



# Comau LLC Routing Instructions

Effective April 2025

## Domestic **Supplier** Shipments - USA (EXW or FCA Incoterm 2020)

Lane	Shipment Parameters	Shipment Type	Carrier	Account #	Region	Service Type	Important Notes
USA to USA (Domestic)	0-150 lbs	Small Package / Parcel	FedEx	Request Acct# from Logistics: See Notes	All states	Ground (unless otherwise advised)	Send email to request account # to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a> Include Comau PO# in your email. Do not use this service for palletized shipments. <b>Please use the Comau PO# in the reference field when creating the shipping label.</b> *Shipment values >\$5000 must choose option for additional insurance
	151 - 6,000 lbs & ≤ 12 feet long	Pallets / LTL	CHR	N/A	Continental USA	2nd day or 3rd day delivery service in most states. 4 - 5 days for the Pacific Coast.	Email <a href="mailto:ComauUSA@chrobinson.com">ComauUSA@chrobinson.com</a> with pick up date & time, pick up address & contact info, Comau PO #, requested delivery date & time, delivery address, weight, dimensions, stackability and value of shipment OR If you have a CHR Navisphere account, please complete the "Create Order" page online at: <a href="https://account.chrobinson.com/">https://account.chrobinson.com/</a> <b>CHR BOL required for all shipments</b> Contact <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a> to be set up in Navisphere to schedule pick ups. *If shipment value >\$6000, contact <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a> with "Supplier Pick-up Request Form"
	All other shipments	LTL / FTL	Comau to arrange	N/A	All states	TBD	Complete the "Supplier Pick Up Request Form" and email it to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a>
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" (page 4) form and email it to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a>							



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Effective April 2025

Customs Broker: Seko Logistics,  
Romulus, MI 48174 USA.  
Tel. (734) 641-2100 Fax (734) 641-2198  
Email: comau@sekologistics.com  
Inbound Mexico shipments: Comaumexico@sekologistics.com

## International **Supplier** Shipments - Canada/Mexico (EXW or FCA Incoterm 2020)

Lane	Shipment Parameters	Shipment Type	Carrier	Account #	Region	Service Type	Important Notes
Mexico to US (Import)	0-150 lbs.	Small Package / Parcel	Fedex	Request Acct# from Logistics: See Notes	All	International Standard	<p>Send email to request account # to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a>            Include Comau PO# on all correspondence. Send email with tracking information, copy of the commercial invoice and packing list to Comau Import Specialist: Chasity Greaves: +1-586-337-6563; <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a>. If shipment value is &gt;\$2500, please send same documents and info to our customs broker.  <b>Please use the Comau PO# in the reference field when creating the shipping label .</b>            *Shipment values &gt;\$5000 must choose option for additional insurance</p>
	>150 lbs.	LTL / FTL	Comau to arrange	N/A	All	TBD	<p>Complete the "Supplier Pick Up Request Form" and email with a copy of the commercial invoice and packing list to Comau Import Specialist: Chasity Greaves: +1-586-337-6563; <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> and our Customs Broker. Please ensure the PO# and Position #'s are listed on all documents.</p>
Canada to US (Import)	0-500 lbs. ≤ 48"x48"pallet	Small Package / Small Pallet / Parcel	DHL	Request Acct# from Logistics: See Notes	All	Express	<p>Send email to request account # to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a>            Include Comau PO# on all correspondence. Send email with tracking information, copy of the commercial invoice and packing list to the US Comau Import Specialist: Chasity Greaves: +1-586-337-6563; <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a>. If shipment value is &gt;\$2500, please send same documents and info to our customs broker  <b>Please use the Comau PO# in the reference field when creating the shipping label .</b>            *Shipment values &gt;\$5000 must choose option for additional insurance</p>
	501 - 4,000 lbs. and ≤ 8 feet long	Pallets / LTL	CHR	N/A	Urban Areas of Ontario: Windsor, London, Toronto, Ottawa	2nd day or 3rd day delivery service in most areas.	<p>Email <a href="mailto:ComauUSA@chrobinson.com">ComauUSA@chrobinson.com</a> with pick up date &amp; time, pick up address &amp; contact info, Comau PO #, requested delivery date &amp; time, delivery address, weight, dimensions, stackability and value of shipment OR If you have a CHR Navisphere account, please complete the "Create Order" page online at: <a href="https://account.chrobinson.com/">https://account.chrobinson.com/</a>  <b>CHR BOL required for all shipments</b>            Contact <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a> to be set up in Navisphere to schedule pick ups.            Send email with tracking information, copy of the commercial invoice and packing list to Comau Import Specialist: Chasity Greaves: +1-586-337-6563; <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> and our Customs Broker.            *If shipment value &gt;\$6000, contact <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a> with "Supplier Pick-up Request Form"</p>
	All other shipments	LTL / FTL	Comau to arrange	N/A	All	TBD	<p>Complete the "Supplier Pick Up Request Form" and email with a copy of the commercial invoice and packing list to Comau Import Specialist: Chasity Greaves: +1-586-337-6563; <a href="mailto:chasity.greaves@comau.com">chasity.greaves@comau.com</a> and our Customs Broker. Please ensure the PO# and Position #'s are listed on all documents.</p>
US to Mexico (Export)	All shipments	Small Package / LTL / Air / FTL	Comau to arrange	N/A	All	TBD	<p>Complete the "Supplier Pick Up Request Form" and email to Comau Export Specialist: Sheila Morris: +1-586-292-3862; <a href="mailto:sheila.morris@comau.com">sheila.morris@comau.com</a> with a copy of the packing list.</p>
US to Canada (Export)	All shipments	Small Package / LTL / Air / FTL	Comau to arrange	N/A	All	TBD	<p>Complete the "Supplier Pick Up Request Form" and email to Comau Export Specialist: Sheila Morris: +1-586-292-3862; <a href="mailto:sheila.morris@comau.com">sheila.morris@comau.com</a> with a copy of the packing list.</p>
<p>If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" (page 4) form and email it to: <a href="mailto:logistics.usa@comau.com">logistics.usa@comau.com</a></p>							



