

## 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	<a href="mailto:rfang@celestica.com">rfang@celestica.com</a>
Jane Di	Logistics Supervisor	86-512-62588111-3593	<a href="mailto:wfdi@celestica.com">wfdi@celestica.com</a>
Sherry Ge	Inbound Team Leader	86-512-62588111-3843	<a href="mailto:geliho@celestica.com">geliho@celestica.com</a>
Xu La Mei	Outbound Team Leader	86-512-62588111-3569	<a href="mailto:lmxu@celestica.com">lmxu@celestica.com</a>

**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/ 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 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	Carrier	Chargeable Weight	Carrier	Weight	Carrier	Carrier	Weight	Carrier	Carrier
<b>USA (Weight &lt; 20 kg or 44lbs)</b>	<20kg or 44lbs	DHL Express	-	-	-	-	-	-	-	-
USA (Weight > 20 kg or 44lbs) See below USA origin consolidation point for ship to address. See below Commercial Invoice Requirements for commercial invoice consignee address.	> 20 kg (44lbs) to < 68 kg (150lbs)	FedEx Ground (Chicago or Los Angeles) See below for Origin States  Bill 3rd Party	<b>Panalpina Air Consol</b>  * See below "USA origin Consolidation Point" for ship to address in Chicago or Los Angeles according to supplier's address*		68 kg + (150 lbs +)	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 +	Panalpina	-
Canada	< 50 kg	DHL Express	50 kg +	Panalpina SL3	-	-	-	1000 kg +	Agility	Agility
Mexico	< 50 kg	DHL Express	50 kg +	Panalpina SL3	-	-	-	1000 kg +	Agility	Ceva
Europe	< 20 kg	TNT	20 kg +	Panalpina SL3	-	-	-	1000 kg +	Panalpina	-
<b>Europe Exceptions</b>										
Czech Republic, Finland, Hungary, Poland, Portugal and U.K. Romania	< 20 kg	DHL Express	20 kg +	Panalpina SL3	-	-	-	1000 kg +	Panalpina	Panalpina
Austria and Spain	< 20 kg	DHL Express	20 kg +	Agility SL3	-	-	-	1000 kg +	Panalpina	-
Asia	< 20 kg	DHL Express	20 kg +	Agility SL3	-	-	-	1000 kg +	Panalpina	-
<b>Asia Exceptions</b>										
Hong Kong	< 20 kg	DHL Express	20 kg +	Daoxin Train	-	-	Daoxin Train	1000 kg +	Panalpina	-
Israel	< 20 kg	DHL Express	20 kg +	CEVA SL3	-	-	-	1000 kg +	Panalpina (Bombay only)	Panalpina
India,	< 20 kg	DHL Express	20 kg +	Dachser SL3	-	-	-	1000 kg +	Panalpina (Bombay only)	Panalpina
Japan	< 40 kg	DHL Express	40 kg +	Expeditors International SL3	-	-	-	1000 kg +	Panalpina	-
South Korea	< 40 kg	DHL Express	40 kg +	Dachser SL3	-	-	-	1000 kg +	Panalpina	-
Philippines	< 20 kg	DHL Express	20 kg +	Expeditors International SL3	-	-	-	1000 kg +	Panalpina	Agility
Singapore	Agility (A/Consolidation)				-	-	-	1000 kg +	Panalpina	-
Taiwan	< 20 kg	DHL Express	20 kg +	Panalpina SL3	-	-	-	1000 kg +	Panalpina	-
Thailand	< 20 kg	DHL Express	20 kg +	Panalpina SL3	-	-	-	1000 kg +	Panalpina	Ceva
Malaysia - Kuala Lumpur & Johor Bahru	<100 kg	DHL Express	100 kg +	Agility SL3	-	-	-	1000 kg +	Panalpina	-
Malaysia - Penang & Rest of Malaysia	<100 kg	DHL Express	100 kg +	Expeditors International SL3	-	-	-	1000 kg +	Panalpina	-

Macau	<150 kg	DHL Express	150 kg +	Daoxin Train	-	-	-	-	-	-
Vietnam	<100 kg	DHL Express	100 kg +	Panalpina SL3	-	-	-	1000 kg +	Panalpina	-
Australia	<100 kg	DHL Express	100 kg +	Expeditors Internatonal SL3	-	-	-	1000 kg +	Panalpina	-

