



Global Logistics Routing Guide

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1. Global Guidelines

Purpose

Fellowes, Inc. has designed this guide for suppliers who do business with our company globally. This guide introduces Fellowes and provides important requirements for shipping product to our locations around the world. A critical element of these requirements is ensuring a cost-effective transportation policy that uses our preferred carriers, third-party logistics companies and freight logistics' providers.

It is essential that your company adheres to these instructions and routings as presented in this document.

- Provides global guidelines for various shipment types intended for delivery to Fellowes
- Outlines documentation requirements specific to each destination country
- Includes Supplier Acknowledgement of Fellowes Global Logistics Routing Guide – signature required
- Provides exhibits and documentation templates

Scope

The primary scope of these general requirements includes Australia, Canada, Europe, United Kingdom and United States but will also provide some country specific details in certain areas when applicable.

CTPAT

Fellowes, Inc. is a certified member of the U.S. Customs Trade Partnership Against Terrorism (CTPAT) program. CTPAT is a voluntary partnership program between U.S. Customs and Border Protection (CBP) and entities within international supply chains. Thru the CTPAT program, CBP works with the trade community to strengthen global supply chain security.

Certified members must demonstrate and maintain compliance with CTPAT Minimum-Security Criteria (MSC), throughout their international supply chain(s). CTPAT-certified members must ensure business partners (within their supply chain) have the appropriate security procedures in place. It is our intent to work with our business partners to strengthen supply chain security.

MSC [weblink](#) for all trade entities.

[CTPAT Minimum Security Criteria | U.S. Customs and Border Protection \(cbp.gov\)](#)

Document Control

If there are updates to this document, they will be updated and posted to our Fellowes website –

The URL link to the guide page is <https://www.fellowes.com/us/en/content/inventory.aspx>

The link to the actual document is

<https://assets.fellowes.com/documents/Corporate/GlobalLogisticsRoutingGuide.pdf>

Fellowes’ Global Logistics is responsible for the creation, control and monitoring of the Global Logistics Routing Guide. There are to be no deviations from these instructions or fines may occur.

If you should have any questions, direct them to the appropriate Fellowes’ Logistics contact (*Exhibit A*).

Version/Revision

2020 - March	Entire document updated based on current practices and posted	Sue Wiley
2022 – October	Entire document updated based on current practices	Maureen Seebacher

2. Logistics Instructions

Purchase Orders

All shipments are required to move via mode of transport and carrier noted on the Fellowes purchase order (*Exhibit D*). Shipping with an unapproved mode or carrier not on the purchase order may result in the chargeback of additional freight costs.

Bookings

All shipments should utilize bookings with the applicable logistics provider noted on the Fellowes purchase order.

Full Container Load FCL Ocean Shipments

All bookings of ocean shipments are handled by the specified logistics provider noted on your Fellowes' purchase order (*Exhibit D*). Contact your buyer if you have questions.

All ocean bookings are to be made **21 days** to the Pick-up/Port Date according to the Fellowes' purchase order line.

The Pick-up/Port Date must be strictly followed. For FCA factory shipments, the shipment must be ready for pick up by the Pick-up/Port date denoted on your purchase order at 0800 hours. Fellowes reserves the right to request pick-up of the shipment 2 days prior OR 1 day after the Pick-up/Port Date to accommodate the trucking schedule as communicated by the applicable logistics provider.

It is essential to strictly adhere to the Minimum Container Utilization (*Exhibit F*) and the Container Weight Limitation (*Exhibit G*) guidelines when loading CY/CY containers.

Documentation must be provided at time of shipment, no later than 24 hours after pickup.

Air-Freight Shipments

All bookings of air shipments that have Incoterms FCA Airport or FCA Factory are handled by the specified Logistics Provider on your Fellowes' purchase order. Contact your buyer if you have questions.

All air bookings are to be made a **minimum of 7 days prior** to the Pickup/Port date on Fellowes purchase order.

You must provide accurate weight and dimension information at time of booking. Inaccurate information that results in excessive air-freight costs may result in the chargeback of these additional costs.

Documentation must be provided at time of the shipment, or the shipment will not be given approval to move.

Courier Shipments to United States and Canada

Upon completion of your courier waybill send an email to importnotification@fellows.com with:
 Subject line: Fellowes PO number and carrier/tracking#.
 Attachments: commercial invoice

If your shipment does not originate or arrive in the United States, fill out waybill to indication third party/third country billing if using a Fellowes account number and DO NOT USE Worldwide Express Plus UPS service. Sample below:

How to fill out BOX 3, PAYMENT OF CHARGES on a **UPS Waybill** when shipping product and samples from NON-US to NON-US countries. This will bill the Fellowes, Inc. Global account.

3 PAYMENT OF CHARGES	
BILL SHIPPING CHARGES TO:	
<input type="checkbox"/> SHIPPER (S) <small>Account No. in Section 1</small>	<input type="checkbox"/> RECEIVER (R) <small>Account No. in Section 2</small>
<input checked="" type="checkbox"/> THIRD PARTY (T)	
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK	THIRD PARTY COMPANY NAME: Fellowes, Inc.
ENTER THIRD PARTY'S UPS ACCOUNT NO. OR SHIPPER'S MAJOR CREDIT CARD NO.	
6 1 4 2 1 8	THIRD PARTY COUNTRY OR EXPIRATION DATE U S
BILL DUTIES AND TAXES TO (DUTIABLE SHIPMENTS ONLY):	
<input type="checkbox"/> SHIPPER (S) <small>Account No. in Section 1</small>	<input type="checkbox"/> RECEIVER (R) <small>Account No. in Section 2</small>
<input checked="" type="checkbox"/> THIRD PARTY (T)	
THIRD PARTY COMPANY NAME: Fellowes, Inc.	
THIRD PARTY ACCOUNT NO: 6 1 4 2 1 8	THIRD PARTY COUNTRY: U S

Direct Import (DI) Shipments

Direct Import (DI) shipments refer to Fellowes shipping on behalf of our customers to a Fellowes' specified location. The purchase order will specify the location or code in the "Ship To" field used to designate if a DI purchase order. Australia DI purchase orders will differentiate these types of shipments by FOB terms. The end location for DI is typically the port specified on the purchase order.

For all DI shipments, bookings for ocean shipments must be completed **21 days prior** to the Pickup/Port date and **7 days prior** for air shipments.

Fellowes' logistics provider will in turn make the appropriate booking and advise you within 48 hours of CY (Container Yard) open date.

Documentation must be provided at time of shipment, no later than 24 hours after pickup.

For DI Shipments, the Supplier documents are **NOT** to accompany the shipment or be attached to the freight or cartons, unless advised by the Fellowes' Import Department. Late documentation may result in a fine up to USD750.00 per set of documents.

Pickup/Port date may not be exactly as noted on the Fellowes purchase order for DI shipments as the sailing is based on the shipping order (S/O) from our customer's carrier so the Pickup/Port date may need to be adjusted by a few days.

When the Fellowes' logistics' provider receives the freight and required documents, they will NOT provide a copy of the Forwarder's Cargo Receipt (FCR) unless it is document is required by your company. Fellowes no longer requires this document for payment of purchase orders. There is a cost and you can arrange for this document directly with Fellowes' logistics provider.

