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<Instruction>

Title : **Shipping instruction for transport documents**

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1 OBJECTIVE

For an efficient and economic material flow, correct transport documents are required. This document defines mandatory instructions regarding transport documents, to ensure a smooth transport and a standardized and process-controlled goods receipt process and –inspection.

This document is a Local Division Unit (LDU) specific appendix to the Packaging manual for suppliers; Division: Robotics and Motion; Business Unit: Drives (Version June 2018). If contents of these documents are inconsistent, the main document (Packaging manual for suppliers) is valid.

2 SCOPE

Local Business Units Motion at ABB Site Turgi:

Local Division Group (LDG) System Drives Switzerland (MOSD)

Local Division Group (LDG) Traction Switzerland (MOTR)

Services Local Site Turgi (MOSE)

3 REQUIREMENTS FOR DELIVERY NOTES

Every delivery must be identified by its own delivery note that refers to one ABB purchase order. The delivery note has to be fixed visible and with good adhesion on the outside of the shipping unit.

3.1 Information on the delivery note - minimum requirements

a) Supplier name and address

The goods receipt staff shall be able to assign a delivery note to one supplier

b) Delivery address

The recipient shall be clearly marked

c) ABB purchase order number

The ABB purchase order number must be visible. Only 1 purchase order number is allowed per delivery note.

d) ABB ID-number

Each order item shall be clearly identifiable with the ABB ID-number.

e) Article description

Each order item shall be described with an ABB article description. The order item should have the same description as the description in the ABB order.

f) ABB order item

ABB order item numbers should be used as delivery note item numbers.
If that's not possible, the ABB order item number should be entered in the item-text.

g) Delivery quantity

Delivered quantity must be declared

h) Quantity unit

Each order item must contain the respective unit (in accordance with the ABB purchase order)

i) Delivery note number

The delivery note number must be visible

j) Page numbers / number of pages

Delivery note shall contain the page numbers as well as the total number of pages (e.g. 2 of 15)

k) Order specific supplier contact and telephone number

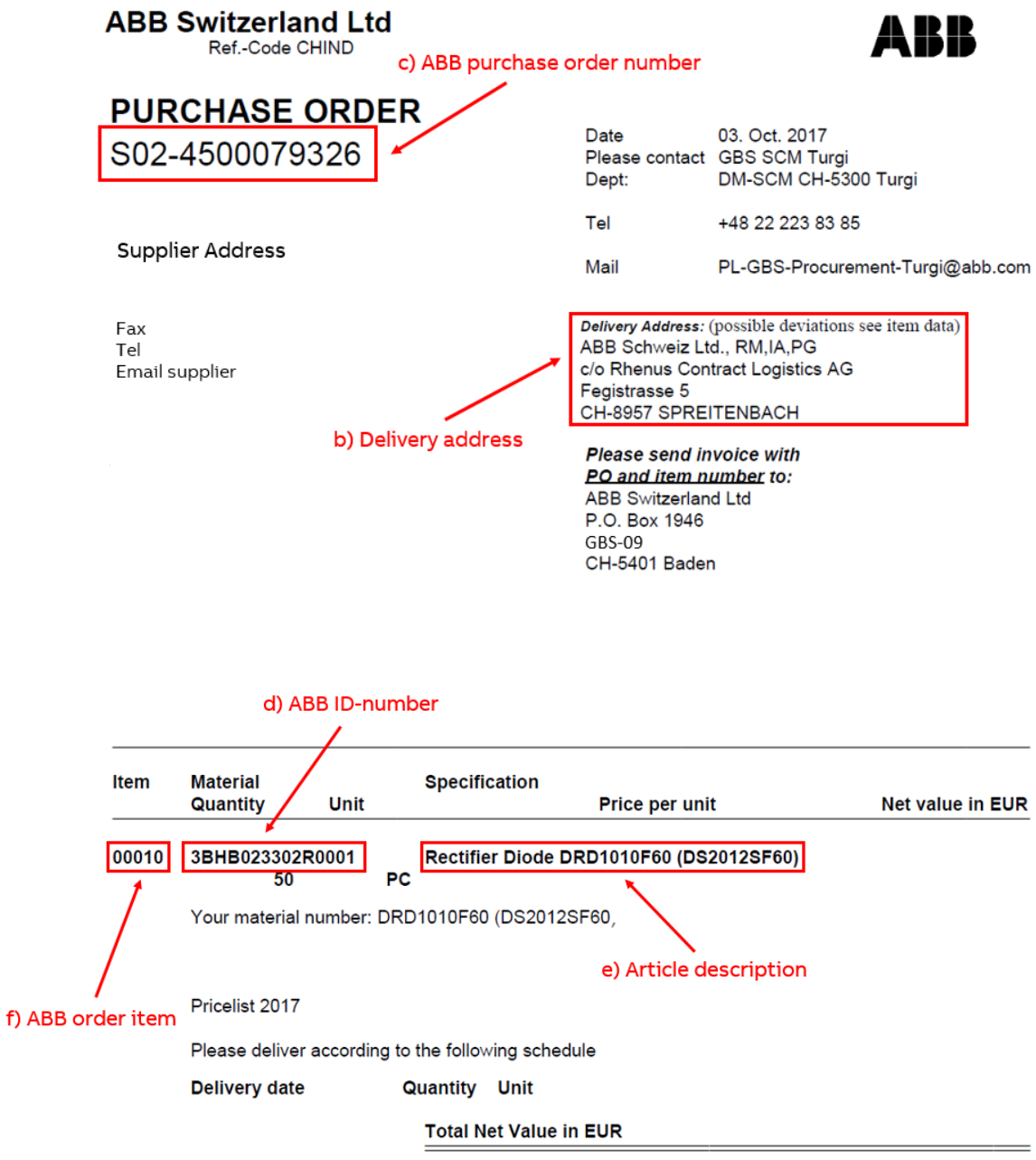
The name and the telephone number of the order specific supplier contact shall be marked

