



**ENTRUST**

SECURING A WORLD IN MOTION

# Routing Guide

*Instructions for all shipments*

Version 5.2021

**Entrust Corporation**

1187 Park Place  
Shakopee MN 55379



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## Table of Contents

Introduction.....	3
Purpose of Routing Guide.....	4
Packaging Guidelines .....	5
Supplier Labeling Guidelines .....	6
Carrier Information .....	12
Hub Distribution.....	18
Entrust Manufacturing.....	23
Glossary of Terms and Definitions .....	24
Appendix A - Sample of Bill of Lading	
Appendix B - Incoterms 2010 Reference Chart	



# ENTRUST

SECURING A WORLD IN MOTION

## Questions and Clarifications

You may contact the following person(s) if you have any questions or require clarification.

Regarding Hub Distribution:

**Kiel Crumrine**

Global Distribution Hub Manager

Entrust Corporation

Voice: +1 952-988-1430

Email: [Kiel.Crumrine@entrust.com](mailto:Kiel.Crumrine@entrust.com)

Regarding Transportation Freight:

**Dan Lindsey**

Sr. Manager Transportation

Entrust Corporation

Voice: +1 952-988-1884

Email: [Daniel.Lindsey@entrust.com](mailto:Daniel.Lindsey@entrust.com)

Regarding Brokerage and Customs Compliance:

**Mark Schissel**

Global Trade Compliance Manager

Entrust Corporation

Voice: +1 952-988-1373

Email: [Mark.Schissel@entrust.com](mailto:Mark.Schissel@entrust.com)

\*PO Questions – Contact your Entrust Buyer

**International Documentation** – Lisa Barton – Import Specialist, +1 952 988-2404 [imports@entrust.com](mailto:imports@entrust.com)

**Packing and Labeling** - David Nelson – Sr Mgr Warehouse & Inventory, +1 952-988-2938  
[David.Nelson@entrust.com](mailto:David.Nelson@entrust.com)



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## Purpose of this Guide

The Entrust Routing Guide provides instruction on carrier selection and shipping specifications for International and Domestic both Inbound and Outbound including Distribution shipping. Carrier selection is based on:

- Shipment point of origin
- Shipment method/routing mode
- Shipment weight
- Ship to Distribution Hub

## How to use this Guide

Please review the Shipping Guidelines section of this manual carefully as improper shipping may result in additional charges or refusal of shipments.

Use this guide to identify which carrier to use for any given shipment and to determine whether any special handling is required by either Entrust or the carrier for that shipment.

## Finding the Authorized Carrier for your Shipment

Follow these steps to identify the authorized carrier for your freight shipment:

- Determine which authorized shipping move – Air or Ocean – has been specified on the PO.
- Locate authorized carrier based on mode, weight and shipping destination.
- Ensure an Entrust reference number is noted on the shipping documents.



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## Palletization of Freight

- Shipments must be on **good condition** standard 48" X 40" four way entry pallet(s).
- International shipments must meet the target requirements on pallet standards for inbound USA shipments.
- Pallets must be securely shrink-wrapped or banded.
- Individual cartons may not exceed 70 lbs in weight unless properly marked with a "HEAVY OVER 70 LBS" label to identify them.
- All cartons on the pallet must be plainly visible to allow for accurate carton count.
- Stack the heaviest weight cartons on the bottom row
- Use proper stacking height to avoid carton and product crushing. Pallets must be labeled as "Do Not Double Stack". Cartons should be stacked for optimal pallet utilization. Entrust will not be responsible for the exchange or return of pallets.

All items **must** be clearly labeled with the Entrust item number and Entrust purchase order and should match the items and quantity on the packing list. The packing list **must** indicate the Entrust purchase order number(s).

The packing list should be attached to the outside of the carton or outside of pallet. If there is more than one carton or pallet in the shipment the packing list should be on the leading carton or pallet. The packing list should indicate what items are in which carton or which pallet.

If you are an Entrust Strategic supplier you are required to comply with the Entrust Barcode labeling instructions. Please refer to the Barcode labeling instructions in the following section.

## Consolidation Per Location Instructions

All purchase orders must be consolidated per location into a single shipment within the same day and shipped in accordance with our purchase order instructions, unless instructed by the buyer to do differently.

## Insurance

Do not purchase insurance. Entrust is self-insured.



