

# Acuity Brands Lighting

## Inbound Transportation and Material Presentation Instructions

**Effective Date:** March 27<sup>th</sup>, 2025

### PURPOSE

These instructions are to be followed by all Acuity Brands Lighting, Inc. (ABL) suppliers when shipping and delivering materials and products to ABL facilities, cross border agents, and to ABL Customers (when directed on the ABL PO). **Acuity Brands reserves the right to make modifications to this document and will redistribute if changes are made.**

Merchandise shipped using these instructions will result in:

- Lower overall transportation costs
- Improved service
- Fewer shipping and receiving errors (ensuring timely supplier payment)
- Reduction of shipping damage and related claims.

\*\*\* ANY EXCESSIVE FREIGHT, HANDLING OR OTHER COSTS INCURRED BY ABL RESULTING FROM SUPPLIER'S FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY BE CHARGED BACK TO THE SUPPLIER AT THE DISCRETION OF ACUITY BRANDS (see Table 1 below for detail of charges)\*\*\* Continued failure to follow these instructions may result in removal from the ABL Preferred/Approved Vendor List, and ultimately to partial or complete loss of business with ABL.

**Table 1 - Schedule of Non-Compliance Violation Charges that Acuity Brands may consider:**

Violations	Charges
Failure to ship via ABL designated carrier	Any excess freight charges plus a \$100.00 processing fee.
Failure to consolidate all shipments on the same day from the same location to the same destination	Any excess freight charges plus a \$100.00 processing fee.
Shipping air freight or other expedited transportation without authorization from ABL prior to shipping	Excess freight charges plus \$100.00 processing fee.
Failure to provide RXO with 24 hour notice prior to the shipment date for truckload shipments	Any excess freight charges plus a \$100.00 processing fee.
Failure to provide Packing List (or adequate copies of Packing Lists).	\$100.00 processing fee
Failure to ship on IPPC compliant pallets	\$30.00 per pallet plus \$100.00 processing fee
Shipping pallets higher than 50" in total height	\$30.00 per pallet plus \$100.00 processing fee
Reconsignment Fee – when shipments are shipped and delivered to the wrong address and need to be handled and shipped back out to the correct Acuity Location. Return to vendor if it is a Non Acuity Shipment.	\$91.00 USD (Fee charged by RP Forwarding) plus additional freight cost to the correct Acuity location, if paid by Acuity.
Intensive Verification / Exhaustive Previo - this occurs when the pallet or carton labels don't have accurate information describing Acuity PO#, Acuity Item#, Unit of Measure, Country of Origin, Qty per pallet/carton. Unit of Measure and Country of Origin shall match the UOM and COO in the PO	\$150 USD per shipment

If you have any questions regarding these instructions, please contact your ABL Buyer or Sourcing Manager for assistance.

## SCOPE

The following instructions are applicable to all suppliers shipping merchandise to ABL facilities in the United States, Mexico or Canada, including our cross-border agent in Laredo, TX (RP Forwarding, Inc).

## GENERAL INSTRUCTIONS

Shipping and Title are per ABL Terms and Conditions (T&C).

### Shipments

1. When making more than one shipment to the same ABL facility on the same day, please consolidate all shipments into one shipment.
2. Shipping method and carrier selection should be determined using the criteria at the following link: [https://www.acuitybrands.com/-/media/abl/acuitybrands/files/resources/supplier-resources/Appendix-1\\_LTL-Inbound-Routing-Guide-Matrix-and-Contact-Info](https://www.acuitybrands.com/-/media/abl/acuitybrands/files/resources/supplier-resources/Appendix-1_LTL-Inbound-Routing-Guide-Matrix-and-Contact-Info)
3. **FedEx** shipments originating from outside the USA and destined to ABL facilities in Mexico shall be shipped to RP Forwarding Inc for consolidation and importation to the proper Mexico facility. Please utilize the address format shown in bold directly below in order for your shipment to be routed to the correct Acuity Mexico location (Acuity Brands Mexico facility name on the top address line and RP Forwarding's name and address on subsequent address lines). There is an **Acuity Location List** included at the end of this Inbound Routing Guide document, if needed for reference. If FedEx is used through Laredo, supplier must use BSO (broker selection option) to avoid delays and penalties. Details are at the following link: [https://www.acuitybrands.com/-/media/abl/acuitybrands/files/resources/supplier-resources/Appendix-2\\_FedEx-BSO.pdf](https://www.acuitybrands.com/-/media/abl/acuitybrands/files/resources/supplier-resources/Appendix-2_FedEx-BSO.pdf)

