



AGCO Grain and Protein (GSI) Supplier Shipping Instructions International

This document pertains to all AGCO Grain and Protein (GSI) suppliers who are shipping to AGCO Grain and Protein (GSI) Manufacturing sites located in North America.

December 2021

NOTE 1: The shipping instructions contained in this document apply **only** to the following **Manufacturing Related** “Ship To” locations:

- **All North American Based AGCO Grain and Protein (GSI) Sites**

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Special Instructions

1. It is the supplier's responsibility that all shipments meet the AGCO Grain and Protein (GSI) due date/dock date/delivery date.
2. Shipping early is not allowed
3. AGCO Grain and Protein (GSI) suppliers shipping via truck may be given a pre-assigned, authorized "ship day" or "ship days" of the week. This allows AGCO to optimize and consolidate inbound freight for the most cost effective modes and routings. If a supplier is not aware of their pre-assigned authorized "ship day" or "ship days" of the week, the supplier **must** contact their AGCO Grain and Protein (GSI) Transportation Planner.
4. Unauthorized shipments will result in the vendor being debited an amount equal to the freight charges.
5. "Prepay and Add" freight terms are **not** allowed and will result in the supplier being charged back for the amount of the freight. Exception: Prearranged agreement of "Freight Terms" with AGCO Grain and Protein (GSI)
6. Any of the non-conformities listed below **may** result in the supplier being debited an amount equal to the freight charges:
 - An incorrect carrier was used.
 - Premium freight was utilized without proper authorization.
 - A shipment was sent collect when a scheduled pick-up was missed.
 - The agreed upon shipping schedule or frequency was not followed.
 - Shipment not billed to the correct Third Party "Bill To" Address.
 - Shipment information was not sent by 12:00 PM CST, one business day prior to the "ship day".

Note: AGCO Grain and Protein (GSI) will use "Advisory Letters" in an attempt to communicate non-compliant issues to its suppliers prior to taking debit actions.

International Air Freight Shipping Instructions

A. AIR (Small Parcel):

- Must ship via **"UPS Worldwide EXPRESS SAVER"**
- Small parcel shipments are defined as shipments with a total shipment weight **less than or equal to 113 kgs. / 250 lbs.** with maximum combined length and girth of 130 inches and a maximum overall length not to exceed 106 inches. The max weight per box should not exceed 70 lbs. Please refer to the link below for instructions on how to perform the measurements.
<https://www.ups.com/content/us/en/resources/prepare/oversize.html>
- Do not purchase UPS "Declared Value (DV) Insurance" at the expense of AGCO unless the value of the goods exceeds \$5,000 USD.
- "Prepay and Add" shipments are not allowed. Freight charges added to the material invoice will be deducted from the invoice.
- Suppliers **must** ship via **"Collect Freight"** using the following AGCO Grain and Protein (GSI) Small Parcel UPS account numbers per destination:
- Include the PO Number in the reference field when shipping via UPS.

UPS Small Parcel Account Numbers by site:

<u>Consignee:</u>	<u>Destination:</u>	<u>UPS Account:</u>
• AGCO Grain and Protein (GSI)	Assumption, IL	*See Note Below
• AGCO Grain and Protein (GSI)	Bremen, AL	*See Note Below
• AGCO Grain and Protein (GSI)	Clear Lake, IA	*See Note Below
• AGCO Grain and Protein (GSI)	Newton, IL	*See Note Below
• AGCO Grain and Protein (GSI)	Paris, IL	*See Note Below
• AGCO Grain and Protein (GSI)	Sioux City, IA	*See Note Below
• AGCO Grain and Protein (GSI)	Taylorville, IL	*See Note Below

- *For security reasons, please contact Cory.Rychener@agcocorp.com for the appropriate UPS Account Number.
- Refer to page 5 for the UPS Air (Small Parcel) Contact List by Country.

UPS Air (Small Parcel) Contact List by Country

UPS Worldwide Express Saver - Less than 70 kgs/150 lbs.

