



effective Date: 1. January 2024	Supplier Booking Instruction Version 1.0	MANOR 
valid for shipments Sea Freight ex Asia & Middle East	issued and approved by: Import- / Transport-Management Manor Basel	Page 1 of 2

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

Service:	Sea Transport from Far East & Middle East to Switzerland
Origin ports:	Far East and Middle East
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:	FOB Seaport (main ports only) / FCA Chittagong (only for BD)
Delivery date:	The DAP date "Delivery at Place" is the handover date at the named/agreed place. (It is always on a Monday)
FOB date:	The FOB date (vessel ATD) could be 1-3 weeks later than the DAP date. Manor consolidates many general cargo shipments in logistics HUB's and ensures good container utilization, while meeting delivery deadlines in Switzerland.
Booking Procedure:	Supplier contacts Manor's forwarding agent and places booking. Please place your written booking 5 working days before delivery date with final shipment details, at the latest by 4 p.m. local time.
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 Overseas)
Required information by booking:	The Supplier has to send any new booking to the nominated forwarder with the " MANOR booking form ". Any booking without this template is not accepted. Please download the booking form from the following website www.suppliers.manor.ch or ask local forwarder contact for the "MANOR booking form".
Mandatory Documentation:	<ul style="list-style-type: none"> • Packing list / Distribution list • Invoice (1 Invoice per PO) • 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 • Net and Gross weight per Manor Purchase Order • Cargo description incl. H.S. Code (six digit code minimum) • Origin of goods • (if) Information about DG, LQ, VOC, Salt%, Alcohol% etc.

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Sea Transport Document:	House Bill of Lading (HBL) – Manor prefers Seaway Bill (SWB)
Change of transport mode:	Only allowed after consultation with Manor Switzerland
Escalation Contacts:	Manor Switzerland: importabteilung@manor.ch / + 41 61 686 19 69 Rhenus Switzerland: manor.operations@ch.rhenus.com / +41 61 639 38 02