

Business Requirements

Shipping

DDP

Shipping Instructions - to ABG warehouses in the European Union

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1) **Delivery Arrangements**

All delivery arrangements must be booked through Access Business Group, using the appropriate documentation, as detailed below:-

2) **Documentation Requirement Checklist**

- 48 Hours Delivery Notice
- Packing List
- Commercial Invoice
- LTSD or LTSDO (if applicable)
- Country of Origin or Form A (if applicable)

For further information please see documentation details below:

3) **48 Hours Delivery Notice**

48 Hours prior to the delivery, suppliers must complete and send the 48 Hours Delivery Notice form.

- For shipments to ABG Venlo, The Netherlands warehouse, use '48 Hours Delivery Notice – Venlo, The Netherlands'.
- For shipments to ABG Pruszkow, Poland warehouse, use '48 Hours Delivery Notice - Pruszkow, Poland'.
- For shipments to ABG Budapest, Hungary warehouse, use '48 Hours Delivery Notice - Budapest, Hungary'.

The appropriate 48 Hours Delivery Notice form is to be found on the 'Shipping' home page.

The completed form is required to be sent to the email addresses mentioned on the 48 Hours Delivery Notice form.

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) **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
- Incoterms: Detail the agreed Incoterms in full
- Country of Origin per item
- Applicable ABG VAT Number
 - ABG International LLC Purchase Orders shipped to Venlo, The Netherlands use VAT Number: NL 8094.97.979.B01
 - ABG LLC Purchase Orders shipped to Venlo, The Netherlands use VAT Number: NL 8094.97.992.B01
 - ABG International LLC Purchase Orders shipped to Pruszkow, Poland use VAT number: PL 5262874151
 - ABG International LLC Purchase Orders shipped to Budapest, Hungary use VAT number: HU 26964056
- 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”.

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 is emailed to DMS@AccessBusinessGroup.com and Amway-import@SeaconLogistics.com

- Accounts Payable, these invoices require additional details, please see ‘**Accounts Payable**’ section on Portal for additional requirements

- 6) **Long Term Suppliers Declaration or Long Term Suppliers Declaration of Origin**
Suppliers located in the EU and manufacturing products in the EU with preferential origin, will be required to complete a Long Terms Supplier Declaration (LTSD). Template can be found on 'Shipping' home page.
Please complete and send 3 original LTSD on your company headed paper and send via post to your ABG Supply Chain Planning contact.

Suppliers located in the EU and manufacturing products outside the EU with non-preferential origin, may be required to complete a Long Term Supplier Declaration of Origin (LTSDO) ; dependant 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) **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 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

Electronic scanned copy of certificate of origin to be emailed to DMS@AccessBusinessGroup.com and 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.

- 8) **Opening Hours Warehouses**
Suppliers are required to deliver the goods at least one hour before closing time.
- ABG Venlo The Netherlands warehouse is opened from Monday to Friday from 7:00am to 5:00pm.
 - ABG Pruszkow Poland warehouse is opened from Monday to Thursday from 8:00am to 4:00pm and on Friday from 8:00am to 1:00pm.
 - ABG Budapest Hungary warehouse is opened from Monday to Friday from 7:00am to 2:00pm.