Global Service Division (GSD)

General Instructions for INBOUND shipments (ver 1.28)

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 - Refer to page 2
- ASIA Bound Delivery - Singapore - Refer to page 7
- Inbound Marking Labelling /Delivery Documentation Guidelines - 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.

Requirements	Courier Delivery (UPS / DHL / Fedex etc)	Air and Sea Freight	Road Transportation	
			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: 4504/5xxxxxxxx)
   - 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

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

Buyer / Bill to:	**Ship to / Consignee**
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

Shipping Information

Customer PO # INCOTERMS : FCA Netherlands	Transport Mode

Item #	Description	QTY	HS Code	Country of Origin	Net Value

III. Other Shipping Document / Information (when applicable)

Airfreight waybill	Sea freight Bill of Lading
Consignee MacGregor Pte. Ltd. (Logistic Centre Europe) c/o DSV Solutions Nederland B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands **Notify** DSV Solutions Venray Witte Vennenweg 1, 5807 EJ Oostrum Netherlands Email: nl.sha.imp.macgregor@nl.dsv.com **Preferred airports:** Amsterdam, Dusseldorf, Luxembourg	**Consignee** MacGregor Pte. Ltd. (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 **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 (0- 30 kg)	Package above 30 kg
From within EU region **-UPS account 38E1R5** **From Rest of the World** **- DHL Express 616858095** **Delivery address:** MacGregor Pte. Ltd. (Logistic Centre Europe) c/o DSV Solutions Nederland B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands PIC: Danielle Luijpers Phone no.: +31 (0)478 52 12 47 **Always reference to MacGregor's PO number (450xxxxxxxx)** If, for any reason, you can't book UPS for the delivery, please use the alternative DHL account.	**Within EU (+ UK and Norway)** **As of 15th January 2025, please use the myDSV portal for requests.** To request access, email stspurchase@macgregor.com - Once granted, follow these steps: 1. **New Booking – Booking Party** Address will default to MacGregor Pte, who will pay for freight. 2. **New Booking – Addresses** Enter your company as the Sender Address. Add any special instructions (e.g., opening times). 3. **New Booking – Payment Incoterms** Use **EXW**, as the receiver pays the freight. 4. **New Booking – Goods** Select packaging type and dimensions. Use "pallet unspecified" if needed. 5. **New Booking – Date and Time** Enter preferred date/time (extra costs may apply).

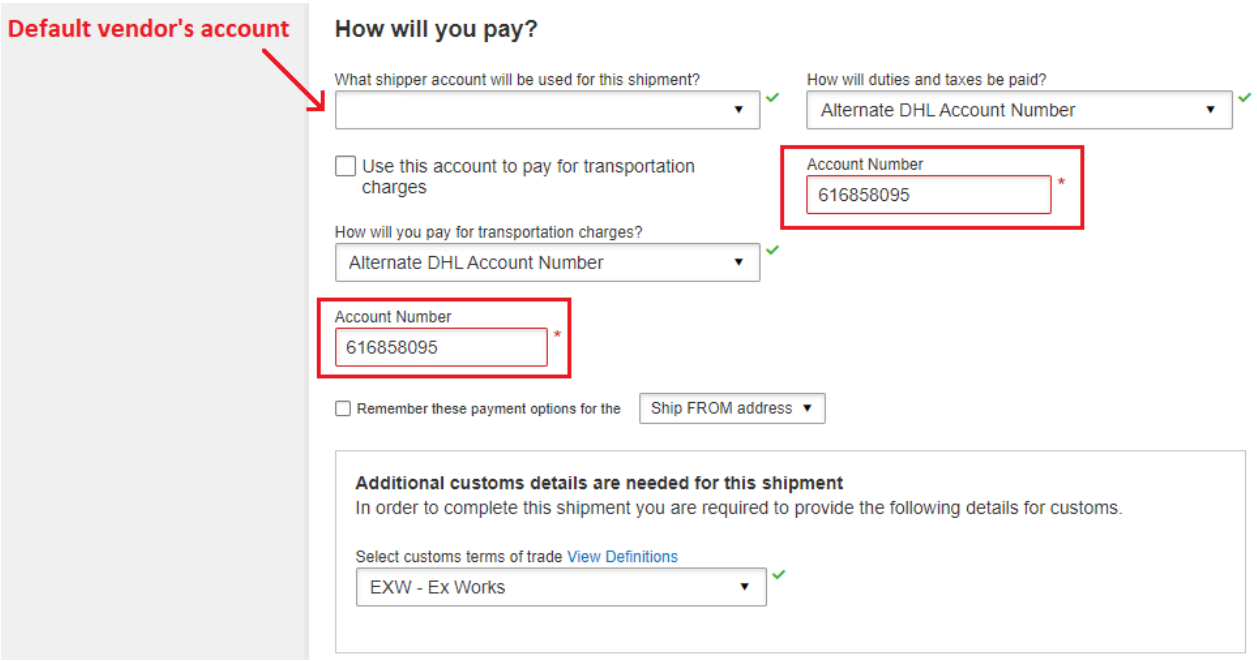
	6. **New Booking – Reference Info** Click **+ Add another** and enter the **MacGregor Pte PO number** (mandatory). 7. **New Booking – Attachments** Upload ADR documents if shipping dangerous goods, and invoices if applicable. 8. **Submit Booking and Print Label** After submission, print the label from the new tab.

