



INBOUND FREIGHT CARRIER ROUTING GUIDE

FOR MOOG BAGUIO

Should you need assistance or have any questions, you may contact:

Tito Joseph Bagani
Logistics Coordinator
Moog Controls Corporation
Baguio City Economic Zone
Loakan Road, 2600 Baguio City, Philippines
e-mail: tbagani@moog.com
Phone: 63-74-4473355 Ext. 355
Cell#: +63-9178088158
Fax: 63-74-422-3205

GENERAL INSTRUCTIONS

I. Shipments from Outside of the Philippines to: MOOG CONTROLS CORP.- Phil. Branch

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

A. General Shipping Instructions

1. The invoice and other shipping documents must indicate the buyer as:

MOOG CONTROLS CORPORATION
Philippine Branch
Baguio City Economic Zone
Loakan Road, 2600 Baguio City
Philippines

(Variations of this address are not allowed)

2. A separate original copy of the commercial invoice(s) and packing list must be placed securely inside the designated shipping unit, carton, bag or box.
3. Shipping documents must be forwarded to MOOG Baguio either by fax or by email (scanned) immediately, or at the maximum, by the next day, after the shipment. ATTN: Tito Joseph Bagani
4. Shipments with wood packaging material must be accompanied with a Phytosanitary and a Fumigation Certificate issued by the exporting country.

B. Shipping Documents

Documents that must accompany the shipment of the goods will include

1. Invoice(s) for the shipment
2. Packing List
3. Bill of lading or the airway bill, DHL, FedEx, or UPS tracking label

II. Shipping Instructions for Suppliers located outside of the United States

1. Listed below are all of the authorized carriers for freight going to MOOG Baguio. They are listed in alphabetical order.

CEVA Logistics (Philippines) Inc.
DHL Express
DHL Global Forwarding (Philippines) Inc.
FedEx
UPS Express
UPS – SCS

2. The above carriers shall be used for freight shipments wherein MOOG Baguio is responsible for the freight charges. Selection of the carrier from the authorized list will be incorporated in the terms and conditions of the purchase order.

III. Shipping Instructions for Suppliers in the United States

A. Air Freight

Suppliers located in the continental United States should ship all Moog Baguio orders to:

When Shipping From		SHIP TO	When Shipping From		SHIP TO
Alabama	New Jersey	Moog Inc. c/o UPS Supply Chain Solutions 302 Sonwil Road Buffalo, NY 14225	Arizona	Nevada	Moog Inc. c/o UPS SCS Ontario 1590 Archibald Ave. Ontario, CA 91761
Connecticut	New York		Arkansas	New Mexico	
Delaware	North Carolina		California	North Dakota	
Florida	Ohio		Colorado	Oklahoma	
Georgia	Pennsylvania		Idaho	Oregon	
Illinois	Rhode Island		Iowa	South Dakota	
Indiana	South Carolina		Kansas	Texas	
Kentucky	Tennessee		Louisiana	Utah	
Maine	Vermont		Minnesota	Washington	
Maryland	Virginia		Missouri	Wyoming	
Massachusetts	West Virginia		Montana	Western Canada	
Michigan	Wisconsin		Nebraska		
Mississippi	Ontario				
New Hampshire	Quebec				

The shipment should be sent 3rd party billing using the appropriate Moog Inc. account from the table using the link provided http://appsrv01.moog.com/suppliers/SmallPkgCollectAccountNmbrs_Baguio.pdf. The preferred carrier is UPS.

1. UPS SCS will consolidate all US shipments going to the Philippines.
2. Packages should have a packing list and an invoice attached to the outside of the package. These documents will be used to determine the contents and their value for export reporting. Having these documents attached to outside of the package will mean that UPS-SCS will not open the package and can export the product without delay. The following information must be included on the invoice sent with all shipments.
 - Full name/address of shipper and ship to locations
 - Complete description of the items shipped, quantity, and unit price
 - Country of manufacture of the items

- US Schedule B number
 - ECCN or EAR notation
 - License notation (NLR if no export license required)
 - Shippers EIN number
3. UPS SCS will be responsible for sending the notification of the shipment to Moog Baguio.

B. Ocean Shipment

Suppliers located in the continental United States should contact:

Contact Speed Global Services

P.O. Box 678

Buffalo, NY 14217

www.speedgs.com

Phone: (716) 854-0477

Fax: (716) 854-0488

IV. Shipping Hazardous Materials

MOOG Baguio should be informed or be given an invoice containing the description of the hazardous materials/chemicals, 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.

V. Airfreight, Premium and Courier Shipments

Under no circumstances should premium, expedited airfreight, including courier shipment, be used without advance approval from Moog.

VI. Prepaid Shipments

For shipments where the shipper is paying for and absorbing the freight costs, it is recommended that the carrier be selected from the Moog designated carriers list. They have proven to be excellent service carriers and are familiar with the Moog facilities and their receiving procedures.

Note: If the supplier/shipper will be using their own forwarder/carrier as they are paying for and absorbing the freight costs, they should indicate the following.

If to be shipped by air:

In the airway bill provide the following information:

Notify party:

Jasmin Palentinos
CEVA Logistics (Philippines) Inc.
Pascor Drive, Paranaque
Metro Manila
Tel: 63 02 831 9724

If to be shipped by sea:

In the bill of lading provide the following information:

Notify party:

Alberto Dayego
CEVA Logistics (Philippines) Inc.
Pascor Drive, Paranaque
Metro Manila
Tel: 63 02 831 7295

VII. Declared Value

The supplier will not declare any value for insurance purposes on the bill of lading 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.

VIII. Shipments from Moog Supplier to a destination other than a Moog facility

When material is to be sent to a facility other than a Moog facility, the Moog purchase order will instruct the supplier as to where to ship the material and how to ship the material.

The specific shipping instructions incorporated in the terms and conditions of the purchase order will take precedence over this guide.

IX. Penalties for Non-Compliance

Penalties for non-compliance with these routing instructions will subject the shipper to:

- 1.) A \$100.00 service charge per shipment and/or
- 2.) A deduction of any and all excess freight charges incurred by Moog Inc. due to non-compliance from the supplier's invoice.