


effective Date: 01. January 2024	Supplier Booking Instruction Version 1.0	MANOR 
valid for shipments from Europe to Switzerland	issued and approved by: Import- / Transport-Management Manor Basel	Page 1 of 1

In order to ensure a smooth transport of your goods to Switzerland, we ask for mandatory observance of the following Instruction.

Service:	Road Transport Europe
Origin:	All EU Countries
Destination:	CH-Switzerland (Manor)
General packing information:	Products must be packed in cartons as per Manor requirements Please see "packaging and shipping specifications" at www.suppliers.manor.ch
Labeling of the packages:	<u>Packages or pallets must be labeled</u> as per Manor requirements. Please see "Box labelling" at www.suppliers.manor.ch .
Incoterms:	FCA (free carrier)
Delivery Date:	The Supplier is responsible to deliver on time. The delivery date is reached, once the cargo is picked up by the truck and the goods are free for the export in their country.
Booking Procedure:	Supplier contacts Manor's forwarding agent and places booking. Please place your written booking 48 h before requested pick up date / delivery date.
Contact details for bookings:	The contact details of the nominated forwarder you can find under the following website www.suppliers.manor.ch ("List of Service Providers Inbound" → chapter: Europe / Europa Wine)
Required information by booking:	Please use for any new bookings the booking form from Manor. The booking form/template you can find on the following website: www.suppliers.manor.ch "MANOR Booking Form for Road Transports".
Mandatory Documentation:	<ul style="list-style-type: none"> • Export formalities (EX-1, ABD etc.) • Invoice • Packing List / Distribution List / (Delivery Note) • Special export- and import certificates (CITES, MSDS, DGD etc.)
Mandatory Information on the Packing- and / or Distribution list:	On the Packing- and / or Distribution list must be mentioned: <ul style="list-style-type: none"> • Manor Purchase Order • Transport Flow per Manor Purchase Order • Number of cartons / boxes per Manor Purchase Order/Article • Net and Gross weight per Manor Purchase Order/Article • Cargo description incl. H.S. Code (six digit code minimum) • Origin of goods • (if) Information about DG, VOC, Salt%, Alcohol% etc.
Express Transport:	Only allowed after consultation with Manor Switzerland
Escalation Contacts:	Manor Switzerland: importabteilung@manor.ch / + 41 61 686 12 67