



Shipping Instructions — Rev 010 (Oct 17, 2024)
Addendum to Magellan Aerospace, Winnipeg Purchase Orders
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FOR ALL SHIPMENTS THE FOLLOWING APPLIES:

THE METHOD OF TRANSPORTATION IS DETERMINED AS FOLLOWS:

1. If your shipment originates OUTSIDE Winnipeg, Manitoba, Canada
2. If your shipment originates within 65kms of Winnipeg, Manitoba, Canada.

NOTE: Failure to follow routing instructions may result in 100% debit of freight costs.

IF YOUR SHIPMENT IS ORIGINATING WITHIN 65KM OF WINNIPEG, MANITOBA, CANADA:

1. Call Buckboard Express 204-697-5555 for pick-up.

IF YOUR SHIPPING ANYWHERE OUTSIDE OF WINNIPEG, MANITOBA, CANADA:

1. To book shipments, go to <https://web.logikor.com/>
2. Use your companies LOGIKweb login and password to access the system and book.

IF YOU HAVE ISSUES

1. Daily operations
 - 1.1. Black Team a. Phone: Either 519-622-8400 or 866-773-8400, option 1, then option 3
 - 1.2. Email: blackteam@logikor.com
2. After hours contact:
 - 2.1. Either 519-622-8400 or 866-773-8400, option 1, then option 3
3. Magellan Aerospace, Winnipeg's External Logistics Department **204-788-2814 or 204-788-2816**, or email MAW.SHIPPING@Magellan.aero

FOR ALL INCOMING DANGEROUS GOODS SHIPMENTS THE FOLLOWING APPLIES:

A current SDS (Safety Data Sheet) must be provided for each controlled substance checking the regulations of the sending country. (any product, material or substance specified by the regulations made pursuant to paragraph 15(1)(a) to be included in any of the classes listed in Schedule 2 of the Canadian Hazardous Products Act (R.S., 1985, c.H-3), or US Federal Hazardous substances act (FHSA))
Please Email all SDS's to MAW Health and Safety Department, also include MAW PO and or MAW Part Number in the subject line. Email: MAW.SafetyEnv@Magellan.aero

FOR ALL SHIPMENTS THE FOLLOWING APPLIES:

1. Weight is determined by either actual or dimensional weight. To compute dimensional weight use: length x width x height and divide by whichever is greater is the weight to use to confirm proper routing (Air vs Truck).
2. **Do not declare any values for carriage or insurance, as Magellan Aerospace, Winnipeg is self-insured.**

SHIPMENTS OF 5000 lbs. AND UP ARE CONSIDERED TRUCKLOAD OR CONTAINER SHIPMENTS:

1. Please contact Magellan Aerospace, Winnipeg's External Logistics Department at **204-788-2814 or 204-788-2816** and provide weights, measurements for each package. Magellan Aerospace, Winnipeg's External Logistics Department will advise carriers to use.

IF MAGELLAN IS RESPONSIBLE FOR CUSTOMS BROKERAGE;

INTO CANADA:

George H. Young & Co.
809-167 Lombard Avenue
Winnipeg, Manitoba R3B 3H8

Telephone: 204-947-6700 Ext 212
Attn: Amanda Billowus
Email: release@ghy.com; Group3@ghy.com

INTO USA:

UPS-SCS/ GHY USA/ the carrier (FedEx)

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1. EXPEDITED SERVICES

- 1.1. Logikor shall move shipments by expedited mode to meet delivery parameters outlined by Magellan only where (1) an Expedite Shipping Request Number is issued or (2) the name of the individual approving the expedite is entered in the Expedite Shipping Request (ESR) reference at the time of order entry.
- 1.2. LOGIKOR shall work to find the most cost effective expedite mode available to meet the provided delivery requirements.
- 1.3. Shipments designated as Expedites shall begin to be actioned within 30 minutes of receipt via email/phone/LOGIKweb.
- 1.4. Prior to booking an expedite where transport cost exceeds \$2000 LTL, \$5000 Air/Ocean/Expedites/FTL., Logikor will seek approval from Magellan.

2. COURIER SHIPMENT SCHEDULING

- 2.1. All shipments under 150 pounds will be scheduled to ship via air courier service, when available, with same day pick up service, providing the shipment is (1) entered before noon on the requested day of pickup or (2) if the shipper has a daily scheduled pickup with the selected courier, 30 minutes prior to the scheduled pickup time.
- 2.2. The shipper will be notified via email of the planned carrier and pickup date/time and include courier labels.

3. LESS THAN TRUCKLOAD (LTL) SHIPMENT SCHEDULING PROCESS

- 3.1. All LTL requests will be set for next business day pickup. Scheduled with a pre-determined carrier, pickup and planned delivery day, based on regular transit guides.
- 3.2. The shipper will be notified via email of the planned carrier, pickup date/time and include transport BOL.

4. OTHER TRANSPORT MODE SHIPMENT SCHEDULING PROCESS

- 4.1. All requests will be scheduled based on the planned pickup and delivery time of the shipment entered in LOGIKweb.
- 4.2. The shipper will be notified via email of the planned carrier and pickup date/time.

5. BILL OF LADING GOODS

- 5.1. All suppliers will be provided a Logikor Bill of lading via email and available in LOGIKweb.

6. TRAINING - Logikor shall, in coordination with Magellan, implement and manage a program for on-boarding and ongoing training of suppliers and Magellan staff on utilizing the TMS system including:

- 6.1. Efficient use of applicable aspects of LOGIKweb
- 6.2. Required data elements with respect to shipment transport and billing/invoicing
 - 6.2.1. PO Number field: Enter PO number or Name
 - 6.2.2. Name of person entering shipment in LOGIKweb
 - 6.2.3. Customs broker for outbound plant shipments d. Charge To
- 6.3. Collecting and maintaining profile data and information with respect to suppliers and Magellan plants in accordance with mutually agreed written procedures.

7. RESPONSE TIMES - Logikor will follow the following agreed-upon response times during regular business hours.

- 7.1. Email communication on expedite moves – within 30 minutes
- 7.2. Email communication on non-expedite moves – within 120 minutes
- 7.3. If the matter is urgent, contact should be made via phone to Logikor's contact number. If afterhours, contact should be made to Logikor's afterhours contact.