



# Supplier Shipping Instructions International

**This document pertains to all AGCO suppliers located outside North America who are shipping to AGCO Manufacturing sites located inside North America.**

**February 2016**

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

- **Hesston, KS**
- **Jackson, MN**
- **Round Lake, MN**
- **Beloit, KS**

**NOTE 2:** Contact [Laurie.Cantu@AGCOcorp.com](mailto:Laurie.Cantu@AGCOcorp.com) to obtain shipping instructions for the **AGCO Parts Division** related “Ship To” locations:

- **Batavia, IL**
- **West Chicago, IL**
- **Independence, MO**

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**AGCO MANUFACTURING (Hesston & Jackson & Beloit)**  
**ASIA ROUTING INSTRUCTIONS**  
**February 2016**

**A. AIR (Small Parcel):**

**Less than 70 kgs/150 lbs.**

HESSTON  
JACKSON / ROUND LAKE  
BELOIT

**UPS Worldwide EXPRESS SAVER**

UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below

- For Security Reasons, Please Contact [TMSAdmin@AGCOcorp.com](mailto:TMSAdmin@AGCOcorp.com) for the UPS account number.
- Do not purchase UPS 'Declared Value' insurance at AGCO's expense, unless the value of the goods exceed \$5,000 USD.
- **Small Parcel Shipments.** Small parcel shipments are defined as shipments with a total shipment weight less than or equal to 150 lbs. The max weight per box must be limited to 70 lbs., maximum combined length and girth of 130 inches, and a maximum length of 108 inches.
- Refer to Page 7 for UPS Air (Small Parcel) Contact List by Country

**B. AIR FREIGHT (Heavyweight) – \*AGCO request only:**

**Greater than 70kgs/150 lbs.**

HESSTON  
JACKSON / ROUND LAKE  
BELOIT

**UPS-SCS Air Freight DIRECT (CA)**

UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below

- For Security Reasons, Please Contact [TMSAdmin@AGCOcorp.com](mailto:TMSAdmin@AGCOcorp.com) for the UPS account number.
- Refer to Page 8 for UPS-SCS Air Freight (Heavyweight) Contact List by Country.
- \*The supplier must contact their AGCO 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.
- Shipments over 3600 kgs. or 8000 lbs. must be sent to [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com) or [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com) for pre-approval.

**C. OCEAN FREIGHT: (Refer to Page 9 for "Ocean Schedule from Origin Country")**

**UPS-SCS**

For Ocean Shipments out of China, Please Contact: [UPSAGCOChina@UPS.com](mailto:UPSAGCOChina@UPS.com)  
For Ocean Shipments out of Taiwan, Please Contact: [UPSAGCOTaiwan@UPS.com](mailto:UPSAGCOTaiwan@UPS.com)  
For Ocean Shipments out of Korea, Please Contact: [UPSAGCOKorea@UPS.com](mailto:UPSAGCOKorea@UPS.com)

**D. OCEAN FREIGHT NOTIFICATION:**

**Send Invoice & Shipping Information to:**

(For Shipments out of China) [UPSAGCOChina@UPS.com](mailto:UPSAGCOChina@UPS.com)  
(For Shipments out of Taiwan) [UPSAGCOTaiwan@UPS.com](mailto:UPSAGCOTaiwan@UPS.com)  
(For Shipments out of Korea) [UPSAGCOKorea@ups.com](mailto:UPSAGCOKorea@ups.com)  
(Please Always Copy) [Customs.Department@AGCOcorp.com](mailto:Customs.Department@AGCOcorp.com)

Please contact your AGCO Material Planner with questions.  
Best Regards,

John G. Kaegi  
AGCO Logistics Program Manager  
North American Inbound Operations  
Email: [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com)

Christopher E. Thrasher  
AGCO Logistics Manager  
North American Inbound Operations  
Email: [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com)



AGCO MANUFACTURING (Hesston & Jackson & Beloit)  
**BRAZIL ROUTING INSTRUCTIONS**  
February 2016

**A. AIR (Small Parcel):**

**Less than 70 kgs/150 lbs.**

HESSTON  
JACKSON / ROUND LAKE  
BELOIT

**UPS Worldwide EXPRESS SAVER**

UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below

- For Security Reasons, Please Contact [TMSAdmin@AGCOcorp.com](mailto:TMSAdmin@AGCOcorp.com) for the UPS account number.
- Do not purchase UPS 'Declared Value' insurance at AGCO's expense, unless the value of the goods exceed \$5,000 USD.
- **Small Parcel Shipments.** Small parcel shipments are defined as shipments with a total shipment weight less than or equal to 150 lbs. The max weight per box must be limited to 70 lbs., maximum combined length and girth of 130 inches, and a maximum length of 108 inches.
- Refer to Page 7 for UPS Air (Small Parcel) Contact List by Country

