

Celestica Songshan Lake (CSS) 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
Windy Zhao	Site Logistics Manager	8.61383E+12	wzhao@celestica.com
Rose Shi	Warehouse & Logistics Management	86-769- 3333 0888 Ext. 2532	rshi@celestica.com
Ken Tam	Logistics Team Leader	852-2772 9892	ktam@celestica.com
Ron Yim	Logistics Team Specialist	852-2772 8221	ronyim@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, 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

Inbound Standard Routing															
Origin	Small pack			Heavyweight Air			LTL Truck			Full Truck	Ocean LCL				Ocean Container
Supplier Shipping Origin Location	Chargeable Weight	Avg. Transit Days	Carrier	Chargeable Weight	Avg. Transit Days	Carrier	Weight	Avg. Transit Days	Carrier	Carrier	FCL & LCL bookings from all origins are to be made with the carriers 3 weeks in Advance of the planned pickup date				
											Weight	Avg. Transit Days	Carrier	Avg. Transit Days	Carrier
USA (Weight < 20 kg or 44lbs)	<20kg		DHL Express				-		-	-					-
USA See below USA origin consolidation point for ship to address. See below international documentation requirements for commercial invoice consignee address.	> 20 kg (44lbs) to < 68 kg (150lbs)	1-3	FedEx Ground (Chicago hub or Los Angeles hub) See below for Origin States Bill 3rd party to Celestica San Jose, 5325 Hellyer Ave., San Jose, CA 95138		5-7	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 +	1-7	FedEx Freight Priority LTL (Chicago hub or Los Angeles hub) See below for Origin States Bill 3rd party to Celestica San Jose, 5325 Hellyer Ave., San Jose, CA 95138	-	-			Contact Site	
Exception USA Direct-(Itasca, San Jose,)				68 kg +	5-7	CEVA									
Canada	< 65 kg	4-7	DHL Express	65 kg +	5-7	CEVA	-		-	-				Contact Site	-
Asia	< 50 kg	3-5	DHL Express	50-250 kg +	5-7	Expeditors International SL3	-		-	-				Contact Site	7-10 Dachser
Asia Exceptions															
China(Shanghai, Suzhou, Shenzhen)	<50 kg	1-3	DHL Express	50-250 kg +	3-5	CEVA									
Japan	< 65 kg	3-5	DHL Express	65 -250 kg +	5-7	Expeditors International SL3	-		-	-					
Malaysia-	<100 kg	3-5	DHL Express	100-250 kg +	5-7	Expeditors International SL3	-		-	-				Contact Site	Contact Site
Philippines -Manila	<100 kg	3-5	DHL Express	100-250 kg +	5-7	Expeditors International SL3	-		-	-	250 kg+	12-15	DHL Global Forwarding	7-10	Expeditors
Philippines - Calamba	<100 kg	3-5	DHL Express	100-250 kg +	5-7	Expeditors International SL3	-		-	-	250 kg+	12-15	DHL Global Forwarding		
Philippines- Laguna											250 kg+	12-15	DHL Global Forwarding		
Singapore	<60 kg	3-5	DHL Express	60-250 kg +	5-7	CEVA	-		-	-					
Thailand	<60 kg	3-5	DHL Express	60-250 kg +	5-7	Expeditors International SL3	-		-	-	250 kg+	12-15	DHL Global Forwarding	7-10	Expeditors
Taiwan	<100 kg	3-5	DHL Express	100-250 kg +	5-7	Expeditors International SL3	-		-	-	250 kg+	12-15	Expeditors	7-10	Expeditors
Europe	< 60 kg	3-4	DHL Express	-	-	-	-		-	-					
Europe Exception- Germany, Israel,)	<50KG	3-4	DHL Express	50-250 kg +	5-7	Dachser	-		-	-					

Carrier Information						
Carrier	Phone	Contact Name	Email Address / Web Site			Account Number
Dachser HK (Import)	Air Import: 852- 2751 5479 / 852- 2751 5710 Ocean Import: 852-2751 5459 / 852-2751 5737	Air Import: Shing Wai Cheung / Ricky Tsui Ocean Import: Gary Chan / Amanda Mok	Air Import wai.cheung@dachser.com ricky.tsui@dachser.com Ocean Import gary.chan@dachser.com amanda.mok@dachser.com			Contact Buyer or see PO
Expeditors International	Customer Service (HK)	Customer Service (HK)	https://www.expeditors.com/locations			Contact Buyer or see PO
DHL Express	852-2400 3388	Customer Service (HK)	www.dhl.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
FedEx	852-2730 3333	Customer Service (HK)	www.fedex.com/?location=home			Contact Buyer or see PO
FedEx (USA to Chicago)	See web site for local contacts	See web site for local contacts	https://www.fedexfreight.fedex.com/locations.jsp			Contact Buyer or see PO
FedEx (USA to Los Angeles)	See web site for local contacts	See web site for local contacts	https://www.fedexfreight.fedex.com/locations.jsp			Contact Buyer or see PO
CEVA Worldwide Locatons	See web site for local contacts	See web site for local contacts	www.cevalogistics.com			Contact Buyer or see PO
DSV	852-2760 2490 / 852-2760 2651/ 852-2211 8522	Timmy Chan / Patrick Wong/ Man Ho	www.dsv.com			Contact Buyer or see PO
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 Song Shan Lake C/O DSV Franklin Park Attention: Celestica Song Shan Lake (for Fedex domestic purpose to ORD hub)	Chicago Hub (Franklin Park)	10701 Seymour Avenue, Franklin Park, IL 60131,USA	Celestica Support Desk	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.com
Celestica Song Shan Lake C/O DSV Torrance Attention: Celestica Song Shan Lake (for Fedex domestic purpose to LAX hub)	Los Angeles Hub (Torrance)	DSV Air & Sea 19901 Western Avenue Torrance CA 90501 USA	Celestica Support Desk Escalation : Francisco Olate	+1-310-819-4060 Ext: 1940 +1-310-414-1516 Ext. 4618 +1(310) 414 1516 Ext. 4699	1-310-819-4055 or 1-310-819-4058	ExpAir.Celestica@us.dsv.com
Consolidation Hub Location	USA Origin Shipping States					
Chicago Hub (Franklin Park)	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>

<https://www.census.gov/foreign-trade/aes/oesdirect/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 Panalpina

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

-e.g. (PO#919000000/Trk#123456789101/ORD)

-In PDF Format

Emails:

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

- ExpAir.Celestica@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 (Dongguan-SSL) 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 \(Dongguan-SSL\) 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 Song Shan Lake C/O DSV Franklin Park ORD Hub: 10701 Seymour Avenue Franklin Park, IL 60131, United States Attention: Celestica Song Shan Lake	
PO: 21xxxxxxxx	

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

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

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

International Shipments Calculation with DHL Freight and TNT Economy

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

Identifying what your chargeable weight will be:

Example - Imperial Calculation

Actual Pallet Weight = 250lbs
 Pallet Dimensions = 48 x 40 x 50in
 Pallet Volumetric weight = $(48 \times 40 \times 50) / 166 = 693.97\text{lbs}$
 Chargeable weight of shipment = 694lbs

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

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

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).

