



## INTERNATIONAL INBOUND FREIGHT ROUTING GUIDE

### MOOG CONTROLS CORPORATION PHILIPPINES

VERSION 2.2, JULY 31, 2024

Moog Controls Corporation (Philippine Branch)  
Baguio City Economic Zone  
Loakan Road, Baguio City 2600, Philippines

# MOOG® Baguio International Inbound Freight Routing Guide

## DOCUMENT CONTROL

Version	Issue Date	Document Owner	Remarks
1.0	8/23/2018	Gem Presas, Logistics Manager	New guide issued.
2.0	05/10/2022	Gem Presas, Logistics Manager	<ul style="list-style-type: none"><li>• Added TMS</li><li>• Removed Consolidation Instructions</li><li>• Updated Service Level</li><li>• Updated Service Providers</li><li>• Removed PTAs</li><li>• Updated Air Shipments Instructions</li><li>• Updated Documentary Requirements – Itemized required entries on Invoice and Packing List</li></ul>
2.1	8/30/2022	Gem Presas Logistics Manager	<ul style="list-style-type: none"><li>• Inclusion of Inbound RUR shipments</li><li>• Removal of Gross Weight per Line item in Kilograms as a Packing List entry requirement</li><li>• Note of UPS Express' minimum gross weight declaration</li></ul>
2.2	7/22/2024	Gem Presas Logistics Manager	<ul style="list-style-type: none"><li>• Inclusion of Ship-to Codes and instructions</li></ul>

# MOOG® Baguio International Inbound Freight Routing Guide

## **1. PURPOSE**

This guide provides direction and requirements on handling shipments going to Moog Controls Corporation - Philippines Branch (MOOG Baguio) (MCC). If there are specific shipping instructions incorporated in the terms and conditions of the purchase order, they will take precedence over this guide.

MCC has provided this Shipping Instructions to show approved carriers for transporting shipments to Moog Controls Corporation. MCC has negotiated contracts with these carriers and should satisfy MCC's logistics needs on a worldwide basis.

There are different shipment types described in this guide. Your MCC buyer will inform you of the preferred shipment type when issuing the purchase order.

## **2. SCOPE**

This Inbound Freight Routing Guide applies to all international shipments going to Moog Controls Corporation either via Consolidation or Direct Shipments, via Forwarders or Couriers, Moog-arranged or Supplier-arranged, via Sea or Air and via different service levels.

**2.1. Document Custodian** – Moog Baguio Logistics Manager is the custodian of this Inbound Freight Routing Guide. Any questions regarding the proper interpretation of the requirements of this guide shall be referred to him.

## **3. TRANSPORTATION MANAGEMENT SYSTEM (TMS)**

Most suppliers will be required to be trained on the use of Moog's preferred Transportation Management System (TMS), HoneyBee. Suppliers who have trained on TMS should get the routing and instruction obtained through HoneyBee and should disregard routing instructions found in this guide. If your organization has not been trained on TMS, follow the routing information provided in this document.

If you have questions about the TMS, please contact your Buyer/Supply Chain representative for more information.

## **4. GENERAL**

4.1. This guide is to be used when routing shipments to Moog Baguio from suppliers or plants wherein Moog Baguio is responsible for the freight charges. Customers sending parts for repair (RURs) using either Moog Baguio Account or their own freight account shall also be covered by this Inbound Freight Guide.

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4.2. If there are specific shipping instructions specified in the terms and conditions of the purchase order, they will take precedence over this routing guide.

4.3. This guide covers from 0.45 kg up to full container shipments. Carrier selection is based on the location of the shipment, the shipment size, weight and other shipment requirements.

