

MOOG



Carrier Routing Guide

(for shipments originating in the US)

VERSION 1.1, JUNE 10, 2016

MOOG INC. | 170 Jamison Road, Elma, NY 14059

DOCUMENT CONTROL

VERSION	ISSUE DATE	DOCUMENT OWNER	REMARKS
1.0	6/10/2016	David Velasquez, EA-AG	New guide issued. Previous 3/18/2013 replaced.
1.1	6/21/2016		Added ability to open embedded documents.
			Added section 2.4

APPROVALS

NAME	DATE ACCEPTED
David Velasquez, Aircraft Group Global Logistics Manager	6/09/16
Arlene Mann, Corporate Import Compliance Manager	6/01/16

1. PURPOSE

This guide is meant to give direction to suppliers on how to ship to Moog facilities, suppliers and possibly customers. This guide should be used whenever shipment instructions are not available and explicitly stated on the Moog PO. In the event that there is any confusion, please contact your buyer for direction prior to making any shipping arrangements.

Moog has negotiated rates and service with carries to guarantee rates and service to meet Moog’s specialized needs. It is the responsibility of the supplier to ensure that the instructions contained within this routing guide are strictly followed. Failure to do so may result in penalties.

2. GENERAL

- 2.1. This guide is to be used when routing shipments for Moog from suppliers or plants to a destination specified by Moog wherein Moog is responsible for the freight charges.
- 2.2. If there are specific shipping instructions specified in the terms and conditions of the purchase order, they will take precedence over this routing guide.

- 2.3. This guide covers shipments from 1lb up to truckload shipments or full container shipments. Carrier selection is based on the locations of the shipment, the destination of the shipment, the shipment size, weight and other shipment requirements, i.e., flatbed loading, etc.
- 2.4. Please ensure the shipments are made using the addresses on the Moog PO. It is important that the full and complete address is used, including the Plant # designation when applicable.
- 2.5. Should you find that the specified carrier that is directed for use does not serve the area needed, or is not able to provide the required equipment, please contact Franklin Global Strategies Services, Moog's Transportation Management partner:

Franklin Global Strategies
(716) 731-3131
<http://www.franklinglobalstrategies.com/>

3. US DOMESTIC SHIPMENTS

3.1. Small Pack/Parcel (1lb – 150lbs)

- 3.1.1. Moog's parcel carrier of choice is UPS. Whenever possible, please use UPS to ship small pack/parcel within the United States.
- 3.1.2. If shipping via air service (NDA, 2 Day or 3 Day) it must be approved in advance of booking the shipment with the Moog Buyer.
- 3.1.3. All shipments in which Moog is paying for the freight and which are approved by Moog, should be made Freight Collect using the freight account number provided by the Moog Buyer.
- 3.1.4. Please place the Moog PO number in one of the reference fields when creating the shipment.

3.2. LTL Shipments (150lb+ up to 7,000lbs)

- 3.2.1. LTL Shipments should be routed in accordance with the Moog LTL routing guide. This can be found on the www.moog.com site, under the Supplier Portal.
- 3.2.2. Please place the Moog PO number in one of the reference fields when creating the shipment.



