Liebert
Supply-Chain Process Services

Originating Facility: Columbus, OH USA

Asia to USA Routing Guide

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DISTRIBUTIONS

Internal distributions of this manual and all revisions thereto, are made by email by the Manual's Process Owner to the above Approval Authorities.

The most current approved version can be found at:
http://share.enps.com/sites/liebertna/supplychain/Logistics/Forms/Inbound%20Freight%20Routing%20Booklet.pdf

For external distribution, a copy of this document is maintained on the eProcurement website and it is the responsibility of this Manual's Process Owner to ensure that the most recent version of this Manual is so properly maintained.

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REVISION HISTORY

1.0 SCOPE

This Manual applies to all Asian origin material Suppliers to the following United States and Mexican based divisions, subsidiaries and affiliates of Liebert Corporation:

- Alber Corporation
- Liebert Corporation
- Liebert Services, Inc.
- Liebert Mexico / Emermex
- Liebert North America, Inc.

Hereafter, all above Liebert entities will be collectively and individually be referred to as **"Liebert"**.

2.0 PURPOSE

2.1 The purpose of this Manual is to document and communicate Liebert's logistical requirements, including:

- Preparation and Packing for Shipment
- Supply Chain Security
- Designated Carriers & Routing Guide
- Communications & Notification
- Documentation Requirements & Distribution

2.2 Suppliers will familiarize themselves with the requirements contained within this Manual. In addition, Suppliers must ensure that the contents of this Manual are appropriately distributed to all applicable Departments (Packaging, Shipping, Traffic, Invoicing, Documentation, etc.) and that the personnel within those Departments develop appropriate procedures to ensure that the manual requirements are properly fulfilled.

3.0 REFERENCE DOCUMENTS

3.1 ISPM 15, Guidelines for Regulating Wood Packaging Material in International Trade

3.2 Liebert Document ID 166974, Liebert North America – Product Packaging Standard

3.3 ISO 17712:2010, Freight Containers – Mechanical Seals

4.0 DEFINITIONS / TERMS

4.1 **Airway Bill (AWB) and Ocean Bill of Lading (BOL):**
Documents detailing a particular shipment. Includes departure times and locations, details about the goods being transported (including dimensions and weight), along with shipper and consignee information. AWBs include airline and flight information, BOLS include ship and voyage information.

4.2 **Dimensional Weight:**
A weight equivalent calculation based upon package dimensions and determined by either of the following two equations:

Dimensional Kgs. = L x W x H (cm) / 7,000
Dimensional Lbs. = L x W x H (in) / 194

Freight charges for international air shipments are usually calculated based upon either the actual weight or the dimensional weight, whichever is greater.

4.3 EMR2006:
Standard delivery trade term used by Emerson divisions for Emerson purchase transactions. Detailed trade description is provided in Attachment 12.8.

4.4 **Importer Security Filing (ISF or "10+2")**:
Mandatory filing by United States Importers of Record for all shipments laden on an ocean going vessel. The filing must be made at least 24 hours before any goods or containers containing goods are laden on the vessel. See Attachment 12.4 for Liebert Supplier Instructions.

4.5 **ISO 17712:2010:**
A full-fledged ISO standard that establishes uniform procedures for the classification, acceptance, and withdrawal of acceptance of mechanical freight container seals. It provides a single source of information on mechanical seals that are acceptable for securing freight containers in international commerce.

4.6 **ISPM 15:**
International **S**tandards for **P**hytosanitary **M**easures Publication **15**. Provides internationally standardized guidelines for the regulation of wood packaging materials.

4.7 **Non-Regulated Wood Packaging Materials:**
Packaging materials made entirely of highly processed wood materials, such as plywood, particleboard and oriented strand board. Packages made from a combination of Regulated Wood Packaging Materials and Non-Regulated Wood Packaging Materials are considered regulated.

4.8 **Regulated Wood Packaging Materials:**

Wood packaging materials, other than Non-Regulated Wood Packaging Materials, used or for use to support, protect or carry a commodity during shipment or storage. Includes both coniferous and non-coniferous wood types used in various types of packaging, such as skids, pallets, cases, crates, drums and dunnage.

5.0 PACKAGING RULES

5.1 The rigors of international transportation require that all materials be properly palletized/crated/packaged to withstand multiple handlings, stacking, top loading and exposure to corrosive elements such as maritime/ocean air.

5.2 Only Stackable Pallets are allowed. Stackable pallets can be placed one on top of another fully loaded to utilize container space. A stackable pallet is designed so the bottom pallet can handle the full STATIC LOAD, when loaded pallets are stacked 2 or more high. Static load of a pallet is the total weight one pallet can handle without being moved.

STACKABLE PALLET Figure:

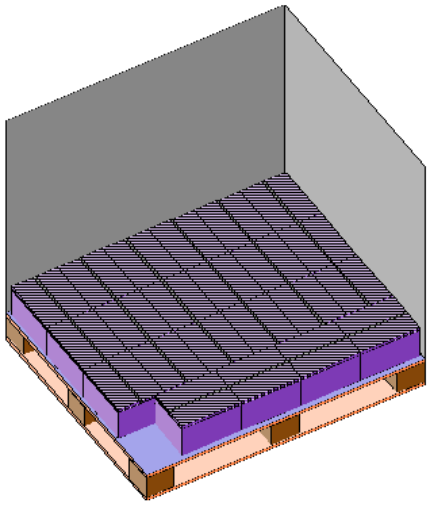
NESTABLE PALLET IS NOT ALLOWED.

