



January, 2013

Dear Valued Supplier:

We have selected FedEx® as our designated carrier for small parcel shipments inbound to Littelfuse facilities.

Effective January 02, 2013 all small parcel shipments sent inbound to our facilities should be shipped via FedEx Ground® using the Third Party Bill option. Small parcel includes shipments up to 150 lbs. or multiple piece shipments up to 17 cartons. Under this arrangement, shipping charges will be invoiced directly to Littelfuse, while additional fees associated with your FedEx Ground packages, (including pickup fees where applicable) will be invoiced to you.

Routing Instructions for FedEx Ground Delivery

Implementing Littelfuse's guidelines for shipping FedEx from your facility is easy. Just follow these steps:

1. **You will need your own FedEx account number for pickup and routing purposes when shipping via FedEx.** This account number will not be billed for regular transportation charges. If you don't already have an account, call FedEx at 1.800.GoFedEx 1.800.463.3339 and follow the prompts for new account set-up.
2. **Create your FedEx shipping label that needs to be attached to your letter or package.** Labels can be generated with FedEx Ship Manager® at fedex.com or with FedEx Ship Manager Hardware or Software. (See attached Routing Guide for detailed instructions)
 - Select **FedEx Ground** as the Service Type
 - Choose **Bill Third Party** for billing
- Enter Littelfuse's bill third party account number: **(contact Jose Cantu at 830.757.6425 or jcantu@littelfuse.com for this number.)**

Account Confidentiality: FedEx account numbers are confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow the instructions.

- Littelfuse's **Purchase Order Number** is required in the Customer Reference Field for all shipments.
3. **Schedule your package pickup online at fedex.com or by calling 1.800.GoFedEx 1.800.463.3339.**
 - If you do not have a regular FedEx Ground pickup, the FedEx Ground pickup needs to be scheduled one day in advance.
 - Avoid pickup fees by dropping off at a FedEx drop-off location. Find the nearest location by calling 1.800.GoFedEx 1.800.463.3339 or by accessing fedex.com.

FedEx Express Delivery

Small package shipments that require an expedite service or premium shipment should be shipped via FedEx Express using the above third party account number. Littelfuse must provide prior approval before shipping with FedEx Express. Please feel free to contact **Jose Cantu at 830.757.6425 or jcantu@littelfuse.com**.

Compliance and Effective Date

These new Shipping guidelines are effective January 2, 2013 and must be followed as outlined. ***These guidelines apply to all shipments when Littelfuse is responsible for the freight cost. Failure to comply with these instructions will result in a chargeback of the additional freight cost plus a \$ 100 administrative fee.***

Customer Support

You will find comprehensive information about FedEx services in this packet. In addition, a FedEx representative may be contacting your shipping department within the next few weeks to review this program and answer any questions you may have.

For immediate assistance with specific questions about FedEx services, call the FedEx Activation Desk at 1.866.883.9290. This resource is available Monday through Friday, 8 a.m. to 5 p.m. CST. You may contact FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 for assistance anytime.

If you have any questions about this new arrangement with FedEx, please feel free to contact **Jose Cantu at 830.757.6425 or jcantu@littelfuse.com**.

This is an extremely important initiative for us at Littelfuse and I want to thank you for your cooperation and support.

Sincerely,

Judith Mossholder
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FedEx Ship Manager® at fedex.com

Quick Guide to Bill Third Party Option

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number. If you do not have an account number, call 1.800.GoFedEx 1.800.463.3339 to set one up.

Go to fedex.com, hover over the "Ship" tab and select "Create Shipment" within the "FedEx Express or FedEx Ground" section. Enter your user ID and password and click "Login." Now you are ready to ship.

1. From

Verify the sender information is correct.

2. To

Enter the recipient information. If you will be shipping to this address again, check the "Save new recipient in address book" box for faster access in the future. Select "Perform detailed address check" to avoid incurring address correction fees.

3. Package & Shipment Details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing Details

- Select "Third Party" in the "Bill transportation to" field, and enter the FedEx third party account number in the "Account no." field.
- If applicable, enter your required reference information in the "Your reference" field, and if additional reference fields are required, click "More reference fields."
- You may also select optional services, such as: find a drop-off location, schedule a pickup, receive an e-mail notification, or find estimated rates and transit times.

5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click "Ship." At the next screen, confirm your shipment details, and click "Ship."

The screenshot shows the 'Create a Shipment' form in the FedEx Ship Manager interface. It includes sections for 'My Shipment Profiles', 'Billing Details', 'Package & Shipment Details', and 'Special Services (optional)'. Numbered callouts indicate the following steps:

- 1. From:** Points to the 'My Shipment Profiles' section.
- 2. To:** Points to the recipient address fields (Country/Location, Company, Contact name, Address 1, Address 2, City, State, ZIP, Phone no.).
- 3. Package & Shipment Details:** Points to the package details section (Service type, Package type, No. of packages, Weight, Declared value, Ship date).
- 4. Billing Details:** Points to the billing section (Bill transportation to, Account no., Your reference).
- 5. Continue your Shipment:** Points to the 'Save for later' and 'Ship' buttons.

