

Optimas OE Solutions Ltd
Routing Guide
2025

ROUTING GUIDE

This Optimas OE Solutions Ltd Routing Guide is designed to support with the collection and packing of shipments from our Vendors for all modes of freight. The guide is to be referred to prior to requesting a collection to ensure all instructions are understood and followed enabling a seamless collection.

All shipments ready for collection are to be sent to your Supply Chain Contact who in turn will complete a booking request for the Optimas Transportation Team.

Please note that this guide is for UK inbound freight only

For a booking to be made the following must be available:

1. Commercial Invoice
2. Packing List/Delivery Note
3. Confirmation that the MRN/EAD can be raised
4. Full DIMS and weights for collection

Please include the following on the Commercial Invoice:

- Seller/Consignor Address, telephone number and email address
- Buyer/Consignee Address- Optimas OE Solutions Ltd, Waterwells Drive, Quedgeley, Gloucester, GL2 2FR, UK
- The address of the delivery site as per the Purchase order
 - Optimas OE Solutions, Waterwells, Quedgeley, Gloucester UK, GL2 2FR
 - Optimas OE Solutions, Unit 4, Tees Valley Court, Glenarm Road, Wynyard Business Park, Billingham, TS22 5FE
- Optimas PO number
- Optimas Part Number
- H.S Code (Harmonized System/Customs Code)- if any HS code is 7318 please provide a MTC (MILL TEST Certificate)
- Country of Origin per item
- Incoterm of the Shipment
- Description of the part
- Preferential statement of origin and REX number where applicable
- Value per item
- Total Value
- Currency
- Net and Gross Weight per item (If not provided on packing list)

Domestic Freight

Collections:

All available shipments must be emailed to your Optimas Supply Chain Planner, they will approve the shipment and send a booking request to our Optimas Transportation Team who in turn will coordinate the booking and share collection details.

Deliveries:

If terms are DAP, please ensure your freight forwarder emails transportationuk@optimas.com 24hrs prior to delivery to book in and provide the following information:

- PO number/s
- DN note
- Pallet or box count
- Carrier
- Delivery date
- Delivery address

Connects (Urgent/Time Critical) Collections:

These are to be raised internally by the Optimas Supply Chain Planner. Once arranged our Transportation Team will communicate the collection details.

International Freight

Collections:

- All shipments ready must be emailed to your Optimas Supply Chain Planner, they will approve the shipment is required and will send a booking request to the Optimas Transportation Team who in turn will provide collection details.

Deliveries:

- If Terms are DAP, please ensure your freight forwarder emails transportationuk@optimas.com prior to delivery so our nominated Broker can assist with the import customs entry and to book the delivery into our delivery warehouse. Please include the following:
 - Carrier Name
 - Commercial Invoice
 - Packing List/Delivery Note
 - PO Number
 - Freight Cost
 - Delivery date
 - Delivery address

*****Please note that failure to do so can result in the shipment being either refused or delayed in unloading. *****

European Freight

Unless agreed otherwise, all collections are to be FCA terms.

Nominated Carrier – Expeditors

Collections:

- All shipments ready must be emailed to your Optimas Supply Chain Planner, they will approve the shipment and send a booking request to Optimas Transportation Team who will provide collection details.

Deliveries:

- If Terms are DAP, please ensure your freight forwarder emails transportationuk@optimas.com prior to delivery so our nominated Broker can assist with the import customs entry and to book the delivery into our delivery warehouse.
- Please contact our Customs department to help with the import entry if required. Customs-ukdocs@optimas.com

Connects (Urgent/Time Critical) Collections:

These are to be raised internally by the Optimas Supply Chain Planner. Once arranged our Transportation Team will communicate the collection details.

Rest of the world

URGENT AIR

Connects are to be raised by Optimas Supply chain.

This is subject to requirements from the customer, will be dependant on who we use.

We will reach out to our carriers, once arrange we will advise them to contact you to confirm collection details.

AIR – CONSOLE USA ONLY

This will be booked according with the relevant freight forwarder; details are to be provide to Transportation via the booking process.

OCEAN Freight Movements

Americas

Carrier – Woodland Group

Incoterms – EXW

All Shipments ready must we approved by your Optimas Supply Chain Planner, once approved a booking request is to be sent to Optimas Transportation Team, who will arrange the collection with Woodland Group. Woodland Group will contact you to pick up the freight as per booking.

Please ensure all paperwork is provided to include:

- Commercial Invoice
- Packing List

Rest of the World

Carrier – Zencargo Worldwide Freight Logistics Limited

Incoterms – FOB

All Shipments ready must be approved by your Optimas Supply Chain Planner, once approved a booking request is to be sent to Optimas Transportation Team, who will notify Zencargo and a local agent will contact you providing the CFS (Container Freight Station) details to receive the freight.

Please ensure all paperwork is provided to include:

- Commercial Invoice
- Packing List

Courier Services:

Cartons/Boxes

Loose Cartons/Boxes less than 70kg or dependent on number of boxes, our preferred parcel courier will be used and labels provided via email from the Optimas Transportation Team.

These are to be printed and attached to the cartons/ boxes ready for our carrier to collect.

This can either be a same day collection, dependent on time of booking or within 24 hours.

*Please note if collections are not made within 48hours of booking, please notify the Optimas Transport Team to assist.

Pallets

For Pallets greater than 70kg Optimas Transport Team will book with our preferred pallet carrier and provide you with booking details along with collection date via email.

Collections will be made up to 48 hours of booking and operating times.

*Please note if collections are not made within 48hours of booking, please notify the Optimas Transport Team to assist.