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



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
(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

Requirements	Courier Delivery (UPS / DHL / Fedex etc)	Air and Sea Freight	Road Transportation	
			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. (lca.logistics@macgregor.com)

II. Required Information to be provided for an INBOUND announcement
   - MacGregor PO number (10-digit: 4504/5xxxxxxxx)
   - 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), <u>not needed</u> 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	**Warehouse Address**
MacGregor Pte. Ltd. 31 International Business Park, #05-01B, Singapore 609921	MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678

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)

COMMERCIAL INVOICE

Date: 1 Aug 2022
Invoice # XXXXXXX
Customer ID: XXXXXX

Buyer / Bill to:	**Ship to**
MacGregor Pte. Ltd. 31 International Business Park, #05-01B, Singapore 609921 GST No. 201311633G	MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 GST No. 201311633G

Shipping Information

Customer Po # INCOTERMS : FCA Singapore	Transport Mode Number of Packages / Weight ( )

Item #	Description	QTY	HS Code	Country of Origin	Net Value

III. Other Shipping Document / Information (when applicable)

Airfreight waybill	Sea freight Bill of Lading
Consignee MacGregor Pte. Ltd. 31 International Business Park, #05-01B, Singapore 609921 GST No. 201311633G **Notify** MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 Email : lca.logistics@macgregor.com **Preferred airports:** Singapore	**Consignee** MacGregor Pte. Ltd. 31 International Business Park, #05-01B, Singapore 609921 GST No. 201311633G **Notify** MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 Email : lca.logistics@macgregor.com **Port of discharge:** Singapore

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 : gpsc.apac.purchasing@macgregor.com ; lca.logistics@macgregor.com **Delivery address:** MacGregor Pte Ltd (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 PIC : Yeo Tai Lou / Siow Weihan Phone no : +65 8948 6265 **Always reference to MacGregor's PO number (450xxxxxxxx)**	**Contact MacGregor APAC** Please send a collection request to our APAC logistics team Email: lca.logistics@macgregor.com Information needed when making request 1) Pick Up Address • Company name • Loading address • Contact person / Phone / Email • Shipment information 2) Order / Delivery Details III. MacGregor PO number (450xxxxxxxx) IV. Content V. Type of packaging VI. The number of packages VII. Size of Packages / Weight 3) Any Special requirements (example) • ADR goods • Tail lift

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,
#05-01B, Singapore 609921
Company Reg. No. 201311633G

Importer / Consignee
MacGregor Pte. Ltd.
31 International Business Park,
#05-01B, Singapore 609921
Company Reg. No. 201311633G

Warehouse Address / Notify Party
MacGregor Pte Ltd
(Logistic Centre Asia)
c/o DSV Contract Logistics Pte. Ltd.
Level 2, 14 Tukang Innovation Drive
Singapore 619678

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.

- **Marking / Labeling of Parts.** 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)
  3) 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.