- For those countries not listed below, please go to ups.com and search under “Contact UPS”.
- Information below to be used for ups Worldwide Express Saver service (Small Parcel).
- To be used for: Pick up requests, Account set up, Tracking, Billing and all general inquiries.
- Technology Support – Creating labels and all general technology related inquiries.

Country	800 # for UPS Small Parcel Air Freight - Local Support	800 # for Local UPS Tech Support (World Ship software, ups.com internet shipping, etc.)	Quick Link to ups.com
Austria	0810-006630	0800 312407	http://www.ups.com/content/at/en/contact
Brazil	0800-770-9035	0800-770-9035	http://www.ups.com/content/br/en/contact
Belgium	078-250-877	0800 21 877	http://www.ups.com/content/be/en/contact
Canada	1-800-742-5877	1-800-742-5877	http://www.ups.com/content/ca/en/contact
China	800-820-8388	800-820-8388	http://www.ups.com/content/cn/en/contact
Czech Republic	420 841 11 11 44	420 841 11 11 44	http://www.ups.com/content/cz/en/contact
Finland	09 2311 3406	0800 187 722	http://www.ups.com/content/fi/en/contact
France	0821-233-877	0805 025 550	http://www.ups.com/content/fr/en/contact
Germany	01805 882 663	0800 1002630	http://www.ups.com/content/de/en/contact
India	(91-22) 2827 6200	00 0800 852 1113	http://www.ups.com/content/in/en/contact
Italy	02 30 30 30 39	800 122 732	http://www.ups.com/content/it/en/contact
Korea	1588-6886	00798 8521 3669	http://www.ups.com/content/kr/en/contact
Mexico	01-800-90-29200	01-800-90-29200	http://www.ups.com/content/mx/en/contact
Netherlands	0900 2255 877	0800 2225587	http://www.ups.com/content/nl/en/contact
Poland	48-22-534-00-00	(0) 22 203 03 21	http://www.ups.com/content/pl/en/contact
Portugal	707 23 23 23	800 783 458	http://www.ups.com/content/pt/en/contact
Romania	40 21 2338877	40 21 2338877	http://www.ups.com/content/ro/en/contact
Russia	495-961-2211	495-961-2211	http://www.ups.com/content/ru/en/contact
Slovakia	421-2-16877	421-2-16877	http://www.ups.com/content/sk/en/contact
Slovenia	080-2112	080-2112	http://www.ups.com/content/si/en/contact
Spain	902-88-88-20	900 22 58 77	http://www.ups.com/content/es/en/contact
Sweden	077-662 20 77	020 1202255	http://www.ups.com/content/se/en/contact
Taiwan	0800-365-868	00801-855-662	http://www.ups.com/content/tw/en/contact
Tunisia	216-71-888888	216-71-888888	www.ups.com
Turkey	212 413 22 22	212 413 22 22	http://www.ups.com/content/tr/en/contact
United Kingdom	08457-877-877	0800 3316010	http://www.ups.com/content/gb/en/contact



B. AIR FREIGHT (Heavyweight): AGCO Grain and Protein (GSI) Request Only:

Greater than 113 kgs / 250 lbs.

UPS-SCS Air Freight DIRECT Service

- Please contact AGCOGFF@UPS.com for all heavyweight air freight pickup requests.
- Please reference the appropriate Account Number in the email:
 - ASSUMPTION UPS-SCS Account Number: *See Note Below
 - BREMEN UPS-SCS Account Number: *See Note Below
 - CLEAR LAKE UPS-SCS Account Number: *See Note Below
 - EFFINGHAM UPS-SCS Account Number: *See Note Below
 - FLORA UPS-SCS Account Number: *See Note Below
 - NEWTON UPS-SCS Account Number: *See Note Below
 - OMAHA UPS-SCS Account Number: *See Note Below
 - PARIS UPS-SCS Account Number: *See Note Below
 - SIOUX CITY UPS-SCS Account Number: *See Note Below
 - TAYLORVILLE UPS-SCS Account Number: *See Note Below
- *For security reasons, please contact John.Kaegi@AGCOcorp.com for the UPS-SCS Account Number.
- The supplier must contact their AGCO Grain and Protein (GSI) Material Planner for prior approval for all expedited shipments where AGCO is responsible for the freight charges. If the supplier is responsible, the supplier shall pay all freight costs in excess of those normally paid by AGCO.
- Send a copy of the commercial invoice and packing list to Customs.Department@AGCOcorp.com with AGCOGFF@UPS.com in copy

