

# MOOG



## Supplier Routing Guide

MOOG Aircraft Group, USA

MOOG Space & Defense  
Group, USA

VERSION 3.5, MAY 1, 2021

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**DOCUMENT CONTROL**

| VERSION | ISSUE DATE | DOCUMENT OWNER            | REMARKS   |
|---------|------------|---------------------------|---|
| 1.0     | 6/10/2016  | David Velasquez, Group AG | New guide issued. Previous 3/18/2013 replaced.  |
| 1.1     | 6/21/2016  | David Velasquez, Group AG | Added ability to open embedded documents  |
|         |            |                           | Added Section 2.4   |
| 1.2     | 8/15/2016  | David Velasquez, Group AG | Added MOOG plant address information in Section 2.4   |
|         |            |                           | Added Section 2.5   |
|         |            |                           | Added Section 3.1.1.1   |
|         |            |                           | Added 3.1.1.2 Added 123 Delivery instructions   |
|         |            |                           | Added clarification to Section 3.1.2  |
|         |            |                           | Added Section 4.3.2 – Changed direct shipment to Baguio under 150lbs from UPS to DHL Express. |
|         |            |                           | Added further clarification in Section 6.1.1  |
| 1.3     | 6/1/2017   | David Velasquez, Group AG | Revised LTL Routing Guide - Page 10   |
|         |            |                           | Added Contact Information 2.4   |
|         |            |                           | Many Changes to 4.3 – 4.4 (Account numbers and carrier specification)                         |
|         |            |                           | Added 5.2.3.1.2 Information on how to obtain NMFC codes for freight                           |
|         |            |                           | Added Section 6   |
| 1.4     | 6/5/2017   | David Velasquez, Group AG | Section 4.3.3 – Changing Express Shipping (Parcel Service) back to UPS                        |
| 1.5     | 9/6/2017   | David Velasquez, Group AG | Added Table of Contents   |
|         |            |                           | Section 2.4 – Correct Plant 17 Address  |
|         |            |                           | Section 3.1.1.3 – Added Jet Delivery for Torrance Courier Shipments                           |
|         |            |                           | Section 4.3.2.1.2 – Added FedEx Account Numbers   |
|         |            |                           | Section 4.3.4.1 – Added UPS SCS and DGF Account Numbers                                       |
|         |            |                           | Section 4.5 – AOG Shipment process updated  |
| 1.6     | 11/28/2017 | David Velasquez, Group AG | Group AG  |
| 1.7     | 01/15/2017 | David Velasquez, Group AG | Group AG  |
| 1.8     | 01/26/2018 | David Velasquez, Group AG | Removed all reference to Freight Account Numbers & Addendum B                                 |

|     |            |                              |  |
|-----|------------|------------------------------|--|
| 2.0 | 08/15/2018 | David Velasquez,<br>Group AG | <p>Section 2.5 – Added specifications to have the Moog Vendor Number and PO Number in the Carrier Ref field<br/>                 Section 3.8 – Need Moog PO in Ref#<br/>                 Section 4.3.4 - Removed Heavyweight Routing Instruction Attachment<br/>                 Section 6 Packaging – Added<br/>                 Section 7 High Value Shipments – Added<br/>                 Section 9 Non-Conformance - Added<br/>                 Added Addendum B – Heavyweight Routing Instructions<br/>                 Added Addendum C – Non-Conformance Penalties</p> |
| 3.0 | 03/31/2020 | David Velasquez<br>Group AG  | <p>Updated Contacts Information 2.4<br/>                 Updated LTL Carrier 3.5<br/>                 Updated Contact for TL and special shipments 3.6<br/>                 Updated Packing contact 7.1.2<br/>                 Added Section 9.2<br/>                 Removed LTL Routing Guide<br/>                 Addendum A Updated – Heavyweight Air Carriers Routing<br/>                 Added Commercial Invoice example to Addendum B</p>   |
| 3.5 | 2/15/20221 | David Velasquez<br>Group AG  | <p>Inserted Section 2 – TMS<br/>                 Updates Contacts Information 2.4<br/>                 Updated 2.6 Contacting Moog<br/>                 Updated 6.2.4 Brokerage Contacts</p>   |

## 1. PURPOSE

This guide is meant to give direction to suppliers on how to ship to MOOG facilities, suppliers and possibly customers. This guide should be used whenever shipment instructions are not available and explicitly stated on the MOOG PO. In the event that there is any confusion, please contact your buyer for direction prior to making any shipping arrangements.

MOOG has negotiated rates and service with carries to guarantee rates and service to meet MOOG's specialized needs. It is the responsibility of the supplier to ensure that the instructions contained within this routing guide are strictly followed. Failure to do so may result in penalties.

## 2. TRANSPORTATION MANAGEMENT SYSTEM (TMS)

Most suppliers will be required to be trained on and use Moog's preferred Transportation Management System (TMS), HoneyBee. Suppliers who have been trained on TMS should use the routing and instructions obtained through HoneyBee and should disregard routing instructions found in this routing guide. Failure to use the TMS/HoneyBee provided routing instructions will result in a \$200 charge back pre shipment, plus the cost of freight. If your organization has not been trained on TMS, following the routing information provided in this document.