The leg points tend to damage the cargo when stacked on top of another.

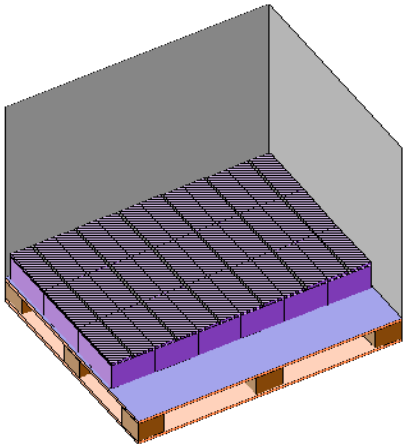
5.3 Any size package length and width is acceptable, as long as the packaged product occupies 85% of the pallet square area for 75% of the projected shipped volume. Otherwise, the Supplier must use multiple package sizes to achieve the mentioned goal

Example: If the estimated annual shipped volume equals 1,000 cubic meters, at least 750 cubic meters must use packages in which the product occupies 85% of its total square area.

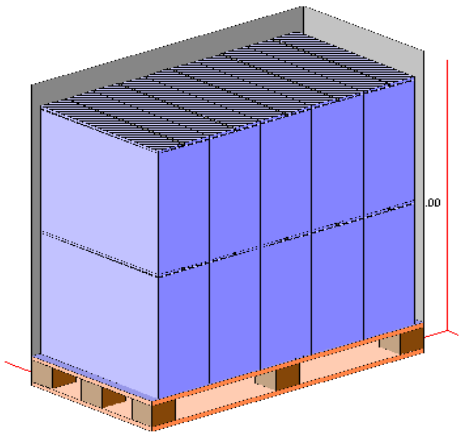
5.4 The following image illustrates a standard U.S. pallet (40 x 48 inches – 102 x 122 cm.) with product covering 1.14 square meters of the total available 1.24 square meters. As the pallet area utilized is almost 92% (1.14 / 1.24), the 85% requirement is met.



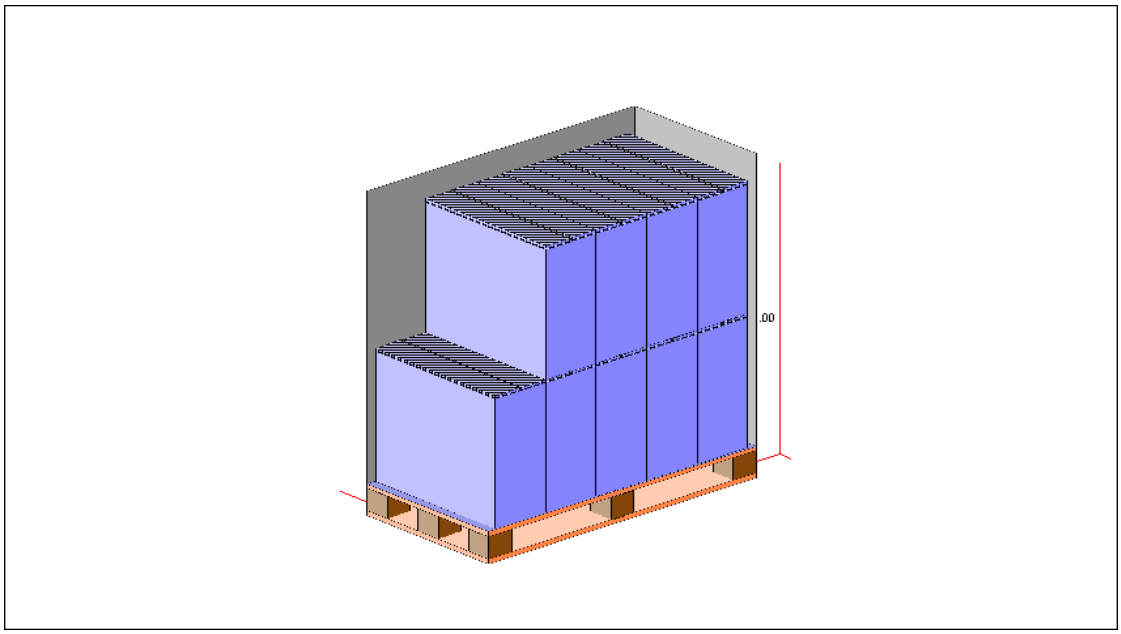
5.5 The next image illustrates an unacceptable package condition. In this example only 0.936 square meters of the total available 1.24 square meters are utilized, resulting in a 75% utilization rate (0.936 / 1.24), and thus not meeting the 85% minimum requirement.



