

# Inflator Returns – LTL Shipping Instructions

## NOTES:

- These return instructions are for Continental US Dealerships (48 States). Locations outside of the Continental United States (Hawaii, Alaska & Canada) **CANNOT** follow below shipping instructions. Instead, dealerships in these locations **MUST** contact the following Takata/Menlo USA representative directly for shipping instructions: Miguel Prigadaa – Tel #: 210-250-5078 or Email [MLGTakataRestraints\\_International@menloworldwide.com](mailto:MLGTakataRestraints_International@menloworldwide.com)
- Continental US 48 State Dealerships: Follow steps 1-8 below
- Canada dealers should follow the Canadian Return Instructions included with the new Inflators.

## 1. Shipping Documents

### a) Box Label

- Supplied with each Kit (beginning August 2015)
- To be affixed to each box



### b) Over-pack Label

- To be emailed by Stericycle
- To be affixed to the outside of each pallet



### c) Bill of Lading

- To be emailed by Stericycle
- Print 2 copies: 1 for Dealer Records, 1 for LTL Driver



### d) ERG Document

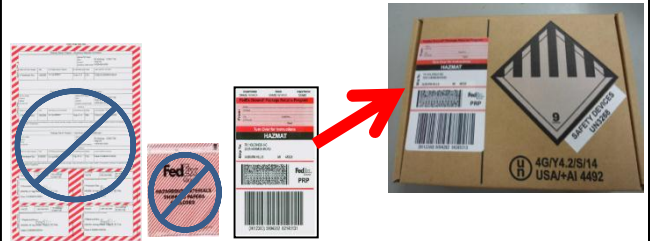
- To be emailed by Stericycle
- To be provided by the Dealer to the LTL Driver for each shipment



## 4b. Shipping Instructions – Label each Box (Continued)

b) For inflator kits with the original FedEx Documentation (instead of the 2-part shipping label):

1. Place the Barcode label on the box as pictured below
2. The Address info on the Label DOES NOT need to be completed
3. Throw away the OP900 (Red Stripe Form) and the Plastic Pouch



- Proceed to Step 5, parts will be sent via LTL

## 2. Packing Instructions

### \*\*DO NOT DEPLOY THE INFLATOR\*\*

- Confirm box is in acceptable condition. Box should be in good condition with no visible signs of damage and should be capable of withstanding additional transportation.
- If a new box is needed, follow the New Box instructions located In Step 8 of this page.
- Place the un-deployed air bag inflator in the "cradle" of the box insert as pictured.



(Passenger Inflator Shown)

## 5. Shipping Instructions – Prepare the Pallet

- Accumulate and palletize inflator kits
- Arrange Kits on Pallet as pictured here
  - 20 boxes per row/layer (5x4)
  - 10 rows/layers per pallet (200 boxes)
- Shrink-wrap Kits to Pallet
- Affix Over-pack Label on (1) side of Pallet (Not on Top)
- If 200 boxes are not accumulated every 30 days, please proceed to step 6.



## 3. Closure Instructions

- Close the top box flap, per box closure instructions located on front panel of box using a 2" wide by 4" long piece of tape to securely Close the box.



## 6. Shipping Instructions – Schedule LTL Pickup

- Upon Accumulating 200 kits (1 Over-pack/Pallet) Minimum
  - Call Stericycle at 1-877-523-9118
  - If 200 Kits have not been accumulated in 30 days, call Stericycle for instructions
- Have the following Information Available
  - Dealer Number
  - Quantity of Over-packs/Pallets
  - Quantity of Driver Kits and Quantity of Passenger Kits on each Pallet
  - Email Address where shipping Documentation can be received

## 7. Shipping Instructions – Ship

- Give 1 Copy of BOL and 1 Copy of ERG to Driver
- Retain 1 Copy of BOL for Dealership records and archive for at least 2 Years

## 4a. Shipping Instructions - Label each Box

a) Beginning on September 01, 2015, new box labels will be distributed and begin shipping in each kit. If you have an inflator to return via LTL with FedEx Labels proceed to step 4b.

1. GM Inflator Kit will contain this two-part label:
2. Peel off 'Ship To' Label.
3. Affix Label to Box. Do not cover up Class 9 Marking.



After affixing Address Label to the box, the other part of the label may be discarded.

## 8. Requesting a New Box / Shipping Labels

If a new box or replacement box shipping labels are needed, please contact the representative listed below by phone or email to request replacement materials.

Primary Contact: **Armando Gonzales - Tel #: 210-250-5079**

E-Mail: [Takata.InflatorCampaign@menloworldwide.com](mailto:Takata.InflatorCampaign@menloworldwide.com) To help expedite your request, please be prepared to provide the following information:

- Serial number on the original box (if replacement box is needed)
- What Type of shipping material needed
  - Replacement Box
  - Two Part Return Label
  - Bill of Lading
  - ERG Form
- Dealer Shipping Information
  - Contact Name
  - Dealer Address
  - Phone Number

