



OPTIMAS

North American Routing Guidelines

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SECTION 1:

ROUTING GUIDELINES

USA Domestic Routing Process

Palletized shipments over 150lbs – Less Than Truckload (LTL) and Truckload (TL)

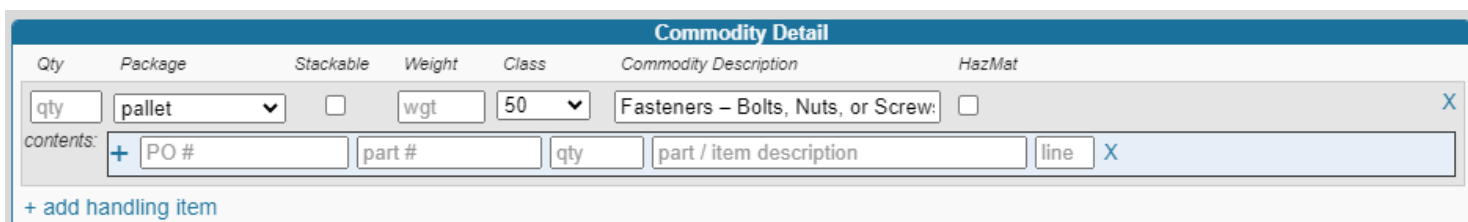
For all domestic palletized shipments (LTL and TL), Optimas Solutions has partnered with LogiFlow to manage our inbound routings. This partnership was chosen to increase visibility of product in transit and allow Optimas to provide up-to-date information regarding routing requests.

Follow palletized shipping requirements in Section 2: Packaging Requirements.
Damages due to non-compliance will result in chargebacks for losses.

To obtain routing information, please login to <https://tms.logiflow.com>, enter shipment and PO characteristics to schedule transport and receive routing documents.
Select Freight as the shipment type for palletized shipments.



Required entries include pallet count, total weight, PO#, Part Number, and Quantity by line.



If you do not have Logiflow access or need any assistance, please:

- Send an email to OptimasSupport@logiflow.com,
- Call **(844) 564-4356**
- <https://tms.logiflow.com> click login, request account. Authorization code is **Optimas**.

If you have any other questions or concerns, please contact:

Adam Schultz – Director of Transportation
adam.schultz@optimas.com

Non-compliance:

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

Any carrier fees including but not limited to Re-Weigh, Weight and Inspection, BOL correction, storage, etc. due to inaccurate shipment characteristics entered by the shipper will be passed along or deducted from payments including administrative fees.

USA Domestic Routing Process

Shipments under 150lbs – Small Parcel


Preferred carrier and mode: **FedEx Ground**

Optimas will not provide any account numbers for 3rd party billing.

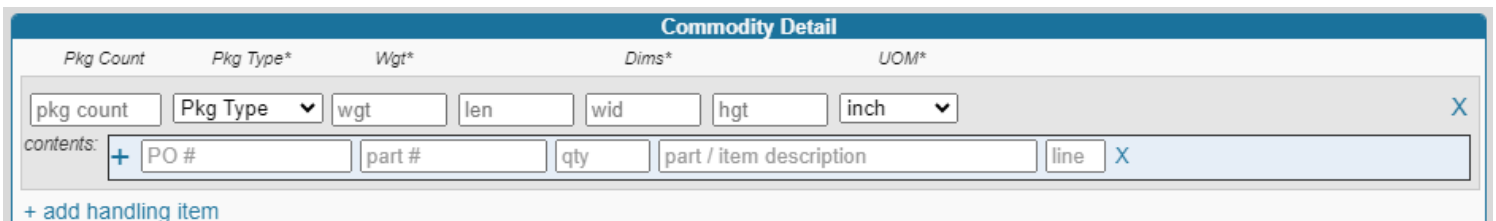
For all domestic small parcel shipments, Optimas Solutions has partnered with LogiFlow to manage our inbound routings. This partnership was chosen to increase visibility of product in transit and allow Optimas to provide up-to-date information regarding routing requests.

Follow small parcel shipping requirements in Section 2: Packaging Requirements.
Damages due to non-compliance will result in chargebacks for losses.

To obtain routing information, please login to <https://tms.logiflow.com>, enter shipment and PO characteristics to schedule transport and receive routing documents.
Select Parcel as the shipment type for small parcel shipments.



