MACGREGOR

Global Service Division (GSD)

General Instructions for INBOUND Shipments

MacGregor Service Warehouses in the Netherlands & Singapore

INBOUND SHIPMENT GUIDELINES

Important Note
All deliveries must be made in accordance with the following guidelines to ensure smooth receiving and efficient handling.
Failure to comply with these requirements may result in delays or refusal of delivery at the receiving warehouses, as well as delays in invoice processing and payment.

Europe-Bound Deliveries – Venray, the Netherlands

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

All deliveries to the warehouse must be pre-advised and announced to the relevant MacGregor Purchaser / Logistics personnel and our warehouse partner, DSV. The applicable delivery (or pick-up) method must be confirmed and communicated by the relevant MacGregor personnel.

Depending on the delivery method, an **UNLOADING REFERENCE NUMBER** ("I-Number") (format: "**I XXXXX**") may be provided to you.

The UNLOADING REFERENCE NUMBER ("I-Number") **is mandatory** for deliveries requiring unloading assistance at the warehouse, including:

- Large, heavy, or oversized packages and palletised deliveries requiring unloading assistance,
- Road transportation arranged by another forwarder or by the supplier directly (i.e. not transported by DSV).

Failure to present the relevant I-Number may result in rejection of the delivery 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 submit an INBOUND Delivery Announcement (Pre-Delivery)

I. Send the pre-delivery announcement to:
- The relevant MacGregor employee (the Purchaser specified on the PO); and
- DSV email: nl.sha.imp.macgregor@nl.dsv.com

II. Required Information for an INBOUND Delivery Announcement
Please provide the following information:
- MacGregor PO number (10 digits: 4504/5xxxxxxxx)
- Delivery Note / Packing List
- Invoice / Proforma Invoice (mandatory for deliveries originating outside the EU)
- Mode of transport
- Package details: quantity, dimensions, and weight
- Expected delivery date / time

III. **When a delivery has been approved**, you should:

a) Receive a delivery acknowledgement

b) Ensure that you have received an **UNLOADING REFERENCE NUMBER** ("I-Number") (format: "I XXXXX") for: large or heavy deliveries, palletised deliveries requiring unloading assistance, or road transportation arranged by another forwarder or by the supplier directly.

c) 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 result in ***rejection of the delivery at the gate****. Do* *NOT* *proceed with the delivery without a delivery acknowledgement.*

2. Delivery Document Requirements

I. Delivery Note / Packing List

- All parts must be clearly identifiable and marked with the relevant MacGregor part numbers *(see detailed labelling specifications on page 12)*
- The MacGregor PO number is mandatory and must be stated on both the Delivery Note and Packing List. If a MacGregor Delivery Number has been provided, it should also be stated on the Delivery Note and Packing List (optional – if available)
- The Delivery Note and Packing List must include the relevant Buyer and Consignee details *(see example below)*

DELIVERY NOTE	
Buyer MacGregor Finland Oy Hallimestarinkatu 6 20780 Kaarina FINLAND	**Consignee / Warehouse Address** MacGregor Finland Oy (Logistic Centre Europe) c/o DSV Contract Logistics B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands

II. Commercial Invoice (mandatory for shipments originating from outside the EU)

The Commercial Invoice must contain the following information (eee the example below for details):

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

Note: A Proforma Invoice should be avoided unless the goods are non-commercial samples.

COMMERCIAL INVOICE	
	Date: 14 Sep 2026 Invoice # XXXXXXX
Buyer / Bill to	**Ship to / Consignee**
MacGregor Finland Oy Hallimestarinkatu 6 20780 Kaarina FINLAND VAT: NL824011284B02	MacGregor Finland Oy (Logistic Centre Europe) c/o DSV Contract Logistics B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands VAT: NL824011284B02 EORI-Number: FI2557310-4
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 Finland Oy (Logistic Centre Europe) c/o DSV Contract Logistics B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands **Notify** DSV Contract Logistics B.V. Witte Vennenweg 1, 5807 EJ Oostrum Netherlands Email: nl.sha.imp.macgregor@nl.dsv.com **Preferred airports**: Amsterdam, Dusseldorf, Luxembourg	**Consignee** MacGregor Finland Oy (Logistic Centre Europe) c/o DSV Contract Logistics B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands **Notify Party** DSV Contract Logistics B.V. Witte Vennenweg 1, 5807 EJ Oostrum Netherlands Email: nl.sha.imp.macgregor@nl.dsv.com **Port of discharge**: Rotterdam

3. Freight Forwarding / Courier Accounts

(e.g. UPS, DHL, FedEx, etc.)

