



INTERNATIONAL FREIGHT ROUTING GUIDE

All Verizon (VZ) suppliers are required to follow this freight routing guide when moving VZ materials throughout the International Supply Chain. This routing guide applies when VZ is responsible for any portion of the cost or liability during its journey. In such cases where VZ is responsible, it is imperative that the VZ approved network of carriers and these instructions are strictly followed. **Suppliers who do not adhere to these instructions will be responsible for payment of any and all landed costs associated with the shipment.**

Scope: Covers all shipments moving across an international border, from one country to another performed on behalf of Verizon entities. This includes shipments from warehouses, third parties and/or our suppliers that may or may not involve Verizon purchase orders. The specified incoterms are as per ICC Incoterms 2010 and will be reflected on the Verizon purchase order so that the points of transfer for cost and liability are identified for Verizon transactions.

CONTACT INFORMATION FOR ALL INTERNATIONAL CARGO:

International Logistics Services Organization - All international shipments for Verizon should be coordinated through this organization. Send all general inquiries, shipment notifications, and requests for routing instructions can be sent to export@verizon.com mailbox.

1) U.S INBOUND (U.S. IMPORTS)

(Items that are coming into the continental U.S.A. and originating from non-USA locations.)

- **Incoterms FCA** named place (Free Carrier named place as per ICC Incoterms 2010)
Where Verizon has agreed to act as U.S. importer, FCA terms apply into USA and shipper is required to notify and coordinate all US imports with VZ's Intl Logistics Services organization.

Pre-Shipping alerts are required and will be sent to US-Imports@verizon.com or Karen.Lee@verizon.com and must include the following:

- ✓ **Copy of the Commercial Shipping Invoice** and/or Proforma showing all the Verizon purchase order number, all contents (i.e. part numbers, complete product descriptions, quantities, values of goods, and associated harmonized schedule and/or product classification numbers.)
- ✓ U.S. shipments should be consigned to: *Verizon Business Purchasing LLC, c/o ship to address as shown on purchase order.*
- ✓ **Copy of the packing list** that includes :
 - a. Complete list of itemized contents including part numbers, descriptions, and quantities.
 - b. FOB Point : Name of Location for Pick up, complete address, point of contact and telephone number of the pick up point, hours of operation.
 - c. Packaging details: pieces, weights, and dimensions (i.e. 6 boxes 24 x 24 x 24, 300 lbs, shrink wrapped on 1 wooden pallet.)

Verizon's Import team will respond within 1 business day / 24 hours with approvals and complete routing instructions.

Typical Carrier Selection for FCA terms for US imports:

- Under 75 lbs, ship either
 - DHL courier OR Federal Express
 - Over 75 lbs, notify VZ's Intl Logistics Services (US-Imports@verizon.com) for selection of forwarder.

- U.S. authorized import brokers for VZ will be made available upon request.
- Send final soft copies of the commercial invoice and airwaybill to US-Imports@verizon.com when shipment is dispatched.

Questions pertaining to VZ U.S. Imports = Karen Lee, USA PH: 408-834-3083 or US-Imports@verizon.com

2) U.S. OUTBOUND (U.S. EXPORTS)

(Items originating from USA being exported out to a foreign country and/or US territory (foreign countries, including Canada, Mexico. US Territories such as Guam, Puerto Rico, or US Virgin Islands.)

Each Verizon Purchase Order (PO) will verify the international Incoterms and routing instructions depending on the specific FOB points and destination countries involved in the transaction. Supplier is responsible to follow the incoterms and routing instructions on the purchase order.