FELLOWES UK (DI SHIPMENTS)

Fellowes UK purchase orders will note DI shipments differently than Fellowes US. They have a note on the Ship to portion of their purchase order similar to this:

Ship to:
PASHIN WILL CONSOLIDATE THIS. PLEASE CONTACT THEM NEAR
THE DDAP DATE.

The Fellowes UK buyer will communicate directly with you regarding DI shipments and instructions that may differ than other non-DI shipments.

Payments of your invoices for DI shipments require that the original commercial invoice and packing list be sent to the appropriate address for payment processing ([Exhibit H](#)).

Fellowes Standard Incoterms

OCEAN:

<u>Description</u>	<u>FCA Factory</u>		<u>FOB Port</u>		<u>aDDP Port</u>	
	<u>Fellowes</u>	<u>Supplier</u>	<u>Fellowes</u>	<u>Supplier</u>	<u>Fellowes</u>	<u>Supplier</u>
Container Monitoring Fee	Yes			Yes		Yes
Terminal Handling Charge	Yes			Yes		Yes
Doc Fee	Yes			Yes		Yes
Supply Chain Security	Yes			Yes		Yes
Trucking Fee	Yes			Yes		Yes
Port Construction Charge	Yes			Yes		Yes
Export Customs Clearance Charge		Yes		Yes		Yes
Port Security Charge	Yes			Yes		Yes
Ocean Freight	Yes		Yes		Yes	
Import Customs Clearance Charge	Yes		Yes			Yes
Transfer of Title to Fellowes	Factory Pickup		Factory Delivery to FOB		At Import Entry	

FCA Factory - used when ordering both full container or less than container load.

If less than container load this could be part of a consolidated shipment. The container may not be empty when it arrives at your facility. If it is empty upon arrival a 7 Point Checklist needs to be completed and posted with the shipping documents. You may be asked to affix a temporary seal on consolidated pickup between stops.

FOB Port - used when ordering both full container for less than container load.

aDDP Port – special program with instructions that would be provided if applied to your shipment

AIR:

<u>Description</u>	<u>FCA Factory</u>		<u>FCA Airport</u>	
	<u>Fellowes</u>	<u>Supplier</u>	<u>Fellowes</u>	<u>Supplier</u>
Terminal Handling Charge	Yes			Yes
Doc Fee	Yes			Yes
Trucking Fee	Yes			Yes
Export Customs Clearance Charge		Yes		Yes
Air Freight, Security fee, Fuel	Yes		Yes	
Transfer of Title to Fellowes	Factory Pickup		Factory Delivery to FOB	

3. Documentation

Purpose

Fellowes requires suppliers to provide the documents listed below for each shipment to prevent any delays in transportation and Customs clearance. Below are required documents for U.S., Canada, Europe, and Australia destinations. Please follow up with Fellowes for any other destination.

Type of Document	U.S. Destinations	Canada Destination	Europe Destinations	Australia Destination
Commercial Invoice - MANDATORY	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Fellowes AU & Logistics Provider
Packing List - MANDATORY	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Fellowes AU & Logistics Provider
ISF Form (only for US ocean)	1 copy Logistics Provider	N/A	N/A	N/A
7 Point Container Inspection - MANDATORY	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider	1 copy if required
Certificate of Origin (If FTA applies)* NAFTA, KORUS, Korea-EU, Korea-CA, China-Chile, Etc.	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy if required Fellowes AU & Logistics Provider
Dangerous Goods Declaration*	1 copy if required	1 copy if required	1 copy if required	1 copy if required Fellowes AU & Logistics Provider
Inspection Certificate*	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required
EPA – NOA Requirement – all modes of transport to the U.S. only	1 copy Logistics provider if required	N/A	N/A	N/A
Australia Packing Declaration (<i>Exhibit N</i>)	N/A	N/A	N/A	1 copy Fellowes AU & Logistics Provider

Continued

Type of Document	Japan Destination	Taiwan Destination	S. Korea Destination	Singapore Destination
Commercial Invoice - MANDATORY	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider
Packing List - MANDATORY	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider
ISF Form (only for US ocean)	1 copy Logistics Provider	N/A	N/A	N/A
7 Point Container Inspection - MANDATORY	1 copy Logistics Provider	1 copy Logistics Provider	1 copy Logistics Provider	1 copy if required
Certificate of Origin Form A*	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy if required Logistics Provider
Country of Origin Declaration*	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required
Dangerous Goods Declaration*	1 copy if required	1 copy if required	1 copy if required	1 copy if required Logistics Provider
Inspection Certificate*	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required	1 copy Logistics provider if required

*Where applicable

US & CANADA Commercial Invoice Requirements (*Exhibit K*)

For all international shipments, invoices from vendor must **reflect the same name as listed on Fellowes purchase order**, complete with address, phone and email address, and must include the information below in English:

1. **Vendor Name:** must include address and phone number
2. **Consignee Name:** must include address and phone number
3. **Fellowes “ship to” address**
4. **Exporter’s name and address :** if other than vendor
5. **Invoice No :** must be a unique invoice number for every shipment
6. **Invoice Date:** should be the date order is shipped
7. **Country of Export**
8. **Country of Ultimate Destination**
9. **Incoterms:** include Incoterms name and place as it appears on Fellowes purchase order
10. **Payment Terms:** as it appears on Fellowes purchase order
11. **Mode of transport**
12. **Fellowes Purchase Order**
13. **Fellowes Purchase Order Line No**
14. **Fellowes Part Number**
15. **Item Description:** must match Fellowes purchase order description
16. **H.S. Code:** Harmonized Tariff number (first six digit minimum) for each item as specified on Fellowes purchase order
17. **Country of Origin:** this must be the country of manufactured origin for each item
18. **Quantity:** must be in Fellowes’ unit of measure as stated on purchase order
19. **Unit of Measure:** must be identical to Fellowes’ unit of measure stated on purchase order
20. **Cartons Shipped**
21. **Unit Price:** as stated on purchase order, must be in US dollars
22. **Total Value:** total extended price per line item, must be in US dollars
23. **Currency (USD)**
24. **US MID Code:** applicable to US shipments. This is the Manufacturers Identification Code for US Customs purposes. Can be obtained from Fellowes Compliance customs@fellowes.com
25. **Manufacturer:** Name of the product Manufacturer, if different from Vendor and Exporter
26. **Other Value Additions:** any other applicable charges for the product being shipped, and which are not already included in the price. For example, Assists/Tool costs, Minimum Order Quantity Fees, Minimum Order Amount Fees, Royalties, etc. The dollar value must be included in large font size (twice the standard size) in bold print (if applicable)
27. **Total Invoice Amount (USD)**
28. **Authorized Signature**

For US and Canada Customs: A commercial invoice, signed by the seller is acceptable for Customs if it is prepared in accordance with Section 141.86 through 141.89 of the U.S. Customs Regulations or invoice requirements prescribed by Canada Border Services Agency. Document must be titled “Commercial Invoice”, and must provide the above information.