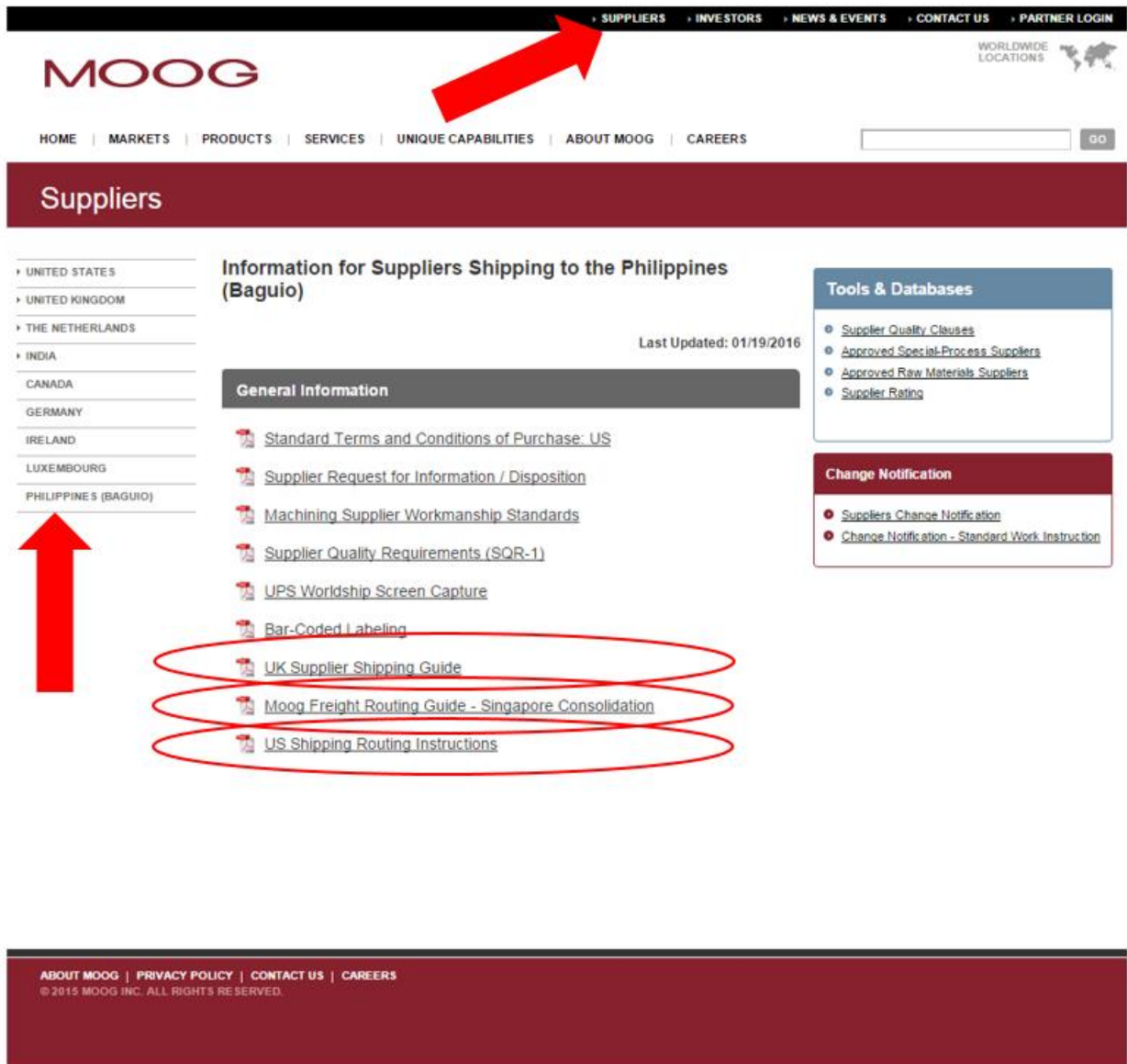
Web Site LTL Routing
Guide 1-20-16.pdf

- 3.3. Truckload and oversized shipments, or shipments requiring special equipment, i.e., flatbed trailer, etc.
 - 3.3.1. Contact Franklin Strategic Services for assistance with these types of shipments.

Franklin Global Strategies
(716) 731-3131
<http://www.franklinglobalstrategies.com/>

4. INTERNATIONAL SHIPMENTS

- 4.1. It is critical that the forwarder is contacted prior to shipping the product. The forwarder can confirm that the proper procedures are being followed and assist with any questions including documentation questions.
- 4.2. Please note, for shipments to Moog Baguio, Philippines, please consult the respective Inbound Routing Guide for Moog Philippines that is located on the Moog.com website. It can be found on www.moog.com, click Suppliers in the top right hand portion of the screen, the select Philippines (Baguio) to find the routing documents.



4.3. Air Freight

- 4.3.1. Under no circumstances should an air freight shipment be made at the expense of Moog advanced specific shipment permission.

- 4.3.2. Instances in which air freight is approved by Moog, will ship Freight Collect using the account number provided to you by the Moog buyer.
- 4.3.3. Instances in which AOG shipments are required, the buyer will have to contact to the forwarder directly to pre-authorize the shipment.
- 4.3.3.1. DGF Customer Care Center for AOG Shipments (888) 823-1000.
- 4.3.3.2. Please note, Moog will have to authorize the AOG shipment with DGF CCC or the shipment will not move.
- 4.3.4. Moog's carrier of choice for air shipments will is specified on the "**MOOG Heavyweight Air Routing Instructions.xlsx**."