Where applicable, and as instructed by our Purchasing or Logistics teams, suppliers may be required to use MacGregor's freight forwarding or courier accounts for transportation, in accordance with the agreed Incoterms.

Packages up to 30 kg	Packages above 30 kg
DHL Express 198608477 **Delivery address:** MacGregor Finland Oy (Logistic Centre Europe) c/o DSV Contract Logistics B.V. Witte Vennenweg 1 5807 EJ Venray Netherlands **Points of Contact**: Kamil Kaminski Phone: +31 (0)478 52 12 08 Danielle Luijpers Phone: +31 (0)478 52 12 47 **Always include the MacGregor PO number (450xxxxxxxx) as the shipment reference**	**Shipments within the EU (+ UK and Norway)** **Please use the myDSV portal – Payer 6413888865 (MacGregor Oy) for all shipment requests related to MacGregor Oy POs** To request access, please email stspurchase@macgregor.com - once access has been granted, follow the steps below: 1. New Booking – Booking Party The address will default to MacGregor Oy, which will pay the freight costs 2. New Booking – Addresses Enter your company details as the Sender Address. Add any special instructions, such as opening hours. 3. New Booking – Payment Incoterms Select **EXW**, as the receiver pays the freight costs. 4. New Booking – Goods Select the appropriate packaging type and enter the package dimensions. Use "Pallet unspecified" if applicable. 5. New Booking – Date and Time Enter your preferred collection date and time. Additional costs may apply. 6. New Booking – Reference Info Click "**+ Add another**" and enter the MacGregor **PO number**. This is mandatory. 7. New Booking – Attachments Upload the relevant ADR documents when shipping dangerous goods, and invoices where applicable. 8. Submit Booking and Print Label After submitting the booking, print the shipping label from the new tab.

Always ensure that all required documents are provided in accordance with the requirements specified above, including the Packing List and Commercial Invoice, where applicable. Please ensure that the correct Buyer and Consignee details are stated on the documents.

4. Transportation Charges (Courier Charges)

Depending on the Incoterms, transportation charges may be borne by MacGregor.
When booking a courier where transportation charges are to be borne by MacGregor, **ensure that the Payer is set to "MacGregor"** and select "Charge to Account".
See the example from the DHL booking page below:

