

Version: 1.01 – (13 October 2014)

## **SHIPPING INSTRUCTION**

### **FREIGHT ROUTING GUIDE (United States of America Consolidation to Moog Controls Corporation Philippines) EFFECTIVE 01 January 2015**

#### **Document Control**

<b>Version</b>	<b>Issue Date</b>	<b>Document Owner</b>	<b>Remarks</b>
1.0	TBA	Hermie Flores	Initial Release - <b>Effective 14 January 2013</b>
1.01	October 13, 2014	Gem Presas	Rev2- <b>Effective October 13, 2014</b>
1.02	January 31, 2015	Gem Presas	Rev3- <b>Effective January 1, 2015</b>

#### **Approvals**

<b>Accepted</b>	<b>Date</b>
Gem Presas, Logistics Manager	
John Walczak, Manager, Supply Chain	
David Velasquez, Manager, Global Logistics, AG	

#### **Abbreviation List**

MCC	Moog Controls Corporation - Philippines Branch (Moog Baguio).
DHL / DGF	DHL Global Forwarding
CCC	DHL Global Forwarding Customer Care Center

#### **Distribution List**

United States of America Shippers sending goods to Moog Controls Corporation (Philippines Branch)  
Moog Baguio Buyers  
Moog Baguio Logistics Team  
DHL Philippines and United States of America Team

# SHIPPING INSTRUCTION

---

## I. PURPOSE

This guide provides direction and requirements on handling shipments going to Moog Controls Corporation - Philippines Branch (MOOG Baguio) (MCC). If there are specific shipping instructions incorporated in the terms and conditions of the purchase order, they will take precedence over this guide.

MCC has provided this Shipping Instructions to show DHL Global Forwarding as the approved carrier for transporting airfreight inbound shipments to Moog Controls Corporation (Philippines Branch) . These Routing Instructions are designed to convey to our suppliers the selected carrier with whom we have negotiated contracts. These contracts satisfy our logistics needs on a worldwide basis.

The information below demonstrates the address of the consolidator, Moog Controls Corporation, (MCC) carrier, the pick-up schedule of cargoes, schedule of delivery for self-lodge, the booking time and the contact list of the consolidator. The supplier can use this information for assessing their shipment delivery.

This guide only applies for cargo that is shipped from the United States to Moog Controls Corporation, Baguio Philippines

## II. BOOKING AND PICKUP -

Moog Supplier pickups for Ocean freight and Airfreight will be coordinated by DHL Global Forwarding Customer Care Center (CCC)

Actual pickup will be done by DHL Domestic or UPS . The CCC will determine which carrier will facilitate the pickup based on shipment weight.

For shipments moving to an assembly point, the CCC may direct the supplier to ship UPS 2day air to the assembly if the ground transit time lies outside of a 2 day transit to the assembly.

- Supplier will inform DHL Global Forwarding Customer Care Center (CCC) via phone for Export bookings –Phone # 1-888-823-1000.
- Supplier is to call the pick-up in to the CCC no later than 1:00 pm local time on the day of the required pickup.
- Documents (Commercial invoice and Wood Packing certificate) should be sent to [Moog.Pickup@dhl.com](mailto:Moog.Pickup@dhl.com) no later than 1:00 pm local time to ensure same day receipt of shipping label from the CCC.
  - Note: If documentation is received later than 1:00 pm, pick up same day cannot be guaranteed.
  - Note: It is required to have pcs/weight/dims in the body of the email with freight readiness confirmation and their warehouse open/close time.
  - Supplier is to include the purchase order number on the Commercial Invoice and in the body of the email to the CCC.

Version: 1.01 – (13 October 2014)

## SHIPPING INSTRUCTION

---

- DHL Global Forwarding CCC will advise the supplier which inland carrier will be used for the pick-up and provide supplier with shipping label or Bill of Lading via email return.
- Supplier is to attach the shipping label or bill of lading to the freight and have the freight available for pick up between 3:00 and 5:00 local time.
  - Note: if pick up is being facilitated by UPS, The supplier is to have cargo available for pick up with their UPS Daily House Stop. If the Supplier does not have a daily house stop with UPS, the CCC can request the pickup – Supplier will need to advise CCC if required.

