

#### For EUROPE Bound Delivery VENRAY, The Netherlands

# **Cy MACGREGOR**

# Global Service Division (GSD) General Instructions for INBOUND shipments (ver 1.27)

MacGregor Service warehouses in the Netherlands

and Singapore.

#### Important Note

All deliveries should be made under the following guidelines to ensure easier receiving and fast handling. Failure to meet these requirements may lead to delays or delivery refusal at the receiving warehouses (as well as processing of invoice payment).

For

- EUROPE Bound Delivery Venray, the Netherlands
- ASIA Bound Delivery Singapore
- Inbound Marking Labelling /Delivery Documentation Guidelines
- Refer to page 2
- Refer to page 7
- Refer to page 10



# **EUROPE Bound Delivery: Venray, the Netherlands**

### 1. Inbound Delivery Announcement Requirement (Pre-advice INBOUND & Unloading Reference)

All deliveries to the warehouse should be pre-advised and announced to Macgregor's relevant Purchaser / Logistic personnel and our warehouse partner DSV. The relevant mode of delivery (or pick-up) is to be confirmed and advised by the relevant MacGregor personnel.

Depending on your mode of delivery, an UNLOADING REFERENCE NUMBER "I-Number" (FORMAT "I XXXXX") MAY be provided to you. The **UNLOADING REFERENCE NUMBER** "I-Number", is a **MUST** for Deliveries needing unloading assistance at the warehouse

- Such as LARGE, HEAVY, Odd-size packages and Palletised Delivery (when needing unloading assistance)
- For ROAD TRANSPORTATION by Other Forwarder or your own (not by DSV)

\*Failure to present the relevant (I-Number), may lead to rejection at the gate.

	Courier Delivery	Air and Sea Freight	Road Trans	sportation
Requirements	(UPS / DHL / Fedex etc )		By DSV Road / Freight	By Other
Pre-Delivery Advice to MacGregor				
Purchaser/Logistics and DSV	YES	YES	YES	YES
Warehouse UNLOADING REFERENCE NUMBER "I-Number"	Not Needed for small package. *for large and pallet size, INBOUND announcement is NEEDED	Not Needed *handled by MCG	Not Needed	NEEDED

#### How to Make an INBOUND Announcement (pre-delivery)

- I. Send a pre-delivery announcement to
  - Relevant MacGregor employee (relevant Purchaser as per PO) and to
  - DSV email (nl.sha.imp.macgregor@nl.dsv.com) Note: New email from Jan 2023
- II. Required Information to be provided for an INBOUND announcement
  - MacGregor PO number (10-digit: 4504/5xxxxxxx)
  - Delivery Note / Packing list
  - Invoice / Proforma (mandatory for deliveries originating from outside of the EU)
  - Mode of transport / Size and Weight of Packages / including Qty
  - Expected delivery date / time

#### When a delivery has been approved, you should

- I. Receive an acknowledgement
- II. Ensure you Received an **UNLOADING REFERENCE NUMBER "I-Number"** (FORMAT "I XXXXX"), for large, heavy, palletised or road transport by other forwarder or your own



#### For EUROPE Bound Delivery

VENRAY, The Netherlands

- III. Proceed with the delivery as announced, and present the UNLOADING REFERENCE NUMBER (I-Number) at the gate
- Failure to present the relevant UNLOADING REFERENCE NUMBER (I-Number), may lead to rejection at the gate. Do NOT make delivery without a delivery acknowledgement

# 2. Delivery Document requirements

#### I. Delivery Note / Packing List

- All Parts are required to be clearly identifiable and marked with MacGregor part numbers. (See detailed specification of labelling Pg10)
- Delivery Note and Packing list should mention MacGregor PO number (mandatory) Preferably if you have been provided with a Macgregor delivery Number, it should be mentioned too (If available /Optional).
- Delivery Notes and Packing List should be addressed to Buyer and Consignee detail (See example below)

