

International Supplier Routing Guide

Version5

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Invacare International Supplier Routing Guide

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1. Routing Guidelines

The following guidelines are for shipments where a mode of transport has not been designated. Any exceptions must be discussed with your Invacare Purchasing contact.

Greater of Actual or Chargeable Weight	International Service (Except Canada/Mexico)
<75 Kgs/165 Lbs	Air Parcel (FedEx is our preferred carrier) International Economy
> 75 Kgs/165 Lbs	Freight Forwarder – Air Freight
1 – 15 CBM (even if weight is 165 pounds or less)	Ocean (LCL unless greater than 15 CBM)
>15 CBM	Ocean container (20, 40 or 40 HC – dependent on actual volume)

** Chargeable Weight – international shipments are charged based on their actual weight (high density goods) or based on the space the shipment takes up on their designated mode of transport. Below is guidance on how to calculate chargeable weight in kilograms as this is required to be factored into the calculation in determining the most economical means of transport. Note – Some carriers will have variations to the below formulas.

Mode of Transport	Chargeable Weight* Calculation
Intl Parcel	L x W x H (in CM) Divided by 6,000 for kilos or multiply L x @ x H (in IN) and divide by 366 for pounds
Intl Air (non-parcel)	L x W x H (in CM Divided by 6000 (7000 if origin is Asia) for kilos multiply L x @ x H (in IN) and divide by 427 for pounds
Ocean LCL/FCL	Based on Metric Tons or Cubic Meters, whichever is greater. CBM is calculated by taking the L x W x H in CM and dividing by 1,000,000.

2. Routing Requirements – Parcel (1-75 Kgs)

Our preferred carrier is FedEx. For shipments moving via parcel, your Invacare Purchasing contact will provide you with the correct account number to invoice freight/duties and taxes.

3. Routing Requirements – Heavy Weight Air (75 Kgs)

Your Invacare Purchasing Contact will advise who to use when an air shipment (other than parcel) is required.

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4. Routing of Less than Container (LCL) Container

Less than container shipments **must be tendered to the carrier on skids. Loose cargo is not acceptable.**

Less than Container (LCL) shipments destined to an Invacare facility in the United States, Canada or Mexico are to be routed as follows:

Origin Shipping Port	Dest (State)	Carrier	Local Freight Forwarder Contact		
			Name	E-Mail	Phone
Dalian, CN	California, Florida, Ohio, Texas	UWL	Yang	dlc.line@worldwide-logistics.cn	0411-83713605
Fuzhou, CN	California, Florida, Ohio, Texas	UWL	Jessica Zhong	foc.bd@worldwide-logistics.cn	(86-591)-28089115
Guangzhou, CN	California, Florida, Ohio, Texas	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217
Haiphong, VN	California, Florida, Ohio, Texas	UWL	Sherry Tang	sha.obdna1@worldwide-logistics.cn	(86-21)61322438
Hong Kong, CN	California, Florida, Ohio, Texas	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217
Huangpu, CN	California, Florida, Ohio, Texas	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217
Jiangmen, CN	California, Florida, Ohio, Texas	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217
Suzhou, CN	California, Florida, Ohio, Texas	UWL	Song Jian	nkg.obd7@worldwide-logistics.cn	(86-25)86986922
Kaohsiung, TW	California, Florida, Ohio, Texas	UWL	Mickey Lee	tpe.line@worldwide-logistics.cn	(886-2)25933803
Keelung, TW	California, Florida, Ohio, Texas	UWL	Mickey Lee	tpe.line@worldwide-logistics.cn	(886-2)25933803
Ningbo, CN	California, Florida, Ohio, Texas	UWL	Alice Hu	ngb.obd14@worldwide-logistics.cn	(86-574)-27728928
Qingdao, CN	California, Florida, Ohio, Texas	UWL	Harvey Huang	tao.mqrnam@worldwide-logistics.cn	(86-532)81977101-626
	California, Florida, Ohio, Texas	UWL	Kitty Ji	tao.obdnam@worldwide-logistics.cn	(86-532)87073426
Shanghai, CN	California, Florida, Ohio, Texas	UWL	Sherry Tang	sha.obdna1@worldwide-logistics.cn	(86-21)61322438
	California, Florida, Ohio, Texas	UWL	Eileen Li	sha.obd34@worldwide-logistics.cn	(86-21)-61327325
Xiamen, CN	California, Florida, Ohio, Texas	UWL	James Zhan	xmn.jameszhan@worldwide-logistics.cn	(86-592)5685332
	California, Florida, Ohio, Texas	UWL	Judy Zhang	xmn.obdna@worldwide-logistics.cn	(86-592)5685113
Yantian, CN	California, Florida, Ohio, Texas	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217

