**Harley-Davidson Routing Guide**

**Purpose**

The purpose of this document is to lead H-D’s suppliers and vendors to leverage a clear guide when dispatching shipments for H-D. As H-D’s supply chain can be complex, this guide will help streamline supplier processes and ensure the carrier of choice is being utilized.

By following the instructions contained in this guide, we will ensure the most efficient flow of materials to and from our suppliers, manufacturers, and plants.

Please note: If the TOP portal has been activated for your supply chain flow, please **go through the** [**RTS**](https://mysupplychain.dhl.com/) **(Ready to Ship) process to book shipments**. **Do not** reach out to carriers directly, as they will not pick up until the RTS has been completed and this will lead to delays.

*Any questions on the above, please contact your SCA*

**H-D Logistics Contacts**

*Please note, the below are for specific inquiries on booking escalations, carrier, or transit questions. Any contractual questions or concerns, please contact your SCA.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Escalation** | **E-mail** |
| HD Imports | Importing into US | 1 | [HDIMPORT@harley-davidson.com](mailto:HDIMPORT@harley-davidson.com) |
| HD Exports | Exporting from US | 1 | [HDEXPORT@harley-davidson.com](mailto:HDEXPORT@harley-davidson.com) |
| Steve Swendrowski | Import Specialist | 2 | [Steve.Swendrowski@harley-davidson.com](mailto:Steve.Swendrowski@harley-davidson.com) |
| Tom Hermann | Domestic Logistics | 1 | [Tom.Hermann@ups.com](mailto:Tom.Hermann@ups.com) |
| Chuck Prock | Domestic Logistics Lead | 2 | [Chuck.Prock@harley-davidson.com](mailto:Chuck.Prock@harley-davidson.com) |
| Talor Gregory | International Lead | 3 | [Talor.Gregory@harley-davidson.com](mailto:Talor.Gregory@harley-davidson.com) |

**Routing Instruction Links:**

**** ****  [HDSN](https://www.h-dsn.com/)

# **International**

**Shipping Notes**

* All freight must be palletized in accordance with IATA or IMO standards.
* **Commercial invoice** and **packing list** must be available **before** shipping.
  + All hazardous materials are to be accompanied by the manufacturer's SDS.
  + Heavyweight shipments are >70kgs or >150lbs. All shipments at a lesser weight must move UPS parcel using the correct account codes
  + All suppliers are to contact their SCA with a new shipment. There are no direct to carrier alerts to be done for H-D paid freight.
* Here is a quick guide for setting up and booking via UPS.com; 
* *Please reach out to* [*HD-IMPORTS@harley-davidson.com*](mailto:HD-IMPORTS@harley-davidson.com) *for questions on inbound US parcels and* [*HD-EXPORTS@harley-davidson.com*](mailto:HD-EXPORTS@harley-davidson.com) *for questions on outbound US.*

**Imports to US – Customs Alert**

* Broker info: [MKE-HarleyDavidson@expeditors.com](mailto:MKE-HarleyDavidson@expeditors.com) for all import shipments.
  + **There is one exception to this rule**; UPS air freight to York is cleared by Maersk.
    - Please contact [harley.ca.mcsi.nam@maersk.com](mailto:harley.ca.mcsi.nam@maersk.com) for air freight into York.
* What to send: Pre-Alert and Arrival Notice
* When to send:
  + Pre-Alert: upon origin port departure
  + Arrival Notice: ~a week before arrival to port
* ISF contact: [MKE-ISF@expeditors.com for ocean freight ISF](mailto:MKE-ISF@expeditors.com)
* Below is the template for an ISF filing and a brokerage contact list:



Expeditors ISF Template

FAILURE TO ALERT THE CUSTOMS BROKER MAY RESULT IN DELIVERY DELAYS AND CHARGEBACKS

* For Trade Compliance questions or escalations, contact [customs@harley-davidson.com](mailto:customs@harley-davidson.com)

**Foreign Trade Zone at the GDC**

* The Greenwood Distribution Center operates as a global warehouse for Parts & Accessories and Apparel & Licensing.
  + eCommerce, domestic and international distribution center requests are fulfilled from this location.
* For product importing into the GDC, include [**h-d.import@neovialogistics.com**](mailto:h-d.import@neovialogistics.com) on pre-alerts.

**Other/Exceptions**

* For air freight requests, please reach out through the proper channels:
  + HDSN: SCA
  + [TOP](https://mysupplychain.dhl.com/)
* For escalations, see above contacts

# **Domestic**

* Please see the linked domestic routing guide for information on recurring shipments, tracking, Tipp City, and more.
* For specific carrier by lane information, see the linked excel on Page 1 under Routing Guides.

Click me **🡪** [**Domestic Routing Guide**](https://hdi365-my.sharepoint.com/personal/talor_gregory_harley-davidson_com/Documents/Desktop/SOPs/Domestic%20Routing%20Guide.docx?web=1)