5.6 Liebert makes every attempt to buy in quantity multiples that are representative of full package (pallets, crates, barrels, cases, etc.) quantities AND complete package layers. The following illustration shows a pallet with two (2) complete layers of product:



5.7 We do not order incomplete pallet layers and do not expect Suppliers to ship them without authorization from Liebert. The illustration below shows a second layer of product packed as an incomplete pallet layer, and therefore in violation of Liebert policy:



For the above pallet to be shipped in accordance with Liebert's policy, the top layer of product would require either the addition of one unit or the elimination of the existing four units. When a Supplier identifies that a purchased quantity does not result in complete package layers, the Supplier must contact the Liebert associate named on the Purchase Order, identify the problem and advise the optional quantities for obtaining complete package layers.

5.8 All exterior shipping packages must include at least two labels incorporating the following information:

- Shipper Name
- Consignee Name
- Delivery address
- PO Number
- Country of Origin

Labels must be placed either on opposite sides, or on adjacent sides. Labels cannot be placed on the same side. The minimum label size is 15 cm x 15 cm (6 x 6 inches).

5.9 It is **required** for all international suppliers **to attach a packing slip to every shipment,** without exception. Missing documents, including the packing slip, create delivery delays by Liebert's elected freight forwarders, impede Liebert's efforts to receive and inventory shipments, and may cause US Customs to hold shipments until the proper paperwork is furnished. **Note: This is in addition to 9.0 DOCUMENT PREPARATION AND DISTRIBUTION INSTRUCTIONS)**

5.10 When regulated wood packing materials are utilized, the packing must also contain the ISPM-15 treatment markings. This ISPM-15 treatment marking is not applicable for packing containing all non-regulated packaging materials (i.e., plywood plastic, metal, etc.).

5.11 Based on the average ocean container height of 236 - 238 cm (93 - 94 inches) for standard containers, and 267-269 cm (105 – 106 inches) for high-cube containers, the maximum overall package height should be of 114 cm (45 inches) or 131 cm (52 inches) in order to allow for double stacking within the ocean containers.

- Only if the product quantity per package increases by at least 13%, package heights can be above 114cm, but no more than 131cm.
- Product which require heights above 131 cm must be approved by Liebert's Engineering and Supply Chain Logistics Departments

5.12 In order to prevent contradictory directions, Liebert's packaging engineers have the ultimate decision regarding any conflict between Liebert and the Supplier concerning packaging design and standards.

6.0 SUPPLY CHAIN SECURITY REQUIREMENTS

6.1 **Factory Loaded Ocean Container Shipments:**

6.1.1 Container Pre-Load Inspection:

- Upon receipt of the ocean container at origin loading facility, a detailed inspection of the container must be undertaken prior to start of actual loading operations.
- Refer to the "Container Pre-Load Inspection" section of Attachment 12.1 for details pertaining to the required origin ocean container inspection.
- Ocean containers not meeting the minimum requirements as specified in Attachment 12.1 are to be rejected and substituted with an Ocean Container meeting those standards.

6.1.2 Container Seal Inspection:

- Upon completion of the "Container Pre-Load Inspection" and upon completion of container loading at origin facility, the container doors are to be securely sealed.
- Container seals must meet or exceed ISO 17712:2010 standards for "High Security" seals as applicable on date of shipment.
- Refer to the "Container Sealing Inspection" section of Attachment 12.1 for details pertaining to the required seal inspection.
- The seal number(s) used to secure the container doors are to be identified, documented and communicated to the designated ocean carrier identified in Section 7.0 for inclusion on the ocean bill of lading.

6.1.3 Container Storage:

- Suppliers must institute and maintain procedures for storing containers (unloaded and loaded) in secure areas to prevent unauthorized access to the containers.

- Procedures must also include provisions for reporting and neutralizing unauthorized access to the containers and to the container storage area.

6.2 **All Shipments:**

6.2.1 The Supplier shall institute and maintain sufficient security procedures to ensure that shipments are not compromised while in the possession of the Supplier or while in the possession of any logistics party (warehouse, carrier, etc,) arranged by the Supplier.

6.2.2 The Supplier shall institute and maintain sufficient manifesting procedures to ensure that all shipped items are properly identified by part and quantity to ensure no shortages or overages.

7.0 ROUTING GUIDE

7.1 The standard shipping method for all orders is ocean freight. Air freight is not to be used unless specifically authorized by Liebert or unless meeting the weight and volume requirements for small package shipment as defined in Attachment 12.5.1.

7.2 **Contractual Delivery Terms:**

7.2.1 Each contract or purchase order will identify the contractual delivery terms for all shipments covered under such contract or P.O.

7.2.2 Although subject to individual contract or P.O., the standard delivery terms utilized by Liebert are EMR2006. Please refer to Attachment 12.8 for the complete definition of the EMR2006 delivery trade term.

7.2.3 Unless specifically otherwise agreed upon by the Supplier and Liebert, the Supplier will be responsible for all origin country export authorizations and export customs' formalities, including all costs associated with such authorizations and formalities. The Supplier is free to choose any agent to facilitate such activities, at the Supplier's risk and expense, but these activities may need to be coordinated with the Liebert assigned carrier.

7.2.4 Unless specifically otherwise agreed upon by the Supplier and Liebert, Liebert will be responsible for all freight costs from the Supplier's shipping location on a freight collect basis.

7.3 Ocean Freight Instructions:

7.3.1 All ocean freight bookings, whether full container load or less-than-container load, must be made through APL Logistics. Please refer to Attachment 12.2 for APL Logistics contact information.

