

## Business Requirements

### Shipping

### **FCA** (Only sea freight)

## Shipping Instructions – From outside of Europe to ABG, Venlo, The Netherlands

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#### **1) Delivery Arrangements & Booking Request**

All shipments must be booked through (delivered to) Expeditors International, Access Business Group's nominated consolidator / forwarder to handle all shipments worldwide:

The local Expeditors International office can be located on <http://www.expeditors.com> website.

Expeditors will be responsible for:

- Cargo Booking
- Consolidation
- Document Collection and Document Forwarding

The following actions have to be taken prior to shipping:

Four (4) weeks prior to the cargo ready date suppliers have to send a booking request via email to Expeditors, by completing the 'Expeditors Shipping Order Form'.

The shipping order form must include the ABG Purchase Order number and the estimated cargo ready date.

Supplier is to request the vessel schedule.

The cargo ready date must be within ABG's 5-day ship window to be accepted by Expeditors. Supplier will be deemed on-time when both cargo and documents are delivered on the Ship Available Date as mentioned on the Purchase Order, or 5 days prior. Delivery should occur at the agreed port for Full Container Loads (FCL) or to Expeditors warehouse for Less than Container Loads (LCL).

Suppliers should be aware that changes to the Purchase Order after submitting the booking request, might result in delays. Each change can have impact to the vessel schedule and departure and should be avoided when possible.

The 'Expeditors Shipping Order Form' is to be found on the 'Shipping' home page.

Upon receipt of the shipping order form, Expeditors will provide receipt confirmation within 24 hours.

Within 4 – 5 days of the booked sailing, Expeditors will provide the completed shipping order.

If the shipping order is not received 4 days prior to the booked sailing, please contact your local Expeditors branch office for a confirmation and copy Bill Rotondi ([Bill.Rotondi@Expeditors.com](mailto:Bill.Rotondi@Expeditors.com)) and your ABG planning contact.

## 2) **Documentation Requirement Checklist**

- Commercial Invoice
- Packing List
- Value Declaration (if applicable)
- Certificate of Origin or Form A
- Long Term Suppliers Declaration Of Origin (if applicable)
- Non Fumigation Declaration
- No Wood Declaration

For further information please see documentation details below.

## 3) **Commercial Invoice Details**

All invoices must contain the following information:

- ABG PO Number (The PO Number is an 8 digit alpha numeric number – i.e 179184OU) including line number
- ABG SKU Number : As indicated on the PO
- Description: Description must be identical to the description on the PO
- Quantity: Including quantity and unit (unit means per piece, kilo, set etc)
- Unit price: The currency (i.e EUR, US\$, HK\$, RMB etc) must be clearly indicated
- Total price: The currency (i.e EUR, US\$, HK\$, RMB etc) must be clearly indicated
- Country of Origin per item
- Applicable ABG VAT Number
  - ABG International LLC Purchase Orders use VAT Number: NL 8094.97.979.B01
  - ABG LLC Purchase Orders use VAT Number: NL 8094.97.992.B01
- Suppliers VAT Number
- List of Lot Codes and Quantity per Lot Code (if applicable)
- Buying Commission statement: "The invoice price indicated is subject to a buying commission that will be invoiced separately to the buyer from it's related buying agent."
- Container Number
- INCO Term (+year & place)

Invoices need to be submitted as follows:

- Copy of commercial invoice with the shipment
- If supplying Certificate of Origin or Form A:  
the original commercial invoice is sent via post to  
Access Business Group International BV  
Celsiusweg 20  
5928 PR VENLO  
The Netherlands  
Attn. Global Trade  
  
and an electronic copy of the commercial invoice sent to your product planner and emailed to  
[DMS@AccessBusinessGroup.com](mailto:DMS@AccessBusinessGroup.com) and [Amway-import@SeaconLogistics.com](mailto:Amway-import@SeaconLogistics.com)
- Accounts Payable, these invoices require additional details, please see '**Accounts Payable**' section on Portal for additional requirements

## 4) **Packing List**

Suppliers are required to generate a packing list containing specific shipment information as detailed below: The completed packing list must be sent with the delivery.

- Country of Manufacture (origin)
- Country of Export
- Vendors Stamp or Signature
- Net Weight
- Gross Weight
- ABG SKU Number

- Description of Product (must be identical to the description of the PO and if applicable include model specification. If shipping spare parts, the name of the equipment on which they will be used)
- PO number and line number
- Quantity and eaches
- Number of Master Cartons
- Quantity per Master Carton
- Quantity per Pallet (if applicable)
- Number of Pallets (if applicable)
- Number of Partial Cartons and quantity
- List of assigned lot codes and quantity per lot code (if applicable)

#### 5) **Certificate of Origin or Form A**

If goods are manufactured outside the European Union then a Certificate of Origin or Form A will be required. Please consult your local chamber of commerce or local customs agent whether a Certificate of Origin or Form A is required.

