Guidelines for Making Delivery of Goods

Delivery Destination
PCI has factory in Batam, Indonesia - Muka Kuning (MK) and Kunshan, China. Sometimes PCI require suppliers to deliver materials to PCI PTE LTD in Singapore. Suppliers are required to pack the goods separately in accordance to its ultimate destination. No matter the goods are palletized or in cartons, the delivery location must be clearly indicated/marked on the carton/pallet. The total number of packages for each destination must also be marked for example, 1 of 2, & 2 of 2.

Goods meant for different delivery addresses must have different shipping documents to comply with custom requirement and allow for transportation and delivery to the correct receiving destination. Strategic Goods should also be listed on separate delivery orders, as a different export permit is required.

Suppliers should note that if goods are sent to the wrong destination due to failure of suppliers to correctly mark the carton/pallet, PCI reserves the right to charge suppliers a fee for movement and re-delivery due to the additional resources and costs incurred.

Process Flowchart
1) Overseas Suppliers

A. Incoterm (CFR, CIF, CPT, CIP, DAT, DAP, DDP) DESTINATION

B. Incoterm (EXW, FCA, FAS, FOB) ORIGIN

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1 Items that can be used for the production, development or use in Nuclear, Chemical or Biological Weapons or Missiles Capable of Delivering these Weapons
C. Local (Singapore based) Suppliers and Johor Suppliers delivering to Singapore

Need to do

1) Confirm PO details within 1 day of receipt of Purchase Order (PO) by PCI.
2) In the presence of discrepancies / inability to commit, inform PCI and arrangement will be made to adjust PO after discussion. Revised PO will be sent to Supplier for confirmation again.
3) Ship to arrive on agreed delivery date.

Routing Instructions

Local (Singapore based) Suppliers and Johor Suppliers delivering to Singapore

| From 30th Oct 2017 | Deliver to Forwarder: Toll City |

Process for Delivery to Toll City

1) Send shipment pre-alert (shipping invoice or delivery order and packing list) to group email pci.logistics@pciltd.com.sg minimum one WORK day (and before 1500hrs) in advance prior to Delivery.
2) No last-minute shipment as well as amendment, alternations or additional parts are allowed once the approval is given. If there are changes, suppliers have to resend new lists/shipping document for approval.
3) All delivery man must wear proper personal protective equipment (PPE) – a Hi-Vis Vest or Shirt, enclosed footwear (Visitors) / steel-capped boots for workers and drivers & visitors’ pass.
Information on Toll

<table>
<thead>
<tr>
<th>Address</th>
<th>Contact Name</th>
<th>Contact Email</th>
<th>Tel</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll City</td>
<td>Operations, Shipping &amp; Customer Service</td>
<td><a href="mailto:mohamad.jamil@tollgroup.com">mohamad.jamil@tollgroup.com</a></td>
<td>+65 8411 5144</td>
<td>Mon to Fri: 0900 to 1700 hrs</td>
</tr>
<tr>
<td></td>
<td>Desmond Choo</td>
<td><a href="mailto:desmond.choo@tollgroup.com">desmond.choo@tollgroup.com</a></td>
<td>+65 9072 0872</td>
<td>Sat: 0900 to 1230 hrs</td>
</tr>
<tr>
<td></td>
<td>May Chan</td>
<td><a href="mailto:kwaiteong.chan@tollgroup.com">kwaiteong.chan@tollgroup.com</a></td>
<td>+65 8198 6136</td>
<td>Sun and Public Holidays: Closed</td>
</tr>
<tr>
<td></td>
<td>Ngesti</td>
<td><a href="mailto:Ngesti.Utami@tollgroup.com">Ngesti.Utami@tollgroup.com</a></td>
<td>+65 9185 8712</td>
<td></td>
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<tr>
<td></td>
<td>Leong Yee</td>
<td><a href="mailto:leongyee.toh@tollgroup.com">leongyee.toh@tollgroup.com</a></td>
<td>+65 8182 6929</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sales</td>
<td></td>
<td>+65 9185 8680</td>
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<tr>
<td></td>
<td>Ming Li</td>
<td><a href="mailto:mingli.ho@tollgroup.com">mingli.ho@tollgroup.com</a></td>
<td>+65 9825 0201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edward</td>
<td><a href="mailto:edward.lee@tollgroup.com">edward.lee@tollgroup.com</a></td>
<td>+65 9825 0201</td>
<td></td>
</tr>
</tbody>
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Business Regn No : 199408934C

