

AXON TRANSPORTATION ROUTING GUIDE

Effective Date: January 1, 2026

Issued By: Axon Global Logistics Department

Contact: logistics@axon.com

1. INTRODUCTION

Purpose

The Axon Transportation Routing Guide provides mandatory instructions for carrier selection, shipping methods, packaging, labeling, and documentation requirements for all **domestic and international shipments** to Axon facilities.

Applicability

These instructions apply to **all suppliers shipping on behalf of Axon**. Compliance is mandatory.

Compliance Statement

All shipments and invoices are monitored for compliance with this Routing Guide. **Violation of the instructions and/or rules contained in these guidelines may result in refused shipment(s) and/or additional charges billed back to the supplier**, including but not limited to transportation and administrative costs.

2. CARRIER SELECTION OVERVIEW

Carrier selection is based on:

- Point of origin (state, country, or zip code)
 - Shipping method / routing mode
 - Shipment weight and carton count
 - Delivery destination (Distribution Center or Consolidator)
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3. INTERNATIONAL SHIPPING REQUIREMENTS

General Requirements

- PO delivery dates reflect Axon receipt date
- Plan shipments to meet PO requirements
- Any service changes require prior approval from Axon Supply Chain

- Dangerous Goods (UN3480 / UN3090) must ship separately from non-DG cargo
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3.1 Ocean Shipping Guidelines

Preferred Method for International Shipments

Booking Requirements

- Minimum: 14 days prior to cargo ready date
- Recommended: 21–28 days prior

Palletization Requirements

- Standard pallet: 48 x 40 x 60 inches
- ISPM-compliant solid wood pallets only
- Single-stacked pallets, shrink-wrapped
- Exceptions require approval from logistics@axon.com

Terms of Sale & Delivery Location: As per PO

Ocean Routing Matrix

Origin	Primary	Secondary	Third
TPE (Taiwan)	Expeditors	Flexport	FTN
SZX (China)	Expeditors	Flexport	FTN
PVG (China)	Expeditors	Flexport	FTN
CAN (China)	Expeditors	Flexport	FTN
HKG (Hong Kong)	Expeditors	Flexport	FTN
PEN (Malaysia)	Expeditors	Flexport	FTN
HAN (Vietnam)	Expeditors	Flexport	FTN
SGN (Vietnam)	Expeditors	Flexport	FTN
Colombo (Sri Lanka)	Expeditors	Flexport	FTN
Thailand	Expeditors	Flexport	FTN
Lithuania	Expeditors	Flexport	FTN

If your shipment origin is not listed above, please contact logistics@axon.com for guidance on the appropriate carrier to book.

3.2 Air Shipping Guidelines

International air shipments are divided into **Parcel** and **Freight Forwarder** shipments. Suppliers must follow the applicable section based on shipment size and weight.

A. Air Shipments – Parcel

Applicability

- Shipments <150 lbs OR <15 cartons

Carriers

- DHL Express (Primary)
- FedEx (Secondary)
- UPS (Tertiary)

Default Services

- DHL Express: Single available service
- FedEx: International Economy
- UPS: Worldwide Expedited

If a shipment is urgent and requires expedited service, prior approval from Logistics is required before selecting that option.

Guidelines

- <15 cartons may ship as loose cargo
- If DHL Express is not available due to commodity or origin limitations, contact logistics@axon.com prior to shipping

Billing & Documentation

- Bill Transportation To: Axon account provided by Buyer (PO issuer)
 - Reference Field 1: Axon PO Number
 - Reference Field 2: Reason for expedited service & approver name
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B. Air Shipments – Freight Forwarder

Applicability

- Shipments >150 lbs OR >15 cartons

Approved Carriers

- Expeditors
- Flexport
- FTN

General Requirements

- International third-party billing is prohibited
- Shipments must be palletized using standard 48 x 40 x 60 inch pallets
- Palletize cartons regardless of carton count when using freight forwarders

Booking Requirements

- Minimum: 14 days prior to cargo ready date
- Earlier bookings strongly recommended based on market conditions

Special Handling Notes

- If you are shipping with a forwarder, anything over two cartons must be palletized
- If pallets are prepared and one loose carton remains, notify Logistics so it can be closely monitored
- **ATF-regulated shipments must follow ATF SOP and receive prior approval**
- Contact Logistics, Compliance, or an Analyst with questions

