



effective Date: 01. March 2021	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 2

In order to ensure a problem-free import of your goods to Switzerland, we ask for mandatory observance of the following Shipping 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
Commodity:	FAK - Retail products, consumer commodities, textiles, accessories etc.
Incoterms:	FCA
Procedure:	Supplier contacts Manor's forwarding agent and places booking. Please place your written booking 24 h before requested pick up date.
Required information by booking:	The Supplier has to send any new booking to the nominated forwarder. The minimum information's for a correct booking you can find on the following website: www.suppliers.manor.ch "MANOR Booking Form for Road Transports".
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 .
Mandatory Documentation:	<ul style="list-style-type: none"> • Invoice • Packing List / Distribution List / (Delivery Note) • Origin Declaration for EC origin (Type A or Aa) (Value <less EUR 6'000.00) • EUR. 1 / EUR.MED for EC origin (Value >more EUR 6'000.00) • C/O FTA between China-Switzerland • REX declaration for developing countries with GSP • Etc. • 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.
Contact details at Origin:	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)

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Express Transport:	Only allowed after consultation with Manor Switzerland
Escalation Contacts:	Manor Switzerland: importabteilung@manor.ch / + 41 61 686 12 67