**B. AIR FREIGHT (Heavyweight) – \*AGCO request only:**

**Greater than 70kgs/150 lbs.**

**Kuehne+Nagel Express Air Freight**

Please contact [AGCO.KNAI@Kuehne-Nagel.com](mailto:AGCO.KNAI@Kuehne-Nagel.com) to schedule a pickup request

- \*The supplier must contact their AGCO 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.
- Shipments over 3600 kgs. or 8000 lbs. must be sent to [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com) or [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com) for pre-approval.

**C. OCEAN FREIGHT:** (Refer to Page 9 for "Ocean Schedule from Origin Country")

**Panalpina World Transport**

Porto Alegre Office

Primary Contact:

[POA.SeaExport@panalpina.com](mailto:POA.SeaExport@panalpina.com)

Secondary Contact:

[Karoline.Longoni@panalpina.com](mailto:Karoline.Longoni@panalpina.com)

**D. OCEAN FREIGHT NOTIFICATION:**

Send Invoice & Shipping Information to:

[Giuliana.Colameo@Panalpina.com](mailto:Giuliana.Colameo@Panalpina.com)

[Customs.Department@AGCOcorp.com](mailto:Customs.Department@AGCOcorp.com)

Please contact your AGCO Material Planner with questions.  
Best regards,

John G. Kaegi  
AGCO Logistics Program Manager  
North American Inbound Operations  
Email: [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com)

Christopher E. Thrasher  
AGCO Logistics Manager  
North American Inbound Operations  
Email: [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com)



**AGCO MANUFACTURING (Hesston & Jackson & Beloit)**  
**EUROPE ROUTING INSTRUCTIONS**  
**February 2016**

**A. AIR (Small Parcel):**

**Less than 70 kgs/150 lbs.**

HESSTON  
JACKSON / ROUND LAKE  
BELOIT

**UPS Worldwide EXPRESS SAVER**

UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below

- For Security Reasons, Please Contact [TMSAdmin@AGCOcorp.com](mailto:TMSAdmin@AGCOcorp.com) for the UPS account number.
- Do not purchase UPS 'Declared Value' insurance at AGCO's expense, unless the value of the goods exceed \$5,000 USD.
- **Small Parcel Shipments.** Small parcel shipments are defined as shipments with a total shipment weight less than or equal to 150 lbs. The max weight per box must be limited to 70 lbs., maximum combined length and girth of 130 inches, and a maximum length of 108 inches.
- Refer to Page 7 for UPS Air (Small Parcel) Contact List by Country

**B. AIR FREIGHT (Heavyweight) – \*AGCO request only:**

**Greater than 70kgs/150 lbs.**

**Kuehne+Nagel Express Air Freight**

Please contact [AGCO.KNAI@Kuehne-Nagel.com](mailto:AGCO.KNAI@Kuehne-Nagel.com) to schedule a pickup request

- \*The supplier must contact their AGCO 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.
- Shipments over 3600 kgs. or 8000 lbs. must be sent to [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com) or [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com) for pre-approval.

**C. OCEAN FREIGHT: (Refer to Page 9 for "Ocean Schedule from Origin Country")**

**Panalpina World Transport**

Noorderlaan 133, 2030  
Antwerpen 3, Belgium  
Tel: +32 (3) 5400166 / +32 (3) 5400805 / +32 (3) 5400130  
Fax: +32 (3) 5448881  
Email: [AGCO.Controltower@Panalpina.com](mailto:AGCO.Controltower@Panalpina.com)

**Important Note** – All pickups and documentation must be entered into the 4Flow ITMS Effective January 1st, 2016. Please contact [Ship2AGCO@4Flow.com](mailto:Ship2AGCO@4Flow.com) for ITMS training and credentials.

