expedites Under 70kg (150 lbs): UPS Air Economy (1) or FedEx Economy (2)

International Expedites Over 70kg (150 lbs): UPS-SCS Economy
Under 70kg (150 lbs): UPS Air Economy (1) or FedEx Economy (2)

Over 70kg (150 lbs): UPS-SCS, [CH Robinson](#), [Expeditors](#), [JAS Logistics](#)

For Mexico truckloads and shipping needs that are not listed, please email KEMXLogistics@kimballelectronics.com for shipping instructions.

(KERO) Romania Plant Routing Instructions

Kimball Electronics Romania
Nr. 637/A | 307350 Remetea Mare,
Timis, Romania
Phone: +40 356 434 475
Fax: +40 356 807 468

Shipper Phone Numbers

DHL	021 222 1777
FedEx	021 201 4822
Schenker	021 234 0000
TNT	021 303 4567

Domestic & International Shipments (*Inbound collect shipments*)

Under <100 kg:	DHL/ FEDEX – Express service
Over >100 kg:	Forwarder indicated by KERO Logistics Department
Ocean	Schenker prior notification to KERO Logistics Dept.
Air/ Road	Please contact KERO Logistics department

Please contact responsible buyer/logistics person to obtain the shipping account number.

Expedite Shipments

This section requires **advance approval** from Kimball Electronics Romania buyer prior to ship, please contact responsible buyer/logistics person to obtain carrier account number: KEROLogistics@kimballelectronics.com

Full/Less truck loads

This section requires **advance approval** from Kimball Electronics Romania logistics department prior to ship, please contact: KEROLogistics@kimballelectronics.com

(KEPS) Poland Plant Routing Instructions

Kimball Electronics Poland Sp. z o.o.

Ul. Poznańska 1c

62-080 Tarnowo Podgórne, Poland

Phone: +48 61 6585 600

Fax: +48 61 6585 992

Shipper Phone Numbers

DHL Express +48 (42) 63 45 100

In Europe

Under < 10 kg: DHL Express (service: economy select)

Over > 10 kg: Regular Forwarder or indicated by Kimball Electronics Poland

Outside of Europe

Under 50 kg: DHL Express (service: Express Worldwide)

Over 50 kg: Regular Forwarder or indicated by Kimball Electronics Poland

Please contact responsible buyer to obtain the shipping account number.

Shipments not specified above, expedited shipments and special transports require **advance approval** from Kimball Electronics Poland buyer prior to shipment, please contact 48 61 65 85 782.

(KECN) China Plant Routing Instructions

Kimball Electronics Nanjing Co., Ltd.
No.3098, JiYinDaDao
Jiangning Economic and Technological Development Zone,
Nanjing, China 211102
Phone: +86 25 52728655 Fax: +85 25 51180038

Shipper Phone Numbers

DTW	0086-25-8467-7128
FedEx	400-889-1888
Chengmei	0086-25-5225-5002
Uniwill	0086-25-8665-3958
UPS	800-820-8388
	400-820-8388
DHL	955380
JD-Link	0086-25-5278-6067
JSA	0086-25-5225-5300

Domestic Shipments

To Suzhou & Shanghai:	JD-Link
To Wuhan:	Uniwill
From Guangzhou:	DTW

International Shipments

Air Under <70kg. (150 lbs): [FedEx Economy\(1\)](#) or [DHL Express\(2\)](#)
or [UPS Express Saver\(3\)](#)

Air Over >70kg. (150 lbs):

- From Philippines: **Chengmei**
- From USA: **Uniwill (1) or Chengmei (2)**
- From Hong Kong:

- Air over >70 - 500 kg **Uniwill (1) or Chengmei (2)**
- Truck over ≥ 500 kg **JD-Link**

Every shipment (raw material) from HK any weight (Terms ExWork and FCA):
Consolidate one time per week

Ocean Freight:

- From USA: Uniwill(1) or JAS (2)
- From Vietnam: [JAS](#)
- From Germany: JAS

Shipments not specified above, expedited shipments and special transports require **advance approval** from Kimball Electronics China buyer prior to shipment, please contact 86 25 52768006