Terms of Sale & Delivery Location: As per PO

International Air Routing Matrix

Origin Airport	Primary	Secondary	Third
TPE (Taiwan)	Expeditors	Flexport	FTN
SZX (China)	Expeditors	Flexport	FTN
PVG (China)	Expeditors	Flexport	FTN
CAN (China)	Expeditors	Flexport	FTN
HKG (Hong Kong)	Expeditors	Flexport	FTN
PEN (Malaysia)	Expeditors	Flexport	FTN
HAN (Vietnam)	Expeditors	Flexport	FTN
SGN (Vietnam)	Expeditors	Flexport	FTN
Colombo (Sri Lanka)	Expeditors	Flexport	FTN

If your shipment origin is not listed above, please contact logistics@axon.com for guidance on the appropriate carrier to book.

4. DOMESTIC SHIPPING REQUIREMENTS

4.1 Small Parcel

Carrier

- FedEx Ground (≤150 lbs per package)

Size Limits

- Maximum 108" length or 165" length + girth

Services

- Expedited services (air, overnight, 2-day, 3-day) require Axon Logistics approval
- If Next Day Air is required, select **Next Day Air Saver**

Billing & References

- Select Bill Recipient using Axon account provided by Buyer (PO issuer)
 - Reference Field 1: Axon PO Number
 - Reference Field 2: Reason for expedited service & approver name
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4.2 LTL Freight

General Requirements

- Consolidate multiple shipments to the same address and ship date
- Packing slip must list part and box numbers
- Standard palletization required (48 x 40 x 60)
- Pallets must be ISPM compliant, solid wood, single-stacked, shrink-wrapped
- Positioned for pallet jack access
- Vendor arranged transportation utilizing a carrier outside of this routing guide must ensure delivery vehicles are compliant with standard dock door configurations to allow for safe handling
- Axon has the right to refuse any shipment deemed unsafe for delivery

A. Freight <15 Pallets

- Carrier: Old Dominion
- Provide correct NMFC Class Code
- Terms of Sale & Delivery Location: As per PO
- Billing and reference requirements apply as outlined above

B. Freight >15 Pallets

- Carrier: Axon-appointed carrier
- Booking via logistics@axon.com
- Minimum booking lead time: 2 days prior to the cargo ready date

Required Freight Request Information

- Origin and destination address
 - Weight and dimensions
 - Shipper and Axon contact details
 - Ready date and required delivery date
 - Special handling instructions
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5. DELIVERY LOCATIONS

(Delivery location must match PO)

Axon Pinnacle Peak (Primary)

275 W Pinnacle Peak Rd, Phoenix, AZ 85027

Receiving: receiving@axon.com

Hours: 7:00–18:30

Axon 5 – Deer Valley (Select Deliveries)

225 E Pinnacle Peak Rd Suite 160, Phoenix, AZ 85024

Hours: 7:00–18:30

Axon 3 (Select Deliveries)

2950 E Mohawk Ln Suite 140–160, Phoenix, AZ 85050

Hours: 7:30–15:30

Axon HQ (Select Deliveries)

17800 N 85th Street, Scottsdale, AZ 85255

Hours: 7:30–15:30

Axon Atlanta (Finished Goods & RAW Only)

2100 S Martin St Suite 200, East Point, GA 30344

Contact: ATL.Receiving@axon.com

Hours: 7:30–15:30

6. ASN & DOCUMENTATION REQUIREMENTS

Document Distribution

Send all shipping documents as **individual PDF files** to:

- AP@axon.com
- purchasing@axon.com
- receiving@axon.com
- logistics@axon.com
- ASN@axon.com
- customsdept@axon.com (international shipments only)

In addition to the above, copy all direct Axon contacts, including the PO issuer (Planning), assigned analyst, and commodity manager.

Required ASN Attachments (as applicable)

- Tracking number / HBL
- Commercial Invoice
- Packing Slip
- COC

Commercial Invoice (International) Requirements

Must include:

- PO Number
- Axon Part Number
- Line Item Number
- Quantity
- Description
- HTS Code
- Country of Origin
- Value
- Shipper and Consignee

Regarding Value

Per US Customs regulations (19 CFR 152.103), the transaction value is the price actually paid or payable. Declared value must match the Axon PO and the amount charged to Axon. All suppliers must declare accurate values without exception. Axon will audit supplier documentation. Violations may result in severe penalties, including reduction or loss of future Axon business.