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5. Routing of Full Container shipments destined to an Invacare facility in the United States, Canada or Mexico are to be routed as follows:

Origin Shipping Port	Destination State	Carrier	Local Contact	Email	Phone
Suzhou, CN	Ohio	Expeditors		Eric.Shi@expeditors.com ; Robin.Chen@expeditors.com	
Hong Kong	Ohio	Expeditors			
Jiangmen, CN	Ohio	Expeditors			
Keelung, TW	Florida, Ohio	Expeditors		Ivy.Huang@expeditors.com ; Joan.Chein@expeditors.com	
Qingdao, CN	Florida, Texas	Expeditors		Elly.Huang@expeditors.com ; Helen.Dong@expeditors.com	
Origin Shipping Port	Destination State	Freight Forwarder	Local Contact	Email	Phone
Haiphong, VN	California, Ohio	UWL	Sherry Tang	sha.obdna1@worldwide-logistics.cn	(86-21)61322438
Fuzhou, CN	Ohio	UWL	Jessica Zhong	foc.bd@worldwide-logistics.cn	(86-591)-28089115
Hong Kong, CN	Florida	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217
Huangpu, CN	Ohio	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217
Jiangmen, CN	Ohio	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217
Ningbo, CN	Florida, Ohio, Texas	UWL	Alice Hu	ngb.obd14@worldwide-logistics.cn	(86-574)-27728928
Shanghai, CN	California, Florida, Ohio, Texas	UWL	Sherry Tang	sha.obdna1@worldwide-logistics.cn	(86-21)61322438
			Eileen Li	sha.obd34@worldwide-logistics.cn	(86-21)-61327325
Xiamen, CN	California, Florida, Ohio, Texas	UWL	Sherry Tang	sha.obdna1@worldwide-logistics.cn	(86-21)61322438
			Eileen Li	sha.obd34@worldwide-logistics.cn	(86-21)-61327325
Yantian, CN	Florida, Ohio, Texas	UWL	Eddy Yang	szn.eddyyang@worldwide-logistics.cn	(86-755)88691217

6. Booking Requirements

All shipments must be booked before they can be scheduled for shipment and must be booked 14 days prior to expected shipment date. This allows our carriers to plan space to ensure smooth movement of cargo, as well as consolidation of LCL or possibly other 20-foot shipments.

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If you are booking LCL you need to indicate if shipment is “Urgent LCL shipment- CA” or standard LCL. Your Invacare contact will advise of any shipments requiring Urgent LCL shipment-CA prior to shipment.

6a. Importer Security Filing (ISF) Requirements (Ocean Shipments ONLY)

Cargo moving via ocean freight to the United States are required to transmit certain information to U.S. Customs and Border Protection (CBP) about the product they are transporting prior to loading that cargo at the origin port of departure. Note that ISF is **not required** for AIR SHIPMENTS. Invacare requires your company to provide our designated freight forwarder listed on the origin above with information below at time of booking any ocean shipment. The forwarder file the ISF once received.

