



International Origin to DJO, LLC
Destination: Dr. Comfort Mequon, WI (US)
Cargo Type: Ocean, Air, Parcel, Ground
Effective Date: February 1, 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 10300 North Enterprise Drive Mequon, WI 53092	DJO LLC 10300 North Enterprise Drive Mequon, WI 53092	DJO LLC 10300 North Enterprise Drive Mequon, WI 53092	DJO LLC 10300 North Enterprise Drive Mequon, WI 53092	DJO LLC 10300 North Enterprise Drive Mequon, WI 53092
Ship To	10300 North Enterprise Drive Mequon, WI 53092	10300 North Enterprise Drive Mequon, WI 53092	10300 North Enterprise Drive Mequon, WI 53092	10301 North Enterprise Drive Mequon, WI 53092	10300 North Enterprise Drive Mequon, WI 53092
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	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
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	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
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	Mequon, WI	Mequon, WI	Mequon, WI	Mequon, WI	Mequon, WI
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. The following information will be provided upon booking: 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	<p>All invoices must include:</p> <ol style="list-style-type: none"> 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. <p>13) Additional FDA Requirements:</p> <ol style="list-style-type: none"> i. Foreign Establishment Registration Number ii. Product Code iii. Brand Name iv. Device Listing Number v. 510(K) Number (if applicable) 				
Packing List Requirements	<p>All pack lists must include:</p> <ol style="list-style-type: none"> 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. Saturday as approved				
CONTACTS					
*Expedited shipment requests must be approved by DJO.					
Function	Name	Title	Phone		E-Mail
Dr. Comfort Distribution Contact	William Storey	International Department	+1 262.478.8337		International.Orders@drcomfort.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
DJO Logistics - Escalation (Global Shipping Support)	Courtne Gonzalez	Global Logistics Director	+1 760.734.3054	8am-5pm PST	Courtne.Gonzalez@djoglobal.com
KN- Kuehne & Nagel San Diego Customs Brokerage		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
RL Jones - import consolidator for LCL, parcel, and Air	RL Jones warehouse is open for receiving from 8AM to 5:30PM, Monday through Friday.	Shipping Team	+1 619.661-8182	8am-5pm PST	SHIPPING-SAN@RLJONES.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	• 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:

30-Jan-18