#### DELIVERY NOTE

Buyer

MacGregor Pte. Ltd. 31 International Business Park, #05-01, Singapore 609921 Consignee / Warehouse Address

MacGregor Pte. Ltd. (Logistic Centre Europe) c/o DSV Solutions Nederland B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands

#### II. Commercial Invoice

#### (mandatory for shipments originating from a non-EU region or country)

The commercial invoice should contain data as follows (See details in the example)

- Buyer Information
- Ship to / Consignee information
- MacGregor PO reference
- INCOTERMS
- HS Code and Country of Origin

(Note: Proforma invoice should be avoided UNLESS Goods are for non-commercial SAMPLE Purposes)

COMMERCIAL INVOICE	Date: 1 Jan 2023 Invoice # XXXXXX
Buyer / Bill to:	Ship to / Consignee

# MACGREGOR

# For EUROPE Bound Delivery

#### VENRAY, The Netherlands

MacGregor Pte. Ltd. 31 International Business Park, #05-01, Singapore 609921 VAT: NL826448112B01			MacGregor Pte. Ltd. (Logistic Centre Europe) c/o DSV Solutions Nederland B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands VAT-Number : VAT: NL826448112B01 EORI-Number: DE319473756207527			
ng Information						
	;	Transp	ort Mode			
Description	QTY	HS Code	Country of Origin	Net Value		
	national Business Park, Singapore 609921 L826448112B01 ng Information her PO # ERMS : FCA Netherlands	national Business Park, Singapore 609921 L826448112B01 ng Information her PO # ERMS : FCA Netherlands	egor Pte. Ltd. c/o DS' national Business Park, Witte V Singapore 609921 5807 E Netherd L826448112B01 VAT-Nic EORI-N ng Information her PO # Transp ERMS : FCA Netherlands QTY HS	egor Pte. Ltd. mational Business Park, Singapore 609921c/o DSV Solutions Nede Witte Vennenweg 1 5807 EJ Venray NetherlandsL826448112B01VAT-Number : VAT: NL EORI-Number: DE3194ng Information mer PO # ERMS : FCA NetherlandsTransport ModeDescriptionQTYHSCountry of	egor Pte. Ltd.       (Logistic Centre Europe)         rnational Business Park,       c/o DSV Solutions Nederland B.V.         Singapore 609921       5807 EJ Venray         L826448112B01       VAT-Number : VAT: NL826448112B01         VAT-Number : VAT: NL826448112B01       EORI-Number: DE319473756207527         ng Information       Transport Mode         Pescription       QTY       HS       Country of         Net Value	

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Airfreight waybill	Sea freight Bill of Lading
Consignee	<b>Consignee</b>
MacGregor Pte. Ltd.	MacGregor Pte. Ltd.
(Logistic Centre Europe)	(Logistic Centre Europe)
c/o DSV Solutions Nederland B.V.	c/o DSV Solutions Nederland B.V.
Witte Vennenweg 1	Witte Vennenweg 1
5807 EJ Venray	5807 EJ Venray
Netherlands	Netherlands
<b>Notify</b>	<b>Notify Party</b>
DSV Solutions Venray	DSV Solutions Venray
Witte Vennenweg 1, 5807 EJ Oostrum	Witte Vennenweg 1, 5807 EJ Oostrum
Netherlands	Netherlands
Email: nl.sha.imp.macgregor@nl.dsv.com	Email: nl.sha.imp.macgregor@nl.dsv.com
<b>Preferred airports:</b> Amsterdam, Dusseldorf, Luxembourg	Port of discharge: Rotterdam

# 3. Freight forwarding / Courier accounts (such UPS, DHL FEDEX etc)

When applicable (or instructed by our purchasers and logistic team) and as agreed incoterms, transport can be booked on MacGregor's accounts.

