

SHIPPING INSTRUCTION FOR SHIPMENT TO STS

[STS hereafter refers to Shenzhen STS Microelectronics Co., Ltd.
Which is located in Futian Free Trade Zone (FFTZ), Shenzhen, CHINA]

I. For **Overseas** shipment to Shenzhen STS via Hongkong (vendor consignment inclusive)

a. For **Spare Parts and Materials** (under make-to-order PO or Consignment PO)

Receiving Address:

Shenzhen STS Microelectronics Co., Ltd
C/O DATIAN W. GROUP (HK) LTD
Unit 103, Airport Freight Forwarding Centre,
2 Chun Wan Road, Chek Lap Kok
Hong Kong

Main contact:

Name: Victor DENG
TEL#: +852 2311 7592, +852 6991 7940
Email: victor.deng@dtwhk.com.hk

Back up contact

Name: Carol Cheng
TEL#: +852 9234 5786
Email: Carol.cheng@dtwhk.com.hk

Receiving Hours:

From 09:00am to 18:00pm (Monday to Friday)
From 09:00am to 13:00pm (Saturday & Sunday)

Note: below shipments are excluded:

- 1) Material in VMI mode
- 2) Material in RMB currency
- 3) Equipment under DAP Shenzhen STS

STS will act as IOR (Importer Of Record) to conduct Customs import declaration and arrange physical shipment from DTW HKG to STS via FFTZ gate 1.

b. For **Equipment** under DAP Shenzhen STS

- 1) Supplier makes delivery to Shenzhen STS via Hongkong (door to door) by their own logistics service provider.
- 2) The shipment is transported from origin to Hongkong by sea or air, then from Hongkong to Shenzhen STS via FFTZ gate 1 by truck after STS completes customs import declaration.
- 3) For **brand new equipment**, shipment documents include

MAWB (Master Airway Bill) / MBL (Master Bill of Lading)
Shipper: nominated LSP origin by supplier
Consignee: nominated LSP counterpart in HKG by supplier

HAWB (House Airway Bill) / HBL (House Bill of Lading)
Shipper: shipper origin, based on invoice seller
Consignee: Shenzhen STS Microelectronics Co., Ltd
16# Taohua Road, Futian Free Trade Zone, Shenzhen, China

- 4) For (2nd hand) **used equipment**,
Additional documentations are required, please consult STS TCC team before shipment.

II. **For CHINA Local shipment in RenMinBi currency (under DDP Shenzhen STS)**

Supplier makes delivery to Shenzhen STS Microelectronics Co., Ltd via FFTZ gate 2.

Address: 16# Taohua Road, Futian Free Trade Zone, Shenzhen, China

Supplier sends shipping documents to STS TCC one working day ahead of delivery for customs clearance

III. **For VMI shipment (to be delivered into the VMI hub, which is under VMI Agreement mode, not under make-to-order PO mode)**

Supplier sends pre-alert to VMI operator (Logistics Service Provider, VMI Hub) for receiving.

Supplier makes delivery into the VMI hub by using their own forwarder or the hub logistics service provider (for instance Kerry, DTW, etc.)

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Contact window for China Shenzhen Customs Clearance: import from overseas and/or local deliveries from mainland China into Futian Free Trade Zone (FFTZ, where Shenzhen STS is located).

**1). For materials**

To: Ms. Ting Deng (+86 755 8348 8042), email: ting.deng-ext@st.com

Ms. Holly Zhang ((+86 755 8348 8039), email: xiao-hong.zhang-ext@st.com

Cc: Tony Nie (+86 755 8348 8034), email: Tony.Nie@st.com

Min Wen (+86 755 3302 8370), email: [Min.wen@st.com](mailto:Min.wen@st.com)

**2). For spare parts \***

To: Quimby Xu (+86 755 3302 8364), email: Ban.xu@st.com

Sapere Zhang (+86 755 3302 8365), email: Shengjie.zhang@st.com

Rita Xu (+86 755 3302 8371), email: Qiuyong.xu@st.com

Hanko Shi (+86 755 3302 8318). email: [wen-guang.shi@st.com](mailto:wen-guang.shi@st.com)

Ford Zheng (+86 755 8348 8032). email: ford.zheng@st.com

Coco Zhang (+86 755 83488035), email: [ran.zhang-ext@st.com](mailto:ran.zhang-ext@st.com)

Chelsea Chen (+86 755 83488038), email: yaxin.chen-ext@st.com

**3). For Equipment \***

To: Ford Zheng (+86-755-83488032), email: Ford.Zheng@st.com

Cc: Hanko SHI (+86 755 33028318), email: [wen-guang.shi@st.com](mailto:wen-guang.shi@st.com)

\* Import license for 2) spare part and 3) equipment:

One full set of shipping documents (invoice/packing list/delivery note/physical photo) shall be emailed to STS at least 14 days prior to goods arrival at Hongkong in order to apply for import license in advance.