A separate invoice is required for each shipment. Not more than one distinct shipment from one consignor to one consignee by one commercial carrier shall be included on the same invoice.

“NO CHARGE” SHIPMENTS PER FELLOWES PURCHASE ORDER

“No Charge” shipments could include samples, prototypes for engineering, Sales and Samples, etc.

Commercial Invoice for “No Charge” shipments: must comply with all information above - and must have clearly stated boldly

**“Sample Shipment for Company use only;
Not for resale - value for Customs purposes only.”**

Samples are to be declared at “Fair Market Value” and cannot show zero value.

For each “No Charge” shipment the following must be provided:

- a) Copy of the commercial invoice and tracking number must be sent to Fellowes contact listed in **Exhibit A**.
- b) Ship to address must have receiving person(s) name & department listed as noted on Fellowes purchase order.

US & CANADA Packing List Requirements (*Exhibit L*)

The packing list is a reflection of the invoice with exception of pricing. The following information must be on the packing list:

1. **Vendor Name:** must include address and phone number
2. **Consignee Name:** must include address and phone number
3. **Fellowes “ship to” address**
4. **Exporter’s name and address :** if other than vendor
5. **Invoice No :** must be a unique invoice number for every shipment
6. **Invoice Date “Ship to” information**
7. **Mode of transportation**
8. **Seven Point Container Inspection Statement:** Statement confirming that a seven-point container inspection was done. Signed & dated (required if ocean CY shipment or first stop in a milk-run consolidation)
9. **Fellowes Purchase Order**
10. **Fellowes Purchase Order Line No**
11. **Fellowes Part Number**
12. **Item Description:** must match Fellowes purchase order description
13. **Unit of Measure:** must be identical to Fellowes’ unit of measure stated on purchase order
14. **QTY: cartons & eaches**
15. **Net Weight KG: cartons**
16. **Gross Weight KG: cartons**
17. **CBM: cartons**
18. **Container Manifest:** for ocean CY shipments. If multiple containers, list container numbers separately
 - a. **Container No. / Seal No.**
 - b. **Container Size**
 - c. **Purchase Order**
 - d. **Fellowes Part No.**
 - e. **Qty (cartons)**
 - f. **Gross Weight (KG)**
 - g. **CBM**
19. **Authorized Signature and Company Name**

It is acceptable to have more than one container on one invoice/packing list.

- However it needs to be identified clearly what quantity and sku is loaded into each container. This can be included on the packing list or there can be one packing list per container but it needs to indicate what container number is applicable to each packing list.
- Another option is to provide a container manifest indicating quantity and sku loaded into each applicable container.

Certificate of Origin

- Required only upon request.

Country of Origin

- The supplier must provide the correct country of origin on all commercial invoices.

Wood Packaging Requirements

Required for all shipments.

The U.S. Department of Agriculture Animal and Plant Health Inspection Service (APHIS) requires that all wood packaging material (WPM) imported into the U.S. must either be heat treated or fumigated with methyl bromide, and be properly marked as so treated. This marking must be visible, legible, and permanent.

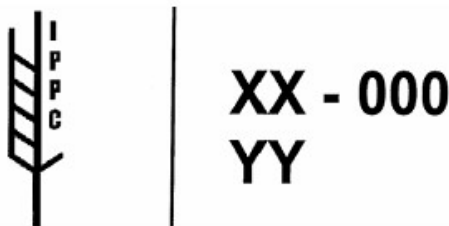
This measure is in accordance with ISPM 15 (International Standards for Phytosanitary Measures), and internationally established standard for treatment of WPM.

WPM exempt from this regulation includes:

- WPM made entirely of wood pieces less than 6 mm thick in any dimension.
- Manufactured wood materials such as plywood, particleboard, oriented strand board, whiskey barrels, wood packaging that serves as gift boxes and crafting associated with antiques, such as art pieces or vintage wines.

To comply, please be sure that each piece of WPM used in shipment is properly treated and contains a mark on each side certifying such treatment before departing origin.

Marks will vary by country and treatment establishment. A mark must include a unique graphic symbol, the ISO two-letter country code for the country that produced the wood packaging material, a unique number assigned by the national plant protection agency of that country to the producer of the wood packaging material, and an abbreviation disclosing the type of treatment. Here is a sample:



XX represents the ISO country code.
000 represents the unique number assigned by the national plant protection organization.
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

**IPPC symbol International Plant Protection Convention*

** XX- ISO (International Organization for Standardization) two letter country code of origin*

** 000- Unique number assigned by the origin's NPPO (National Plant Protection*

*Organization) identifying the producer of the wood whom is responsible for
Ensuring appropriate wood is used and properly marked.*

**YY- Abbreviation of the approved heat treatment method (example: HT=Heat treated
MB=Methyl Bromide)*

A documentation statement is required on commercial invoices and packing list.

*If no wooden packaging or pallets are loaded in ocean container the following statement must be shown
On all documents: **"We hereby certify that the shipment contains no wood packing materials"**. Any wooden
packaging to be shipped must be fumigated and a certificate of authenticity must be part of the required
documentation pack.*

For more country specific information check out the ISPM website: <http://www.ispm15.com/start.htm#usa>

Supply Chain Security Initiative

24 Hour Manifest Rule

Supplier must comply with 24 Hour Manifest Rule, which encompass the presentation of vessel cargo declaration to Customs a minimum 24 hours before cargo is laden aboard a vessel at foreign port.

Timely and accurate documentation submission is critical. All suppliers are required to supply a full set of documentation to the Logistic Provider when cargo is delivered to port.

Full set of documentation per Fellowes invoicing requirements must consist of Commercial Invoice and Packing List.

Safety of Life at Sea (SOLAS) (*Exhibit O*)

Effective July 1, 2016, all containers require a Verified Gross Mass (VGM) prior to loading. The shippers are required to provide the vessel with a certified gross weight sufficiently in advance of vessel loading so it can be used in the preparation of the ship's stowage plan.

The shipper shown on the MASTER BILL OF LADING is responsible to provide the VGM to the carrier.

The VGM can be part of the shipping instructions or as a separate communication via electronic methods (EDI, web portal). Any document prepared either by the shipper or a 3rd party should be retained with records.

Supply Chain Security Initiative

Fellowes supports the security of our suppliers, customers, employees and our Global Supply Chain. One key criterion in the selection of our suppliers is the ability to exceed the minimum security criteria. The appropriate security areas listed below must be implemented and maintained. This will be part of the annual review inspection.

- 1. Container Security**
- 2. Physical Security**
- 3. Physical Access Controls**
- 4. Personnel Security**
- 5. Procedural Security**
- 6. Information Technology Security**
- 7. Security Training and Threat Awareness**

The Security questionnaire is intended to guide an evaluation of the security controls, procedures and general security compliance of a company's operation. One questionnaire per facility is required prior to placement of the first purchase order. A complete, accurate, and timely response is expected. The Security questionnaire will be required annually.

Complete the Security questionnaire from our website.

Failure to complete the Security questionnaire will result in the delay in payment of outstanding invoices. In addition, there will be an annual update required to maintain accurate records.