7.3.2 To obtain Booking/Delivery Instructions from APL Logistics, the Supplier must complete the "Request for Booking / Delivery Instructions" form (Attachment 12.3) and either fax or email to the local APL Logistics office as identified in Attachment 12.2.

7.3.3 APL Logistics is solely responsible for allocating cargo to either factory loaded full containers or to ocean consolidation program hubs. However, the general operating rules will be:

- Shipments equal or greater than 65 M3 (2,295 cubic ft) will be factory loaded into 45-Foot High-Cube Containers.
- Shipments equal or greater than 56 M3 (1,978 cubic feet), but less than 65 M3 (2,295 cubic feet), will be factory loaded into 40-Foot High-Cube Containers.
- Shipments equal or greater than 40 M3 (1,413 cubic feet), but less than 56 M3 (1,978 cubic feet), will be factory loaded into 40-Foot Standard Containers.
- Shipments less than 40 M3 (1,413 cubic ft) will be delivered to the designated APL Logistics Ocean Consolidation Program Hubs.
- **Factory load 20-Foot Containers generally will not be authorized.**

7.3.4 Weight restrictions: All containers can hold up to 19,900 kgs. (43,872 lbs.) gross weight. **Exceptions exist which raise this capability to 23,575 kgs. (51,973 lbs.) gross weight, but this can only be approved by Liebert or APL Logistics.**

7.3.5 For extremely small volume and lightweight shipments, APL Logistics is authorized to instruct the Supplier to switch from Ocean Freight to Air Freight, in which case, the instructions in the following section are to be followed.

7.4 Air Freight Instructions:

7.4.1 Air freight transport is not to be utilized unless specifically designated on the Liebert Purchase Order, or if separately authorized in writing by the P.O. originator or by APL Logistics.

7.4.2 When airfreight is authorized, proceed with the routing instructions contained within Attachment 12.5.

8.0 CONSIGNING INSTRUCTION:

8.1 The "Ship To" name and address as identified on the Liebert Purchase Order is to be communicated to the designated freight forwarder when arranging shipment.

8.2 The designated freight forwarder will be responsible for all other international shipping document (ocean B/L or AWB) preparation.

9.0 DOCUMENT PREPARATION AND DISTRIBUTION INSTRUCTIONS:

9.1 The Supplier is fully responsible for preparing two (2) documents for each shipment:
- Commercial Invoice
- Packing List

9.2 The designated freight forwarder will be responsible for preparation of the applicable transport document (ocean B/L or AWB).

9.3 As the Commercial Invoice will be used for both payment purposes and for customs clearance purposes, it must be completed to certain minimal standards. Please refer to the Commercial Invoice Guidelines contained within Attachment 12.7 for further instructions concerning preparation of the Commercial Invoice.

9.4 Packing Lists can be created in the same manner as the Commercial Invoices, but Packing Lists must NOT contain any prices or valuations.

9.5 Document Distribution Instructions:

9.5.1 Immediately upon shipment from the Supplier's facility, three (3) copies each of the Commercial Invoice and Packing List are to be couriered to the designated carrier. Email, fax or other appropriate electronic distribution methods as agreed upon between the Supplier and the freight forwarder may also be utilized.

9.5.2 For payment purposes, the Supplier is to separately forward additional copies of the commercial invoice, as well as any other documents, as instructed on the Liebert Purchase Order.

9.5.3 The Supplier will also send a Pre-Alert with the following information via email:
- Freight forwarder name & tracking information
- Purchase Order Numbers
- Part Numbers

The information may be included in attached documents including a House Airway Bill, Bill of Lading, Commercial Invoice, and/or Packing List

The Pre-Alert will be sent to the following parties
1.) The Materials Acquisition Specialist placing the Purchase Order

2.) Patrick Painter (partick.painter@emerson.com), Trade Compliance Analyst
3.) Liebert's designated US Customs Broker, UPS-SCS:
Attn: Jason Miller
Fax: +1-866-955-6591
Email: jmiller14@ups.com
Phone: 440-816-3992

9.5.4 The designated freight forwarder will undertake all additional document distribution processes.

10.0 LIEBERT LOGISTICS CONTACTS

10.1 If there are any questions or concerns regarding the instructions contained within this Manual, and/or if there are any recommendations for improving the content of this Manual, please contact the following party:

Elizabeth Efta
Manager, Logistics
Emerson Network Power
Liebert North America
Columbus, Ohio 43085
USA
Phone: +1-614-841-8133
Email: elizabeth.efta@emerson.com

10.2 If you have any Trade Compliance concerns, please contact:

Patrick J. Painter
Sr. International Trade Compliance Analyst
Emerson Network Power
Liebert Products
Columbus, Ohio 43085
USA
Phone: +1-614-841-6083
Fax: +1-614-807-3331
Email: patrick.painter@emerson.com

If you have any Logistics concerns, please contact:

Terrie Kim
Commodity Manager- Logistics
Emerson Network Power
Liebert North America
Columbus, Ohio 43085
USA
Phone: +1-614-841-5981
Email: terrie.kim@emerson.com