**D. OCEAN FREIGHT NOTIFICATION:**

**Panalpina World Transport**

Noorderlaan 133, 2030  
Antwerpen 3, Belgium  
Tel: +32 (3) 5400166 / +32 (3) 5400805 / +32 (3) 5400130  
Fax: +32 (3) 5448881  
448881

**Send Invoice & Shipping Information to:**

[AGCO.Controltower@Panalpina.com](mailto:AGCO.Controltower@Panalpina.com)  
[AGCO-CT.CHI@Panalpina.com](mailto:AGCO-CT.CHI@Panalpina.com)  
[Customs.Department@AGCOcorp.com](mailto:Customs.Department@AGCOcorp.com)

Please contact your AGCO Material Planner with questions.  
Best regards,

John G. Kaegi  
AGCO Logistics Program Manager  
North American Inbound Operations  
Email: [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com)

Christopher E. Thrasher  
AGCO Logistics Manager  
North American Inbound Operations  
Email: [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com)



**AGCO MANUFACTURING (Hesston & Jackson & Beloit)**  
**INDIA ROUTING INSTRUCTIONS**  
**February 2016**

**A. AIR (Small Parcel):**

**Less than 70 kgs/150 lbs.**

HESSTON  
JACKSON / ROUND LAKE  
BELOIT

**UPS Worldwide EXPRESS SAVER**

UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below

- For Security Reasons, Please Contact [TMSAdmin@AGCOcorp.com](mailto:TMSAdmin@AGCOcorp.com) for the UPS account number
- Do not purchase UPS 'Declared Value' insurance at AGCO's expense, unless the value of the goods exceed \$5,000 USD.
- **Small Parcel Shipments.** Small parcel shipments are defined as shipments with a total shipment weight less than or equal to 150 lbs. The max weight per box must be limited to 70 lbs., maximum combined length and girth of 130 inches, and a maximum length of 108 inches.
- Refer to Page 7 for UPS Air (Small Parcel) Contact List by Country

**B. AIR FREIGHT (Heavyweight) – \*AGCO request only:**

**Greater than 70kgs/150 lbs.**

HESSTON  
JACKSON / ROUND LAKE  
BELOIT

**UPS-SCS Air Freight DIRECT (CA)**

UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below  
UPS Account Number: \*See Note Below

- For Security Reasons, Please Contact [TMSAdmin@AGCOcorp.com](mailto:TMSAdmin@AGCOcorp.com) for the UPS account number
- Refer to Page 8 for UPS-SCS Air Freight (Heavyweight) Contact List by Country.
- \*The supplier must contact their AGCO 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.
- Shipments over 3600 kgs. or 8000 lbs. must be sent to [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com) or [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com) for pre-approval.

**C. OCEAN FREIGHT: (Refer to Page 9 for "Ocean Schedule from Origin Country")**

**UPS**

For Ocean Shipments out of India, Please Contact:  
[UPSMAA-Export-Operations-Ocean@UPS.com](mailto:UPSMAA-Export-Operations-Ocean@UPS.com)

**D. OCEAN FREIGHT NOTIFICATION:**

**Send Invoice & Shipping Information to:**

[UPSMAA-Export-Operations-Ocean@UPS.com](mailto:UPSMAA-Export-Operations-Ocean@UPS.com)  
[Customs.Department@AGCOcorp.com](mailto:Customs.Department@AGCOcorp.com)

Please contact your AGCO Material Planner with questions.  
Best Regards,

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Email: [John.Kaegi@AGCOcorp.com](mailto:John.Kaegi@AGCOcorp.com)

Christopher E. Thrasher  
AGCO Logistics Manager  
North American Inbound Operations  
Email: [Chris.Thrasher@AGCOcorp.com](mailto:Chris.Thrasher@AGCOcorp.com)



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



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## UPS-SCS Air (Heavyweight) Contact List by Country

### UPS-SCS Air Freight Direct (CA) – Greater than 70 kgs/150 lbs. (AGCO request only)

UPS-SCS Control Tower: [UPSEMEAAGCO@ups.com](mailto:UPSEMEAAGCO@ups.com) or use the phone numbers listed below. If your local office is not listed, please go to <https://ids.ups.com/directory/> for a full list of global UPS-SCS locations.

#### Local Office Phone Numbers:

<b>AUSTRIA</b>	Vienna - 43 1 7007 35046
<b>BELGIUM</b>	Antwerp - 32 3 223 8211
<b>CHINA</b>	Shanghai - 86 21 6105 7777 Beijing - 86 10 6457 8880
<b>GERMANY</b>	Cologne - 49 (2203) 9526-16 Frankfurt - 49 (69) 13021-0
<b>SPAIN</b>	Madrid - 34 91 329 1193
<b>FINLAND</b>	Helsinki - 358 9 17291
<b>FRANCE</b>	Paris - 33 1 58 03 98 20
<b>INDIA</b>	Chennai - 91 44 4502 7135
<b>ITALY</b>	Milan - 39 02 321 661 Bologna - 39 051 400 582
<b>KOREA</b>	Busan - 82 81 463 4931
<b>NETHERLANDS</b>	Eindhoven - 31 (0) 40 2629 426
<b>SLOVAKIA</b>	Bratislava - 421 2 2085 0010
<b>POLAND</b>	Warsaw - 48 22 573 1000
<b>SWEDEN</b>	Stockholm - 46 859513130
<b>TURKEY</b>	Izmir - 90 232 462 5808
<b>TAIWAN</b>	Taipei - 886 2 2772 4232
<b>UNITED KINGDOM</b>	Avon - 44 1179 379860 Berkshire - 44 1753 760100 Coventry - 44 2476 701040



