

## Celestica HPS Penang Routing Guide

Site Name and Address	Site logistics contacts	Title	Phone	Email
Celestica GBS Malaysia Sdn. Bhd L4-13 Penang SME Center Plot 105, Hilir Sungai Kluang 5 Bayan Lepas Industrial Park 11900 Bayan Lepas, Penang Malaysia	Kim Chang	Logistics Operation	+60 124930218	<a href="mailto:kimchang@celestica.com">kimchang@celestica.com</a>

**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, express freight and ocean shipments with Celestica HPS Penang logistics contacts.**

**For the areas with no consolidation point, it's the suppliers responsibility to consolidate shipments by 2-3 times a week to reduce Celestica custom declaration charge.**

**Failure to comply with these instruction may cause extra cost and will be charged back to the supplier.**

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

Inbound Standard Routing										
Country	Small Pack		Heavyweight Air		LTL Truck		Full Truck	Ocean LCL		Ocean Container
Supplier Shipping Origin Location	Chargeable Weight	Carrier	Chargeable Weight	Carrier	Weight	Carrier	Carrier	Weight	Carrier	Carrier
Thailand	<100 kg	DHL Express	100 kg +	Contact Site Logistics						
Hong Kong	<100 kg	DHL Express	100 kg +	Contact Site Logistics						
China, (Shanghai & Dongguan)	<100 kg	DHL Express	100 kg +	Contact Site Logistics	-	-	-	-	-	-
USA	<100 kg	DHL Express	100 kg +	Contact Site Logistics	-	-	-	-	-	-
Canada	<100 kg	DHL Express	100 kg +	Contact Site Logistics	-	-	-	-	-	-
DG shipments (all locations)	<100 kg	FeDex or Contact site logistics	100 kg +	Contact Site Logistics	-	-	-	-	-	-
Carrier Information										
Carrier	Phone	Contact Name	Web Site/ Email Address				Account Number			
DHL Express	Refer to carrier website	Refer to carrier website	<a href="http://www.dhl.com/en/express.html">http://www.dhl.com/en/express.html</a>				Contact Buyer			
FedEx	Refer to carrier website	See web site for local contacts	<a href="https://www.fedex.com/global/choose-location.html">https://www.fedex.com/global/choose-location.html</a>				Contact Buyer			

International Commercial Invoice Requirements					
<p><b>All Commercial invoices must contain the following information or shipments will be held in Customs or returned to the origin.</b></p> <p><b>1-Supplier Name, Address, Contact and Telephone Number</b></p> <p><b>2-Consignee Name :</b>  <b>All Commercial invoices must list the following address. Please do not list a consolidation point address on the commercial invoice.</b></p> <table border="1" style="margin-left: 40px;"> <tr> <td>Celestica GBS Malaysia Sdn. Bhd</td> </tr> <tr> <td>1B-1-01, One Precinct</td> </tr> <tr> <td>Lengkok Mayang Pasir</td> </tr> <tr> <td>11950 Penang</td> </tr> <tr> <td>Malaysia</td> </tr> </table> <p><b>3-Date of shipment</b></p> <p><b>4-Invoice Number</b></p> <p><b>5-Celestica Purchase Order and PO Line number</b></p>	Celestica GBS Malaysia Sdn. Bhd	1B-1-01, One Precinct	Lengkok Mayang Pasir	11950 Penang	Malaysia
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- 6-Name of Celestica Buyer  
 7-Celestica Part Number  
 8-Complete, Clear Description of Goods- Do not use abbreviations or codes -  
 9-Quantity of each shipment shipped  
 10-Number of cartons or skids ,weight and dimensions.  
 11-Unit price  
 12-Total invoice price  
 13-Currency of settlement (US dollars )  
 14- Incoterms  
 15- Forwarder& Tracking #  
 16- Country of origin (for each line item)

- 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>  
<http://www.census.gov/foreign-trade/regulations/regs/regulations20080602-federalregister.pdf>  
 Please forward these documents prior to arrival of shipment to Panalpina 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

### Weight Definitions and Calculations

#### Actual 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.  
 - 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 and Panalpina)

Imperial (IN / LBS)	$\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166 \text{ (International)}}$
Metric (CM / KG)	$\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimetres}}{6000 \text{ (International)}}$

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

Metric (CM / KG)	$\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimetres}}{6000 \text{ (International)}}$
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#### International Shipments Calculation with DHL Freight and TNT Economy

Metric (CM / KG)	$\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimetres}}{4000 \text{ (International)}}$
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#### 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 =  $(122 \times 102 \times 120) / 5000 = 298.66\text{kg}$   
 Chargeable Weight of shipment = 299kg

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

Imperial (IN / LBS)	$\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166 \text{ (USA Domestic)}}$
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##### Example - Imperial Calculation

Actual Pallet Weight = 250lbs

or

##### Example - Imperial Calculation

Actual Pallet Weight = 600lbs

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

Pallet Dimensions = 48 x 40 x 50in

Pallet Volumetric weight =  $(48 \times 40 \times 50) / 166 = 578.31\text{lbs}$

Chargeable Weight of shipment = 600lbs

**Length or Girth - (For Domestic USA and International shipments with FedEx. 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).