MOOG Heavyweight
Air Routing Instructor

4.4. Ocean Freight (LCL & FCL)

- 4.4.1. Moog's carrier of choice for ocean shipments will be Mohawk Global Logistics (MGL.) Their contact information is below:

Mohawk Global Logistics
4455 Genesee Street, Suite 521
Buffalo, NY 14225
Office number: 716-332-0414
FAX: 716-932-7852
Group Email: bufexport@mohawkglobal.com

Main POC: Larissa Filip Ifilip@mohawkglobal.com
Direct Line: 716-901-0812
Cell: 716-800-7879

- 4.4.2. MGL should be used for all origin/destinations as specified on the "**MOOG Ocean Routing Guide**."



MOOG Ocean
Routing Instructions.xl

- 4.4.3. A copy of the Mohawk Shippers Letter of Instruction can be downloaded from this link:
http://mohawkglobal.com/wp-content/uploads/2013/11/Shippers_Letter_Ins.pdf
- 4.4.4. For any origin/destinations that are not on the Ocean Routing Guide, please contact your Moog buyer or the Aircraft Group Logistics Manager for shipment instructions.
- 4.4.5. Please note, that it is the shipper's responsibility to confirm the transit time with the forwarder prior to booking the shipment to ensure it will arrive per the instructions on the Purchase Order. If it is

determined that the ocean transit time will not meet Moog's Purchase Order requirements, the supplier should contact the Moog Buyer prior to booking the shipment for further instructions.

- 4.4.6. Importer Security filing ("10+2") will be performed by Mohawk Global. Seller must notify Mohawk Global when goods are shipping so that the ISF can be compliantly filed no later than 24 hours **before** the cargo is laden aboard the vessel at the foreign port.

5. SHIPPING DOCUMENTATION

5.1. US Domestic Shipments

5.1.1. All domestic US shipments must contain the following shipping documents:

- 5.1.1.1. Packing List
- 5.1.1.2. BOL (or Small Pack Label)
- 5.1.2. Packing List
 - 5.1.2.1. Moog requires that all of the shipments contain a Packing List that details the following information:
 - 5.1.2.1.1. Ship From Location
 - 5.1.2.1.2. Moog Purchase Order
 - 5.1.2.1.3. Purchase Orders item numbers; the Moog Part Number and/or Vendor Part Number
 - 5.1.2.1.4. Quantity shipped of each line item for each item shipped
 - 5.1.2.1.5. Attach the packing list securely to the outside of the designated carton/unit/coil or Gaylord box, and place a copy inside the carton as well.

5.1.3. Bill of Lading

5.1.3.1. All Bills of Lading MUST include the following:

- 5.1.3.1.1. Correct applicable NMFC commodity description, including the correct NMFC item number.

When density is involved in the classification, it must be different because different densities provide different classifications, resulting in different freight charges.
- 5.1.3.1.2. Moog's PO Number
- 5.1.3.1.3. The Total number of cartons, styles and weight (itemized according to NMFC commodity description).
- 5.1.3.1.4. Correct address and zip codes of the shipped, and consignee, (Moog location.)
- 5.1.3.1.5. Unless otherwise directed by Moog via the terms of the purchases order, no value will be declared on the BOL. If a value is declared without the consent of Moog, any applicable insurance charges charged to Moog will be deducted from the supplier's invoice.

