

Celestica Suzhou Routing Guide

Site Name and Address
Celestica Suzhou
No. 448 Su Hong Middle Road
Suzhou Industrial Park, Suzhou
Jiangsu Province
China 215021

Site logistics contacts	Title	Phone	Email
Rebecca Fang	Logistics & Supply Chain Manager	86-512-62588111-3510	rfang@celestica.com
Jane Di	Logistics Supervisor	86-512-62588111-3593	wfdi@celestica.com
Xu La Mei	Inbound Team Leader	86-512-62588111-3569	lmxu@celestica.com

For heavy weight palletized cargo without a consolidation point, the supplier must consolidate and arrange shipment 1-2 times a week at most;
For small parcel (carton) shipments by express service, supplier must consolidate all daily shipments into no more than 1 shipment per day. The supplier must follow Celestica Suzhou routing guide instructions based on total daily shipments instead of individual Purchase Orders with consolidating multiple PO's into 1 (one) consolidation under 1 (one) airway bill.

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/ one 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 Suzhou 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.
 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 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	Avg. T ransit Days	Chargeable Weight	Avg. Tran sit Days	Carrier	Weight	Avg. Tran sit Days	Carrier		Carrier	Weight	Avg. Tran sit Days	Carrier	Avg. T ransit Days
USA (Weight <20 kg)	<20 kg	6	DHL Express												
USA (Weight 20- 68 kg/ 44-150 lbs or above) See below USA origin consolidation point for ship to address. See below Commercial Invoice Requirements for commercial invoice and consingee address.	20 kg- 68 kg (44-150 lbs)	1-3	FedEx Ground (Chicago or Los Angeles) See below for Origin States Bill 3rd Party		.7-9	DSV Air Consol * See below "USA origin Consolidation Point" for ship to address in Chicago or Los Angeles according to supplier's address*	68 kg + (150 lbs +)	1-7	FedEx Freight Priority LTL (Chicago or Los Angeles) See below for Origin States Bill 3rd party to Celestica San Jose, 5325 Hellyer Ave., San Jose, CA 95138	-	1000 kg +	50-55	DSV		
Exception: USA Direct (Itasca, Sunnyvale)	-		-	>68 kg+(Only Palletized freight)	.6-8	FedEx International Economy Freight (IEF) -booking process refers to next page in details	-		-	-	-	-	-	-	-
Canada	< 50 kg	4-6	DHL Express												
Mexico	< 50 kg	4-6	DHL Express												
Europe	< 20 kg	4-7	DHL Express												
Europe Exceptions															
Germany	< 20 kg	4-7	DHL Express	20-250 kg	.7-9	Dachser					250 KG+	40-50	DGF		
Italy, Czech Republic, Sweden, Switzerland, Spain, Israel, Finland, Hungary, Belgium	< 20 kg	4-8	DHL Express	20 kg +	.7-9	Dachser									
Asia	< 20 kg	3-5	DHL Express												
Asia Exceptions															
Hong Kong	< 20 kg	3-5	DHL Express	20 kg +	.3-4	Daoxin Train									
Japan	< 40 kg	3-5	DHL Express												
South Korea	< 40 kg	3-5	DHL Express												
Philippines	<80 kg	3-5	DHL Express								250 kg +	20-25	Dachser	15-20	Dascher
Singapore		<250 kg				Expeditors (Consol)					250 kg +	20-25	DGF		
Taiwan - Taoyuan	< 40 kg	3-5	DHL Express	40-250 kg	3-5	Expeditors									
Exception Taiwan- New Taipei City	< 40 kg	3-5	DHL Express	40-250 kg	3-5	Expeditors					250 kg +	20-25	DGF		
Thailand	< 20 kg	3-5	DHL Express								250 kg +	20-25	DGF	15-20	Dascher
Malaysia - Penang	<50 kg	3-5	DHL Express	50-250 kg	.5-7	Expeditors					250 kg +	20-25	DGF		
Malaysia - (Kuantan, Malacca)				50-250 kg	.3-5	Expeditors									
Vietnam	< 80 kg	3-5	DHL Express	80 kg +	3-5	Expeditors									
India	< 30 kg	3-5	DHL Express	30 kg +	.7-9	Expeditors					250 kg+	20-25	DGF	15-20	Dachser