International Ocean Freight Shipping Instructions

A. Ocean Freight (To North America):

- a. Please book LCL & FCL ocean moves from your region to all AGCO Grain and Protein (GSI) sites in the USA by CEVA Logistics via origin contacts below.
- b. We require at least 7 business days of advanced notice on FCL shipments.
- c. Make the “to” party the primary email address from below.
- d. Include as “cc” party on all bookings: Athanasia.Carlson@Cevalogistics.com
- e. Escalate to back up party if needed.
- f. If a location is not listed, please reach out to Athanasia.Carlson@Cevalogistics.com

Country	Origin	Point of Contact	Name	Phone #	Email
China	SHA/Changzhou	Primary	Julia Chen	86 21 23107684	Julia.Chen@CevaLogistics.com
China	SHA/Changzhou	Backup	Yvonne Zhao	86 21 23107174	Yvonne.Zhao@CevaLogistics.com
China	Qingdao	Primary	Lily Guo		Lily.Guo@CevaLogistics.com
China	Qingdao	Backup	Edward Song	86 532 8667 8853	Edward.Song@CevaLogistics.com
Malaysia	Penang	Primary	Phen Phei San	60 43751207	DL-AP-MY_EXPOCN_PEN@CevaLogistics.com
Malaysia	Penang	Backup	Norhidayah	60 43751239	Norhidayah.Bintimohamed@CevaLogistics.com
Turkey	Istanbul	Primary	Seyma Aktas	90 216 613 80 36	Seyma.Aktas@CevaLogistics.com
Turkey	Istanbul	Backup	Gulsum Akbulut	90 549 781 4592	Gulsum.Akbulut@CevaLogistics.com
IT, DE, NL	All locations	Primary	Athanasia Carlson	1 847 250 3122	Athanasia.Carlson@CevaLogistics.com
IT, DE, NL	All locations	Backup	Team Email		SH-AM-US-ORD-OceanImport@CevaLogistics.com

B. Ocean Freight Notification:

Send Invoice & Shipping Information to:

UPSBlaineStrategicAccts@UPS.com with Customs.Department@AGCOcorp.com in copy

C. ISF Filing:

Shipper to email ISF filing data to below parties:

CEVA origin = same contacts as above

AGCO = Customs.Department@agcocorp.com

US Broker = UPSBlaineStrategicAccts@ups.com

CEVA destination (as CC party) = Athanasia.Carlson@Cevalogistics.com and SH-AM-US-ORD-OceanImport@Cevalogistics.com

Customs Brokerage Instructions

A. North Border Trucking & LTL Shipments Arriving from Canada to the USA

Please contact the persons listed below to arrange the customs clearance process.

Carrier must email documents to: UPSBlaine@UPS.com Please CC: UPSBlaineStrategicAccts@UPS.com			
Evening contacts for North Border truck problems: Main phone: 360-332-5222			
Rob Fickeisen	Supervisor	rfickeisen@ups.com	360-332-0187
Jerry Legault	Lead	jerome.legault@ups.com	360-332-0837

B. All Inbound Air and LCL/FCL Ocean Shipments to the USA

Please contact the persons listed below to arrange the customs clearance process.

