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SHIPPING INSTRUCTION

FREIGHT ROUTING GUIDE FOR SUPPLIER SHIPMENTS From United Kingdom to Moog Controls Corporation Philippines EFFECTIVE 27Mar2014

Document Control

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Moog Approvals

Approvers	Accepted Date
John Walczak, Interim Global Logistics Manager	<u>27 Mar 2014</u>
Roan Guerrero, Baguio Supply Chain Lead	<u>27 Mar 2014</u>
Gem Presas, Baguio Logistics Manager	<u>27 Mar 2014</u>

DHL Approvals

Approvers	Accepted Date
Peter Tuttle, Head of Aerospace, Government & Defense	<u>27 Mar 2014</u>
Mike Nicholls, Key Account Manager Aviation & Aerospace	<u>27 Mar 2014</u>
Mark Cheong, Regional Account Director E&M	<u>27 Mar 2014</u>

Abbreviation List

MCC	Moog Controls Corporation - Philippines Branch (Moog Baguio).
DHL / DGF	DHL Global Forwarding
LT	DHL Global Forwarding Logistics Team (based in Hayes)
LON	DHL Global Forwarding Hayes (Heathrow)
DOH	Doha (Qatar)
MNL	Manila (Philippines)
BGO	Baguio (Philippines)

Distribution List

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- United Kingdom Shippers (Suppliers/Vendors) sending goods to Moog Controls Corporation (Philippines Branch)
- Moog Baguio Buyers and Moog Baguio Logistics Team
- DHL Philippines and United Kingdom Teams

I. PURPOSE

This guide provides direction and requirements on handling **Supplier/Vendor**¹ 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 the **MCC approved carriers** for transporting shipments from the United Kingdom 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 Consolidated shipments across all weight breaks
- DHL Global Forwarding for Air Freight Expedited shipments across all weight breaks moved (moved under Priority Transport Authorization - PTA)
- DHL Global Forwarding for Ocean Freight shipments

So as detailed above there are **three** shipment types that **DHL Global Forwarding** will manage and as described in this guide. Your MCC buyer will inform you of the preferred shipment type when issuing the purchase order.

Shipment Type	Air Freight Consolidated	*Air Freight Expedited (Under PTA) over 45kgs	Ocean
Mode	Air	Air	Ocean
Estimated lead time from cargo at hub to MCC	4-5 Days	3 Days	Port Dependent
Special Moog Approval Required?	No	Yes	Yes
Contact	DHL Global Forwarding		

II. CONTACTING MCC APPROVED CARRIERS

¹ Moog UK Shipments to MCC are covered under a separate Shipping Guide

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1. DHL Global Forwarding Air Freight Consolidated, Consignments

Moog Supplier **Air Freight** shipments will be coordinated by DHL Global Forwarding's Logistics Team (LT) located in their main UK Hub (LON) situated by Heathrow Airport:-

DHL Global Forwarding (UK) Limited
Kestrel Way
Dawley Park
Hayes
Middlesex
United Kingdom
UB3 1HJ

Moog Supplier Air Freight shipments will be **moved twice per week** on the Assembly Services **detailed in section III**

When you have a shipment ready to move:-

- a. Call DHL Global Forwarding LT @ +44 0208 7545056/+44 0208 5054

***To meet the assembly timings where not within City Limits please contact DHL Global Forwarding LT by 17:00hrs on the day prior to required pick-up – See section III**

- b. Email Moog.GBBookings@dhl.com the below listed items **with the email Header to include the Moog Purchase Order Number e.g. 123456ZX23,**
 - (i) Commercial invoice **with the Moog Purchase Order Number and incoterms (terms of shipment) clearly indicated***
 - (ii) Packing List with accurate Pieces, weight and dimensions of the shipment
 - (iii) Certificate of Conformance (COC)
 - (iv) Shipment ready time and/or local office close time
 - (v) Shipment type (if required) as approved by your Moog Buyer

Note: See Section 10 for more details on these requirements

***If the Moog Purchase Order Number is missing, cargo may not be able to be shipped as the Purchase Order Type, along with the incoterm, is a deciding factor on how DGF will need to process the consolidation- See Section 3.**

All Packaging and Documentation should be correct and complete and in-line with instructions in section IV of this document. Incorrect and/or inadequate packaging and/or missing and incorrect documentation will also cause delay.

- c. Shipment Pickup by DHL Global Forwarding

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- (i) The actual pickup will be carried out by DHL Global Forwarding or a nominated carrier and approved supplier of DHL Global Forwarding

d. Shipment **Self Delivery** by Supplier

- (i) Please confirm to the LT that you are delivering into the DHL Global Forwarding Facility at the below address when placing the booking with DHL Global Forwarding's LT under step a.