Examples of labeling

[Single Part]

MacGregor Item Number

Item Description (Optional)

Other information as per PO (Optional)

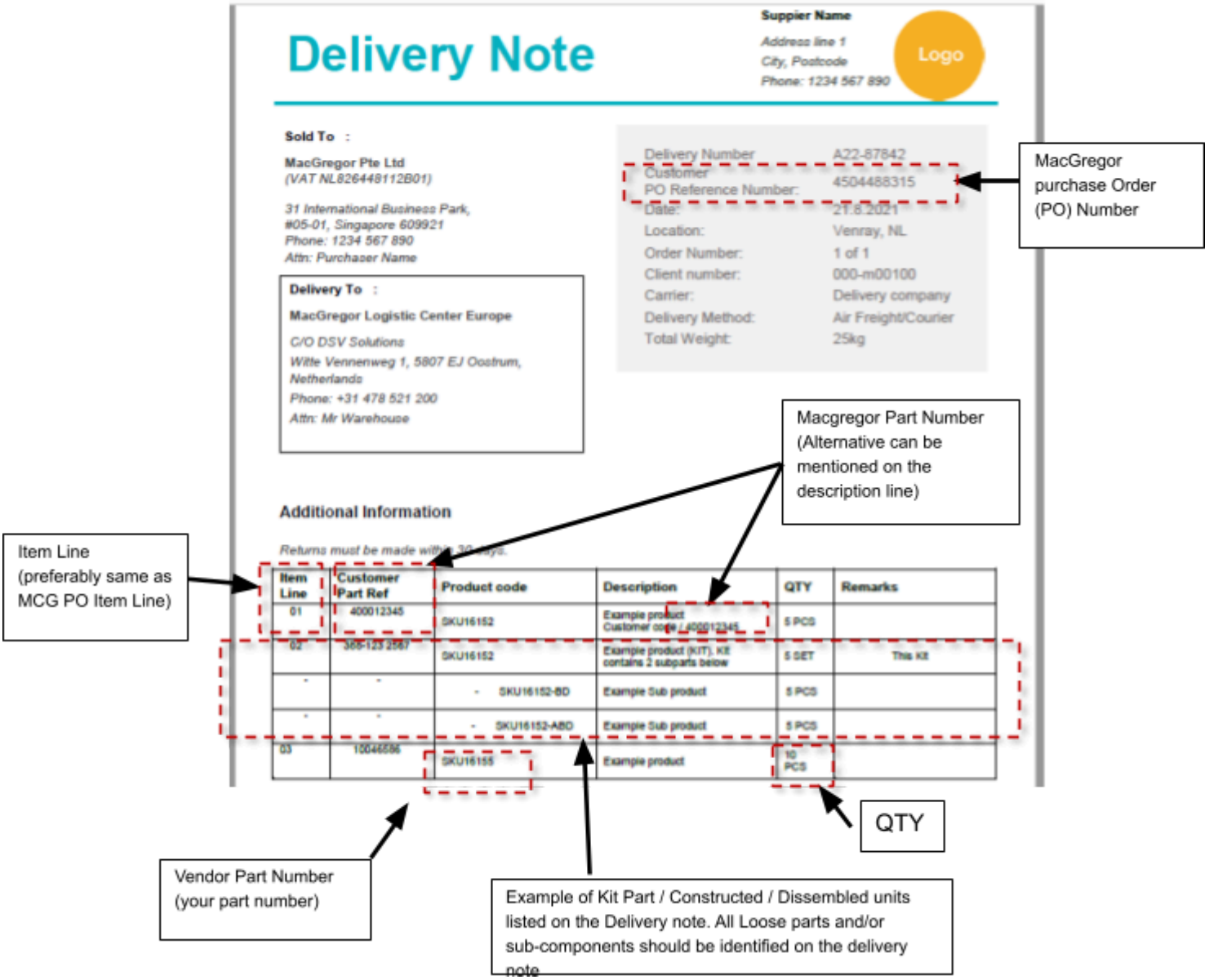
PO item line # / Optional

QTY

[Small parts packed]

- **<u>Delivery Note</u>**.
  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]



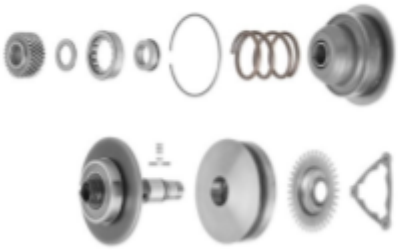
- **For Kits.** To facilitate receiving and avoid confusion, ensure all sub-components are packed together and reference to one (01) master MacGregor Item number. If the sub-components are in separate packs, consolidate them with secondary packaging. The same information should be indicated clearly on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