l) Barcode

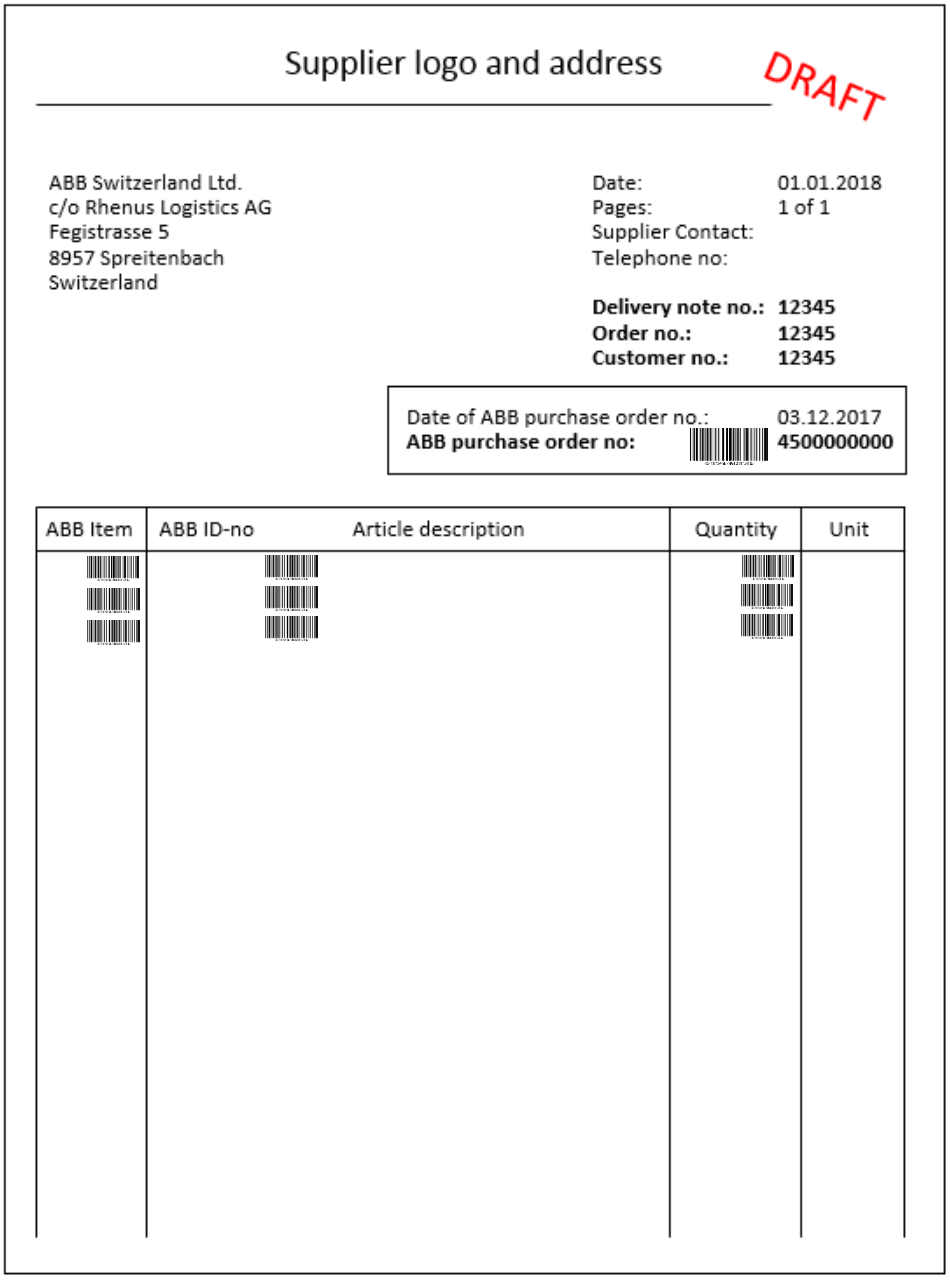
The ABB purchase order number, ABB purchase order postion number, the ABB material number and the quantity must be able to be scanned by a barcode reader