Package above 30 kg		
Within EU ( + UK and Norway)		
As of 15th January 2025, please use the myDSV portal for requests.		
To request access, email <u>stspurchase@macgregor.com</u> - Once granted, follow these steps:		
<ol> <li>New Booking – Booking Party Address will default to MacGregor Pte, who will pay for freight.</li> </ol>		



### For EUROPE Bound Delivery

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PIC: Danielle Luijpers	2. New Booking – Addresses
Phone no.: +31 (0)478 52 12 47	Enter your company as the Sender Address. Add
Always reference to MacGregor's PO number	any special instructions (e.g., opening times).
(450xxxxxxxx)	3. New Booking – Payment Incoterms
	Use <b>EXW</b> , as the receiver pays the freight.
If, for any reason, you can't book UPS for the	4. New Booking – Goods
delivery, please use the alternative DHL account.	Select packaging type and dimensions. Use
	"pallet unspecified" if needed.
	5. New Booking – Date and Time
	Enter preferred date/time (extra costs may
	apply). 6. <b>New Booking – Reference Info</b>
	Click + Add another and enter the MacGregor
	Pte PO number (mandatory).
	7. New Booking – Attachments
	Upload ADR documents if shipping dangerous
	goods, and invoices if applicable.
	8. Submit Booking and Print Label
	After submission, print the label from the new
	tab.
	ered to as mentioned above as Packing List, Commercial

Always Ensure document requirements are adhered to as mentioned above as Packing List, Commercial invoice etc (if applicable). Note the right Buyer and Consignee details are correct.

#### **TRANSPORTATION CHARGES (Courier Charges)**

Depending on PO incoterms, if the transportation changes are to be borne by Macgregor

When booking a Courier, **ensure the PAYER is "MacGregor", please select "Charge to Account**" ... example from the DHL page

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### For EUROPE Bound Delivery

VENRAY, The Netherlands

Default vendor's account	How will you pay?
$\sim$	What shipper account will be used for this shipment? How will duties and taxes be paid?
R	Alternate DHL Account Number
	Use this account to pay for transportation charges Account Number *
	How will you pay for transportation charges?
	Alternate DHL Account Number
[	Account Number 616858095
	□ Remember these payment options for the Ship FROM address ▼
	Additional customs details are needed for this shipment In order to complete this shipment you are required to provide the following details for customs. Select customs terms of trade View Definitions EXW - Ex Works

#### **Quick Reference**

# Information useful for Delivery / Shipping Document requirements Related to EUROPE bound deliveries

In case of further questions, do not hesitate to contact the respective MacGregor employee who placed the order or arranged the delivery. Alternatively, you may contact your local MacGregor sourcing contact or use macgregorsupplier@macgregor.com

Buyer / Bill to MacGregor Pte. Ltd. 31 International Business Park, #05-01, Singapore 609921 VAT: NL826448112B01

#### Importer / Consignee

MacGregor Pte. Ltd. (Logistic Centre Europe) c/o DSV Solutions Nederland B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands VAT-Number : VAT: NL826448112B01 EORI-Number: DE319473756207527

Warehouse Address MacGregor Pte Ltd



### For EUROPE Bound Delivery

VENRAY, The Netherlands

(Logistic Centre Europe). c/o DSV Solutions Nederland B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands Notify Party DSV Solutions Venray Witte Vennenweg 1, 5807 EJ Oostrum Netherlands Email: nl.sha.imp.macgregor@nl.dsv.com

For Sea-freight / Port of discharge: Rotterdam For Air-freight / Preferred airports: Amsterdam, Dusseldorf, Luxembourg

# For ASIA Bound Delivery: Singapore

# 4. Inbound Delivery Announcement Requirement (Pre-advice INBOUND & Unloading Reference)

All deliveries to the warehouse should be pre-advised and announced to Macgregor's relevant Purchaser / Logistic personnel and our warehouse partner DSV. Relevant mode of delivery (or pick-up) is to be confirmed and advice by MacGregor Purchaser or Logistic Team