For supplier self-deliveries to DHL Global Forwarding Assembly Hub JFK, or LAX:

- 1) Supplier to contact DHL Global Forwarding Customer Care Center to advise cargo being sent
- 2) Material must be delivered to the DHL Global Forwarding Hub no later than 11:00 am local time.

\*\* Suppliers are NOT to tender cargo for Moog Baguio Philippines to local DHL Global Forwarding office. All freight for this program must be called into DHL Global Forwarding CCC.

### 1. Choice of Carrier

- a. DHL Global Forwarding shall be used for freight shipments where MOOG Baguio is responsible for the freight charges.
- b. Prepaid Shipments: For shipments where the shipper is paying for and absorbing the freight costs, it is recommended that DHL Global Forwarding be selected to facilitate customs clearance and inland freight movements.
- c. Air shipments: If the supplier/shipper will be using their own forwarder/carrier as they are paying for and absorbing the air freight costs, they must indicate the following.

Notify Party:

DHL GLOBAL FORWARDING (Philippines), Inc.  
8/F Star Cruises Center  
100 Andrews Ave., Newport Cybertourism Zone  
Pasay City, Philippines 1309  
Telephone Numbers +63 2 9023 345 loc

See contact persons:

[Regie.Guting@dhl.com](mailto:Regie.Guting@dhl.com) and [Grace.Policarpio@dhl.com](mailto:Grace.Policarpio@dhl.com)

- d. Ocean shipments: DO NOT send Ocean freight to DHL Global Forwarding JFK or LAX hub, use the CCC to coordinate and arrange collection.

### III. PACKAGING

Moog Controls Corporation requires the supplier to use best standard practice for commercial packaging unless otherwise specified. This practice establishes minimum requirements for packaging of supplies and equipment, exclusive of hazardous materials, as covered in Title 49 Subtitle A of the Code of Federal Regulations. If there are MIL-spec packaging requirements, these will be called out in the purchase order.

## **SHIPPING INSTRUCTION**

---

Supplier Packaging **MUST** be compliant with the guidelines stated in the Purchase Order Terms & Conditions and the ASTM standard D3951 requirement.

MCC goal, in conjunction with our suppliers, is to have the product arrive on time, with zero deficiencies. Using this best standard practice gives the latitude to package the product in a manner that best suits the selected transportation mode and that guarantees delivery of the product to the designated destination safely and intact.

Damaged freight that is the result of insufficient packaging will be the supplier's responsibility. DHL Global has the right to refuse cargo with packaging not fit for international shipping.

### **III.a PACKAGING FOR SMALL PARCELS**

To ensure that all small items will not be lost nor misplaced, please observe that minimum package (box) should be **10in x10in x 10in**.

#### **1. Document Issues**

Please insure that all boxes and containers have the correct Invoice, Packing slips and Certificate of Conformance (COC) stamped with your Inspection Delegation (ID) stamp or our Inspector's stamp (where appropriate). It is advantageous to have an additional packing slip attached to the outside of the package and, in the event of multiple containers used (labeled box X of Y); it should be indicated which container houses the packing slip. In addition, a packing slip should be put inside the box(es).

#### **2. Labels**

Ship to Label on each package to be addressed as follows:

<b>US West Coast (LAX)</b>	<b>US East Coast (JFK)</b>
DHL Global Forwarding As agent for Moog Controls Corporation ( Philippines Branch) 4000 Redondo Beach Avenue, Suite 103 Redondo Beach, CA 90278 USA	DHL Global Forwarding As agent for Moog Controls Corporation (Philippines Branch) Cargo Building 89 JFK International Airport Jamaica, New York 11430 USA

#### **3. Purchase Order Number**

In order to identify the package contents quickly and sort appropriately, we are requesting that suppliers include the Purchase Order Number on the shipping address label or the regular address label when shipping.