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SECURING A WORLD IN MOTION

## Supplier Labeling Guidelines

### **Purpose:**

The intent of this document is to inform all Entrust suppliers as to the proper use of the two (2) standardized Supplier Barcode Labels. These instructions must be followed for all parts shipped to Entrust to ensure efficient and accurate receipt of your product and, thus, timely processing of your invoice.

Entrust's barcode label formats, based on the AIAG B-10, are defined and illustrated in the following paragraphs. These label formats will replace any existing formats used on product shipped into Entrust locations.

### **Scope:**

These formats must be followed for all shipments.

### **Printed Information:**

All information that needs to be printed on the Entrust labels is provided on the Purchase Order. If you have questions or concerns pertaining to the barcode label format, the information to be included, or would like a sample reviewed for compliance, please contact the person listed below:

### **Supplier Management Support:**

**Dave Nelson**  
Sr Mgr Warehouse & Inventory  
Tel: +1 952-988-2938



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## Entrust Labels:

- 1.) **Entrust Label Version A:** Version A is used for identifying individual items and cartons that contain the same item. An individual carton or pallet may contain one or more parts in it.

**Important:** Each carton containing the same item must have one of these labels applied (1724A). When shipping mixed items in a carton, each individual item or inner container, (i.e., bagged items) should be labeled separately. The label may be applied to the plastic bag or the wrap containing the item(s). Cartons containing mixed items must be identified as Mixed cartons.

### PRODUCTION LABEL

<b>FROM:</b> ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ		<b>TO:</b> ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ	
<b>Datacard Part#</b> *12345678901234567890* 		<b>Rev#</b> A	<b>Quantity</b> *1234567* 
<b>P.O. or P.O. and Release Number</b> *123456789012* 	<b>P.O. Release Number</b> *1234* 	<b>Packing Slip# / I.D.</b> *12345678901234* 	
<b>Lot#</b> *1234567890123456789012345* 		<b>Country of Origin</b> *12* 	
		<b>Date</b>	12/31/39

Label # 1724A



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- 2.) **Entrust Label Version B:** Version B is used to identify a pallet load of the same part numbers. Each pallet must contain one Entrust Label (1724B) – attached to the upper front of each pallet.

<b>FROM:</b> ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHIJKLMN OPQRSTUVWXYZ		<b>TO:</b> ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHIJKLMN OPQRSTUVWXYZ	
<b>Datacard Part#</b>  *12345678901234567890* 		<b>Rev#</b>  A	<b>Quantity</b>  *1234567* 
<b>P.O. or P.O. and Release Number</b>  *123456789012* 	<b>P.O. Release Number</b>  *1234* 	<b>Packing Slip# / I.D.</b>  *12345678901234* 	
<b>MASTER LABEL</b>			<b>Country of Origin</b>  *12* 
			<b>Date</b> 12/31/39

Label 1724B





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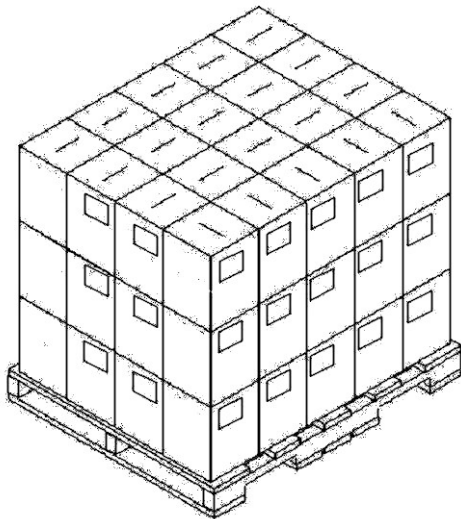
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## Entrust Production Labeling Requirements:

1724A example shows one pallet with mixed items. A label must be attached to each individual carton.

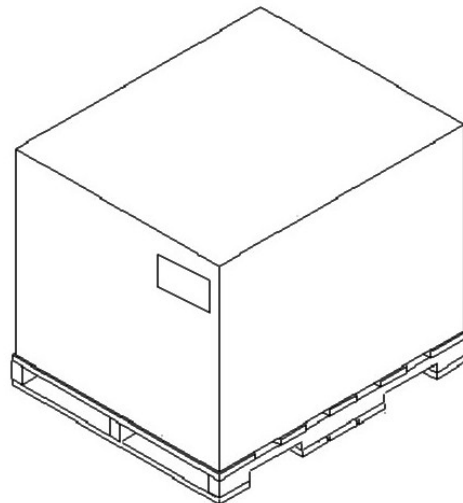
1724B example shows one pallet with all of the same item. A label must be attached to the upper front of each pallet.