	Courier Delivery	Air and Sea Freight	Road Trar	nsportation
Requirements	(UPS / DHL / Fedex etc )		By DSV Road / Freight	By Other
Pre-Delivery Advice to MacGregor Purchaser / Logistics and DSV	YES	YES	YES	YES
Warehouse UNLOADING REFERENCE NUMBER "I-Number" (Not need in Singapore Warehouse)	Not Needed	Not Needed	Not Needed	Not Needed

#### How to Make an INBOUND Announcement (pre-delivery)

I. Send a pre-delivery announcement to



- Relevant MacGregor employee (relevant Purchaser as per PO) and to the Macgregor APAC logistics team. (<u>lca.logistics@macgregor.com</u>)
- II. Required Information to be provided for an INBOUND announcement
  - MacGregor PO number (10-digit: 4504/5xxxxxxx)
  - Delivery Note / Packing list
  - Invoice / Proforma (mandatory for delivery originating from outside of the EU)
  - Mode of transport / Size and Weight of Packages / including Qty
  - Expected delivery date / time

#### When a delivery has been approved, you should

- I. Receive an acknowledgement
- II. Proceed with the delivery as announced, (Note: UNLOADING REFERENCE NUMBER (I-Number), not needed in Singapore Warehouse)

### 5. Delivery Document requirements

#### I. Delivery Note /Packing List

- All Parts are required to be clearly identifiable and marked with MacGregor part numbers. (See detailed specification of labelling Pg10)
- Delivery Note and Packing list should mention MacGregor PO number (mandatory) Preferably if you have been provided with a Macgregor delivery Number, it should be mentioned too (If available /Optional).
- Delivery Notes and Packing List should be addressed to the Buyer and Consignee detail (See example below)

#### DELIVERY NOTE

#### Buyer

MacGregor Pte. Ltd. 31 International Business Park, #05-01, Singapore 609921

#### Warehouse Address

MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Solutions Pte Ltd Level 4, 9 Pioneer View, Singapore 627581

#### For APAC Bound Delivery SINGAPORE

# **MACGREGOR**

#### II. Commercial Invoice

#### (mandatory for shipments originating from a non-EU region or country)

The invoice should contain data as follows ((See details in the example)

- Buyer Information
- Ship to / Consignee information
- MacGregor Po reference
- INCOTERMS
- HS Code and Country of Origin

(Note: Proforma invoice should be avoid UNLESS Goods are for non-commercial SAMPLE Purposes)

Date: 1 Aug 2022 Invoice # XXXXXXX Customer ID: XXXXXX		
MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Solutions Pte Ltd Level 4, 9 Pioneer View, Singapore 627581 GST No. 201311633G		
/ Weight( )		
Net Value		

#### III. Other Shipping Document / Information (when applicable)

e or Pte. Ltd. itional Business Park,
ingapore 609921 201311633G
or Pte Ltd Centre Asia) Solutions Pte Ltd Pioneer View, e 627581
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### 6. Freight forwarding / Courier accounts (such UPS, DHL, etc)

When applicable (or instructed by our purchasers and logistic team) and as agreed incoterms, transport can be booked on MacGregor's accounts. Please liaise with our purchasers and logistics team.

Package (0- 30 kg)	Package above 30 kg		
Contact Macgregor Purchaser or Logistics Team *Vendors to provide the CIPL to the purchasers or logistics when ready to ship Relevant details will be advised (such as DHL account Number) Email : <u>gpsc.apac.purchasing@macgregor.com</u> ; <u>lca.logistics@macgregor.com</u>	Contact MacGregor APAC Please send a collection request to our APAC logistics team Email: <u>lca.logistics@macgregor.com</u> Information needed when making request 1) Pick Up Address Company name Loading address		
Delivery address: MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Solutions Pte Ltd Level 4, 9 Pioneer View, Singapore 627581 PIC : Yeo Tai Lou / Siow Weihan Phone no : +65 8948 6265 Always reference to MacGregor's PO number (450xxxxxxx)	<ul> <li>Contact person / Phone / Email</li> <li>Shipment information</li> <li>2) Order / Delivery Details         <ul> <li>III. MacGregor PO number (450xxxxxx)</li> <li>IV. Content</li> <li>V. Type of packaging</li> <li>VI. The number of packages</li> <li>VII. Size of Packages / Weight</li> </ul> </li> </ul>		
Iways Ensure document requirements are adhered to a	<ul> <li>3) Any Special requirements (example)</li> <li>ADR goods</li> <li>Tail lift</li> </ul>		

Always Ensure document requirements are adhered to as mentioned above as Packing List, Commercial invoice, etc (if applicable). Note the Buyer and Consignee details are correct.

