



LELY CONSUMABLES - MAINFREIGHT LOGISTICS DELIVERY INSTRUCTION

Mainfreight Logistics is the nominated logistic service provider for Lely Consumables. Any delivery for consumables to the Lely Consumables warehouse, must adhere to the Lely supplier agreements and Lely Supply Chain Protocol, but also follow the below procedure for preannouncements, slot planning and appointments.

Delivery address for Lely Consumables is:

Mainfreight Logistics
Deborah Branch
Weteringstraat 4
7041GW 's-Heerenberg
The Netherlands

Mainfreight needs to be notified upfront for every shipment (parcel shipments excluded):

- Pre-announcement is done on day-1 before 2pm.
- For incoming ocean container shipments this is day-1 before 10am.

Submit your pre-announcement email or via Cargoslot: <https://app.cargoplanning.com/login>

- Pallet shipments > 5 pallets: request your timeslot via cargoslot.1
- Pallet shipment 1-5 pallets : inform Mainfreight about day of delivery via: cs.lely@mainfreight.com
- Parcel shipment : no pre-announcement is needed

Access for Cargoslot can be requested via your Lely contact person.

Pre alerts submitted via email should at least include: delivery date, ETA (goods will only accepted between Monday to Friday between 08:00 – 17:00 hr local time)², shipment number (sea freight), reference numbers, PO numbers and seal numbers.

In case of no access to Cargo Slot, please request access to Mainfreight Lely CS team

The inbound team of Mainfreight will receive the goods. Before unloading a container or trailer, Mainfreight will:

- Check if the goods are property of Lely and if the correct products are in the trailer.
- Check the content against the receipt information sent.
- Compare the unloaded quantities with the quantities on the relevant freight documents (the CMR and/ or any other delivery documents), once the goods have been unloaded.



- Perform a visual quality check of the goods of the outer packaging, shrinking, labelling and pallet quality

When the unloaded quantities are in accordance with the quantities indicated on the relevant freight documents and no quality issues have arisen, the warehouse team member will sign the freight document for the number of pallets received.

If any discrepancies in quantities and/ or quality are noted, a remark is made on the documents (e.g. Inbound Shipment Overview) by the authorized warehouse team member, before signing the paperwork for receipt. When needed Lely will contact you.

Important

- The delivery of the order(s) should always be in sync with the correct delivery address and the agreed delivery date
- Notify the planning department asap if deliveries are being delayed
- Lely International keeps will keep track of all the delivery delays via our Vendor Rating tool3.
- All items will be delivered in accordance with the agreements as set out in the Supplier agreement and Lely Logistic Protocol. Supplier must adopt all security measures applied in the industry. Items will be packed safely and in accordance with the applicable (safety) regulations.



APPENDIX 3. WORK INSTRUCTION CARGOSLOT

1. Go to the Cargoslot tool: app.cargoplanning.com/login

2. Login with the to you presented username and password

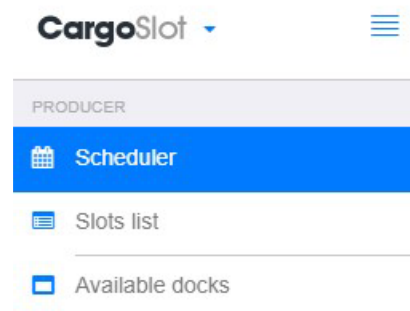
a After login you will see the overview of slots that have already been booked for the coming period.

b On the left side you see the for you available choices. Going forward, this instructions focusses on booking an inbound slot.

Scheduled start time	Order ID/Order Number	Status	Carrier	Driver phone	Operation	Dock	Gate	At dock at	Left from dock at	Warehouse	Operation type	Reference number
05-08-2022 06:00 CEST		CANCELLED	MAINFREIGHT		Outbound VF							
05-08-2022 09:00 CEST		DONE			Inbound VF			04-08-2022 14:49 CEST	04-08-2022 14:50 CEST			620698
05-08-2022 12:00 CEST	TRS002595-1	BOOKED										
05-08-2022 12:00 CEST	TRS002602-1	DONE						05-08-2022 09:37 CEST	05-08-2022 09:37 CEST			
08-08-2022 09:00 CEST		BOOKED										620698
08-08-2022 10:00 CEST		BOOKED										
08-08-2022 11:00 CEST		BOOKED										620701
08-08-2022 12:00 CEST	TRS002601-1	BOOKED										
10-08-2022 09:00 CEST		BOOKED										620650
10-08-2022 11:00 CEST		BOOKED										620703
11-08-2022 09:00 CEST		BOOKED										620702