Pallet load level  
Mixed items



1724A Labels (one per carton)

Pallet load level  
All the same item



1724B Labels on top of pallet or packing list. Please DO NOT place on stretch wrap



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## Supplier Barcode Label Specifications

### Requirements

#### 1. Barcode Specification

- a. Barcode symbology may be either Code 39 or Code 128 at the discretion of the Supplier in order to comply with the data requirements and limits of the label size.
- b. X dimension: (narrowest element size) shall be in the range of 0.010 to 0.017 inches.
- c. Barcode height shall be between 0.25 and 0.5 inches.
- d. At least 0.25 inches of quiet area shall be left either side of the barcode.

#### 2. Mandatory Barcode Fields

Each barcode should have human readable text printed above (preferably) or below the barcode with text being between 0.06 and 0.13 inches in height. All fields are variable length and should be printed **WITHOUT** trailing blanks. The following fields are required to be barcoded on the shipping label:

- a. Entrust Part Number – An alphanumeric field up to 20 characters long.
- b. Quantity – This is the shipped quantity in the unit of measure specified on the Entrust purchase order line. Numeric data only in the range 1 – 999999999 (9 digits no decimals)
- c. Entrust Purchase Order Number or the Purchase Order Number and Release Number – This is an alphanumeric field up to 13 characters in length. **Important:** When barcoding the release number with the PO number it must be separated by 'QQ' without spaces in the form 1234567QQ123. The 'QQ' is required by Entrust equipment to separate the two values.
- d. Entrust PO Release Number - A number field up to 4 digits long. This is required for all blanket PO releases. It is not required if the supplier chooses to concatenate the release with the PO number as detailed in section 2c.
- e. Packing Slip/Package ID – This is an alphanumeric field up to 14 characters in length. (This is used to match the delivery to the Supplier's invoice.)
- f. Supplier Lot # - This is an alphanumeric field up to 25 characters in length. (This may also be used for serial numbers when required.)
- g. Date – This is an alphanumeric field in the format MM/DD/YY.
- h. Country of Origin – This is an alpha field 2 character long of the country of origin using **ISO 3166-1-alpha-2 code designation for the country.**

#### 3. Other Bar Code Information

The supplier may barcode serial number or lot number information on each item label if applicable. If a serial number or lot # field is barcoded it should be alphanumeric.

#### 4. Titles

A title **SHALL** be printed in the upper left corner of the barcode building block or sub-block. The title **SHALL** be printed in upper case characters at a height of between .08 inches and .12 inches, two lines maximum, left justified.

#### 5. Label Size

The label width shall be 6 inches. The label height shall be 4 inches depending on the needs and abilities of the supplier.



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## 6. Additional Information – Non-Barcoded

- a. Date of Shipment.
- b. To/From Address:
  - i. Ship From: character height will be between .12 and .15.
  - ii. Ship To: character height will be between .12 and .20.

## 7. Consolidated Shipments

Suppliers may consolidate multiple line items into one container. However, each item or inner carton must be labeled as per this specification.

## 8. Label Orientation

Labels should be placed on the side of the container with the barcodes perpendicular to the natural top of the container, but not placed over a seam. The labels should be 1.25 inches from the perpendicular and horizontal edges of the container.

## 9. Deviations from Specification

Suppliers who have difficulty meeting this specification should submit a sample label or barcoded packing slip to Dave Nelson at Tel: +1 952-988-2938.