1. Manufacturer Name & Address
2. Container Stuffing Locations
3. Seller Name & Address
4. Consolidator Name & Address
5. Buyer Name & Address
6. Ship to Name & Address
7. Importer of Record
8. Consignee Number
9. Country of Origin
10. Commodity Harmonized Tariff Schedule Number (6 or 10 digits)

6.b Additional documents required at time of booking:

Invacare requires the following documents be provided to our forwarder prior to shipment pickup:

A **Commercial invoice** that must include all the following:

1. Date of Invoice
2. Country of origin (Manufacture) of each item
3. Applicable Harmonized Tariff Number
4. Sold to as well as ship to party (PO Boxes are not acceptable). Abbreviations to names (e.g. IVC for Invacare) are not accepted.
5. Invacare Contact Name
6. Invacare part number shipped quantity and unit(s) of measure.
7. Invacare Purchase Order Number
8. Price actually paid or payable by item, quantity, extended value, and currency used. Adjustments to the price paid or payable should be included (e.g. Customs assist, royalty, commission, etc.).
9. Product description (in English)
10. Name and address of seller
11. Appropriate Incoterms the shipment is moving under
 - a. Our standard terms are “FOB” (Origin)
 - b. If terms are a C or D term freight charges must be listed as a separate line item on the invoice.
12. Freight charges must be listed on the invoice if shipment terms are anything other than EXW or FOB Incoterm term.

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13. Samples, prototypes or other importations that are not imported for consumption must be indicated as such on the commercial invoice with an actual value. No Charge or \$1.00 value declared for Customs purposes is not acceptable.
14. Invoice Number
15. Manufacturers' name and address
 - a. Establishment Name
 - b. FDA Establishment Registration number (if applicable, if not show FDA Registration N/A)
 - c. Medical Device listing number (if applicable, if not show Device Listing N/A)
 - d. 510(k) number (if applicable, if not show 510(k) N/A)
16. Shipping Mode (Air, Ocean, or Ground)

A **Packing List** that must contain the following details (where applicable):

1. Net weight of each Item
2. Number of Cartons
3. Net, Tare and Gross Weight as well as dimensions of each shipped unit (Box, Pallet, etc.)
4. Item number and quantity packed into each carton
5. Container Number, Seal Number and Container Type (20 foot/ 40 foot /40-foot-High Cube/45 foot)

7. Issuance of Express Bill of Lading vs. Original

Invacare does not require Original ocean bills of lading. Please ensure that you request either Express or Seaway bill of ladings. Issuing Original ocean bills of lading normally hold up the shipment at destination pending receiving and endorsing for the carrier.

8. Free Trade Program Certificates

If your product qualifies for a Free Trade program (e.g. USMCA, US Korea, etc.) either a valid certificate must accompany your document package at time of shipment, or you can send or a blanket certificate valid for up to 1 year to USImport@Invacare.com.

9. ISPM-15 Packaging and Marking Requirements

Any shipment containing certain wood packaging must meet the standards of ISPM-15 and the wood must be marked according to these regulations. Details can be found at https://www.ippc.int/static/media/files/publication/en/2018/06/ISPM_15_2018_En_WoodPackaging_2018-05-16_PostCPM13_Rev_Annex1and2_gUhtMXs.pdf

Each individual shipping unit (e.g., carton, pallet, etc.) must be labeled with the Model #, SKU #, Serial Number, and Number of pieces (qty in carton).

Each item (not package) must be individually marked with the Country of origin (manufacture).

10. Failure to Comply

Failure to comply with these instructions will result in back charges for any additional expenses incurred

11. Questions or concerns

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You may contact your established Purchasing contact or email USImport@Invacare.com with any questions or concerns you have relating to these instructions.

Change Record		
V1	3/31/20	New
V2	4/2/20	Updated to include Urgent LCL Booking Requirement Added Suzhou origin
V3	5/12/20	Updated LCL Origin Jiangsu to Suzhou. Added Carrier for Yantian to OHIO FCL and Carrier for Hong Kong to Ohio
V4	6-8-2020	Updated LCL requirements to place loose cartons on a pallet. Included routing from Jiangmen to Ohio Routing.
V5	Pending	Updated FCL Routing from Fuzhou, Ningbo, Shanghai, Xiamen and Yantian. Changes to formatting.

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