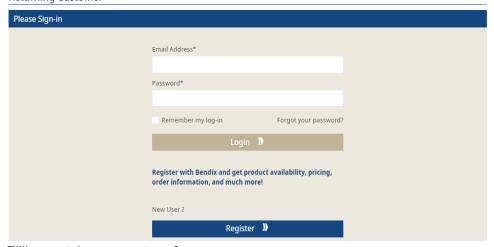
## **HOW TO SUBMIT A BENDIX CORE RETURN**

## **FOR SHIPMENTS OVER 500LBS**

- Go to www.bendixcorefreight.com
- Click submit core returns



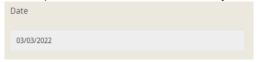
 You must be signed in to submit a core return Returning Customer



- Filling out the core return form
  - Your return should be packaged and ready when you submit this form.
     You do have the option to save before submitting.
     See page 9 for packaging guidelines.

**Please Note**Please fill in all required information once your return is <u>packaged and ready</u> for pickup to ensure an efficient core return process.

Date: This is prefilled based on the date you are submitting the request.



Core Return Month: This is prefilled based on the date you are submitting
your request. Shipments submitted after the 15th of the month is considered
next month of business (unless the 15th falls on a weekend or holiday, in
which case anything shipped after the next following business day).



• CR Number: This number will be used for your core acknowledgment and reconciliation purposes. If you do not provide one, the system will automatically assign you a number numerically. You do have the option to provide your own CR# by unchecking the box and entering it in this field. This can be a reference number that you are already tracking internally, but you cannot use the same CR# more than once.



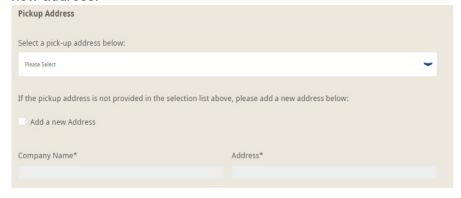
• **Customer ID:** Select from the drop down the location that is submitting the core return.



- Contact Information:
  - Name: This is the name of the account user and cannot be changed.
  - **Phone Number:** In the event we have questions regarding this return, we will contact this number or the email address below.
  - Confirmation Email Address: This email address will also receive a copy of this core return form.



- Over 500lbs: If you are shipping over 500lbs or 100 brake shoes, Bendix will
  cover the cost of the freight for shipments <u>following these instructions</u>, <u>once</u>
  <u>per month</u>. Select "Over 500lbs or 100 brake shoes." This will open up
  additional fields, starting with Pickup Address.
  - Over 500lbs or 100 brake shoes
     Under 500lbs (please arrange your own shipment)
- Pickup Address: You have the option to select from the drop down <u>or</u> add a new address.



 Checking "Add a New Address" will allow you to enter the information in these fields.



Alternate Contact: If you would like to add a contact person other than what appears above (account user contact), enter that here. This person will also receive a copy of the core return form if you complete the email address field. Please ensure you also provide them with a copy of the BOL (made available after you submit) if necessary.

If contact person is different from the person above add below:				
First Name	Last Name			
Phone	Email			

 Product Type: This ensures your return is shipped to the appropriate address for processing.



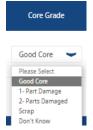
- Product Information:
  - Core Group: Select the core group from the drop down.

    If you are unsure, please refer to the Material/Core Group Search function at the bottom of the B2Bendix Cores Center, where you can enter your part number for the core group and class.





Core Grade: Select the condition of the material you are returning.
 Our core inspectors will make the final determination upon receipt of your return.



• Quantity: Enter the quantity you are returning of this core group and class.

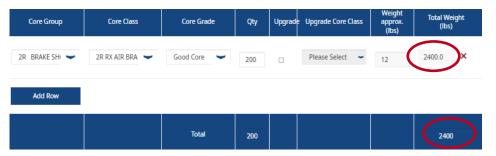


• **Upgrade:** If your are upgrading the core, click the upgrade box and select the core group you are upgrading to.

