

Business Requirements

Shipping

FCA

Shipping Instructions - European Union to ABG warehouses in the European Union

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1) Delivery Arrangements

All collection arrangements must be booked through Access Business Group (ABG) using the appropriate documentation, as detailed below:-

2) Documentation Requirement Checklist

- Pick Up Advice Form
- Packing List
- Invoice
- LTSD or LTSDO (if applicable)
- Certificate of Origin or Form A (if applicable)

For further information please see documentation details below.

3) Pick Up Advice Form

Suppliers must complete the Pick Up Advice form when the product is ready for collection.

The Pick Up Advice form is to be found on the 'Shipping' home page.

The completed form is required to be sent 48 hours prior to the requested Pick Up Date to the email addresses mentioned on the Pick Up Advice 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)

For German suppliers only – ‘Gelangensbestätigung’

German suppliers are expected to apply the following process to meet the requirements of ‘Gelangensbestätigung’ for tax purposes (ABG follows the alternative route by CMR for this process):

- When completing the CMR the supplier is to enter in field number 13 an email address where the signed CMR can be returned to.
- Upon receipt of goods and CMR, ABG to enter a signature and date of goods receipt in field number 24 on the CMR and then email the CMR to the email address stated in field number 13.

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 each, 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 each
- 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 inboundvtp4@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, 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, 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

And an electronic scanned copy of certificate of origin to be emailed to
DMS@AccessBusinessGroup.com and inboundvtp4@seaconlogistics.com

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