AGCO Grain and Protein (GSI) : UPS BROKERAGE CONTACTS:			
NAME	FUNCTION	EMAIL	PHONE
Carole Aguirre	Supervisor (Day)	carole.aguirre@ups.com	360-332-0104
Carol Stanley	Lead	carolstanley@ups.com	360-332-0103
AGCO Grain and Protein (GSI): Rating/Entry Team Always use email: UPSBlaineStrategicAccts@UPS.com for correspondence			
Paul Lythgoe	Rating	plythgoe@ups.com	360-332-0167
Jaymie Spry	Rating	jspry@UPS.com	360-332-0140
Vickie Hale	ISF Filer	vhale@ups.com	360-332-0810
Vicki Flaherty	Rating	vflaherty@ups.com	360-332-0120
Sergio Probadora	Rating	sprobadora@ups.com	360-332-0178
Jessica Sims	Senior Rater	jessicasims@ups.com	360-332-0134
Stacy Wheaton	Rating	swheaton@ups.com	360-332-0857

7-POINT CONTAINER INSPECTION

Attention: AGCO Corporation Business Partner:

CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (CTPAT) NOTICE TO SUPPLY CHAIN PARTNERS 7-POINT CONTAINER INSPECTION

AGCO Corporation supports and participates in the United States Bureau of Customs and Border Protection's "Customs - Trade Partnership Against Terrorism" initiative, which is commonly referred to as "CTPAT". This is a joint effort between U.S. Customs and the trade community to reduce the threat of terrorism by protecting the security & integrity of cargo imported into and/or exported from the United States, from origin to destination. Shipments of importers participating in CTPAT receive expedited handling and fewer examinations by Customs. However, an importer that cannot demonstrate the security of its supply chain will experience delays and increased inspections of cargo at the U.S. Borders.

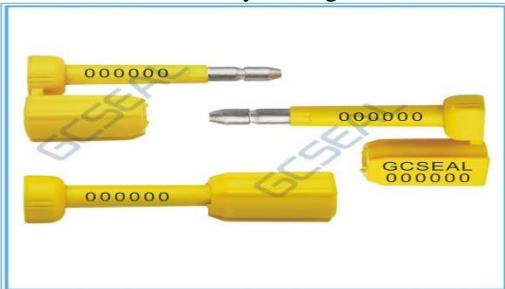
As part of this program we are required to make sure our business partners are completing the 7-Point container inspection prior to loading the container. On the enclosed form you will find the requirements of the 7-Point container inspection. **You must fill out this form for every FCL (Full Container Load) that is shipped.** You must notate all the areas in the form. If you find any deficiencies you must refuse to load the container, and notify us immediately. Please send the completed checklist to the following email address: agco.C-TPAT@agcocorp.com.

In addition, ISO/PAS 17712:2013 high security seals are required to secure the contents of the ocean container. All high security seals must meet or exceed these standards to comply with U.S. Customs CTPAT security criteria.

The VVTT seal verification and inspection process should be used before seals are put in place and closed:

- V – View seal and container locking mechanisms.**
- V – Verify seal number for accuracy.**
- T – Tug on seal to make sure it is affixed properly.**
- T – Twist and turn seal to make sure it does not unscrew.**

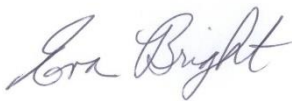
The door, handles, rods, hasps, rivets, brackets, and all other parts of a container's locking mechanism must be fully inspected to detect tampering and any hardware inconsistencies prior to the attachment of any sealing device.



If you have any questions, please contact:

Eva.Bright@AGCOcorp.com

Thank you for helping us keep our borders secure.

