

## SHIPPING TRANSPORTATION GUIDELINES for Suppliers

### Toshiba Global Commerce Solutions (TGCS)

Note: Shipping Transportation Guidelines are default minimum requirements for packaging, marking and labeling for all shipments to TGCS. It is your legal responsibility to understand and comply with all laws and regulations. This document is provided to assist Suppliers when shipping to TGCS, but the guidelines do not substitute for compliance to applicable governmental laws or regulations. This document is not legal advice, and you are encouraged to seek appropriate professional guidance. TGCS is not responsible for your failure to follow applicable transportation, import or export laws or regulations.

**The following Guidelines apply to all shipments shipped on behalf of TGCS and transportation charges are borne by TGCS. Any deviation from these outlined instructions must be pre-approved by TGCS Procurement prior to shipping.**

#### In-country Shipments

##### <150 lbs (dimensional weight):

- a) Supplier will ship utilizing our established small package courier (FedEx).
- b) If you need assistance, contact your local FedEx or TGCS Procurement.
- c) Carrier Info: FedEx
  - Select the lowest service level to meet the delivery requirement, starting with FedEx Ground.
  - FedEx Express Saver – for delivery in 3 business days.
  - When shipping to TGCS Durham, NC US, mark the airwaybill COLLECT
  - When shipping to other destinations, mark the airwaybill BILL THIRD PARTY.

##### >150lbs:

- a) Larger shipments will require a truck/van and as such should be managed through your local Shipping Department.
- b) If you do not have a shipping department, contact TGCS Procurement for assistance.
- c) Jabil = Service provider for intra-Europe;
- d) **Lojistic** = Service provider for **Intra-US** truck shipments only (less than truck load or full truck load).
- e) All other countries, contact TGCS Procurement.

#### International (cross border) Shipments:

##### <150 lbs (dimensional weight):

- FedEx International Economy preferred usage
- FedEx International Priority - **requires TGCS Procurement approval**

##### >150 lbs:

- a) **Expeditors** = Service provider for International Ocean shipments to US.
- b) **Expeditors** = Service provider for International Heavyweight air shipments to US.
- c) **Jabil** = Service provider for International Heavyweight air shipments to Jabil Hungry or Jabil Wuxi.

#### NOTE:

1. Supplier will need to contact Expeditors, Jabil or Lojistic for initial setup as a recognized TGCS supplier and to ensure their transportation billing profile is set correctly.
2. All shipments requirements and details must be provided when you contact Expeditors or Jabil.
3. Expedited Service requires TGCS Procurement approval.

<b>Expeditors</b>	<b>Jabil - Europe</b>	<b>Lojistic</b>
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