## Ocean Transit Times from Origin Country - AGCO North America

Country of Origin: (Supplier Location)	Total Transit Time: "Door to Door" (In Calendar Days)
Austria	43
Belgium	42
Brazil	45
China*	34
Czech Republic	42
Denmark	46
Finland	42
Northeast France	40
West France	42
South France	42
Germany	41
Hungary	42
India	50
Italy	45
Korea*	39
Netherlands	42
Poland	46
Portugal	47
Romania	41
Slovakia	44
Slovenia	45
Spain	47
Sweden	45
Switzerland	40
Taiwan*	36
Turkey	48
United Kingdom	45

**IMPORTANT NOTES: Suppliers Must Ship in Time to Meet AGCO's Due Date / Dock Date / Delivery Date.**

**\* = For FOB Suppliers - Transit Time Begins When The Suppliers' Freight Arrives at the Origin Port**

**AGCO's Freight Forwarders will Meet These Transit Times 95% of the Time**

**Weather Delays, Congestion, Breakdowns Etc. are Considered as Force Majeure Events and are Not Included in These Estimates**



## 7-Point Container Inspection

### CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (C-TPAT)

**(Applies to AGCO Suppliers who are loading ocean/sea containers at their dock)**

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 "C-TPAT". 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 C-TPAT 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 loaded and shipped. You must notate all areas in the form and email the completed form to:

[AGCO.C-TPAT@AGCOcorp.com](mailto:AGCO.C-TPAT@AGCOcorp.com)

If you find any deficiencies during the 7-Point Container Inspection, you must refuse to load the container, and notify us immediately.

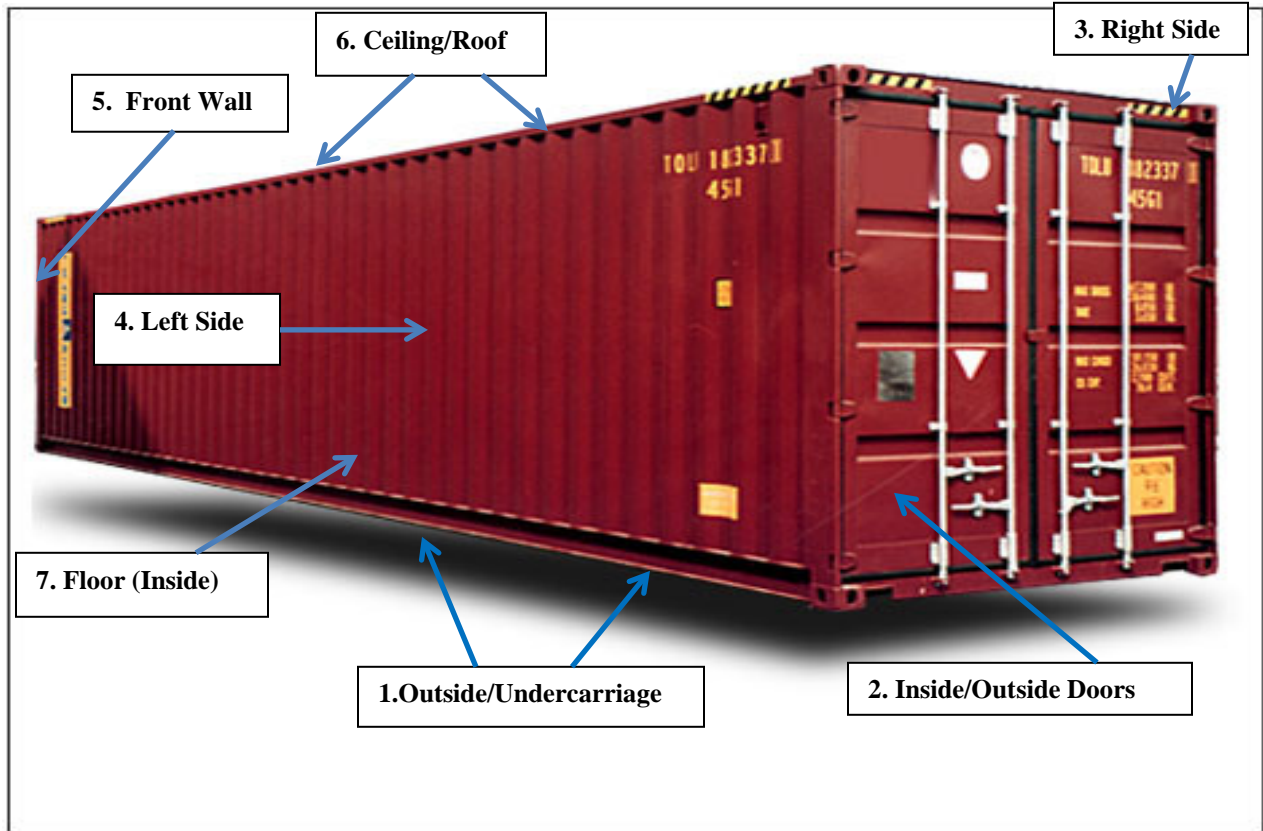
In addition, ISO/PAS 17712 high security seals are required to secure the contents of the ocean container.

