



Supplier Shipping Instructions North America

**This publication pertains to all AGCO suppliers located in
North America who ship to
AGCO sites also located in North America**

September 2019



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Supplier Acknowledgement

Supplier Shipping Instructions

- A. Small Parcel Shipments.** Small parcel shipments are defined as shipments with a total shipment weight less than or equal to 250 lbs. Shipments must be consolidated. For safety reasons, the max weight per box should be limited to 70 lbs., maximum combined length and girth of 130 inches, and a maximum length of 106 inches. Please refer to the link below for instructions on how to perform the measurements. <https://www.ups.com/content/us/en/resources/prepare/oversize.html>
- AGCO's small package air and ground service provider is UPS (United Parcel Service).
 - Shipments by another small package service provider must have prior approval from your AGCO Transportation Planner.
 - The supplier **must** ship UPS Ground Collect. "Prepay & Add" shipments are **not** allowed. Freight charges added to a material invoice will be deducted from the invoice.
 - Do not purchase UPS declared value insurance at AGCO's expense unless the value of the goods exceeds \$5,000 USD.
 - Include the AGCO P.O. number(s) in the reference number field when shipping via UPS.

AGCO's UPS Small Parcel Account Numbers by site:

Destination City	Zip	Destination Location	Destination Address	UPS Account Code
Batavia, IL	60510	Parts Division (US suppliers)	1500 N. Raddant Rd.	*See Below
Batavia, IL	60510	Parts Division (CAN suppliers)	1500 N. Raddant Rd.	*See Below
Beloit, KS	67420	Production	3154 Hallie Trail	*See Below
Cawker City, KS	67430	Production	812 Locust Street	*See Below
DuPont, WA	98327	Receiving	3895 Pioneer Ave # 101	*See Below
Edgewood, MD	21040	Receiving	1704 Trimble Rd.	*See Below
Ellabell, GA	31308	Receiving	988 Oracle Pkwy.	*See Below
Hesston, KS	67062	Receiving (Production)	420 W. Lincoln Blvd.	*See Below
Hesston, KS	67062	Plant 1 Tool Crib (IDG)	Attn: 1124 Massey Way	*See Below
Hesston, KS	67062	Engineering	Attn: E101 Windrower Way	*See Below
Hesston, KS	67062	Maintenance	Attn: 3143 Fendt Drive	*See Below
Independence, MO	64058	Parts Division (US suppliers)	1600 N. M-291 Hwy. Unit 600	*See Below
Independence, MO	64058	Parts Division (CAN suppliers)	1600 N. M-291 Hwy. Unit 600	*See Below
Jackson, MN	56143	Operations (Production)	Attn: Dock 1 - 137 550th Ave.	*See Below
Jackson, MN	56143	Operations (Production)	Attn: Dock 2 - 202 Industrial Park	*See Below
Jackson, MN	56143	Engineering	Attn: Dock 3 - 237 550th Ave.	*See Below
Jackson, MN	56143	Operations (Production)	Attn: Dock 4 - 202 Industrial Park	*See Below
Jackson, MN	56143	Operations (Steel Dock)	Attn: Dock 5 - 137 550th Ave.	*See Below
Jackson, MN	56143	IDG Tool Crib – Dock 1	Attn: Dock 1 - 137 550 th Ave.	*See Below
Jackson, MN	56143	Operations (Production)	Attn: Dock 6 - 137 550th Ave.	*See Below
Jackson, MN	56143	c/o Doug Bradley Trucking	170 Industrial Park Rd.	*See Below
Litchfield Park, AZ	85340	5304 N. Sarival Rd.	Attn: AGCO Engineering Group	*See Below
Round Lake, MN	56167	c/o G & D Integrated	Attn: Dock 8 - 3 Sixth Ave.	*See Below
West Chicago, IL	60185	Parts Division (US suppliers)	1160 Powis Rd.	*See Below
West Chicago, IL	60185	Parts Division (CAN suppliers)	1160 Powis Rd.	*See Below

*For Security Reasons, Please Contact Your AGCO Transportation Planner for the UPS Account Numbers.



Supplier Shipping Instructions (Continued)

The supplier is NOT required to contact AGCO's Inbound Transportation Planners when scheduling small parcel shipments.

- **Canadian Suppliers: AGCO's U.S. Customs Broker is UPS-SCS.**
- **Canadian Suppliers: Intra-Canada ship Purolator Courier.**

B. Truck (LTL: Less-Truck-Load) & (TL: Truck Load) Shipments: LTL and TL shipments encompass shipments that are **greater than 250 Lbs. gross**. The supplier **MUST** enter the shipment directly into the AGCO iTMS using method 1 described below **by 12:00 PM Central Standard Time on the business day prior to the planned "ship day"**. Please note that we may take **24 to 48 hours to dispatch the shipment to the carrier**.