Required entries include package count and type, package weight and dimensions, PO#, Part Number, and Quantity by line



If you do not have Logiflow access or need any assistance, please:

- Send an email to OptimasSupport@logiflow.com,
- Call **(844) 564-4356**
- <https://tms.logiflow.com> click login, request account. Authorization code is **Optimas**.

If you have any other questions or concerns, please contact:

Adam Schultz – Director of Transportation
adam.schultz@optimas.com

Non-compliance:

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

Any unauthorized carrier fees including but not limited to Additional Handling, Oversize, Ground Unauthorized, etc. due to non-compliance or inaccurate shipment characteristics entered by the shipper will be passed along or deducted from payments.

Shipments Originating from Canada Into the USA

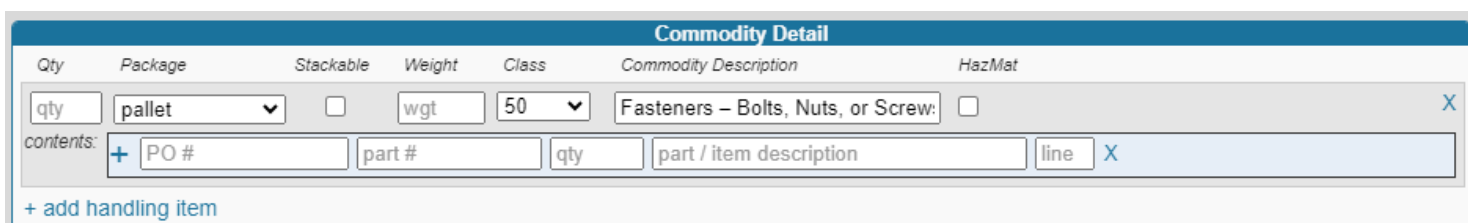
For all Canadian origin palletized shipments (LTL and TL), Optimas Solutions has partnered with LogiFlow to manage our inbound routings. This partnership was chosen to increase visibility of product in transit and allow Optimas to provide up-to-date information regarding routing requests.

Follow palletized shipping requirements in Section 2: Packaging Requirements.
Damages due to non-compliance will result in chargebacks for losses.

To obtain routing information, please login to <https://tms.logiflow.com>, enter shipment and PO characteristics to schedule transport and receive routing documents. Select Freight as the shipment type for palletized shipments.



Required entries include pallet count, total weight, PO#, Part Number, and Quantity by line.



If you do not have Logiflow access or need any assistance, please:

- Send an email to OptimasSupport@logiflow.com,
- Call **(844) 564-4356**
- <https://tms.logiflow.com> click login, request account. Authorization code is **Optimas**.

If you have any other questions or concerns, please contact:

Adam Schultz – Director of Transportation
adam.schultz@optimas.com

Non-compliance:

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

Any carrier fees including but not limited to Re-Weigh, Weight and Inspection, BOL correction, storage, etc. due to inaccurate shipment characteristics entered by the shipper will be passed along or deducted from payments.

USA Inbound International Routing Process

Air shipments under 250 lbs (113 kgs) via Parcel

Preferred Carrier and Mode: **FedEx International Economy**

Shipping Instructions:

1. Bill 3rd Party to Optimas using Optimas' FedEx specific international inbound account number which will be provided upon request. Please contact the America's Transportation team at transportation.americas@optimas.com
2. Unauthorized use of this account number will be charged back to the shipper
3. Use of International Priority should be approved by Optimas
4. The following address is correlated to the account number for billing purposes only:
1441 N Wood Dale Rd, Wood Dale IL 60191
5. Do not declare a value for additional insurance. If you declare a value for additional insurance, your organization will be debited for the additional costs incurred by Optimas.
6. FedEx Service Guide requires that an individual package weigh no more than 70 lbs (31.5 kgs).
Boxes should not be over 50lbs, per Optimas policy.
7. Palletized shipments via this method **requires approval** from Optimas.