**For in bond shipments all cartons must be consolidated in 1 pallet. In bond shipments shall not ship partial. Partial shipments delay the entry of the goods since a bond needs to be terminated once all cargo arrives.**

If assistance is needed cutting the in-bond 7512 to Mexico, please reach out to Acuity's broker in Laredo, TX; MJ Carrillo, contact: Zulema Aguilar at [zaguilar@mjcarrillo.com](mailto:zaguilar@mjcarrillo.com) or Alma Carrillo-Garza at [beba@mjcarrillo.com](mailto:beba@mjcarrillo.com). Phone: 956-722- 3921. Please copy in [acuity.impo@grupoei.com.mx](mailto:acuity.impo@grupoei.com.mx) and [ABLIMPO@acuitybrands.com](mailto:ABLIMPO@acuitybrands.com).

**<ABL Facility Name>  
c/o RP Forwarding Inc.  
13109 Spivey Drive  
Laredo, TX 78045  
956-724-7362**

4. **Non-FedEx** shipments to ABL facilities in Mexico should also be consigned to our cross-border agent, RP Forwarding Inc, located in Laredo, TX. Make sure to specify the correct, Mexico destination facility on the first line of the delivery address on each bill of lading. The consignment address on the bill of lading should read as follows:

**<ABL Facility Name>  
c/o RP Forwarding Inc.  
13109 Spivey Drive  
Laredo, TX 78045  
956-724-7362**

The destination facility should always be provided in the ship-to address information on the ABL PO/Release document (a single PO/Release should never have material delivering to multiple destination facilities). If the destination facility is not indicated on the PO/Release, please contact the issuing buyer for clarification.

When shipping through the cross-border agent, a separate shipment and bill of lading should be created for each individual destination

facility within the overall load. This will enable ABL's cross-border agent to correctly separate the load into the individual shipments delivering to each facility. Individual cartons or pallets within these loads should **NEVER** contain a mix of materials or products destined for different destination facilities in Mexico. Sample shipments or Indirect products should be shipped on a separate BOL from components.

To streamline the process of importation of material into Mexico, please send the **ASN (Advance shipping notification)** which should contain the packing list, shipment reference # and commercial invoice (Excel file for packing list and commercial invoice are required) to the Planner/Buyer's email. Please cc the following email addresses on the ASN email:

[acuity.impo@grupoei.com.mx](mailto:acuity.impo@grupoei.com.mx)  
[AcuityOperations@grupoei.com.mx](mailto:AcuityOperations@grupoei.com.mx)  
[ABLIMPO@AcuityBrands.com](mailto:ABLIMPO@AcuityBrands.com)

Email subject should be the name of the supplier, shipment reference # (tracking information) and date of shipment.

5. All freight payment terms for continental shipments within North America, unless expressly negotiated and agreed to by ABL Sourcing, should be **freight collect** or **third-party billing**. Freight terms will be reflected on Blanket Purchase Orders and Standard Purchase Orders. For shipments made under these terms, please make sure that the "Bill To" address below is referenced on the Bill of Lading. If negotiated freight payment terms are **prepaid and add**, ABL requires that the PO contain an additional line item for the freight charge.