If you have questions about the TMS, please contact your Buyer/Supply Chain representative for more information.

## 3. GENERAL

- 3.1. This guide is to be used when routing shipments for MOOG from suppliers or plants to a destination specified by MOOG wherein MOOG is responsible for the freight charges.
- 3.2. If there are specific shipping instructions specified in the terms and conditions of the purchase order, they will take precedence over this routing guide.
- 3.3. This guide covers shipments from 1lb up to truckload shipments or full container shipments. Carrier selection is based on the location of the shipment, the destination of the shipment, the shipment size, weight and other shipment requirements, i.e., flatbed loading, etc.
- 3.4. Please ensure all shipments are made using the address on the MOOG PO. It is important that the full and complete address is used, including the Plant # designation



when applicable. Our Campus addresses in East Aurora/Elma have recently been updated so please ensure you have the correct address.

MOOG Primary US Logistics Contacts:

**AIRCRAFT GROUP**

MOOG Inc.  
Aircraft Group, Plant 4  
160 Jamison Road  
Elma, NY 14059

MOOG Inc.  
Aircraft Group, Plant 17  
170 Jamison Road  
Elma, NY 14059

MOOG Inc.  
Aircraft Group Commercial Aftermarket  
Plant 24  
6860 Seneca Street  
Elma, NY 14059

Scott Shuler, Logistics Manager – EA Operations  
(O) 716-395-5947  
sshuler@moog.com

MOOG Inc.  
Aircraft Group  
Torrance Operations  
20263 S Western Avenue  
Torrance, CA 90501

MOOG Inc.  
Aircraft Group  
Stockroom, Receiving and Inspection  
1218 West Jon Street  
Torrance, CA 90502

MOOG Inc.  
Aircraft Group  
Steel Stores  
20220 Normandie Avenue  
Torrance, CA 90502



## AIRCRAFT & SPACE AND DEFENSE US SUPPLIER ROUTING GUIDE

Michael Clifford, Logistics Supervisor – Torrance Operations  
(O) 310-618-7413  
mclifford@moog.com

MOOG Inc.  
Aircraft Group  
2268 S 3270 West  
Salt Lake City, UT 84119

Raul Vazquez, Shipping Receiving Supervisor  
(O) 801-974-7384  
rvasquez@moog.com

### **SPACE AND DEFENSE GROUP**

MOOG Inc.  
Space and Defense Group  
Plant 20  
500 Jamison Rd  
Elma, NY 14059

MOOG Inc.  
Space and Defense Group  
6686 Walmore Rd  
Niagara Falls, NY 14304

John Ross, Logistics Manager  
(O) 716-805-2027  
jross@moog.com

MOOG Inc.  
Space and Defense Group  
2268 S 3270 West  
Salt Lake City, UT 84119

Larry Burk, Material Handling Lead  
(O) 801- 9747403  
lburk@moog.com

MOOG Inc.  
Space and Defense Group  
Orrville Operations (Flo-Tork)  
1701 North Main Street  
Orrville, OH 44667

Robert Starling, Supply Chain Manager  
(O) 330-765-3228

rstarling@moog.com

**3.5. The MOOG Vendor Number & PO Number must be listed in one of the carrier reference fields on the BOL or small pack label.**

For Example: Vendor, ABC Manufacturing Company (Moog Vendor # 12345) is shipping against Moog PO P98765432. For this shipment, they would enter the following in the first available Carrier Reference field on the BOL, AWB, or Parcel Shipping System.

Enter the Vendor Number following by a "-" and then the PO number.

**12345-P98765432**

3.5.1. If for any reason you are making a shipment to a non-MOOG location (another supplier or shop), this must be approved in advance by the MOOG buyer.

3.6. Should you find that the specified carrier that is directed for use does not serve the area needed, or is not able to provide the required equipment, please contact the Moog Logistics Manager for the location to which you are shipping.

If you do not get a response please cc [ag.logistics@moog.com](mailto:ag.logistics@moog.com) on your email to them.

3.7. All shipments in which MOOG is paying for the freight and which are approved by MOOG, should be made Freight Collect using the freight account number provided by the MOOG Buyer.

#### **4. US DOMESTIC SHIPMENTS**

4.1. Small Pack/Parcel (1lb – 150lbs) – Ground or Air for non-palletized freight

4.1.1. Whenever possible, please use UPS Express to ship small pack/parcel within the United States.

4.1.1.1. If another carrier is used without documented permission from the MOOG Buyer or Group Logistics Manager, the shipment will be subject to non-compliance penalties.

4.2. Heavyweight Air (Over 150lbs) – This is typically palletized freight

4.2.1. UPS SCS should be used for this service. This is a premium service and should only be used when specifically authorized by Moog. Using this service without authorization will result in being charged back for the cost of the freight.

