

Date: February 12th 2025

## MANN + HUMMEL Filtration Technology Mexico SHIPPING INSTRUCTIONS LETTER 2025

To assure the correct material shipment and arrivals **ON TIME** to our facility, please comply with the following:

**All vendors should ship and program the pickup according to the following instructions and designated carriers.**

**Please consult the IMPORTANT NOTES (pag. 3) before the shipping any material.**

### FOR USA & CANADA VENDORS

#### ➤ Ground Shipments

Equal or less than load 10 pallets or 20000 lbs ship by **Vortex**.

Equal or greater than load 11 pallets or more than 20000 lbs ship by **TBM**.

The pickup must be schedule with **24 hours** in advance.

If team driver is required, the pickup must be schedule with **48 hours** in advance (only apply for FTL).

Shipment Category	Routing Via
LTL of 10 Skids or Less (Trailer Footprints)	<p>Vortex to Laredo only:  <a href="mailto:dponce@vortexfreight.com">dponce@vortexfreight.com</a>  <a href="mailto:erick@vortexfreight.com">erick@vortexfreight.com</a>  <a href="mailto:raguilar@vortexfreight.com">raguilar@vortexfreight.com</a></p> <p><b>PLEASE REFER TO VORTEX BOOKING INSTRUCTIONS</b>  <b>Account # ZMAN60</b></p> <p>➤ Suppliers must book shipments through our on-line portal (VBR) 24 hours in advance.</p> <p>➤ Suppliers must provide a minimum 4-hour pick up window during business hours (9:00-5:00pm) local time.</p> <p>➤ Shipments booked after 2pm will automatically assume the transit time as if shipment was picked the next day.</p> <p>➤ If your supplier enters a pickup into VBR the same day it is ready, we will do our best to accommodate but your Transit- time may be affected.</p>
FTL of 11 Skids or More (Trailer Footprints)	<p>TBM Carriers:  <a href="mailto:victor.villalobos@tbmcarriers.com">victor.villalobos@tbmcarriers.com</a>  <a href="mailto:omar.pena@tbmcarriers.com">omar.pena@tbmcarriers.com</a></p>

**MANN HUMMEL FILTRATION TECHNOLOGY MEXICO****>>The following information should be included in the BOL<<****Shipper:**

Supplier Name:  
Street Address  
City, State, Zip:  
Contact:  
Tax ID:

**Ship to:**

MANN+HUMMEL Filtration Technology Mexico  
c/o LASER FORWARDING INC. (WAREHOUSE TP1)  
115 Ross Khaledi Road  
LAREDO, TX 78045, EE. UU.  
TAX ID: 26-2248041  
Assigned platform: 22 – 26  
Ph.: (867) 715-6030 ext. 165  
Contact: Anna Ruiz Trejo – Customer Service - Anna.Ruiz@uberfreight.com  
Contact: Aylin Rodriguez – Customer Service Supervisor - Aylin.Rodriguez@uberfreight.com  
Contact: Edgar Saucedo – Warehouse Manager - edgar.saucedo@uberfreight.com

➤ **Parcel Air Shipments**

Less than 110lbs total, only boxes (NOT PALLET) ship by FEDEX International Priority.

**Please request the AWB to be sent.**

**For shipments via DHL, please request the AWB to be sent.**

**Use the following ship to address:**

MANN+HUMMEL Filtration Technology Mexico  
c/o LASER FORWARDING INC. (WAREHOUSE TP1)  
115 Ross Khaledi Road  
LAREDO, TX 78045, EE. UU.

**FOR EUROPE & ASIA VENDORS**

➤ **Ocean Shipments**

**Pickup of cargo must be requested 4 weeks in advance with carrier to have availability of booking.**

**For LCL and FCL shipments overseas ship by Hellmann S.A. with EXW/FOB terms**

**HELLMANN WORLDWIDE LOGISTICS**  
Acceso III, No. 16-B, Bodega 2-B  
Condominio Quadrum Zona Industrial Benito Juarez  
Queretaro, Queretaro México 76120

Contact: [viridiana.rodriguez@hellmann.com](mailto:viridiana.rodriguez@hellmann.com) / [Eduardo.Medina@hellmann.com](mailto:Eduardo.Medina@hellmann.com) / [diegorene.hernandez@hellmann.com](mailto:diegorene.hernandez@hellmann.com)

**Consignee:**

**(Plant):** MANN+HUMMEL Filtration Technology Mexico S de RL de CV  
BLVD ALPHA 1655  
COL. PARQUE INDUSTRIAL SANTA MARIA, RAMOS ARIZPE, COAHUILA CP 25903  
RFC WMA070213N96

## MANN HUMMEL FILTRATION TECHNOLOGY MEXICO

### ➤ Parcel Air Shipments

Less than 110lbs total, only boxes (NOT PALLET) ship by FEDEX International Priority.

**Please request the AWB to be sent.**

For shipments via DHL, **please request the AWB to be sent.**

Use the following ship to address:

MANN+HUMMEL Filtration Technology Mexico

BLVD ALPHA 1655

COL. PARQUE INDUSTRIAL SANTA MARIA,  
RAMOS ARIZPE, COAHUILA CP 25903

RFC WMA070213N96

## IMPORTANT NOTES

- The following documents must be attached on every skid/box shipped:
  - Commercial invoice
  - Packing list
  - BOL
  - MSDS with material composition (if apply)
  - Mill, analysis or quality certificates (for steel products)
  - Certificate of origin
- ~ • Please indicate if the box/pallet/skid is stackable or not
- For Parcel shipments the company's name should not be abbreviated, it must be shown complete.
- Wood packaging materials must comply with the APHIS. See [What Compliant Wood Packaging Material Looks Like | Animal and Plant Health Inspection Service](#)
- The material that is being shipped must match with what is declare in the invoice/commercial documents. There must be no discrepancies when the material arrives.
- If additional products are added to the shipment (samples, calendars, among others) a proforma invoice should be sent and attached to the skid/box.
- Any gifts shipped would not receive, as Mann Hummel's policies doesn't authorize any kind of presents.
- The Bill of Lading must indicate gross weight, (includes the pallet weight, skid, rack or any other container).
- If the shipment is prepaid, please notify and send all documentation to Ximena, Chavez [Ximena.Chavez@mann-hummel.com](mailto:Ximena.Chavez@mann-hummel.com) 48 hours prior the arrival for air shipments and 7 days prior the arrival for sea shipments.
- ~ • Deviation from these instructions, without authorization, will likely result in penalties or charge-backs of freight.
- ~ All exceptions must be authorized by MANN+HUMMEL Filtration Technology responsible Chavez, Edher [<Edher.Chavez@mann-hummel.com>](mailto:Edher.Chavez@mann-hummel.com)
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**Thank you for your assistance and support, if you have any comments or questions, regarding this shipping instructions, please contact:**

Ximena Chávez

**Traffic Operation / NAFTA ground and AIR shipments / Domestic and Ocean shipments**

MANN+HUMMEL Filtration Technology, Blvd. Alpha 1655, Parque Industrial Santa Maria, Ramos Arizpe, Coahuila Mexico C.P. 25903

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**CEL** +52 (442) 157 7862

**E- Mail:** [ximena.chavez@mann-hummel.com](mailto:ximena.chavez@mann-hummel.com)

Edher Chávez

**Coordinator Traffic & Customs Cluster México • Logistics**

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