Shipments Originating from Asia (Including India)

Over 250 lbs (113 kgs):

Optimas 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:	Ian Tseng	ian.tpe@oecgroup.com
	Air Freight:	Lara Lu & Donya	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:	Cage	all.sha@oecgroup.com.cn
	Air Freight:	Suzie Qing	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	Yoko	all.szn@oecgroup.com
	Air Freight:	Tina & Cathy	air.szn@oecgroup.com
	Sales	Joe Zhang	joe.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	Ang	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 :	April Wong	air.hkg@oecgroup.com
	Ocean	Isaac & Ken	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	<p>Expo Freight Private Limited No 78, Josier Street Nungambakkam, Chennai 600 034 India</p> <p>Tel: 91 44 43900700 Mobile: 91 99400 82861 Fax: 91 44 28223463</p>
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Shipments Originating from Europe

Over 250 lbs (113 kgs):

Optimas Solutions has partnered with Scan Global Logistics (formerly 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 Scan Global Logistics contact. The following information must be provided in the pickup requests to Scan Global Logistics:
 - 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 Scan Global Logistics 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 Scan Global Logistics as Optimas requires Express Bill of Lading for ocean shipments
9. For ocean shipments, the Scan Global Logistics Importer Security Filing (ISF) Form must be completed. See below for an explanation of ISF and seek your Optimas representative for a sample document

10. The following information must be referenced on the Commercial Invoice or other accompanying documentation.
- 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
optimasporow.us@scangl.com

Scan Global Logistics Contact List

For all bookings, please email: optimasporow.us@scangl.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 Scan Global Logistics 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 Scan Global Logistics 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 Scan Global Logistics 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:

Adam Schultz

Director of Transportation

T: 815-209-5477

E: Adam.Schultz@optimas.com

Judy Fine

Director, Global Trade &
Product Compliance

T: 847-832-3135

E: Judy.Fine@optimas.com

Import Team

E: optimas.import@optimas.com

SECTION 2:

PACKAGING GUIDELINES

Palletized Shipments

When you send inventory to Optimas using LTL and TL shipping, all products must be packed into boxes, pallets, and shipping containers that meet Optimas' standards.

- **Size and Material**
 - Hardwood pallets in good condition.
 - Broken boards are not suitable for any transportation and should not be utilized for Optimas material.
 - Standard pallets are 48" x 40", but select the pallet that matches the load size and weight capacity.
 - Use cardboard slip-sheets on bottom to prevent shifting or damage to boxes.
- **Condition**
 - Hardwood pallets must be in good contention, free of broken boards, cracks, loose or exposed nails, and splinters
- **Preparing the Load**
 - Stack boxes squarely and uniformly vertical
 - Heaviest items on the bottom
 - Do not overhang the edge of the pallet
 - Do not stack too high or too heavy.
 - A pallet should not weigh over 2,500lbs
- **Securing the Load**
 - Cardboard slip sheets on bottom and top of the pallet
 - Stretch wrap – Use high gauge wrap to secure the load
 - Including over the top. Shippers are responsible for protection against adverse weather conditions
 - Bands – Use bands for loads over 2,000lbs
 - Edge protection – Consider using corner boards
- **Labelling**
 - Label the pallet with a facing slip showing the destination address on at least 2 sides
 - Follow the Vendor Labelling Requirements, available here:
 - <https://optimas.com/become-a-supplier/>

Packaged Shipments

When you send inventory to Optimas using small parcel shipping, all products must be packed into boxes, and shipping containers that meet Optimas' standards.

- **Size and Material**
 - Highly recommend: double walled boxes
 - Minimum test rating of 275lbs
 - Boxes should fit items without too much extra space
- **Condition**
 - Boxes should be in good condition, free of holes, folds, tears, dents.
- **Preparing the Load**
 - Boxes should not weigh over 50lbs
 - Distribute the weight evenly within the box
 - Cushion void space within the box as necessary
 - When stacking small parcels on a pallet, do so uniformly and not overhanging the pallet
- **Securing the Load**
 - Seal cartons using high quality tape.
 - 3", 2.0 Mil minimum tape or Kraft preferred
 - Seal all seams
 - Reinforce heavier cartons as necessary
- **Labelling**
 - Label the box with 4x6 clearly printed label free of folds or creases
 - Ensure barcodes on the label are scannable
 - Do not fold labels over edges or use to seal the box
 - Follow the Vendor Labelling Requirements, available here:
 - <https://optimas.com/become-a-supplier/>