
 International Origin to DJO, LLC Destination: Indianapolis, IN (US) Cargo Type: Ocean, Air, Parcel, Ground Effective Date: May 10, 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 - FCL	Ocean - LCL	Heavy Airfreight	Small Parcel	Ground (from Canada)
Importer of Record	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
Ship To	DJO, LLC 790 COLUMBIA RD. PLAINFIELD IN 46168	DJO, LLC 790 COLUMBIA RD. PLAINFIELD IN 46168	DJO, LLC 790 COLUMBIA RD. PLAINFIELD IN 46168	DJO, LLC 790 COLUMBIA RD. PLAINFIELD IN 46168	DJO, LLC 790 COLUMBIA RD. PLAINFIELD IN 46168
Notify Party	Kuehne + Nagel Inc. 2660 Sarnen St, ste. 100 San Diego, CA 92154 See contacts below	Kuehne + Nagel Inc. 2660 Sarnen St, ste. 100 San Diego, CA 92154 See contacts below	Kuehne + Nagel Inc. 2660 Sarnen St, ste. 100 San Diego, CA 92154 See contacts below	UPS International 10400 Spectrum Irvine, CA 92618 scscustomerservice@UPS.com	UPS International 10400 Spectrum Irvine, CA 92618 scscustomerservice@UPS.com
Customs Broker	Kuehne + Nagel Inc. 2660 Sarnen St, ste. 100 San Diego, CA 92154 See contacts below	Kuehne + Nagel Inc. 2660 Sarnen St, ste. 100 San Diego, CA 92154 See contacts below	Kuehne + Nagel Inc. 2660 Sarnen St, ste. 100 San Diego, CA 92154 See contacts below	UPS International 10400 Spectrum Irvine, CA 92618 scscustomerservice@UPS.com	UPS International 10400 Spectrum Irvine, CA 92618 scscustomerservice@UPS.com
Importer Contact	See "Import Contacts" section below.	See "Import Contacts" section below.	See "Import Contacts" section below.	See "Import Contacts" section below.	See "Import Contacts" section below.
ROUTING AND INCOTERMS					
Origin Location	All Origins	All Origins	All Origins	All Origins	Canada
Place of Delivery	Plainfield	Plainfield	Plainfield	Plainfield	Plainfield
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 representative regarding payment terms and title.				
Carrier	Kuehne and Nagel	Kuehne and Nagel	Fedex Trade Networks	UPS	UPS
	A directory of all Kuehne and Nagel offices can be found at: http://www.kn-portal.com/locations/ A directory of all FTN offices can be found at http://ftn.fedex.com/us/services/transportation/airfreightforwarding.shtml				
ORIGIN INSTRUCTIONS					
Pre-Paid Shipments	All prepaid shipments must ship via the designated broker in this routing order, who bill the supplier directly. Suppliers may not choose their own broker. The broker will apply the DJO rate schedule to prepaid shipments.				
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.				
Booking	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. <u>The following information will be provided upon booking:</u> 1) PO Number 2) Shipment Mode (ocean, air, ground from Canada) 3) Number of pallets and/or cartons 4) Pallet and/or carton dimensions and weight 5) Total CBM for FCL or LCL 6) Date shipment will be delivered to forwarder (air or LCL) 7) Date container will be loaded (supplier loaded FCL) 8) Bolt Seal number for supplier loaded container				
FCL vs. LCL	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 of an empty container if necessary; or load the shipment into a container at the forwarders premises.				
Document Turnover	Air: Documents should be delivered with cargo to forwarder. Ocean: Documents should be delivered to forwarder within 72 hours of sailing.				
Pre-Alert	Forwarder will e-mail copy of invoice and pack list, ETA and BL to "Import Contacts" below.				
Express Bill of Lading Required	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.				
Cargo Insurance	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 lading.				