#### **Quick Reference**

# Information useful for Delivery / Shipping Document requirements Related to ASIA-bound deliveries

In case of further questions, please do not hesitate to contact the respective MacGregor employee who placed the order or arranged the delivery. Alternatively, you may contact your local MacGregor sourcing contact or use macgregorsupplier@macgregor.com

Buyer / Bill to MacGregor Pte. Ltd. 31 International Business Park, #05-01, Singapore 609921 Company Reg. No. 201311633G MacGregor Pte. Ltd. 31 International Business Park, #05-01, Singapore 609921 Company Reg. No. 201311633G

Importer / Consignee



### For **APAC Bound Delivery** SINGAPORE

MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Solutions Pte Ltd Level 4, 9 Pioneer View, Singapore 627581

Warehouse Address / Notify Party

For Sea-freight / Port of discharge: Singapore For Air-freight / Preferred airports: Singapore



# MACGREGOR DELIVERY INBOUND Part Marking /Labelling & Document Guidelines INSTRUCTIONS

# **DELIVERY to WAREHOUSE**

#### 1) INBOUND DELIVERY (mandatory)

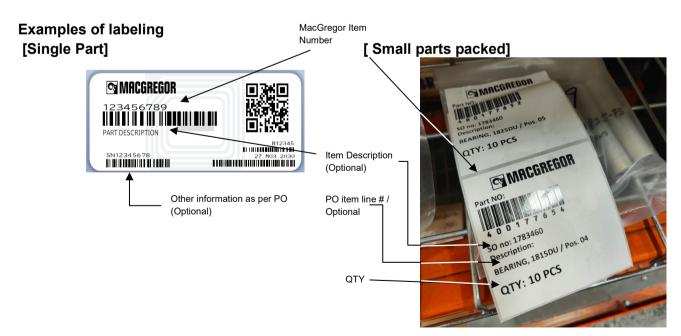
There is one important aspect, where you, as our honorable supplier/partners can support us for easier handling and facilitating of all inbound processes and therewith also ensure a smoother receiving and faster payment processing of your invoices.

• <u>Marking / Labeling of Parts</u>. ENSURE all and each delivered item can be identifiable. All Items MUST be clearly labeled with

#### 1) MacGregor Item Number,

- 2) QTY, (\* Not needed for single qty part)
- Optional / Other information as instructed on MacGregor PO (such as PO line #)
- 4) Optional / Part description
- 5) Vendor / Supplier Part Number (Optional)
- \* Barcoded of information is highly encouraged

For small and non-label small parts, items can be grouped and packed together and labeled with the above mentioned.