**3rd Party Freight Charges Bill To:**

**Acuity c/o RXO  
11215 North Community House Road  
Charlotte, NC 28277**

6. Suppliers should contact ABL based on the information in **Table 2** below.
7. ABL is self-insured therefore no shipment should be marked with declared value or additional insurance purchased to move the shipment.
8. Domestic Small Package, LTL, or truckload shipments are considered standard modes of transportation. Air or premium shipments, as well as International Priority Small Package, are not permitted unless authorized by an ABL employee or supplier agreement.
9. International shipments should include copies of the commercial invoice, bill of lading and packing list. If the shipment is moving through the U.S. in-bond, they should also include the 7512 in-bond document. If a product satisfies the Free Trade Agreement eligibility requirement, the Free Trade Agreement certificate of origin should also be included.
10. If a shipment is destined for one of Acuity's locations in Canada, please contact the Acuity Transportation team in Canada to confirm the correct shipping method ([gabriel.hen@acuitybrands.com](mailto:gabriel.hen@acuitybrands.com)). All other processes and procedures contained in this document remain the same for Canada destinations.

**Table 2 – Shipment Methods and Instructions**

Shipment Method	Carrier	Instructions
Small Package	UPS	<ul style="list-style-type: none"> <li>• Authorized small package carrier is UPS</li> <li>• Less than 175 lbs per single shipment and complies with UPS’s package size requirements.</li> <li>• ABL requires each shipper, where possible, to combine multi-piece shipments destined for a single location into master cartons. For shipments into Mexico, <b>DO NOT</b> combine multiple packages into a single, master carton unless all packages are destined for the same, exact Acuity Mexico location. The master carton should comply with UPS’s package size requirements.</li> <li>• Please contact the ABL Sourcing contact or ABL Transportation Team via email at Logan.Mullen@acuitybrands.com to receive a UPS 3rd party billing account number.</li> </ul>
LTL	RXO	<ul style="list-style-type: none"> <li>• Exceeds small package guidelines listed above, less than 10,000 lbs and/or does not exceed 16 linear feet of trailer floor space.</li> <li>• ABL requires each shipper to consolidate same day shipments from the same origin to the same destination on a single bill of lading.</li> <li>• Please use <b>Appendix 1 – LTL Inbound Routing Guide Matrix and Contact Info</b> to determine the appropriate ABL/RXO preferred LTL carrier.</li> <li>• Acuity Brands has partnered with RXO to help manage Domestic Transportation. However, the ABL preferred carrier should service the origin point directly and not via an interline carrier or pickup agent. Please contact the RXO team at AcuityLTL@RXO.com for an alternate carrier if the preferred carrier does not service the origin point directly.</li> </ul>
Truckload	RXO	<ul style="list-style-type: none"> <li>• Exceeds 10,000 lbs or occupies more than 16 linear feet of trailer floor space.</li> <li>• This size shipment is handled by our third party logistics provider, RXO. Please schedule shipment at least 24 hours prior to the required ship date. If less than 24 hours notice is provided to RXO, at no fault of ABL, then chargebacks will result to your company if excess freight charges are incurred.</li> <li>• To schedule a pickup with RXO, please contact them via email at AcuityInbound@RXO.com</li> </ul>
US/Mexico Air/Expedited Ground Freight	UPS or RXO	<ul style="list-style-type: none"> <li>• Priority shipment requests that meet the small package guidelines above should be shipped via UPS.</li> <li>• All priority shipment requests that require additional freight charges over and above normal service (such as air freight or expedited ground), should have written ABL approval prior to shipping. All buyer planners are trained in the Premium Freight Approval Process. All ABL Premium Freight shipments require a PFA Form.</li> <li>• Priority shipments other than small package priority shipments are handled by our third-party logistics provider, RXO. In addition to information such as origin/destination, item description including weights/dims and service requirements, please be prepared to provide RXO with the ABL approver name, PO/Release number(s) and the reason for the air freight or expedited ground request.</li> <li>• To schedule a shipment, please contact RXO @ AcuityInbound@RXO.com</li> </ul>

