



AGCO Grain and Protein (GSI) Supplier Shipping Instructions North America

This document pertains to all North American 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) Locations**



Table of Contents

- Page 3: North American Domestic Shipping Instructions
- Page 4: North American Domestic Shipping Instructions (Continued)
- Page 5: Special Instructions
- Page 6: International Customs Brokerage Info (Canada → United States)
- Page 7: Packaging Requirements
- Page 8: Shipping PPAP Samples
- Page 9: Supplier Acknowledgement



North American Domestic Shipping Instructions

This document pertains to all North American suppliers who are shipping to AGCO Grain and Protein (GSI) sites located inside the United States:

A.) UPS Air (AGCO Grain and Protein (GSI) request only) & UPS Ground:

- Small parcel shipments are defined as shipments with a total actual shipment weight less than or equal to 250 lbs. The max weight per box must be limited to 70 lbs., with maximum combined length and girth of 130 inches, and a maximum overall length of 106 inches. 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>
- Suppliers must consolidate shipments to one time per week in efforts to reduce freight costs
- MUST include the AGCO Purchase Order number in the reference number field when shipping UPS
- Actual dimensions of the cartons should be entered into your shipping system.
- Do not purchase UPS “Declared Value (DV) Insurance” at the expense of AGCO Grain and Protein (GSI) 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:

Consignee:

- AGCO Grain and Protein (GSI)

Destination:

- Assumption, IL
- Bremen, AL
- Clear Lake, IA
- Newton, IL
- Paris, IL
- Sioux City, IA
- Taylorville, IL

UPS Account:

- *See Note Below

- *For security reasons, please contact Cory.Rychener@AGCOcorp.com for the appropriate UPS Account Number.



North American Domestic Shipping Instructions – (Continued)

B.) Standard Freight Shipments: LTL (Less Truck Load) and TL (Truck Load), greater than 250 lbs., including flatbed and van trailers:

- Unless specifically instructed, all shipments moving over the road are to be routed through **AGCO Logistics**. The supplier **MUST** contact AGCO Logistics by **NOON** Central Standard Time on the business day prior to the planned "ship day". Please note that we may take 24 to 48 hours to dispatch the shipment to the carrier.
- **Suppliers will enter the shipment directly into the AGCO iTMS (Transportation Management System):** The iTMS is a web based portal and the application can be accessed online. Users will need a user id and password to access the Transportation Manager application. Please send an email to Cory.Rychener@AGCOcorp.com to request a user-id for the iTMS application. Please include your company name, email address, primary user name, and telephone number. Only one logon-id will be issued for each vendor shipping location. Once your logon-id to Transportation Management System is provisioned, one of our load planners will contact the user to schedule training on the application.
- **The following information must be included in the shipment request;**
 - **Total number of pallets with dimensions of each**
 - **Total weight**
 - **AGCO Purchase order numbers must be on the Bill of Lading**
 - **AGCO Grain and Protein (GSI) location shipment is destined for**
- **Direct All Questions to:**
 - Cory.Rychener@AGCOcorp.com OR 620-327-6939
- ALL Bill of Ladings must be marked "Prepaid" with " Third Party Billing To"

**AGCO c/o Williams and Associates, INC
405 East 78th St
Bloomington, MN 55420-1251**

C.) Expedited Shipments

- The supplier **must** contact their AGCO Material Planner for prior approval of all expedited shipments, when AGCO Grain and Protein (GSI) is responsible for the freight charges.
- If the supplier is responsible for the expedited shipment cost, the supplier shall pay all costs in excess of those normally paid by AGCO Grain and Protein (GSI)

Note 1: Deliveries via a supplier's private fleet are excluded from these instructions.

Note 2: Contact AGCO Logistics or your AGCO Material Planner with questions.

Note 3: AGCO Grain and Protein (GSI) broker contact for cross border truck shipments (FTL or LTL) from Canada - Please see Customs Broker Instructions on page 6.

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. Please consolidate your shipments into one shipment per week if possible.
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 to AGCO Logistics by NOON CST, the 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.

7. According to the National Motor Freight Classification rules on packaging, freight having surfaces liable to damage must be in boxes, crates, or completely wrapped with material of sufficient strength to prevent abrasion, marring or denting during transit.

The shipper is duty bound and bears responsibility to effectively package the lading tendered for transportation to insure it will withstand the ordinary rigors of transportation in the LTL environment and allow for proper handling into and out of the trailers by mechanical handling equipment.



Customs Brokerage Instructions

- A. North Border Trucking & LTL shipments arriving from Canada to the US.
- Please contact the persons listed below to arrange the customs clearance process.

Truck shipments from Canada Carrier email docs to: upsblaine@ups.com CC: upsblainestrategicaccts@ups.com			
Evening contacts for North Border truck problems: Main phone: 360-332-5222			
Rob Fickeisen	Supervisor	rfickeisen@ups.com	360-332-0182
Jerry Legault	Lead	jerome.legault@ups.com	360-332-0837



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 “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 “Domestic Supplier Shipping Instructions” contained in this document.

X _____ Date: _____

Supplier Acknowledgement (Please sign above)

Name (Please print): _____

Title: _____

Company: _____

Phone: _____

Email: _____