4.4. Please ensure all shipments are made using the correct address below:

**Moog Controls Corporation (Philippines Branch)  
Baguio City Economic Zone, Loakan Road  
Baguio City, 2600  
Philippines**

4.4.1. For any customers shipping to Moog Baguio Repair Station, please use below:

**Moog Controls Corporation (Philippines Branch)  
Baguio City Economic Zone, Loakan Road  
Baguio City, 2600  
Philippines  
Attention: Baguio Repair Stations**

## **5. INTERNATIONAL AIR SHIPMENTS**

5.1. Contacting the Courier or Freight Forwarder

It is critical that the assigned forwarder or courier identified in the “SHIP-TO” instruction under section 5.8 is contacted prior to shipping any products. They can confirm that the proper procedures are being followed and assist with any questions including documentation procedures.

5.2. Under **NO** circumstances should an airfreight shipment be made at the expense of Moog Baguio without specific shipment permission especially those shipping under Ex-works.

5.3. For those shipping using their own account, please ensure to use Moog accredited couriers for easier clearance. Please see section 5.6 for all accredited couriers.

5.4. For those shipping using their own account and courier different from Moog’s accredited couriers, please ensure to inform your Supply Chain Buyer and Moog Baguio Logistics.

5.5. Standard Incoterm – Moog Baguio’s standard incoterm is Ex-works. Should there be any supplier or customer shipping under different incoterm, please explicitly indicate the incoterm on the AWB and Invoice. Please also inform your Moog Baguio contact person.

## 5.6. Air Shipments Below 68 kgs under Ex-Works

5.6.1. For all ex-works air shipments on or below 68 kgs\*, shippers can use following Moog accredited couriers:

Courier	Mode	Service	Estimated Lead Time	Maximum Chargeable Weight Allowance
DHL Express	Air	Express	4-6 days	68 kgs
FEDEX	Air	International Priority	3-4 days	68 kgs
	Air	International Economy	5-7 days	68 kgs
UPS	Air	Express Saver	3-4 days	68 kgs
	Air	Expedited	5-7 days	68 Kgs

\*Small Package couriers above can cater to more than 68Kgs if instructed and approved by Moog Baguio Logistics Manager.

5.6.2. Please contact your Moog Baguio Supply Chain Buyer for the details of the account numbers or refer to Ship-to instruction (see 5.8). Please also ensure to follow the assigned service levels.

5.6.3. For those that will be utilizing UPS Express, please note that the minimum weight declaration for gross weight should be 0.45 kgs, regardless of the actual gross weight below 0.45 kgs.

## 5.7. Air Shipments Above 68 kgs under Ex-Works

5.7.1. For all shipments above 68 kgs, please properly coordinate with your Moog Baguio Supply Chain Buyer. They will provide guidance on the specific forwarder to be used after consultation with Moog Baguio Logistics. For those purchase orders with pre-assigned forwarder on the Ship to instructions (see 5.8), bookings can be directly placed to them. For faster coordination, please always have the following information available:

5.7.1.1. Pick up Address/Origin

5.7.1.2. Weights

5.7.1.3. Dimensions

The following forwarders can either be assigned depending on the origin, weights, dimensions and nature of cargo.

Forwarder	Mode	Service	Minimum Chargeable Weight Allowance
AGX Logistics	Air	Consolidated	68 kgs
DHL Global Forwarding	Air	Consolidated	68 kgs

## 5.8. Ship-To Instructions

All Suppliers must check the Ship-To instructions indicated in Moog Baguio issued Purchase Orders and ensure that said instructions are followed. All deviations from the instructions must be first approved by Moog assigned buyer. Please also note that Ship-to instructions should not be used as Shipping address except for Z1 and Z8. Shipping address is indicated at Section 4.4 and 4.4.1. Below are the Ship to codes and instructions:

Ship to Code	Pre-text	Instruction details
<b>Z1</b>	Ship To	MOOG CONTROLS CORP (PHILS. BRANCH) BAGUIO CITY ECONOMIC ZONE LOAKAN ROAD, BAGUIO CITY PHILIPPINES 2600
<b>Z2</b>	Ship To	MCC as addressed below, via: <b>AGX Express Philippines</b> Email: noly.mnl@agxlogistics.com contact buyer for agent's details +63 9178503483
<b>Z3</b>	Ship To	MCC as addressed below, via: <b>DHL Express for &lt;68 kgs.</b> Acct. 963726193 for >68 kgs, contact assigned buyer
<b>Z4</b>	Ship To	MCC as addressed below, via: <b>FEDEX Acct. 181124326 for &lt;68 kgs</b> <b>International Economy Service</b> for >68 kgs, contact assigned buyer
<b>Z5</b>	Ship To	MCC as addressed below, via: <b>FEDEX Acct. 181124326 for &lt;68 kgs</b> <b>International Priority Service</b> for >68 kgs, contact assigned buyer
<b>Z6</b>	Ship To	MCC as addressed below, via: <b>MOHAWK GLOBAL LOGISTICS</b> email: gkawalec@mohawkglobal.com email: bufexport@mohawkglobal.com 706-332-0414
<b>Z7</b>	Ship To	MCC as addressed below, via: <b>DHL Global Forwarding</b> email: maribel.reyes@dhl.com email: edward.rilveria@dhl.com +63 9188078171

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<b>Z8</b>	Ship To	ICD ALIGN FSL/MOOG INDUSTRIAL OPS LOAKAN ROAD, BAGUIO CITY PHILIPPINES 2600 063-74-447-3352
<b>ZA</b>	Ship To	MCC as addressed below, via: <b>UPS Express for &lt;68 kgs. Expedited Mode, Acct A66802</b> for >68 kgs, contact assigned buyer
<b>ZB</b>	Ship To	MCC as addressed below, via: UPS Express for <68 kgs. Express Saver Mode, Acct. A66802 for >68 kgs, contact assigned buyer

## 6. INTERNATIONAL SEA SHIPMENTS

6.1. All Sea shipments from the United States of America (USA), LCL or FCL, will be handled by Mohawk Global. Contact details below:

**Mohawk Global Logistics**

4455 Genesee Street, Suite 521

Buffalo, NY 14225

Office number: 716-332-0414

FAX: 716-932-7852

Group Email: [bufexport@mohawkglobal.com](mailto:bufexport@mohawkglobal.com)

Direct Line: 716-901-0812

6.2. For all Non-US Sea shipments, please contact your Moor Baguio Supply Chain Buyers. Instructions will be provided in coordination with Moog Baguio Logistics.

6.3. Any containerized shipments arranged for and paid by Suppliers using their own Forwarders and Carriers under CFR Incoterm, must utilize AGX Logistics as clearance agent and indicate the following on the Notify Party portion:

AGX EXPRESS PHILIPPINES INC.

L1 D3 NINOY AQUINO AVENUE

BRGY SAN DIONISIO

PARANAQUE CITY

1704 PHILIPPINES

Tel: +63 2 8851 1580 Fax: +63 2 8556 3236

e-mail: [seabrokerage.mnl@agxlogistics.com](mailto:seabrokerage.mnl@agxlogistics.com)



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6.4. All sea shipments should utilize MICP or Manila North as port of entry.

6.5. **BILL OF LADING NATURE CODE** should always be “24”. On all BLs and Manifests.

6.6. All Full Container Load (FCL) shipments must either be under TELEX RELEASE, BL SURRENDERED or EXPRESS RELEASE. Only shipments under Letter of Credit shall utilize original BLs.

## **7. DDU or DDP shipments via Air or Sea**

7.1. If the supplier/shipper will be using their own forwarder/carrier as they are paying for and absorbing all related freight, clearance and delivery cost under DDU/DDP term and not utilizing any of the accredited Moog forwarders or couriers, please ensure that your clearance agents immediately contact Moog Baguio Logistics for Import Permit coordination and filing prior to the arrival of the shipment.

## **8. DECLARED VALUE**

All Suppliers will not declare any value for insurance purposes be it on Air way bill, Shipper’s Letter of Instruction or any web-based booking facility, unless directed by the terms and directions of the Purchase Order. Any non-compliance will result to charge back of the insurance charges paid against supplier’s invoice.