Carrier Information

Carrier	Phone	Contact Name	Web Site/ Email Address	Account Number
Dachser	86 512 8718 9605 -228 86 512 8718 9605 -207	Cicia Chen (Import Operations) Nico Yao(Escallaions)	cicia.chen@dachser.com nico.yao@dachser.com https://www.dachser.com/	Contact Buyer or see PO
DHL Express	See web site for local contacts	See web site for local contacts	http://www.dhl.com/splash.html	Contact Buyer or see PO
FedEx	See web site for local contacts	See web site for local contacts	http://www.fedex.com	Contact Buyer or see PO
FedEx (US)	See web site for local contacts	See web site for local contacts	https://www.fedexfreight.fedex.com/locations.jsp	Contact Buyer or see PO
Expeditors International	See web site for local contacts	See web site for local contacts	https://www.expeditors.com/locations	Contact Buyer or see PO
DSV	See web site for local contacts	See web site for local contacts; Grace.Tang@cn.dsv.com (Suzhou)	http://www.dsv.com	Contact Buyer or see PO
DHL Global Forwarding	See web site for local contacts	See web site for local contacts	www.dhl.com	Contact Buyer or see PO

USA Consolidation Points

For USA suppliers only. Please list the full hub address below on the bill of lading. Match the ship from state to the list below to choose the correct hub location. (Do not list this address on the commercial invoice)

Consolidation Hub Name	Address	Contact Name	Tel	Fax	Email Address
Celestica Suzhou C/O DSV Franklin Park <i>Attention: Celestica Suzhou</i> <i>(for Fedex domestic purpose to ORD hub)</i>	10701 Seymour Avenue, Franklin Park, IL 60131, USA	Frankie Ocasio (Logistics Manager) Daniel Maldonado (Logistics Manager)	Direct: +1 847 228 2263 Mobile: +1 312 287 6946 Direct: +1 847 228 2263 Mobile: +1 312 933 9784	Fax: +1 847 357 9321	Frankie.ocasio@us.dsv.com daniel.maldonado@us.dsv.com Gen Email : ORD_ExpAir_Celestica@us.dsv
Celestica Suzhou C/O DSV Torrance <i>Attention: Celestica Suzhou</i> <i>(for Fedex domestic purpose to LAX hub)</i>	DSV Air & Sea 19901 Western Avenue Torrance CA 90501 USA	Celestica Support Desk	310-819-4060 ext.1940	1-310-819-4055 or 1-310-819-4058	US.Celestica-lax@us.dsv.com

Consolidation Hub Location

USA Origin Shipping States

Chicago Hub (Franklin Park)	AL, AR, CT, DC, DE, FL, GA, IA, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NH, NJ, NY, OH, OK, PA, RI, SC, SD, TN, TX, VA, VT, WI, WV
Los Angeles Hub (Torrance)	AZ, CA, CO, ID, MT, NM, NV, OR, UT, WA, WY

All other Consolidation Points

Point & Forwarder / Consignee	Address	Contact Name	Tel	Fax	Web site/Email Address
Hong Kong / DSV		Check Site Logistics Team			
Hong Kong / Daoxin		Check Site Logistics Team			
Singapore / DSV		Check Site Logistics Team			
Taiwan / DSV		Check Site Logistics Team			
Dachser		Check Site Logistics Team			
Manila / DSV		Check Site Logistics Team			

International Commercial Invoice Requirements

All Commercial invoices must contain the following information or shipments will be held in Customs or returned to the origin.

1-Supplier Name, Address, Contact and Telephone Number

2-Consignee Name :

All Commercial invoices must list the following address. Please do not list a consolidation point address on the commercial invoice.

Celestica Suzhou
No. 448 Su Hong Middle Road
Suzhou Industrial Park, Suzhou
Jiangsu Province, China 215021

3-Date of shipment

4-Invoice Number

5-Celestica Purchase Order and PO Line number

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>

<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 Suzhou 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 Suzhou 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 Suzhou C/O DSV Franklin Park ORD Hub: 10701 Seymour Avenue Franklin Park, IL 60131, United States Attention: Celestica Suzhou	
PO: 25xxxxxxx	

For US International shipment over 50kgs via FedEx International Economy Freight (IEF):-

Please prepare these shipping documents:

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)

Booking Processes:

Step 1: Schedule pick up at 1-800-GO-FEDEX

You will obtain booking number (reserves spot on plane) and confirmation number (to confirm driver pick up)

Step 2: Submit for EEI if any one HTS value is over USD 2500 - ITN is needed to export FedEx will submit on your behalf if you complete and send over the attached

Step 3: Create shipping label on www.FedEx.com or FedEx Ship Manager

You will select International Economy Freight (IEF)

You will need to enter the booking number

Step 4: Shipping label and copies of the commercial invoice, packing list, C/O shipping documents need to be attached to shipment

Driver needs these copies for scanning

Weight Definitions and Calculations

- 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).

- 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)

Length x Width x Height = Cubic Inches

166 (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) $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimetres}}{6000 \text{ (International)}}$

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

How to Calculate Volumetric Weight (USA Domestic air shipments)

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

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

or

International Shipments Calculation with DHL Freight and TNT Economy

Metric (CM / KG) $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimetres}}{4000 \text{ (International)}}$

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

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 = 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).