If you have any questions, please contact: [Eva.Bright@AGCOcorp.com](mailto:Eva.Bright@AGCOcorp.com)

Thank you for helping us keep our borders secure.

**Eva Bright**  
AGCO North American Customs Compliance Manager  
Email: [Eva.Bright@AGCOCorp.com](mailto:Eva.Bright@AGCOCorp.com)  
AGCO Corporation  
1500 N. Raddant Rd.  
Batavia, IL 60510 USA

## 7-Point Container Inspection



***Be Systematic***

## CONTAINER AND SEAL INSPECTION SHEET

Supplier: \_\_\_\_\_

Facility: \_\_\_\_\_

Container Number: \_\_\_\_\_

Seal Number: \_\_\_\_\_

High Security seal (Y/N): \_\_\_\_\_

Seal Affixed Properly/Verified (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: \_\_\_\_\_

Date: \_\_\_\_\_

Seal Reviewed By: \_\_\_\_\_

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](mailto: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](mailto: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: <b>Please Print</b>	
Company Name:	
Address:	
City, Country, Postal Code:	
Name:	
Signature:	
Title:	
Date:	

Please Email this completed document to: [Customs.Department@AGCOcorp.com](mailto:Customs.Department@AGCOcorp.com)

## Packaging Requirements

**Packing List – A packing list is REQUIRED for every box or pallet shipped to AGCO:**

- ◆ 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.**

- ◆ 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).
- ◆ 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.
- ◆ The Brazil Ministry of Agriculture (MAPA) has imposed new regulations stating that all shipments to and from Brazil must disclose information about wooden packaging material on the ocean bill of lading.



**Stackable vs. Non Stackable**



## Shipping PPAP Samples

When shipping PPAP, (Production Part Approval Process), samples to **AGCO Beloit**, **AGCO Hesston**, or **AGCO Jackson**, the package(s) must specify that the parts are PPAP samples. (As illustrated in the “SAMPLE” label).

If the PPAP samples are for **AGCO Beloit**, ship to the following address:

AGCO Beloit  
3154 Hallie Trail  
Supplier Quality Department  
Beloit, KS 67420

If the PPAP samples are for **AGCO Hesston**, ship to the following address:

AGCO Hesston  
420 W. Lincoln Blvd  
Supplier Quality Department  
Hesston, KS 67062

If the PPAP samples are for **AGCO Jackson**, ship to the following address:

AGCO Jackson  
202 Industrial Park – Dock 1  
Supplier Quality Department  
Jackson, MN 56143

### Sample Orange PPAP Label:

**SAMPLES**  
**NOT FOR PRODUCTION USE**

SUPPLIER: \_\_\_\_\_  
PART#: \_\_\_\_\_  
PO#: \_\_\_\_\_ SHIP DATE: \_\_\_\_\_  
REVISION #: \_\_\_\_\_

Assumption  Beloit  Hesston  Jackson

PART LEVEL: \_\_\_\_\_ ISIR  PPAP

### 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](mailto:UPSBlaineStrategicAccts@UPS.com)).
- Please copy [Customs.Department@AGCOcorp.com](mailto: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.



## SUPPLIER ACKNOWLEDGEMENT

Please E-Sign the “INTERNATIONAL SUPPLIER SHIPPING INSTRUCTIONS” document. If you have any problems with the E-Sign process, please contact [TMSAdmin@AGCOcorp.com](mailto:TMSAdmin@AGCOcorp.com)

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

**X** \_\_\_\_\_ Date: \_\_\_\_\_

Supplier Acknowledgement (Please sign above)

Name (Please print): \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_