Quick Guide

Guideline of delivering Raw Material to LEGO Operaciones 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 raw material, as well as avoid delays and bottlenecks in the process.

The scope is limited to the suppliers **shipping raw material from Europe and 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 material pick up (7 days in advance) | Book transportation in on line system, 7 days before pick up date. | Supplier | For booking, please get into the GT Nexus platform and enter your credentials:  <https://network.gtnexus.com/>    In this system you will be required to upload shipping documents such: invoice / proforma invoice or invoice for customs purposes that includes shipment details, packing list, etc.  In case you do not have user name and password, or you didn´t receive training for how to use GT Nexus, please contact:   * ISC NCEE Exports (DHL DK) [ISC.NCEE.exports@dhl.com](mailto:ISC.NCEE.exports@dhl.com) * Rune Sejer   +45 7217 7145; [rune.sejer@dhl.com](mailto:rune.sejer@dhl.com)   * Viktor Karlsson (DHL SE) [Viktor.Karlsson@dhl.com](mailto:Viktor.Karlsson@dhl.com) * Tine H. Andersen   +45 7217 7133; [Tine.H.Andersen@dhl.com](mailto:Tine.H.Andersen@dhl.com)  NOTE: For air freight, please plan your shipments with 10 pallets maximum per invoice.  For invoicing recommendations see file “Importation invoicing instructions”    When shipping steel materials, please send us the Mill Test Certificate or Mill Test Report or Product Certificate along with the invoice and packing list. |
| 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:   * [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com) * [LOMMaterialsPlanning@LEGO.com](mailto:LOMMaterialsPlanning@LEGO.com) * [chris.arnold@dhl.com](mailto:chris.arnold@dhl.com) * [rune.sejer@dhl.com](mailto:rune.sejer@dhl.com) |
| Customs Clearance out of Europe | The material vendor should use their own customs set up. | Supplier | In case of delays during the process with impact on the delivery date, it is expected to get notifications. Please send them to:   * [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com)   In case of DHL shipments [bllafrexp.team2.dk@dhl.com](mailto:bllafrexp.team2.dk@dhl.com), and [LEGO.AIR@dhl.com](mailto:LEGO.AIR@dhl.com)  In case of DSV shipments: [martin.w.hoeiby@dk.dsv.com](mailto:martin.w.hoeiby@dk.dsv.com) |
| Customs Clearance in Mexico | Release the shipment from Mexican Customs | LOM’s Import-Export team | This process is execute by LEGO 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 execute by LEGO Import specialist and forwarder transport company. |