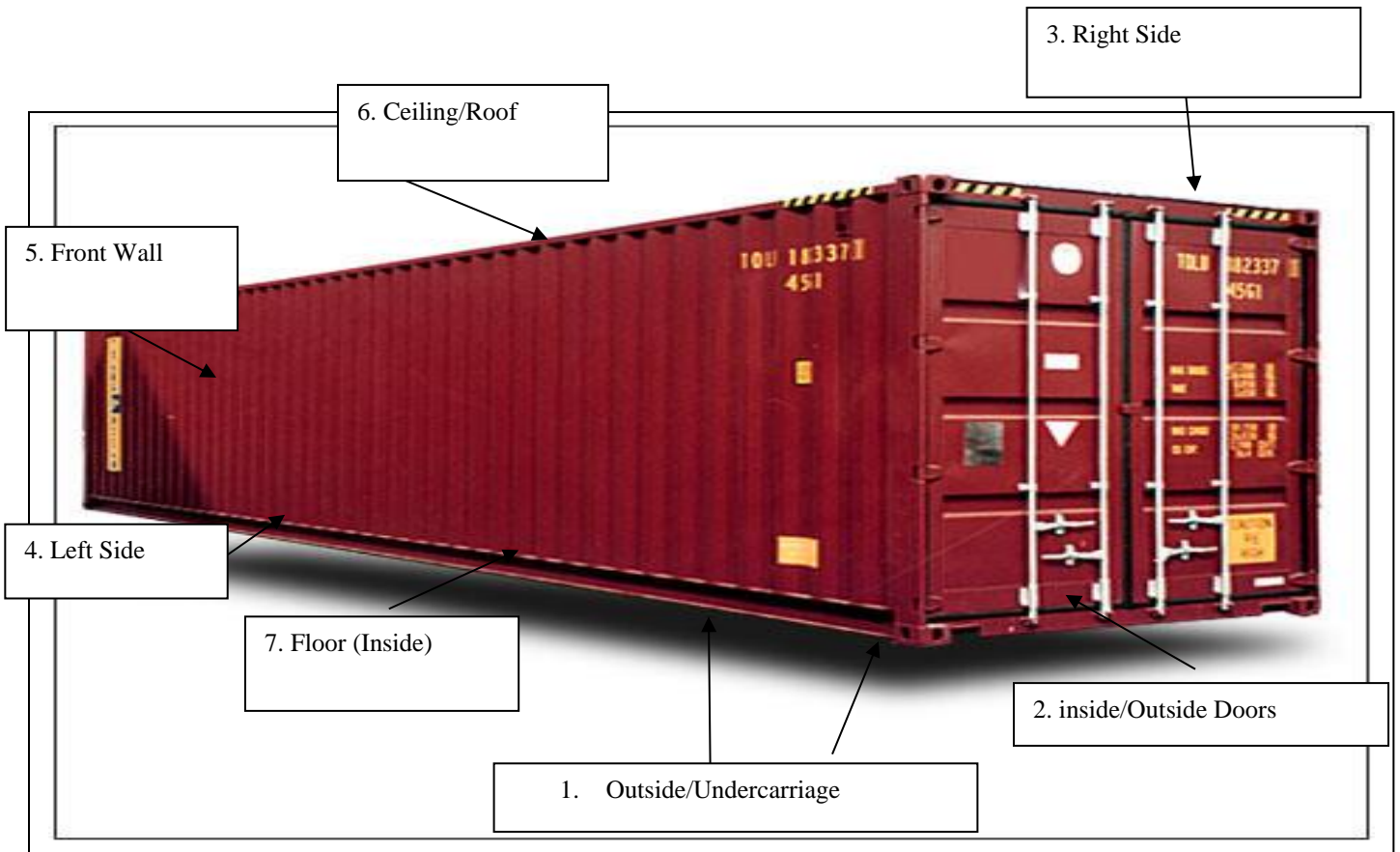


Eva Bright

AGCO North American Customs Compliance Manager – AGCO Batavia, IL USA

Email: Eva.Bright@agcocorp.com

7-POINT CONTAINER INSPECTION (Continued)



Be Systematic

CONTAINER AND SEAL INSPECTION SHEET

Supplier: _____

Facility: _____

Container Number: _____

Seal Number: _____

High Security seal (Y/N): _____

Seal Affixed Properly/Verified (Y/N): _____

Evidence of animal or plant materials in container (Y/N): _____

The door, handles, rods, hasps, rivets, brackets, and all other parts of a container's locking mechanism haven't been tampered with (Y/N): _____

