Quick Guide

Shipping Raw Material from Asia to LEGO in Mexico

# Purpose

The guideline purpose is to provide information for our Asian external suppliers about documents and requirements needed for delivery of raw material into Mexico, as well as avoid delays and bottlenecks in the process.

The scope is limited to the suppliers shipping raw material to LEGO Operaciones de Mexico, S.A. de C.V. from Asia. Out of scope intercompany shipments.

# Information for customs release.

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| **Document** | **Information** |
| Customer | **LEGO Operaciones de Mexico, S.A. de C.V. (Monterrey)** |
| Bill Of Lading (BL) | *In Sea Way Bill (Express)*  **Consignee:**   * LEGO Operaciones de México SA de CV, Boulevard Nexxus ADN 2400. Parque Industrial Nexxus AND. 65580 Ciénega De Flores, Nuevo Leon, N.L., MEXICO.   Attn: Import - Export  Tel.: +52 (81) 8047-8000  e-mail: LOM\_Import\_Team@lego.com  **Notify:**   * Same as Consignee.   **Description:**   * Mark "LEGO Parts" on booking and B/L |
| Invoice | **Electronic email to:** [dk1001invoice@lego.com](mailto:dk1001invoice@lego.com)  (By PDF unzipped format) *Don’t send additional hard copies by courier after sending email.* |
| Documents Flow | Email whole set of doc to: [LOM\_Import\_Team@lego.com](mailto:LOM_Import_Team@lego.com), [LOMMaterialsPlanning@LEGO.com](mailto:LOMMaterialsPlanning@LEGO.com), LEGO HK/SZ Planner   * **Invoice & Packing list** - Please send them directly from your system. - Avoid scanned or signed documents.  - Packing List should mention the items as the same order as Invoice. - Each Item on PL must include its Gross & Net Weight*.* * **Shipment advice / copy Bill Lading** * **Certificate of Origin** |
| Tips and Tricks: | * Please secure legible scanned files * NOT NEED TO SEND BY COURIER THE ORIGINALS |
| Book transportation in on line system | 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.com](mailto:isc.ncee.exports@dhl.com) or directly to:   * Rune Sejer   +45 7217 7145; 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) |