

## **GLOBAL TRANSPORTATION GUIDELINES** *for Suppliers / External*

### 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 Global Transportation Guidelines apply to all deliveries 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 shipment.**

#### **Hardware/Development/OEM Deliveries/Self-Checkout**

##### **1, Intra US Hardware Shipments:**

###### **Less than 150lbs/ 70kg (dimensional weight):**

Supplier will ship utilizing established small package carrier by air (FedEx). ([www.fedex.com](http://www.fedex.com))

When shipping to TGCS destinations, mark the waybill "BILL: THIRD PARTY" for both Transportation and Duties and taxes where applicable.

###### **Greater than 150lbs / 70kg (dimensional weight):**

Larger shipments will require a truck/van.

**CH Robinson** = Service provider for **Intra-US** truck shipments only (less than truck load or full truck load).

**Jabil Hungary** = Service provider for intra-Europe;

Please contact TGCS Global Logistics Procurement in case you need assistance, and please select the lowest service level to meet the delivery requirement.

##### **2, International Shipments:**

###### **Less than 150lbs / 70kg (dimensional weight):**

Supplier will ship utilizing established small package carrier by air (FedEx). ([www.fedex.com](http://www.fedex.com))

When shipping to TGCS destinations, mark the waybill "BILL: THIRD PARTY" for both Transportation and Duties and taxes where applicable.

**INCOTERMS: EX WORKS (EXW)** Supplier your location must be used on commercial invoices for all shipments.

###### **Greater than 150lbs / 70kg (dimensional weight):**

- a) **Green Worldwide** = International Ocean shipments to US
- b) **Green Worldwide** = International Heavy weight air shipments to US
- c) **Jabil** = International Heavyweight air shipments to Jabil Hungary

#### **NOTE:**

- 1. Please contact Green Worldwide, Jabil or CH Robinson for initial setup as a recognized TGCS supplier and to ensure their transportation billing profile is set up correctly to accommodate.
- 2. Please have all shipment details available (measurements, weight, location) when contacting the carriers.
- 3. All expedited shipping services require prior approval from TGCS Procurement (e.g.: FedEx International Priority, Heavyweight air vs. Ocean Container).
- 4. All shipments must be prepared in accordance with TGCS Packaging Guidelines.

## SERVICE PARTS/Field Replacement Units

These Global Transportation Guidelines for Service Parts contain the minimum requirements for shipments to TGCS Service Parts Hubs and Forward Stocking Locations (FSL). The following guidelines apply to all shipments made on behalf of TGCS and transportation charges are borne by TGCS.

You can identify Service Parts orders by the notation in the example below - see Comments:

Bill To:	Memphis, TN 38141 United States					
	3901 South Miami Blvd Durham, NC 27703 United States					
Comments:	Service Parts BPA 2019					
Supplier No.	Payment Terms	Freight Terms	Carrier	Inco terms	Effective Start	Effective End

**INCOTERMS: EX WORKS (EXW)** Supplier your location must be applied on commercial invoices for all shipments.

## Shipments less than 150lbs / 70 kg (dimensional weight):

- Supplier will ship utilizing our established small package couriers provided by the logistics partners.
- If you need assistance, contact TGCS Global Logistics – contacts available below
  - Select the lowest service level to meet the delivery requirement
  - FedEx Ground or International Economy ([www.fedex.com](http://www.fedex.com))
  - DHL Worldwide Express ([www.dhl.com](http://www.dhl.com))