3. Go to 'Scheduler'

4. You will see the available slots for the period you have selected in the top of the screen.





Timeslot

Welcome Thomas (MAINFREIGHT LOGISTIC SERVICES N

- 1days | Current period | + 1days | 05/08/2022 | [calendar icon] | [dropdown] | INBOUND/OUTBOUND [dropdown]

05-08-2022			
	Inbound VF	Inbound VF	Inbound VF Other
6 ⁰⁰			
7 ⁰⁰			
8 ⁰⁰			
9 ⁰⁰	09:00 - 10:00 FREE	09:00 - 10:00 DONE	
10 ⁰⁰	10:00 - 11:00 FREE		
11 ⁰⁰		11:00 - 12:00 FREE	
12 ⁰⁰			
13 ⁰⁰			13:00 - 14:00 FREE
14 ⁰⁰			
15 ⁰⁰			
16 ⁰⁰			
17 ⁰⁰			
18 ⁰⁰			

5. Click on the slot you would like to reserve for your shipment to be delivered.

6. Once a slot has been chosen and selected, the below form will appear. It can differ per account which information is requested. The fields marked with a * are mandatory. For this instruction, the details are shared as per the image below.

- a) The warehouse will be automatically filled.
- b) The reference number should match with the number your driver will report himself when delivering and/or picking up the shipment at the warehouse.
- c) Transport provider is not mandatory in this case, but can help with identifying the shipment at arrival.
- d) Please fill in as much information as possible.
- e) PO number is the number provided by the customer you are delivering/picking up the shipment for. This will be used by the warehouse to load the correct shipment/book in the shipment.
- f) Pallets no equals the number of pallets you are picking up/ will be delivering
- g) If the shipment is accompanied by any export documentation, please tick 'YES'.
- h) Booked at and by are not necessary in this case, as you are booking with your own account.
- i) If any observations should be mentioned, it can be done after booking this shipment (i.e. no possibility to be present during loading, damaged on arrival, etc.)
- j) Once the sheet has been filled as complete as possible, press 'Save' to definitely book the shipment.



Timeslot: Friday 05-08-2022 11:00 CEST



Warehouse

Reference number

Transport provider

Po number ⓘ

1st

Pallets no

Has export documents

Documents

 No file chosen

Booked at

Booked by

Client observations

Carrier observations

Close

Save

Send SMS

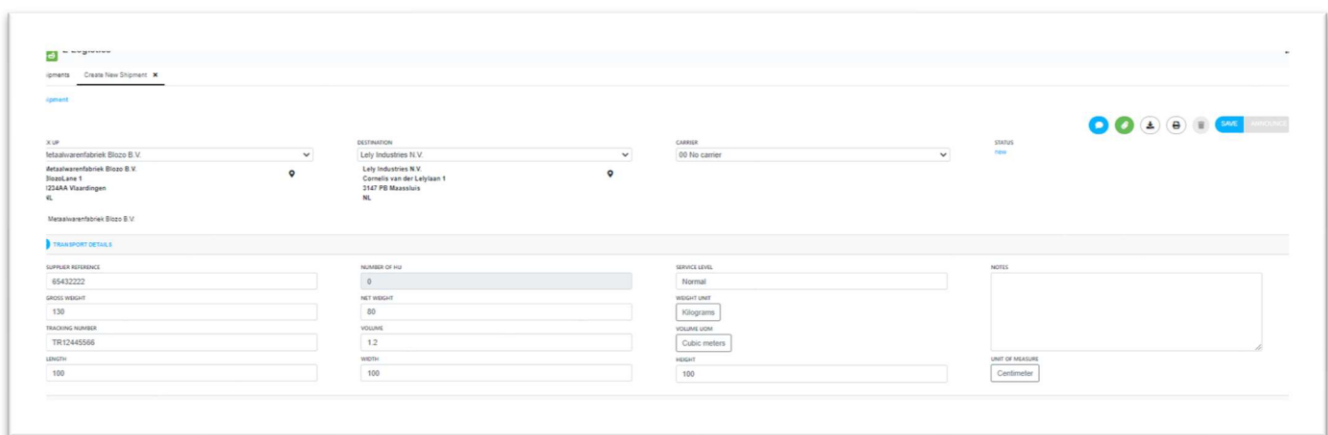
Congratulations, your booking is complete!

