

Business Requirements

Shipping

FCA

Shipping Instructions - European Union to Ada, USA

Index of Content

- 1) Delivery Arrangements
- 2) Supply Chain Security
- 3) Booking Instructions
- 4) Documentation Requirement Checklist
- 5) Packing List
- 6) Commercial Invoice
- 7) Document Collection
- 8) Document Collection - Tri-Trade
- 9) Vendor Loads – Container Load
- 10) FCR/BL Issuance
- 11) Customer Inspection Cartons (ocean)
- 12) Detention/Storage Charges

1) **Delivery Arrangements**

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

Supplier is to provide at least one week advance notice of desired load date, in compliance with the agreed delivery date shown on the PO.

The local Expeditor International office can be identified on the following website:
<http://www.expeditors.com>.

2) **Supply Chain Security**

Access Business Group and Expeditors International are members of the Customs Trade Partnership against Terrorism (C-TPAT.) For goods that originate outside of the United States, ABG Vendors are required to follow the supply chain security requirements of U.S. Customs and Border Protection for all goods that are sold to Access Business Group. These requirements are located on U.S. Customs and Border Protection website <http://www.cbp.gov/>.

For full containers loaded outside of the U.S. at the Vendor's facility and being shipped directly to any Access Business Group U.S. location, suppliers are required to provide written certification to Access Business Group that the supply chain security requirements of U.S. Customs and Border protection for importers have been met. The supplier can provide a blanket certification for all shipments that will follow or provide a certificate for each specific shipment.

3) **Booking Instructions**

Supplier is to provide Expeditor International the following information:

- Desired load date at Supplier factory.
- Shipment mode and ABG Invoice Reference# or ABG Purchase order number, as instructed by ABG Planner
- Required quantity/size/type of container(s) needed for loading.

4) **Documentation Requirement Checklist**

- Packing List
- Commercial Invoice

For further information please see documentation details below:

5) **Packing List**

The packing list must contain the following information:

- 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)

6) **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 indicate
- Country of Origin per item
- ABG VAT Number as follows ABG LLC VAT Number: NL 8094.97.992.B01
- Suppliers VAT Number
- List of Lot Codes and Quantity per Lot Code (if applicable)
- If P2P (Hosted) EDI* supplier - add requested statement to invoice as detailed on OLV website
- If Integrated EDI* supplier - please contact ESP Buyer to obtain statement that should be added to the invoice
- If non-EDI* supplier - add requested statement to invoice as detailed on the purchase order

*EDI - for further information on EDI, please see 'Procurement' section on this portal

Invoices need to be submitted as follows:-

- Copy of commercial invoice with the shipment
- Accounts Payable, these invoices require additional details, please see, '**Accounts Payable**' for additional requirements

7) 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

8) 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.

9) 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 Container Yard (CY). This insures that the Vendor does not incur a Consolidated Freight Station (CFS) Receiving Fee that exceeds a Container Yard Delivery Fee.

10) 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).

11) 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.

12) 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.)