



**INBOUND ONLY**  
**International Origin to DJO, LLC**  
**Destination: DJO c/o XPO (Dallas Fort Worth)**  
**Cargo Type: Ocean, Air, Parcel**  
**Effective Date: July 9, 2018**

These routing services are the standing shippers letter of instruction. Exceptions to this routing order must be approved in writing by the one of the designated contacts of the shipper or importer.

Consignee	Ocean - Primary	Ocean - Secondary	Heavy Airfreight - Primary	Heavy Airfreight - Secondary	Small Parcel
<b>Importer of Record</b>	DJO, LLC 1430 Decision Street Vista, CA 92081	DJO, LLC 1430 Decision Street Vista, CA 92081	DJO, LLC 1430 Decision Street Vista, CA 92081	DJO, LLC 1430 Decision Street Vista, CA 92081	DJO, LLC 1430 Decision Street Vista, CA 92081
<b>Ship To, Consignee, Place of Delivery</b>	DJO c/o XPO 3300 Eagle Parkway Fort Worth, TX 76177	DJO c/o XPO 3300 Eagle Parkway Fort Worth, TX 76177	DJO c/o XPO 3300 Eagle Parkway Fort Worth, TX 76177	DJO c/o XPO 3300 Eagle Parkway Fort Worth, TX 76177	DJO c/o XPO 3300 Eagle Parkway Fort Worth, TX 76177
<b>Receiving Hours</b>	<b>Inbound deliveries will be accepted 5:30AM CT to 10:30PM CT Mon – Sat by EMAIL appointment only. See XPO contacts below.</b>				
<b>Delivery Instructions</b>	Deliveries to 3300 Eagle Parkway will be handled on the Southeast side of the building unless otherwise notified. Entry into the DJO/XPO yard must occur at the Southeast side of the building which is the single entry point to the yard. There will not be access to the yard from the Southwest side of the yard. Specific door numbers will be provided when the appointment is scheduled via Email. Provide details on load when requesting appointment: Pallet count or floor load dimensions and trailer size/type.				
<b>Carrier</b>	Kuehne + Nagel Inc. 2660 Sarnen St, Suite 100 San Diego, CA 92154 See contacts below	TBD	TBD	Fedex Trade Networks  See contacts below	UPS International 10400 Spectrum Irvine, CA 92618 scscustomerservice@UPS.com 800-443-6379
<b>Notify Party</b>	Kuehne + Nagel Inc. 2660 Sarnen St, Suite 100 San Diego, CA 92154 See contacts below	TBD	TBD	Kuehne + Nagel Inc. 2660 Sarnen St, Suite 100 San Diego, CA 92154 See contacts below	UPS International 10400 Spectrum Irvine, CA 92618 scscustomerservice@UPS.com 800-443-6379
<b>Customs Broker</b>	Kuehne + Nagel Inc. 2660 Sarnen St, Suite 100 San Diego, CA 92154 See contacts below	TBD	TBD	Kuehne + Nagel Inc. 2660 Sarnen St, Suite 100 San Diego, CA 92154 See contacts below	UPS International 10400 Spectrum Irvine, CA 92618 scscustomerservice@UPS.com 800-443-6380

**ROUTING AND INCOTERMS**

**Standard transit versus Expedited transit** \*Expedited shipment requests must be approved per DJO. Please chose the Mode of Transport per direction of the Purchase Order and Buyer. Air shipments must be pre-approved by authorized DJO employee. Dimensions and weights are required prior to approval. Provide date freight is available for pickup.

**Inco Terms** Inco terms pertain to freight routing and cost allocation only. They do not represent DJO's agreement to payment terms or transfer of title. Consult your DJO purchasing

