Quick Guide

Guideline of delivering Core Product to LEGO in Mexico from Europe and using as INCOTERM FCA

# Purpose

The guideline purpose is to provide a quick explanation for our European external suppliers with the steps to follow in order have a smooth delivery of core products into Mexico, as well as avoid delays and bottlenecks in the process.

The scope is limited to the suppliers shipping core product from Europe and using as INCOTERM FCA to LEGO Mexico, S.A. de C.V. (sales office, LEGO employee shop & LEGO Education) and to LEGO Fundacion, AC.

**Out of scope**: intercompany shipments.

# Procedure

|  |  |  |  |
| --- | --- | --- | --- |
| **Process** | **Activity** | **Responsible** | **Remarks** |
| Request material pick up | Request the material pick up | Supplier | For air shipments with less or equal to 40 Kg. weight get into MyDHL+ (<https://mydhl.express.dhl/mx/es/auth/login.html>) with your credentials.  In case you don´t have them, it is necessary to send an email to [Steffan.Stenkjaer.Pedersen@LEGO.com](mailto:Steffan.Stenkjaer.Pedersen@LEGO.com) and ask for user name and password information for using the platform and make the booking.  For air shipments with more than 40 Kg weight please request the pick up as follows:   * Suppliers inside Denmark to [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com) [Anders.Pedersen@dk.dsv.com](mailto:Anders.Pedersen@dk.dsv.com) & [DK.SHA.LEGO.expair@dk.dsv.com](mailto:DK.SHA.LEGO.expair@dk.dsv.com) using the “External vendors pickup” template. * Suppliers outside Denmark to [DK.SHA.LEGO.expair@dk.dsv.com](mailto:DK.SHA.LEGO.expair@dk.dsv.com) & [MX.Lego@mx.dsv.com](mailto:MX.Lego@mx.dsv.com) using the “External vendors pickup” template.   For ocean shipments with more than 40 kg weight please request the pick up to [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com) and [martin.w.hoeiby@dk.dsv.com](mailto:martin.w.hoeiby@dk.dsv.com), using the “External vendors pickup” template.    Requests needs to be done as follows:  • Ocean LCL = 3 days ahead of goods uploading  • Ocean FCL = 2 days ahead of goods uploading  • Air shipments = 1 day ahead of goods uploading. Air shipments depart Tuesdays and Fridays  • Dangerous goods (i.e. RUCO’s inks) = 1 week ahead of goods uploading |
| Goods pick up | LEGO's Transportation Partner will pick up the material at the vendor facilities | LEGO’s Transportation partner will pick up the material | For escalation in case of delays please send an email to:  In case of air shipments [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com), [Anders.Pedersen@dk.dsv.com](mailto:Anders.Pedersen@dk.dsv.com), [DK.SHA.LEGO.expair@dk.dsv.com](mailto:DK.SHA.LEGO.expair@dk.dsv.com) & [MX.Lego@mx.dsv.com](mailto:MX.Lego@mx.dsv.com)  In case of ocean shipments [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com), and [martin.w.hoeiby@dk.dsv.com](mailto:martin.w.hoeiby@dk.dsv.com) |
| Customs Clearance out of Europe | The material vendor should use their own customs set up if shipping directly out of their own facilities | Supplier | In case of delays during the process with impact on the delivery date, it is expected to get notifications. Please send them to:  In case of air shipments [Anders.Pedersen@dk.dsv.com](mailto:Anders.Pedersen@dk.dsv.com), [DK.SHA.LEGO.expair@dk.dsv.com](mailto:DK.SHA.LEGO.expair@dk.dsv.com) & [MX.Lego@mx.dsv.com](mailto:MX.Lego@mx.dsv.com)  In case of ocean shipments [martin.w.hoeiby@dk.dsv.com](mailto:martin.w.hoeiby@dk.dsv.com) |
| Provide shipping documents | Send by email: Invoice copy with shipment details, packing list best practice, booking, etc. | Supplier | If you’re going to ship for the first, please check additional documentation guidelines:   * Importation invoicing instructions:      * Packing list best practice:     If not the first time, please send documents: LOM\_Import\_Team@lego.com |
| Customs Clearance in Mexico | Release the shipment from Mexican Customs | LEGO Import-Export team |  |
| Delivery at LEGO in Mexico | Coordinate the delivery in site in the right warehouse | LEGO Import-Export team |  |