



ROUTING AND TRANSPORTATION PACKAGING GUIDELINES

Contents

General	Page
United States Domestic Routing Process	3
Shipments Originating from Canada Into the United States	4
United States Inbound International Routing Process	5
Shipments Originating from Asia (including India)	6
OEC ASIA Contact List	8
Shipments Originating from Europe	9
Expeditors International Contact List	11
International Compliance Instructions	13
Optimas OE Solutions Packaging Guidelines	15
Non-compliance	16

USA DOMESTIC ROUTING PROCESS

For all inbound domestic shipments originating in the USA and shipping to Optimas OE Solutions locations in the USA, Optimas OE Solutions has partnered with TMC to manage our inbound routings. This partnership was chosen to increase visibility of product in transit and allow Optimas to provide up-to-date information regarding routing requests.

To get routing information:

Please login to www.mytmc.com to receive routing info.

If you do not have access:

Email optimas@mytmc.com to receive login information or call **(866) 543-4650**.

If you need assistance in processing shipments:

Email optimas@mytmc.com to receive login information or call **(866) 543-4650**.

If you have any questions or concerns, please contact:

Josh Gauci
Global Transportation Director
t: 812-379-7851 m: 734-968-0506
josh.gauci@optimas.com

Non-compliance:

Failure to utilize TMC for routing can result in additional charges to Optimas due to Non-compliance.

SHIPMENTS ORIGINATING FROM CANADA INTO THE USA

For all inbound shipments originating in Canada and shipping to Optimas OE Solutions locations in the USA, Optimas OE Solutions has partnered with TMC to manage our inbound routings. This partnership was chosen to increase visibility of product in transit and allow Optimas to provide up-to-date information regarding routing requests.

To get routing information:

Please login to www.mytmc.com to receive routing info.

If you do not have access:

Email optimas@mytmc.com to receive login information or call **(866) 543-4650**.

If you need assistance in processing shipments:

Email optimas@mytmc.com to receive login information or call **(866) 543-4650**.

If you have any questions or concerns, please contact:

Josh Gauci
Global Transportation Director
t: 812-379-7851 m: 734-968-0506
josh.gauci@optimas.com

Non-compliance:

Failure to utilize TMC for routing can result in additional charges to Optimas due to Non-compliance.

USA INBOUND INTERNATIONAL ROUTING PROCESS

www
.optimas
.com

Air shipments under 250 lbs (113 kgs) via Parcel

Preferred Carrier and Mode: UPS Worldwide Expedited.

Shipping Instructions:

1. Bill 3rd Party to Optimas using Optimas' UPS Worldwide Expedited account number which will be provided by us upon request. Please contact Anthony Bolton, Transportation Analyst, at (630) 616-7472 or Anthony.bolton@optimas.com with any questions.
2. The following address is correlated to the account number for billing purposes only:
-2651 Compass Rd. Glenview, IL 60026
3. Do not declare a value for additional insurance as Optimas is self insured. If you declare a value for additional insurance, your organization will be debited for the additional costs incurred by Optimas.
4. UPS Service Guidelines require that an individual package weigh no more than 70 lbs (31 kgs).
5. UPS Service Guidelines require that material not be palletized. If palletized, your organization will be debited for the additional costs incurred by Optimas based on dimensional weight charges.

SHIPMENTS ORIGINATING FROM ASIA (INCLUDING INDIA)

www
.optimas
.com

Over 250 lbs (113 kgs):

Optimas OE Solutions has partnered with OEC Group for shipments originating from Asia or India. This includes ocean and air shipments.