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RISK

For shipments under “DAP Shenzhen STS plant” terms, supplier shall bear all risks up to arrival of cargo at Shenzhen STS plant, irrespective of which transport service is used to deliver the goods.

ROUTING

Any hand-carry (bypassing Customs declaration via FFTZ gate 1, gate 2 or gate 3) is forbidden for shipment to Shenzhen STS wherever it's from mainland China or from overseas.

All oversea shipments (with invoice/packing list/delivery note attached) shall be delivered to Hongkong before being transported to STS plant through “Gate 1” between Hongkong and Shenzhen Fu Tian Free

Trade Zone. **Direct shipment delivery is not allowed to any place of mainland China, namely it's prohibited to deliver any shipment directly to Shenzhen airport or seaport.**

DOCUMENTATIONS

Invoice, packing list and/or delivery note shall indicate following information:

- 1). P/O number and P/O item number
- 2). Total gross weight
- 3). Unit net weight (excluding inner package)
- 4). Total Net weight (excluding inner package)
- 5). Total number of packages / cartons
- 6). Part brand (if no brand, then indicate "No brand") for each item
- 7). Model number (if no specific model number, then indicate "No model") for each item
- 8). ST Part Number (if applicable) and English description
- 9). HS code for each item
- 10). Country of Origin
- 11). Photos (for Spare parts and Equipment, which can show product information)
- 12). Bill/Invoice to:

Shenzhen STS Microelectronics Co., Ltd.
#16, Tao Hua Road, Futian Free Trade Zone 518038 SHENZHEN, CHINA

- 13). Delivery to:
 - a. For spare part and material:

Shenzhen STS Microelectronics Co., Ltd
C/O DATIAN W. GROUP (HK) LTD
Unit 103, Airport Freight Forwarding Centre,
2 Chun Wan Road, Chek Lap Kok
Hong Kong

- b. For equipment:

Shenzhen STS Microelectronics Co., Ltd.
#16, Tao Hua Road, Futian Free Trade Zone 518038 SHENZHEN, CHINA

Note: Physical delivery follows shipping instruction specified in 1.b.

- 14). For FOC and/or Warranty shipments, the intended recipient of STS shall be indicated on invoice and packing list or delivery note, along with either "FOC" or "Warranty" remarked on each item.
(FOC shipments must be separated from others in terms of package)

- 15). For Wafer/Dice shipment, both wafer quantity and dice quantity must be indicated on invoice and packing list.

One full set of shipping documents (invoice, packing list and/or delivery note) shall be put into a pouch attached to the parcel/carton. These documents shall physically accompany the shipment and shall be handed over to DTW Hongkong.

Chemical goods shall be labeled in English and Chinese with an attached MSDS (material safety data sheet) in both languages.

Supplier shall indicate the packing material and country of origin clearly in the shipping documents; otherwise supplier shall be responsible for the incurred losses.

All information must be exactly aligned and reconciled among supplier's documentations, customs certification/license and physical goods. Any liability due to violation/inconsistency must be borne by the supplier, for instance risk of customs fines.

WOODEN PACKING MATERIALS

Wooden packing materials from any country shall require heat treatment or fumigation and shall be stamped with "IPPC" mark on each outer crate or each pallet before shipment from country of origin, irrespective of the solid wood size.

PAYMENT

After GOODS delivered or Service rendered to STS and proper invoice received by STS accounts payable team, a payment will be remitted in line with payment term to your official bank account, Supplier shall be responsible for communicating its correct bank information duly authenticated by his company representative.

Vendor can access to ST website for payment information <https://my.st.com/stparc> after registration
Please always address your payment issue to dedicated email of STS Accounts payable team (ap.sts@st.com) or courier invoice officially to STS Accounts Payable team at official address.

TAXES

Prices listed on this Purchase Order is all taxes inclusive, this term shall prevail in case of any conflicts to this Purchase Order.

Services provided by overseas vendor shall be gross of related taxes in accordance with PRC tax regulations, STS is liable to deduct any with-holding tax from payment.

CANCELLATION In accordance with STMicroelectronics PO General Terms & Conditions, STS reserves the right to revoke the delinquent PO if service is not rendered or goods are not delivered after 3 months of the delivery date.

FINANCIAL DATA REQUIREMNT

You may be required to provide latest financial data if necessary