7-POINT CONTAINER INSPECTION REVIEW

1. **Outside/Undercarriage** (inspect prior to entering facility)
(Beams should be visible)

Good/Bad/Comments: _____

2. **Inside/outside doors** (include locking mechanism)
(Secure and reliable locking mechanisms, look for loose bolts, plates and repairs, different colored bonding material)

Good/Bad/Comments: _____

3. **Front wall**
(Blocks and vents should be visible /range finder, measuring tape and /or string can be used to determine the length of the container / use tool to tap front wall / listen and feel for hollow sound)

Good/Bad/Comments: _____

4. **Left side**
(Look for unusual repairs to structural beams /repairs to the walls on the inside of the container must be visible on the outside /use tool to tap side walls / listen & feel for hollow sound)

Good/Bad/Comments: _____

5. **Right side**
(Same as criteria for Left Side)

Good/Bad/Comments: _____

6. **Floor (Inside)**
(Floor should be a uniform height from the ceiling /Floor should be flat (do not need to step up to get inside) / look for unusual repairs)

Good/Bad/Comments: _____

7. **Ceiling/Roof**
(Ceiling is a uniform height from the floor; blocks & vents are visible /Repairs to the ceiling on the inside of the container should be visible on the outside)

Good/Bad/Comments: _____

Container Reviewed By: _____
Time: _____

Date: _____

Seal Reviewed By: _____
Time: _____

Date: _____

Importer Security Filing (ISF)

The U.S. Customs and Border Protection Agency has implemented a security initiative known as the Importer Security Filing. The Importer Security Filing (ISF) is very important to our business. Failure to file ISF timely and accurately results in a \$5,000.00 penalty per occurrence. As our preferred supplier, it is imperative that you cooperate by providing information for ISF in a timely manner. U.S. Customs began enforcement initiatives in August 2010 which include conducting 100% physical examinations of all non-compliant or late ISF filed shipments.

ISF Background:

ISF requires importers to electronically transmit to United States Customs and Border Protection 10 data elements **24 hours before any containerized (FCL or LCL) or break-bulk ocean shipment departs for the United States.**

Supplier Data Requirements:

Of the 10 data elements you, our supplier, are responsible for 7. They are listed below:

1. Manufacturer (or supplier) name and address
2. Seller (or owner) name and address
3. Buyer (or owner) name and address
4. Ship-to name and address
5. Country or Origin
6. Container stuffing location
7. Consolidator (stuffer) name and address

Of the 7 data elements that you are required to provide, the first 5 are normally listed on a commercial invoice and packing list. Therefore the commercial invoice, packing list, and the other 2 data elements need to be sent at the time the shipment leaves your facility.

When to Send the Required Supplier Data Information:

We must have this information a minimum of 72 hours before the cargo is to depart by ocean for the United States.

Where to Send the Required Supplier Data Information:

We expect an email with the commercial invoice, packing list and other 2 data elements be sent to the below email address:

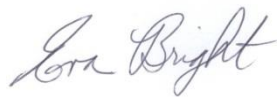
AGCO NA Customs Department (for all AGCO locations): Customs.Department@agcocorp.com

Please continue to follow the AGCO International Shipping Instructions for submission of documents to the approved carriers and freight forwarders for each AGCO division.

Accountability:

As stated earlier, failure to file ISF in a timely manner results in a \$5,000.00 penalty per occurrence. Any penalties incurred from United States Customs and Border Protection will be passed onto you for any shipments in which we do not receive this information 72 hours before the shipment departs by ocean for the United States. We expect your cooperation for our compliance with United States Customs and Border Protection.

Sincerely,



Eva Bright
Mgr, NA Customs Compliance
Customs.Department@agcocorp.com



Importer Security Filing (ISF) (Continued)

Acknowledgement of the receipt and understanding of the AGCO Letter on U.S. Customs Importer Security Filing

Please confirm that you have received AGCO's letter on the U.S. Customs Importer Security Filing (ISF).

