



effective Date: 1. September 2020	Supplier Booking Instruction Version 1.0	MANOR 
valid for shipments from Far East & Middle East to Switzerland	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 are loaded in cartons as per "packaging and shipping specifications" - www.suppliers.manor.ch
Commodity:	FAK - Retail products, consumer commodities, textiles, accessories etc.
Incoterms:	FOB Seaport (main ports only) / FCA Chittagong (only for BD)
Procedure:	Supplier contacts Manor's forwarding agent and places booking. Please place your written booking five working days before delivery with final shipment details, at the latest by 4 p.m. local time.
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". The Manor Purchase Order Number (PO number) and Transport flow must be show on all documents. <i>The Manor PO number starts with "P" followed by nine numbers.</i> <i>Transport flow shows "S" for Stock, "T" for Transit, "R" for Repartition (e.g. P003456789/S)</i>
Mandatory Documentation:	<ul style="list-style-type: none"> • Packing list / Distribution list • Invoice • Certificate of Origin (C/O FTA between China-Switzerland) • REX declaration for developing countries with GSP • 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

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<i>Labeling of the packages:</i>	<u>Packages must be labeled</u> as per "packaging and shipping specifications" - www.suppliers.manor.ch .
<i>Contact details at Origin:</i>	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)
<i>Sea Transport Document:</i>	House Bill of Lading (HBL) – Manor prefers Seaway Bill (SWB)
<i>Change of transport mode:</i>	Only allowed after consultation with Manor Switzerland
<i>Escalation Contacts:</i>	Manor Switzerland: importabteilung@manor.ch / + 41 61 686 19 69 Rhenus Switzerland: manor.operations@ch.rhenus.com / +41 61 639 38 02