## **9. PACKAGING**

### **9.1 REQUIREMENT**

Moog Controls Corporation requires the supplier to use best standard practice for commercial packaging unless otherwise specified. This practice establishes minimum requirements for packaging of supplies and equipment, exclusive of hazardous materials, as covered in Title 49 Subtitle A of the Code of Federal Regulations. If there are MIL-spec packaging requirements, these will be called out in the purchase order.

Supplier Packaging **MUST** be compliant with the guidelines stated in the Purchase Order Terms & Conditions and the ASTM standard D3951 requirement.

MCC goal, in conjunction with our suppliers, is to have the product arrive on time, with zero deficiencies. Using this best standard practice gives the latitude to package the product in a manner that best suits the selected transportation mode and that guarantees delivery of the product to the designated destination safely and intact.

Damaged freight that is the result of insufficient packaging will be the supplier’s responsibility. MCC accredited forwarders and couriers have the right to refuse cargo with packaging not fit for international shipping.

## 9.2. PACKAGING FOR SMALL PARCELS

To ensure that all small items will not be lost or misplaced, please observe that minimum package (box) should be 10in x10in x 10in.

## 9.3. SHIPMENT WITH RAW WOOD PACKAGING MATERIAL

All raw wood packaging materials should be treated and marked in accordance with ISPM 15. Under ISPM 15, all WPM (such as pallets, crates, boxes, and dunnage used to transport cargo) must be either:

Heat treated to a minimum wood core temperature of 56°C for a minimum of 30 minutes; or, fumigated with methyl- bromide and corresponding fumigation certificate is presented.

## 10. INTERNATIONAL SHIPPING DOCUMENTS

10.1. All international shipments must contain the following shipping documents:

1	Air Waybill or Bill of Lading
2	Invoice
3	Packing List

### 10.2. Airway Bill/ Bill of Lading

10.2.1. AWB or Bill of Ladings should contain, on the minimum, the following:

1	Origin and destination port codes
2	Declared Value for Custom ( <b>NEVER</b> fill in Declared Value for Carriage)
3	Number of Packages and dimensions
4	Description of Goods
5	Gross Weight

**10.3. INVOICE**

10.3.1. Invoice should contain, on the minimum, the following:

1	Shipper's Name and Address
2	<b>Consignee's Name and Address</b>
3	Purchase (PO) Number
4	<b>Specific Description (Same as in Moog PO)</b>
5	<b>Harmonized Tariff Schedule (HTS Code)</b>
6	<b>Quantity</b>
7	<b>Unit of Measure</b>
8	Country of Origin/Manufacture
9	Unit Price
10	Total Value
11	Currency Used (Preferably USD)

**10.4. PACKING LIST**

10.4.1. Packing List should contain, on the minimum, the following:

1	Company Name and Address
2	Packing List Number
3	Specific Description (Same as in Moog PO)
4	Quantity
5	Type of Package
6	Number of Packages
7	Unit of Measurement
8	Package Dimension/s
9	Net Weight – <b>PER LINE ITEM IN KILOGRAMS</b>
10	Total Net Weight – <b>IN KILOGRAMS</b>
11	Total Gross Weight – <b>IN KILOGRAMS</b>

## 10.5. DOCUMENT PLACEMENTS

10.5.1. Hard copies of Invoice and Packing List should be placed on the package/s as follows:

1	2 sets of invoice/s and packing list to be placed on each side of the box.
2	1 set of invoice/s and packing list to be placed inside the box.

## 10.6. SHIPMENT PRE-ALERTS

10.6.1. All required documents for customs clearance such as Airway Bill or Bill of Lading, Invoice and Packing list should be sent to shipper's respective Supply Chain buyer and to Moog's Shipping group email: [Baguio\\_External\\_Logistics@moog.com](mailto:Baguio_External_Logistics@moog.com) and [\\_Invoices\\_Baguio@moog.com](mailto:_Invoices_Baguio@moog.com).

**Note: This International Freight Inbound Freight Routing Guide is a controlled documents and may be updated periodically. It is the supplier's responsibility to check for updates via Moog website. Any printed copies are considered non-controlled reference copies only.**