**CONTACTS (Primary contacts in bold)**

Function	Name	Title	Phone	Hours	E-Mail
DJO Imports	<b>Trade Compliance</b>	<b>Import Team</b>	<b>664.627.1300 X6540</b>	<b>8am-5pm PST</b>	<a href="mailto:DJOTradeCompliance@djoglobal.com">DJOTradeCompliance@djoglobal.com</a>
DJO Transportation	<b>Claudia Pinto</b>	<b>Global Shipping Team</b>	<b>760.734.3128</b>	<b>8am-5pm PST</b>	<a href="mailto:Global.Shippingsupport@djoglobal.com">Global.Shippingsupport@djoglobal.com</a>
DJO Transportation Escalation	Christina Huelsman	Logistics Analyst	760.734.4706	6 am - 2:30 PST	<a href="mailto:Christina.Huelsman@djoglobal.com">Christina.Huelsman@djoglobal.com</a>
XPO Logistics	<b>Jeremy Machal</b>	<b>Operations Manager</b>	<b>emergency cell 682.276.4106</b>		<a href="mailto:Jeremy.Machal@xpo.com">Jeremy.Machal@xpo.com</a>
XPO Logistics Escalation	Steven Kemp	General Manager	emergency cell 3682.277.7282		<a href="mailto:Steven.Kemp@xpo.com">Steven.Kemp@xpo.com</a>
<b>KN- Kuehne &amp; Nagel San Diego Customs Brokerage</b>		<b>Customs Broker</b>	<b>619.560.5065</b>	<b>8am-5pm PST</b>	<a href="mailto:san.brokerage@kuehne-nagel.com">san.brokerage@kuehne-nagel.com</a>
<b>KN- Ocean</b>	<b>Jelena Jeremic Simic</b>	<b>Sea Freight Import Coordinator</b>	<b>619.560.5069</b>	<b>8:am-4:30pm PST</b>	<a href="mailto:External.Jelena.Jeremic.Simic@Kuehne-Nagel.com">External.Jelena.Jeremic.Simic@Kuehne-Nagel.com</a>
KN- Ocean	Olesia Litvin	Sea Freight Import Coordinator	619.560.5071	8:30am-5pm PST	<a href="mailto:Olesia.Litvin@Kuehne-Nagel.com">Olesia.Litvin@Kuehne-Nagel.com</a>
KN- Ocean	Bahar Tuysuzoglu	Sea Freight Import Coordinator/ Escalation	619.272.4070	8:30 am-5:30pm PST	<a href="mailto:Bahar.Tuysuzoglu@Kuehne-Nagel.com">Bahar.Tuysuzoglu@Kuehne-Nagel.com</a>
KN- Ocean	Jerry Palacios	Ocean Supervisor	619.560.5063	8am-5pm PST	<a href="mailto:Gerardo.Palacios@Kuehne-Nagel.com">Gerardo.Palacios@Kuehne-Nagel.com</a>
<b>FTN (FedEx Trade Networks)</b>	<b>Ryan Caringal</b>	<b>DJO - FTN Customer Service Rep.</b>	<b>844.445.4771 x 6014</b>	<b>7am-6pm PST</b>	<a href="mailto:LAX_CustomerService@ftn.fedex.com">LAX_CustomerService@ftn.fedex.com</a>
<b>FTN (FedEx Trade Networks)</b>	<b>Rene Viscarra</b>	<b>Sr. Account Executive</b>	<b>619.433.2486</b>	<b>8am-5pm PST</b>	<a href="mailto:Rene.vizcarra@fedex.com">Rene.vizcarra@fedex.com</a>
<b>FTN (FedEx Trade Networks)</b>	<b>Tammy Albrecht</b>	<b>Air Imports Dallas Region</b>	<b>469.645.6334</b>	<b>8am-5pm CST</b>	<a href="mailto:tammy.albrecht@fedex.com">tammy.albrecht@fedex.com</a> <a href="mailto:DFW_Air_Imp@ftn.fedex.com">DFW_Air_Imp@ftn.fedex.com</a>
FTN (FedEx Trade Networks)	Ilona Triplett	Manager, Air Imports Dallas Region	469.645.6334 x 6337 mobile 214.709.8263	8am - 5pm CST	<a href="mailto:Ilona.Triplett@fedex.com">Ilona.Triplett@fedex.com</a>
<b>UPS Small Parcel</b>		<b>UPS account customer service</b>	<b>800.877.1497</b>	<b>Email support: M-F 7am - 9:30pm EST Phone support: M-F 7am - midnight EST Saturday 7:30am-6pm EST</b>	<a href="mailto:DJO@UPS.com">DJO@UPS.com</a>
UPS Small Parcel	Mike Lang	UPS Enterprise Account Executive	949.230.6996		<a href="mailto:MSLang@UPS.com">MSLang@UPS.com</a>
UPS Small Parcel	Vic Carsey	UPS Enterprise Accounts Director	801.201.4603		<a href="mailto:Vcarsey@UPS.com">Vcarsey@UPS.com</a>
<b>UPS Brokerage</b>	<b>Jamie Stevens</b>	<b>UPS Brokerage Supervisor</b>	<b>502.485.2682</b>		<a href="mailto:jamiestevens@ups.com">jamiestevens@ups.com</a>