Purchase Order (P/O)
A sample of how a PCI Purchase Order will be as follows:

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No receiving after 3pm!
1) PO number – consists of a 10-digit number, that is unique from all other POs
2) PCI P/N – PCI Part numbers consists of a maximum of a 40-digit alphanumeric code, with the 1st 2 digits stating PCI’s internal reference, and last 2 digits stating the version code
3) Delivery Codes – there will be a “Plant/ Loc” code which represents our factory location which your goods will be ultimately delivered to. Do indicate clearly the Factory Locations (eg. Muka Kuning) on your D.O. to PCI. The definitions are as follows:

<table>
<thead>
<tr>
<th>Plant/ Loc</th>
<th>Factory Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGMK/01</td>
<td>Muka Kuning</td>
</tr>
</tbody>
</table>

* The Factory Location (e.g. Muka Kuning) must be clearly indicated on your D.O.
4) Buyer Name – This is the Commodity Engineer who is taking charge of your company account. You may approach them for any commercial discrepancies you encounter in our order, e.g. payment term, price, standard pack / minimum order quantity
5) All commitments to the P/O shall be sent to the email: commitment.po@pciltd.com.sg

Packaging

All materials and parts sent to PCI will have to be packed into a minimum of double-walled carton. For heavy (e.g. PCB, speaker, etc.) or fragile items (e.g. LCD, etc.), a triple-walled carton is required with cushioning packs to shield the contents.

In general, the selection of the method of packaging will depend upon the specific part or material, the method of transportation and the method of handling required by the receiver. However, certain basic factors deserve consideration:

1) Packages, which are to be hand handled, are subject to rougher handling than those handled mechanically
2) Package size, strength and type shall be selected to provide protection and to fit the mode of transportation, applicable carrier regulations and distance of transit.
3) Packages for sea shipment should be palletized. Palletization helps to optimize cargo handling, improve health and safety to personnel involved in the listing, carrying and unloading of heavy loads, and promotes product integrity by increasing stability of outer cartons in the container and preventing movement and shifting during transportation.

PCI PTE LTD expects that Suppliers inform themselves of all relevant considerations and determine packaging accordingly. In finalizing the packaging design, the expectation is that the following cost factors will be considered:

1) Handling Labour
2) Material handling equipment
3) Transportation cost (optimum cube utilization)
4) Floor space availability
5) Direct Labour
6) Recyclability, Disposal or Return
7) Design shall follow “best practice” criteria
**Ergonomics of containers**

20’ = 8 feet X 20 feet X 8 feet H  
40’ = 8 feet X 40 feet X 8 feet H

**Weight restrictions**

Cartons: Not exceeding 25 kilograms  
Pallets: Not exceeding 400 kilograms

**Requirements for Palletized Cargoes**

1) The bottom, sides and top of the pallets must be fully shrink-wrapped with at least 2 layers of stretch film. All materials must not be exposed and should be protected from getting wet / damaged. If required, angle boards/bars shall be used.

2) Materials must be properly secured on the pallet.

3) The height of the pallet shall not exceed 183cm (6 feet) for sea freight / land transport and 153cm (5 feet) for air freight.

4) The strength of the pallet must be able to withstand the weight of the materials.

**ISPM #15 Requirement (International Standard of Phytosanitary Measures No. 15)**

Shipments using WPM or wood packaging materials (e.g. Pallets, crates, cases) are required to comply with the ISPM #15 requirements.

ISPM #15 requires wood packaging materials to be heat treated or fumigated. They must be affixed with the ISPM #15 compliant stamp or mark:

![ISPM #15 Stamp](image)

The ISPM #15 compliant stamp or mark should be clearly visible and is recommended that they should appear on opposite sides of the pallets (WPM) being certified.

Products exempted from this requirement are those made from alternative materials like paper, plastic, or wood panel products (hardboard, plywood, presswood).

Copy of fumigation or heat treatment certificate must be provided to PCI together with shipping document immediately after shipment.