Delivery Address:-

DHL Global Forwarding (UK) Limited
Kestrel Way
Dawley Park
Hayes
Middlesex
United Kingdom
UB3 1HJ

- (ii) Please pass the attached Site Delivery Instructions to your Freight Forwarder prior to delivery



DHL Driver Delivery
Instructions.doc

- (iii) Material must be delivered to DHL Global Forwarding Hub no later than
10:00hrs Thursday morning for Monday Delivery to MCC
10:00hrs Tuesday morning for Friday Delivery to MCC.

e. Only Contact DHL Global Forwarding LT (LON) Branch for Air Freight

- (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 LT in LON
- (iii) No account number is required for placing a booking with the LT BUT you must have a valid Moog PO Number**

2. DHL Global Forwarding Air Freight Expedited, Consignments

Moog Supplier **Expedited** shipments (under Priority Transportation Authorization or PTA Number) will be coordinated by DHL Global Forwarding's Logistics Team (LT) located in their main UK Hub (LON) situated by Heathrow Airport and as described above in section II under point #1.

All booking requests are to be sent to Moog.GBBookings@dhl.com

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The Email Header should indicate [PTA#, Supplier Name and Pick-Up Date](#)
The booking request must contain the written approval for the movement under PTA from Moog MCC to allow DGF to ship the cargo on an 'Express' (expedited) basis

Where the LT team is notified AFTER 11AM of a same-day pick-up OR when a SPECIFIC TIMED COLLECTION is requested a SPECIAL PICK-UP AT ADDITIONAL COST TO MOOG may have to be arranged. Please bear this in mind when booking with DGF LT Team.

3. DHL Global Forwarding (Ocean Freight)

Contact for shipments from TATA STEEL, Bolton:-

Jake Smith
OFR Export – Customer Service
Ocean Freight Exports Manchester

DHL Global Forwarding/Freight

DHL Global Forwarding (UK) Limited
Princemead Place, Mosley Road
Trafford Park, Manchester, M17 1QA
United Kingdom

[Http://www.dhl.com](http://www.dhl.com)

E-Mail: Jake.Smith@dhl.com
Direct Phone: +44(0) 161 868 3345
Direct Fax: +44 (0) 161 868 3396

Please send bookings to Jake.Smith@dhl.com and copy ManOceanExports@dhl.com

AIR FREIGHT CONSOLIDATION SCHEDULE

4. Consolidation Hub Address

As described above Supplier shipments from the United Kingdom will move from **ONE** designated DHL Global Forwarding hub which is Hayes (LON).

5. Consolidation Schedule

Supplier cargo will be shipped per assembly program based on the following shipping schedule. This schedule applies for cargo received "ready to fly" i.e. all cargo properly packaged and accompanied by the correct documentation.

Please also note that Public Holidays both at origin and destination may from time to time change the schedule and/ or elongate the transit time.

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Assembly Service 1, to achieve delivery to BGO Monday

Pick-Up **Tuesday and Wednesday * Deadline for same day pick-up within Zone 1/City Limits 10AM, otherwise will roll to the next Assembly***

Assemble **Thursday** and deliver to Carrier

Fly **Friday** to DOH

Connect **Saturday** out of DOH to MNL

Arrive **Saturday** in MNL

Monday Clear and Deliver to MCC Baguio

Transit Time: **5 Calendar Days** (pick-up day 0)

Assembly Service 2, to achieve delivery to BGO Friday

Pick-Ups **Thursday, Friday and Monday * Deadline for same day pick-up Monday within Zone 1/City Limits 10AM, otherwise will roll to the next Assembly***

Assemble with other Moog Cargo **Tuesday** and deliver to Carrier

Fly **Wednesday** to DOH

Connect **Thursday** out of DOH to MNL

Arrive **Thursday** in MNL

Friday Clear and Deliver to MCC Baguio

Transit Time: **4 Calendar Days** (pick-up day 0)

Hub	Booking Cutoff - Call DHL LT by	Cargo Ready for pickup At Supplier's facility	Cargo Close Off at DHL Global Forwarding Hub	Depart United Kingdom	Arrive Manila, Philippines	Arrival Baguio, Philippines
LON	17:00hrs Tue *10:00hrs Wed for Zone 1 Same Day Collection	3pm next day (12pm for Zone 1 Same Day Collection)	Thur, 10am	Fri	Sat	Mon
LON	17:00hrs Friday *10:00hrs Monday for Zone 1 Same Day Collection		Tue, 10am	Wed	Thur	Fri

It is the Supplier's responsibility to ship the cargo in time to meet the cut off at the DHL Global Forwarding hub as noted in the above matrix.