<b>International Ocean</b>	EMO Trans / Kuehne +Nagel	<ul style="list-style-type: none"> <li>• Express Packing Slip in Excel Version (two copies) , Intransit document (Inbond) and the invoice of the load.</li> <li>• Express b/l</li> <li>• To schedule an ocean freight pickup, please contact: <ul style="list-style-type: none"> <li>• EMO – Grace Zhang <a href="mailto:grace.zhang@emotrans.com.cn">grace.zhang@emotrans.com.cn</a> or Holly Tucker <a href="mailto:Holly.Tucker@emotrans.com">Holly.Tucker@emotrans.com</a></li> <li>• KN – Kelvin Leung <a href="mailto:kelvin.leung@Kuehne-Nagel.com">kelvin.leung@Kuehne-Nagel.com</a> or Tracy Anderson <a href="mailto:Tracy.Anderson@Kuehne-Nagel.com">Tracy.Anderson@Kuehne-Nagel.com</a></li> </ul> </li> </ul>
<b>International Air Small Package</b>	FedEx	<ul style="list-style-type: none"> <li>• Less than 300 lbs and destined to one of our Mexico facilities, use acct # 867081330. Please ship to RP Forwarding in Laredo, TX and please see and follow FedEx BSO instructions attached separately Appendix 2 – FedEx BSO (broker select option) Instructions.</li> <li>• Less than 300 lbs and destined to a US facility, use 242001729.</li> <li>• If 300 lbs or greater, please palletize and follow the “International Air” routing below for Acuity preferred vendors.</li> </ul>
<b>International Expedite</b>	Multiple Carriers	<ul style="list-style-type: none"> <li>• Carrier will be determined during the Inbound Premium Freight Approval Process (PFA).</li> <li>• If the product is destined for an Acuity Brands location within Mexico, please send the product in-bond to RP Forwarding at 13109 Spivey Drive, Laredo, TX 78045. Please indicate the Mexico delivery address the product is ultimately destined to as the ultimate destination.</li> <li>• Express Packing Slip (Two copies), In-transit document (In-bond) and the invoice of the load.</li> <li>• To schedule an international expedite, please contact the transportation provider selected during the PFA process.</li> <li>• The carrier and contact information will be provided by Acuity’s Buyer(s).</li> </ul>

## Bills of Lading (B/L)

1. Each B/L should contain the following information:
  - Vendor Name
  - PO/Release number(s) included in the shipment
  - Pallet and Carton count – example: 20 cartons on 2 pallets. **Do not just state pallet counts only, unless pallets contain only a single carton per pallet, or bulk palletized material not in cartons**\*\*\*
2. For shipments delivering to our ABL's cross-border agent in Laredo, TX, there should be separate B/L for every destination facility.

**\*\*\* Unless carton counts are specified on the B/L, Acuity Brands cannot be held responsible for undocumented shortages where the stated number of pallets were delivered, but one or more pallets were short individual cartons.**

## Commercial Invoice

Each shipment requires two copies of the commercial invoice physically accompanying the product at delivery. One commercial invoice will be required on the outside of the box of the master carton and the second commercial invoice on the inside of the box.

The following information should be present on every commercial invoice:

- **Vendor Name**
- **\*\*PO number**
- **\*\*Release number (if applicable)**
- **ABL Location receiving**
- **Incoterms-**
- **\*\*ABL Part Number**
- **ABL Part Description**
- **Vendor Part Number (if different from ABL Part Number)**
- **\*\*Quantity shipped of each item at the specified Unit of Measure (UOM)**
- **Item Weight (either unit or extended weight)**
- **HTS code**
- **Unit cost of item**
- **Country of Origin**
- **Consignee Tax ID**

**\*\*Underlined** items above should be presented in both human-readable and Code 39 barcode formats

## Packing List

Each shipment requires two packing lists physically accompanying the product at delivery. One packing slip will be required on the outside of the box of the master carton and the second packing slip on the inside of the box.

The following information should be present on every packing list:

- Vendor Name
- **\*\*PO number**
- **\*\*Release number** (if applicable)
- ABL Location receiving
- **\*\*ABL Part Number**
- ABL Part Description
- **Vendor Part Number (if different from ABL Part Number)**
- **\*\*Quantity shipped of each item at the specified Unit of Measure (UOM)**
- Item Weight (either unit or extended weight)
- HTS code
- Unit cost of item
- **Country of Origin**

**\*\*Underlined** items above should be presented in both human-readable and Code 39 barcode formats

**For full truckload shipments**, two copies of the packing list should be enclosed in the lead (first) pallet and shall be marked indicating the packing list is enclosed. The lead pallet should be located near the door of the trailer.