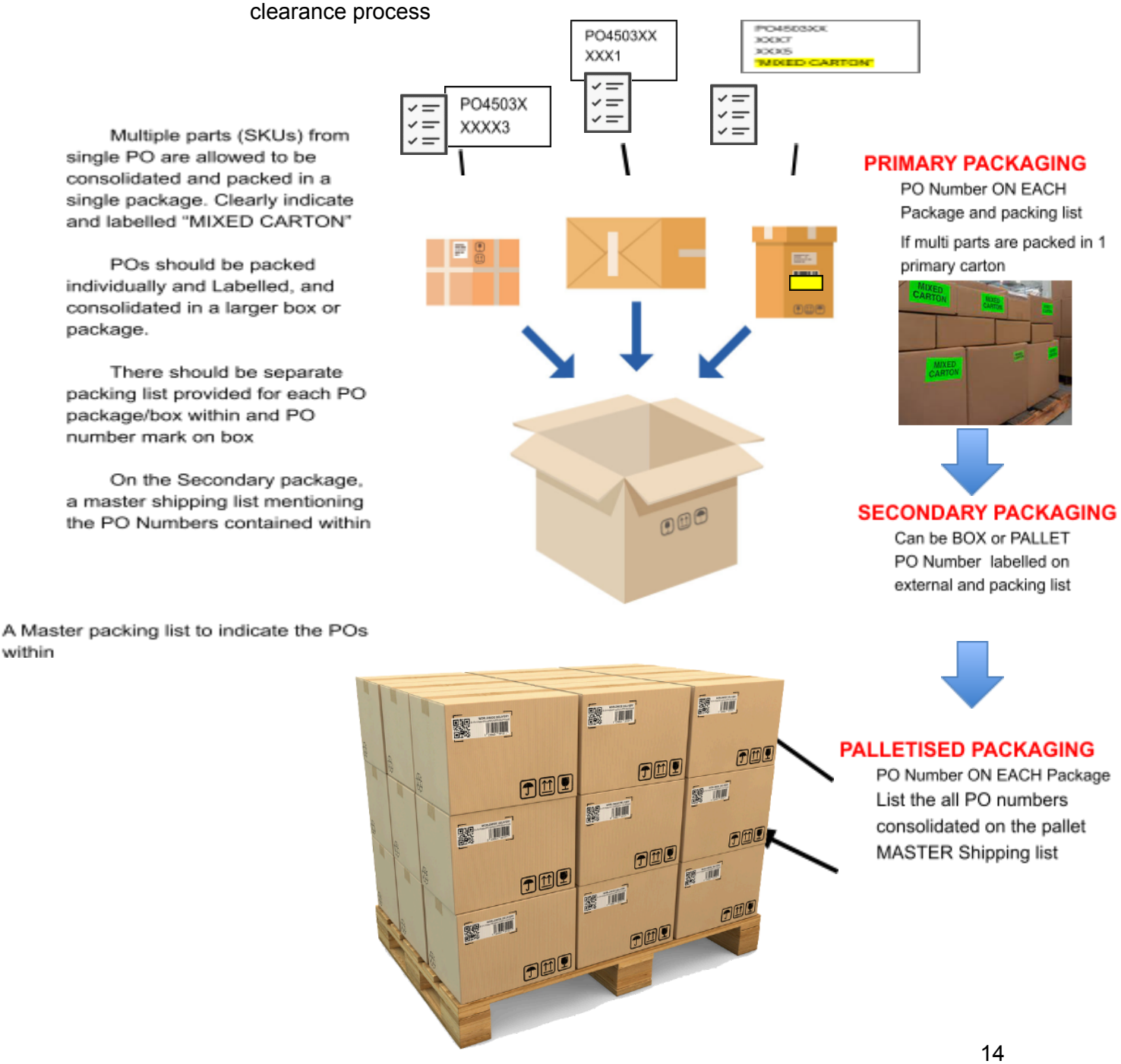
Example of a few parts assembled as a unit delivered (with 9 SKU)

Example of Delivery Note showing

Item Line	Customer Part Ref	Product code	Description	QTY	Remarks
01	400012345	SKU16152	Example Seal KIT Customer code / 400012345	5 Pack	
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	
-	-	- SKU16154-ABD	Example Sub product (1pc/set)	5	
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	

1) Complete Kit with single SKU

2) Few SKU parts assembled as a unit

3) A complete SKU unit delivered in loose sub-component

- **<u>For Consolidated Packing / Shipments / Multiple POs /</u>**
  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