6. Consolidation Rules

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

Due to Philippines customs regulations **Production Items and Non Production Items are to be consolidated in different House Airway Bills.** This can be ascertained from the PO Number as per below example:-

Production Purchase Orders - tax & duties exempted

Z0, Z1, Z2, Z3, Z4, Z5, Z6 and Z7

ZZ

ZY

BS

All of the above Production Purchase Orders can be consolidated together

Non Production Purchase Order Items (subject to tax & duties)

Z9

Z8

(ZK)

All of the above Non Production Orders can be consolidated together

Please consider all other Buyer Codes as Production items (non-dutiable/tax & duties exempted)

Hazardous goods would not be consolidated (section 13 refers)

OUT OF GAUGE/OVERSIZED CARGO ²would need to be handled outside of the Assembly process and approval sought from MCC Baguio prior to dispatch

7. Ultimate Consignee

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

(Variations of this address are not allowed)

² As a guide Out of Gauge cargo is anything over 1000kgs and/or over 160cms in height meaning that it will not fit onto a Passenger Aircraft

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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 ensure 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 LON Hub Address:-

UK Labelling Requirements
DHL Global Forwarding (UK) Limited As agent for Moog Controls Corporation (Philippines Branch) Kestrel Way, Dawley Park Hayes, Middlesex UB3 1HJ United Kingdom
PO NUMBER: 121109 Z8 01

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3. Purchase Order Number

In order to identify the package contents quickly and sort appropriately, **MCC require Suppliers to include the Purchase Order Number on the shipping address label or the regular address label** when shipping. Purchase Order must also be supplied to DHL Global Forwarding on booking.

4. Commercial Invoice

The following information must be included in the commercial invoice and/or the Shipper Letter of Instructions (SLI) and is to be made available to the Carrier:-

- a. Name and address of the UK Exporter of Record (EOR)
- b. Exporter of Record VAT and EORI Number
- c. Commercial description of commodities.
- d. Origin of goods
- e. Commodity Code
- f. Quantities / units of measure
- g. Gross and Net Weights
- h. Value
- i. All licensing information necessary to enter to customs where a government agency has issued a license for export or where the merchandise is being exported under a license exemption
- j. Any information that will affect the determination of license authorization.
- k. Freight Terms (Incoterms)**
- l. Purchase Order number**

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

For Moog shipments ex-UK heat treated pallets with heat treated stamp (“wheat stamp”) are the preferred and only accepted method of wood packaging

6. Cargo Details

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

- Number of Shipper Units (Pallets/Cartons)
- Individual Piece count (SLAC – Shipper Load and Count)

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- Weight (in KG)
- Dimensions (Metric)
- Hazardous – if applicable
- License/License Number – if applicable
- Incoterms
- Purchase Order Number
- PTA Number if applicable/known

7. Freight Terms

MCC Buyers will include the freight term (incoterms) 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 across all weight breaks where MOOG 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. Prepaid 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

DHL Global Forwarding UK (Ltd) should be informed at the time of booking that the goods are Hazardous (DG). Goods should be packed and marked in accordance with DG Regulations and be accompanied by a DGR Certificate and MSDS.

Similarly, 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.

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Hazardous goods would not be consolidated with the production items.

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.

V. CONTACT DETAILS

12. 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

13. DHL Global Forwarding Logistics Team (LT) in LON Hub

Name	Title	E-mail	Contact No.
First Contact Point	General	Moog.GBBookings@dhl.com	+44 0208 7545056
Holly Jones	Logistics Specialist	holly.jones@dhl.com	+44 0208 7545074
Joy Barwick	Logistics Supervisor	Joy.Barwick@dhl.com	+44 0208 7545056
Alan Padbury (Escalation)	Operations and Service Delivery Manager	Alan.Padbury@dhl.com	Mobile: +44 (0) 7834 903685

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14.DHL Global Forwarding Ocean Freight Contacts

Type	Name	Tel	Fax	Email
Primary	Jake Smith OFR Export	Direct Phone: +44(0) 161 868 3345	Direct Fax: +44 (0) 161 868 3396	Jake.Smith@dhl.com Cc: ManOceanExports@dhl.com
Back-Up	Peter Crosbie Team Leader	Direct Phone: +44 161 8683340	Direct Fax: +44 (0) 161 868 3396	Peter.Crosbie@dhl.com
Escalation	Simon Power Ocean Export Manager	Direct phone: +44 (0) 161 868 3361 Mobile: +44 (0) 7702 200019	Direct Fax: +44 (0) 161 868 3392	Simon.Power@dhl.com

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.