4.3. Courier and Local Same Day Deliveries



- 4.3.1. For local Same Day deliveries to MOOG in East Aurora, NY, you may use the following carrier: These instructions should be on the PO or you should have approval from the buyer.

123 Delivery  
(716) 633-1234  
www.123deliverservices.com

- 4.3.2. For local Same Day deliveries to MOOG in Torrance, CA, you may use the following carrier: These instructions should be on the PO or you should have approval from the buyer.

Jet Delivery  
(909) 450-0941  
www.jetdelivery.com

4.4. Expedited Shipping AOG/NFO/Air

If shipping via air service (NDA, 2 Day or 3 Day), any expedited same-day or AOG/NFO (Next Flight Out) service it must be approved in advance of booking the shipment with the MOOG Buyer.

4.5. LTL Shipments (150lb+ up to 7,000lbs) – This is palletized freight or freight in crates.

- 4.5.1. MOOG's primary LTL carrier in the US is **FedEx Freight**. They are responsible to move LTL freight from all points in the United States (US), Canada and Mexico.

- 4.5.2.** FedEx freight uses account numbers, which you can get from your buyer. The Supplier will need to call the LTL carrier, and have the freight billed to Moog (Freight Collect.) The Supplier must use the **exact correct address of the Moog plant you are shipping to** and list them as the Consignee on the BOL. See Section 2.4 for a list of the correct addresses. **Failure to do so will result in a chargeback.**

- 4.5.3. It is required that all shipments for MOOG are created using either FedEx software or **fedex.com**.

- 4.5.4. Contact the FedEx Activation Desk at (866) 883-9290 (toll free) for assistance with the FedEx software or fedex.com set up and training, if not already enabled at your location. This resource is available Monday through Friday, 8:00 am to 5:00 pm CST.

- 4.5.5. Shipping information is also available at **fedex.com** or you can call FedEx **Freight** at **(866) 393-4585** (toll free).

- 4.5.6. Contact FedEx Freight International for service between the U.S. and Canada or the U.S. and Mexico at **(866) 393-4685**.

- 4.5.7. Contact FedEx Customer Technical Support for assistance with FedEx shipping solutions, including FedEx Ship Manager at fedex.com. FedEx Ship Manager hardware or software and FedEx Ship at **(877) 339-2774**.

- 4.5.8. Contact FedEx Dangerous Goods – Hazardous Materials for assistance with shipping such goods via freight at **(901) 434-3200** (Hotline) or (say “dangerous

goods”). This resource is available Monday through Friday, 7:00 am to 8:00 pm CST.

#### 4.6. TL and Other Shipments

Truckload and oversized shipments, or shipments requiring special equipment, i.e., flatbed trailer, etc., will have to be specially arranged. If MOOG is responsible for the freight and you need assistance to help arrange a carrier, please provide the shipment specifics (equipment needed, any special handling instructions, weight, dimensions, and where it is shipping from and to) to Chris Zielinski at Franklin Global Strategies [czielinski@franklinglobalstrategies.com](mailto:czielinski@franklinglobalstrategies.com), 716-731-3131 ext315.