(KETL) Thailand Plant Routing Instructions

Kimball Electronics Thailand Ltd.
49/45 Moo 5, Laemchabang Industrial Estate
Sukumvit Road, Thungsookhla, Sriracha, Chonburi, 20230
Thailand
Phone: 001.66.38.401566 Fax: 001.66.38.400112

Shipper Phone Numbers

DHL +66 (2) 3455000
BB Logistics Tel:+66(0)2 369 6036-41 Ext 402
Veritrans Global Logistics Tel : +6638-494-548
CEVA Logistics Tel : 66 064 9515644
Expeditors +662-670-1028

Domestic Shipments

Local transportation (by truck): BB Logistics (Thailand)

International Shipments

Asia

Singapore: All console by air BB Logistics

Hong Kong: W < 250 kg – Air Veritrans Global Logistics , W > 250 kg – Sea Veritrans Global Logistics

China: W < 70 kg- DHL, 70 kg > W < 250 kg – Air BB Logistics , W > 250 kg – Sea BB Logistics

Japan: W < 70 kg- DHL, 70 kg > W < 250 kg – Air BB Logistics , W > 250 kg – Sea BB Logistics

Taiwan, Malaysia: W < 70 kg- DHL, 70 kg > W < 250 kg – Air BB Logistics , W > 250 kg – Sea BB Logistics

Europe

Switzerland: W < 70 kg- DHL, 70 kg > W < 250 kg – Air Veritrans Global Logistics , W > 250 kg – Sea Veritrans Global Logistics

Germany: W < 70 kg- DHL, 70 kg > W < 250 kg – Air Veritrans Global Logistics , W > 250 kg – Sea Veritrans Global Logistics

Italy: W < 70 kg- DHL, 70 kg > W < 250 kg – Air BB Logistics , W > 250 kg – Sea BB Logistics

USA: W < 70 kg- DHL, 70 kg > W < 250 kg – Air CEVA Logistics , W > 250 kg – Sea BB Logistics

Canada: W < 70 kg- DHL, 70 kg > W < 250 kg – Air Expeditors , W > 250 kg – Sea Expeditors

Mexico: W < 70 kg- DHL, 70 kg > W < 250 kg – Expeditors , W > 250 kg – Sea Expeditors

Expedite Shipments

This section requires **advance approval** from Kimball Electronics Thailand Buyer prior to shipment.

Overseas shipment

- Every shipment (raw material) from Singapore any weight (Terms ExWork and FCA):
Consolidate two times per week: BB Logistics

For inland transportation and shipping needs that are not listed, please contact KETL Import - Export department at 66 38 401 566.

Appendix

- 1) Instructions
- 2) WEB links to additional information
- 3) Shipping Preparations Guidelines
- 4) Security Guidelines
- 5) Acceptance Acknowledgement Form

Appendix 1: Instructions

Shipping Expectations

100 Delivery

- 110 Mistakes are costly to all supply chain partners. Mistakes include but are not limited to: Shipment made to wrong Kimball Electronics facility
Shipping overage
Packing List incorrect, missing from the shipment or different than Purchase Order
- 120 Delivery date.
KE expects material to arrive at named destination no more than 3 days early and zero days late. As KE increases the use of consolidated shipments delivery timing becomes even more critical. Kimball expects Suppliers to pay for expedited freight when a supplier is unable to meet agreed upon ship dates.
- 130 Use of approved carrier.
Suppliers are expected to follow Kimball Electronics Global Routing Guidelines unless specifically directed to by Kimball's buyer on the Purchase Order or Premium Freight Authorization documents.
- 140 Same-day shipments consolidated into single shipment.
KE expects suppliers to consolidate shipments into a single freight invoice for each day for each trailer / container load of material shipped to a single KE facility. For international ocean shipments, the consolidation should occur for the entire week's shipment based upon origin port shipping schedules. Consolidating freight reduces per-invoice and per-weight charges.
- 150 Follow Incoterms specified on Purchase Order.
Approved Incoterms include: Ex-works, FCA, and DDP. All other terms requires approval from Kimball Global Logistics Manager. Kimball's policy is to ship freight collect whenever it is beneficial to do so. Kimball performs an ongoing freight evaluation to insure all freight movements are occurring at optimal cost and service levels.
- 160 Carton / Material not damaged.
Suppliers must ensure containers are capable of shipping individually or in pallet configurations as needed. Suppliers are expected to repack into suitable packaging as required by the shipping method. See Appendix 3 for more details.