10.3 For local logistical issues within Asia, please contact one of the following Emerson Corporation logistic contacts based on the applicable coverage area:

COVERAGE AREA	Northern China, Korea & Japan	Southern China	Rest of Asia
NAME	Micky Zhu	Tommy Tang	JohnKenneth Villaflor
COMPANY	Emerson	Emerson	Emerson
LOCATION	Shanghai, China	Shenzhen, China	Manila, Philippines
PHONE	86-21-6333-0808 X-320	86-755-2781-1970	632-687-6615
FAX	86-21-6333-0170	86-755-2781-2534	632-730-9570
EMAIL	Micky.Zhu@emerson.com	TTang@emerson.com	JohnKenneth.Villaflor@emerson.com

11.0 RETENTION & RECORDS

11.1 This document is maintained by Liebert Logistics Department located in Columbus, Ohio. Obsolete versions are stored by the Liebert Logistics Department and retained for a minimum of 3 years.

12.0 ATTACHMENTS / EXHIBITS

12.1 Ocean Container Inspection Checklist

12.2 APL Logistics Asia Office and Contact Information

12.3 Request for Booking / Delivery Instructions Form

12.4 Supplier ISF Instructions

12.5 Air Freight Routing Guide

12.6 Reverse Auction Air Freight Request Form

12.7 Commercial Invoice Guidelines

12.8 EMR2006 Delivery Trade Term Definition

REVISION HISTORY

Revision Level	DCN #	Description Of Changes
0	10/17/11	Initial Release, Supersedes IE-02
1	5/9/12	ISF section added
2	1/28/13	removed Surge and its contacts, Removed G.Feagan and W.Brown Approval Auth., Changed preferred parcel carrier from UPS to DHL, revised ISO/PAS 17712 to ISO 17712:2010, changed UPS contact to Jason Miller (9.5.3)
3	9/26/13	Standard Air Freight info has been modified to Air Load Control Center info

ATTACHMENT 12.1
OCEAN CONTAINER INSPECTION CHECKLIST

PURPOSE:
To ensure the physical integrity structure of all ocean containers bound for shipment to the United States as part of an overall supply chain security process as required by U.S. Customs.

INSPECTION CHECKLIST RETENTION REQUIREMENTS:
The inspecting company must retain copies of this Ocean Container Inspection Checklist for a period of not less than twelve (12) months from the date of inspection and must make the completed checklists available to Liebert upon request.

Company Name: _____
Place of Inspection:_____
Date of Inspection: _____(YYYY/MM/DD)
Inspector Name: _____

CONTAINER PRE-LOAD INSPECTION:
A Container Pre-Load Inspection is required to ensure that the ocean container is physically secure, in good working order and that it contains no non-manifested materials.

Container Number: _____

Container Section Reviewed	Unauthorized Access Areas		Non-Manifested Materials	
	Yes / No	Comment	Yes / No	Comment
Front Wall	☐ Yes ☐ No		☐ Yes ☐ No	
Left Side Wall	☐ Yes ☐ No		☐ Yes ☐ No	
Right Side Wall	☐ Yes ☐ No		☐ Yes ☐ No	
Floor	☐ Yes ☐ No		☐ Yes ☐ No	
Ceiling/Roof	☐ Yes ☐ No		☐ Yes ☐ No	
Inside/Outside Doors	☐ Yes ☐ No		☐ Yes ☐ No	
Outside/Undercarriage	☐ Yes ☐ No		☐ Yes ☐ No	

"Yes" to any "Unauthorized Access Areas" requires rejection of container and substitution with another container, whish is also subject to satisfactory inspection.

"Yes" to any "Non-Manifested Materials" requires removal of the non-manifested materials from the container prior to loading.

CONTAINER SEALING INSPECTION:
Required to ensure that the container doors are securely sealed using only ISO 17712:2010 high security container seals, that the seals are properly installed and that container doors cannot be opened without the removal of the seal.

Seal Number: _____

Seal Inspection Review Point	Yes / No
Is seal ISO 17712:2010 certified "High Security" type, including an "H" marking:	☐ Yes ☐ No
Has seal been installed to properly secure doors:	☐ Yes ☐ No
Are container door locking mechanisms in proper working condition:	☐ Yes ☐ No
Are doors properly secured and unable of being opened without removal of seal:	☐ Yes ☐ No
Has the Seal Number(s) been documented and advised to carrier for inclusion on B/L	☐ Yes ☐ No

"No" to any above seal questions requires either the rejection of the seal and/or rejection of the container

ATTACHMENT 12.2

APL LOGISTICS ASIA OFFICE AND CONTACT INFORMATION

- **APL Logistics main contacts for Emerson shipments are in the below attached spreadsheet:**

  APLL Contacts 041112.xls

- **APL Logistics Contacts not included in the attachment can be contacted at the web link below:**

  APL Logistics Asia Locations

- **Cut off times and additional guidelines for each origin can be obtained from each of the appropriate contacts.**
- **Upon request, APLL will provide the Supplier with a Forwarder's Cargo Receipt.**

ATTACHMENT 12.3
LIEBERT (EMERSON ELECTRIC COMPANY)
REQUEST FOR BOOKING / DELIVERY INSTRUCTIONS

INSTRUCTIONS: THE LIEBERT SUPPLIER IS TO COMPLETE THIS FORM AND EITHER FAX OR EMAIL TO THE NEAREST APL LOGISTICS OFFICE. APL LOGISTICS WILL THEN CONTACT THE LIEBERT SUPPLIER WITH DETAILED BOOKING AND DELIVERY INSTRUCTIONS. THE LAST 3 COLUMNS ARE FOR ISF REGULATOR FILING. INSTRUCTIONS ARE FOUND IN ATTACHMENT 12.4.

