 User Guide

How to deliver goods different than raw material and core product to LEGO Manufacturing Richmond (LMR) USA from Europe using as INCOTERM FCA

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# User Guide Coverage

## Purpose

The purpose of this user guide is to give guidance to the suppliers on shipping goods different than raw material and core product to LEGO Manufacturing Richmonds (LMR) in the United States.

## Scope

The scope of this user guide is limited to the suppliers shipping goods different than raw material and core product to LMR In the United States from Europe, using as INCOTERM FCA.

Out of scope intercompany shipments.

# Terms and Abbreviations

LMR: LEGO Richmond Manufacturing, Inc.

ISF: Importer Security FIling for US Ocean shipments

# How to ship to LMR in the United States

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When** | **Process** | **Activity** | **Responsible** | **Remarks** |
| 2 weeks before shipping | Make a draft of the packing list | Make a draft of the packing list best practice | Supplier | For packing list fill the document “Packing List Best Practice”    File also attached to the compressed folder. |
| 2 weeks before shipping | Send draft to LMR for approval | Send by email a copy of the packing list best practice. | Supplier | Please send them to:  [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com). |
| 3 days before shipping | Refresh packing list and send draft of invoice | Once comments and/or approval were received from LMR, make draft of invoice, proforma invoice, commercial invoice or invoice for customs purposes and packing list best practice should be refreshed. | Supplier | For invoice, follow the instructions listed in document “US Importation invoicing instructions”    File also attached in the compressed folder.  For steel imports, please send us the Mill Test Certificate or Mill Test Report along with the invoice and packing list. |
| Request of material pick up 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 | Request material pick up | Request the material pick up | Supplier | For air shipments with less or equal to 30 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 30 Kg weight please request the pick up to: [dk.sha.lego.expair@dk.dsv.com](mailto:dk.sha.lego.expair@dk.dsv.com), [US.Import.Lego@dsv.com](mailto:US.Import.Lego@dsv.com) & [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com), using the “External vendors pickup” template.    File also attached in the compressed folder.  NOTE: Please plan your shipments with 10 pallets maximum per invoice.  For **ocean shipments** with more than 100 Kg. weight please request the pick up to [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com), [dk.sha.legoseaexport@dk.dsv.com](mailto:dk.sha.legoseaexport@dk.dsv.com) & [US.Import.Lego@dsv.com](mailto:US.Import.Lego@dsv.com) using the “External vendors pickup” template.    File also attached in the compressed folder. |
| Shipping day | Goods pick up | LEGO's Transportation Partner will pick up the material at the vendor facilities | LEGO’s Transportation partner. | For escalation in case of delays please send an email to:  **Air shipments:**  [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com) , [dk.sha.lego.expair@dk.dsv.com](mailto:dk.sha.lego.expair@dk.dsv.com) & [US.Import.Lego@dsv.com](mailto:US.Import.Lego@dsv.com)  **Ocean shipments:**  [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com), and [dk.sha.legoseaexport@dk.dsv.com](mailto:dk.sha.legoseaexport@dk.dsv.com) |
| Shipping Day or 1 day after shipping (can be submitted earlier) | Submit ISF Template | Vendor must send the Documentation | Supplier | IMPORTER SECURITY FILING (ISF) is to be provided for **ocean shipments only.**  The attached template must be completed and sent via email. If template is not sent, shipment cannot be loaded onto vessel for transport to United States.  File also attached in the compressed folder.    **Ocean shipments:**  [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com), and [dk.sha.legoseaexport@dk.dsv.com](mailto:dk.sha.legoseaexport@dk.dsv.com), and [US.Import.Lego@dsv.com](mailto:US.Import.Lego@dsv.com) |
| Depends on standard process in the given country | Customs Clearance out of Europe | 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**: [dk.sha.lego.expair@dk.dsv.com](mailto:dk.sha.lego.expair@dk.dsv.com), and [US.Import.Lego@dsv.com](mailto:US.Import.Lego@dsv.com)  In case of **ocean shipments:** [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com) and [dk.sha.legoseaexport@dk.dsv.com](mailto:dk.sha.legoseaexport@dk.dsv.com) and [US.Import.Lego@dsv.com](mailto:US.Import.Lego@dsv.com) |
| 1 day after shipping | Send refreshed documents to LMR | Send to LMR: invoice, proforma invoice, commercial invoice or invoice for customs purposes, packing list (best practice packing list), Bill of lading or Air waybill and certificate of origin (if applies). | Supplier | Please send them to:  [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com) |