Appendix 1: Instructions (continued)

200 Freight Administration

- 210 KE Purchase Order number must appear on freight bill, BOL shipper reference block, and in the second reference field on all small package shipments. This must be the Kimball Purchase Order number only, with no added characters or numbers.
KE requires the material purchase order number to tie the shipment back to the original order. This is essential for proper receiving of the material and payment of material and freight invoices.
- 220 Insurance
Generally, KE insures freight against loss and damage. Freight not appropriately packaged will be dealt with according to section 160 above. KE will not pay for additional insurance policies unless such is specifically requested on the original purchase order.
- 230 Shortage vs. Purchase Order / Packing List
Shortages cause additional shipping, handling and receiving costs along with adding risk to production schedules. KE requires suppliers to meet purchase order quantities when the supplier accepts the purchase order.
- 240 A packing list must accompany each shipment.

Appendix 1: Instructions (continued)

300 Markings

- 310 **Pallet Labeling**
Mislabeling pallets can cause delays in customs, LTL hubs, and receiving. Suppliers are expected to provide accurate pallet placard information.
- 320 **Case Labeling**
Mislabeling cases can cause delays in customs, small package sorting and KE receiving. Suppliers are expected to provide accurate case marking and routing information as appropriate for selected shipping method and according to KE's labeling standards. [KEG Shipment Labeling Standard](#)
- 330 **Pallet Configuration or Weight**
Shipping pallet configurations as determined by supplier and KE package engineers must be adhered for over-the-road, ocean and air shipments. Failure to comply can result in damage and usually results in additional receiving and restacking costs.
- 340 **Case Dunnage**
Individual cases are typically designed to protect the material in transit, in storage, and during handling. Cases displaying chronic shipping failures will require correction.
- 350 **Case / Pallet Weight**
Case and pallet weights not matching their documentation within a reasonable tolerance can create delays in handling and generate excessive freight costs. Suppliers are expected to accurately define pallet and case measurements and weights on all documentation.

KE will provide sufficient warning and work with suppliers not able to meet these shipping success factors. Chronic failure to meet minimum shipping success factors will lead to fines between \$10 and \$150 for each occurrence.

Appendix 2: Additional Information

Kimball Electronics:

<https://www.kimballelectronics.com/>

Federal Express

<http://www.fedex.com/>

UPS

<http://ups.com/>

UPS Supply Chain Solutions (SCS)

<http://www.ups-scs.com/>

Expeditors International:

<https://www.expeditors.com/>

Council of Supply Chain Management Professionals (was Council of Logistics Management):

<https://cscmp.org/>

INCOTERMS 2020:

http://www.iccwbo.org/index_incoterms.asp

Harmonized Tariff Codes:

<https://hts.usitc.gov/>

U.S. Department of Homeland Security and Customs-Trade Partnership Against Terrorism (C-TPAT):

<https://www.cbp.gov/>

<https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>

Standard ISPM 15 Wood Packaging standards:

<https://ispm15.com/>

International Safe Transit Association

<https://ista.org/>

Appendix 3:

Kimball Electronics Shipping Preparation Requirements

1. Total pallet weight cannot exceed 900 kg (2000 lbs.) As the length of the product increases the total acceptable pallet weight decreases relative to product length.
2. KE expects suppliers to follow pallets and packaging materials guidelines set forth by each governing region.
3. Total pallet height restricted to a maximum of 250 centimeters, (100 inches) including pallet for ground delivery. Pallet height is restricted to a maximum of 215 centimeters (85 inches) including pallet for air and ocean delivery.
4. Pallet dimensions should be consistent with the standards set forth by the receiving region. Pallets can be made of wood, plastic or steel and must comply with IPPC standards. Unless other arrangements have been approved by Kimball pallets should follow these standards:
 - Shipments to the U. S. should be made on four-way 40 in. X 48 in. pallets.
 - Shipments to Europe should be made on: Euro: 120 cm x 80 cm. or ISO: 120 cm x 100 cm. pallets.
 - Shipments to China should be made on 120 cm x 110 cm pallets.
 - Shipments to Thailand should be made on 100 cm x 110 cm pallets.
5. Any custom size pallets must be pre-approved by Kimball Electronics Logistics.
6. When loading trailers be sure to down-stack product to level the load across the trailer while still loading by PO, then by SKU. We have had problems with front-loaded product spilling to the rear of the trailer because it was not secured properly. If pallets are leveled across the trailer this issue should be minimized.
7. Pallet must arrive in good condition, banded or stretch-wrapped to keep the product secure on the pallet, and undamaged.
8. Packaging must be sufficient to protect the material while in transit to a Kimball facility allowing material to remain intact and properly contained under typical shipping conditions.
9. Suppliers are responsible for ensuring packaging is compliant with an internationally recognized standard such as International Safe Transit Association (ISTA). Certification is recommended.
10. Suppliers agree to support claim requirements within small package service providers' guidelines.

Appendix 4: Security Recognition

Kimball Electronics has partnered with Customs and Border Protection to develop a more secure border environment by focusing on the physical security of the production, transportation, and importation elements of the supply chain process through the **Customs-Trade Partnership Against Terrorism (C-TPAT)**. Kimball Electronics is required to develop and implement, within a verifiable, documented program, enhanced security procedures throughout its supply chain process. Where Kimball Electronics does not exercise control of a production facility, transportation or distribution entity, or process in the supply chain, Kimball Electronics is required to communicate certain security recommendations/guidelines to its suppliers and, where practical, condition its relationships with those entities on the acceptance and implementation of the same. KEG expects all suppliers to voluntarily participate in the U.S. C-TPAT program.

Manufacturers are asked to develop and implement a sound plan to enhance security procedures. These are general recommendations that should be followed on a case by case basis depending on the company's size and structure and may not be applicable to all. The company should have a written security procedure plan in place that addresses the following:

Physical Security: All buildings should be constructed of materials, which resist unlawful entry and protect against outside intrusion. Physical security should include:

- Adequate locking devices for external and internal doors, windows, gates, and fences.
- Segregation and marking of international, domestic, high-value, and dangerous goods cargo within the warehouse by a safe, caged, or otherwise fenced-in area.
- Adequate lighting provided inside and outside the facility to include parking areas.
- Separate parking area for private vehicles separate from the shipping, loading dock, and cargo areas.
- Internal/external communications systems in place to contact internal security personnel or local law enforcement police.

Access Controls: Unauthorized access to the shipping, loading dock and cargo areas should be prohibited. Controls should include:

- The positive identification of all employees, visitors and suppliers.
- Procedures for challenging unauthorized/unidentified persons.

Procedural Security: Measures for the handling of incoming and outgoing goods should include the protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include:

- A designated security officer to supervise the introduction/removal of cargo.
- Properly marked, weighed, counted, and documented products.
- Procedures for verifying seals on containers, trailers, and railcars.
- Procedures for detecting and reporting shortages and overages.
- Procedures for tracking the timely movement of incoming and outgoing goods.
- Proper storage of empty and full containers to prevent unauthorized access.
- Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.

Personnel Security: Companies should conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications. Education and Training Awareness: A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

Appendix 5:

Supplier Acknowledgment of Routing Guide & Security Guidelines

The undersigned, as an authorized representative of said company, acknowledge receipt and understanding of the expectations outlined in the Kimball Electronics Global Routing Guide version 1.0.

Supplier Company: _____

Authorized Officer: _____
(Signature)

Name: _____
(Please Print)

Title: _____
(Please Print)

Email Address _____

Phone Number _____

Date: _____

Comments: (Identify any areas of concern or disagreement with KE's routing guide, policies, procedures, or security expectations).

Return to Kimball Electronics using the appropriate contact listed in "Location Summary" on page #2.

Approved By
KE Global Logistics Manager

Distribution
KE Application Developer
KE Global Quality Council
KE Global Materials Council