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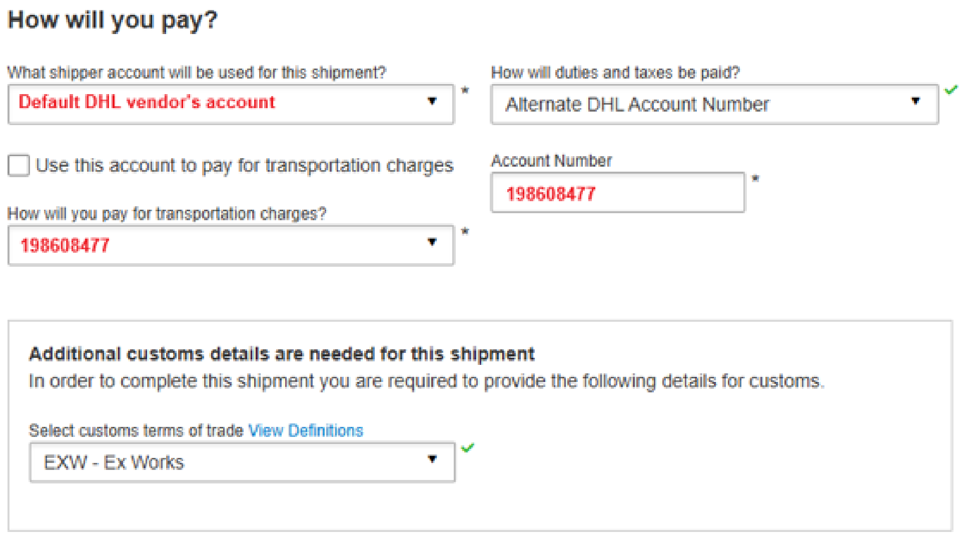
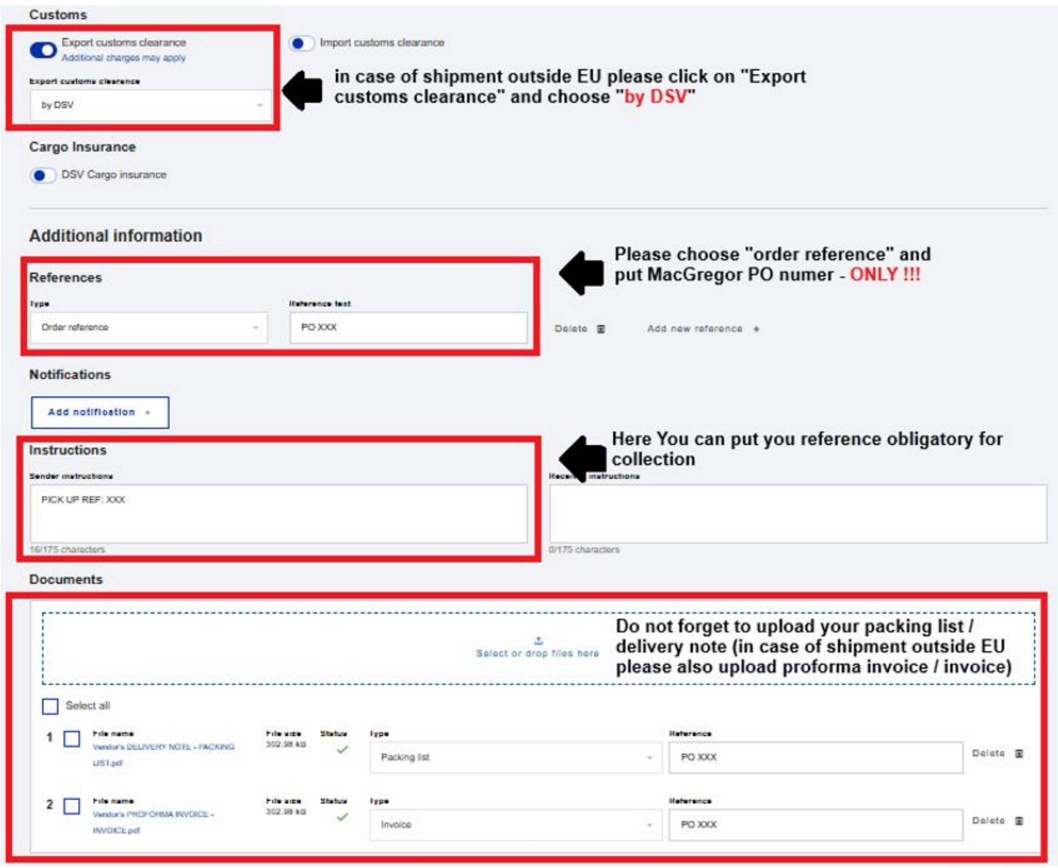

How will you pay?
What shipper account will be used for this shipment?
Default DHL vendor's account
How will duties and taxes be paid?
Alternate DHL Account Number
Use this account to pay for transportation charges
Account Number
198608477
How will you pay for transportation charges?
198608477
Additional 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


Customs
Export customs clearance
Additional charges may apply
Import customs clearance
Export customs clearance
by DSV
in case of shipment outside EU please click on "Export customs clearance" and choose "by DSV"
Cargo Insurance
DSV Cargo insurance
Additional information
References
Type
Order reference
Reference text
PO XXX
Delete
Add new reference
Please choose "order reference" and put MacGregor PO numer - ONLY !!!
Notifications
Add notification
Instructions
Sender instructions
PICK UP REF: XXX
16/175 characters
Here You can put you reference obligatory for collection
0/175 characters
Documents
Select or drop files here
Do not forget to upload your packing list / delivery note (in case of shipment outside EU please also upload proforma invoice / invoice)
Select all
File name
Vendor's DELIVERY NOTE - PACKING LIST.pdf
File size
302.98 kB
Status
Type
Packing list
Reference
PO XXX
Delete
Vendor's PROFORMA INVOICE - INVOICE.pdf
302.98 kB
Invoice
PO XXX
Delete