Process remark to partial shipments
In principle partial shipments are not allowed. Partial shipment are only accepted if they are approved by the ABB purchaser or GBS ABB purchaser before delivery.

The following minimum requirements are available in the ABB order.



3.2 Example delivery note



Supplier logo and address

DRAFT

ABB Switzerland Ltd.
c/o Rhenus Logistics AG
Fegistrasse 5
8957 Spreitenbach
Switzerland

Date: 01.01.2018
Pages: 1 of 1
Supplier Contact:
Telephone no:

Delivery note no.: 12345
Order no.: 12345
Customer no.: 12345

Date of ABB purchase order no.: 03.12.2017
ABB purchase order no: 4500000000

ABB Item	ABB ID-no	Article description	Quantity	Unit

4 REQUIREMENTS FOR INDICATING SHIPMENT READINESS OR NOTIFICATION AT THE SWISS BOARDER

Our ABB Transport & Logistic team expects your shipment notification to the defined point in time, based on Incoterms® determination. For all shipments with E- or F-clauses, a notification must be sent upon pick-up readiness. For all other Incoterms and shipments from outside Switzerland, the notification must be sent when the material arrives at the Swiss border. The notification must contain at least the following information.

4.1 Minimum required information on the shipment notification

a) Supplier name and address

The goods receipt staff shall be able to assign a delivery note to one supplier.

b) Contact person

At least one contact person must be specified including name, phone number and email address.

c) Place of loading

The pick-up address shall be clearly marked.

d) Loading date / delivery date

The first possible loading date or the delivery date, based on the risk transfer date acc. to Incoterms.

e) Opening hours at the pick-up address

Time frame, when the material can be picked up and if necessary, the exact location.

f) Incoterms

The Incoterms, as defined on the ABB purchase order.

g) Packaging information

Amount, weight and size per unit load plus total weight.

h) Total value of goods

The total value of the goods in local currency

i) Stackable

It must be specified if the material can be staked or not.

j) Dangerous goods

It must be specified if dangerous goods are present in the shipment or not.

d) ABB ID-number

Each order item shall be clearly identifiable with the ABB ID-number.

f) ABB order item

ABB order item numbers should be used as delivery note item numbers.
If that's not possible, the ABB order item number should be entered in the item-text.

g) Delivery quantity

Delivered quantity must be declared.