**For LTL shipments**, each pallet should include two copies of the packing list enclosed in the lead (first) carton and this carton shall be marked indicating the packing lists are enclosed, in case pallets are separated by the LTL carrier during shipment. For Mexico purposes the lead pallet shall include documents. Do not attach documents to rest of the pallets. Having documents on multiple pallets for will create confusion for broker performing the physical inspection.

**For Small Package shipments**, each separate, trackable unit (i.e. every carton, master carton or bundle of cartons that has its own unique tracking number) should include two copies of the packing list, as cartons and bundles are routinely separated by the small package carriers during shipment.

## Pallet and Carton Labeling Requirements

1. **Full pallets** of a single item or material should have labeling affixed to one side of the pallet, containing the following information:

- Vendor Name
- **\*\*PO number**
- **\*\* Release number** (if applicable)
- **\*\*ABL Part Number**
- ABL Part Description
- Vendor Part Number (if different from ABL Part Number)
- **\*\*Quantity on pallet of each item at the specified Unit of Measurement (UOM)**
- **Manufacturing Country (Country of Origin)**

**\*\*Underlined** items above should be presented in both human-readable and Code 39 barcode formats

2. **Cartons** shall be labeled individually with the following information:

- Vendor Name
- **PO number\*\***
- **Release number\*\*** (if applicable)
- **ABL Part Number\*\***
- ABL Part Description
- Vendor Part Number (if different from ABL Part Number)
- **\*\*Carton Quantity of each item at the specified Unit of Measurement (UOM)**
- **\*\*Manufacturing Country (Country of Origin)**

**\*\*Underlined** items above should be presented in both human-readable and Code 39 barcode formats

3. **Mixed Pallets or Mixed Cartons** containing more than one item or material (i.e. a mixed pallet) should have labeling affixed to one side of the pallet or carton, stating "MIXED PALLET/MIXED CARTON". All cartons on a mixed pallet shall be numbered sequentially (i.e. carton 1 of 6, 2 of 6...) see picture below for reference.

Master label should show the following information:

- Vendor Name
- **PO number\*\***
- **Release number\*\*** (if applicable)
- **ABL Part Number\*\***
- ABL Part Description
- Vendor Part Number (if different from ABL Part Number)
- **\*\*Carton Quantity of each item at the specified Unit of Measurement (UOM)**
- **\*\*Manufacturing Country (Country of Origin)**

**\*\*Underlined** items above should be presented in both human-readable and Code 39 barcode formats





**MIXED LOAD**

This label lists contents summary. Refer to the enclosed packing slip for more details.

Customer PO: 3333765 MPN: NCP15WM474E03RC CPN: 106L02439S00	Quantity: 150000 DC: 2433 CoFo: CN
Customer PO: 3335118. MPN: P1500SDLRP CPN: 107-00027-001	Quantity: 25000 DC: 2427M CoFo: CN
Customer PO: 3341012 MPN: SMBJP6KE15A-TP CPN: 148L01799S00	Quantity: 129000 DC: 2335M CoFo: CN
Customer PO: 3341482 MPN: S12310-TP CPN: 148L02043S00	Quantity: 120000 DC: 2426M CoFo: CN

TU: 509998210 25-OCT-2024

Label 3 of 4

**MIXED LOAD**

This label lists contents summary. Refer to the enclosed packing slip for more details.