EMERSON VENDOR BOOKING FORM

Date: _____

☐ In-bond Cargo (Ship-to Mexico/Canada)

☐ US Consumption Cargo

Ship to: _____

Address: _____

Sold To: _____

Address: _____ _____

Seller: _____ **Tel:** _____ _____ **Customs Broker:** _____

Fax: _____ **Broker tel/Ctc:** _____

Exporter: _____ **Location:** _____

Address: _____ **fax#:** _____ **Tel#:** _____

Port of Loading: _____ **Port of Discharge:** _____ _____ **Final destination:** _____

CARRIER: _____ **Vessel/Voyage:** _____ **vessel cut-off date/time:** _____ **ETD:** _____

S/O#: _____ **APLL BK#:** **APLL BK#:** _____ **APLL warehouse:** _____

Division	PO#	Part#	Release ID	PLT length(CM)	PLT width(CM)	PLT height (CM)	Handling Unit/Pallet Quantity	Manifest Qty (Lowest External Package Level per Booking)	Package Code (CR, CS, CT, PK, SI)	# of Pieces (Lowest Unit Level per Part Number)	CBM	KGS	CARGO READY DATE	INCO TERM WITH LOCATION	LOAD TYPE	MFG. COUNTRY OF ORIGIN	Destination HTS Code (min. 6)	Part Description
Total:																		

Vendor Signature:_____ APLL Approval : _____ ☐ YES ☐ NO BY:

****Please complete the booking form via fax or via email to APLL 7 calendar days before vessel sailing .**

APLL CTC: _____ **TEL:** _____ **FAX:**_____**EMAIL:**_____

ATTACHMENT 12.4

SUPPLIER ISF INSTRUCTIONS

Importer Security Filing (known as ISF or 10+2) is a requirement for all ocean shipments that are either entered into the Customs Territory of the United States or being transported in-bond through that same Territory. All Liebert Suppliers must transmit certain data elements to APLL as part of the ISF filing process. This information will be taken from the Emerson Vendor Booking form in Attachment 12.3 unless otherwise noted.

A. Required elements for all Liebert shipments
   1. Seller name and address
   2. Manufacturer name and address. This will be considered the same as the Seller name and address unless specifically noted at the time of booking
   3. Buyer name and address. This is in the sold-to section of the booking form. Most commonly, this will be either:

      Liebert Corporation
      1050 Dearborn Dr.
      Columbus, OH 43085

      If one of the other Liebert subsidiaries or affiliates in Section 1.0 is the buyer, please contact Liebert Trade Compliance for the full name and address that should be used in this section of the booking form/ISF Filing.
   4. Ship-to name and address. Found in the booking form, this should be location that is specified in the purchase order. Purchase orders can be found in eProcurement.
   5. Country of Origin for each part number, listed in the booking form
   6. 10 digit HTSUS number. This classification must match the HTS number that Liebert uses to import the part into the United States. Liebert's HTS numbers can be found in eProcurement (eprocurement.liebert.com).

      To locate HTS information, log into eProcurement (use the link at the bottom of the page to request access if you need access). The first link in the Parts tab is the parts Bluebook. The last column on the right hand side contains the HTS number. You may also download the Bluebook as an Excel file to your computer. If you do this, please check back regularly for new parts and potential HTS updates.

B. Additional required elements for Factory Loaded Full Containers (FCL shipments)
   1. Container stuffing location
   2. If self elected, the Stuffer's/Consolidator's name and address.
      Please be sure to communicate this information to APLL in a written format. These fields are NOT in the Emerson Vendor Booking form.

ATTACHMENT 12.5 **Page 1 of 3**

AIR FREIGHT ROUTING GUIDE

12.5.1 DOOR TO DOOR SMALL PACKAGE SHIPMENT INFORMATION

This section is applicable to shipments that have both a total actual weight and a total dimensional weight of 45 kg (99 lb) or less.

Designated Carrier: DHL
Designated Service: DHL Worldwide Express
Carrier Website Address: http://www.dhl.com/

Liebert Delivery Address City
Calexico, CA
Columbus, OH
Delaware, OH
Delaware, OH (IT Channel DC)
Ironton, OH
McAllen, TX (Liebert)
Mountain View, CA (Cooligy)
Pompano Beach, FL (Alber)
College Park, GA (Liebert Services)

When express parcel service is authorized, Liebert will at that time provide the parcel carrier account number to be used for the shipment.

Please contact your Liebert Supplier Manager or Representative for DHL account information.