Invoice Requirements	All invoices must include: 1) Manufacturer Name and Address 2) Seller Name and Address (if different than manufacturer) 3) IOR Name and Address 4) PO Number(s) 5) Part Number and Detailed Description 7) US HTS Number(s) 8) Part Number Quantity 9) Unit price of part number and Extended Total 10) Currency Type 11) Country of origin. If different for various parts, the country of origin must be noted on each invoice line. 12) Seal numbers for the full container. 13) Additional FDA Requirements: i. Foreign Establishment Registration Number ii. Product Code iii. Brand Name iv. Device Listing Number v. 510(K) Number (if applicable)				
Packing List Requirements	All pack lists must include: 1) Manufacturer Name and Address 2) Seller Name and Address (if different than manufacturer) 3) IOR Name and Address 4) PO Number(s) 5) Number of cartons, part number, quantity and PO Number 6) Weight and dimensions				
DESTINATION INSTRUCTIONS					
US Clearance	Remote location filing is used for US Customs entries.				
Receiving Hours	Receiving between 7 am and 5:00 pm Mon - Fri. Saturdays as approved				
CONTACTS					
*Expedited shipment requests must be approved per DJO.					
Function	Name	Title	Phone	Hours	E-Mail
Material Planner	Laura Cenova	Sr. Buyer/Planner	317-512-8418	8am-5pm PST	laura.cenova@DJOglobal.com
DJO Imports	Trade Compliance	Import Team	664.627.1300 X6540	8am-5pm PST	DJOTradeCompliance@djoglobal.com
DJO Transportation	Claudia Pinto/Christina Huelsman	Global Shipping Team	+1 760.734.3128	8am-5pm PST	Global.Shippingsupport@djoglobal.com
Sourcing	Dea Lucas	Sr. Strategic Sourcing Manager	+1 760.734.3147	8am-5pm PST	dealee.lucas@djoglobal.com
KN- Kuehne & Nagel San Diego Customs Brokerage	Marisol Espinosa	Customs Broker	+1 619.5605065	8am-5pm PST	san.brokerage@kuehne-nagel.com
KN- Ocean	Jerry	Ocean Supervisor	+1 619.560.5063	8am-5pm PST	Gerardo.Palacios@Kuehne-Nagel.com
KN - Ocean	Azin	Ocean Lead, Primary Contact	+1 619.560.5070	8am-5pm PST	Azin.Fathian@Kuehne-Nagel.com
FTN	Rene Viscarra	Intl Acct Mgr	o 1-619-671-7050 c 619-433-2486	8am-5pm PST	LAX_CustomerService@ftn.fedex.com
UPS Small Parcel	Mike Lang, local SD rep Vic Carsey- National Acct Mgr	UPS account customer service:1-800-877-1497	<ul style="list-style-type: none"> • Mike Lang UPS Enterprise Account Executive: 949-230-6996 • Vic Carsey UPS Enterprise Accounts Director: 801 201 4603 	Mon-Fri email support 7am-9:30PM EST at djo@ups.com Phone support 7am-midnight EST at 800-877-1497 Saturday phone support only 7:30am-6pm EST	DJO@UPS.com

Revised:

10-May-18

		Routing Instructions US Origins to DJO-Indy Effective Date: May 10, 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.								
Destination	Delivery Address	Commodity	Origin	Weight (Pounds)	Carrier	Mode	Carrier Contact	Terms
PLAINFIELD	DJO, LLC 790 COLUMBIA RD. PLAINFIELD IN 46168	All commodities	All states in the US	0-150 lbs per package	UPS Small Parcel	Ground <i>*Any early AM or express critical services must be approved by DJO</i>	djo@UPS.com	Third Party Billing DJO LLC 1430 Decision St. Vista CA 92081 For DJO Account#, please email Global.Shippingsupport@djoglobal.com
PLAINFIELD	DJO, LLC 790 COLUMBIA RD. PLAINFIELD IN 46168	All commodities	All states in the US and Canada	> 150 lbs on Pallet(s)	Echo Global Logistics	LTL, Partial TL, Full TL	Utilize Echo Trak Vendor Portal: https://www.echotrak.com/ For access, please contact Echo: Phone: 312-784-6853 Email Address: djoglobal@echo.com	Inbound Bill of Lading must be issued by Echo. Billing is through Echo Global Logistics.
Packing List	A copy of the pack list must be securely attached to the outside of the box.							
Reference	Put the DJO PO in the Reference 1 section of the Fedex for small parcel shipments and for LTL, include the PO in the Carrier BOL							
Prepaid Shipments	Suppliers must use carriers designated in this routing order when DJO is responsible for freight per agreement.							
Receiving Hours	7AM to 5:00PM, Monday through Friday. Saturdays as approved							
Contacts								
*Expedited shipment requests must be approved per DJO.								
DJO Transportation	Claudia Pinto/Christina Huelsman				General questions	760.734.3128	Global.Shippingsupport@djoglobal.com	
Sourcing	Dea Lucas				Sr. Strategic Sourcing Manager	760.734.3147	dealee.lucas@djoglobal.com	
UPS Small Parcel	Mon-Fri email support 7am-9:30PM EST at djo@ups.com Phone support 7am-midnight EST at 800-877-1497				General questions	800-877-1497	• Mike Lang UPS Enterprise Account Executive: 949-230-6996	
Echo Global Logistics	Customer Service				General questions	312.784.6853	https://www.echotrak.com/	

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