

TEKTRONIX INC – BEAVERTON, OREGON, USA
MANUFACTURING SUPPLIER ROUTING INSTRUCTIONS

Updated: 04/19/2026

These instructions apply to all shipments with EXW or FCA (Incoterms 2020) or Freight Collect terms. Charges are payable by Tektronix, Inc. Beaverton, Oregon. These instructions apply against all outstanding and future orders. Supplier will be responsible for freight charges, losses, delays, or freight damage when these instructions are not followed.

Contact Tektronix Logistics at bvt-logistics@tektronix.com with any questions. Contact GXO Logistics (Tek HQ 3PL) at KTOTektronixReceiving@gxo.com for oversized shipment notification or to confirm a delivery timeslot, if required

- Ship Collect/Bill Recipient using the carrier specified below
- Ensure consignee/delivery address is accurate & complete.
- Select broker turnover or otherwise indicate Tektronix’s preferred customs broker when setting up the shipment
- P.O. number, delivery address, and building number must appear on the packing slip and label.
- Do not package orders for more than one division/customer in the same carton.
- Do not insure & declare value. Tektronix is self-insured.
- Do not use an expedited shipping service level without preapproval from Tektronix.

US DOMESTIC

Parcel Carrier: UPS Service Level: Ground Account #: 97X269	LTL Carrier: Estes Service Level: Economy/Standard Account #: 0027155
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INTERNATIONAL INBOUND

Origin Region	Shipment Type	Carrier/Forwarder
China	Shipment Weight: Up to 113kgs/249lbs Shipment Dims: Length: < 118 in, Width: < 78 in, Height: < 62 in	Carrier: DHL Express Service Level: Standard Account: 967856182
China	Shipment Weight: Over 114kgs/250lbs Shipment Dims: No maximum	Carrier: Expeditors International Service Level: Standard Account: Bill to Tektronix, Inc
All other Countries	Shipment Weight: Up to 57kgs/125lbs Shipment Dims: Packages can be up to 165 inches in length and girth combined. Maximum length is 108 inches. Non-palletized.	Carrier: UPS Service Level: WW Saver or WW Expedited Account: 97X269
All other Countries	Shipment Weight: Up to 113kgs/249lbs Shipment Dims: Length: < 118 in, Width: < 78 in, Height: < 62 in Can be palletized.	Carrier: DHL Express Service Level: Standard Account: 967856182
All other Countries	Shipment Weight: Over 114kgs/250lbs Shipment Dims: No maximum	Carrier: Expeditors International Service Level: Standard Account: Bill to Tektronix, Inc

DESIGNATED CUSTOMS BROKER - US

Broker Name: Ceva Logistics - PDX Address: 8830 NE Alderwood Road Portland, OR 97220 Contact Name & Phone Number: Deidre Thies / 1-503-528-3537 Email: SHTektronix.PDX@cevalogistics.com

OVERSIZED FREIGHT INSTRUCTIONS

Oversized freight requires a spot quote to be obtained.
Do not ship oversized freight without contacting Tektronix Logistics.

A shipment is Oversized Freight if any of the following apply to any single piece:	OR if the shipment:
Weight: over 750 kg / 1,653 lbs, Length: over 120 in / 304 cm, Width: over 78 in / 198 cm, Height: over 62 in / 157 cm	Requires crane, rigging, specialty forklift, or flatbed / lowboy equipment

Oversized Freight Quote Request Process

If you are a vendor or buyer/commodity manager and require a spot quote for an oversized freight shipment, please follow these steps to request a freight quote from Tektronix Logistics:

1. Gather all relevant shipment details (see table below)
2. Email this information to *Tektronix Logistics* at bvt-logistics@tektronix.com.
3. Specify your preferred freight method (air, sea, or ground). If you want Tektronix Logistics to recommend the best price or provide multiple options, indicate your preference in the request.
4. Allow 1–2 weeks for Tektronix Logistics to collect and present freight quotes. To avoid delays, initiate the quote process as soon as possible. Quotes can also be obtained to estimate transportation costs for a CAR.

By following these steps, Tektronix Logistics will provide you with optimal freight options based on timing and pricing.

Pre-Arrival Notice

Send shipment details, carrier name, & tracking to site specific logistics ahead of shipment turnover at origin.

Tektronix Beaverton Factory – bvt-logistics@tektronix.com

Tektronix CSO Factory – cso-logistics@tektronix.com

Keithley Solon Factory – wanda.weston@tektronix.com

Details Required to Obtain a Quote

Information Requirements	Notes
Origin City	Address (if Possible) to Estimate Origin Pick-Up Charges
Destination City	Address (if Possible) to Estimate Destination Pick-Up Charges
Shipment Carton Count	Used in Chargeable Weight Calculation
Shipment Dimensions	Used in Chargeable Weight Calculation
Shipment Weight	Used in Chargeable Weight Calculation
Date Products Available to Ship	Used in Conjunction with NLT Delivery Date to Determine the Maximum Transit Time Window
No Later Than Required Delivery Date	Used in Conjunction with Date Product Available to Ship to Determine the Maximum Transit Time Window
Special Handling	Is any special handling required? (air-ride, refrigeration, etc.)
Weight Class	What is the commodity/class of freight for each package?