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SECURING A WORLD IN MOTION

## Shipping Instructions for Suppliers Located Within the United States Shipping to Shakopee MN:

### 1 – 150 lbs.

(shipping as boxes)

*\*Other courier Service Levels can be used but must be approved by Buyer.*

**FedEx Ground** – For Collect # (Contact Entrust REP)

**UPS Ground** – For Collect # (Contact Entrust REP)

### Over 151 lbs.

(shipping on pallets/crates)

**ABF Freight** – Freight collect

**FedEx Freight** – For Collect # (Contact Entrust REP)

**XPO Logistics** (formerly Conway Freight) – Freight collect

### Over 151 lbs.

**CSX** – Freight Collect (within the MSP metro)

### 8 pallets and/or 8000 lbs.+

**AIT Worldwide Logistics**

**SBS Transportation**

### Certified Carrier Contact information:

FedEx

1-800-463-3339 or [www.fedex.com](http://www.fedex.com)

UPS

1-800-742-5877 or [www.ups.com](http://www.ups.com)

ABF Freight

1-800-610-5544 or [www.abfs.com](http://www.abfs.com)

XPO Logistics

1-800-755-2728 or [www.xpologistics.com](http://www.xpologistics.com)

AIT Worldwide Logistics

Contact: Pat Holtz / Direct: 651-905-9600

Or email: [pholtz@aitworldwide.com](mailto:pholtz@aitworldwide.com) and

cc: [MSPSHIP@aitworldwide.com](mailto:MSPSHIP@aitworldwide.com)

SBS Transportation

Contact: Mike Post / Direct: 651-272-1180

Or email: [mpost@sbstransportation.com](mailto:mpost@sbstransportation.com)

CSX

Charles Shandley / Cell: 612-964-5185

Or email: [c.shandley.csxpress@gmail.com](mailto:c.shandley.csxpress@gmail.com)

### **Bill of Lading should indicate:**

**Bill To: Entrust Corporation, 1187 Park Place, Shakopee MN 55379**

**Entrust will not accept prepaid and add freight; all freight must be freight collect with one of our certified carriers or paid by the supplier.**

Entrust will not accept COD shipments under any circumstance. Corporate policy does not allow the receiving department to pay for COD charges upon delivery.

**The Entrust PO number must be referenced on the waybill or bill of lading.**

**All airfreight shipments more than 150lbs within the United States, where Entrust is responsible for freight must be approved by an Entrust buyer and quoted by the Entrust Logistics team.**

**Note:** Entrust Receiving hours are 7:00am – 3:00pm

If a shipment is larger than 8 pallets you must call Receiving between the hours of 8:00am-4:30pm at Tel: 952-988-1280 or 952-988-1729 to make a delivery appointment.



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SECURING A WORLD IN MOTION

## Shipping Instructions for Suppliers located Outside the United States:

1 – 275 lbs. (.5 – 125 kgs) FedEx  
275 lbs. + (125 kgs +) for OCEAN shipments  
275 lbs. + (125 kgs +) for AIR shipments

Freight collect - For Collect # (Contact Entrust REP)  
Expeditors International – Freight collect  
Expeditors International – Freight collect

\*Purchase Order or Buyer will advise if shipment is to go AIR or OCEAN if over the 125kgs break due to current timelines and needs at time of shipping. If questions on which mode to use please contact Logistics Specialist – Matt Theiste

**Entrust will not accept prepaid and add freight; all freight must be freight collect with one of our certified carriers or paid by the supplier.**

## FedEx Express Small Package - Shipping Instructions (1 - 275 lbs. or .5 - 125 kgs)

FedEx – 1-800-Go-FedEx (1-800-463-3339) Or [www.fedex.com](http://www.fedex.com)

**TO FIND THE FEDEX SITE IN YOUR COUNTRY GO TO FEDEX.COM**  
**(insert country code)** i.e. CN = China or DE = Germany

All shipments to Entrust must use the **Bill Third Party** option for both Transportation and Duty/Tax. The Entrust account number to be used is: Contact Entrust team for account number to utilize.

All shipments **MUST** ship via FedEx International Economy®. Any exceptions will be communicated on the Purchase Order or Buyer directly.

All shipments **MUST** provide the Entrust Purchase Order Number in the Reference Field.

### Compliance includes:

- Using the correct FedEx service and account number on each shipment
- Entering the Entrust Purchase Order Number in the reference field
- Commercial Invoice(s) must have Entrust part number and country of origin.
- Email a copy of the commercial invoice, copy of AWB and/or AWB tracking number to [imports@entrust.com](mailto:imports@entrust.com)
- Clearance paperwork is complete and accurate. The clearance invoices must reflect the purchase orders – no extraneous or additional lines or items, or goods in the shipment without being included on the commercial invoice. All items must have a value as “0” is not acceptable.