1. **Enter the shipment directly into the AGCO iTMS (Transportation Management System):** The iTMS is a web based portal and the application can be accessed online. Users will need a user id and password to access the Transportation Manager application. Please send an email to TMSAdmin@AGCOcorp.com to request a user-id for the iTMS application. Please include your company name, email address, primary user name, and telephone number. Only one logon-id will be issued for each vendor shipping location. Once your logon-id to Transportation Management System is provisioned, one of our load planners will contact the user to schedule training on the application.
2. **Alternate Method: Contact AGCO's Inbound Transportation Planner via email or telephone to arrange transport, if the AGCO TMS is unavailable:**

AGCO DESTINATION	NAME	PHONE	EMAIL
AGCO Manufacturing: Beloit, KS Cawker City, KS Hesston, KS	Tyler Goertzen	620-327-6189	Tyler.Goertzen@AGCOcorp.com
AGCO Manufacturing: Jackson, MN Round Lake, MN	Mike Anderson	620-327-6429	Michael.G.Anderson@AGCOcorp.com
AGCO Parts Division: Batavia, IL Independence, MO West Chicago, IL Supplier "Ship Directs" Dealer Returns AGCO Assembly Centers: Baltimore (Edgewood), MD Savannah (Ellabell), GA Tacoma (DuPont), WA	Luretta "Lu" Turk	620-327-6251	Luretta.Turk@AGCOcorp.com



Supplier Shipping Instructions (Continued)

C. Truck (LTL & TL) continued....

AGCO requires the supplier to provide the following shipment information:

- **Origin** pickup location & **Destination**
- Shipment Gross Weight
- Number of pieces (Pallets/Skids/Drums/Cartons/other) and dimensions.
- Trailer space requirements (Linear Feet)
- Pick-Up Date & Closing Time.
- **Important Note:** Truckload Freight must be available for pickup at opening of business on the scheduled pick up date.
- AGCO Due Date
- AGCO Purchase Order Number **must** be included on the Bill of Lading.
- Special shipping requirements, i.e. Hazardous Material, Lift Gate, Flat Bed, etc.

AGCO will provide the supplier with carrier routing information and the AGCO Load Number after 4:30 pm CST the day of the shipment request via email. The AGCO Load Number and AGCO P.O. # must be notated on the Bill of Lading.

- From time of arrival on the next business day, the supplier has **1 hour** to load the freight on the truck. If the supplier delays the truck causing "CARRIER DETENTION," the supplier will be responsible for the carrier detention charges. (If applicable).

D. "Bill To" Address: When AGCO is responsible for the freight charges, mark/check the "Prepaid" box **AND** include the following third party "Bill To" address:

AGCO C/O WILLIAMS & ASSOCIATES, INC. 405 East 78th Street, Bloomington, MN 55420-1251

E. Expedited Shipments: The supplier must contact their AGCO Material Planner for prior approval for all expedited shipments where AGCO is responsible for the freight charges. If the supplier is responsible, the supplier shall pay all costs in excess of those normally paid by AGCO.

F. "Ship Directs" to U.S.: When shipping UPS directly to an AGCO Parts Division Dealer, use the Batavia UPS account number or contact AGCO's Transportation Planner (Page 4, Section B.2).

G. "Ship Directs" to Canada: Applies to all "Ship Direct" orders shipping to AGCO's Canadian dealers and/or AGCO Canadian Parts Distribution Centers. Refer to AGCO – Batavia instruction letter (Pages 11 & 12) or, contact AGCO's Parts Division Transportation Planner (Page 4, Section B.2).



Special Instructions

1. It is the supplier's responsibility that all shipments meet the AGCO due date/dock date/delivery date.
2. Shipping early is not allowed, however:
 - a) AGCO Manufacturing (Hesston, Jackson/Round Lake, and Beloit) will accept receipts 2 days prior to due date.
 - b) AGCO Parts Division (Batavia, West Chicago, and Independence) will accept receipts 7 days prior to due date.
3. AGCO suppliers shipping via truck may be given a pre-assigned, authorized "ship day" or "ship days" of the week. This allows AGCO to optimize and consolidate inbound freight for the most cost effective modes and routings. If a supplier is not aware of their pre-assigned authorized "ship day" or "ship days" of the week, the supplier **must** contact their AGCO Transportation Planner. (Refer to Page 4, Section B.2.). Unauthorized shipments will result in the supplier being debited an amount equal to the freight charge.
5. "Prepay and Add" freight terms are **not** allowed and will result in the supplier being charged back for the amount of the freight. Exception: Prearranged agreement of "Freight Terms" with AGCO.
6. Any of the non-conformities listed below **may** result in the supplier being debited an amount equal to the freight charges:
 - An incorrect carrier was used.
 - Premium freight was utilized without proper authorization.
 - A shipment was sent collect when a scheduled pick-up was missed.
 - The agreed upon shipping schedule or frequency was not followed.
 - Shipment not billed to the correct third party "Bill To" address.
 - Shipment information was not sent to AGCO by 12:00 PM CST, the business day prior to the "ship day".
 - Incorrect or no freight classification on the bill of lading. If unknown, default to class 77.5