Container Security

Container Security inspection is very important and inspection at time of receiving or shipping of a Seven Point Container Checklist (**Exhibit G**) should be completed accordingly.

This document is required for all CY/CY loads and the first stop of a MTOP consolidation.

A copy of the completed container checklist is required in the shipping packet provided to the logistics' provider.

The container check list must also be maintained in a file for one year at the supplier for all global locations and accessible upon audit or request.

The manufacturer is responsible for the sealing of the container until such a time as the carrier assumes control of the goods. Seals are to be affixed at the manufacturer point of loading. Seals will be of the high security type per ISO guidelines (ISO/PSA 17712, Freight Containers-Mechanical Seals). The manufacturer is to ensure the manifest documents include all pertinent seal information. Seal logs are required and must be available upon request notating all used and inventoried seals with a history of 5 years.

Seals must be secured and checked to ensure it is locked. The process is known as the VVTT process: V – View seal and container locking mechanisms; ensure they are OK; V – Verify seal number against shipment documents for accuracy; T – Tug on seal to make sure it is affixed properly; T – Twist and turn the bolt seal to make sure its components do not unscrew, separate from one another, or any part of the seal becomes loose.

Country of Origin Markings

Every article imported to Fellowes & subsidiaries must be clearly, legibly, and indelibly (permanently) marked in a visible place and in a manner to indicate the country of origin of the article to the ultimate purchaser. All individually packaged items must contain the country of origin on the package, as well as on the article itself. The country of origin marked on the product must match the country of origin on the packaging and documentation. All country of origin marking must be in English.

The font size used in printing “Made in (country of origin)” must be equal to or larger than that used for the Fellowes address, if both are to be printed on the package. The country of origin and the Fellowes name must be printed in close proximity on the packaging.

Supplier warrants that the goods are actually manufactured in the country stated on the commercial documents required for importing. The supplier shall be liable for any penalties and/or fines resulting from incorrect information being provided regarding the country of origin of the imported merchandise.

ISF (International Security Filing)

All ocean shipments destined to the US require an additional declaration to US customs. The ISF is a security file that the US Customs Agent uses to decide if a container is safe to load on an ocean vessel and if they want to inspect the goods at destination. Fellowes Inc. has made every effort to automate this process to minimize the burden for compliance on the supplier. The logistics' provider will ask you to confirm data fields not visible on your purchase order by completing a Fellowes ISF form. If there are any questions, please contact importlogistics@fellowes.com.

(Exhibit M) includes copy of letter accompanying the Fellowes ISF form. We would like this Fellowes ISF form to be used for all ocean shipments to U.S. destinations.

4. Exhibits and documentation templates

Exhibit A – Fellowes Offices, Telephone and Email Addresses

<u>COUNTRY</u>	<u>TELEPHONE</u>	<u>EMAIL</u>
Australia	+61 383 369 705	globallogisticsAU@fellowes.com
Canada	01 905 752 8172	globallogisticsCA@fellowes.com
U.S.	01 6305393835	globallogisticsUS@fellowes.com
China - Dongguan	+86 769 276 6005	
China - Suzhou	+86 512 8188 0200	
Europe (U.K.)	+44 1302 836800	
Italy	+39 071 73 0041	
Japan	+81 3 5496 2401	
Korea	+82 2 3462 2884	
Malaysia	+603 51221231	
Netherlands	+31 13 4580500	
Poland	+48 227714741	
Russia	+7 4952281403	
Singapore	+65 2213811	
Spain	+34 917 480501	
Mexico	+52-55/5077 7719	
South Africa	+27.11.433.2686	

Exhibit B – Ocean Freight Carriers

Fellowes Location	Origin	Logistics Provider
Australia – All Locations	All Origins	Panalpina – confirm what is on purchase order
Australia – All Locations	All Origins	Clemenger – confirm what is on purchase order
Canada	All Origins (excluding Europe)	Topocean – confirm what is on purchase order
Canada	Europe	Topocean – confirm what is on purchase order
Europe – UK	All Origins	Expeditors – confirm what is on purchase order
Europe – NL	All Origins	Expeditors – confirm what is on purchase order
U.S. – All Locations	All Origins	Topocean – confirm what is on purchase order

Exhibit C – Air Freight Carriers and courier choices for shipments less than 45 kgs/noted on Fellowes purchase order

Fellowes Location	Origin	Logistics Provider
Australia – All Locations	All Origins	Panalpina – confirm what is on purchase order
Canada	All Origins	Headwin – confirm what is on purchase order
Europe – UK	All Origins	Expeditors – confirm what is on purchase order
Europe – NL	All Origins	Expeditors – confirm what is on purchase order
U.S. – All Locations	Shanghai/Ningbo	Topocean/Headwin – confirm what is on purchase order
U.S. – All Locations	Yantian/Xiamen	Topocean/Headwin – confirm what is on purchase order
U.S. – All Locations	Hong Kong	Topocean/Headwin – confirm what is on purchase order
U.S. – All Locations	Korea	Topocean/Headwin – confirm what is on purchase order
U.S. – All Locations	Taiwan	Topocean/Headwin – confirm what is on purchase order
U.S. – All Locations	Europe	Per Purchase Order

<u>Fellowes Location</u>	<u>Origin</u>	<u>Courier</u> (less than 45 kgs as noted on purchase order)
Australia – All Locations	All Origins	UPS - 3rd party 3rd country
Canada	All Origins	FedEx/UPS per buyer instruction
Europe – UK	All Origins	UPS - 3rd party 3rd country
Europe – NL	All Origins	UPS
Korea	All Origins	FedEx
Japan	All Origins	DHL
Singapore	All Origins	UPS
U.S. – All Locations	All Origins	UPS
U.S. – All Locations	Yantian/Xiamen	UPS

Exhibit D – Fellowes Purchase Order

Fellowes, Inc.		Purchase Order #	563517	Revision #	1	Page #	1 of 1
Vendor: #	109820	Original Issue Date:	03-JAN-17	Revision Date:	10-JAN-17	Bill to:	
FELLOWES OFFICE PRODUCTS (SUZHOU) CO LTD NO 1 SHILIN ROAD NEW DISTRICT SUZHOU CHINA 215151 CN		Ship to: Fellowes, Inc. 2850 DUKE PARKWAY Aurora, IL 60502 U.S.A.			Fellowes, Inc. ATTN: Accounts Payable 1789 NORWOOD AVE Itasca, IL 60143 U.S.A.		
Currency Code :	US Dollar	Fellowes Contact:					
Payment Terms :	NET 90	C Mauch					
Incoterms Terms:	FOB	cmauch@fellowes.com					
Incoterms Place:	FACTORY						
Freight Carrier:	TOPOCEAN OCEAN FREIGHT						
Port of Origin :	SHANGHAI						

LN	Item	CRC	Rev	Description	Pick Up/Port	Due Date	Quantity	UOM	Price	Extended Price
1	0007901	CRC00079	A	LOTUS SIT STAND WORKSTATION - BLACK			100	EA	██████████	██████████
			HTC:	9403.90.8041	Qty per Master CTN:		1			
0101			Cubic Meter:	14.96	20-FEB-17	27-MAR-17				
			Total Cubic Meters :	14.96						Total ██████████

Please confirm acceptance of this order via email to the Buyer submitting this purchase order within 24 hours of receipt.