Confirm receipt: Please Print	
Company Name:	
Address:	
City, Country, Postal Code:	
Name:	
Signature:	
Title:	
Date:	

Please Email this completed document to: Customs.Department@AGCOcorp.com

Container Weight Verification (SOLAS)

In accordance with the International Maritime Organization (IMO) amendment to the Safety of Life at Sea (SOLAS) Convention, Chapter VI Regulation 2 which requires as a condition of loading a packed container onto a ship for export, that the gross mass (weight) of the container has to be verified. It is the suppliers responsibility to assure that the verified gross mass has been established and submitted to the proper authorities, carriers, and other required entities. Any delays in transit or subsequent charges incurred as a result of a weight discrepancy will be the responsibility of the supplier.

Special Notes:

- If the supplier is responsible for the freight charges, you must ship via DAP or DDU Incoterms. (DDP is not allowed).
- Please make sure that the following customs broker is contacted. (UPS Supply Chain Solutions – 360-332-5222 or UPSBlaineStrategicAccts@UPS.com).
- Please copy Customs.Department@AGCOcorp.com in all emails to UPS Supply Chain Solutions.
- All documentation including the Importer Security Filing must be sent to the AGCO Customs Department and UPS-SCS at least 72 hours prior to vessel departure.



Packaging Requirements

Packing List – A packing list is REQUIRED for every box or pallet shipped to AGCO Grain and Protein (GSI)

- ◆ Weight of each pallet or box
- ◆ Dimensions of each pallet or box
- ◆ Part numbers, quantities, and part description(s)
- ◆ Quantity of packing containers
- ◆ Type of packaging
- ◆ Container number (if known)
- ◆ Copy of Bar Code Label (if applicable)

Important note: For all air freight shipments, a packing list must be placed inside **AND** outside of the carton or package.

Packaging Requirements – Treated Lumber is required for all pallets and crates used. (International Freight Only).

- ◆ APHIS requirements state that you must use lumber that has been; Heat Treated to Minimum Wood Core Temperatures of 56 degrees Celsius for a Minimum of 30 Minutes or Fumigated with Methyl Bromide. (NIMP15 or ISPM15 is acceptable). (International Freight Only).
- ◆ Any Hazardous Materials must meet all Hazmat shipping regulations.
- ◆ The supplier is responsible for the packaging of their product. The product must be packaged in a manner that will allow stacking (if possible) and safe transit to the final destination.
- ◆ Improper packaging may be rejected or returned back to the supplier. The carrier has the right to reject any shipments that are not packaged properly.



Shipping PPAP Samples

When shipping PPAP, (Production Part Approval Process), samples to the **AGCO Grain and Protein (GSI)** the package(s) must specify the parts are PPAP samples. (As illustrated in the “SAMPLE” orange label below).

If the PPAP samples are for **AGCO Grain and Protein (GSI)** ship to the following address:
AGCO Grain and Protein (GSI)
1004 E. Illinois St.
Assumption, IL 62510
Attention: Supplier Quality Department

Sample Orange PPAP Label:

SAMPLES
NOT FOR PRODUCTION USE

SUPPLIER: _____
PART#: _____
PO#: _____ SHIP DATE: _____
REVISION #: _____

Assumption Beloit Hesston Jackson

PART LEVEL: _____ ISIR PPAP



SUPPLIER ACKNOWLEDGEMENT

Please E-Sign the “INTERNATIONAL AND DOMESTIC SUPPLIER SHIPPING INSTRUCTIONS” document. If you have any problems with the E-Sign process, please contact TMSAdmin@AGCOcorp.com

.....We acknowledge and understand the “International and Domestic Supplier Shipping Instructions” contained in this document.

X _____ Date: _____

Supplier Acknowledgement (Please sign above)

Name (Please print): _____

Title: _____

Company: _____

Phone: _____

Email: _____