The Certificate of Origin or Form A needs to state the ABG PO Number (The PO Number is an 8 digit alpha numeric number – i.e 179184OU).

The supplier should send as follows:

Original Certificate of Origin is sent via post to  
Access Business Group International BV  
Celsiusweg 20  
5928 PR VENLO  
The Netherlands  
Attn. Global Trade

And an electronic scanned copy of certificate of origin to be emailed to [DMS@AccessBusinessGroup.com](mailto:DMS@AccessBusinessGroup.com) and [Amway-import@SeaconLogistics.com](mailto:Amway-import@SeaconLogistics.com)

NOTE: The Supplier is responsible for any additional charges incurred through failure to supply the Certificate of Origin or Form A.

#### 6) **Long Term Suppliers Declaration of Origin**

Suppliers manufacturing products outside the EU, may be required to complete a Long Term Supplier Declaration of Origin (LTSDO) ; dependent on country of origin (Preferential Origin Status, Suppliers' Declaration 3351/83). LTSDO template can be found on 'Shipping' home page.

Supply Chain Planning will contact you if you need to supply a LTSDO. If required, you will need to complete and send 3 original LTSDO on your company headed paper and send via post to your ABG Supply Chain Planning contact.

#### 7) **Non Fumigation Declaration**

Suppliers are required to include in the document package a Non Fumigation Declaration for full containers loaded at the vendor's facility. The Non Fumigation Declaration is to be found on the 'Shipping' home page.

Containers for which no Non Fumigation Declaration can be completed, need to be accompanied with a Fumigation statement.

#### 8) **No Wood Declaration**

Suppliers are required to include in the document package a No Wood Declaration. The No Wood Declaration can be found on the 'Shipping' home page.

#### 9) **Document Collection**

Suppliers are required to submit one original set of documents and three sets of copies of all required documents to Expeditors in advance as stated below:

- Ocean (CFS or CY): minimum of 72 hours (3 days) PRIOR to CY Closing (Expeditors will provide at time of booking)
- Airfreight: minimum of 72 hours (3 days) PRIOR to flight

Packing List and Commercial Invoice can be supplied electronically to Expeditors.

**10) Document Collection – Tri Trade**

ABG Suppliers will be required to have their third-party manufacturing supplier provide all required, excluding original invoice, to the local Expeditors office, within the above given timeframe.

Upon receipt of the cargo, Expeditors will provide the third-party manufacturing supplier with a fax cover sheet identifying:

- Expeditors Reference Number
- Required date that fax invoice must be received by
- Fax number and attention person at Expeditors origin office, that invoice is to be faxed to.

The third-party manufacturing supplier to forward this fax cover sheet, with instructions, on to the ABG Supplier with the request that they fax both coversheet and invoice back to Expeditors. Upon receipt of all commercial documents (including faxed original invoice) at Expeditors origin office, Expeditors will release the cargo for shipping and forward documents on to ABG.

**11) Vendor Loads-Container load**

Suppliers are required to present a container load plan for full containers loaded at the Vendor's facility in the document package. A container load plan must also be included in the container. An envelope labeled "Container Load Plan" should be taped to a carton located at the container door. Container load plans will be carefully monitored for accuracy at the receiving location.

It is ABG's desire to reduce total supply chain costs by maximizing container utilization. ABG has authorized Expeditors to override a Vendor's request to load full containers in order to maximize consolidated container utilization. In the event Expeditors overrides a Vendor's request for a Vendor-loaded container, Expeditors will charge the Vendor the same amount they would have incurred if the shipment had been delivered to the CY. This insures that the Vendor does not incur a Consolidated Freight Station (CFS) Receiving Fee that exceeds a Container Yard Delivery Fee.

**12) FCR/BL Issuance**

Expeditors will issue an original Forwarders Cargo Receipt upon receipt of all required documents and receipt of freight (CFS Loads) or container is delivered to the CY (Vendor Loads).

Access Business Group has instructed all ocean carriers to issue Express Sea Waybills (ESW) instead of Original Bills of lading, except where it is a government requirement (i.e. Bangladesh, Brazil).

**13) Customs Inspection Cartons (Ocean)**

Access Business Group requires one carton of each SKU at the tail end of the container on both Supplier and Expeditors loaded containers.

**14) Detention / Storage Charges**

If the any of the aforementioned documents are incorrect, incomplete or inaccurate due to the fault of the Vendor, the Vendor shall be responsible for any additional charges incurred (i.e. detention charges, storage charges, customs penalty, warehousing charges.)