Commencement of work or shipment of goods, whichever shall occur first, constitutes acceptance by Seller of Fellowes Global Purchase Order Terms and Conditions in effect as the date of this purchase order. A copy of the Global Purchase Order Terms and Conditions, which includes a limitation on liability, is available at www.fellowes.com/terms. Shipping terms used on this purchase order shall be given the meaning ascribed thereto by Incoterms 2010.

Exhibit E – Seven Point Container Checklist

During the Seven Point checking if a container is indicated as bad, the vendor would need to notify the freight forwarder involved. Freight forwarder would update Sky Liu from Fellowes China and the carrier of the situation to change to new equipment. The origin team would review on case by case basis for these situations.



2020 Revision

7 Point Container Inspection Review - **Required** with Shipping Documents

Date/Time of Inspection: _____

Factory Name: _____

Container Number: _____

Container Size: 20 40 40hc 45 60

Seal Number: _____

High Security Seal: Yes No Lock (Milk-Run)



Circle One

1. Outside/Undercarriage Good Bad Comment: _____
 - Inspect prior to entering facility
 - Check C-Beams, Support beams should be visible.

2. Inside/Outside Doors Good Bad Comment: _____
 - Verify secure reliable locking mechanisms.
 - Look for different color bonding material.
 - Inspect plates or repairs to the container.

3. Right Side Good Bad Comment: _____
 - Inspect unusual repairs to structural beams.
 - Repairs to the walls on the inside of the container must be visible on the outside.
 - Use a tool to tap side walls; listen for a hollow sound.

4. Left Side Good Bad Comment: _____
 - Inspect unusual repairs to structural beams.
 - Repairs to the walls on the inside of the container must be visible on the outside.
 - Use a tool to tap side walls; listen for a hollow sound.

5. Front Wall Good Bad Comment: _____
 - Verify blocks and vents are visible.
 - Use tool to tap front wall. Listen for a hollow sound.
 - A range finder or measuring tape can be used on the front of container when empty, to see if there are any false walls.

6. Ceiling/Roof Good Bad Comment: _____
 - Verify height from floor. Blocks and vents should be visible.
 - Repairs to ceiling on inside of container should be visible on outside.
 - Use tool to tap ceiling.

7. Floor Good Bad Comment: _____
 - Verify height from ceiling.
 - Look for unusual repairs.
 - Free from visible pest contamination, mold, mildew

Container Inspected By: _____

Print English Name: _____

Signature: _____

If supervised, Supervised By: _____

Print English Name: _____

Signature: _____



Exhibit F – Fellowes Global Container Minimum Utilization – FCL

Factory loads are to be booked in accordance with the equipment size and type maximizing container utilization and minimizing per unit freight costs, floor loading and no wooden skids. If shipping full container loads and your shipment does not meet the minimum CBM noted below you must book as LCL with the nominated logistics provider.

U.S. Guidelines for minimum container utilization:

Container size	Minimum CY CBM	Maximum CBM
20'	MUST BE PRE-APPROVED BY FELLOWES LOGISTICS	N/A
40' standard	56	67
40' HQ	64	76
45' HQ	73	85

Exhibit G – Container Weight Limitation

Suppliers must adhere to the below equipment weight limitations. Overweight containers will delay deliveries to Fellowes Inc. Containers over the weight limitation and unbalance will not only delay delivery but incur penalty and fines associated with governing DOT regulations.

Maximum cargo weight allowable is the amount of weight loaded inside the container. Different countries may have different requirements.

U.S.

20' container – U.S. over the road weight limitation is 38,000 lb. / 17237 kg

40' container – U.S. over the road weight limitation is 42,000 lb. / 19051 kg

40' high cube and 45' high cube containers – same as 40' container weight

U.K. and Netherlands

20' container- net weight limitation for maximum cargo weight allowable inside container is 21,000 kg

40' container- net weight limitation for maximum cargo weight allowable inside container is 24,800 kg

40' high cube- net weight limitation for maximum cargo weight allowable inside container is 24,530 kg

45' high cube- net weight limitation for maximum cargo weight allowable inside container is 24,430 kg

Australia

20' container – 21,000 kg

40' container – 25,000 kg

Exhibit H -EPA NOA Requirement Letter

June 24, 2022

To: Air Treatment Machine/Air Treatment Filter Suppliers

It is a requirement of the US Environmental Protection Agency (EPA) that all air treatment machines and filters be manufactured in a facility that is registered as an Establishment with the EPA. The Establishment Number (EN) must be printed on the shipping carton. If your company does not have an establishment number, you may reference www.cdx.epa.gov for further information.

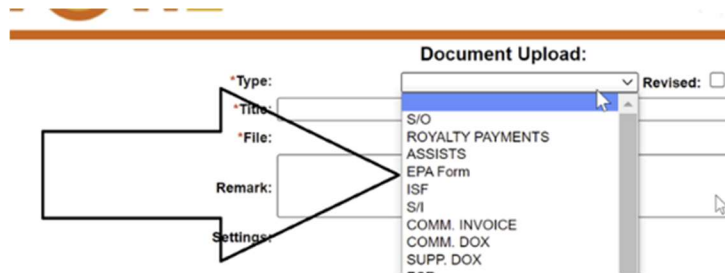
Your Establishment Number as issued by the EPA must be on the outer shipping carton. This is a requirement for both inventory and non-inventory/sample items.

At time of shipping the EPA Notice of Arrival (NOA) must be filled out and uploaded with the shipping documents. The NOA can be downloaded from the EPA here https://www.epa.gov/sites/default/files/2013-09/documents/NOAform_1.pdf. Please fill in the below information on the form.

1. LEAVE BLANK
2. FELLOWES, INC.
1789 NORWOOD AVE
ITASCA IL 60143
IMPORTNOTIFICATION@FELLOWES.COM
3. *Your shipper details here*
4. Leave blank
5. *Your Establishment NUMBER*
6. AEROMAX
7. Leave blank
8. CARTON
9. #CARTONS OF ALL APPLICABLE PRODUCTS IN THE SHIPMENT
10. TOTAL WEIGHT OF ALL APPLICABLE PRODUCTS IN THE SHIPMENT
11. COUNTRY OF ORIGIN
12. Leave blank
13. Leave blank
14. Leave blank
15. Leave blank
16. Leave blank
17. FELLOWES SHIP TO ADDRESS FROM THE PURCHASE ORDER
18. Leave blank
19. ENTER SHIPMENT DETAILS IN THIS FORMAT:

Item #	Description	#cartons / #eaches
20.	Leave blank	
21.	Leave blank	

For purchase order/inventory shipments this form must be uploaded to WOWL.io as part of the shipping documents. There is a form type called EPA FORM that should be selected when uploading this document.



Last, 6 photos, 1 of each side of the carton, for each item on the shipment must be uploaded to WOWL.IO as well. If you have 2 items, then you need 2 groups of 6 pictures. You must ensure the establishment number is clear in the image of that side.