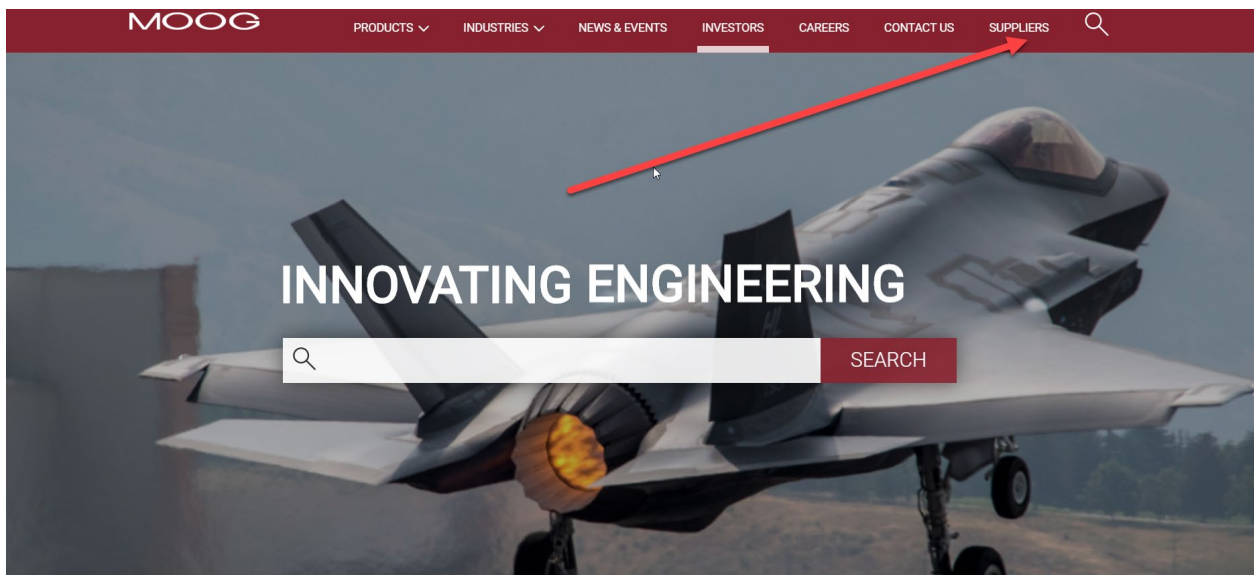
### 5. INTERNATIONAL SHIPMENTS

#### 5.1. Contacting the Freight Forwarder

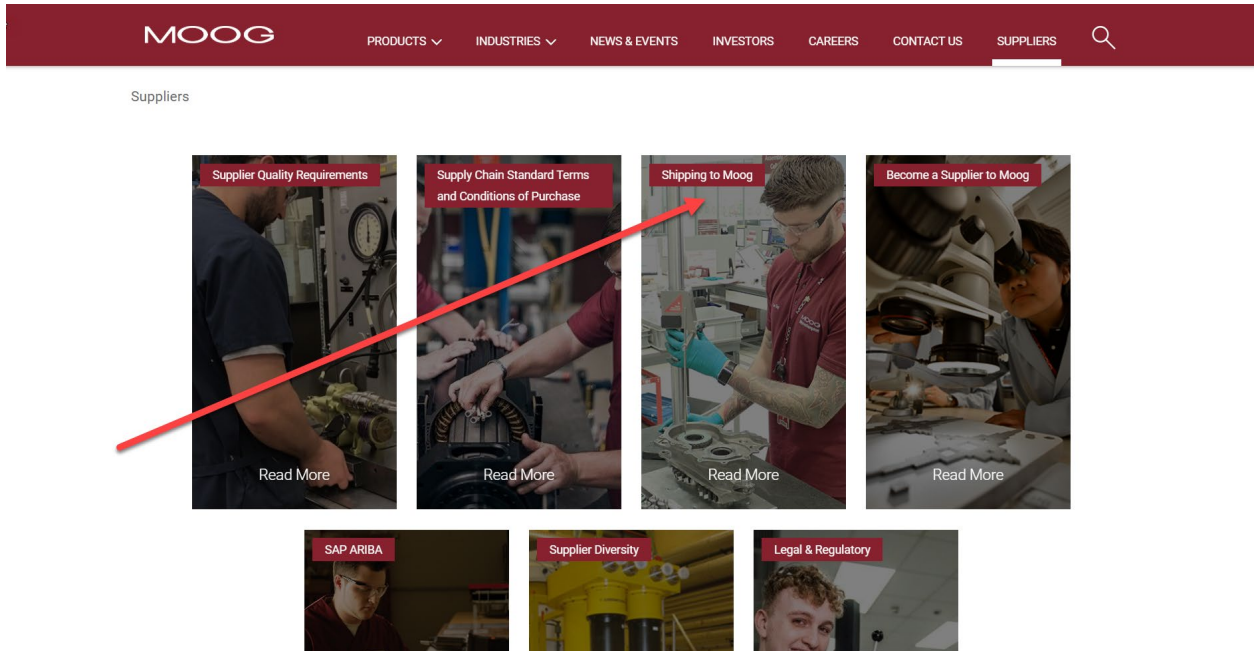
It is critical that the forwarder is contacted prior to shipping the product. The forwarder can confirm that the proper procedures are being followed and assist with any questions including documentation questions.