#### **4. Commercial Invoice**

## **SHIPPING INSTRUCTION**

---

The following information must be included in the commercial invoice and be made available to the Carrier

- a. Name and address of the U. S. Principal Party of Interest (“USPPI”).
- b. USPPI’s Employer Identification Number or Social Security Number.
- c. U.S Customs requires the USPPI to identify Consignee Type as one of the below shown 4 choices:  
D.....Direct Consumer  
G.....Government Entity  
R.....Reseller  
O.....Other//Unknown
- d. US suppliers shall put this information on their paperwork for every shipment.
- e. State of Origin (State).
- f. Foreign Trade Zone (if applicable).
- g. Commercial description of commodities.
- h. Origin of goods indicator: Domestic (D) or Foreign (F).
- i. Schedule B or HTSUSA, Classification Commodity Code.
- j. Quantities / units of measure.
- k. Value.
- l. Export Control Classification Number (ECCN) or sufficient technical information to determine the ECCN.
- m. All licensing information necessary to file the EEI for commodities where the Department of State, the Department of Commerce, or other U.S. Government Agency issues a license for the commodities being exported, or the merchandise is being exported under a license exemption or with license exception.
- n. Any information that is known will affect the determination of license authorization.
- o. Freight Term
- p. Purchase Order number

Above information to be supplied via commercial invoice or SLI ( Shipper Letter of Instructions)

### **5. Shipments with Wood Packaging Material - PH to advise statement**

All wood packaging material entering the country should be treated and marked in accordance with ISPM 15.

Under ISPM 15, all WPM (such as pallets, crates, boxes, and dunnage used to transport cargo) must be either:

- Heat treated to a minimum wood core temperature of 56°C for a minimum of 30 minutes; or,
- Fumigated with methyl bromide and corresponding fumigation certificate is presented

### **6. Cargo Details**

The following information must be provided to DHL at the time of booking.

## **SHIPPING INSTRUCTION**

---

- Weight (LBS or KG)
- Dimensions (Inches or Metric)
- Piece count (SLAC – Shipper Load and Count)
- Hazardous – if applicable
- License/License Number – if applicable
- Service mode (Ocean freight or Airfreight)
- Required dock date at Moog Baguio

### **7. Freight Terms**

MCC Buyers will include the freight term in the Purchase Order. Where this is missing, please contact your MCC Buyer.

### **8. Shipping Hazardous Materials**

MOOG Baguio should be informed or be given an invoice containing the description of the hazardous materials/chemicals, including the MSDS in advance of the shipment arriving, for classification purposes by Phil. Drug Enforcement Agency (PDEA). This is needed for the release of the goods from Customs. Shipment will only commence upon the go signal of MOOG Baguio.

Hazardous goods cannot be consolidated with general cargo production items.

### **9. Premium, Air Value and Courier Shipments**

Strictly NO Expedited, AOG and Courier shipment be used without advance approval from Moog Baguio.

Processes how PTA (Priority Transportation Authorization) can be issued which allows DGF to ship the cargo via and 'Express' (expedited) basis:

- 1) Moog buyer sends an email to the supplier with a PTA authorization. Email shall state PO number with "PTA" in the subject line. MOOG buyer shall copy in CCC ([moog.pickup@dhl.com](mailto:moog.pickup@dhl.com)) to enable them to have the PTA# in advance. PTA shall contain the following details:
  - (i) Supplier Name
  - (ii) Supplier Location with contact person details (phone / e-mail)
  - (iii) PO Number
  - (iv) Expedite Mode (Express Air, AOG, Courier, etc.) with expected delivery date to consignee.

When the supplier subsequently books shipment, the PTA authorization should be included with the booking documents.

- 2) When shipper arranged a shipment through CCC as assembly and shipment need to be upgraded to Expedited service, MOOG Buyer/Manager will have to notify DHL

## **SHIPPING INSTRUCTION**

Global by providing shipment details with the PTA number on the email subject. The following information shall be included in the PTA:

- (i) Supplier Name
- (ii) Supplier Location with contact person details (phone / e-mail)
- (iii) PO Number
- (iv) Tracking Information
- (v) Expedite Mode (Express Air, AOG, Courier, etc.) with expected delivery date to consignee

### **10. Declared Value**

The supplier will not declare any value for insurance purposes on the House Airway Bill unless directed to by the terms of the purchase order. If the supplier does declare a value without the Buyer's permission, all insurance charges will be deducted from the supplier's invoice.