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SECURING A WORLD IN MOTION

## Shipping Instructions for AIR FREIGHT Shipments to Entrust Shakopee, MN USA (+\_275 lbs. or 125 kgs+):

### Expeditors Contacts

Location	Name	Responsibility	Office Phone	Email
<i>Expeditors International</i> 580 Opperman Dr. Eagan MN 55123	Peter Strodtz	Air Manager	651-905-8688	<a href="mailto:peter.strodtz@expeditors.com">peter.strodtz@expeditors.com</a>
	Mitch Holscher	Ocean Manager	651-905-8685	<a href="mailto:mitch.holscher@expeditors.com">mitch.holscher@expeditors.com</a>
	Taylor Evans	Imports	651-905-8682	<a href="mailto:taylor.evans@expeditors.com">taylor.evans@expeditors.com</a>
	Emilee Strassburg	Local Account Manager	651-905-8651	<a href="mailto:emilee.strassburg@expeditors.com">emilee.strassburg@expeditors.com</a>

1. Supplier to contact Expeditors via email or phone for initial supplier profile set up and booking instructions.
2. Supplier to prepare a detailed commercial invoice with the Entrust part number and country of origin. Email a copy of the commercial invoice and a copy of AWB and/or AWB tracking number to [imports@entrust.com](mailto:imports@entrust.com)
3. Supplier to follow Expeditors booking instructions. All documents must reference Entrust PO number(s) and supplier reference number(s).
4. Expeditors to confirm pick up and shipping schedule to Supplier.
5. Expeditors to update exp.o website with all shipping documents, correspondence and tracking information daily.
6. Expeditors to clear shipment.

**Note:** Entrust Receiving hours are 7:00am – 3:00pm

If a shipment is larger than 8 pallets you must call Receiving between the hours of 8:00am-4:30pm at Tel: 952-988-1280 or 952-988-1729 to make a delivery appointment.



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SECURING A WORLD IN MOTION

## Shipping Instructions for OCEAN FREIGHT shipments to Entrust Shakopee, MN USA:

### Expeditors Contacts

Location	Name	Responsibility	Office Phone	Email
<i>Expeditors International</i> 580 Opperman Dr. Eagan MN 55123	Peter Strodtz	Air Manager	651-905-8688	<a href="mailto:peter.strodtz@expeditors.com">peter.strodtz@expeditors.com</a>
	Mitch Holscher	Ocean Manager	651-905-8685	<a href="mailto:mitch.holscher@expeditors.com">mitch.holscher@expeditors.com</a>
	Taylor Evans	Imports	651-905-8682	<a href="mailto:taylor.evans@expeditors.com">taylor.evans@expeditors.com</a>
	Emilee Strassburg	Local Account Manager	651-905-8651	<a href="mailto:emilee.strassburg@expeditors.com">emilee.strassburg@expeditors.com</a>

1. Supplier to contact Expeditors via email or phone for initial supplier profile set up and booking instructions.
2. Supplier to prepare a detailed commercial invoice with the Entrust part number and country of origin. Email a copy of the commercial invoice and a copy of AWB and/or AWB tracking number to [imports@entrust.com](mailto:imports@entrust.com)
3. Supplier to follow Expeditors booking instructions. All documents must reference Entrust PO number(s) and supplier reference number(s).
4. Expeditors to confirm pick up and shipping schedule to Supplier.
5. Expeditors to update "exp.o website" with all shipping documents, correspondence and tracking information daily.
6. Expeditors to clear shipment.

**Note:** Entrust Receiving hours are 7:00am – 3:00pm

If a shipment is larger than 8 pallets you must call Receiving between the hours of 8:00am-4:30pm at Tel: 952-988-1729 to make a delivery appointment.



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## Shipping Instructions for CHINA SUPPLIERS to Entrust Shakopee, MN USA

### Expeditors Contacts

#### Location:

Expeditors Suzhou

苏州工业园区苏华路8号 中银惠龙大厦1501-1508室

#### Expeditors Suzhou

Room 1501-1508, 15<sup>th</sup> Floor, Sovereign Building,

No.8 Suhua Road, Suzhou 215021 China

Name	Responsibility	Office Phone	Email
Wendi Wang	Distribution Mgr	86 512 6285 8120 ext 157	<a href="mailto:wendi.wang@expeditors.com">wendi.wang@expeditors.com</a>
Aria Ni	Account Manager	86 512 6285 8120 ext 137	<a href="mailto:aria.ni@expeditors.com">aria.ni@expeditors.com</a>
Fred Gu	Import, Transcon + Customs Mgr	86 512 6285 8120 ext 121	<a href="mailto:fred.gu@expeditors.com">fred.gu@expeditors.com</a>
Hank Zhu	Branch Manager	86 512 6285 8120 ext 111	<a href="mailto:hank.zhu@expeditors.com">hank.zhu@expeditors.com</a>

