

## Celestica Laos Routing Guide

Site Name and Address
CELESTICA LAO CO.,LTD.
ROAD NO-9,NONGDURN VILLAGE,KAISON
PHOMVIHARN DISTRICT,SAVANNAKHET PROVINCE, LAO
TEL : 856-041 201531-47 Exit: 1131, 1137

Site logistics contacts	Title	Phone	Email
Kritsana Klinrakon	Inbound & Billing Manager	6638493561-80 EXT 6588	kklina@celestica.com

**Multiple small packages shipped on the same day to Celestica must be consolidated into one shipment. The supplier is required to combine multiple part numbers and purchase orders in one shipping container/on one pallet/ once AWB/HAWB**

**Shipments of comparable size, height, and density that are difficult to handle, and for which the combined gross weight exceeds 150 pounds (68 kg) or are oversized should be palletized.**

**Consolidate items shipped on one day to the same destination on one pallet, one bill of lading, one air waybill or ocean bill of lading. The Carrier to be used for same day consolidated shipment will be based on the weight breaks listed below:**

**Below is the standard freight routings. Please coordinate all expedites and express freight with Celestica Thailand logistics contacts.**

**All shipments including Chicago/ Los Angeles consolidation point shipments must include a commercial invoice. Please see international documentation requirements below.**

**See Chicago/Los Angeles consolidation point listed below for all USA origin shipments.**

**AIR shipment weights are based on chargeable weights (max of dimensional weight and actual weight) when determining mode of transportation. See Page 3 for weight definitions and calculations**

### Inbound Standard Routing

Country	Small Pack			Heavyweight Air			LTL Truck			Ocean LCL			Ocean Container	
	Chargeable Weight	Carrier	AVG Transit Days	Chargeable Weight	Carrier	AVG Transit Days	Weight	Carrier	AVG Transit Days	Weight	Carrier	AVG Transit Days	Carrier	AVG Transit Days
China- Suzhou	< 100 kg	DHL Express	2-3	-	-	-	-	-	-	-	-	-	K&N	15-20
China - Shenzhen, Dongguan	< 100 kg	DHL Express	2-3	-	-	-	-	-	-	100 kg +	Expeditors: *BCO K&N: FCL direct			15-20
Hong Kong	< 100 kg	DHL Express	2-3	-	-	-	-	-	-	100 kg +	Expeditors (*BCO & FCL direct)			15-20

### Carrier Information

Carrier	Phone	Contact Name	Web Site/ Email Address	Account Number
DHL Express	Check with site logistics team	Check with site logistics team	<a href="http://www.dhl.com">www.dhl.com</a>	Contact Buyer or see PO
FedEx	1-800-463-3339	-	<a href="http://www.fedex.com/?location=home">www.fedex.com/?location=home</a>	Contact Buyer or see PO
Expeditors International	Check with site logistics team	Check with site logistics team	<a href="https://www.expeditors.com/locations">https://www.expeditors.com/locations</a>	Contact Buyer or see PO
Kuehne-nagel	Check with site logistics team	Check with site logistics team	<a href="https://home.kuehne-nagel.com/">https://home.kuehne-nagel.com/</a>	Contact Buyer or see PO

**Note:**

- 1. Chemicals Shipment - Pls provide MSDS to Logistics for Department of Industrial work (DIW) consideration before issue PO.**

- 2. \* Ocean BCO transit days need to be added 2-3 days**

- 3. Air shipment weights are based on chargeable weight when determining mode of transportation. The greater of dimensional and actual weight is the chargeable weight.**

**\* Pls see details at - How to Calculate Volumetric Weight (International air shipments)**

- 4. On the invoice(s) must show Celestica's name & address as below**

1). Bill to and Ship to Celestica Laos.  
**CELESTICA LAO CO.LTD**  
**204 & 215, ZONE C**  
**SAVAN-SENO SPECIAL ECONOMIC ZONE**  
**ROAD NO-9, NONGDURN VILLAGE,**  
**KAISON**  
**PHOMVIHARN DISTRICT**  
**SAVANNAKHET PROVINCE, LAO PDR**