#### 5.2. Special Instructions

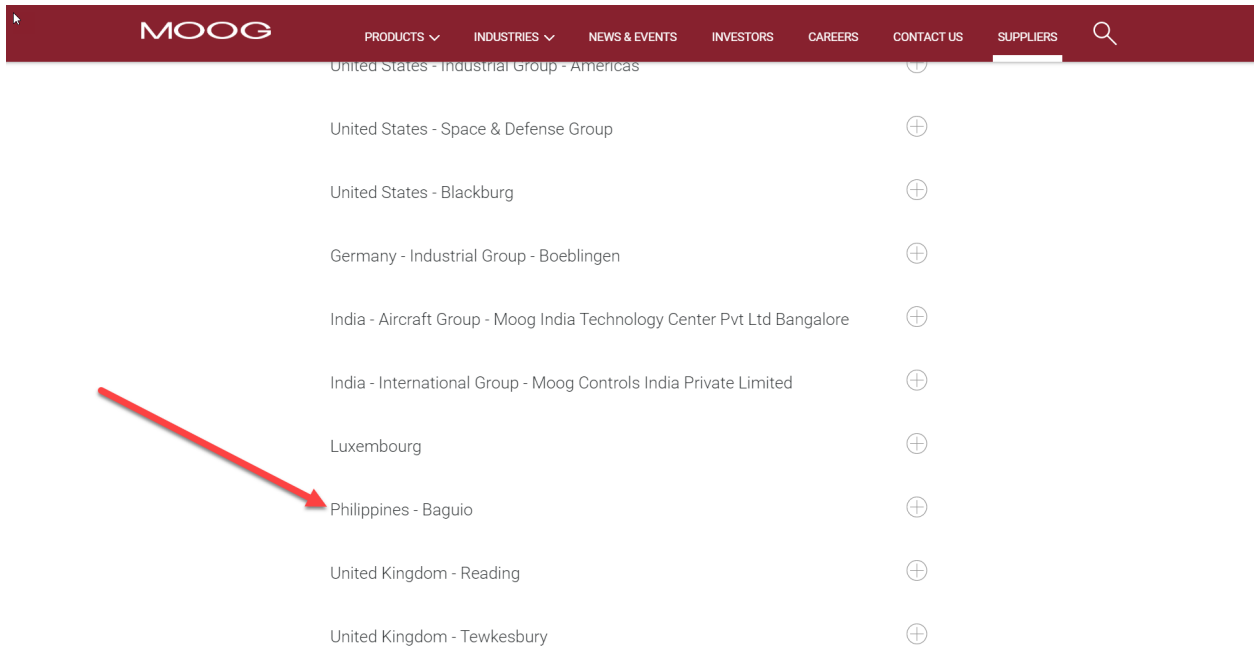
Please note, for shipments to another MOOG plant outside of the US, check the MOOG website for any additional specific instructions. If there is no specific Routing Guide for the facility you are shipping to, use the instructions contained in this routing guide. For example, when shipping to MOOG Baguio, Philippines, please consult the respective Inbound Routing Guide for MOOG Philippines that is located on the MOOG website. It can be found on [www.MOOG.com](http://www.MOOG.com), click Suppliers in the top right-hand portion of the screen.



Then select Shipping To Moog



From there you will see Moog site and associated Shipping Instructions / Routing Guides.



5.2.1. Under **NO** circumstances should an air freight shipment be made at the expense of MOOG without advanced specific shipment permission.

5.2.2. Shipments Under 150lbs (non-palletized freight)

- 5.2.2.1. Shipments under 150lbs should be shipped UPS Express Worldwide Express Saver. This is 3 to 5-day (business days) service. For shipments 150lbs and over, See Section 4.3.4.
  - 5.2.2.1.1. Please note, if you ship via another carrier without explicit and documented approval from MOOG, you will be charged back for the entire cost of the freight.
- 5.2.2.2. Instances in which air freight is approved by MOOG, use the MOOG account number provided to you by the MOOG buyer.
- 5.2.3. Shipments Over 150lbs
  - 5.2.3.1. Shipments over 150lbs should be shipped in accordance with the MOOG Heavyweight Air Routing Instructions (**ADDENDUM A**). If the particular lane is not listed in the addendum, please contact Moog Logistics ([ag.logistics@moog.com](mailto:ag.logistics@moog.com)) for instructions.

### 5.3. Ocean Freight (LCL & FCL)

- 5.3.1. MOOG's carrier of choice for ocean shipments is Mohawk Global Logistics (MGL.) Their contact information is below:

Mohawk Global Logistics  
4455 Genesee Street, Suite 521  
Buffalo, NY 14225  
Office number: 716-332-0414  
FAX: 716-932-7852  
Group Email: [bufexport@mohawkglobal.com](mailto:bufexport@mohawkglobal.com)

Direct Line: 716-901-0812  
Cell: 716-800-7879

- 5.3.2. A copy of the Mohawk Shippers Letter of Instruction can be downloaded from this link:  
[http://mohawkglobal.com/wp-content/uploads/2013/11/Shippers\\_Letter\\_Ins.pdf](http://mohawkglobal.com/wp-content/uploads/2013/11/Shippers_Letter_Ins.pdf)
- 5.3.3. Please note, that it is the shipper's responsibility to confirm the transit time with the forwarder prior to booking the shipment to ensure it will arrive per the instructions on the Purchase Order. If it is determined that the ocean transit time will not meet MOOG's Purchase Order requirements, the supplier should contact the MOOG Buyer prior to booking the shipment for further instructions.
- 5.3.4. Importer Security filing ("10+2") will be performed by Mohawk Global. Seller must notify Mohawk Global when goods are shipping so that the ISF can be compliantly filed no later than 24 hours **before** the cargo is laden aboard the vessel at the foreign port.

**Any and all associated penalties that result from receiving late ISF documents will be passed on to the vendor.**

#### 5.4. AOG / Next Flight Out Shipments

5.4.1. Instances in which AOG shipments are required, the buyer will have to contact a Moog Logistics Manager to pre-authorize the shipment.

5.4.2. Moog Logistics will then give instructions as to how and with whom to book the shipment.

### 6. SHIPPING DOCUMENTATION

#### 6.1. US Domestic Shipments

6.1.1. All domestic US shipments must contain the following shipping documents:

6.1.1.1. Packing List

6.1.1.2. BOL (or Small Pack Label)

6.1.2. Packing List

6.1.2.1. MOOG requires that all of the shipments contain a Packing List that details the following information:

6.1.2.1.1. Ship From Location

6.1.2.1.2. MOOG Purchase Order

6.1.2.1.3. Purchase Orders item numbers; the MOOG Part Number and/or Vendor Part Number

6.1.2.1.4. Quantity shipped of each line item for each item shipped

6.1.2.1.5. Attach the packing list securely to the outside of the designated carton/unit/coil or Gaylord box, and place a copy inside the carton as well.

