

## Celestica Hong Kong Routing Guide

| Site Name and Address                       |
|---|
| Celestica (Dongguan-SSL) Technology Ltd.    |
| Northern Area, Song Shan Lake               |
| Science & Technology Industrial Park        |
| Dongguan, Guangdong Province, 523808, China |

| Site Logistics Contacts | Title                               | Phone                                       | Email  |
|-------------------------|-------------------------------------|---|--|
| KM Ho                   | Logistics & Warehouse (S.China)     | 852-2772 9234                               | <a href="mailto:kmho@celestica.com">kmho@celestica.com</a>         |
| Philip Suen             | Logistics & Warehouse Manager (CSS) | 86-769 3333 0888 Ext. 2328 or 852-2772 9898 | <a href="mailto:psuen@celestica.com">psuen@celestica.com</a>       |
| Jenny Huang             | Import/ Export Supervisor           | 86-769 3333 0888 Ext. 2338                  | <a href="mailto:jennyh@celestica.com">jennyh@celestica.com</a>     |
| TC Fung                 | Logistics Team Leader               | 852-2772 9772                               | <a href="mailto:tcfung@celestica.com">tcfung@celestica.com</a>     |
| CW Cheung               | Logistics Team Leader               | 852-2772 9785                               | <a href="mailto:cwcheung@celestica.com">cwcheung@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 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

| Origin   | Inbound Standard Routing            |  |                 |               |                             |  |            |                             |           |                 |  |
|--|-------------------------------------|--|-----------------|---------------|-----------------------------|--|------------|-----------------------------|-----------|-----------------|--|
|  | Chargeable Weight                   | Small pack   | Heavyweight Air |               | LTL Truck                   |  | Full Truck | Ocean LCL                   |           | Ocean Container |  |
| Supplier Shipping Origin Location  | Weight                              | Carrier  | Weight          | Carrier       | Weight                      | Carrier  | Carrier    | Weight                      | Carrier   | Carrier         |  |
| USA (Weight < 20 kg or 44lbs)  | <20kg                               | DHL Express  |                 |               |                             |  |            |                             |           |                 |  |
| USA<br>See below USA origin consolidation point for ship to address.<br>See below international documentation requirements for commercial invoice consignee address. | > 20 kg (44lbs) to < 68 kg (150lbs) | FedEx Ground (Chicago hub or Los Angeles hub) See below for Origin States<br><br>Bill 3rd party to Celestica San Jose, 5325 Hellyer Ave., San Jose, CA 95138 |                 | -             | 150lbs +                    | FedEx Freight Priority LTL (Chicago hub or Los Angeles hub) See below for Origin States<br><br>Bill 3rd party to Celestica San Jose, 5325 Hellyer Ave., San Jose, CA 95138 | -          | 1000 kg +                   | Panalpina | -               |  |
| Canada   | < 50 kg                             | DHL Express  | 50 kg +         | Panalpina SL3 | -                           | -  | -          | 1000 kg +                   | Panalpina | -               |  |
| Mexico   | < 250 kg                            | DHL Express  | 250 kg +        | Panalpina SL3 | -                           | -  | -          | 1000 kg +                   | Panalpina | -               |  |
| Asia   | < 50 kg                             | DHL Express  | 50 kg +         | Agility SL3   | -                           | -  | -          | 1000 kg +                   | Agility   | Agility         |  |
| <b>Asia Exceptions</b>   |                                     |  |                 |               |                             |  |            |                             |           |                 |  |
| Japan  | < 70 kg                             | DHL Express  | 70 kg +         | Panalpina SL3 | -                           | -  | -          | 1000 kg +                   | Panalpina | Agility         |  |
| Malaysia   | < 500 kg                            | DHL Express  | 500 kg +        | Agility SL3   | -                           | -  | -          | 1000 kg +                   | Panalpina | Agility         |  |
| Philippines  | < 150 kg                            | DHL Express  | 150 kg +        | Agility SL3   | -                           | -  | -          | 1000 kg +                   | Panalpina | Agility         |  |
| South Korea  | < 70 kg                             | DHL Express  | 70 kg +         | Agility SL3   | -                           | -  | -          | 1000 kg +                   | Panalpina | Agility         |  |
| Singapore  | <70 kg                              | DHL Express  | 70 kg +         | Panalpina     | -                           | -  | -          | 1000 kg +                   | Agility   | Agility         |  |
| Thailand   | <70 kg                              | DHL Express  | 70 kg +         | Panalpina     | -                           | -  | -          | 1000 kg +                   | Panalpina | Panalpina       |  |
| China  | Contact Site Logistics team         |  |                 |               | Contact Site Logistics team |  |            | Contact Site Logistics team |           |                 |  |
| Taiwan - Taipei, Keelung, Taichung, res  | < 70 kg                             | DHL Express  | 70 kg +         | Agility SL3   | -                           | -  | -          | 1000 kg +                   | Agility   | Agility         |  |
| Taiwan- Kaohsiung  | < 100 kg                            | DHL Express  | 100 kg +        | Agility SL3   | -                           | -  | -          | 1000 kg +                   | Dachser   | Dachser         |  |
| Europe   | < 50 kg                             | DHL Express  | 50 kg +         | Panalpina SL3 | -                           | -  | -          | 1000 kg +                   | Panalpina | Panalpina       |  |
| <b>Europe Exceptions</b>   |                                     |  |                 |               |                             |  |            |                             |           |                 |  |
| Germany  | < 30 kg                             | DHL Express  | 30 kg +         | Agility SL3   | -                           | -  | -          | 1000 kg +                   | Panalpina | Panalpina       |  |
| Ireland  | < 70 kg                             | DHL Express  | 70 kg +         | Dachser SL3   | -                           | -  | -          | 1000 kg +                   | Panalpina | Panalpina       |  |