Quick Reference | Information Required for Delivery & Shipping Documents

Europe-Bound Deliveries

If you have any further questions regarding the delivery or shipping requirements, please contact the MacGregor employee who placed the order or arranged the delivery.
Alternatively, please contact your local MacGregor Sourcing contact or email macgregorsupplier@macgregor.com

Buyer / Bill to
MacGregor Finland Oy
Hallimestarinkatu 6
20780 Kaarina
FINLAND
VAT: NL824011284B02

Importer / Consignee
MacGregor Finland Oy
(Logistic Centre Europe)
c/o DSV Contract Logistics B.V.
Witte Vennenweg 1
5807 EJ Venray
Netherlands
VAT: NL824011284B02
EORI-Number: FI2557310-4

Warehouse Address
MacGregor Finland Oy
(Logistic Centre Europe).
c/o DSV Contract Logistics B.V.
Witte Vennenweg 1
5807 EJ Venray
Netherlands

Notify Party
DSV Contract Logistics B.V.
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, Düsseldorf, Luxembourg

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Asia-Bound Deliveries – Singapore

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

All deliveries to the warehouse must be pre-advised and announced to the relevant MacGregor Purchaser / Logistics personnel and our warehouse partner, DSV. The applicable delivery (or pick-up) method must be confirmed and communicated by the relevant MacGregor personnel.

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 submit an INBOUND Delivery Announcement (Pre-Delivery)

I. Send the pre-delivery announcement to:
- The relevant MacGregor employee (the Purchaser specified on the PO) and the MacGregor APAC Logistics Team: lca.logistics@macgregor.com

II. Required Information for an INBOUND Delivery Announcement
Please provide the following information:
- MacGregor PO number (10 digits: 4504/5xxxxxxxx)
- Delivery Note / Packing List
- Invoice / Proforma Invoice (mandatory for deliveries originating from any country)
- Mode of transport
- Package details: quantity, dimensions, and weight
- Expected delivery date / time

III. **When a delivery has been approved**, you should:
a) Receive a delivery acknowledgement
b) Proceed with the delivery as announced

An UNLOADING REFERENCE NUMBER ("I-Number") is not required for deliveries to the Singapore warehouse.

2. Delivery Announcement Requirement (Pre-advice INBOUND & Unloading Reference)

I. **Delivery Note / Packing List**

- All parts must be clearly identifiable and marked with the relevant MacGregor part numbers *(see detailed labelling specifications on page 12)*

- The MacGregor PO number is mandatory and must be stated on both the Delivery Note and Packing List. If a MacGregor Delivery Number has been provided, it should also be stated on the Delivery Note and Packing List (optional – if available)
- The Delivery Note and Packing List must include the relevant Buyer and Consignee details *(see example below)*

DELIVERY NOTE	
Buyer MacGregor Finland Oy Hallimestarinkatu 6 20780 Kaarina FINLAND	**Consignee / Warehouse Address** MacGregor Finland Oy (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678

II. **Commercial Invoice (mandatory for deliveries originating from any country)**

The Commercial Invoice must contain the following information (see the example below for details):

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

COMMERCIAL INVOICE	
	Date: 14 Sep 2026 Invoice # XXXXXXX Customer ID: XXXXXX
Buyer / Bill to	**Ship to / Consignee**
MacGregor Finland Oy Hallimestarinkatu 6 20780 Kaarina FINLAND EORI-Number: FI25573104 GST No. M90377294C	MacGregor Finland Oy (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 GST No. M90377294C
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 Finland Oy (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 Email: lca.logistics@macgregor.com Phone no : +65 8948 6265 **Notify** MacGregor Finland Oy (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 Email: lca.logistics@macgregor.com Phone no : +65 8948 6265 **Preferred airports:** Singapore	**Consignee** MacGregor Finland Oy (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 Email: lca.logistics@macgregor.com Phone no : +65 8948 6265 **Notify** MacGregor Finland Oy (Logistic Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 Email: lca.logistics@macgregor.com Phone no : +65 8948 6265 **Port of discharge:** Singapore

3. Freight Forwarding / Courier Accounts

(e.g. UPS, DHL, FedEx, etc.)

