

INBOUND FREIGHT ROUTING GUIDE For MOOG BAGUIO EFFECTIVE 21 March 2013

Document Control

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2.0	31Jan13	Segundino Lacuesta	Updated with clarification on shipment types and contact points
3.0	21Mar13	Segundino Lacuesta	Updated with clarification on shipment types and designated carrier - Effective 21 March 2013

Approvals

Accepted	Date
Doug Dolan, Manager, Global Logistics	21 March 2013
Dave Montgomery, Manager, Supply Chain	21 March 2013

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

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.

The following are MCC approved carriers for transporting shipments from the United States to Moog Controls Corporation (Philippines Branch). MCC have negotiated contracts with these carriers and they satisfy our logistics needs on a worldwide basis.

- DHL Global Forwarding for air freight shipments – all shipments above 45 KGs to include expedited, express and consolidated shipments
- DHL Global Forwarding for ocean freight shipments
- UPS Small Parcel for all air freight shipments less than or equal to 45kgs to include expedited, express and regular shipments

There are four shipment types described in this guide. Your MCC buyer will inform you of the preferred shipment type when issuing the purchase order.

Shipment Type	Consolidated	Expedited	Express	Ocean
Mode	Air	Air	Air	Ocean
Estimated lead time from cargo at hub to MCC	6 work days	3 work days	2 days	Port Dependant
Special Moog Approval Required?	No	Yes	Yes	Yes

II. CONTACTING MCC APPROVED CARRIERS

1. Consolidated Shipments

Moog supplier airfreight shipments will be coordinated by DHL Global Forwarding Customer Care Center (CCC). Please contact DHL Global Forwarding CCC no later than 1:00 pm local time on the day of the required pickup.

- a. Call DHL Global Forwarding CCC at 1-888-823-1000
- b. Email Moog.Pickup@dhl.com the following items to ensure same day receipt of shipping label from the CCC. Same day pickup cannot be guaranteed if the following is received later than 1:00 pm.
 - (i) Shipping documents (Commercial invoice & Wood Packing certificate)
 - (ii) Moog Purchase Order Number indicated on the Commercial Invoice and in the body of the email to the CCC.
 - (iii) Indicate Piece, weight and dimension of the shipment
 - (iv) Indicate Shipment ready time and/or local office close time
 - (v) Indicate shipment type (if required) as approved by your Moog Buyer

- c. Shipment Pickup by DHL Global Forwarding
 - (i) The actual pickup will be carried out by DHL Domestic or UPS Ground. The CCC will determine which carrier will facilitate the pickup based on shipment weight.
 - (ii) DHL Global Forwarding CCC will advise the supplier which inland carrier will be used for pick up and provide supplier with shipping label or Bill of Lading via email return.
 - (iii) Supplier is to attach the shipping label or bill of lading to the freight and have the freight available for pick up between 3:00pm and 5:00pm local time.
 - (iv) If pick up is facilitated by UPS, the supplier is to have cargo available for pick up with their UPS Daily House Stop. If supplier does not have a daily house stop with UPS, the CCC can request the pickup. Supplier will need to advise CCC that this is required.
- d. Shipment Self Delivery by Supplier
 - (i) Please advise self delivery when placing the booking with DHL Global Forwarding CCC.
 - (ii) The CCC will advise the delivery location (DHL Global Forwarding Assembly Hub JFK OR LAX)
 - (iii) Material must be delivered to DHL Global Forwarding Hub no later than
 - 11:00 am Eastern for DHL Global Forwarding JFK Hub
 - 11:00 am Pacific for DHL Global Forwarding LAX Hub
- e. Shipments require a specific commodity description to enable a "custom green light" entry. Accordingly, it is required for all suppliers to indicate the **COMPLETE SPECIFIC DESCRIPTION** on the invoice. This will help ensure shipments are not held up in customs.
- f. Only Contact DHL Global Forwarding CCC
 - (i) Suppliers are NOT to tender cargo for Moog Baguio Philippines to your local DHL Global Forwarding office
 - (ii) All freight for this program must be arranged via the CCC
 - (iii) No account number is required for placing a booking with the CCC

2. Express Shipments – greater than 45 kgs

Moog supplier express shipments greater than 45 kgs will be moved via DHL Global Forwarding, coordinated by DHL Global Forwarding Customer Care Center (CCC).

- a. Call DHL Global Forwarding CCC at 1-888-823-1000 and indicate clearly that it is a EXPRESS shipment
- b. Email Moog.Pickup@dhl.com documents and approval from Moog to move shipment by Express.

3. Express Shipments – less than or equal to 45 kgs

Moog supplier express shipments less than or equal to 45 kgs will be moved via UPS Small Parcel Service. In order to avoid any unnecessary expense or delays, route these shipments via UPS.

In the attached file is a screen shot from UPS’s Worldship which is the UPS primary shipping platform. This, along with the data listed below, is what is needed to create an order in this system. Note that you can also create orders on their webpage at UPS.com, although that screen setup is slightly different the shipping information used is the same.