5.2. International Documents

5.2.1. All international shipments must contain the following shipping documents:

- 5.2.1.1. Commercial Invoice
- 5.2.1.2. AWB/HAWBOL
- 5.2.1.3. Packing List

5.2.2. Commercial Invoice (CI)

5.2.2.1. Sample Invoice Attached:



Commercial
Invoice.pdf

5.2.2.2. The Commercial Invoice must have the following minimum information accurately completed:

- 5.2.2.2.1. Written in English
- 5.2.2.2.2. Port of Entry
- 5.2.2.2.3. HTS classification Number
- 5.2.2.2.4. Other Agency compliance / classification information (ie. FDA, FCC)
- 5.2.2.2.5. Quantity and weight / measures (per the HTSUS)
- 5.2.2.2.6. Unit Price / Value (in currency agreed to)
- 5.2.2.2.7. Currency Value used must be listed (i.e. USD,
- 5.2.2.2.8. Shipper/Exporter Name and Address
- 5.2.2.2.9. Consignee Name and Address
- 5.2.2.2.10. Date of Export
- 5.2.2.2.11. Invoice Number
- 5.2.2.2.12. Moog PO Number
- 5.2.2.2.13. Currency Values Listed In
- 5.2.2.2.14. Country of Origin
- 5.2.2.2.15. HAWB / AWB #
- 5.2.2.2.16. Final Destination
- 5.2.2.2.17. INCOTERMS / Terms of sale /Terms of shipment
- 5.2.2.2.18. Number of Packages
- 5.2.2.2.19. Line Item Number/Part Number/Description
- 5.2.2.2.20. Packing List
- 5.2.2.2.21. Related party attestation (Parties to the transaction are or are not related)
- 5.2.2.2.22. Imports may also be subject to other agency licensing requirements (ITAR, BIS, and ATF for import / export. You will need to confirm if your transaction is governed by Other Government Agency transactions. Contact your Moog purchasing agent for guidance as to what notations will need to be made on the commercial invoice.
- 5.2.2.2.23. Special class of material information (i.e. ADD/CVD – ball bearings)
- 5.2.2.2.24. 'Assists' – Value of assists, when used, must be declared at the time of import.
- 5.2.2.2.25. Discounts (if used)

5.2.2.3. Commercial Invoice Data Elements Requirements – Returned Goods

5.2.2.3.1. The commercial invoice information (Section 5.2.2) is the same whether or not the merchandise being imported is new merchandise or if it is related to the temporary import of U.S. or Foreign goods for repair. Hardware being returned for repair or replacement may require additional data elements that need to be included on the commercial invoice to meet US Import regulations.

5.2.2.3.1.1. Contact Moog's Import department for approval to use Special HTSUS Code '9801.00.1012' for US goods temporarily returned to the US for repair or rework.

5.2.2.3.1.1.1. Use of '9801' US Goods preferential treatment will require Moog to create and certify an Affidavit of Manufacture.

5.2.2.4. Free Trade Agreements (FTA)

5.2.2.4.1. Use of FTAs must be pre-approved between Moog and the foreign supplier. If FTAs are used, the foreign seller must provide all documents to claim FTA preference with the import documents at the time of import.

5.2.2.5. Moog requires that all of the shipments contain a Packing List that details the following information:

5.2.2.5.1. Ship From Location

5.2.2.5.2. Moog Purchase Order

5.2.2.5.3. Purchase Orders item numbers; the Moog Part Number and/or Vendor Part Number

5.2.2.5.4. Quantity shipped of each line item for each item shipped

5.2.2.6. Attach the packing list securely to the outside of the designated carton/unit/coil or Gaylord box, and place a copy inside the carton as well.

5.2.3. HAWB/AWB/BOL

5.2.3.1. All Bills of Lading MUST include the following:

5.2.3.1.1. Correct applicable NMFC commodity description, including the correct NMFC item number.

5.2.3.1.2. When density is involved in the classification, it must be different because different densities provide different classifications, resulting in different freight charges.

5.2.3.1.3. Moog's PO Number

5.2.3.1.4. The Total number of cartons, styles and weight (itemized according to NMFC commodity description).

5.2.3.1.5. Correct address and zip codes of the shipped, and consignee, (Moog location.)

5.2.3.1.6. Unless otherwise directed by Moog via the terms of the purchases order, no value will be declared on the BOL. If a value is declared without the consent of Moog, any applicable insurance charges charged to Moog will be deducted from the supplier's invoice.

6. NON-CONFORMANCE

6.1. Penalties for non-compliance with these routing instructions will subject the shipper to:

- A \$200.00 service charge per shipment.
- And / or
- A deduction of any and all excess freight charges incurred by Moog due to non-compliance from the supplier's invoice.

GLOSSARY

AG – Moog Aircraft Group

BOL – Bill of Lading

CI – Commercial Invoice

NMFC – National Motor Freight Classification

SLI – Shippers Letter of Instruction