Depending on the Incoterms stated on the PO, transportation may be booked using MacGregor's accounts, where applicable or as instructed by our Purchasing or Logistics teams.
Please liaise with our Purchasing or Logistics teams for further instructions.

Packages up to 50 kg	Packages above 50 kg
Vendors must provide the CIPL (Commercial Invoice & Packing List) to the relevant Purchasing or Logistics team when the shipment is ready for dispatch. Relevant shipping details, such as the DHL account number, will be provided by the MacGregor team where applicable. Email: gpsc.apac.purchasing@macgregor.com lca.logistics@macgregor.com **Delivery Address** MacGregor Finland Oy (Logistics Centre Asia) c/o DSV Contract Logistics Pte. Ltd. Level 2, 14 Tukang Innovation Drive Singapore 619678 **Points of Contact**: Yeo Tai Lou / Siow Weihan Phone: +65 8948 6265 **Always include the MacGregor PO number (450xxxxxxxx) as the shipment reference**	Contact MacGregor APAC Logistics Please send your collection request to our APAC Logistics Team: lca.logistics@macgregor.com **Information Required for a Collection Request:** 1. Pick-Up Address • Company name • Loading address • Contact person / Phone / Email • Shipment information 2. Order / Delivery Details • MacGregor PO number (450xxxxxxxx) • Shipment contents • Type of packaging • Number of packages • Package dimensions / Weight 3. Special Requirements, if applicable Please indicate any special requirements, such as: • ADR / Dangerous Goods • Tail lift • Other special loading or transportation requirements

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Always ensure that all applicable document requirements outlined above are followed, including the Packing List, Commercial Invoice, and any other required documents. Please ensure that the Buyer and Consignee details are correct and complete.

Quick Reference | Information Required for Delivery & Shipping Documents

Asia-Bound Deliveries

If you have any further questions regarding the delivery or shipping requirements, please contact the MacGregor employee who placed the order or arranged the delivery.
Alternatively, please contact your local MacGregor Sourcing contact or email macgregorsupplier@macgregor.com

Buyer / Bill to
MacGregor Finland Oy
Hallimestarinkatu 6
20780 Kaarina
FINLAND
EORI-Number: FI25573104
GST No. M90377294C

Importer / Consignee
MacGregor Finland Oy
31 International Business Park,
#05-01B, Singapore 609921
GST No. M90377294C

For Sea Freight / Port of Discharge: Singapore
For Air Freight / Preferred Airports: Singapore

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

lca.logistics@macgregor.com
Phone no : +65 8948 6265

MacGregor DELIVERY
INBOUND Part Marking, Labelling & Documentation Instructions

New MacGregor Logo

As communicated, effective from August 2025, MacGregor's new logo must be used on all deliveries of parts and spare parts.
If you require any additional information regarding the logo change or any other matter, please contact your MacGregor contact person, who can provide you with the logo in digital format.

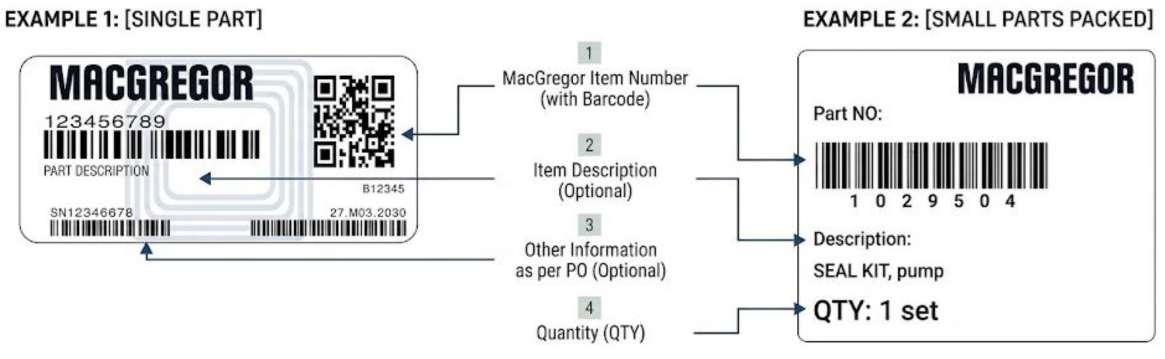
DELIVERY TO WAREHOUSE
INBOUND DELIVERY (mandatory)