Customer PO: 3332942 MPN: FDD1600N10ALZ CPN: 148L01843S00	Quantity: 25000 DC: 2431M CoFo: CN
Customer PO: 3332985 MPN: S3M-TP CPN: 148L02072S00	Quantity: 183000 DC: 2251M CoFo: CN
Customer PO: 3333743. MPN: SFM18PL-TP CPN: 148L02159S00	Quantity: 400000 DC: 2423 CoFo: CN
Customer PO: 3333765 MPN: NCP15WM474E03RC CPN: 106L01962S00	Quantity: 40000 DC: 2433 CoFo: CN

TU: 509998210 25-OCT-2024

Label 2 of 4



## Example of a single Carton Label

Acuity's Part Number	PART NO. <b>HS-1286</b> [Barcode]	REV <b>L</b> [Barcode]	RELEASE NO:
Quantity per box	QUANTITY <b>72</b> [Barcode]	DESCRIPTION <b>HEAT SINK</b>	
Acuity's Purchase Order #	PURCH ORD NO <b>3348364</b> [Barcode]	SUPPLIER <b>ACUITY SANTA ROSA</b>	U/M <b>EA</b> SHIP DATE <b>10/17/24</b> [Barcode]
Country of origin of part number	COUNTRY OF ORIGIN <b>US</b>	PACKING SLIP NUMBER [Barcode] <b>1168674</b>	
Acuity's ship to organization	<b>SKID 1 OF 2</b>		

Acuity's Release # (if applicable)

Acuity's Unit of Measurement

## Palletization/Packaging Requirements

- Palletized shipments must be on 4-way heavy duty stringer pallets only (See Figure 1).
- Total pallet weight should not exceed 2,200 lbs.
- Pallets must be made of hardwood meeting the IPPC current standard (See Figure 2). No plastic, corrugated, pressed wood or metal pallets will be permitted.
- Pallets should not be double stacked unless written permission is received from ABL prior to shipment.
- Maximum pallet height (including pallet) is 50"
- Minimum pallet depth (front to back) is 42" (shallower pallets will not span the ABL standard racking rails)
- Maximum pallet depth is 53"
- Maximum pallet width is 100" on products longer than 48", or 50" on products less than 48" in length
- Cartons on pallets should be protected on all 4 vertical corners and the top 4 horizontal edges with corner boards or edge protection. Stretch wrap (tensioned to manufacturer's specifications) or banding (horizontal and vertical) should be utilized to secure the edge protection to the cartons, and to prevent cartons from shifting during transit.
- Packaging must be robust enough to support the product within the carton as well as the weight of cartons that might be stacked on top when palletized and while in transit.



Heavy Duty Stringer Pallet  
Notched for Four-Way Entry

Figure 1

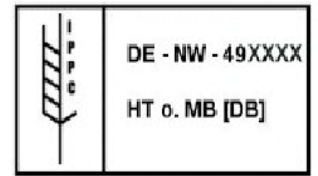


Figure 2

## Acuity Location List

### Mexico Locations:

- o **GPF Facility** Av. Uranio 004  
Parque Ind. KALOS Gpe  
Guadalupe, NL 67205
- o **MPF Facility** Av. La Silla 7712  
Parque Ind. LA SILLA  
Guadalupe, NL 67193
- o **XDC Facility** Av. De los Parques 316  
Fracc. Industrial Los Parques  
San Nicolas de los Garza, NL 66445
- o **SPF Facility** Av. Kas 1000 Conjunto Urbano Santa Rosa  
Parque Ind. KALOS SANTA ROSA  
Apodaca, NL 66614
- o **APF Facility** Blvd TCL 50  
Parque Ind. STIVA  
Apodaca, NL 66600

### U.S. Locations:

- o **IPF Facility** North Plant  
1304 E Elmore St  
Crawfordsville, IN 47933
- o **IPF Facility** South Plant  
1615 E Elmore St  
Crawfordsville, IN 47933
- o **Winona Facility** 3760 Fourth St  
Winona, MN 55987
- o **MWDC** 1300 S Wolf Road  
Des Plaines, IL 60018
- o **SEDC** 1400 Lester Road NW  
Conyers, GA 30012
- o **NEDC** 7 Logistics Dr  
Carlisle, PA 17013
- o **WRDC** 1405 E Locust St  
Ontario, CA 91761
- o **SWDC** 2700 Esters Blvd  
Dallas, TX 75261