2). Add notify in the booking, invoice and packing list as below.  
**SAVAN LOGISTICS CO., LTD**  
**66/27 MOO 3 PLA SUBDISTRICT**  
**BANCHANG DISTRICT RAYONG**  
**PROVINCE 21130**  
**THAILAND**  
**CONTACT: K.AON / YING**  
**TEL: +66(0) 645 032 885**

#### 4. Any premium freight or any deviation from the routing guide must get approval

##### Premium freight: Approval Levels

Celestica to Absorb		
Dollar Range (USD)	Business	Finance
\$0 - \$5k	Freight/Logistics Manager, CFT PM/SCM Manager	
\$5k - \$25k	Freight/Logistics Manager, CFT/Site Director	Site Controller*
> \$25k	SVP GM	Regional Finance VP
Customer to Absorb		
Dollar Range (USD)	Business	Finance
\$0 - \$9999	Customer**, CFT PM/SCM Manager	
> \$9999	Customer**, CFT/Site SCM Director	Site Controller*

#### 5. LAOS Logistics contacts

Origin Port	Person in Charge	E-mail	Contact #
HK	Thawitiya Singtothongjareon	awitiya.singtothongjareo@celestica.co	+6638493561 EXT 6875
CN	Kwankamol Hanlue	kwhanl@celestica.com	+6638493561 EXT 6891
CLA Logistics	Seng Outhai Khamekonelueza	sokheme@celestica.com	+856 41210531 Ext 1131

**Effective : Aug 1st, 2023**

**For shipments being imported into Laos, it is vital that the invoice must be completed accurately with all required information.**

- Supplier Name, Address and telephone number
- Consignee Name, Address without discrepancy, abbreviation, shortening of any characters.  
 All Commercial invoices must list the above address. **Please do not list a consolidation point address on the commercial invoice.**

CELESTICA (THAILAND) LIMITED,  
 49/18 MOO 5, LAEMCHABANG INDUSTRIAL ESTATE,  
 TUNGSUKHLA, SRIRACHA, CHONBURI 20230  
 THAILAND EPZ

- Invoice Number
- Date of shipment
- Celestica Part Number
- Celestica Purchase Order Number / RMA Number
- Complete, clear description of the goods, machinery or equipment  
 This is very important. Do not use abbreviations. It is necessary that customs will be able to determine what the goods are, from the description. As all goods must be classified in accordance with Harmonized Tariff schedules.  
 For RMA units, you must indicate "Return unit for repair" on shipping documents.
- Quantity of each item being shipped.
- Unit Price
- Total Invoice Price
- Currency of settlement.

- 12. Country of Origin
- 13. Inco-term
- 14. Number of carton/package, dimension and weight ( Packing list is required for Equipment shipment )

US origin vendors/shipper (those shipping to the consols), a Shippers Export Declaration (SED) or an Automated Export System Record (AES) is required  
<http://www.access.gpo.gov/bis/ear/pdf/758.pdf>  
<https://www.census.gov/foreign-trade/aes/aesdirect/AESDirect-User-Guide.pdf>

Please forward these documents prior to arrival of shipment to **DSV** dock. Send to the email above and attach a copy on the outside of the shipping carton.

1-Commercial Invoice (please refer to the above international documentation requirements).

2-SLI / EEI

3-Packing List

4-Certificate of Origin

5-USPPI (if necessary for cargo value over USD 2500)

Additional working processes for sending the pre-notification email to **DSV**

1. Email subject (PO#/FedEX tracking number/LAX or ORD)

-e.g. (PO#9190000000/Trk#123456789101/ORD)

-In PDF Format

Emails:

-ORD.ExpAir.Celestica@us.dsv.com (ORD Hub)

-US.Celestica-lax@us.dsv.com (LAX hub)

2. Following information listed on FedEx Tracking label (Fedex Domestic Service to **DSV** hub)

•Celestica (site name) c/o DSV Franklin Park (ORD hub) or Torrance (LAX hub)