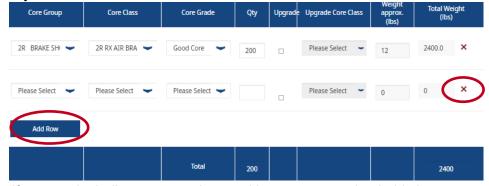
Please ensure each core you are upgrading also has an orange upgrade tag attached to the part. Contact <a href="mailto:core@bendix.com">core@bendix.com</a> if you need additional tags. See the Bendix Core Handbook for eligible upgrades.



• **Weight:** This is an estimated weight, calculated for you based on the quantity that you entered, by row and for the total of the return.



If you have additional products to return, click Add Row. A new line
will be available for you to enter. Add as many rows as needed. If
you need to delete a line, click the red x to the right of the line that
you would like to delete.



Warranty: If you are including warranty items with your return, check this box.
 Please ensure your warranty items are boxed separately and cleared marked "warranty."



Actual Weight: If you have the ability to weigh your return and it is <u>different</u> from
the total estimated weight above, please enter that here. If you do not have the
ability to weigh your return, please leave this blank and we will use the estimated
weight above.



• Package Type: Select the package type you are returning (Box or Pallet).

<u>Boxes</u> shipped small parcel (UPS, FedEx, etc) should be clearly marked "CORE" on the outside of each box.

Pallets should be standard size, less than 48" tall and under 2,000lbs per pallet.



Package Qty: Enter the total number of <u>boxes</u> or <u>pallets</u> you are shipping here.
 This is <u>not</u> the total number of cores, which is calculated for you above based on the quantities you enter for each core group.

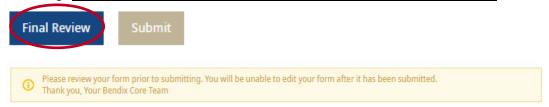


 Save: If you need to pause, click save to return at a later time to complete your form. This will be available only to you and will not be submitted to Bendix until you return and click submit.

See page 8 below for steps to access your saved returns.



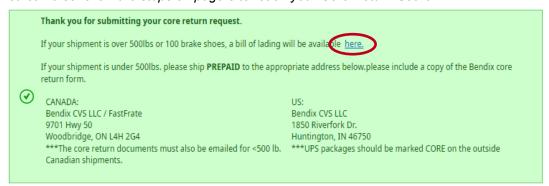
- ① You are saving this core return to be completed at a later date or when your shipment is ready for pickup. To open a saved form, go to Search Core Returns under My Account <a href="https://example.com/here.">here.</a>
- **Final Review:** Click this when you have entered all the products you are returning. **No changes can be made after this form has been submitted.**



 Submit: Click this after you have reviewed your core return and your shipment is packaged and ready for pickup.



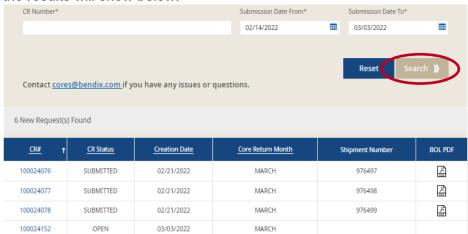
• You will see a green box at the top to show this was successfully submitted. Click the link to go to your **Core Return Search** for your core return form and BOL. You can also follow the steps on page 8 to reach your Core Return Search.



In the drop down, select the account you just submitted your core return under.



 You can either enter the core return number or search by date. Click Search and the results will show below.



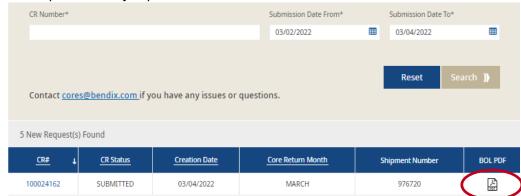
- The **CR#** column will show your **core return numbers**, whether you created your own number or allowed the system to generate. You can click this link to open a copy of your <u>core return form</u>.
  - Print and include copies of your core return form on the <u>inside and</u> outside of each box or pallet you are returning.

This form is also sent via email attachment after you click submit.

- The CR Status column will show OPEN for core returns that have been saved, but not submitted.
- The CR Status column will show SUBMITTED for core returns that have been submitted, both under and over 500lb shipments.
- The Creation Date column will show the date your core return was created.
- The Shipment Number column will show your shipment number for core returns that have been <u>submitted</u>, over 500lbs.