Typical incoterms for Verizon Purchase Orders for US Exports destined for international sites are as follows:

- **DDP (Delivery Duty Paid)** as per ICC Incoterms 2010, DDP shipments should always be exported and imported in the supplier's name and tax id. Neither VZ nor our customers should be involved in exporting nor importing items shipped under DDP terms.
 - In cases where VZ has specially agreed to act as importer for a shipment under DDP Incoterms 2010 in the foreign country, email shipping alert must be sent to VZ's International Logistics Services organization at export@verizon.com and export@tarraservices.com and the Verizon entity abroad acting as importer **prior to shipping**. Such alert must contain all order details and copies of customs/shipping documentation as outlined below for FCA terms.
 - If goods are drop shipped to a VZ Customer directly who is expected to act as importer of record in the foreign destination, the supplier is responsible to ensure our customer is also properly notified and that the correct customer pricing is declared in customs as appropriate for the importer.
- **Delivery Duty Unpaid- Incoterms DAP (Delivered At Named Place) Incoterms 2010**
DDU and DAP shipments require Verizon and/or our customers or partners who are acting as importer to pay the duties and taxes locally at the border upon customs clearance. Shipment prealert to Verizon ILS is required before shipping under these terms. (Prealert: Export@Verizon.com)
- **FCA (Free Carrier named place)** as per ICC Incoterms 2010) :
Under FCA terms, the shipper / seller is required to prepare goods and notify VZ's Intl Logistics Services organization for routing instructions before shipping.
- **Shipping alerts should be sent to export@verizon.com and export@tarraservices.com, and must include the following:**
 - ✓ **Copy of the Commercial Shipping Invoice** and/or Proforma showing all the Verizon purchase order number, all contents (i.e. part numbers, complete product descriptions, quantities, values of goods, and associated harmonized schedule and/or product classification numbers.) Shipments should be consigned to the Verizon entity when shown on our *purchase order and legal entity list (Appendix B.)*
 - ✓ **Copy of the packing list** that includes the VZ Purchase Order :
 - a. Complete list of itemized contents including part numbers, descriptions, quantities.
 - b. FOB Point : Name of Location for Pick up, complete address, point of contact and telephone number of the pick up point, hours of operation.
 - c. Packaging details: pieces, weights, and dimensions (i.e. 6 boxes 24 x 24 x 24, 300 lbs, shrink wrapped on 1 wooden pallet.)
 - ✓ **Copy of Airwaybills** or bills of lading (if available) .
- **Verizon's ILS team will respond within 24 hours/1 business day with complete routing instructions when required per Incoterms.** Actual routing instructions and selection of carrier or forwarder will depend upon the importer of record and destination.

- **When shipments is approved and dispatched**, supplier is responsible to send final soft copies of the commercial invoice and airwaybill to export@verizon.com and export@tarraservices.com
- **To coordinate a wire transfer for payment of customs clearance fees**, in addition to copies of all customs and shipping documents, an original invoice from the foreign import broker is required detailing all charges to be paid.

3) WORLDWIDE – FOREIGN TO FOREIGN (Non-US)

(Items that originate in a non-U.S. country and are expected to move to another non-U.S. country.)

Each Verizon Purchase Order (PO) will verify the international Incoterms and routing instructions depending on the specific FOB points and destination countries involved in the transaction. Supplier is responsible to follow the incoterms and routing instructions on the purchase order.

Typical incoterms requested by Verizon are as follows:

