

Utfärdad av <i>Compiled by</i> Sylvia Dahlin-Brunczell	Tjst Dept. KI	Datum <i>Date</i> 2023-11-24	Utg nr <i>Ed. No.</i> 01	Dokumentidentitet <i>Document ID</i> 04234846
Informationsklass <i>Classification</i> UNCONTROLLED				Dokumentstatus <i>Document Status</i> Utgivet

Packing, Freight and Invoicing Instructions

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1 PACKING INSTRUCTIONS

The Supplier shall prepare, mark, pack and document the delivery according to the following instructions, unless otherwise stated in the Purchase Order.

2 PREPARATION BEFORE DELIVERY

The Part shall be prepared as follows before delivery

- All deliveries shall be inspected, tested and approved by the Supplier in accordance with the Purchase Order.
- All parts shall be properly cleaned. It shall not be necessary to do any special maintenance, preparation or packaging before the goods shall be stored (if stored in the original packaging) or put into operation.

3 PACKING

- The Supplier shall use such packing material as will limit the environmental impact to a minimum.
- The parts shall be preserved and packed, by the Supplier, in accordance with the normal routines for the decided transportation method, to avoid damage by i.e corrosion, handling, transport or storage.
- Each Purchase order item number has to be packed in a separate box/package/inner box.
- Deliveries in packages/boxes shall not weigh more than 20 kg.
- If delivered on pallets, BAE Systems Bofors AB only accepts deliveries on EUR pallets Class A, size of EUR pallet shall be 800x1200. All packaging material and pallet made of wood shall be produced and marked according to international standard ISPM 15. Deliveries on half (1/2) pallet is accepted.
- All pallets with frames shall be striped with, for the purpose intended, steel or plastic bands. All pallets should also have a pallet cover as a weather protection.
- Wooden boxes or pallets, with wooden covers shall not be fastened with nails, only screws or plastic bands shall be used.

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4 GOODS MARKING

Each box, shall, at the minimum, be clearly marked as follows:

- BAE Systems Bofors ABs Purchase Order number and Purchase Order item number, i.e. 24XXXXXXXX -1.
- BAE Systems Bofors AB Part Number and description
- Quantity.
- Unit, i.e. piece, kilo, meter, liter, etc.
- Supplier’s Part Number (if stated on the Purchase Order).
- If the box contains chemicals, the safety data sheet (in Swedish) shall be included in the box.

The first box should be marked as 1 of “total number of boxes”, the second box should be marked with 2 of “total number of boxes” etc. The content in the delivery note should reflect the box structure and vice versa (for example 1/8 reflects the first box of in total eight boxes).

5 MARKING OF MIXED PALLETS

If Parts, belonging to different Purchase Orders, are being packed in the same outer package, the Supplier shall clearly make notice of all Purchase Order numbers, as well as thereto belonging parts, represented in the outer package. Heavy or bulky goods shall be packed per part on separate pallets and should not be mixed with other parts.

6 DELIVERY NOTE

- The following information shall be included on the delivery note Buyer name.
- BAE Systems Bofors AB Purchase Order No and Purchase Order item No, i.e. 24XXXXXXXX-1.
- BAE Systems Bofors AB Part Number and description
- Quantity.
- Unit, i.e. piece, kilo, meter, liter, etc.
- Supplier’s Part Number. (if stated on the Purchase Order).
- Batch number, when required.
- Serial number, when required
- Statement if the delivery is part delivery or final delivery.
- HS code
- Reason for export (if applicable)
- Country of Origin
- If applicable a signed Certificate of Origin e.g invoice declaration, EUR1
- Total amount of packages and gross weight
- Supplier’s EORI-number

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7 DELIVERY DOCUMENTATION

The following documentation shall be included in the box by the Supplier to BAE Systems Bofors AB:

- Delivery note in original (one delivery note per Purchase Order).
- Forwarding and freight documents according to Convention relative AU contrat de transport international de marchandise par route (CMR). Applicable for suppliers abroad.
- Certificate of origin e.g invoice declaration, EUR1.
- Other documents requested in the Purchase Order

If several boxes belong to one delivery note (one Purchase Order) the first box (marked with "1") should contain the original delivery note and all related documentation.

If a request for date of manufacturing and/or expiry date is stated, this information shall be visible on each part or on the packing of each part.

If the delivered goods have a confirmed and approved waiver of deviation this should be attached to each part (a copy of the approved document signed by the responsible engineer).

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8 FREIGHT INSTRUCTIONS

When Incoterm FCA is agreed, the Supplier shall notify the forwarder according to the freight instruction given in the Purchase Order, the notification shall include all the necessary information for the forwarder to be able to handle and pick up the goods for transport. If there are any problems to follow freight instructions or if there are any questions, contact:

spedition@nobeli.se

The Supplier shall also send a dispatch note to the above email address after the goods have been picked up.

9 INVOICING INSTRUCTIONS

Invoicing shall only refer to one Purchase Order. Collection of several Purchase Orders in the same invoice is not accepted. The invoice (as well as credit notes) shall include the following information:

- BAE Systems Bofors AB Purchase Order number and Purchase Order item number, i.e.24XXXXXXXX-1
- BAE Systems Bofors AB Part nNumber and description (if applicable)
- Quantity per package and quantity invoiced.
- Unit, i.e. piece, kilo, meter, liter, hours etc.
- Price/unit in accordance with the Purchase Order.
- If applicable, deduction of an advance payment/unit.
- Nato Stock Number (if applicable)
- The Supplier's code for final delivery and/or part delivery
- HS code
- Reason for export
- Country of Origin
- If applicable a signed Certificate of Origin e.g invoice declaration, EUR1
- Total amount of packages and gross weight
- EORI-number

All invoices shall be sent in pdf-format by e-mail directly to ekonomi.bofors@baesystems.se

If you have any questions regarding the contents of this document, contact your Point of Contact within BAE System Bofors AB.

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