

Brooks Automation (Wuxi) Routing Guide

Site Name and Address
Brooks Automation (Wuxi) Co., Ltd.
A Subsidiary of Celestica Inc.
No.5 Gaolang East Road
J3-4, Export Processing Zone
Wuxi New District , Jiangsu Province
P.R. China 214028

Site Logistics Contacts	Phone	Email
Cindy Zhou	+86-510-8520-3888	zchun@celestica.com
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Below is the standard freight routings. Please coordinate all expedites, express freight and ocean shipments with Brooks Automation (Wuxi) logistics contacts.
 See Chicago/Los Angeles consolidation destination points listed below for all USA origin shipments.
 For the areas with no consolidation point, it's the suppliers responsibility to consolidate shipments by 2-3 times a week to reduce Celestica custom declaration charge.
 Failure to comply with these instruction may cause extra cost and will be charged back to the supplier.
 All shipments including Chicago/Los Angeles consolidation point shipments must include a commercial invoice. Please see international documentation requirements below.
 AIR shipment weights are based on chargeable weights (max of dim weight and actual weight) when determining mode of transportation.
 See Page 3 for weight definitions and calculation examples

Inbound Standard Routing										
Supplier Shipment Origin Countries and Regions	Small Pack		Heavyweight Air		LTL Truck		FULL Truck	Ocean LCL		Ocean Container
	Chargeable Weight	Carrier	Chargeable Weight	Carrier	Weight	Carrier	Carrier	Weight	Carrier	Carrier
USA See below USA origin consolidation point for ship to address. See below Commercial Invoice Requirements for commercial invoice consignee address.	<150lbs	FedEx Ground to: (Chicago or Los Angeles) See below for Origin States Bill 3rd Party			150lbs +	Conway (Chicago or Los Angeles) See below for Origin States Bill 3rd party to: Celestica Oregon LLC 18870 NE Riverside Parkway, Portland, OR 97230		1000 kg +	Panalpina	
North America	< 45 kg	FedEx	45 kg +	UPS-SCS				Contact Buyer	Contact Buyer	Contact Buyer
Asia - Singapore, Hong Kong,	< 70 kg	FedEx	70 kg +	UPS-SCS				Contact Buyer	Contact Buyer	Contact Buyer
Asia - China	< 70 kg	FedEx				BESTWAY	BESTWAY			

For USA suppliers only. Please list the full hub address below on the bill of lading. Match the ship from state to the list below to choose the correct hub location. (Do not list this address on the commercial invoice)

Consolidation Hub Name	Address	Contact Name	Tel	Fax	Email Address
Celestica c/o Panalpina, Inc. Attn: Brooks Automation (Wuxi) Co., Ltd A Subsidiary of Celestica Inc.	800 Devon Avenue, Elk Grove Village, IL 60007 USA	Celestica Support Desk	847-545-1500	847-545-5568	celesticaexp.CHI@panalpina.com
Celestica c/o Panalpina, Inc. Attn: Brooks Automation (Wuxi) Co., Ltd A Subsidiary of Celestica Inc.	19900 S. Vermont Avenue, Suite A, Torrance, California (CA) 90502	Celestica Support Desk	310-819-4060	310-819-4028	celesticaexp.LAX@panalpina.com

Consolidation Hub Location	USA Origin Shipping States
Chicago Hub (Elk Grove)	AL, AR, CT, DC, DE, FL, GA, IA, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NH, NJ, NY, OH, OK, PA, RI, SC, SD, TN, TX, VA, VT, WI, WV
Los Angeles Hub (Torrance)	AZ, CA, CO, ID, MT, NM, NV, OR, UT, WA, WY

Carrier Information					
Carrier	Phone	Contact Name	Email Address / Web Site	Account Number	
FedEx (US to Panalpina Los Angeles)	1-800-463-3339	Customer Service	http://www.fedex.com/us/services/packageshipment/preparing/ground.html	Contact Buyer or see PO	
FedEx (US to Panalpina Chicago)	1-800-463-3339	Customer Service	http://www.fedex.com/us/services/packageshipment/preparing/ground.html	Contact Buyer or see PO	
Conway (USA to Chicago)	Phone:(847) 390-6710 Fax: (847) 824-3829	Customer Service	https://www.con-way.com/webapp/servicecenter_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=lastmap2000&logologgle=S&SICInfo=Y&TTMapInfo=N	Bill 3rd party to: Celestica Oregon LLC 18870 NE Riverside Parkway, Portland, OR 97230	
Conway (USA Los Angeles)	Phone: (310) 605-0208 Fax: (310) 631-0843	Customer Service	https://www.con-way.com/webapp/servicecenter_app/ServiceCenterInfo/ServiceCenterStart.jsp?dest=lastmap2000&logologgle=S&SICInfo=Y&TTMapInfo=N	Bill 3rd party to: Celestica Oregon LLC 18870 NE Riverside Parkway, Portland, OR 97230	
UPS-SCS - USA Origin		Customer Service	https://ids.ups.com/directory/	Contact Buyer or see PO	
UPS-SCS - Hong Kong Origin	852-29425100	Customer Service	https://ids.ups.com/directory/	Contact Buyer or see PO	
UPS-SCS - Singapore Origin	65-63028000	Customer Service	https://ids.ups.com/directory/	Contact Buyer or see PO	
BestWay - Local China Carrier					
FedEx Singapore	1.800.463.3339	Customer Service	http://www.fedex.com/us/	Contact Buyer or see PO	
FedEx Singapore	1800-743 2626 or 6743 2626	Customer Service	http://www.fedex.com/sg/	Contact Buyer or see PO	
FedEx China	800.988.1888 or 400.886.1888	Customer Service	http://www.fedex.com/cn/	Contact Buyer or see PO	
FedEx Hong Kong	(852) 2730 3333	Customer Service (HK)	http://www.fedex.com/hk/	Contact Buyer or see PO	