# Tips & Tricks

* We refer to Incoterms ® 2020 by the International Chamber of Commerce (ICC)
* Country of origin MUST be listed on the commercial invoice.
* For bill of lading request to the freight company to create express bill of lading. Make sure that pallets declared in the BL matches with the ones inside the container and with the ones declared in the invoice and packing list.
* If you have no experience with customs clearance in Europe and/or ISF submission feel free to contact LMR Import Export team. We can refer you to preferred freight forwarders who might help you with this process. Your company would need to pay directly to these companies.
* Don’t add anything into the shipment not clearly stated in the packing list and/or invoices.
* **Do NOT ship textile, shoes, food, drinks, professional tools, or any personal items.**
* If you’re shipping wood, it must comply with the IPPC International Standard for Wood Packaging.
* If you’re shipping machinery and equipment please provide us manuals in English describing the machine functions and how its assembled. Those manuals will be shared with our Customs Broker to determine the proper commodity code and might be shared with US Customs per their request.
* If you are also shipping installation tools or spare parts along with the main equipment, machines or goods, separate them physically in a specific pallet or box, identify that with a clear statement such “installation tools” or “spare parts”, add them in the invoice and packing list, specifying all details, except brand, model and serial number.
* On the packing list it is very important to state the brand, model and serial number of the machinery. Please consider adding a picture of the machinery plate stating these details in the packing list best practice file.
* If you are shipping steel parts, follow quick guide “Shipping Raw Steel and steel parts to LMR in the United States and please advise LMR Import/Export team before shipping as an import license may be needed. [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com)

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* If you have any question please contact to our LMR import team: [US\_LMR\_ImportExport@o365.corp.LEGO.com](mailto:US_LMR_ImportExport@o365.corp.LEGO.com), we will work to support you for a prompt delivery
* When shipping in pallets, make sure that has correct conditions to load/unload with forklift and no wood between to sides. See next pictures as example of what not to do:





# References

This document contains references to the following documents:

|  |  |  |
| --- | --- | --- |
| **Document** | **Comment** | **Where to find** |
| Importation invoicing instructions | Contain US Customs standard requirements for accepting an invoice or proforma invoice | Included in compressed folder:   1. How to deliver goods different than raw material to LEGO Manufacturing Richmond from Europe using as INCOTERMS FCA – 2023 2. US Importation invoicing instructions – v.2023 3. External vendors pick up 4. Packing List Best Practices – 2023 5. Importer Security Filing (ISF) - 2023 |
| Packing List Best Practice | Contain all details usually required by US Customs to excecute the importation clearance smoothly | Included in compressed folder:   1. How to deliver goods different than raw material to LEGO Manufacturing Richmond from Europe using as INCOTERMS FCA – 2023 2. US Importation invoicing instructions – v.2023 3. External vendors pick up 4. Packing List Best Practices – 2023 5. Importer Security Filing (ISF) - 2023 |
| External vendors pickup | Standard template required by the transportation companies to pick up goods in the right place, proper time and with the right transport equipment | Included in compressed folder:   1. How to deliver goods different than raw material to LEGO Manufacturing Richmond from Europe using as INCOTERMS FCA – 2023 2. US Importation invoicing instructions – v.2023 3. External vendors pick up 4. Packing List Best Practices – 2023 5. Importer Security Filing (ISF) - 2023 |
| ISF Template | Form to use for Importer Security Filing for ocean shipments to the US | Included in compressed folder:   1. How to deliver goods different than raw material to LEGO Manufacturing Richmond from Europe using as INCOTERMS FCA – 2023 2. US Importation invoicing instructions – v.2023 3. External vendors pick up 4. Packing List Best Practices – 2023 5. Importer Security Filing (ISF) - 2023 |
| Shipping Raw Steel and steel parts to LMR in the United States | Contain details about documents and information needed when shipping steel parts. | <https://mon.legowtp.com/en/instructions>  PENDING |