| Carrier Information        |  |   |  |   |
|----------------------------|--|---|--|---|
| Carrier                    | Phone  | Contact Name  | Email Address / Web Site   | Account Number  |
| Agility                    | 852-2211 8522  | Man Ho  | <a href="mailto:hmanho@agility.com">hmanho@agility.com</a>   | Contact Buyer or see PO   |
| Conway (USA to Chicago)    | Phone: 847-390-6710<br>Fax: 847-824-3829   | Customer Service  | <a href="http://www.con-way.com/webapp/servicecenter_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=fastmap2000&amp;logotoggle=S&amp;SICInfo=Y&amp;TTMapInfo=N">www.con-way.com/webapp/servicecenter_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=fastmap2000&amp;logotoggle=S&amp;SICInfo=Y&amp;TTMapInfo=N</a> | Bill 3rd party to Celestica San Jose, 5325 Hellyer Ave., San Jose, CA 95138 |
| Conway (USA Los Angeles)   | Phone: 310-605-0208<br>Fax: 310-631-0843   | Customer Service  | <a href="http://www.con-way.com/webapp/servicecenter_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=fastmap2000&amp;logotoggle=S&amp;SICInfo=Y&amp;TTMapInfo=N">www.con-way.com/webapp/servicecenter_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=fastmap2000&amp;logotoggle=S&amp;SICInfo=Y&amp;TTMapInfo=N</a> | Bill 3rd party to Celestica San Jose, 5325 Hellyer Ave., San Jose, CA 95138 |
| Dachser HK (Import)        | Air Import: 852- 2751 5479 / 852- 2751 5710<br>Ocean Import: 852-2751 5459 / 852-2751 5737 | Air Import: Shing Wai Cheung / Ricky Tsui<br>Ocean Import: Gary Chan / Amanda Mok | Air Import<br><a href="mailto:wai.cheung@dachser.com">wai.cheung@dachser.com</a><br><a href="mailto:ricky.tsui@dachser.com">ricky.tsui@dachser.com</a><br><br>Ocean Import<br><a href="mailto:gary.chan@dachser.com">gary.chan@dachser.com</a><br><a href="mailto:amanda.mok@dachser.com">amanda.mok@dachser.com</a>     | Contact Buyer or see PO   |
| DHL Express                | 852-2400 3388  | Customer Service (HK)   | <a href="http://www.dhl.com">www.dhl.com</a>   | Contact Buyer or see PO   |
| FedEx                      | 852-2730 3333  | Customer Service (HK)   | <a href="http://www.fedex.com/?location=home">www.fedex.com/?location=home</a>   | Contact Buyer or see PO   |
| FedEx (USA to Chicago)     | See web site for local contacts  | See web site for local contacts   | <a href="https://www.fedexfreight.fedex.com/locations.jsp">https://www.fedexfreight.fedex.com/locations.jsp</a>  | 4615-8358-0   |
| FedEx (USA to Los Angeles) | See web site for local contacts  | See web site for local contacts   | <a href="https://www.fedexfreight.fedex.com/locations.jsp">https://www.fedexfreight.fedex.com/locations.jsp</a>  | 4615-8358-0   |
| Panalpina                  | 852-2760 2490 /<br>852-2760 2651   | Timmy Chan /<br>Patrick Wong  | <a href="mailto:Timmy.Chan@panalpina.com">Timmy.Chan@panalpina.com</a> /<br><a href="mailto:Patrick.Wong@panalpina.com">Patrick.Wong@panalpina.com</a>   | -   |