4.2 Example shipment notification

SUPPLIER:	123456* Test company Testroad 123 1234 Berlin Germany	
CONTACT	**CONTACT 1**	Contact 2:*
Name:	Bill Billman	Joe Test*
Phone No.:	+41 00 000 00 00	+49 00 000 00 01*
E-Mail:	bill.billman@testcompany.com	joe.test@testcompany.com*
PLACE OF LOADING:	Testroad 123, 1234 Berlin, Germany	
LOADING DATE:	01.01.2020	
OPENING HOURS:	Mo – Fr: 08:00 – 17:00	
PLACE OF DELIVERY:	ABB Schweiz LTD, C/O Rhenus Contract Logistics AG, GBS SCM Turgi, Fegistrasse 5, 8957 Spreitenbach, Switzerland*	
INCOTERMS:	FCA	
PACKAGING INFORMATION:	1 pallet 150 x 90 x 100 cm (lxbxh) weight 100kg 1 pallet 120 x 80 x 90 cm (lxbxh) weight 70kg	
Total value of goods:	USD 1000	
Stackable:	Yes	
Dangerous goods:	No	

REFERENCE:

ABB P.O. NUMBER(s)	ABB POS.	PCS	LENGTH*	WIDTH*	HEIGHT*	NET WEIGHT*
4500000001	0010	5	10	20	30	50
4500000002	0020	15	30	50	80	60
4500000003	0010	20	30	5	20	50
4500000004	0040	1	15	15	20	10
4500000005	0020	3	13	50	35	54
4500000006	0010	12	56	45	30	18

Please attach necessary shipping documents:

- Export declaration
- Invoice
- Packing list
- Declaration of (preferential) origin

Please send to: import.turgi@abb.com

5 FURTHER TRANSPORT DOCUMENTS

Supplier shipments from outside of Switzerland (customs) must contain a copy of the delivery note inside the shipping package. It must be ensured that no invoice document or price information is inside the package.

Additionally, for supplier shipments from outside of Switzerland (customs) it necessary to issue further transport documents.

Required transport documents:

- Export declaration
- Invoice indicating customs tariff number and country of origin as well as preferential Certificate of Origin according to free trade agreements. On the invoice it's mandatory to specify the billing address and the delivery address.
- Packing list indicating Gross and Net weight in KG and Dimension in CM per Case / Box with detailed content of each Case / Box.
  (If required packing details are visible on the delivery note, the delivery note can be used as packing list)
- Preferential Certificate of Origin according to the free trade agreement e.g. Switzerland – China (if required)

The transport documents shall be distributed as follows:

Documents	**ABB Switzerland Ltd. / TMC** (contact details below)	**Forwarder**	**Case**
Export declaration	1 x by E-Mail	1x Original	-
Invoice (incl. origin declaration)	1x by E-Mail 1x Original	2x Original	-
Packing list / delivery note	1x by E-Mail	1x Copy	1x Copy
Certificate of origin (if requested)	1x by E-Mail 1x Original	1x Copy	-
Preferential Certificate of Origin = Movement Certificate EUR1 / Form A	1 x by E-Mail	1 x Original	

Contact details ABB Switzerland Ltd. / GBS-09
ABB Switzerland AG
Transport Logistics Import
Austrasse 1
CH-5300 Turgi
E-Mail: import.turgi@ch.abb.com

Customs Clearance Instruction for FCA / CPT / CIP / CFR / CIF / DAP / DDP shipments:

Usually ABB Switzerland Ltd., is declaring all import shipments **BY OURSELVES**. For customs clearance, it's **mandatory necessary** to contact the Transport Management Center in advance. Only shipments, registered and duty paid will be accepted at the place of delivery.

For Truck-Shipments ask our Transport Management Center for the current customs agent.

The transport documents (customs documents) shall be provided to the forwarder together with the shipment.

If documents for the goods recipient (ABB) and the customs will be fixed on the outside of the shipping unit, it's recommended to fix these documents in 2 separate envelopes.

1. Document envelope for goods recipient (ABB)
   Inscription: "ABB documents"
2. Document envelope for customs
   Inscription: "Customs documents"

6 REVISION

Rev. Index	Page (P) Chapter (C)	Description	Date Name / Dept.
-		First version	20.07.2018 C. Wässerle / RM-SCM4
A	3.1 4	Billing address updated (GBS-09) Information regarding payment of invoices / E-invoicing deleted. Topic described in a separate document.	11.02.2019 C. Wässerle / RM-SCM4
B	4	Insert requirements for shipment notification. Insert barcode requirements on delivery note Update of ABB units and addresses	27.07.2020 C. Wässerle / MOSD-SCM