The minimum items needed to ship a package are:

- Company or Name
- Address1
- City
- State
- Postal Code
- Contact
- Telephone
- Description of Goods
- Bill Duty and Tax To
- Bill Transportation To
- Select Service
- Weight

The company name and address is:

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

DHL Global Forwarding (Ocean Freight)

City	Type	Name	Function	Tel	Fax	Email
NYC	LCL	Porshia Brantley	1st Contact	+1 973 848 4661	+1 973 848 4649	porshia.brantley@dhl.com
		Jessica Goldberg	1st Escalation	+1 973 848 4529	+1 973 848 4649	jessica.goldberg@dhl.com
	FCL	Penny Frasier	1st Contact	+1 973 848 4629	+1 973 848 4676	penny.frasieur@dhl.com
		Maria Rolon	1st Escalation	+1 973 848 7392	+1 973 848 4676	maria.rolon@dhl.com
	Both	Jean Kumar	2nd Escalation	+1 973 848 4563	+1 973 848 4676	jean.kumar@dhl.com
LAX	Both	Jennifer Cheng	1st Contact	+1 310 297 4233	+1 310 297 4470	Jennifer.Cheng@dhl.com
		Christine Loo	2nd Contact	+1 310 297 4224	+1 310 297 4470	christine.loo@dhl.com
		Coryell Weeks	Escalation	+1 310 297 4237	+1 310 297 4470	coryell.weeks@dhl.com

III. AIR FREIGHT CONSOLIDATION SCHEDULE

1. Consolidation Hub Addresses

Supplier shipments will move from one of two designated DHL Global Forwarding hubs. The hub routing is determined by states that are east of the Mississippi River feeding DHL Global Forwarding JFK and states that are west of the Mississippi River feeding DHL Global Forwarding LAX.

DHL Global Forwarding JFK HUB		DHL Global Forwarding LAX HUB	
Alabama	New Jersey	Arizona	Nevada
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
Kentucky	South Carolina	Kansas	Texas
Maine	Tennessee	Louisiana	Utah
Maryland	Vermont	Minnesota	Washington
Massachusetts	Virginia	Missouri	Wyoming
Michigan	West Virginia	Montana	Western Canada
Mississippi	Wisconsin	Nebraska	
New Hampshire	Ontario		
	Quebec		

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 to the applicable DHL Global Forwarding Hub.

2. Consolidation Schedule

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

Hub	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	1pm	See Supplier Inland Transit Guide	Tue, 4pm	Wed	Sat	Mon
LAX	1pm		Fri, 4pm	Sun	Tue	Wed
JFK	1pm		Mon, 9am	Wed	Fri	Sat
JFK	1pm		Tue, 9am	Thu	Sat	Mon
JFK	1pm		Thu, 9am	Sun	Tue	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.

To determine the needed transit time from supplier facility to DHL Global Forwarding HUB, please refer to the Supplier Inland Transit Times Guide.



Moog - Supplier
Inland Transit Times.)

3. Consolidation Rule

Due to Philippines customs regulations, shipments with different freight terms will be consolidated in different House Airway Bills.

If the consolidated weight for a cutoff does not meet the criteria set by MCC (>45kg), then the shipment will skip a consolidation cycle and be moved in the next cycle. Cargo will not be held for more than one cycle.

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)

IV. PACKAGING & DOCUMENTATION REQUIREMENTS

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.

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 you the latitude to package the product in a manner that best suits your needs and that will deliver the product to the proper destination safely and with no damage.

Damaged freight that is the result of insufficient packaging will be the supplier's responsibility.

1. Documentation

Please insure that all boxes and containers have the correct Invoice, Packing slips and Certificate of Conformance (COC) with them, and the Packing Slip and COC are

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 container and, with multiple containers (labeled box X of Y); you should indicate which container houses the packing slip. In addition, a packing slip should be contained inside the box(es).

2. Labels

Shipper to label each package with the relevant hub address:

US West Coast (LAX)	US East Coast (JFK)
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

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. State of origin (State).
- d. Foreign Trade Zone if applicable.
- e. Commercial description of commodities.
- f. Origin of goods indicator: Domestic (D) or Foreign (F).
- g. Schedule B or HTSUSA, Classification Commodity Code.
- h. Quantities / units of measure.
- i. Value.
- j. Export Control Classification Number (ECCN) or sufficient technical information to determine the ECCN.
- k. 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 license exception.
- l. Any information that it knows will affect the determination of license authorization.
- m. Freight Term
- n. Purchase Order number

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

5. Shipments with Wood Packaging Material (WPM)

All wood packaging material entering the Philippines 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.

- Weight (LBS or KG)
- Dimensions (Inches or Metric)
- Piece count (SLAC – Shipper Load and Count)
- Hazardous – if applicable
- License/License Number – if applicable

7. Freight Terms

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

8. 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

See contact persons: Regie.Guting@dhl.com and Grace.Policarpio@dhl.com

9. 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 would not be consolidated with the production items and will fly based on carrier space and flight availabilities

10.Oversized Cargo

MOOG Baguio should be informed that oversized cargo will not be consolidated with the production items and will fly based on carrier space and flight availabilities.

Carriers using widebody aircrafts will consider oversized cargo anything above the following dimensions: L318 x W224 x H158 cm. For smaller aircrafts, anything above 90 kgs can be considered oversized.

11.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.

12.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.

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	eserrano@moog.com	+63 74 447 3355 Ext. 477	+63 917808 8139
Ronaldo G. Gile	External Logistics Coordinator	rgile@moog.com	+63 74 447 3355 Ext. 230	+63 917808 8140
Segundino V. Lacuesta Jr.	External Logistics Head	slacuesta@moog.com	+63 74 447 3355 Ext. 476	+63 917808 8191

2. DHL Global Forwarding Commercial Care Center (CCC)

Name	Title	E-mail	Contact No.
First Contact Point	General	Moog.Pickup@dhl.com	1-888-823-1000
Steve Amberg	CCC Branch Manager - For Escalation only	Steve.amberg@dhl.com	1-425 -572-3001

Note: This Shipping Instruction is 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.