Bill of Lading Instructions

SHIPPING TO MULTIPLE AGCO DOCKS

The following bill of lading instructions must be used when shipping multiple orders to AGCO on the same day. This only applies when the AGCO Purchase Order or AGCO Supplier Release Schedule identifies delivery to multiple AGCO dock locations, within the same city/town:

- A. Multiple bills of lading on the same day, to the same destination, are not allowed.
- B. Only one (1) bill of lading per day is required when shipping to AGCO, regardless of the dock numbers(s) shown on the AGCO Purchase Order or AGCO Supplier Release Schedule.
- C. Following is an example of how to show the multiple docks in the body of your bill of lading:
Dock 1 = 2 skids

Dock 2 = 3 skids

5 skids = 000 lbs.
- D. Each skid/pallet must be clearly marked with **LARGE BLACK LETTERING** or, preprinted labels: “**DOCK 1**”, “**DOCK 2**”, etc.

This procedure is required to hold AGCO’s inbound freight costs to a minimum. Multiple bills of lading issued on the same day are very costly.

If you have any questions or concerns, please contact your AGCO Inbound Transportation Planner. (Refer to page 4, Section B.2.).



Shipping PPAP Samples

When shipping PPAP, (Production Part Approval Process), samples to **AGCO Beloit**, **AGCO Hesston**, or **AGCO Jackson**, the package(s) must specify that the parts are PPAP samples. (As illustrated in the “Sample” label).

If the PPAP samples are for **AGCO Beloit**, ship to the following address:

AGCO Beloit
3154 Hallie Trail
Supplier Quality Department
Beloit, KS 67420

If the PPAP samples are for **AGCO Hesston**, ship to the following address:

AGCO Hesston
420 W. Lincoln Blvd
Supplier Quality Department
Hesston, KS 67062

If the PPAP samples are for **AGCO Jackson**, ship to the following address:

AGCO Jackson
202 Industrial Park – Dock 1
Supplier Quality Department
Jackson, MN 56143

Sample Orange PPAP Label:

SAMPLES
NOT FOR PRODUCTION USE

SUPPLIER: _____
PART#: _____
PO#: _____ SHIP DATE: _____
REVISION #: _____

Assumption Beloit Hesston Jackson

PART LEVEL: _____ ISIR PPAP



Wichita, Kansas Area Suppliers
Hesston Only

TO: ALL WICHITA, KS METRO AREA SUPPLIERS

RE: AGCO “SWEEP TRUCK PROGRAM” SHIPPING INSTRUCTIONS

AGCO Suppliers shipping material to AGCO Corporation – **Hesston Operations**, (who are located in the Wichita, Kansas metropolitan area), are exempt from participating directly in AGCO’s Inbound TMS (Transportation Management System).

For AGCO Hesston suppliers located in the Wichita, KS Metro Area, shipping instructions are as follows:

1. TRUCK ROUTING INSTRUCTIONS:

Contact Lightning Express: 316-942-0003

2. SMALL GROUND PACKAGE ROUTING INSTRUCTIONS:

Suppliers’ shipping small ground packages **weighing 150 lbs. or less:**

Ship via Golden Eagle Package Express: 316-640-8697 or 316-640-1531.

Questions:

- Contact your AGCO Transportation Planner, (Page 4, Section B.2).



Western Canadian Suppliers
Hesston, Jackson, Beloit Only

TO: ALL WESTERN CANADA SUPPLIERS

RE: AGCO MANUFACTURING FREIGHT CONSOLIDATION PROGRAM

AGCO suppliers shipping material to AGCO Corporation – Hesston, Jackson, and Beloit who are located in the Western Canadian Provinces are exempt from participating directly in AGCO’s inbound TMS (Transportation Management System).

Hesston, Jackson, and Beloit suppliers located in the Western Canadian Provinces, shipping instructions are as follows:

1. TRUCK ROUTING INSTRUCTIONS:

Contact PT-78 Express (Winnipeg): **Phone:** (204) 414-9198
Toll Free: (877) 730-3424
Fax: (204) 414-9199
Cell: (204) 223-2461
E-mail: Bob@PT78Express.com

Note – PT-78 Express will:

- A. Communicate directly with AGCO supplier for the physical pickup.
- B. Notify AGCO’s transportation planner the freight consolidation detail for input directly into AGCO’s TMS.