- Supplier to contact Expeditors via email or phone for initial supplier profile set up and booking instructions. Primary contacts for suppliers:

Ashly Wang

Direct: (86) 512 6285 8120 ext 135

Mobile: (86) 139 6212 6469

Email: [ashley.wang@expeditors.com](mailto:ashley.wang@expeditors.com)

Wendi Wang

Direct: (86) 512 6285 8120 ext 157

Mobile: (86) 180 1558 7889

Email: [wendi.wang@expeditors.com](mailto:wendi.wang@expeditors.com)

- Supplier to prepare a detailed commercial invoice with the Entrust part number and country of origin. Email a copy of the commercial invoice and a copy of AWB and/or AWB tracking number to [imports@entrust.com](mailto:imports@entrust.com)
- Supplier will be Exporter of Record.
- Supplier to follow Expeditors booking instructions. All documents must reference Entrust PO number(s) and supplier reference number(s).
- Supplier to deliver goods to Expeditors Suzhou warehouse on FCA terms.  
**Expeditors Suzhou**  
苏州市吴中区吴淞江大道1号吴中保税区II-3国海仓库  
**No.1 Wusongjiang Avenue, Bonded warehouse II-3,  
Wuzhong Export Processing Zone, Suzhou, Jiangsu**
- Expeditors to confirm receipt of goods at warehouse via a weekly report sent to EDC Suzhou Purchasing Team, EDC Suzhou Logistics and EDC Shakopee Logistics.





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7. Expeditors to update exp.o website with all shipping documents, correspondence and tracking information daily.
8. Expeditors MSP to clear shipment upon arrival into US point of entry as booked.



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## **Entrust Distribution HUBS:**

### **HD2 – DSV TLB2**

c/o Entrust Corporation  
De Posthoornstraat 1  
5048 AS Tiburg NETHERLANDS

### **HD3 – DSV Air & Sea Pvt Ltd., FTWZ Unit**

Arshiya International Ltd Free Trade  
Warehousing Zone  
Sai Village, Panvel, District Raigad,  
Maharashtra PIN 410206 INDIA

### **HD4 – Datacard Group Asia Distribution**

Datacard Corporation c/o Crane Worldwide  
Unit 3, East Wing, 2/F  
China Resources International Logistics Centre  
2 Tat Mei Road, Kwai Chung, N.T. HONG KONG

### **Datacard Brazil c/o Crane Brazil**

Av. Tambore 1180, Modulo B-06  
Barueri, SP 06460-000 BRAZIL



# ENTRUST

SECURING A WORLD IN MOTION

## Shipping to Entrust Tilburg Netherlands – HD2:

### For shipments from all non-USA points going to Tilburg NL

**Forwarder:** DSV Tilburg  
**Contact:** Email: [datacard.tlb@nl.dsv.com](mailto:datacard.tlb@nl.dsv.com)  
CC: [msooperations@craneww.com](mailto:msooperations@craneww.com)  
Tel: +31 (40) 250 1807

### For shipments from USA going to Tilburg NL

**Forwarder:** Crane Worldwide Logistics  
**Contact:** Email: [msooperations@craneww.com](mailto:msooperations@craneww.com)

**FOR ALL SHIPMENTS not originating in the EU, an ORIGINAL Chamber Stamped Certificate of Origin (CoO) needs to be supplied for every shipment**

**The original CoO's separate of the shipment per courier to:**

#### **DSV Custom's team:**

De Posthoornstraat 1  
5048 AS Tiburg NETHERLANDS

"Please note: The ultimate delivery is within the EU, therefore the billing invoice from XXX to Datacard US must mention XXX's VAT code and the Datacard US Dutch VAT code NL807441843B01 along with the following statement: "Panalpina as general fiscal representative for Datacard US, Cargo Forum, Flight Forum 2550, 5657 DZ Eindhoven, The Netherlands. Simplified ABC-procedure; VAT deferred based on article 28, quarter E3."