For other shipment types, samples etc, a copy of this form should be sent with shipping documents.

The NOA and pictures must be available prior to the cargo arrival to the US port of entry. The EPA has increased enforcement not only for establishment number labels but also for timeliness of filing these documents with the EPA. Enforcement is currently rejecting importation of shipments which results in added costs and delays.

Exhibit I – Commercial Invoice Template

COMMERCIAL INVOICE

Vendor's Name
and Address:

Invoice No.
Invoice Date: *should be date shipped*

Consignee's
Name and
Address:

Exporter's Name and Address (if other than vendor)

Fellowes "Ship
To" Address:

Country of Export:
Country of Ultimate Destination:
Incoterms:
Payment Terms:
Mode of Transport:

Fellowes Purchase Order	Purchase Order Line No.	Fellowes Part No.	Purchase Order Item Description	H.S. Code	Country of Origin	Quantity	Unit of Measure	Cartons Shipped	Unit Price	Currency (USD)	Total Value

Other Value Additions
(Assists/Tooling Costs, Minimum Order
Quantity, Royalties)

MID Code:
Manufacturer:

TOTAL INVOICE AMOUNT (USD)

Authorized Signature/Company Name

Exhibit J – Packing List Template

PACKING LIST

Vendor's Name and Address:

Invoice No.:
 Invoice Date: *should be date shipped*

Consignee's Name and Address:

Exporter's Name and Address (if other than vendor):

Fellowes "Ship To" Address:

Mode of Transportation:
 Was a seven point inspection done of ocean container (Yes/No):
 Signed & Dated if ocean CY or first stop of milk-run consolidation

Fellowes Purchase Order	Purchase Order Line No.	Fellowes Part No.	Purchase Order Item Description	Unit of Measure	QTY		NET WEIGHT KG	GROSS WEIGHT KG	CBM
					cartons	eaches	cartons	cartons	cartons

This shipment contains no solid wood packing material.

CONTAINER MANIFEST:

Container No. / Seal No.	Container Size	Purchase Order	Fellowes Part No.	Qty (Ctns)	Qty (Pcs)	Gross Weight (KG)	CBM

 Authorized Signature/Company Name

June 23, 2013

Dear Valued Fellowes Supplier:

On January 26th 2010 US Customs implemented the ISF (Importer Security Filing) regulation which consists of transmitting shipment information to US Customs at least 24 hours prior to ALL vessels departing destined to the US (both FCL and LCL).

On June 7th 2013 US Customs announced the next phase of its Importer Security Filing (ISF) enforcement. On July 9, 2013 US Customs began full enforcement of ISF, and started issuing penalties to ISF importers and carriers for ISF non-compliance:
\$5,000 per late ISF, \$5,000 per inaccurate ISF, and \$5,000 for the first inaccurate ISF update.

While Fellowes ~~Inc.~~ and our designated Freight Forwarders are responsible for ISF filing, your cooperation as a Fellowes supplier is required. Any fines incurred by Fellowes as a result of your inability to supply accurate and timely data to our Freight Forwarder will be charged back to you along with appropriate administrative charges.

We would like to remind you which are the critical data elements for ISF filing that you are responsible for providing to our nominated Freight Forwarders through the Fellowes ~~Inc.~~ ISF data collection form:

1. Manufacturer Name and Address
2. Seller Name and Address
3. Buyer Name and Address
4. Ship to Name and Address
5. Container Stuffing Location
6. Consolidator (Stuffer) Name and Address
7. Country of Origin
8. Commodity Harmonized Tariff Schedule (HTS) Number

The remaining two data elements required (Importer of Record Identification Number and Consignee Number) are completed by Fellowes nominated Freight Forwarder.

Once the form is completed in its entirety it must be submitted with your shipping documents to Fellowes Inc. nominated Freight Forwarder at time of pick up. **Fellowes deadline for ISF submission is 24 hours before cargo is laden aboard the vessel at foreign port.**

We look forward to your continuing support in complying with the ISF requirement. Please address any questions concerning ISF data to Sue Wiley at customs@fellowes.com.

Respectfully,
Fellowes Customs and Compliance Agent

Fellowes U.S. ISF Form Copy – template and instructions located
<http://www.fellowes.com/Fellowes/site/routingguide/default.aspx>.

Exhibit L - Fellowes Australia Packing Declaration

Company Letterhead
(Must be issued by the packer or supplier of the goods)

Packing Declaration
[Boxes to be marked in the appropriate place]

Vessel name:..... Voyage number:.....

Consignment identifier(s) or numerical link (s):.....

PROHIBITED PACKAGING MATERIAL STATEMENT

(Prohibited packaging materials such as straw, bamboo, peat, hay, chaff, used fruit & vegetable cartons, etc).

Q1 Have prohibited packaging materials or bamboo products been used as packaging or dunnage in the consignment covered by this document?

A1 Yes No

TIMBER PACKAGING/DUNNAGE STATEMENT

(Timber packaging/dunnage includes crates, cases, pallets, skids and any other timber used as a shipping aid.)

Q2a Has solid timber packaging/dunnage been used in consignments covered by this document?

A2a Yes No

TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION2)

Q3 All Timber Packaging/dunnage used in the consignment has been (Please indicate below)

Treated and marked in compliance with ISPM 15

OR

Treated in compliance with DAFF Treatment Requirements

(With accompanying Treatment Certificate)

OR

Not Treated

CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only – statement to be removed from document when not relevant).

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed:..... Printed name:.....
(Company representative)

Date of Issue:.....(DD/MM/YYYY)



Shipper VGM Declaration Form

In compliance with the Safety of Life at Sea (SOLAS) regulation VI/2, I declare the verified gross mass (VGM) below is accurate and determined using a method provided for in the SOLAS agreement.

Shipper Name	ABC Co., Ltd					
Booking#						
Fellowes PO#						
Container#	Date of weighing	Method used (1 or 2)	Method 2			*Total VGM(KGS)
			*Cargo Weight(KGS)	*Dunnage Weight(KGS)	*Tare weight(KGS)	
MMMU1234567	5/18/2016	2	15000	0	3830	18830
MMMU1234568	5/18/2016	2	13500	450	3820	17770
Weighing Company (if 3rd party)	Name & Address					
	Contact & Tel#					

Please enter weight and unit of measure using either of the two approved methods below.

***Method 1:** "Upon the conclusion of packing and sealing a container, the shipper may weigh or arrange a certified third party to weigh the packed container"

***Method 2:** "The shipper (or, by arrangement of the shipper, a third party), may weigh all packages and cargo items, including the mass of pallets, dunnage and other packing and securing material to be packed in the container, and add the tare mass of the container to the sum of the single masses".



I hereby certify that the information I provided in this form is accurate and complete.

Company: ABC Co., Ltd

Print Name: _____ Date: _____

Signature: _____

Appendix – Glossary

ABI: U.S. Customs’ “Automated Broker Interface” by which brokers file the importers’ entries electronically

Accessorial Charges: Charges that are applied to the base tariff rate or base contract rate, e.g. bunkers, container currency, destination/delivery.