There is one important area where you, as our valued supplier and partner, can support us in ensuring the smooth and efficient handling of inbound deliveries. Clear and correct identification of delivered parts helps facilitate the inbound process and contributes to faster invoice processing and payment.

1. **Part Marking / Labelling**
   Ensure that each delivered item can be clearly identified. All items must be clearly labelled with the following information:
   I. MacGregor Item Number
   II. Quantity (QTY) – not required for single-quantity items
   III. Other information as specified on the MacGregor PO (optional), e.g. PO line number
   IV. Part Description (optional)
   V. Vendor / Supplier Part Number (optional)
   Barcoding of the above information is highly encouraged.

For small parts that cannot be individually labelled, items may be grouped and packed together. In such cases, the package must be clearly labelled with the applicable information listed above.

Examples of labeling



2. Delivery Note

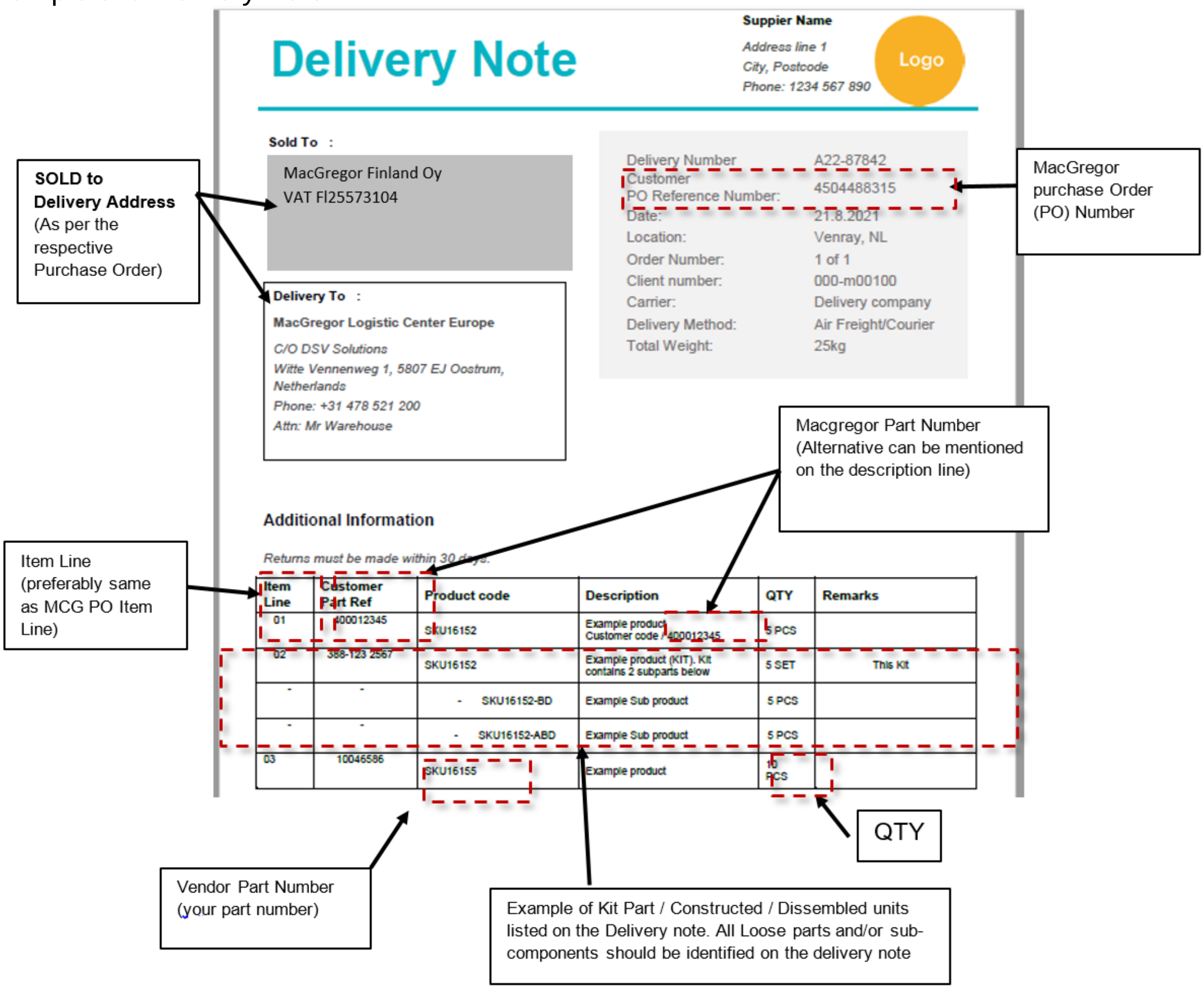
All Delivery Notes must be provided in English or in a bilingual/multilingual format. The following information must be included to enable easy and efficient identification during the inbound receiving process.

