Quick Guide

Guideline of delivering Pboxes, lids & bricks to LEGO Operaciones in Mexico from Truvant US and using as INCOTERM FCA

# Purpose

The guideline purpose is to provide a quick explanation for Truvant US with the steps to follow in order have a smooth delivery of pboxes, lids & bricks, as well as avoid delays and bottlenecks in the process.

The scope is limited to Truvant US **shipping plastic reusable boxes, plastic reusable lids and bricks using as INCOTERM FCA** to LEGO Operaciones de Mexico, S.A. de C.V. known as LOM, which is the LEGO production site in Monterrey.

**Out of scope**: intercompany shipments, LEGO Mexico, S.A. de C.V. (sales office, LEGO employee shop & LEGO Education), and to LEGO Fundacion, AC.

# Procedure

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| --- | --- | --- | --- |
| **Process** | **Activity** | **Responsible** | **Remarks** |
| Request empty trailers  (1 working day in advance) | Book transportation by sending an email to SCH requesting empty trailers | Truvant US team | The email must be sent to: Ruiz, Diana [RuizD1@schneider.com](mailto:RuizD1@schneider.com) and [mexicotlcs@schneider.com](mailto:mexicotlcs@schneider.com)  Secure that contains:   * trailer quantity * needed date * time (if must be specific) * Address * Contact person   For escalation in case of delays please send an email to:   1. Avila, Daniel: [avilad@schneider.com](mailto:avilad@schneider.com) 2. [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com) |
| Request loaded trailer pick up | Request to SCH to go and pickup loaded trailer | Truvant US team | The email must be sent to: Ruiz, Diana [RuizD1@schneider.com](mailto:RuizD1@schneider.com) and [mexicotlcs@schneider.com](mailto:mexicotlcs@schneider.com)  Secure that contains:   * Trailer(s) number(s) * Pick up date * Pick up time (if must be specific) * Contact person   For escalation in case of delays please send an email to:   1. Avila, Daniel: [avilad@schneider.com](mailto:avilad@schneider.com) 2. [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com) |
| Send Invoice to LOM | As soon as trailer as been picked up, send proactively invoice & other shipping documents | Truvant US team | Send to: [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com)  Critical to send immediately after trailer pick up, since documents must arrive first than the trailer to Laredo, TX.  For invoicing recommendations see file “Importation invoicing instructions” |
| Customs Clearance out of US | Customs Broker sends all needed information to US Customs | LOM’s Import-Export team | LOM US Customs broker is doing the declaration |
| Customs Clearance in Mexico | Release the shipment from Mexican Customs | LOM’s Import-Export team | This process is executed by LEGO Sr. Import specialist and MX Customs broker.  In case of doubts or discrepancies, they will contact you. |
| Delivery at LOM | Coordinate the delivery in site in the right warehouse | LOM’s Import-Export team | This process is executed by LEGO Import specialist and forwarder transport company. |