-e.g. Celestica Thailand c/o DSV Franklin Park

•PO#

•By using the correct account number of domestic courier for sites (If Fedex Freight (LTL) on BOL please add Bill To Name/Address i.e "**Celestica Thailand C/O DSV Franklin Park**")

**Label Sample for ORD Hub**

Ship From: Best Buy Corp 7801 Penn Avenue South Richfield MN 55348	Miscellaneous Data: xxxxxxxx Billing Sender / Recipient Account Number
Ship To: Celestica Thailand C/O DSV Franklin Park ORD Hub: 10701 Seymour Avenue Franklin Park, IL 60131, United States Attention: Celestica Thailand	
PO: 3xxxxxxxxx	

**Weight Definitions and Calculations**

**Actual Weight:**

- The weight of a package using a standard scale rounded to the next full pound / KG. (Example: a 12 1/2 pound carton will have an "actual weight" of 13 pounds).

**Dimensional (Volumetric) Weight:**

- A calculation used to reflect a package's density. The International Air Transport Association (IATA) volumetric standards is used to determine the dimensional weight.

- A calculation used to determine the three-dimensional space the carton occupies: length x width x height measured in cubic inches or cubic centimeters.

**Chargeable Weight:**

- The chargeable weight of the shipment will be the higher of the volumetric weight or the gross weight.

**\* How to Calculate Volumetric Weight (International air shipments)**

**International Shipments Calculation with Freight Forwarders (Agility, CEVA, DHL Global Forwarding and Panalpina)**

Imperial (IN / LBS)  
 DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166 \text{ (International)}}$

Metric (CM / KG)  
 DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{6000 \text{ (International)}}$

**International Shipments Calculation with DHL Express, TNT Express and FedEx Express**

Metric (CM / KG)  
 DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{6000 \text{ (International)}}$

**International Shipments Calculation with DHL Freight and TNT Economy**

Metric (CM / KG)  
 DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{6000}$

**Identifying what your chargeable weight will be:**

**Example - Imperial Calculation**

Actual Pallet Weight = 250lbs  
 Pallet Dimensions = 48 x 40 x 50in  
 Pallet Volumetric weight =  $(48 \times 40 \times 50) / 139 = 690.65\text{lbs}$   
 Chargeable Weight of shipment = 691lbs

**Example - Metric Calculation**

Actual Pallet Weight = 150kg  
 Pallet Dimensions = 122cm x 102cm x 120cm  
 Pallet Volumetric weight =  $(122 \times 102 \times 120) / 6000 = 248.88 \text{ kg}$   
 Chargeable Weight of shipment = 299kg

**How to Calculate Volumetric Weight (USA Domestic air shipments)**

Imperial (IN / LBS)  
 DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166 \text{ (USA Domestic)}}$

**Example - Imperial Calculation**

Actual Pallet Weight = 250lbs  
 Pallet Dimensions = 48 x 40 x 50in  
 Pallet Volumetric weight =  $(48 \times 40 \times 50) / 166 = 578.31\text{lbs}$   
 Chargeable Weight of shipment = 578.5lbs

**How to Calculate Volumetric Weight (International air shipments)**

Metric (CM / KG)  
 DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{6000 \text{ (International)}}$

**Example - Imperial Calculation**

Actual Pallet Weight = 272.16 kgs  
 Pallet Dimensions = 122cm x 102cm x 120cm  
 Pallet Volumetric weight =  $(122 \times 102 \times 120) / 6000 = 248.88 \text{ kg}$   
 Chargeable Weight of shipment = 272.5 kgs

**Length or Girth - (For FedEx International and USA domestic Air and Ground)**

Your Chargeable Weight will be based on the greater between the actual package weight and the Length and Girth of the package.

Length - is the largest dimension of the carton or object being shipped. For example, if the package is very tall (height is greater than the base) use the height as the length.

Girth - is the sum of 2 times the width plus 2 times the height or the measurement around the largest area of the cylinder (see illustration).