- **DDP (Delivery Duty Paid)**
DDP shipments should always be exported and imported in the supplier's name and tax id. Neither VZ nor our customers should be involved in exporting nor importing items shipped under DDP terms. Any shipments executed by supplier under DDP terms that will require Verizon or our customer, partner, or end user to act as importer of record must be pre-approved by VZ's International Logistics Services organization at export@verizon.com and export@tarraservices.com prior to shipping.
 - In cases where VZ has specially agreed to act as importer for a shipment under DDP terms, a shipping alert must be sent to VZ's International Logistics Services organization at export@verizon.com and export@tarraservices.com prior to shipping with the order details and copies of customs/shipping documentation as outlined below for FCA terms.
 - If goods are drop shipped to a third party that is expected to act as importer of record, supplier is responsible to ensure accurate and correct pricing is declared in customs as appropriate for the importing party.
- **Delivery Duty Unpaid- Incoterms DAP (Delivered At Named Place) Incoterms 2010**
DDU and DAP shipments require Verizon and/or our customers or partners who are acting as importer to pay the duties and taxes locally at the border upon customs clearance. Shipment prealert to ILS is required before shipping under these terms.
- **FCA (Free Carrier named place)** as per ICC Incoterms 2010) :
Under FCA terms, the shipper / seller is required to prepare goods and notify VZ's Intl Logistics Services organization for routing instructions before shipping.
- **Shipping alerts should be sent to export@verizon.com and export@tarraservices.com, and must include the following:**
 - ✓ **Copy of the Commercial Shipping Invoice** and/or Proforma showing all the Verizon purchase order number, all contents (i.e. part numbers, complete product descriptions, quantities, values of goods, and associated harmonized schedule and/or product classification numbers.) Shipments should be consigned to the Verizon entity as shown on our *purchase order* and *legal entity list (Appendix B.)*.
 - ✓ **Copy of the packing list** that includes the VZ Purchase Order :
 - a. Complete list of itemized contents including part numbers, descriptions, quantities.
 - b. FOB Point : Name of Location for Pick up, complete address, point of contact and telephone number of the pick up point, hours of operation.
 - c. Packaging details: pieces, weights, and dimensions (i.e. 6 boxes 24 x 24 x 24, 300 lbs, shrink wrapped on 1 wooden pallet.)
 - ✓ **Copy of Airwaybills** or bills of lading (if available.)
- **Verizon's ILS team will respond within 48 hours with complete routing instructions when required per Incoterms.** Actual routing instructions and selection of carrier or forwarder will depend upon the importer of record and destination.

- **When shipments is approved and dispatched**, supplier is responsible to send final soft copies of the commercial invoice and airwaybill to export@verizon.com and export@tarraservices.com
- **To coordinate a wire transfer for payment of customs clearance fees**, in addition to copies of all customs and shipping documents, an original invoice from the foreign import broker is required detailing all charges to be paid.

4) INTRA-EU OUTBOUND (Shipments between EU member states)

(Items that originate in an EU member state and are expected to move to another EU member state)

General Instructions for all intra EU outbound shipments including any carrier and method of shipment:

- All parcels up to 70 kg are shipped with UPS parcel services.
- Parcels in excess of 70 kg must be shipped with the GeoDis transportation network. Quotes are to be submitted to the VZ order coordinator and require approval.
- No value shall be declared on any shipment for insurance unless otherwise instructed by VZ.

Additional Instructions for outbound shipments with carrier UPS:

- No Saturday pick-ups or deliveries allowed unless specified in the VZ order.
- Do not specify/request a delivery signature by UPS
- Do not request residential delivery without approval of VZ order coordinator
- It is recommended to use UPS standard software "UPS WorldShip"
- **Verizon's 3pl warehouse**, Geodis will use UPS
- Other shipments require approval from purchasing contact on Verizon Purchase Order
- The VZ sales order number or shopping cart number must be added to the field "Reference" Field

5) INTRA-EU INBOUND (Shipments between EU member states)

(Items that originate in an EU member state and are expected to move to another EU member state)

General Instructions for all incoming intra EU shipments

- All incoming shipments from VZ entities or VZ customers need to follow the related Return procedure
- VZ business partners are called to submit pre-notification prior shipping to warehouse facility
- Purchase order deliveries from VZ vendors need to follow the related Inbound procedure
- COD (Cash on Delivery) deliveries must be rejected

6) FREIGHT FORWARDERS AND COURIERS

When Incoterm calls for Verizon to be responsible for a portion of the cost or liability during the shipping journey, the following guidelines can be used to select a Verizon approved carrier or freight forwarder:

- Under 75 lbs, ship either – Verizon Account numbers available by contacting EXPORT@verizon.com with purchase order number and commercial invoice information.
 - DHL courier
 - OR
 - Federal Express,
- Over 75 lbs, Ship via- Verizon account numbers available by contacting EXPORT@verizon.com with purchase order number and commercial invoice information :
 - Panalpina or JAS Forwarding for EMEA and Americas
 - Morrison Express for Asia Pacific
 - Mid-America for China Only
 - Kuehne & Nagel for Latin America

7) VERIZON APPROVED IMPORT BROKERS

When USA import entries are to be performed in Verizon's name, it is important that clearance occur by a Verizon approved import broker who is legally authorized to clear our goods. Contact US-Import@verizon.com to request import broker information, or call Karen Lee ph: 408-834-3083

A list of Verizon's approved brokers can be found in (FUTURE DOCUMENT [Appendix A.](#))

8) VERIZON'S GLOBAL LEGAL OPERATING COMPANIES

When import entries are consigned to Verizon as the foreign importer of record, it is important that the documentation be addressed to the appropriate local registered business name. Contact export@verizon.com for details.

A list of Verizon's legal presence can be found in (FUTURE DOCUMENT Appendix B.)

9) GENERAL INFORMATION

The below general information and guidelines applies to all Verizon international cargo.

- **Verizon Purchase Order**
The Verizon Purchase Order Number (PO) must appear on all general communication and correspondence, shipment notifications, routing requests, and on all customs and shipping documentation.
- **Incoterms**
All Verizon Incoterms quoted and agreed upon are as per those published by the International Chamber of Commerce (ICC), Incoterms 2010. VZ will look to the agreed upon incoterms to establish the points at which cost and liability changes hands on international deliveries.
- **Export Compliance**
Both parties acknowledge that the hardware, software, technical data, or other information that are the subject matter of this agreement may be subject to import and export control laws and regulations of the United States and other foreign governments, and that export, re-export, import, or other transfer of the products may require a license, license exception, or other authorization from relevant government agencies. Each party shall comply with all such laws and regulations. Neither party shall engage in any export, re-export, import, or other activity under this purchase order or agreement without first having satisfied all applicable US and foreign government licensing or other requirements for such activity.
- **International Packaging**
All freight prepared for international cargo must be packaged in accordance with the destination import guidelines. In some cases Verizon International Logistics Services personnel may request special packaging compliant for international transport to the specific destination. Seller agrees to consider all such requests and comply where possible.
- **Recordkeeping**
On all international shipments, seller agrees to maintain a record of shipment, exports, re-exports, sales, re-sales, transfers, and re-transfers of products for five years and to forward within that time period any required records at VZ's request, to the applicable U.S. or foreign government agency. Seller agrees to permit audits by Customer or the U.S. or foreign government as may be required under the applicable laws and regulations.
- **Proof of Delivery**
When seller is responsible to route the freight, Seller shall provide such documents as requested by Customer to establish proof of delivery for each shipment.
- **Diversions Prohibited**
Seller shall not divert, re-route through, or otherwise deliver Products to countries subject to embargoes or sanctions under US law. Diversions contrary to US law prohibited.
- **Payment Processing for International Shipments**
Agents requiring payment of import charges upon freight's arrival, will contact TarraServices via email pipher@tarraservices.com, ttax@tarraservices.com or USA fax 1+908-789-3601, with the following:
 1. Disbursement Invoice
 2. Commercial Invoice
 3. Import Entry [or other proof of duties and taxes payable]
 4. Wire Transfer Instructions
 5. Bank Name
 6. Routing Number
 7. Swift Number

8. Bank Address
9. Beneficiary Name
10. Beneficiary Address
11. Beneficiary Account Number

AsiaPac Import/Export Contact: Marcovecchio@tarraservices.com, ttax@tarraservices.com
EMEA, Americas Import/Export Contact: Pipher@tarraservices.com, ttax@tarraservices.com