The following notation must be placed on the DHL AWB Label:
DHL will provide customs clearance – Contact Star Brokerage Team for clearance at DHL at emersoncbap@dhl.com

Jadeanna Lee	AM	859-817-8250
Kevin Schweikert	PM	859-817-8224

(Continued on next page)

12.5.2 STANDARD AIR FREIGHT SHIPMENT INFORMATION

Air Load Control Center (ALCC):
Liebert is transitioning suppliers to the Air Load Control Center, managed by Menlo Logistics, for routing and dispatching decisions.

Please book all air shipments via ALCC portal:
http://otm60emrprod.mavenwire.com/GC3/glog.webserver.servlet.umt.Login/

To enroll, suppliers must fill out the below survey for completion and submission to emersonloadcontrolcentersupport@emerson.com. The form is also available online at: http://www.emersonsuppliers.com/airlcc/default.aspx

Emerson LCC Site Surveyv4 supplier.xls

Designated Service: Standard Economy International Air Freight (Door to Door)
ALCC Website: http://www.emersonsuppliers.com/airlcc/default.aspx

To book the shipments manually, please use the form below to book the shipment.

How to create a Manual ALCC Booking

Please book any shipments with the designated service level listed. Higher service levels can be designated and approved by the MAS placing the order and/or by Terrie Kim.

12.5.3 OUT OF SPEC AIR FREIGHT INFORMATION

A shipment that has a specification exceeding any of the limits in the following chart is considered to be "Out of Spec". These shipments frequently require special routing, rates, and attention.

Shipment Specification	Upper Limit For Specification	
	Metric	US/Imperial
Gross Shipping Weight	8,000 kg	17,637 lbs
Dimensional Weight	8,000 kg	17,637 lbs.
Length	307 cm	120 in
Width	213 cm	84 in
Height	162 cm	64 in

"Out of Spec" air freight shipments are subject to freight rate quotation and negotiation arranged by Liebert prior to actual shipment. If the proposed shipment exceeds one of limits specified in the chart, the Supplier must enter the shipment into the ALCC portal in 2-3 days in advance.

There will a bid process for "Out of Spec" shipments through the ALCC portal (awarding the shipment to the lowest bid carrier). Please ensure to enter the loads 2-3 days in advance into the portal to allow enough time for carriers to bid.

ATTACHMENT 12.7
COMMERCIAL INVOICE GUIDELINES

COMMERCIAL INVOICE

** NOTE: This sample commercial invoice is provided as an example of how the required invoice data elements can be formatted. It is not intended to be the only format used by Liebert Suppliers.**

SELLER: (1)	SHIPPER (2)	SOLD TO: (3)	SHIP TO: (4)	NOTIFY PARTY: (5)
Seller's Name & Address	Shipper's Name and Address (needed only if Seller and Shipper are different)	Buyer's Name and Address (Importer of Record)	Delivery Name & Address	Name, address and telephone number of party to be notified of shipment arrival (generally, the Customs Broker)

INVOICE NUMBER: (6)	DATE: (7)	P.O. NUMBER: (8)

TOTALS: (9)	SHIPPING MARKS: (10)	CARRIER NAME: ____(11)_____
GR. WEIGHT: _____KGS.; _____LBS.	LIEBERT DIVISION NAME	DELIVERY TERMS: ___(12)_____
NET WEIGHT: _____KGS.; _____LBS.	CITY, STATE, USA	PAYMENT TERMS: ___(13)_____
VOLUME: _____CU.MT.; _____CU.FT.	P.O. NUMBER	CURRENCY: _____(14)_____
PACKAGES: _____	MADE IN _____	

PACKAGE NUMBER	PACKAGE TYPE	PART NUMBER	PART DESCRIPTION	HTS	COUNTRY OF ORIGIN	QTY	UM	UNIT PRICE	TOTAL PRICE
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
(25) (WOOD PACKING STATEMENT)									(TOTAL VALUE) (26)
(27) RESPONSIBLE PARTY: (name, phone, fax & email)									

ATTACHMENT 12.7 (continued)
COMMERCIAL INVOICE GUIDELINES

Field Number	Invoice Element	Description
1	Seller	Name & Address of Seller (Supplier). If not a purchase, substitute with Shipper Name & Address
2	Shipper	If transport document identifies a Shipper other than the Seller (such as with a drop-shipment), then the Shipper's Name and Address also needs to be identified on the Commercial Invoice.
3	Sold To	Liebert's "Bill To" name and address.
4	Ship To	Liebert's "Ship To" name and address. Should also include a contact person name and phone number.
5	Notify Party	Name and address of the "Notify Party" as identified by Liebert. Usually will be Liebert's designated U.S. Customs Broker, complete with contact name, telephone and fax numbers and Email address.
6	Invoice Number	Unique number assigned by the Supplier.
7	Date	Invoice issuance date. Generally should match the date of shipment from Supplier's facility.
8	P.O. Number	Liebert's assigned Purchase Order Number. Each invoice is only to include items covered under a single P.O. Number.
9	Totals	Packing List Summary Information used to correspond the Invoice to the Packing List and to the Ocean B/L or Air Waybill
10	Shipping Marks	Identify markings as placed on outside of packages.
11	Carrier	Identifies the carrier of the goods as identified on Ocean B/L or Air Waybill.
12	Delivery Terms	This is the contractual term that defines transport, customs and risk of loss responsibilities for both the seller and the purchaser. This is to be stated as agreed upon with the contract or Purchase Order.
13	Payment Terms	This is the number of days allowed before payment of the invoice, I.e. "payment upon receipt", Net 30, etc. This Is to be stated as agreed upon within the Contract or Purchase Order.
14	Currency	Usually U.S. Dollars, but define according to contractual agreement. Contract, Purchase Order and Invoice all to be defined by same currency.
15	Package Number	Identify the specific package number, or numbers, where each line item is packed.
16	Package Type	Identify the type of package (skid, box, crate, carton, etc.)
17	Part Number	Use Liebert P/N as identified on Purchase Order, and if different, may also show the supplier P/N

