

The Mentholatum Company
A **Rohto** Company

International Inbound Route Guide



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Updated 10/18/2014

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1. General Instructions

A. These shipping instructions are effective May 2011 and replace all previous instructions written or implied.

B. Ocean ports of destination and airports of destination must be indicated on the associated bills of lading or air waybills.

C. Freight terms, charges and risk are to be according to **The Mentholatum Company (TMC)** purchase order. Freight descriptions are to be per ocean or air tariff.

D. Freight containers must be fully utilized. Combine purchase orders with similar ship dates to make one house-to-house container loads. If combined, one ocean bill of lading is to be issued. Our Logistics partners (Agent/Forwarder) are responsible for securing the proper container for the lading under the below CBM guidelines.

E. Proper container sizes for shipping quantities:

- **20 ft Standard – 32.8 CBM to 33.2 CBM**
- **40 ft Standard – 67.2 CBM to 67.7 CBM**
- **40 ft High-Cube Reefer – 60.0 CMB to 67.0 CBM**

F. For shipments less than **32.8 CBM**, our Logistics partner will determine the best container scenario.

G. All ocean shipments are to be on an Ocean Bill of Lading (OBL).

Two Options:

1. Issue Original ocean bills of lading which are surrendered at origin.
2. Issue Express Release (*telex*) ocean bill of lading (where possible).

H. If refrigerated containers are required, the following is the temperature ranges required for our commodities:

1. Temperature range is to be 20 to 25 degrees Centigrade.

- Refer required primarily from April 1st until October 31st.
- Note: The OBL must clearly indicate that refer equipment was used.

1. A. Required Supplier Documents & Broker Summary

Supplier

- A. Two (2) original **invoice** and two copies.
- B. Two (2) original **packing list** and two copies. Attach an additional copy to either the last carton in a full container or to any carton of the less than container shipment.
- C. Above documents must contain the following information:

Information (must be entered in English)	Commercial Invoice	Packing List
Manufacturer's name , address, contact, email	X	X
"Ship From" name and address	X	X
"Ship From" title, signature & date	X	
"Sold To" name and address	X	X
"Sold To" contact name/phone/email	X	
"Ship To" address, contact person/number	X	X
Supplier Invoice number	X	
Mentholatum Purchase Order number	X	X
Mentholatum IRS#: 16-0709461	X	
Purchase Price per unit with currency type	X	
"Notify Party" address, contact, email		X
Date of Invoice	X	
Date of Export (same as invoice date)	X	
Mentholatum Shipping Marks (Symbol)		X
Port of Exportation	X	
Port of Entry	X	
Harmonized Tariff Schedule Number (HTS)	X	
Item Description & item number (from PO)	X	X
Quantity & Unit of Measure (Carton & Pallet count)	X	X
Lot Code for each item on Purchase Order		X
Assist Declaration (or other value entry)	X	
Gross weight (Kg.) per pallet		X
Dimensions of pallet (LxWxH) in cubic meters		X
FDA Product code (if applicable)	X	
Country of Origin (where manufactured)	X	
Terms of sale and Incoterms (Risk)	X	
Vessel name, voyage number and sailing date	X	
ETA Port of Importation	X	
File: Flash CBP Commercial Invoice		

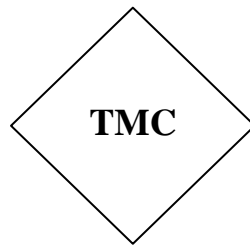
Customs Broker

A. The Custom Broker will maintain the electronic information and update it at least weekly with emails being sent to **TMC** Logistics/Buyers.

1. B. Carton Markings

A. For other than **Finished Goods**:

- **The Mentholatum Co.**
- P. O. Number
- Company “Marks” (see below)
- Item Number (found on PO)
- Quantity per carton
- Manufactured In (Country of Origin)
- Carton number 1 up.
- **Company Marks (or Symbol)**



B. **No** marks are to be added to the Finished Goods shipping carton. Our PO and Packaging specification are to be followed with Finished Goods.

1. C. Samples

- Shipments of samples are to move via air as outlined below.

<u>Shipment weight</u> 1 to 88 kg.	<u>Carrier</u> Federal Express	<u>Account Number</u> (Obtain from Buyer)
----------------------------------------------	------------------------------------------	-----------------------------------------------------

- Ship **freight collect** to the following “Deliver To” address:
The Mentholatum Company
707 Sterling Drive
Orchard Park, Ny 14127
Attn: Manager, Quality Control
- On the airway bill, on the package label and on the packing slip, include the department’s name that is to receive the samples.
- Airway bill (completed by supplier) must indicate the appropriate US Customs Broker on behalf of **Mentholatum**.

2. Consolidations and Less Than Container loads

A. If shipment is less than a container load (see Container sizes [1-E]), shipper is to contact our freight forwarder as indicated by the routing assigned to your account.

B. Contact data:
Expeditor’s International
UPS-SCS

3. Container Inspection Procedure,

A. To prevent the delivery of unacceptable cargo (ex. wet), we request the following inspection procedure when an empty container arrives for loading:

1. Enter and inspect the container for holes by visual examination from front to rear.
2. Check for unacceptable odors within the container.
3. If any of the above is present, refuse to load that specific container. Note on the container delivery document that the container is unfit for loading and a replacement is requested.
4. After loading all full containers, lay down waterproof paper or plastic sheeting long enough to cover the last meter of the container. Finish the load, and then pull paper or plastic up and over the cargo to protect from any door leaks.

