



Dear supplier,

In order to optimize the logistic flow for goods receipt, Lely kindly asks you to comply with some instructions concerning order confirmations, delivery notes, packaging and delivery notifications.

**The following information must be accurate and complete:**

<p><b>Order confirmation:</b></p> <ol style="list-style-type: none"> <li>Complete address of the Lely entity that ordered</li> <li>Complete address of the specific delivery location at the Lely campus or other Lely delivery location</li> <li>Lely reference number =           <ul style="list-style-type: none"> <li>- Purchase order number of our ERP system M3: 101***** (9 digits)</li> <li>- The line number of our order. This is VERY important for the correct goods receipt and for matching of the invoice.</li> </ul> </li> <li>Reference number of the supplier</li> <li>Name of the Lely employee that made the order</li> <li>Lely article numbers</li> <li>Revision</li> <li>Article description</li> <li>Quantity and unit of measure as used by Lely</li> <li>Confirmed delivery date (not week)</li> <li>Price per item / total</li> <li>Incoterms</li> </ol>	<p><b>Packing list / delivery note:</b></p> <ol style="list-style-type: none"> <li>Complete address of the Lely entity that ordered</li> <li>Complete address of the specific delivery location at the Lely campus or other Lely delivery location</li> <li>Lely reference number =           <ul style="list-style-type: none"> <li>- Purchase order number of our ERP system M3: 101***** (9 digits)</li> <li>- The line number of our order. This is VERY important for the correct goods receipt and for matching of the invoice.</li> </ul> </li> <li>Reference number of the supplier</li> <li>Name of the Lely employee that made the order</li> <li>Lely article numbers</li> <li>Revision</li> <li>Article description</li> <li>Quantity and unit of measure as used by Lely</li> <li>Confirmed delivery date (not week)</li> <li>Total number of packages (pallets / boxes / packages).</li> <li>Quantities as stated on the packing list / delivery note must match the delivered quantities.</li> <li>Incoterms</li> </ol>
<p><b>Packaging:</b></p> <ol style="list-style-type: none"> <li>Lely article number</li> <li>Revision</li> <li>Quantity per packaging and unit of measure as used by Lely</li> <li>Country of origin</li> </ol>	

**In case you receive the orders via the Supplier Portal Tradeshift,** please submit your order confirmation **within 48 hours** of receipt of our order as per the instruction for the supplier portal. If there are any changes later on to your order, we expect you to consult us via the portal and, if there is agreement, submit a new confirmation on the portal.

**In case you receive the orders via email,** please send your order confirmation **within 48 hours** of receipt of our order to:

- [orderconfirmation@lely.com](mailto:orderconfirmation@lely.com) for orders for **Production** (delivery address Lely Industries in Maassluis);
- [spr-planning-support@lely.com](mailto:spr-planning-support@lely.com) for orders for **Spare Parts** (delivery address Rhenus Contract Logistics Eindhoven (Son 2), Ekkersrijt 2066, 5692 BA Son en Breugel).

If there are any changes later on to your order, we expect you to consult your Lely planning contact person and, if there is agreement, send a new order confirmation.

## Please note!

The logistics protocol will be changed as of 1<sup>st</sup> October 2019. Please follow these delivery instructions:

### Delivery date:

- We expect delivery of each order at the delivery address specified on the order on the confirmed delivery date.
- Please notify your planning contact person at Lely International as soon as possible in case of any expected delay of one or more days.
- Delivery delays compared to the confirmed delivery date will be measured in our Vendor Rating.
- Delivery times for goods (unless indicated differently by a Lely planner):  
**Production (Maassluis): 07.30 to 15.30      Spare Parts (Son en Breugel): 08.00 to 16.30** (time-slot to be notified)

### Identification of each article:

- Every package belonging to a delivery must be clearly identifiable and contain a packing slip.
- For the storage and traceability reasons, it is very important that the Lely article number, revision and quantity are stated on the packaging.
- Quantities as stated on the packing list / delivery note must match the delivered quantities.

### Notification of your delivery:

For deliveries by Lely's managed transport, you need to notify our transporter DHB **one working day before collection** (= two days before the delivery date at the stated delivery address). Please take care to select the correct delivery address that is pre-defined in DHB's WOEI portal.

For deliveries by supplier's own managed transport to our Spare Parts warehouse, please follow these instructions:

- **All deliveries on pallets or drums** need to be notified by email to Rhenus Contract Logistics Eindhoven (Son 2), at **least one working day prior to delivery and no later than 15:00 CET**, by sending the Inbound Shipments Notification and the packing list / delivery note to [Shipping.eindhoven2@nl.rhenus.com](mailto:Shipping.eindhoven2@nl.rhenus.com).
- With this notification all available documentation concerning the shipment, e.g. transport documents and packing list / delivery note with all order numbers and order lines, must be enclosed.
- In the notification, the requested time of delivery needs to be selected. A reply by Rhenus Contract Logistics Eindhoven (Son 2) will follow (per email) with a confirmation or a counter proposal.
- In case of any delivery delays compared to the agreed delivery time-slot, Rhenus needs to be notified by email or phone: [Shipping.eindhoven2@nl.rhenus.com](mailto:Shipping.eindhoven2@nl.rhenus.com) / +31 (0)40 7020465.
- In case of a delay of one or more days, Lely International will be informed to measure the supplier performance.

If you have any questions, please contact us. Email:

- [orderconfirmation@lely.com](mailto:orderconfirmation@lely.com) for **Production**;
- [spr-planning-support@lely.com](mailto:spr-planning-support@lely.com) for **Spare Parts**;
- your Lely contact person at the purchasing or planning department.