I. Purchase Order Number (PO)

II. Each item line must include the following information:

- Item Line Number
- MacGregor Item Number
- Quantity (QTY)
- Kit / Assembled / Constructed Part Details, where applicable
- Vendor / Supplier Material Number (optional)

Example of a Delivery Note



3. **For Kits**
   To facilitate the receiving process and avoid confusion, ensure that all sub-components are packed together and referenced under one (01) master MacGregor Item Number.
   If the sub-components are packed separately, they must be consolidated using secondary packaging and clearly identified with the master MacGregor Item Number.
   The same information must also be clearly indicated on the Delivery Note.

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

Example of a Kit / subcomponents listed under 1 Part Number

4. **For Disassembled Complete Unit Parts**
   For items delivered as a disassembled complete unit, such as a drive-shaft unit, ensure that all sub-components are individually labelled and that the quantity of each component is clearly indicated.

   All sub-components must also be listed in detail on the Delivery Note.
   Pack all loose components together in secondary packaging to facilitate easy identification and receiving.

5. **For Assembled / Constructed Units**
   If a unit is assembled or constructed from two or more sub-components, the MacGregor Item Number assigned to the complete assembly must be used as the reference number.

   For example, a coupling may be ordered under one MacGregor Item Number, e.g. “02638.XXX”, but supplied as an assembled item consisting of three vendor part numbers.

   In such cases, ensure that the assembled item is clearly labelled with the relevant MacGregor Item Number and that all sub-components are clearly identified and their details are listed on the Delivery Note, as shown in the example below.

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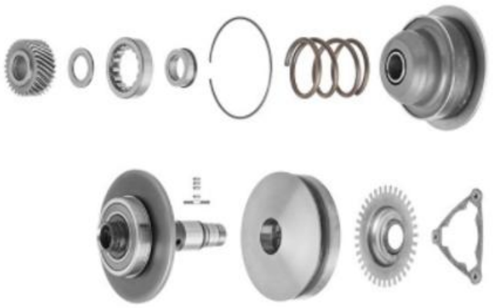

Example of a complete units parts delivered in loosely / subcomponents (instead of assembled)

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

Example of a Delivery Note Showing the Required Information

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

6. **For Consolidated Packing / Shipments / Multiple POs**

   If you are delivering multiple POs in the same shipment, the following requirements must be followed to facilitate the receiving process and avoid confusion:

   I. Multiple parts (SKUs) from a single PO may be consolidated and packed in a single package. In such cases, the package must be clearly labelled “MIXED CARTON”.
   II. Each PO must be packed and labelled separately in accordance with the instructions above. The relevant PO Number must be clearly marked on each package.
   III. A separate Packing List must be provided for each PO and placed securely with the corresponding package/box.
   IV. All individually packed POs may then be consolidated into a larger secondary package, such as a carton, wooden crate, or pallet.
   V. Each secondary package must have a Master Packing List / Master Shipping List clearly indicating all PO Numbers contained within the package.
   VI. The new MacGregor logo must be used on the packaging and sealing tape.

Example of Correct Packaging