• The **BOL PDF** column will show a **PDF icon** for core returns that have been <u>submitted over 500s</u>, **if** your BOL is now available. Click this icon and it will open your BOL.

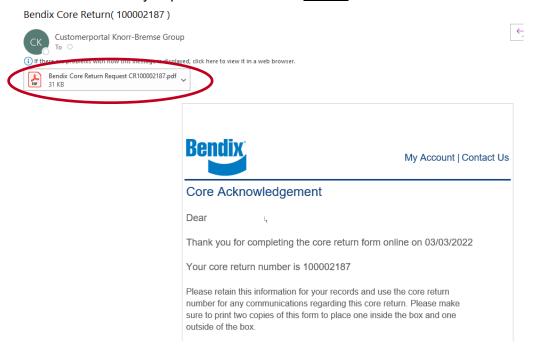
Please print as many copies as needed for the carrier.



• If you see **REQUEST BOL** in this column instead of a PDF icon, we are still working on your BOL. Please wait a few moments and click this link. If it is now available, it will be replaced with the PDF link, which you can click to open and print your BOL. If it is not, please give more time and return, **clicking the link** to retrigger. If you do not see your BOL available within 2 hours, please reach out directly to cr\_bendix@argussolutions.net

<u>CR#</u> ↓	CR Status	Creation Date	Core Return Month	Shipment Number	BOL PDF	
100024171	SUBMITTED	03/08/2022	MARCH	[null]	Request BOL	)
100024164	SUBMITTED	03/04/2022	MARCH	976722	F. 193	

• Your **core return form** will <u>also</u> be emailed as an attachment to the email address/addresses you provided. Your BOL <u>will not</u> be emailed.



• By completing this process, the shipment will be tendered to the carrier. You will not need to contact the carrier for pickup. The carrier will not provide advanced noticed for pickup, your core return should be ready for transit when your core return is submitted. Use this Bendix BOL to ship your return. Do not reuse a previous BOL.

#### Access Saved Returns:

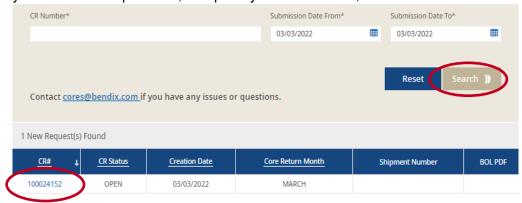
 On the left, under My Account, click My Cores and then click Search Core Returns.



Select the account you submitted the return under from the drop down.



 You can either enter the core return number or search by date. Click Search and the results will show below. The CR Status will show OPEN for core returns that have been <u>saved</u>, <u>but not submitted</u>. Click the CR# of the return you would like to open and complete. From there you can adjust your information provided, complete your final review, and submit.

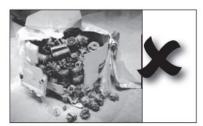


# **Bendix Core Return Packaging**

Pallets should be standard size, less than 48" tall and under 2,000lbs per pallet.

# Carefully pack all Cores with adequate protection to avoid damage in transit.





Inadequate packaging can cause you significant financial losses.

Brake Shoes	Brake shoes must not be returned in boxes of any kind. Treat them as individual shoes (not pairs, or kits). Because they will be processed at different location(s) from other items, pack them separately from other cores and items being returned for warranty.	Must Not Be Individually Boxed!
Electronic Components	Only electronic cores are to be returned in their original boxes – using suitable packing materials (bubble-wrap, etc)- to prevent damage. Electronic cores – in a separate container from other cores – may be carefully included as part of a pallet with other cores.	Package Individually
Hydraulic Brake Calipers	This product must not be returned in boxes.	Must Not Be Individually Boxed!
ADB	This product must not be returned in boxes. Because they will be processed at different location(s) from the other items, pack them separately from other Cores and items being returned for warranty.	Must Not Be Individually Boxed!
Steering Gears	All steering gears must be returned in the plastic bag and box that it originally came in. No more than 16 boxes per pallet, with the part number label on the box facing outward.	Package Individually
All Other Cores	Group together, if possible, with other cores in the same core group, but do not use individual boxes.	Package grouped with other similar cores.

Please see  $\underline{www.bendixcorefreight.com}$  for additional instructions or email  $\underline{cores@bendix.com}$ .