This is a close-up of the '4. Billing Details' section. It shows the 'Bill transportation to' dropdown menu set to 'Third Party', the 'Account no.' field with 'XXXXXXXXXX', and the 'Your reference' field. A yellow box highlights the 'Your reference' field.

FedEx Ship Manager® Hardware or Software

Quick Guide to Bill Third Party Option

Follow this simple process to ship with FedEx Ship Manager hardware or software (also known as FedEx Café) for shipments using the Bill Third Party option.

The screenshot shows the FedEx Ship Manager software interface. The top menu bar includes File, Databases, Customize, Utilities, Integration, Inbound, Passport, fedex.com, and Help. The main window has a title bar with 'Ship#2', 'Track#5', 'Shipping list', 'Address Book', 'Report', 'Close#2', and 'fedex.com'. The 'FedEx' logo is in the top right corner. The interface is divided into several sections, each with a numbered step indicator:

- 1 Recipient information:** Includes fields for Recipient ID (Select recipient...), Country (US - UNITED STATES), Contact name (Jane Doe), Company name (General Hospital), Address 1 (123 Main Street), Address 2, Zip (84405), State (UT), City (OGDEN), Telephone (655) 555-5555, Ext., Location #, and checkboxes for 'This is a residential address' and 'Save in/Update my address book'.
- 2 Sender information:** Includes fields for Current sender, Change sender, and Change return address (Current sender).
- 3 Package and shipment details:** Includes fields for Number of packages (1), Weight (15.0 lbs), Service type (R - FedEx Ground Service), Package type (1 - Your Packaging), Package dimensions, Ship date (03/19/2008), and Declared value (USD).
- 4 Billing details:** Includes fields for Bill transportation to (3 - Third Party), Acct #, Department notes, Customer reference, P.O. number, and an Add'l handling button.
- 5 Ship:** A button at the bottom right of the interface.

The bottom status bar shows 'Clear fields', 'Delete/Modify shipment', 'Repeat shipment', 'Override prefs#11', 'Rate quote', '\$0.00', 'Multiple-piece ship', and 'Ship #15'.

1. Recipient information

Complete the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future.

2. Sender information

Confirm the sender information, or change if necessary.

3. Package and shipment details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing details

- Select "Third Party" in the drop-down menu and enter the appropriate FedEx third party account number in the "Acct #" field.
- If required, enter reference or purchase order numbers in the appropriate fields.

5. Ship

Click "Ship." Print your shipping label, and affix it to your shipment.

Overview of Customer Support Options

Useful Resources for Vendors Using FedEx

FedEx Activation Desk Dedicated support for vendors shipping via FedEx. When contacting the FedEx Activation Desk, please provide the name of the company that specified the use of FedEx for their inbound shipments.	1.866.883.9290 (toll-free) Monday through Friday, 8 a.m. to 5 p.m. CST
FedEx U.S. Customer Service Pickup scheduling, tracking, drop-off locations, rates, supplies, new account setup, package returns, package charges, general information.	1.800.GoFedEx 1.800.463.3339 www.fedex.com
FedEx® Freight Customer Support Pickup scheduling, truckload, LTL, volume/backhaul and freight forwarding services information.	1.866.393.4585 (toll-free)
FedEx International Customer Service Rates, tracking, pickup scheduling, Harmonized Codes, general shipping information.	1.800.GoFedEx 1.800.463.3339 (say "international services") www.fedex.com/us/international
FedEx® Billing Online and Technical Support Assistance with accessing or navigating FedEx Billing Online	1.800.GoFedEx 1.800.463.3339 (say "billing")
FedEx Customer Technical Support Assistance with FedEx® shipping solutions, including FedEx Ship Manager® at fedex.com , FedEx Ship Manager® hardware or software and FedEx Ship Manager® Enterprise.	1.877.339.2774
FedEx Customer Claims and Revenue Services Assistance with claims, credits and refunds, invoice copies, billing inquiries, and duty and tax inquiries.	1.800.GoFedEx 1.800.463.3339 (say "claims")
FedEx Dangerous Goods - Hazardous Materials Information on shipping dangerous goods (Express service) or hazardous materials (Ground service), including regulatory requirements and shipping forms	1.901.434.3200 (Hotline) or 1.800.463.3339 (say "dangerous goods") www.fedex.com/us/services/options/dangerousgoods
FedEx Regulatory Consulting U.S. export documentation and customs requirements worldwide.	1.800.851.3336 www.fedex.com/us/services/intl/customsinfo.html