A directory of all Kuehne and Nagel offices can be found at: <http://www.kn-portal.com/locations/>

**ORIGIN INSTRUCTIONS**

**Bolt Seal** Shipper is required to affix a bolt seal to all FCL shipments. The seal must be ISO 17712.2 standard. The seal should not bear the logos or name of DJO or the vendor.

	Ocean Cargo must be booked 14 days in advance of the desired ship date. Air cargo should be booked 3 days in advance of desired ship date.	
<b>Booking</b>	<p>Provide upon booking:</p> <ol style="list-style-type: none"> <li>1) PO Number</li> <li>2) Shipment Mode (ocean, air)</li> <li>3) Number of pallets and cartons</li> <li>4) Pallet and carton dimensions and weight</li> </ol>	<ol style="list-style-type: none"> <li>5) Total CBM for FCL or LCL</li> <li>6) Date shipment will be delivered to forwarder (air or LCL)</li> <li>7) Date container will be loaded (supplier loaded FCL)</li> <li>8) Bolt Seal number for supplier loaded container</li> <li>9) Contact name, phone number and email address for shipping location</li> </ol>
<b>FCL vs. LCL</b>	If the total CBM of an LCL shipment is assessed a freight rate equal to or higher than FCL rate, the shipment will move FCL. The forwarder will advise the vendor and arrange delivery	
<b>Airfreight versus Small Parcel</b>	Do not ship small parcel if cartons are over 150 lbs. per package. Heavy Air Freight to be used for all palletized Air shipments, <b>NOT</b> UPS or FEDEX FREIGHT. If you have questions if load should be routed for Heavy Air vs. Small Parcel reach out to your buyer with full and weights and dimensions for confirmation.	
<b>Document Turnover</b>	Air: Documents should be delivered with cargo to forwarder.	
<b>Pre-Alert</b>	Forwarder will e-mail copy of invoice and pack list, ETA and BL to "Import Contacts" <b>and to DJOTradeCompliance@DJOGlobal.com</b>	
<b>Express Bill of Lading Required</b>	All shipments are express bill of lading. The forwarder will not process any shipment via documentary collection unless previously approved by DJO. Original bill of lading will not be provided to the shipper. Shippers will accept FCR as proof of delivery to the forwarder.	
<b>Cargo Insurance</b>	Cargo insurance is not required for the forwarder or customs broker. DJO maintains its own global cargo insurance policy. Value for insurance should not be declared on bills of	
<b>Invoice Requirements</b>	<p><b>All invoices must include:</b></p> <ol style="list-style-type: none"> <li>1) Manufacturer Name and Address</li> <li>2) Seller Name and Address (if different than manufacturer)</li> <li>3) IOR Name and Address</li> <li>4) PO Number(s)</li> <li>5) Part Number and Detailed Description</li> <li>7) US HTS Number(s)</li> <li>8) Part Number Quantity</li> </ol>	<ol style="list-style-type: none"> <li>9) Unit price of part number and Extended Total</li> <li>10) Currency Type</li> <li>11) Country of origin. If different for various parts, the country of origin must be noted on each invoice line.</li> <li>12) Seal numbers for the full container.</li> <li>13) Additional FDA Requirements: <ol style="list-style-type: none"> <li>i. Foreign Establishment Registration Number</li> <li>ii. Product Code</li> <li>iii. Brand Name</li> <li>iv. Device Listing Number</li> <li>v. 510(K) Number (if applicable)</li> </ol> </li> </ol>
<b>Packing List Requirements</b>	<p>All pack lists must include:</p> <ol style="list-style-type: none"> <li>1) Manufacturer Name and Address</li> <li>2) Seller Name and Address (if different than manufacturer)</li> <li>3) IOR Name and Address</li> </ol>	<ol style="list-style-type: none"> <li>4) PO Number(s)</li> <li>5) Number of cartons, part number, quantity and PO Number</li> <li>6) Weight and dimensions</li> </ol>

Revised:

12-Jul-18