B. The supplier (shipper) will be responsible for securing the seal onto the shipping container. Under no circumstance is the drayage employee allowed to actually apply the seal to the shipping container.

4. Pallets & Dunnage

A. **Pallets** are to be in accordance with **IPPC** standards and Plastic specifications for international shipping.

1. **Wooden pallets**

(**Note:** must comply with **ISPM 15** and branded for International commerce.)

- 48" x 40" four-way entry pallets. (121.92 x 101.6 cm)
- "A-Grade" pallet condition.
- Top deck must have seven (7) boards evenly spaced.
- Bottom deck must have both end boards and a minimum of three (3) centerboards the same size as the top deck boards.
- Must have three (3) stringer, not split or broken.
- No protruding nails or other foreign objects.
- Free from contaminates, infestation, soil and other materials that may harm the product or lading.

2. **Plastic pallets**

- 48" by 40" four-way entry (121.92 x 101.6 cm)
- Capable of supporting 2,100 # (952.54 kg.)
- Rackable with a smooth top and bottom
- Free from contaminates, infestation, soil and other materials that may harm the product or lading. Free from cracks and chips.

For further pallet information, see our company web site at www.us/mentholatum.com

3. **Pallet load criteria**

- Lading is to be secured to the pallet by (plastic) banding or shrink-wrap.
- Lading can not be more than 121.92 cm (48") high.
- Double decking is allowed if carton strength is sufficient.
- No more than two (2) pallets per container can contain mixed products. Our requirements are to have one lot and one item per pallet.

4. **Dunnage Requirements**

- All bracing materials are to comply with the **IPPS** standards as they apply to wood. Plywood is acceptable dunnage.
- Bracing (ex. nails) are to be inserted enough to hold lading but capable of easy removal.

5. Customs Broker Requirements

1. Our primary customs broker is:

- **UPS Customs Brokerage**
(UPS Supply Chain Solutions, Inc.)

1 Scrivner Drive

Cheektowaga (Buffalo) New York 14227

Phone: 716.608.7100

Fax: 866.255.0147

Web site: www.ups.com

Email address: easton.melissa@ups.com or Nthompson@ups.com

Use above address and contact references as “**Notify Party**” on supplier invoices

2. Additional Customs Brokers:

- **Expeditors International**

250 Sonwil Drive (Suite 254)

Buffalo, NY 14225

Phone: 716.685.9585

Fax: 716.685.9943

Web site: www.Expeditors.com

Email contact: Kelly.Virtuoso@expeditors.com or

clari.schuyler@expeditors.com

- **Fed Ex Trade Network**

128 Dearborn Street

Buffalo, NY 14207

Phone: 716.871.3383

Fax: 716.871.8495

Web site: www.FedEx.com

Email contact: Christopher_sayers@ftn.fedex.com

6. Ocean Routings

A.) **The Mentholatum Company** (Logistics department) will assign a freight forwarder/customs broker to your account. They will select the agreed upon ocean carriers from each import origin that provides the best service coupled with the best costs.

B.) All ocean bills of lading are to contain the following information:

- Shipper's invoice number
- Consignee's purchase order number
- Product item number and description (obtained from PO)
- Ocean container size and type (ex refer)
- "Shipper Load & Count" and "Freight Collect as arranged" annotations
- Container size, number and seal identification information
- Mini-Landbridge destination (Toronto, Ontario, Canada); including address, phone, fax, and contact information.
- Delivery agent name, address and phone/fax numbers.

Due to the multiple foreign origins, the **Mentholatum** supplier is to contact the designated forwarder for specific origin agent and port information.

The Forwarder is to notify **Mentholatum** and their respective suppliers/shippers should there be any agent changes.

A. Other Current Routings:

1. **Drayage** (Toronto, Canada to Buffalo, NY)

The Titan Group of Companies

321 Orenda Road

Brampton, Ontario L6T1G4

Contact: Operations Manager

Phone: 1.905.799.1447 or 1.800.465.5618

Fax: 905.792.9539

Web Site: www.titancartage.com

Email address: titan@titangroup.ca

2. **Drayage** (East Coast US ports to Buffalo, NY)

Speed Global Services

299 Kenmore Avenue

Kenmore, New York 14207

Phone 800.447.3033 ext. 290 – Client Relations

Fax: 716.447.0203

Web Site: www.speedgf.com

Email: Service@Speedgf.com

7. Destination Information

The Mentholatum Company

707 Sterling Drive

Orchard Park, New York 14127

Phone: 716.677.2500

Fax: 716.674.9580 (Purchasing)

Web: www.mentholatum.com

Purchasing Email: MMiller@menthoatlum.com

Accounting Email: Foley@mentholatum.com

Transportation Email: Lucchetti@Mentholatum.com or

Wittenrich@Mentholatum.com

Delivery notification is required. To 716.558-1390

“Ship To” address for full containers and less than container loads:

Place of Delivery:

The Mentholatum Company

125 Allied Drive

Cheektowaga, New York 14227

Phone: 716.362.0688

Fax: 716.362.0690

Email: Velasquez@MENTHOLATUM.com or Seitz@Mentholatum.com

Delivery notification is required. To 716.362.0688

Other Phone Contacts (main number **716.677.2500** plus below extension)

Accounts Payable – 1475

International Dept. – 1514

Purchasing - 1521

Quality Control – 1455

Warehouse – 1509

- - - - **End** - - - -