NL807441843B01 is our VAT number



# ENTRUST

SECURING A WORLD IN MOTION

## Shipping to Entrust Hong Kong – HD4:

### For Shipments outside of the USA Going to Hong Kong

**Forwarder:** Crane Worldwide Logistics  
**Contact:** Cecil Lam  
Email: [Cecil.Lam@craneww.com](mailto:Cecil.Lam@craneww.com)  
CC: [msoptions@craneww.com](mailto:msoptions@craneww.com)  
Tel: +852 3796 6310

### For Shipments from the USA Going to Hong Kong

**Forwarder:** Crane Worldwide Logistics  
**Contact:** Email: [msoptions@craneww.com](mailto:msoptions@craneww.com)



# ENTRUST

SECURING A WORLD IN MOTION

## Shipping to Entrust Brazil:

### For Shipments Outside of the USA Going to Brazil

**Forwarder:** Crane Worldwide Logistics  
**Contact:** Alan Vasconcellos  
Email: [Alan.Vasconcellos@craneww.com](mailto:Alan.Vasconcellos@craneww.com)  
CC: [mspoperations@craneww.com](mailto:mspoperations@craneww.com)  
Tel: +55 19 2519-6602

### For Shipments from the USA Going to Brazil

**Forwarder:** Crane Worldwide Logistics  
**Contact:** Email: [mspoperations@craneww.com](mailto:mspoperations@craneww.com)



# ENTRUST

SECURING A WORLD IN MOTION

## Shipping to Entrust India (Free Trade Zone) – HD3:

### For Shipments Outside of the USA and Within India

**Forwarder:** DSV Air and Sea Pvt. Ltd.  
**Contact:** [Datacard.india.ftwz@in.dsv.com](mailto:Datacard.india.ftwz@in.dsv.com)  
CC: Bilal Mulla  
Email: [Bilal.mulla@in.dsv.com](mailto:Bilal.mulla@in.dsv.com)  
Tel: +91 22 7199 9000

### For Shipments from the USA Going to India

**Forwarder:** DSV Air and Sea Pvt. Ltd.  
**Contact:** Kavita Shinde  
Email: [kavita.shinde@in.dsv.com](mailto:kavita.shinde@in.dsv.com)  
Tel: +91 22 7199 9065



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SECURING A WORLD IN MOTION

## **Entrust Manufacturing:**

SANMINA-SCI SYSTEMS (M) SDN BHD  
202 LORONG PERUSAHAAN MAJU 9  
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# ENTRUST

SECURING A WORLD IN MOTION

## GLOSSARY OF TERMS AND DEFINITIONS

Term	Definition
Airway Bill (AWB)	The air industry's equivalent to the motor carrier's Bill of Lading.
Bill of Lading	A contract of carriage between shipper and carrier. A Bill of Lading serves three purposes: <ul style="list-style-type: none"><li>• It sets the terms and conditions of the contract.</li><li>• It acts as the receipt for the goods to be transported.</li><li>• It provides documentary evidence of the party entitled to deliver.</li></ul>
Cancel Date	The Cancel Date shown on the Purchase Order. The Cancel Date is the last day to ship. It is commonly referred to as the "Past Cancel Date".
Claim	A deduction processed against a vendor's account for product returns, shortages, cost differences, etc.
Cargo Claims	Claims written against a carrier for recoupment of merchandise cost and freight charges as a result of damage or shortage of goods delivered or complete non-delivery.
Carrier Liability	A contract carrier is liable for all loss, damage and delay with the exception of act of God, act of a public enemy, act of a public authority, act of the shipper, and the inherent nature of the goods.
Carton	A corrugation packaging type that should meet standards for mode of shipment.
Contract Carrier	A for-hire carrier who does not serve the general public, but who serves shippers or consignees with whom the carrier has a continuing contract.
Collect	Freight invoice payment terms indicating that charges will be billed to Entrust .
Consignee	The receiver of a freight shipment, usually the buyer.
Cubic Feet	Carton length times width times height.
DC	Distribution Hub. See Routing Guide for locations.
Dim Wt	Carton length times width times height.
Earliest Ship Date	The Earliest Ship Date is the first day to ship. It is commonly referred to as the Start Ship Date.