	ORIGIN/ Supplier location	Germany Hub	Singapore Hub	U.S. Hub	Mexico - Guadalajara Office
APAC	China	DHL	DHL	FEDEX	FEDEX
	Malaysia	DHL	DHL	FEDEX	FEDEX
	Japan	DHL	DHL	FEDEX	FEDEX
	Taiwan	DHL	DHL	FEDEX	FEDEX
	Singapore	DHL	DHL	FEDEX	FEDEX
	Korea	DHL	DHL	FEDEX	FEDEX
	Hong Kong	DHL	DHL	FEDEX	FEDEX
EMEA	Germany	FEDEX	Jabil Hungary	FEDEX	Jabil Hungary
	Hungary	FEDEX	Jabil Hungary	FEDEX	Jabil Hungary
	Ireland	FEDEX	Jabil Hungary	FEDEX	Jabil Hungary
	U.K.	FEDEX	Jabil Hungary	FEDEX	Jabil Hungary
NA	USA	FEDEX	Jabil Hungary	FEDEX	Jabil/DHL
	Canada	N/A	N/A	FEDEX/Purolator	Contact Global Logistics
	Mexico	N/A	N/A	FEDEX	Jabil/FedEx Mexico

**Shipments greater than 150lbs / 70kg (dimensional weight):**

- a) Please contact TGCS Global Logistics for guidance for shipments requiring truck, heavyweight air or ocean.
  - b) Please contact your TGCS buyer for further assistance.
- Select the lowest service level to meet the delivery requirement

Shipments Greater than 150 lbs OR 70 kg						
Origin Region	Destination (Service Parts Hubs)					
	ORIGIN/SUPPLIER Location	Germany hub (Transportation Accounts)	Germany (Brokerage Account)	Singapore hub (Transportation & Brokerage Account)	U.S. Hub	Mexico - Guadalajara Office
APAC	China/Taiwan	Jabil Hungary	Jabil (Hungary)	Jabil Hungary	Green Worldwide (ocean, heavy air)	FedEx
	Malaysia	Jabil Hungary		Jabil Hungary		
	Japan	Jabil Hungary		Jabil Hungary		
	Singapore	Jabil Hungary		Jabil Hungary		
	Korea	Jabil Hungary		Jabil Hungary		
	Hong Kong	Jabil Hungary		Jabil Hungary		
EMEA	Germany	Jabil Hungary	Jabil Hungary	Jabil Hungary	Green Worldwide (ocean, heavy air)	Jabil Hungary
	Hungary					Jabil Hungary
	Ireland					Jabil Hungary
	U.K.					Jabil Hungary
NA	USA	Jabil, Inc.	Jabil, Inc.	Jabil, Inc.	CH Robinson	Jabil/CEVA Logistics
	Canada	N/A	N/A	N/A	Expeditors	Contact Global Logistics
	Mexico	Jabil, Inc.	Jabil, Inc.	Jabil, Inc.	Jabil, Inc.	Jabil/CEVA Logistics

**PLEASE NOTE:**

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- All waybills must be marked "BILL THIRD PARTY" and to the appropriate account number for transportation. Waybills for shipments to Germany must also include a separate account number for payment of duties and taxes.
- Select Economy or Ground service unless you receive written approval from TGCS Procurement (Buyer).

- Consolidate the service parts orders into one shipment whenever possible. If you have concerns, please consult your TGCS Buyer for guidance.

**Importer of Record information must be listed on each commercial invoice by country:**

Toshiba Global Commerce Solutions (Germany), GmbH	Carl-Schurz-Str. 7 Neuss, Germany 41460
Toshiba Global Commerce Solutions (Singapore), Pte. Ltd.	750 Chai Chee Road #03-04 ESR BizPark @Chai Chee Singapore 469000
Toshiba Global Commerce Solutions, Inc.	3901 S. Miami Blvd. Durham, NC 27703

**General Information**

Contact List of Approved Freight Forwarders and Logistics Partners			
Green Worldwide	Jabil Hungary	Jabil Memphis	CH Robinson
imports.clt@greenworldwide.com Direct: +1 704 879 5603 Main: +1 704 899 4488	Tamas Soos Jabil Circuit Hungary Ltd. H-3580 Tiszaújváros Huszár Andor út 1. Hungary  Direct +36 49887526/ Cell +36 306129301 tamas_soos@jabil.com	TBD 5238 Lamar Ave Memphis, TN 38118  Office: +1.901.202.7511 Cell: +1.901.232.9383	TGCS@chrobinson Direct: 630.972.3895
TGCS Global Logistics			
TGCS Global Logistics	TGCS-Global- Logistics@toshibagcs.com		