International Documentation Requirements	
To: All Vendors. (Please forward this instructions to the traffic/shipping departments)	
Please ensure the proper shipping documents, with complete and correct information, are sent with each shipment.	
These documents are required to complete the import process and must accompany all shipments:	
1 Proforma Invoice	2 Packing list
3 Air Way Bill	
The Pro forma Invoice should include:	
<p>1-Supplier Name, Address, Contact and Telephone Number</p> <p>2-Consignee Name :</p> <p style="padding-left: 40px;">All Commercial invoices must list the below address.</p> <p style="padding-left: 80px;">Brooks Automation (Wuxi) Co., Ltd. / A Subsidiary of Celestica Inc. No.5 Gaolang East Road. J3-4, Export Processing Zone, Wuxi New District , Jiangsu Province, P.R. China 214028</p> <p style="padding-left: 80px;">Contact Name: Ms. Ivy Tang wxing@celestica.com Tel: +86-510-8520-3888</p> <p>3-Date of shipment</p> <p>4-Invoice Number</p> <p>5-Celestica Purchase Order and PO Line number</p> <p>6-Name of Celestica Buyer</p> <p>7-Celestica Part Number</p> <p>8-Complete, Clear Description of Goods- Do not use abbreviations or codes -</p> <p>9-Quantity of each shipment shipped</p> <p>10-Number of cartons or skids ,weight and dimensions.</p> <p>11-Unit price</p> <p>12-Total invoice price</p> <p>13-Currency of settlement (US dollars)</p> <p>14- Incoterms</p> <p>15- Forwarder & Tracking #</p> <p>Please forward these documents to carrier</p> <p>1-Commercial Invoice (please refer to the above international documentation requirements).</p> <p>2-SLI http://www.panalpina.com/www/usa/en/documents_downloads.html</p> <p>3-Packing List</p> <p>4-Certificate of Origin</p>	
<p>-Brooks Automation (Wuxi). WILL NOT accept additional charges incurred in shipping by alternate unapproved carriers without prior authorization from Hong Kong warehouse Dept.</p> <p>- All additional costs will be Charged Back to vendor.</p> <p>- Failure to comply with this instructions will cause delays in the importation process.</p>	

Weight Definitions and Calculations

Actual Weight:

- The weight of a package using a standard scale rounded to the next full pound / KG. (Example: a 12 1/2 pound carton will have an "actual weight" of 13 pounds).

Dimensional (Volumetric) Weight:

- A calculation used to reflect a package's density. The International Air Transport Association (IATA) volumetric standards is used to determine the dimensional weight.
 - A calculation used to determine the three-dimensional space the carton occupies: length x width x height measured in cubic inches or cubic centimetres.

Chargeable Weight:

- The chargeable weight of the shipment will be the higher of the volumetric weight or the gross weight.

How to Calculate Volumetric Weight (International air shipments)

International Shipments Calculation

Imperial (IN / LBS)
 DIMENSIONAL WEIGHT = $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{166 \text{ (International)}}$

Metric (CM / KG)
 DIMENSIONAL WEIGHT = $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Centimetres}}{6000 \text{ (International)}}$

Identifying what your chargeable weight will be:

Example - Imperial Calculation

Actual Pallet Weight = 250lbs
 Pallet Dimensions = 48 x 40 x 50in
 Pallet Volumetric weight = $(48 \times 40 \times 50) / 166 = 578.31\text{lbs}$
 Chargeable Weight of shipment = 578.5lbs

Example - Metric Calculation

Actual Pallet Weight = 150kg
 Pallet Dimensions = 122cm x 102cm x 120cm
 Pallet Volumetric weight = $(122 \times 102 \times 120) / 6000 = 248.88\text{kg}$
 Chargeable Weight of shipment = 249kg

How to Calculate Volumetric Weight (USA Domestic air shipments)

Imperial (IN / LBS)
 DIMENSIONAL WEIGHT = $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic Inches}}{194 \text{ (USA Domestic)}}$

Example - Imperial Calculation

Actual Pallet Weight = 250lbs
 Pallet Dimensions = 48 x 40 x 50in
 Pallet Volumetric weight = $(48 \times 40 \times 50) / 194 = 494.84\text{lbs}$
 Chargeable Weight of shipment = 495lbs

How to Calculate Volumetric Weight (International air shipments)

Metric (CM / KG)
 DIMENSIONAL WEIGHT = $\frac{\text{Length} \times \text{Width} \times \text{Height} = \text{Cubic cm}}{6000 \text{ (International)}}$

Example - Metric Calculation

Actual Pallet Weight = 600kg
 Pallet Dimensions = 122 x 102 x 100cm
 Pallet Volumetric weight = $(122 \times 102 \times 100) / 6000 = 207.4\text{kg}$
 Chargeable Weight of shipment = 600kg

Length or Girth - (For International & Domestic USA shipments with FedEx, Air and Ground)

Your Chargeable Weight will be based on the greater between the actual package weight and the Length and Girth of the package.

Length - is the largest dimension of the carton or object being shipped. For example, if the package is very tall (height is greater than the base) use the height as the length.

Girth - is the sum of 2 times the width plus 2 times the height or the measurement around the largest area of the cylinder (see illustration).