Carrier Information				
Carrier	Phone	Contact Name	Web Site/ Email Address	Account Number
Agility	852-2211 8506	Viness Tong	<a href="http://www.agility.com/EN/Pages/Default.aspx">http://www.agility.com/EN/Pages/Default.aspx</a>	
CEVA	See web site for local contacts	See web site for local contacts	<a href="http://www.cevalogistics.com">www.cevalogistics.com</a>	Contact Buyer or see PO
Daoxin	Tel: 0512-62872193 MP:13222993444 fax: 0512-62871008	Zhong Yawen	<a href="mailto:zhongyawen@dxscm.com">zhongyawen@dxscm.com</a>	
DHL Express	See web site for local contacts	See web site for local contacts	<a href="http://www.dhl.com/splash.html">http://www.dhl.com/splash.html</a>	Contact Buyer or see PO
FedEx	See web site for local contacts	See web site for local contacts	<a href="http://www.fedex.com">http://www.fedex.com</a>	Contact Buyer or see PO
FedEx (US)	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>	4615-8308-3
Expeditors International	See web site for local contacts	See web site for local contacts	<a href="https://www.expeditors.com/locations">https://www.expeditors.com/locations</a>	Contact Buyer or see PO
Panalpina	See web site for local contacts	See web site for local contacts	<a href="http://www.panalpina.com">http://www.panalpina.com</a>	
TNT	See web site for local contacts	See web site for local contacts	<a href="http://www.tnt.com/">http://www.tnt.com/</a>	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 c/o Panalpina, Inc. Attn: Celestica Suzhou	800 E.Devon Avenue, Elk Grove Village, IL, 60007, United States	Ms. Kate Prochnow	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. Attn: Celestica Suzhou	19900 S. Vermont Avenue, Suite A, Torrance, CA 90502	Mr. Abraham Perez	310-819-4060 ext.1940	1-310-819-4055 or 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, 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	Email Address
Hong Kong / Agility	19/F, Citic Telecom Tower, 93 Kwai Fuk Road, Kwai Chung, N.T., Hong Kong	Jessie Fong	852-2211 8026	852-2365 2876	<a href="mailto:JFong@agility.com">JFong@agility.com</a>
Hong Kong / Daoxin	地址：香港新界元朗錦上路DD106 Lot 1543RP & Lot 1547 RP&SB address: DD 106 Lot 1543RP & Lot 1547 RP& SB, Kam Sheung Road, Yuen Long, NT, Hong Kong	Ms. Kat Tse/謝嘉詠, Mr. Roger Ho / 何健	Tel: +852 2455 1777, 2455 3377, 2455 3977 Mobile: +852 9882 6970	852-2455 1666	<a href="mailto:zhongyawen@dxscm.com">zhongyawen@dxscm.com</a>
Singapore / Agility	No. 1, Changi North Way, Singapore 498801	Jennifer Ho	65-6500 0528	65-6542 4969	<a href="mailto:JeHo@agility.com">JeHo@agility.com</a>
Taiwan / Agility	11 Floor, No.192, Rueli Guang Road, Neihu District, Taipei, Taiwan 11491, R.O.C.	Bonnie Lo	886-2 2659 0222 or 886-2 2659 6299 ext.2320	886-2 2788 6693	<a href="mailto:BLo@agility.com">BLo@agility.com</a>
Manila / Agility	Ninoy Aquino Avenue, Paranaque City, Philippines 1700	Dina Bernardo	632-9822556	632-854 1243	<a href="mailto:DBernardo@agility.com">DBernardo@agility.com</a>

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></p> <p style="padding-left: 40px;"><b>All Commercial invoices must list the following address. Please do not list a consolidation point address on the commercial invoice.</b></p> <p style="padding-left: 40px;">Celestica Suzhou No. 448 Su Hong Middle Road Suzhou Industrial Park, Suzhou Jiangsu Province, China 215021</p> <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> <p><b>6-Name of Celestica Buyer</b></p> <p><b>7-Celestica Part Number</b></p> <p><b>8-Complete, Clear Description of Goods- Do not use abbreviations or codes -</b></p> <p><b>9-Quantity of each shipment shipped</b></p> <p><b>10-Number of cartons or skids ,weight and dimensions.</b></p> <p><b>11-Unit price</b></p> <p><b>12-Total invoice price</b></p> <p><b>13-Currency of settlement (US dollars )</b></p> <p><b>14- Incoterms</b></p> <p><b>15- Forwarder&amp; Tracking #</b></p> <p><b>16- Country of origin (for each line item)</b></p> <p><b>US origin vendors/shipper (those shipping to the consols), a Shippers Export Declaration (SED) or an Automated Export System Record (AES) is required</b></p> <p><a href="http://www.access.gpo.gov/bis/ear/pdf/758.pdf">http://www.access.gpo.gov/bis/ear/pdf/758.pdf</a></p> <p><a href="http://www.census.gov/foreign-trade/regulations/regs/regulations20080602-federalregister.pdf">http://www.census.gov/foreign-trade/regulations/regs/regulations20080602-federalregister.pdf</a></p>

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

### 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 centimetres.

#### 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)

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

Metric (CM / KG)

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

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

Metric (CM / KG)

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

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

Metric (CM / KG)

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

#### Identifying what your chargeable weight will be:

##### Example - Imperial Calculation

Actual Pallet Weight = 250lbs  
 Pallet Dimensions = 48 x 40 x 50in  
 Pallet Volumetric weight =  $(48 \times 40 \times 50) / 139 = 690.65\text{lbs}$   
 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)

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

##### 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).