Act of God: An act beyond human control, such as lightning, flood or earthquake.

Air Waybill (AWB): A bill of lading for air transport that serves as a receipt for the shipper, indicates that the carrier has accepted the goods listed, obligates the carrier to carry the consignment to the airport of destination according to specified conditions. It covers both domestic and international flights transporting goods to a specified destination.

All in (AI): All inclusive

All in rate: Freight rate which is inclusive of all surcharges and extras.

Arrival Notice: A notice from the delivering carrier to the Notify Party indicating the shipment's arrival date at a specific location (normally the destination).

ATD: Actual time of departure

Audit: In reference to freight bills, the term audit is used to determine the accuracy of freight bills.

Auditing: Determining the correct transportation charges due the carrier; auditing involves checking the freight bill for errors, correct rate, and weight.

Automated Manifest System (AMS): Electronic submission of cargo manifests in lieu of bulk paper manifests to expedite the clearance of cargo for the subsequent release of containers when imported to the U.S. Origin must input certain data elements into the U.S. Customs system such as description as a security measure.

Bill of Lading (BOL): A transportation document that is the contract of carriage containing the terms and conditions between the shipper and carrier.

Bill of Lading Number: The number assigned by the carrier to identify the bill of lading.

BOL: See *Bill of Lading (BOL)*.

Bunker (BAF): BAF is abbreviation for “Bunker Adjustment Factor.” Used to compensate steamship lines for fluctuating fuel costs. Sometimes called “Fuel Adjustment Factor” or “FAF.”

CAF: Abbreviation for “Currency Adjustment Factor.” A charge, expressed as a percentage of a base rate that is applied to compensate ocean carriers of currency fluctuations.

CBM: Abbreviation for cubic meter

CFS: See *Container Freight Station (CFS)*.

Claim: A demand made upon transportation line for payment on account of loss sustained through its alleged negligence.

Commercial Invoice: A document created by the seller. It is an official document which is used to indicate, among other things, the name and address of the buyer and seller, the product(s) being shipped, and their value for customs, insurance, or other purposes.

Concealed Damage: Damage that is not evident from viewing the unopened package.

Consignee: The party to whom goods are shipped and delivered. The receiver of a freight shipment.

Consignor: The party who originates a shipment of goods (shipper). The sender of a freight shipment, usually the seller.

Consolidation: Combining two or more shipments in order to realize lower transportation rates. Inbound consolidation from vendors is called make-bulk consolidation; outbound consolidation to customers is called break-bulk consolidation.

Consolidator's Bill of Lading: A bill of lading issued by a consolidator as a receipt for merchandise that will be grouped with cargo obtained from other shippers. See also House Air Waybill.

Container: A truck trailer body that can be detached from the chassis for loading into a vessel, a rail car or stacked in a container depot. A container may be 20 feet, 40 feet, 45 feet, 48 feet or 53 feet in length, 8'0" or 8'6" in width, and 8'6" or 9'6" in height

Container Freight Station (CFS): The location designated by carriers for receipt of cargo to be packed into containers/equipment by the carrier. At destination, CFS is the location designated by the carrier for unpacking of cargo from equipment/containers.

Container Freight Station to Container Freight Station (CFS/CFS): A type of steamship-line service in which cargo is transported between container freight stations, where containers may be stuffed, stripped, or consolidated. Usually used for less-than-container load shipments.

Containerization: A shipment method in which commodities are placed in containers, and after initial loading, the commodities, per se, are not rehandled in shipment until they are unloaded at the destination.

Container Yard (CY): The location designated by the carrier for receiving, assembling, holding, storing, and delivering containers, and where containers may be picked up by shippers or redelivered by consignees.

Container Yard to Container Yard (CY/CY): A type of steamship-line service in which freight is transported from origin container yard to destination container yard. Could be port to port or port to rail ramp.

Cubic Foot (CFT): 1,728 inches. A volume contained in a space measuring one foot high, one foot wide, and one foot long.

Customer: 1) In VMI, the trading partner or reseller, i.e., Wal-Mart, Safeway, or CVS. 2) In direct consumer, the end customer or user.

Customs: Government agency charged with enforcing the rules passed to protect the country's import and export revenues.

Customs Broker: A firm that represents importers/exporters in dealings with customs. Normally responsible for obtaining and submitting all documents for clearing merchandise through customs, arranging inland transport, and paying all charges related to these functions.

Customs Clearance: The act of obtaining permission to import merchandise from another country into the importing nation.

Customs House Broker: A business firm that oversees the movement of international shipments through Customs, and ensures that the documentation accompanying a shipment is complete and accurate.

Customs Invoice: A document that contains a declaration by the seller, the shipper, or the agent as to the value of the shipment.

CY/CY: See *Container Yard to Container Yard (CY/CY)*.

DDAP: Fellowes purchase orders refers to this date as Pick-up/Port Date.

Demurrage: The carrier charges and fees applied when rail freight cars and ships are retained beyond a specified loading or unloading time. *Also see: Detention, Express.*

Detention: The carrier charges and fees applied when rail freight cars and ships are retained beyond a specified loading or unloading time. *Also see: Demurrage, Express.*

Devanning: The unloading of cargo from a container or other piece of equipment. *See Stripping.*

DTHC: destination terminal handling charge. *See: Terminal Handling Charge.*

Diversion: A change made either to the route of a shipment in transit (reconsignment) of of the entire ship.

Drawback: A partial refund of an import fee. Refund usually results because goods are re-exported from the country that collected the fee.

EDI: Abbreviation for "Electronic Data Interface." Generic term for transmission of transactional data between computer systems. EDI is typically via a batched transmission, usually conforming to consistent standards

Entry: Customs documents required to clear an import shipment for entry into the general commerce of a country.

Equipment Interchange Receipt (EIR): A document transferring a container from one carrier to another, or to/from a terminal

ETA: The Estimated Time of Arrival.

ETD: *The Estimated Time of Departure.*

“Ex” – From: When used in pricing terms such as “Ex Factory” or “Ex Dock,” it signifies that the price quoted applies only at the point of origin indicated.

Exception: Notations made when the cargo is received at the carrier’s terminal or loaded aboard a vessel. They show any irregularities in packaging or actual or suspected damage to the cargo. Exceptions are then noted on the bill of lading.

Export: Shipment of goods to a foreign country.

Logistics’ provider’s Bill of Lading: *See Consolidator’s Bill of Lading.*

FCR: Abbreviation for "logistics’ provider’s cargo receipt."

F.D.A.: Food and Drug Administration

F.E.U.: Abbreviation for “forty foot equivalent units.” Refers to container size standard of forty feet. Two twenty foot containers or TEU’s equals one FEU.

FMC: Federal Maritime Commission. The U.S. regulatory body responsible for administering maritime affairs including tariff system, freight logistics’ provider licensing, enforcing the conditions of the Shipping Act and approving conference or other carrier agreements.

FOB (Free on Board): International Term of Sale that means the seller fulfills his/her obligation to deliver with the goods have passed over the ship’s rail at the named port of shipment. This means that the buyer has to bear all costs and risks to loss of or damage to the goods from that point. The FOB term requires the seller to clear the goods for export.