| USA Origin Consolidation Point   |  |   |                        |                        |                                     |  |
|--|--|---|------------------------|------------------------|-------------------------------------|--|
| 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) |  |   |                        |                        |                                     |  |
| Consignee  | Address  | Address   | Contact Name           | Tel                    | Fax                                 | Email Address  |
| Celestica c/o Panalpina, Inc.<br>Attn: Celestica (Dongguan-SSL)<br>Technology Ltd  | Chicago Hub (Elk Grove)  | 800 E.Devon Avenue, Elk Grove Village, IL, 60007, United States | Celestica Support Desk | 630-477-4000 ext 1340  | 847-545-5568                        | <a href="mailto:AE_Celestica_CS.CHI@panalpina.com">AE_Celestica_CS.CHI@panalpina.com</a> |
| Celestica c/o Panalpina, Inc.<br>Attn: Celestica (Dongguan-SSL)<br>Technology Ltd  | Los Angeles Hub (Torrance)   | 19900 S. Vermont Avenue, Suite A, Torrance, CA 90502            | Celestica Support Desk | 310-819-4060 ext: 1940 | 1-310-819-4055 or<br>1-310-819-4058 | <a href="mailto:celesticaexp.LAX@panalpina.com">celesticaexp.LAX@panalpina.com</a>       |
| Consolidation Hub Location   | USA Origin Shipping States   |   |                        |                        |                                     |  |
| Chicago Hub (Elk Grove)  | AL, AR, CT, DE, DC, 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   |   |                        |                        |                                     |  |

### International Documentation Requirements

To: All Vendors. ( Please forward this instructions to the traffic/shipping departments )

Please ensure the proper shipping documents, with complete and correct information, are sent with each shipment.

Warehouse address: **CELESTICA HONG KONG LTD**  
**4/F GOLDLION HOLDINGS CENTRE**  
**13-15 YUEN SHUN CIRCUIT**  
**SIU LEK YUEN, SHATIN, NT, H.K.**  
**TEL. 852-2727 5461                      FAX: 852-2714 4849**

These documents are required to complete the import process and must accompany all shipments:

**1 Proforma Invoice                      2 Packing list                      3 Air Way Bill**

The Pro forma Invoice should include:

- 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 (Dongguan-SSL) Technology Ltd.  
 Northern Area, Song Shan Lake,  
 Science and Technology Industrial Park,  
 Dongguan City, Guangdong Province, 523808, China  
 TEL. 852-2727 5461                      FAX: 852-2714 4849
- 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 #

**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    [http://www.panalpina.com/www/usa/en/home/documents\\_downloads.html](http://www.panalpina.com/www/usa/en/home/documents_downloads.html)**

**3-Packing List**

**4-Certificate of Origin**

- Celestica Hong Kong Ltd. **WILL NOT** accept additional charges incurred in shipping by alternate unapproved carriers without prior authorization from Hong Kong warehouse Dept. All additional costs will be Charged Back to vendor.

- Failure to comply with this instructions will cause delays in the importation process.

## 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 (Aqility, CEVA and Panalpina)

Imperial (IN / LBS)

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

Metric (CM / KG)

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

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

Metric (CM / KG)

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

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

Metric (CM / KG)

DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimeters}}{4000}$  (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

#### 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 = 249kg

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

Imperial (IN / LBS)

DIMENSIONAL WEIGHT =  $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166}$  (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

#### 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).