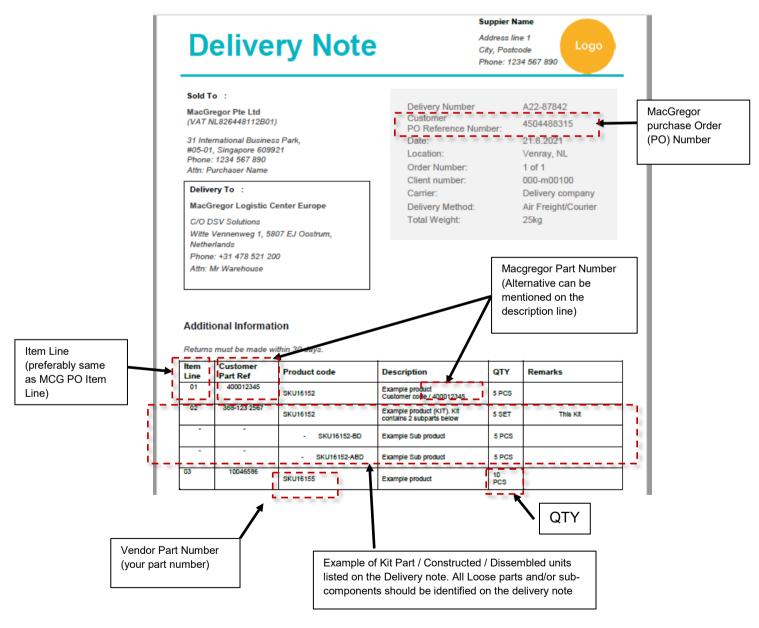


#### • Delivery Note.

All Delivery Notes should be in ENGLISH or multi-languages. This information must be provided for easy and fast identification for inbound receiving

- 1) Purchase Order Number (PO)
- 2) All item lines should have this information
  - i. Items-line #
  - ii. MacGregor item Number,
  - iii. QTY,
  - iv. Kit / Assembled / constructed part details
  - v. Vendor / Supplier material number. (optional)

#### [Example of a Delivery Note]



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#### For APAC Bound Delivery SINGAPORE

• For Kits. To facilitate receiving and avoid confusion, ensure all sub-components are packed together and reference to one (01) master MacGregor Item number. If the sub-components are in separate packs, consolidate them with secondary packaging. The same information should be indicated clearly on the delivery note too



Example of a Seal Kit pack as 1 single SKU / Part Number



Example of a Kit / subcomponents listed under 1 Part Number

• For disassembled complete unit parts delivery. Items such as a drive-shaft unit. Ensure that all sub-components are labeled individually /qty indicated and detailed in the delivery note. Packed all loose parts in a secondary packaging for easy identification.

**Or if units are assembled / constructed using 2 or more sub-components**. Example a coupling. This part is ordered with one (1) MacGregor part number "02638.XXX". But from Supplier is an assembled item consisting of vendor 3 item numbers. Ensure the parts are labelled and details of subcomponents listed as per be example on the Delivery Note (DO)



Example of a complete units parts delivered in loosely / subcomponents (instead of assembled)

Example of Delivery Note showing



Example of a few parts assembled as a unit delivered (with 9 SKU)

ltem Line	Customer Part Ref	Product code	Description	QTY	Remarks	
01	400012345	SKU16152	Example Seal KIT Customer code / 400012345	5 Pack	-	1) Complete Kit with single SKU
02	388-123 2567	NA	Example product COUPLING Complete assembled.	5 SET	This Kit is assembled 1 complete unit	
-	-	- SKU16153-BD	Example Sub product (2pc/set)	10	←	2) Few SKU parts
-	-	- SKU16154-ABD	Example Sub product (1pc/set)	5		assembled as a unit
03	10046586	SKU16155	Example product SHAFT (dissembled)	1 Set	This Kit consist of loose parts complete unit	
		- SKU161000-a	Example Sub product bearing (2pc/set)	2	-	
		- SKU1615455-ab	Example Sub product main shaft (1pc/set)	1	•	3) A complete SKU unit



#### • For Consolidated Packing / Shipments / Multiple POs /

If you are delivering multiple orders at the same time, ensure the following steps are taken to facilitate receiving and avoid confusion.

- i. Ensure all POs are packed individually separated and labeled as per the above instructions. PO Numbers should be clearly marked on individual packages
- ii. Multiple parts (SKUs) from a single PO are allowed to be consolidated and packed in a single package. If so, please clearly indicate and label "MIXED CARTON"
- iii. A separate Packing list must be provided for each PO / order / package
- iv. Consolidate the above, in a larger secondary packaging (such as a large carton, wooden crate or strapped on a pallet)
- v. A Master shipping List must be provided for the secondary package (listing all the PO order Numbers contained within) A copy of the packing to be securely adhered on the external package or pallet to facilities customs clearance process