Force Majeure: The title of a common clause in contracts, exempting parties for non-fulfillment of their obligations as a result of conditions beyond their control, such as earthquakes, floods or war.

Logistics' provider's Cargo Receipt: Document issued by a freight logistics' provider or freight consolidator indicating goods have been received from the seller and are being held on behalf of the buyer. Goods are generally received in the seller's country and the logistics' provider/consolidator will arrange shipment to the buyer according to the buyer's instructions.

Freight: Refers to either the cargo carried or the charges assessed for carriage of the cargo.

Freight Bill: The carrier's invoice for payment of transport services rendered.

Freight Consolidation: The grouping of shipments to obtain reduced costs or improved utilization of the transportation function. Consolidation can occur by market area grouping, grouping according to scheduled deliveries, or using third party pooling services such as public warehouses and freight logistics' providers.

Freight Logistics' provider: An organization which provides logistics services as an intermediary between the shipper and the carrier, typically on international shipments. Freight logistics' providers provide the ability to respond quickly and efficiently to changing customer and consumer demands and international shipping (import/export) requirements.

Fuel surcharge: A fee added to an existing charge. For example, a freight company adds a fuel surcharge to cover a recent spike in the cost of gasoline and diesel fuel. A surcharge may be either a fixed amount per transaction or an amount calculated as a percentage of the charge.

Full Container load (FCL): A term used when goods occupy a whole container **Handling Costs:** The cost involved in moving, transferring, preparing, and otherwise handling inventory.

HAWB: See *House Air Waybill (HAWB)*.

House Air Waybill (HAWB): A bill of lading issued by a logistics' provider to a shipper as a receipt for goods that the logistics' provider will consolidate with cargo from other shippers for transport.

Import: To receive goods from a foreign country.

Importers Security Filing (ISF): 10+2 rule will require Importers of Record of ocean cargo, or their authorized agents, to supply U.S. Customs and Border Protection (CBP) with information 24 hours prior to vessel loading in the foreign port. The new filing requirement is aimed at preventing terrorist weapons from entering the United States.

Import license: A document required and issued by some national governments authorizing the importation of goods.

Incoterms: International terms of sale developed by the International Chamber of Commerce to define sellers' and buyers' responsibilities.

Inland Bill of Lading: The carriage contract used in transport from a shipping point overland to the exporter's international carrier location.

In/Out charge: warehouse handling charge that covers the ordinary labor involved in receiving goods at warehouse door, placing goods in storage (if applicable), and returning goods to warehouse door.

Intermodal: Movement of goods by more than one mode of transport, i.e. airplane, truck, railroad and ship.

Invoice: An itemized list of goods shipped to a buyer, stating quantities, prices, shipping charges, etc.

Less than Container Load (LCL): For use with smaller shipments, boxes, crates etc. The shipment is then delivered to a logistics' provider's or shipping line's consolidation point to be shipped on a specific vessel.

Marine Insurance: Broadly, insurance covering loss or damage of goods at sea. Marine insurance typically compensates the owner of merchandise for losses sustained by fire, shipwreck, etc. but excludes loss that can be recovered from the carrier.

Master Air Waybill (MAWB): The bill of lading issued by air carriers to their customers

MAWB: See *Master Air Waybill*.

Milk-Run Container (M/R): Milk-Runs help optimize transportation by allowing Fellowes to use only Fellowes product to load in an ocean container. The ocean container is brought from supplier to supplier and product loaded directly into the container by each supplier rather than brought to a central CFS for loading. This allows for more cost efficient shipping and container load schedules are planned around proximity to each supplier. A tally man accompanies each load to ensure the correct total carton count is loaded at each supplier's location.

MR/CY: Indicates Milk-Run/CY container in tracking locations and indicates it is an ocean container loaded with only Fellowes product from multiple suppliers for delivery to a Fellowes location.

Ocean Bill of Lading: The bill of lading issued by the ocean carrier to its customer.

Origin: The place where a shipment begins its movement.

Packing List: A document containing information about the location of each Product ID in each package. It allows the recipient to quickly find the item he or she is looking for without a broad search of all packages. It also confirms the actual shipment of goods on a line item basis.

Pick-up/Port Date: previously referred to on Fellowes purchase orders as DDAP.

Pier Pass surcharge: Fee charged for loaded ocean containers moving through the Ports of Long Beach and Los Angeles during peak operating hours. This is an incentive to move shipments at nights and on weekends when there is no Pier Pass fee.

Port of Discharge: Port where vessel is off loaded.

Port of Entry: A port at which foreign goods are admitted into the receiving country.

Port of Loading: Port where cargo is loaded aboard the vessel.

Proforma Invoice: An invoice provided by a supplier prior to the shipment of merchandise, informing the buyer of the kinds and quantities of goods to be sent, their value, and specifications (weight, size, etc.)

Proof of delivery (POD): a cargo/package receipt with the signature of recipient. This term has been widely used in courier and express industry and also gaining more attention and implementation at air cargo industry.

Quotation: An offer to sell goods at a stated price and under stated terms.

Routing or Routing Guide: (1) Process of determining how shipment will move between origin and destination. Routing information includes designation of carrier(s) involved, actual route of carrier, and estimate time en route. (2) Right of shipper to determine carriers, routes, and points for transfer shipments. (3) In manufacturing, this is the document which defines a process of steps used to manufacture and/or assemble a product.

Seal: Metal strip and lead fastener used for locking freight car or truck doors. Seals are numbered for record purposes.

Shipper: The party that tenders goods for transportation.

Supplier:

- 1) A provider of goods or services. *Also see: Vendor.*
- 2) A seller with whom the buyer does business, as opposed to vendor, which is a generic term referring to all sellers in the marketplace.

Tally Man: one who travels with containers being loaded for consolidation and tallies, checks, or keeps an account or record (as of receipt of goods).

Terminal Handling Charge (THC): Terminal Handling Charge. A charge assessed by the terminal for handling FCLs at ocean terminals.

T.E.U.: Abbreviation for “twenty foot equivalent units.” Refers to container size standard of twenty feet. Two twenty foot containers or TEU’s equals one FEU.



Global Logistics Routing Guide

5. Supplier Acknowledgement of Fellowes Global Logistics Routing Guide

By signing below, supplier acknowledges that they have carefully read, understood, and agreed to the guidelines established within the Global Logistics Routing Guide. In addition, the supplier confirms that the guidelines set forth in this routing guide have been reviewed with everyone who may be involved in the fulfillment of the requirements. Supplier agrees to comply with these guidelines. If there is supplier non-compliance, Supplier fully acknowledges that non-compliance with these guidelines may result in additional costs to the supplier.

第五部分：范罗士全球指南的供应商回执

如供应商承诺已经仔细阅读，完全理解并同意列在全球物流指南内的各项准则，请在下方签名。除此之外，供应商需确认内部所有相关人员都仔细阅读了准则的各项细则。供应商同意按要求执行。如果有供应商不符合该准则，可能会导致有额外的费用产生。

Supplier Name

Supplier Representative Name (English)

Title

Supplier Representative Signature

Date

Chop (Asian Suppliers Only):