### **11. Shipment Error**

Shipments that are sent to the wrong plant in error will now be debited from your account (without warning). The total transportation costs of all shipments sent to the incorrect destination, as well as the cost of the shipment to the correct destination, will be charged back. This will help mitigate our handling costs to reroute these shipments.

## **IV. CONSOLIDATION DETAILS FOR AIRFREIGHT CARGO ONLY**

Supplier's shipments will move from one of three designated DHL Global Forwarding hubs.

DHL Global Forwarding		JFK HUB		DHL Global Forwarding	LAX HUB
Connecticut	Pennsylvania	Alabama	Mississippi	Arizona	
Delaware	Rhode Island	Arkansas	Missouri	California	
Maine	South Carolina	Florida	Montana	Colorado	
Maryland	Vermont	Georgia	Nebraska	Idaho	
Massachusetts	Virginia	Illinois	New Mexico	Nevada	
New Hampshire	West Virginia	Iowa	North Dakota	Oregon	
New Jersey		Indiana	Ohio	Utah	
New York		Kansas	Oklahoma	Washington	
North Carolina		Kentucky	South Dakota	Wyoming	
		Louisiana	Tennessee	Texas	
		Michigan			
		Minnesota	Wisconsin		

Version: 1.01 – (13 October 2014)

## **SHIPPING INSTRUCTION**

Shipments from Ontario, Quebec and Western Canada will be dealt with separately on a case-by-case

### **1. Consolidation Hub Address**

#### **a. US West Coast (LAX)**

DHL Global Forwarding  
 As agent for Moog Controls Corporation (Philippines Branch)  
 4000 Redondo Beach Avenue, Suite 103  
 Redondo Beach, CA 90278 USA

#### **b. US East Coast (JFK)**

DHL Global Forwarding  
 As agent for Moog Controls Corporation (Philippines Branch)  
 Cargo Building 89  
 JFK International Airport  
 Jamaica, New York 11430 USA

\*\* Supplier Cargo is to be labeled showing the applicable DHL Global Forwarding Hub.

### **2. Consolidation Schedule**

Supplier cargo will be shipped per assembly program based on the following shipping schedule.

Station	Booking Cutoff - Call DHL CCC by	Cargo Ready for pickup At Supplier's facility	Cargo at DHL Global Forwarding Hub	Depart United States	Arrive Manila, Philippines	Arrival Baguio, Philippines
LAX	1:00 pm Local	<b>See Supplier Inland Transit Guide</b>	Tue, 1pm	Wed	Fri	Sat
LAX	1:00 pm Local		Fri, 1pm	Sun	Tue	Wed
JFK	1:00 pm Local		Tue, 9am	Wed	Thu	Sat
JFK	1:00 pm Local		Thurs, 9am	Sun	Mon	Wed

It is the supplier responsibility to ship the cargo in time to meet the cut off at the DHL Global Forwarding hub as noted in the above matrix. Time will need to be allotted for inland transit to the DHL Global Forwarding Hub.

### **3. Consolidation Rule**

When an Assembly departure date falls on a US holiday, it shall move on the previous business day.



## SHIPPING INSTRUCTION

#### 4. Ultimate Consignee:

MOOG CONTROLS CORPORATION (Philippines Branch)  
Baguio City Economic Zone  
Loakan Road, Baguio City  
Philippines 2600  
(Variations of this address are not allowed)

#### 5. Expedited Shipments

Special pick-up for expedite delivery will be advised by the Supplier with prior approval from MCC. Approver names will be provided via separate correspondence.

#### 6. Pre-Alerts

Once consolidated cargo has been built up, manifested and ready for export, CCC will send a pre-alert to DGF Baguio and Manila team and MOOG external logistics including all invoices of items included in the assembly. Once received, MOOG External Logistics will review all invoices to ensure all incoming freight is included in the List of Importables.