ATTACHMENT 12.7 (continued)

COMMERCIAL INVOICE GUIDELINES

Field Number	Invoice Element	Description
18	Part Description	Use Liebert division Part Description as identified on Purchase Order. If different, the Supplier may ALSO include their Part Description. It is critical that the Liebert P.O. assigned Part Description be referenced.
19	HTS	Unless supplied by Liebert, or unless specifically agreed to by Liebert, HTS numbers are NOT to be referenced on the Supplier's invoice.
20	Country of Origin	The country where the item was grown, produced or manufactured. If the good is a combination of countries, identify the country where the item was last "substantially transformed". The Country of Origin identified on the invoice must match the Country of Origin as marked on the parts and/or the part packaging. Refer to Section 5.8.
21	Quantity	Quantity expressed in purchased units of measure
22	Unit of Measure	Contractual Unit of Measure (EA, KG, etc). Show U/M in same terms as identified on the Liebert Purchase Order.
23	Unit Price	Contractual unit price expressed in the contractual currency.
24	Total Price	Quantity times Unit Price.
	Additional Pricing Notes	To the extent that any contractual cost elements are not included in the part unit prices (freight, packing, commissions, etc) these need to be identified by name with the corresponding charge.
25	Wood Packing Statement	To comply with ISPM15 Wood Packaging Material Guidelines, include either of the following statements as is applicable to the shipment: a) This shipment does NOT contain regulated wood packaging materials. **OR** b) This shipment contains Regulated Wood Packaging Materials that have been treated and marked in compliance with ISPM15 guidelines. All packages included the following mark: (identify ISPM treatment mark)
26	Total Value	Total Value of all invoiced line items and any additional invoiced charges.
27	Responsible Party:	Name of responsible exporter employee who has knowledge of transaction with that employee's Phone, Fax and Email.

ATTACHMENT 12.8
EMR2006 DELIVERY TRADE TERM DEFINITION

For all shipments (domestic or international), Seller will own the Products from its manufacturing facility to Buyer's named place of delivery and title shall not pass and delivery shall not be deemed to occur until Buyer has received the Products at Buyer's named place of delivery. All risk of loss during carriage/transportation shall be the responsibility of Seller, and the Products will be considered delivered only upon receipt at Buyer's named place of delivery in conformance with the terms and conditions of this Agreement. Buyer has no obligation to obtain insurance while the Product is in transit from Seller's facility to Buyer's named place of delivery. Seller will use Buyer's preferred carrier for transporting the Products from Seller's facility to Buyer's named place of delivery. Domestic shipments will be freight collect unless otherwise agreed to by Buyer's corporate logistics department.

For international shipments, Seller shall make the Products available for export fully cleared from customs and shall arrange for delivery of the Products to the consolidating hub or to Buyer's specified carrier's container yard at the port of shipment. Seller shall obtain all necessary export licenses and authorizations, and shall assume responsibility for all fees and costs associated therewith and with getting the Products ready for loading, including but not limited to export customs clearance and associated documentation fees. Seller shall be responsible for the costs of checking operations, packaging and appropriate marking which are necessary for the purpose of delivering the Products and shall also be responsible for loading of the Products at Seller's dock. Seller shall provide, at Seller's cost, the delivery order and/or usual transport document required for Buyer to take delivery of the Products. Seller shall give Buyer sufficient notice of the dispatch of the Products and any other notice necessary to take delivery of the Products. Buyer shall pay for the costs of pre-shipment inspection except when such inspections are required by the country of export. Buyer shall obtain all necessary import licenses and authorizations and shall assume responsibility for all fees and costs associated with import customs formalities, including but not limited to import clearance, duties and administrative costs.

With the exception of fees and costs associated with (i) obtaining all necessary export licenses and authorizations, (ii) getting Products ready for loading, (iii) checking operations, packaging and appropriate marking of the Products and (iv) loading of Products at Seller's dock, Buyer is responsible for all costs for carriage/transportation from Seller's facility to Buyer's named place of delivery. At Buyer's option and request, Seller will prepay the carriage/transportation costs from Seller's facility to port of export and add such costs to Buyer's invoice. Otherwise, all carriage/transportation costs from Seller's facility to Buyer's named place of delivery are freight collect. Notwithstanding the foregoing, Seller is responsible for any costs, fees, expenses or penalties incurred as a result of Seller's failure to hire a Buyer approved carrier without Buyer's prior written consent or to otherwise follow Buyer's instructions.

In all forms of documentation and communication including printed and electronic forms, these terms shall be referred to as "EMR2006".

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