Shipping Instructions:

1. All wood packaging (crates, pallets, etc) must be ISPM 15 compliant in order to be allowed entry into the US
2. Ocean containers should **not** be floor loaded
3. Full containers should contain no more than 43,000 lbs (19504 kgs)
4. For full containers, supplier must provide one commercial invoice per container and the container number must be referenced on the commercial invoice. Consolidated commercial invoices covering several containers will not be accepted
5. Pick up requests are to be made via email to the local OEC Group contact person. The following information must be provided in the pickup request to OEC
 - Optimas Destination Office and Notify Party
 - Optimas Purchase Order Numbers (s) and Purchase Order Line Numbers (s)
 - Gross weight (kgs) and Volume (cbm)
 - Total number of pieces (if shipping a skid, indicate number of cartons included on the skid)
 - Cargo description
 - Value (as declared on commercial invoice)
 - Mode of transportation (if known)
 - For full containers load, number and type of container needed
 - Cargo readiness date
 - A copy of the export documents including, but not limited to the following:
 - Commercial Invoice if available
 - Packing List
 - Quality Certificates
 - ISF Form (ocean shipments only, see attached)
 - Notification to OEC Group that the Ocean Bill of Lading should be express released. Optimas is requesting the same as the payer of the freight.
6. Cargo labels must include the following information:
 - Optimas Destination City and State

- Purchase Order Number
- Optimas Part Number
- Country of Origin

7. Material going to different final destination should not be shipped together
8. Original documents should not be couriered to Optimas since it requires Express Bill of Lading for ocean shipments
9. For ocean shipments, the OEC Importer Security Filing (ISF) Form must be completed. See below for an explanation of ISF and see attached for a sample documents.
10. The following information must be referenced on the Commercial Invoice or other accompanying documentations. Importer Security Filing (ISF) required items are in bold:
 - Optimas Purchase Order Number(s)
 - Optimas Purchase Order Line Number(s) for each item
 - Optimas Part Number (per the purchase order)
 - Ship to Address (per the purchase order)
 - Currency of Sale
 - Invoice terms
 - Country of Origin
 - Consignee Name: Optimas
 - Supplier Name and Address
 - Manufacturer Name and Address
 - House Bill of Lading Number
11. All copies of documents should be emailed to the following addresses at least three days prior to the sailing date:
Optimas.import@optimas.com
The local OEC Group Office

OEC ASIA CONTACT LIST

www
.optimas
.com

Taiwan

OEC Asia Contact List
OEC Freight Worldwide Co., Ltd.
7F 131 Nanking E Road Sec 3 Taipei 104, Taiwan
Tel: 886-2-27172909 Fax: 886-2-27173370

Ocean Freight: Sherry Yu sherryyu.tpe@oecgroup.com
Air Freight: Kent Chen oecair.tpe@oecgroup.com
Sales: Tony Chen tony.tpe@oecgroup.com

Shanghai

Orient Express Container Co. Ltd.
Room A, 16FL, No.726 West Yan An Rd.
Huamin Empire Plaza Changning Dist.
Shanghai 200050, China
Tel: 86-21-5118- 8000 Fax: 86-21-6217-3385

Ocean Freight: Wing all.sha@oecgroup.com.cn
Air Freight: Angela air.sha@oecgroup.com.cn
Sales: Taylor Xin taylor.sha@oecgroup.com.cn

Shenzhen

OEC Logistics Co., Ltd. Shenzhen Branch
Room 12A 01--02, No. 2222
Anlian Plaza, Jintian Road, Futian
Shenzhen City, 518026, P.R.C. (China)
Tel: 86-755-3339-1828 Fax: 86-755-82090053

Ocean Freight: Kathy all.szn@oecgroup.com
Air Freight: Selina air.szn@oecgroup.com
Sales: Ken Lee ken.szn@oecgroup.com.cn

Thailand -- Bangkok

Orient Express Container (Thailand) Co., Ltd.
2024/118--119 Rimtangrodfalkao Road
Sukhumvit SOI 50,
Bangkok 10120, Thailand
Tel: 662-3330720 Fax: 662-332-3809

Ocean: Moy all@oecbkk.com
Air: Somjit air.cs@oecbkk.com
Sales: Kwang yanyong@oecbkk.com

Hong Kong

Orient Express Container (HK) Co., Ltd.

9/F, East Town Building

41 Lockhard Road, Wan Chai, Hong Kong

Fax: 852--2619--0002

Tel: 852--2619--1699

Air: Yee air.hkg@oecgroup.com

Ocean: Kathy all.hkg@oecgroup.com

South Korea -- Seoul

OEC Freight Worldwide Korea Co.