6.1.3. Bill of Lading

6.1.3.1. All Bills of Lading MUST include the following:

6.1.3.1.1. Correct applicable NMFC commodity description, including the correct NMFC item number.

When density is involved in the classification, it must be specified as different densities provide different classifications, resulting in different freight charges.

6.1.3.1.2. MOOG Vendor Number - PO Number

6.1.3.1.3. The Total number of cartons, styles and weight (itemized according to NMFC commodity description).

6.1.3.1.4. Correct address and zip codes of the shipped, and consignee, (MOOG location.)

6.1.3.1.5. Unless otherwise directed by MOOG via the terms of the purchases order, no value will be declared on the BOL. If a value is declared without the consent of MOOG, any applicable insurance charges charged to MOOG will be charged back to the Supplier.

#### 6.2. International Documents

6.2.1. All international shipments must contain the following shipping documents:

- 6.2.1.1. Commercial Invoice
- 6.2.1.2. AWB/HAWBOL
- 6.2.1.3. Packing List

## 6.2.2. Commercial Invoice (CI)

- 6.2.2.1. Sample Invoice Attached in **ADDENDUM B.**

### 6.2.2.2. The Commercial Invoice must have the following minimum information accurately completed:

- 6.2.2.2.1. Written in English
- 6.2.2.2.2. Port of Entry
- 6.2.2.2.3. HTS classification Number
- 6.2.2.2.4. Other Agency compliance / classification information (ie. FDA, FCC)
- 6.2.2.2.5. Quantity and weight / measures (per the HTSUS)
- 6.2.2.2.6. Unit Price / Value (in currency agreed to)
- 6.2.2.2.7. Currency Value used must be listed (i.e. USD,
- 6.2.2.2.8. Shipper/Exporter Name and Address
- 6.2.2.2.9. Consignee Name and Address
- 6.2.2.2.10. Date of Export
- 6.2.2.2.11. Invoice Number
- 6.2.2.2.12. MOOG Vendor Number - PO Number
- 6.2.2.2.13. Currency Values Listed In
- 6.2.2.2.14. Country of Origin
- 6.2.2.2.15. HAWB / AWB #
- 6.2.2.2.16. Final Destination
- 6.2.2.2.17. INCOTERMS / Terms of sale /Terms of shipment
- 6.2.2.2.18. Number of Packages
- 6.2.2.2.19. Line Item Number/Part Number/Description
- 6.2.2.2.20. Packing List
- 6.2.2.2.21. Related party attestation (Parties to the transaction are or are not related)
- 6.2.2.2.22. Imports may also be subject to other agency licensing requirements (ITAR, BIS, and ATF for import / export. You will need to confirm if your transaction is governed by Other Government Agency transactions. Contact your MOOG purchasing agent for guidance as to what notations will need to be made on the commercial invoice.
- 6.2.2.2.23. Special class of material information (i.e. ADD/CVD – ball bearings)
- 6.2.2.2.24. 'Assists' – Value of assists, when used, must be declared at the time of import.
- 6.2.2.2.25. Discounts (if used)

### 6.2.2.3. Commercial Invoice Data Elements Requirements – Returned Goods

6.2.2.3.1. The commercial invoice information (Section 5.2.2) is the same whether or not the merchandise being imported is new merchandise or if it is related to the temporary import of U.S. or Foreign goods for repair. Hardware being returned for repair or replacement may require additional data elements that need to be included on the commercial invoice to meet US Import regulations.

6.2.2.3.1.1. Contact MOOG's Import department for approval to use Special HTSUS Code '9801.00.1012' for US goods temporarily returned to the US for repair or rework.

6.2.2.3.1.1.1.1. Use of '9801' US Goods preferential treatment will require MOOG to create and certify an Affidavit of Manufacture.

6.2.2.4. Free Trade Agreements (FTA)

6.2.2.4.1. Use of FTAs must be pre-approved between MOOG and the foreign supplier. If FTAs are used, the foreign seller must provide all documents to claim FTA preference with the import documents at the time of import.

6.2.2.5. MOOG requires that all of the shipments contain a Packing List that details the following information:

6.2.2.5.1. Ship From Location

6.2.2.5.2. MOOG Purchase Order

6.2.2.5.3. Purchase Orders item numbers; the MOOG Part Number and/or Vendor Part Number

6.2.2.5.4. Quantity shipped of each line item for each item shipped

6.2.2.6. Attach the packing list securely to the outside of the designated carton/unit/coil or Gaylord box, and place a copy inside the carton as well.

6.2.3. HAWB/AWB/BOL

6.2.3.1. All Bills of Lading MUST include the following:

6.2.3.1.1. Correct applicable NMFC commodity description, including the correct NMFC item number.

6.2.3.1.2. When density is involved in the classification, it must be different because different densities provide different classifications, resulting in different freight charges.

