

Version: 1.0 – (21 November 2012)

SHIPPING INSTRUCTION

FREIGHT ROUTING GUIDE (Singapore Consolidation to Moog Controls Corporation Philippines) EFFECTIVE 28 November 2012

Document Control

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1.0	21 November 2012	Hermie Flores	Initial Release – Effective 28 Nov 12

Approvals

Accepted	Date
Doug Dolan, Manager, Global Logistics	21 November 2012
Dave Montgomery, Manager, Supply Chain	22 November 2012

Abbreviation List

MCC	Moog Controls Corporation - Philippines Branch (Moog Baguio).
DHL	DHL Global Forwarding

Distribution List

Singapore Shippers sending goods to Moog Controls Corporation (Philippines Branch)
Moog Baguio Buyers
Moog Baguio Logistics Team
DHL Philippines and Singapore Team

This document is established to facilitate service deliverables to DHL Global Forwarding customers and is not a legally binding document.

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 as the accepted and approved carrier, for transporting airfreight inbound shipments to Moog Inc. facilities. These Routing Instructions are designed to convey to our supplier the desired carrier with whom we have negotiated contracts. These contracts are not just based on cost, which includes low rates and incentives, but they take into consideration service, tracking systems, a low claims ratio, payment arrangements, a close rapport and networks that satisfy our total logistics needs on a worldwide basis.

The information below demonstrate 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.

II. CONSOLIDATION DETAILS

1. Consolidation Address

DHL Global Forwarding Singapore Pte Ltd
No. 81 Alps Avenue
Singapore 489903

2. Consolidation Schedule

Booking Cutoff - Call DHL by	Cargo Ready for DHL pickup At Supplier's facility	Cargo at DHL Warehouse (Self-Deliver)	Depart Singapore	Arrive Manila, Philippines	Arrival Baguio, Philippines
Mon, 11am	Mon, 1pm	Mon, 1pm	Tue	Tue	Wed
Wed, 11am	Wed, 1pm	Wed, 1pm	Thu	Thu	Fri
Fri, 11am	Fri, 1pm	Fri, 1pm	Sat	Sat	Mon

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.

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4. Ship To Address

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

5. Expedite Shipment

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.

III. BOOKING AND PICKUP

Supplier will inform DHL Global Forwarding for Export bookings via email to document cargo details. A call may be needed for clarification and other details on the on the cargo and pick-up schedule. If supplier has material for shipment they must call DHL no later than 11am on the day of the required pickup.

DHL will work out a pickup schedule on a daily basis based on the bookings received from Suppliers but the Supplier must have material available for pick up no later than 1pm.

For supplier self deliveries to DHL facility the material must be delivered no later than 1pm.

See contact details for export booking.

IV. 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.

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. Document Issues

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

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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.

2. Purchase Order Number

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

3. Commercial Invoice

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

- Full name/address of shipper and ship to location
- Complete description of the items shipped, quantity, and unit price
- Country of manufacture of the items
- Schedule B number/ commodity number
- ECCN or EAR notation
- License notation (NLR if no export license required)
- Shippers EIN number
- Freight Term
- Purchase Order number

4. Shipments with Wood Packaging Material

Wood Packaging Material Shipments with wood packaging material must be accompanied with a Phytosanitary and a Fumigation Certificate issued by the exporting country.

5. Cargo Details

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

- Weight (KGs)
- Dimensions (metric)
- Piece count

6. Freight Terms

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

7. Choice of Carrier

- a. DHL Global Forwarding shall be used for freight shipments where MOOG Baguio is responsible for the freight charges.

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- 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

- d. Ocean shipments: Guidance to be provided on a case by case basis.

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 would not be consolidated with the production items.

9. Premium, Air Value and Courier Shipments

Under no circumstances should Expedite, AOG and courier shipment be used without advance approval from Moog Baguio.

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.

Note: These Routing Instructions are updated periodically and it is the supplier's responsibility to check for updates via Moog website

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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
Hermenigildo O. Flores Jr.	Materials / Logistics Manager	hflores@moog.com	+63 447 3355 Ext 787	+63 917808 8190

2. DHL Global Forwarding (Singapore) Pte Ltd

a. Export (bookings, enquiry)

Name	Function	Email	Direct	Fax (F) / Mobile (M)
Maggie Tan	Customer Service Coordinator	meiqi.tan@dhl.com	+65 6318 6888 ext 6935	F: +65 6542 2161
Steven Yeo	Senior Executive	steven.yeo@dhl.com	+65 6318 6888 ext 6946	F: +65 6542 2161
Nancy Low	Manager, Customer Service	nancy.low@dhl.com	+65 6318 6929	F: +65 9696 1100 M: +65 6542 5050

b. Sales (rates, quotation)

Name	Function	Email	Direct	Fax (F) / Mobile (M)
James Ng	Key Account Manager	james.ng@dhl.com	+65 6548 9544	F: +65 6542 0566 M: +65 9783 1022
Sharon Cheong	Customer Support	sharon.chong@dhl.com	+65 6548 9943	F: +65 6542 0556
Ang Eng Chwee	Senior Manager	eng-chwee.ang@dhl.com	+65 6548 9944	F: +65 6542 0556 M: +65 9650 4755

3. DHL Global Forwarding (Phils.) Inc.

a. 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	Manager	grace.policarpio@dhl.com	+63 74 477-5117	F: +63 74 447 5116 M: +63 917 8462463

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b. Manila Office

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

Name	Function	Email	Direct	Fax (F) / Mobile (M)
Stephen Ly	GM, DHL Phil	Stephen.Ly@DHL.com		
Allan Matteo	Marketing & Sales Strategic Customer Solution Head	Allan.Matteo@dhl.com	+63 2 902 3374	F: +63 2 902 7532 M: +63 917 815 7445
Andreas Baller	Marketing & Sales Country Director	Andreas.Baller@dhl.com	+63 74 477-5117	F: +63 74 447-5116 M: +63 917 8462463
Regina Guting	Customs Clearance – Country Director	Regie.Guting@dhl.com	+63 2 902 3323	F: +63 2 902 7623 M: +63 917 5117850

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