APPENDIX 6. E-LOGISTICS APP

In the EL app, the Supplier user can create shipments containing items from confirmed/accepted PO's. The EL app will be used to facilitate shipments from the supplier to Lely. Once the shipment is announced, the details are sent in the form of an ASN message to our logistics partners or carriers if applicable.

During shipment generation, the supplier will fill out three main sections:

- Shipment Header
- Transport Details
- Shipment Content



Shipment Header

In the shipment header the following fields will be populated:

- Supplier pick-up address from a drop-down, prefilled with the addresses
- Lely delivery address from a drop-down prefilled
- Carrier from a dropdown list of options as defined by Lely

Transport Details

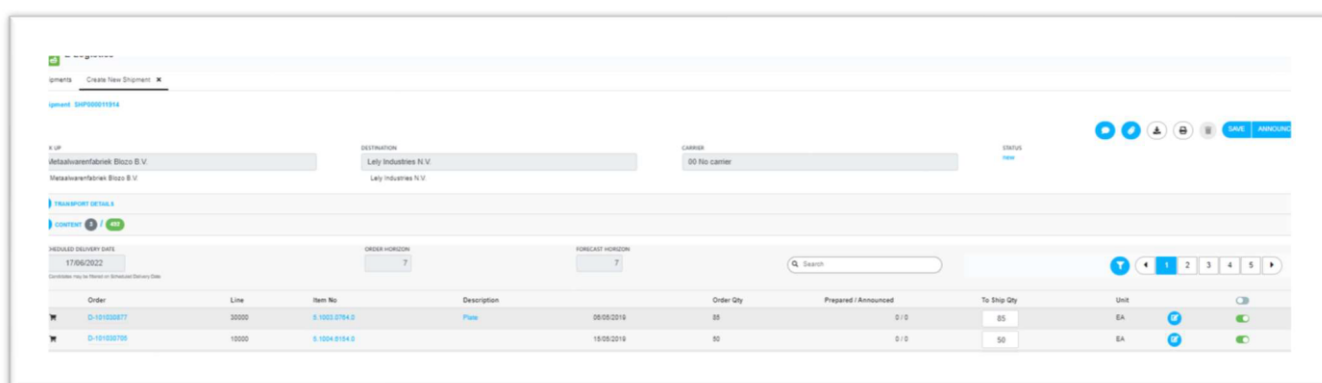
In the transport details (on Header level) the Supplier user will add the following details:

- Supplier Reference (uniqueness of Supplier Reference is not validated)
- Number of Handling Units
- Gross Weight (mandatory field)
- Net Weight, Net Weight may not exceed the gross weight
- Tracking number
- Volume
- Shipment Dimensions
- Notes

Shipment Content

The Supplier can either filter by scheduled delivery date or ignore the delivery date to see all items. Only confirmed PO lines will be shown. For each content line the following data is shown:

- Order number and line,
- Item ID
- Description
- Confirmed delivery date
- Original order quantity
- Prepared quantity, this is the number of items for the order line already prepared in other shipments which have not
- been announced yet (prepared for shipment)
- Announced quantity, this is the number of items for the order line announced in other shipments (the shipment status is also "Announced")
- Quantity to Ship, this is the remaining open balance that still needs to be shipped
- Unit of measure



Order	Line	Item No	Description	Order Qty	Prepared / Announced	To Ship Qty	Unit
D-10100877	30000	S.1000.0784.0	Flax	00/00/2019	0 / 0	00	EA
D-10100795	10000	S.1000.0104.0		10/00/2019	0 / 0	50	EA

Extra fields ✕

Order 101235316
 Line 10000
 Item No S.9701.2112.0
 Description Lely Astri Lin
 To Ship Qty 792 EA

Notes

Batch

Expiry Date

Country of Origin

OK

By pressing information can be added to the PO line. If applicable for the product Lot/batch number, expiry date and country of origin must be filled equal to the packing/delivery note.

After the supplier user added the content section, the shipment can be saved or announced:

- The "Save" option is used when the shipment consolidation is work in progress and the shipment content is still subject to change



- The “Announce” option triggers the workflow in the background and communicates the ASN message with Lely and if applicable the carrier.