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Customs Broker: Seko Logistics,  
Romulus, MI 48174 USA.  
Tel. (734) 641-2100 Fax (734) 641-2198  
Email: comau@sekologistics.com  
Inbound Mexico shipments: Comaumexico@sekologistics.com

## International **Supplier** Shipments - Rest of the World (EXW or FCA Incoterm 2020)

Lane	Shipment Parameters	Shipment Type	Carrier	Account #	Region	Service Type	Important Notes
From US (Export)	All shipments	All	Comau to arrange	N/A	All states	TBD	Complete the "Supplier Pick Up Request Form" and email to Comau Export Specialist: Sheila Morris: +1-586-292-3862; sheila.morris@comau.com with a copy of the packing list.
To US (Import)	0-500 lbs. ≤ 48"x48"pallet	Small Package / Small Pallet / Parcel	DHL	Request Acct# from Logistics: See Notes	All countries (other than MX and CA)	Express	Send email to request account # to: logistics.usa@comau.com Include Comau PO# on all correspondence. Send email with tracking information, copy of the commercial invoice and packing list to Comau Import Specialist: Chasity Greaves: +1-586-337-6563; chasity.greaves@comau.com. If shipment value is >\$2500, please send same documents and info to our customs broker. <b>Please use the Comau PO# in the reference field when creating the shipping label.</b> *Shipment values >\$5000 must choose option for additional insurance
	All other shipments	Air or Ocean	Comau to arrange	N/A	All countries (other than MX and CA)	TBD	Complete the "Supplier Pick Up Request Form" and provide copy of the commercial invoice and packing list to Comau Import Specialist: Chasity Greaves: +1-586-337-6563; chasity.greaves@comau.com
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" (page 4) form and email it to: logistics.usa@comau.com							

## International **Supplier** Shipments - DAP Incoterm 2020

Lane	Shipment Parameters	Shipment Type	Carrier	Account #	Region	Service Type	Important Notes
To US (Import)	All shipments	Small Package / LCL / Air / FCL	Supplier to arrange	N/A	All countries	TBD	Send email with copy of the tracking information/BOL/AWB, commercial invoice, and packing list to Comau Import Specialist: Chasity Greaves: +1-586-337-6563; chasity.greaves@comau.com and our Customs Broker.
If the shipment doesn't fall under any of the above services or parameters, please complete the "Supplier Pick Up Request" (page 4) form and email it to: logistics.usa@comau.com							



## Supplier Pick Up Request Form

### Ship From Information

Company Name:

Address:

City:

State:

Zip code:

Contact Name:

Email:

Phone #

Incoterms:

Material Ready Date (mm/dd/yyyy)

Shipping Hours:

Mode of Transportation:

If Truck needed, indicate the equipment type and the # of trucks:

Stackable Y or N:

### Material Information

Material Description	Pallets/Crates	Dimensions – Inches (Each)	Weight – Pounds (Each)

Comau PO#:

Project Name:

Project #:

### Delivery Location

Company Name:

Address:

City:

State:

Zip Code:

Attention:

Phone#:

This request has been submitted by:

Tel. #:

Email:

Date:

Please email this request to: [logistics.usa@comau.com](mailto:logistics.usa@comau.com)