You can get information on how to classify freight here:

<http://www.nmfta.org/pages/nmfc>

6.2.3.1.3. MOOG Vendor Number - PO Number

6.2.3.1.4. The Total number of cartons, styles and weight (itemized according to NMFC commodity description).

6.2.3.1.5. Correct address and zip codes of the shipped, and consignee, (MOOG location.)

6.2.3.1.6. Unless otherwise directed by MOOG via the terms of the purchases order, no value will be declared on the BOL. If a value is declared without the consent of MOOG, any applicable insurance charges charged to MOOG will be deducted from the supplier's invoice.

#### 6.2.4. US BROKERAGE CONTACTS

- 6.2.4.1. For DHL Express carried shipments, the notify party for customs clearance is DHL Express.
- 6.2.4.2. For UPS Express carried shipments, the notify party for customs clearance is UPS Express.
- 6.2.4.3. For Mohawk Global Logistics carried shipments, the notified party is Mohawk Global Logistics:

Mohawk Global Logistics  
4455 Genesee Street, Suite 521  
Buffalo, NY 14225  
Office number: 716-332-0414  
FAX: 716-932-7852

- 6.2.4.4. For UPS SCS carried shipments and all other shipments, the notified party is UPS SCS at:

UPS Supply Chain Solutions Inc.  
302 Sonwil Dr.  
Buffalo, NY 14225  
Phone 800-288-5329  
timothychristopher@ups.com  
upsmoogteammailbox@ups.com

## 7. HIGH VALUE SHIPMENTS

7.1. Shipments in which the total value is worth \$50,000 USD or above are considered "High Value Shipments." Due to the value of these shipments the following must be in place.

7.1.1. For parcel shipments in which UPS will be used, the shipper must have a HVW (High Value Waiver) in place. If the origin does not have this waiver in place with UPS, the shipment will be returned by UPS. To avoid this, one of the following needs to be done by the Supplier.

- 7.1.1.1. A High Value Waiver (HVW) must be in place for the Supplier's origin/shipping account or
- 7.1.1.2. The shipment should be made using a freight forwarder (UPS SCS, DGF, etc.)

MOOG has HVW's in place on its accounts, but the origin/shipper account must have this waiver in place as well. A HVW means that a claim will not be filed in excess of the specified High Value Amount in the event of loss or damage. If shipping collect, MOOG will insure the shipment on its own Marine Cargo insurance so no coverage or claim would be made against the parcel carrier if shipped on a MOOG account.



- 7.1.1.3. Any delays incurred as a result of the Shipper/Supplier not following these instructions will be the responsibility of the Supplier.

## 8. PACKAGING

### 8.1. Shipment Packaging

8.1.1. It is the responsibility of the supplier to ensure the goods are adequately packed to ensure the goods arrive at MOOG free of damage. If goods arrive to MOOG and are damaged, and the damage is determined to be a result of improper packaging, the goods will be returned to the supplier, freight collect.

8.1.2. MOOG may be able to provide direction or support in package design. Contact Mackenzie Burlow, AG Packaging Designer for assistance.

Mackenzie Burlow  
[mburlow@moog.com](mailto:mburlow@moog.com)  
(O) 716-393-6852

### 8.2. Wood Packaging (Pallets, Crates, etc.)

8.2.1. All raw wood packaging materials should be treated and marked in accordance with ISPM 15.

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

8.2.3. 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.

## 9. OTHER

9.1. It is the Supplier's responsibility to contact the MOOG designated carrier for pick up for shipments unless MOOG has clearly given different instructions. If you are unsure as to the carriers pick up schedule or are making a scheduled appointment, it is the supplier's responsibility to contact the carrier to schedule or confirm the pick-up time.

9.1.1. If in the event the carrier is not responding, or misses a scheduled pickup, please contact your buyer and copy [ag.logistics@moog.com](mailto:ag.logistics@moog.com) with the following information:

- Carrier Name
- Date/Time Contacted
- Date/Time of Scheduled Pick Up
- Person with whom you spoke with
- Weight of the shipment
- Dimension of the Shipment

9.1.2. If a scheduled pick up is missed, you must contact MOOG immediately so that MOOG can look into getting the freight picked up or making other arrangements.

## 10. NON-CONFORMANCE

10.1. Shipment Delays

Delays that result as a result of this guide not being followed will be the responsibility of the Supplier.

10.2. Use of Non-Approved Carriers

If a supplier ships with a carrier that is not within the routing guide or in which they do not have written approval from MOOG, it will be the Suppliers responsibility to pay the freight and manage the shipment.

10.3. Penalties

Penalties for non-compliance with these routing instructions will subject the shipper to charges listed in the chart listed in **ADDENDUM C**.