Regarding Country of Origin

Pursuant to 19 USC 1481 & 1484, reasonable care must be taken to accurately report country of origin. The country of export may differ from the country of origin. Axon will audit supplier documentation. Violations may result in severe penalties, including reduction or loss of future Axon business.

Packing Slip Requirements

Packing slips must be accurate, match the Axon PO, and include:

- Supplier Name (must match Axon PO)
- Axon Part Number
- Correct Revision
- PO Number
- Quantity Shipped
- Unit of Measure
- Line Item Number

Limit one PO per packing slip. Packing slips must be sent via ASN and a copy attached to the shipment.

COC (Certificate of Conformance) Requirements


- Email individual PDF files to quality@axon.com
 - Subject line format: **COC – PO ##### – Company Name**
 - List all relevant part numbers in the email body
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7. PACKAGING REQUIREMENTS

- Standard Package Quantity (SPQ) – product should be shipped with the same quantity in each box, i.e., by a Standard Package Quantity
 - If boxes contain less than the SPQ, they should be labeled “Partial”
 - If a PO quantity is not in a multiple of the SPQ, please contact the Buyer to communicate this the order can be revised accordingly and so future orders can be in SPQ multiples
 - One P/N per box – do not mix multiple P/Ns in a Box. Use same shape/size boxes for same product, including partial boxes
 - > 15 boxes and > 10 cubic feet (about the volume of a bathtub) must be palletized (48in. x 40in. x 60in.; 60inch height restriction)
 - Each carton on the pallet should have the box label facing outward
 - One PO per pack slip – do not include multiple POs on a single pack slip or a single invoice
 - LTL or any palletized freight must use standard 48*40*60 configuration
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8. LABELING REQUIREMENTS

- Standard GS1-128 type shipping label formats will be used
- Size of label will be a minimum of 4 x 6 inches
- Placement of the label shall be placed on a flat surface of a package
- For Pallets, labels will be placed a minimum of 16 inches from the bottom of the pallet and at the highest possible point of the pallet
- Each unit will have a minimum of one label
- Pallets will have a minimum of two labels on visual sides of the pallet
- The minimum required information on the label is:
 - A - From (Vendor)
 - B - To (Axon)
 - B - ATTN (Account Holder)
 - C - Item Number
 - D - Quantity
 - E - Purchase Order Number
 - F - Packing List Number
 - G - Part Number
 - H - Revision Number
 - I - Batch Number
 - J – Miscellaneous information (if required)

A – From (Vendor)
B – To (Axon) ATTN: Account Holder
C- Item Number 
D – Quantity 
E – Purchase Order Number 
F- Packing List Number 
G – Part Number 
H – Revision Number 
I – Batch Number 
J - Miscellaneous information (if required)

9. SPECIAL & REGULATED SHIPMENTS

- Serialized firearm items must be packaged in fiber/sustainable material using individual trays
- Serial numbers must face upward for automation access
- Email serial number lists to armorers@axon.com for acquisition/disposition records
- Form 6 shipments require advance shipping notice and pre-approval from Axon Compliance prior to shipping
- All Form 6 material must ship via **Expeditors** and be segregated into stand-alone shipments

All vendors are responsible for complying with all applicable federal, state, and local laws when shipping firearms or regulated goods.

10. COMPLIANCE

Transportation & Compliance Requirements

- Shipping charges invoiced directly to Axon
- Additional FedEx-related fees (including pickup fees, if applicable) invoiced to supplier
- Costs for shipments outside these guidelines may not be paid by Axon
- Suppliers must communicate and implement this routing guide internally

Compliance Requirements

Compliance includes:

- Use of correct service level listed on the PO
- Prior authorization for expedited services
- Complete and accurate purchasing invoices and packing slips
- Packaging in accordance with requirements
- PO number entered in the first reference field
- Packing slip, invoice, and tracking number emailed to all required contacts

International & Hazardous Shipments

- International shipments must meet all customs compliance requirements
 - Commercial invoice accuracy is essential
 - Hazardous goods shippers are solely responsible for regulatory compliance
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11. ACCOUNT CONFIDENTIALITY

Carrier billing account numbers are confidential and may only be used for preparing shipments in accordance with this Routing Guide. This information must not be shared beyond what is required for compliance.

A signed copy acknowledging understanding of this Routing Guide must be emailed to logistics@axon.com.

We value you as a supplier and trust that this process will only enhance our working relationship.

Thank you for your cooperation and support!

Sincerely,
Axon Global Logistics Department
logistics@axon.com