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Term	Definition
FOB Point	<p>A term of sale that defines who will incur transportation charges for the shipment, who will control the movement of the shipment, or at which point the title to the goods passes to the buyer. The original meaning was "free on board" ship.</p> <ul style="list-style-type: none"><li>• FOB Factory: Title of goods passes to the buyer at the factory. Supplier pays no (zero) freight, unless a freight allowance is applicable.</li><li>• FOB Consolidator: Title of goods passes to the buyer at the consolidation point. Supplier pays all freight costs to the point of consolidation, plus any additional freight costs, which are dependent on what is agreed in the freight allowance field on the PO.</li></ul>
Full Load	Shipments weighing over 1,000 lbs for Air shipments and 10,000 lbs for Surface shipments.
Hazardous Materials	A hazardous material is a substance that poses more than a reasonable risk to the health and safety of individuals and includes products such as explosives, flammables, corrosives, oxidizers, and radioactive materials. Includes other contents packaged under pressure being shipped via Air.
Importer of Record	The company or individual who is listed as the importer with U.S. Customs at the time the goods enter the U.S. The Tax ID# or social security number of the "Importer of Record" must also be submitted to Customs. The Importer of Record bears all responsibility and liability for the imported merchandise.
Inbound Freight	Freight enroute to an Entrust entity
Landed Duty Paid	The total cost of a product delivered to a given location, i.e., the cost of production plus the transportation cost to the customer's location. U.S. Customs Clearance is the responsibility of the seller. The seller or agent of the seller is the "Importer of Record". All U.S. Customs duties and applicable taxes are for the account of the seller. Delivery to the named place of destination
LTL	"Less than truckload", a shipment weighing less than the minimum weight required to use the lower truckload rate. Usually shipments over 70 lbs and under 10,000 lbs.
Master Bill of Lading	A uniquely numbered contract of carriage document that summarizes more than one shipment or sub-bills of lading. The Master Bill of Lading is the document that is signed by the carrier driver.



# ENTRUST

SECURING A WORLD IN MOTION

Term	Definition
Mode	Method of transportation (service) used for shipments, usually Surface and sometimes Air. Refer to the "Ship Via Routing Guide or shipping method".
Outbound Freight	Freight enroute from an Entrust to a customer or a vendor.
Order Date	The date the order was placed with the vendor. This is <b>not</b> the Earliest Ship Date.
POD	Proof of Delivery.
PO Verification	Purchase Order Verification is a service provided by our freight forwarders. It confirms that the Purchase Order is active and is ready to ship.
Prepaid	Freight invoice payment term indicating that charges are billed to the shipper or supplier.
Purchase Order	A legal, binding contract between the Entrust buyer and the supplier. The Purchase Order number is required on all packaging and documentation.
Return Authorization	An authorization number which is obtained from the supplier prior to the shipping return vendor claim. Also, known as a RMA.
Samples	Product not for resale. Samples usually have no cost but a cost is needed if exported.
Shipper	The sender of the freight shipment, usually the seller or the seller's warehouse.
Shipping Window	The period of time between the PO Earliest Ship Date and Cancel Date.
Short Shipments	Shipments contents which are less than the packing slip count or a carrier shipment which has delivered less than the carton count on a Bill of Lading or Freight Delivery Receipt.
Weight Break	The weight at which carrier determination is made.





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SECURING A WORLD IN MOTION

## Appendix B - INCOTERMS 2010



### INCOTERMS 2010 REFERENCE CHART

	Transport Mode	Export Collection	Export Clearance	Loading	Freight	Insurance	Unloading-Discharging	Import Clearance	Delivery	Duty & Taxes
<b>EXW</b> EX Works	Any	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
<b>FCA</b> Free Carrier	Any	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
<b>FAS</b> Free Alongside Ship	Sea	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
<b>FOB</b> Free On Board	Sea	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
<b>CFR</b> Cost & Freight	Sea	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer
<b>CIF</b> Cost Insurance & Freight	Sea	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer
<b>CPT</b> Carriage Paid To	Any	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer
<b>CIP</b> Carriage & Insurance Paid to	Any	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer
<b>DAT</b> Delivered At Terminal	Any	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer
<b>DAP</b> Delivered At Place	Any	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer
<b>DDP</b> Delivered Duty Paid	Any	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller

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