**ADDENDUM A – HEAVYWEIGHT AIR ROUTING INSTRUCTIONS**

| ORIGIN        | DESTINATION   | FREIGHT FORWARDER     |
|---------------|---------------|-----------------------|
| ASIA          | ASIA          | DHL GLOBAL FORWARDING |
| ASIA          | EUROPE        | UPS SCS               |
| ASIA          | NORTH AMERICA | DHL GLOBAL FORWARDING |
| NORTH AMERICA | ANYWHERE      | UPS SCS               |
| CARRIBEAN     | ANYWHERE      | UPS SCS               |
| EUR           | ANYWHERE      | UPS SCS               |
| NOAM          | ANYWHERE      | UPS SCS               |

**ADDENDUM B – COMMERCIAL INVOICE EXAMPLE**



**Invoice**

| From                           |                 | Ship To                          |  | Sold To                              |                           |             |          |               |  |
|--------------------------------|-----------------|----------------------------------|--|--------------------------------------|---------------------------|-------------|----------|---------------|--|
| Tax ID/VAT No.:                | Waybill Number: | Tax ID/VAT No.:                  | Tax ID/VAT Number:   | Shipment ID:                         |                           |             |          |               |  |
| Contact Name:                  | Date:           | Contact Name:                    | Contact Name:  | Invoice Number (Reference 1):        |                           |             |          |               |  |
| Company Name:                  |                 | Company Name:                    | Company Name:  | Purchase Order Number (Reference 2): |                           |             |          |               |  |
| Address:                       |                 | Address:                         | Address:   | Terms of Sale (Incoterm):            |                           |             |          |               |  |
| City State/Province:           |                 | City State/Province:             | City State/Province:   | Reason for Export:                   |                           |             |          |               |  |
| Postal Code Country/Territory: |                 | Postal Code Country/Territory:   | Postal Code Country/Territory:   |                                      |                           |             |          |               |  |
| Phone:                         |                 | Phone:                           | Phone:   |                                      |                           |             |          |               |  |
| From                           |                 | Ship To                          |  | Sold To                              |                           |             |          |               |  |
| Units                          | U/M             | Description of Goods/Part Number | Harmonized Code  | C/O                                  | Unit Value                | Total Value | Currency |               |  |
|                                |                 |                                  |  |                                      |                           |             |          |               |  |
| Additional Comments:           |                 |                                  | Invoice Line total: _____<br>Discount/Rebate: _____<br>Invoice Sub-Total: _____<br>Freight: _____<br>Insurance: _____<br>Other: _____ Currency |                                      |                           |             |          |               |  |
| Declaration Statement:         |                 |                                  | Total Invoice amount: _____  |                                      |                           |             |          |               |  |
| Shipper's Signature / Title    |                 |                                  | Date   |                                      | Total Number of Packages: |             |          | Total Weight: |  |

These commodities, technology, or software were exported from the United States in accordance with the Export Administrator Regulation. Diversion contrary to U.S. law is prohibited.

**ADDENDUM C – NON-CONFORMANCE CHARGEBACKS**

| DESCRIPTION OF NON-CONFORMANCE                                      | CODE       | CHARGEBACK (\$USD)   | Referenced in Routing Guide           | Notes  |
|---|------------|--|---------------------------------------|--|
| Failure to put Vendor Number - PO Number in Carrier Reference Field | POREF      | \$125  | 2.5, 5.1.3.1.2, 5.2.2.2.12, 5.2.3.1.3 |  |
| Failure to Comply With Routing Guide Carrier Selection              | CAR        | \$125 + Plus cost of additional freight above what would have been charges to Moog had the correct carrier been used | Throughout                            |  |
| Incorrect Documents (Packing List)                                  | INC_DOCS   | \$200 + Any charges / Fines (included ISF Fines) levied against Moog   | 5                                     |  |
| Late Document Submission  | LATE_DOCS  | \$200 + Any charges / fines levied against Moog (ISF Late fees are \$5,000)  | 4.4.4                                 |  |
| Use of Incorrect Moog Address                                       | INC_ADDR   | \$125  | 2.4                                   | If your PO does not have the correct address, you will not be charged. Moog will update the PO for future shipments. |
| Declared Value Insurance  | DEC_VALUE  | \$125 + Declared Insurance charges   | 5.1.3.1.5                             |  |
| Non-Use of TMS after Supplier has been trained                      | TMS_NONUSE | \$200 + Freight Costs  | 2.                                    |  |
| Incorrect Use of the TMS  | TMS_ISSUE  | \$200 + Freight Costs  | 2.                                    | This would be based on training having taken place and the Supplier shows a pattern                                  |

|  |  |  |  |                       |
|--|--|--|--|-----------------------|
|  |  |  |  | of incorrect<br>usage |
|--|--|--|--|-----------------------|



## **GLOSSARY**

AG – MOOG Aircraft Group

AOG – Refers to a critical shipment service (NFO)

BOL – Bill of Lading

CI – Commercial Invoice

HVW – High Value Waiver

NFO – Next Flight Out

NMFC – National Motor Freight Classification

SDG – MOOG Space and Defense Group

SLI – Shippers Letter of Instruction