RM902, Gwang Hwa Moon Officia B/D,

#163, ShinmoonNo--1 GA, ChongNo--Gu,

Seoul 110--999 Korea, South

Tel: 82-2319-9394 Fax: 82-2319-9395

Air: Kaylee all.sel@oecgroup.com

Ocean: Eva all.sel@oecgroup.com

Sales: Sam Moon all.sel@oecgroup.com

Japan -- Kobe

OEC Freight Japan Co. Ltd.

Toyo Bldg. 5F, 1--2--19,

Kaigandori, Chuo--Ku

Kobe 650--0024, Japan

Tel: 81-1783271085 Fax: 81-1783271086

Station Manager: Seiji Fujii all@oecjp.com

Ningbo

OEC Logistics Co., Ltd. Ningbo Branch

Rm. 2001, 20/F, Citic Bank Building No. 36

Zhen Ming Road, Ningbo, China

Tel: 86-1386-785-8271 Fax: 86-574-27876998

Air: Jean air.nbo@oecgroup.com.cn

Ocean: Arnold arnold.nbo@oecgroup.com.cn

Sales: William william.nbo@oecgroup.com

India

Expo Freight Private Limited No 78, Josier Street

Nungambakkam, Chennai 600 034 India Tel: 91 44 43900700

Mobile: 91 99400 82861 Fax: 91 44 28223463

SHIPMENTS ORIGINATING FROM EUROPE

www
.optimas
.com

Over 250 lbs (113 kgs):

Optimas OE Solutions has partnered with Expeditors International for shipments originating from Europe. This includes ocean and air shipments.

Shipping Instructions

1. All wood packaging (crates, pallets, etc.) must be ISPM 15 compliant in order to be allowed entry into the US.
2. Ocean containers should not be floor loaded.
3. Full containers should contain no more than 43,000 lbs (19,504 kgs).
4. For full containers, supplier must provide one Commercial Invoice per container and the container number must be referenced on the Commercial Invoice. Consolidated commercial invoices covering several containers will not be accepted.
5. Pick up requests are to be made via email to the local Expeditors International contact. The following information must be provided in the pickup requests to Expeditors International:
 - Optimas Destination Office and Notify Party
 - Optimas Purchase Order Number(s) and Purchase Order Line Number(s)
 - Gross weight (kgs) and Volume (cbm)
 - Total number of pieces (if shipping a skid, indicate number of cartons included on the skid).
 - Cargo description
 - Value (as declared on Commercial Invoice)
 - Mode of transport (if known)
 - For full container load, number and type of container needed
 - Cargo readiness date
 - A copy of the export documents, including, but not limited to the following:
 - o Commercial Invoice (if available)
 - o Packing List
 - o Quality Certificates
 - o ISF Form (ocean only, see attached)
 - Notification to Expeditors International that the Ocean Bill of Lading should be Express Released. Optimas is requesting the same as the payer of the freight.
6. Cargo labels must include the following information:

- Optimas Destination City and State
- Purchase Order Number
- Optimas Part Number
- Country of Origin

7. Material going to different final destinations should not be shipped together
8. Original documents should not be couriered to Optimas US or Expeditors International US as Optimas requires Express Bill of Lading for ocean shipments
9. For ocean shipments, the Expeditors Importer Security Filing (ISF) Form must be completed. See below for an explanation of ISF and see attached for a sample document
10. The following information must be referenced on the Commercial Invoice or other accompanying documentation. (Importer Security Filing² (ISF) required items are in bold).
 - Optimas Purchase Order Number(s)
 - Optimas Purchase Order Line Number(s) for each item
 - Optimas Part Number (per the Purchase Order)
 - **Ship to Address (as per the Purchase Order)**
 - Currency of Sale
 - Inco terms
 - **Country of Origin**
 - Consignee Name: Optimas Inc.
 - **Supplier Name and Address**
 - **Manufacturer Name and Address**
 - House Bill of Lading Number
11. All copies of documents should be emailed to the following addresses at least three days prior to the sailing date:
Optimas.import@optimas.com
The local Expeditors International Office