### V. CONTACT DETAILS

#### 1. Moog Controls Corporation - Philippines Branch (MOOG Baguio)

Moog Controls Corporation  
Baguio City Economic Zone  
Loakan Road, 2600 Baguio City, Philippines

Name	Function	Email	Direct	Mobile
Eduardo V. Serrano	External Logistics Coordinator	<a href="mailto:eserrano@moog.com">eserrano@moog.com</a>	+63 74 447 3355 Ext. 477	+63 917808 8139
Gem Presas	Logistics Manager	<a href="mailto:gpresas@moog.com">gpresas@moog.com</a>	+63 447 3355 Ext 787	+63 917808 8250

#### 2. DHL Global Forwarding

##### a. US West Coast Hub (LAX) Export

Name	Title	E-mail	Contact No.
Denise Rivera	Customer Service	<a href="mailto:Denise.Rivera@dhl.com">Denise.Rivera@dhl.com</a>	310-536-5737
Anne Davis	Customer Service Lead Agent	<a href="mailto:Anne.Davis@dhl.com">Anne.Davis@dhl.com</a>	310-536-5425
Katrina Duncan	Night Supervisor	<a href="mailto:Katrina.Duncan@dhl.com">Katrina.Duncan@dhl.com</a>	310-536-5457

##### b. US East Coast Hub (JFK) Export

Name	Title	E-mail	Contact No.
------	-------	--------	-------------

## SHIPPING INSTRUCTION

Daniel Smilardi	Customer Service Agent	<a href="mailto:daniel.smilardi@dhl.com">daniel.smilardi@dhl.com</a>	718-244-8357
Leonid Glikman	Air Export Manager	<a href="mailto:leonid.glikman@dhl.com">leonid.glikman@dhl.com</a>	718-244-3076

### d. DHL Global Forwarding Commercial Care Center (CCC)

Name	Title	E-mail	Contact No.
General	<b>MAIN CONTACT</b>	Moog.Pickup@dhl.com	1-888-823-1000
Doug Hoots	Customer Relations Teamleader - For Escalation only	Steve.amberg@dhl.com	1-425 -572-3000 ext. 4071
Brent Johnson	Director, CCC For Escalation Only	Moog.Pickup@dhl.com	1-425- 572 -055

### e. DHL Global Forwarding Commercial

Name	Title	E-mail	Contact No.
Luigi Badetti	Senior Director , Multinational Customers, Aerospace Sector, Americas	<a href="mailto:luigi.badetti@dhl.com">luigi.badetti@dhl.com</a>	954-262 2740 off. 203-8201483 cell

### f. DHL Global Forwarding (Phils.) Inc.

#### i. Baguio Office

DHL Global Forwarding (Phils.) Inc.  
 3rd Floor PEZA-Administration Building  
 Loakan Road, 2600 Baguio City

Name	Function	Email	Direct	Fax (F) / Mobile (M)
Grace R. Policarpio	Commercial Account Owner	<a href="mailto:grace.policarpio@dhl.com">grace.policarpio@dhl.com</a>	+63 74 477-5117	F: +63 74 447 5116 M: +63 917 8462463

#### ii. Manila Office

DHL Global Forwarding (Phils.) Inc.  
 8/F Star Cruises Center, 100 Andrews Avenue,  
 Newport Cybertourism Zone, Pasay City  
 Philippines 1309

Name	Function	Email	Direct	Fax (F) / Mobile (M)
Stephen Ly	GM, DHL Phil	<a href="mailto:Stephen.Ly@DHL.com">Stephen.Ly@DHL.com</a>		
Andreas Baller	Marketing & Sales Country Director	<a href="mailto:Andreas.Baller@dhl.com">Andreas.Baller@dhl.com</a>	+63 74 477-5117	F: +63 74 447-5116 M: +63 917 8462463
Regina Guting	Product Head, VAS	<a href="mailto:Regie.Guting@dhl.com">Regie.Guting@dhl.com</a>	+63 2 902 3323	F: +63 2 902 7623 M: +63 917 5117850

Version: 1.01 – (13 October 2014)

## SHIPPING INSTRUCTION

---

**Note: These Routing Instructions are a controlled document and may be updated periodically. It is the supplier's responsibility to check for updates via Moog website. Any printed copies are considered non controlled reference copies only.**