



OPTIMAS

North American Routing Guidelines

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SECTION 1:

ROUTING GUIDELINES

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 LogiFlow 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 <https://tms.logiflow.com> to receive routing info.

If you do not have access:

Email OptimasSupport@logiflow.com to receive login information or call **(844) 564-4356**

If you need assistance in processing shipments:

Email OptimasSupport@logiflow.com to receive login information or call **(844) 564-4356**

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 LogiFlow 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 LogiFlow 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 <https://tms.logiflow.com> to receive routing info.

If you do not have access:

Email OptimasSupport@logiflow.com to receive login information or call **(844) 564-4356**.

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Non-compliance:

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USA Inbound International Routing Process

Air shipments under 250 lbs (113 kgs) via Parcel

Preferred Carrier and Mode: DHL Express.

Shipping Instructions:

1. Bill 3rd Party to Optimas using Optimas' DHL Express 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. DHL Express Service Guidelines require that an individual package weigh no more than 70 lbs (31 kgs).
5. We prefer for shipments to move as individual cartons. If the shipment requires to be loaded on a pallet, approval will be required from the Supply Chain team.

Shipments Originating from Asia (Including India)

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

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	Somit 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 Tel: 852--2619--1699 Fax: 852--2619--0002	
	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:	Willaim 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
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Shipments Originating from Europe

Over 250 lbs (113 kgs):

Optimas OE Solutions has partnered with Horizon 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 Horizon International contact. The following information must be provided in the pickup requests to Horizon 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:
 - Commercial Invoice (if available)
 - Packing List
 - Quality Certificates
 - ISF Form (ocean only, see attached)
 - Notification to Horizon 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 Horizon International US as Optimas requires Express Bill of Lading for ocean shipments

9. For ocean shipments, the Horizon 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 Horizon International Office

Horizon International Contact List

For all bookings, please email: ord.oceanimports@hicargo.com

For Local Contacts:

Country	Contact Name	Email
Austria	Lars Retter	optimas.po.at@hicargo.com
Belgium	Lars Retter	optimas.po.be@hicargo.com
Bulgaria		optimas.po.bg@hicargo.com
Switzerland	Massimo Mapelli	optimas.po.ch@hicargo.com
Czech Republic		optimas.po.cz@hicargo.com
Germany	Lars Retter	optimas.po.de@hicargo.com
Denmark	Nicolai Andreas Christensen	optimas.po.dk@hicargo.com
Spain	Oscar Martinez	optimas.po.es@hicargo.com
France		optimas.po.fr@hicargo.com
Great Britain	Innes Clark, Chloe Bell, Dave Bennett	optimas.po.gb.sea@hicargo.com
Great Britain	Shelley Digby, Arjun Gurdev, Huw Taylor	optimas.po.gb.air@hicargo.com
Croatia		optimas.po.hr@hicargo.com
Hungary		optimas.po.hu@hicargo.com
Ireland		optimas.po.ie@hicargo.com
Italy	Massimo Mapelli	optimas.po.it@hicargo.com
Netherlands	Steve Jongbloed	optimas.po.nl@hicargo.com
Poland		optimas.po.pl@hicargo.com
Portugal		optimas.po.pt@hicargo.com
Romania		optimas.po.ro@hicargo.com
Sweden		optimas.po.se@hicargo.com
Slovenia		optimas.po.si@hicargo.com
Turkey	Emrah Yagbasan, Ozan Tari, Menekse Boztemur	optimas.po.tr@hicargo.com
Turkey	Irem Atakani, Sami Afo	optimas.po.tr@hicargo.com

International Compliance Instructions

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 Horizon 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 Horizon 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 Horizon 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

E: judy.fine@optimas.com

Josh Gauci

Global Transportation Director

T: 812-379-7851

M: 734-968-0506

E: josh.gauci@optimas.com

Optimas Import Team

optimas.import@optimas.com

Non-compliance

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.