

Celestica Suzhou Routing Guide

Site Name and Address	Site logistics contacts	Title	Phone	Email
Celestica Suzhou	Rebecca Fang	Logistics & Supply Chain Manager	86-512-62588111-3510	rfang@celestica.com
No. 448 Su Hong Middle Road	Jane Di	Logistics Supervisor	86-512-62588111-3593	wfdi@celestica.com
Suzhou Industrial Park, Suzhou	Xu La Mei	Inbound Team Leader	86-512-62588111-3569	lmxu@celestica.com
Jiangsu Province	Gong Gang	Outbound Team Leader	86-512-62588111-3706	ggong@celestica.com
China 215021				

**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.

AR 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 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
USA (Weight < 68 kg or 150 lbs) See below USA origin consolidation point for ship to address. See below Commercial Invoice Requirements for commercial invoice and consignee address.	< 68 kg (150lbs)	1-3	FedEx Ground (Chicago or Los Angeles) See below for Origin States Bill 3rd Party		6-8	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 (Halfmoon,)	-	4-6	-	> 68 kg +	6-8	DSV	-	-	-	-	-	-	-	-
Canada	< 50 kg	4-6	DHL Express	> 50 kg +	6-8	DSV	-	-	-	-	-	-	-	-
Mexico	< 50 kg	4-6	DHL Express	> 50 kg +	6-8	DSV	-	-	-	-	-	-	-	-
Europe	< 20 kg	4-7	DHL Express	-	-	-	-	-	-	-	-	-	-	-
Europe Exceptions														
Germany	< 20 kg	4-7	DHL Express	20-250 kg +	7-9	Expeditors	-	-	-	-	250 kg+	40-50	DAF	-
Sweden	< 20 kg	4-7	DHL Express	> 20 kg +	7-9	Expeditors	-	-	-	-	-	-	-	-
Czech Republic, Romania, Switzerland, Israel, Finland	< 20 kg	4-7	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	40 - 250 kg	3-5	Expeditors	-	-	-	-	-	-	-	-
South Korea	< 40 kg	3-5	DHL Express	40 - 250 kg	3-5	Expeditors	-	-	-	-	-	-	-	-
Philippines	< 120 kg	3-5	DHL Express	120-250 kg	3-5	DGF	-	-	-	-	250 kg +	20-25	Dachser	15-20
Singapore	< 250 kg			LX Pantos (Consol)			-	-	-	-	250 kg +	20-25	DGF	-
Taiwan -Taoyuan	< 20 kg	3-5	DHL Express	20 - 250 kg	3-5	Expeditors	-	-	-	-	-	-	-	-
Exception Taiwan- New Taipei City, Taipei	< 20 kg	3-5	DHL Express	20 - 250 kg	3-5	DGF	-	-	-	-	250 kg +	20-25	DGF	-
Thailand	< 20 kg	3-5	DHL Express	20 - 250 kg	3-5	DGF	-	-	-	-	250 kg +	20-25	DGF	15-20
Malaysia - Penang & Johor Bahru	< 100 kg	3-5	DHL Express	100 - 250 kg	3-5	DGF	-	-	-	-	250 kg +	20-25	DGF	-
India	< 20 kg	3-5	DHL Express	20 - 250 kg	3-5	Dachser	-	-	-	-	250 kg +	20-25	DGF	15-20

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(Escalations)	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
Pantos	See web site for local contacts	See web site for local contacts	www.lxpantos.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
<i>Celestica Suzhou C/O DSV Franklin Park</i> <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.com
<i>Celestica Suzhou C/O DSV Torrance</i> <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 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 +1-310-819-4058	ExpAir.Celestica@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)

- 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 **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**")



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)

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

166 (International)

Metric (CM / KG)

$$\frac{\text{Length} \times \text{Width} \times \text{Height}}{6000} = \text{Cubic Centimetres}$$

6000 (International)

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

Metric (CM / KG)

$$\frac{\text{Length} \times \text{Width} \times \text{Height}}{6000} = \text{Cubic Centimetres}$$

6000 (International)

International Shipments Calculation with DHL Freight and TNT Economy

Metric (CM / KG)

$$\frac{\text{Length} \times \text{Width} \times \text{Height}}{4000} = \text{Cubic Centimetres}$$

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 = $(122 \times 102 \times 120) / 5000 = 298.66\text{kg}$

Chargeable Weight of shipment = 299kg

How to Calculate Volumetric Weight (USA Domestic air shipments)

Imperial (IN / LBS)

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

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).