EXPEDITORS INTERNATIONAL CONTACT LIST

www
.optimas
.com

UK

Hayley Cook	hayley.cook@expeditors.com	+44 (0) 1784264578
George Campbell	george.campbell@expeditors.com	+44 (0) 01784264465

Germany

Stephanie Kuenzel	stephanie.kuenzel@expeditors.com	+49 (0) 61428351168
Jasmin Ries	smin.ries@expeditors.com	+49 (0) 61428351178

Italy

Alessandro Fois	alessandro.fois@expeditors.com	+390200630259
Marco Bergonzi	marco.bergonzi@expeditors.com	+390200630265

Czech Republic

Daniel Sabjan	daniel.sabjan@expeditors.com	+420233090344
---------------	--	---------------

INTERNATIONAL COMPLIANCE INSTRUCTIONS

www
.optimas
.com

Importer Security Filing (ISF) Requirements for Ocean Shipments

The following is the list of ISF data elements required to be filed by the US Importer or the Importer's Agent prior to vessel departure from the port of origin, as well as the parties responsible for providing each data element.

Supplier Responsibility

- Supplier Name and Address
- Manufacturer Name and Address
- Country of Origin
- House Bill of Lading*

Supplier or Forwarder Responsibility

- Container Stuffing Location Name and Address
- Consolidator Name and Address

Forwarder Responsibility

- Buyer Name and Address
- Importer of Record Number
- Consignee Number
- Ship to Party Name and Address

Optimas Responsibility

- HTSU Numbers

We are required to review and provide ISF information prior to sailing, please email the listed personnel a copy of the Commercial Invoice, Packing List and any other documentation containing ISF information at time of booking:

optimas.import@optimas.com

The local OEC office or Expeditors International office

If cargo is moving with a forwarder other than our preferred carrier, please provide the House Bill of Lading number as soon as it is provided to you by the chosen forwarder. If the Master Bill of Lading number is the only number available, you may provide that number.

Optimas will be filing ISF through OEC Group or Expeditors International depending on origin point and will hold suppliers responsible for any fine, penalties or additional costs incurred due to delays caused when suppliers do not file the proper paperwork and process.

House Bill of Lading (lowest Bill of Lading number) is the identifying reference number that will link the ISF filing to the ship's manifest and is provided by the forwarder. This number appears on the OEC Group or Expeditors International Shipping Order and is necessary to link the ISF filing with the Custom's manifest data.

For any questions or concerns please contact us at:

Judy Fine
Global Compliance Manager
T: 847-832-3135

judy.fine@optimas.com

Josh Gauci
Global Transportation Director
T: 812-379-7851
M: 734-968-0506

josh.gauci@optimas.com

Optimas Import Team
optimas.import@optimas.com

OPTIMAS PACKAGING GUIDELINES

www
.optimas
.com

All boxes must have sufficient dunnage and be taped closed. Maximum individual box weight should not exceed 40 lbs. Any boxes over that limit may be refused unless previously authorized.

Pallets:

All skid / pallets must be 36" L X 36" W and can not exceed 36" H.

All product should be shrink-wrapped securely to the skid / pallet or crated.

For international / cross-border shipments, all pallets and wood packaging materials must be ISPM15 stamped.

Labeling:

All labels should be facing out where applicable. Every carton should be labeled accordingly.

Optimas requires the following information on all labels:

- Optimas Purchase Order Number Part Description
- Country of Origin
- Manufacturers Lot Number (When Applicable) Box Quantity

The following information is not required to be on the label but is beneficial to include:

- Optimas Part Number Supplier Name
- Optimas Vendor Number

NON-COMPLIANCE

www
.optimas
.com

Failure to comply with Optimas OE Solutions Routing or Packaging guidelines can result in refused shipments and/or debits.

If you have any questions regarding these guidelines, please contact the Optimas OE Solutions Transportation Department or the Buyer assigned to your account.