2. SMALL GROUND PACKAGE ROUTING INSTRUCTIONS:

UPS Ground (Air upon request only):

- Hesston **UPS Acct #:** ***See Note Below**
- Beloit **UPS Acct #:** ***See Note Below**
- Jackson **UPS Acct #:** ***See Note Below**

***For Security Reasons, Please Contact Your AGCO Transportation Planner for the UPS Account Numbers. Contact Information is listed on Page 4 of this Document**

Questions:

- Please contact your AGCO Transportation Planner, (Page 4, Section B.2).



U.S. To Canada “Ship Directs” Batavia Only

RE: “SHIP DIRECTS” TO CANADA

The following guidelines apply for shipping direct to AGCO’s Canadian dealers and/or AGCO’s Canadian Parts Distribution Centers.

- 1) All shipments **MUST** be entered into the AGCO iTMS with the Canadian destination address listed as the “Recipient.”
- 2) Our iTMS will automatically consign all shipments to the following consolidation address in the USA. This forwarder will move the freight to the final destination in Canada.

AGCO Parts Division
C/O Frontier Supply Chain
1450 W. Thorndale Ave.
Itasca, IL 60143
Phone Number: 630-250-3544 ext. 401
Contact: Michael Virzi
Email: mvirzi@frontierscs.com

NOTE: EVEN THOUGH THIS IS A U.S. ADDRESS, THESE ARE INTERNATIONAL SHIPMENTS AND CUSTOMS DOCUMENTS ARE REQUIRED.

- 3) The following are preferred carriers:
 - a) For shipments less than 70 Lbs. per piece and 250 Lbs. total shipment: United Parcel Service Acct. (Please reach out to your AGCO Transportation Planner for the UPS account code).
 - b) For Truck shipments contact the AGCO Transportation Planner (Page 4, Section B.2).
- 4) All shipments must be 3rd party billing to:

AGCO C/O Williams & Associates, Inc.
405 East 78th Street
Bloomington, MN 55420-1251
- 5) Be sure that each dealer order is individually packaged and not consolidated with other Canadian dealer’s freight.
 - a) Each box should be labeled with the ultimate consignee address. Please use clear tape over that address and then apply a label showing the Frontier address in **Itasca** directly on top of the consignee information. This allows us to peel off the **Itasca** address and reveal the address label of the ultimate Canadian consignee.
 - b) Be sure each box is legibly labeled with total piece count for each order. For example, if you have an order consisting of three pieces going to one dealer, the boxes should be labeled as follows: 1 of 3, 2 of 3 and 3 of 3.



U.S. To Canada “Ship Directs” (Continued)
Batavia Only

6) **These are international shipments!** A commercial invoice containing the following information **must** accompany each shipment. Without this information, your shipment will not be allowed to move. In addition, please scan and email the invoice to: Frontier4@frontierscs.com

- 1) Ultimate consignee
- 2) Country of origin
- 3) Piece count and weight
- 4) Part number and description
- 5) Unit cost and invoice total
- 6) Reference (PO) number

The documents must be placed in an envelope labeled “CUSTOMS DOCUMENTS” and taped to the outside of the box. (Only one envelope is needed per order)

QUESTIONS:

Contact: Erik Arana

Telephone: 630-406-3468

Email: Erik.Arana@AGCOcorp.com

ROUTING ORDER

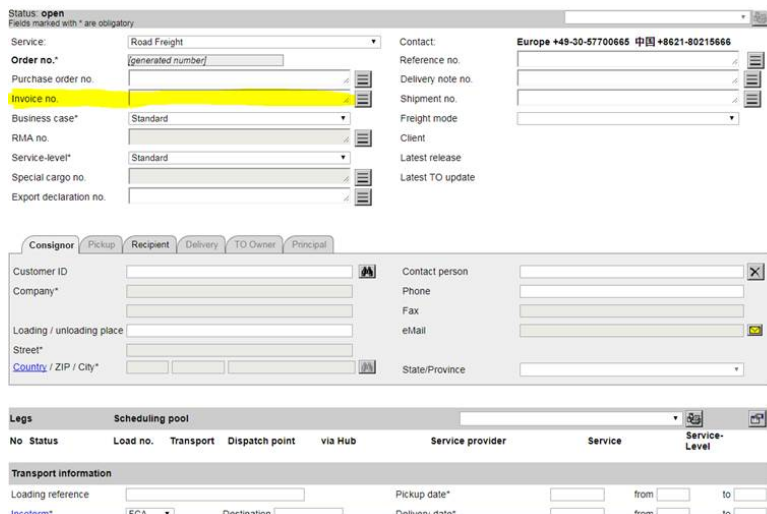
Dear North American Supplier,

AGCO South America has awarded their ocean freight business to the freight forwarder CEVA. Effective May 20th, 2019, all material that is ready for pickup **MUST** be consigned to:

AGCO South America c/o CEVA Freight Management
1717 Busse Road
Elk Grove Village, IL 60007 – USA

- All shipments **MUST** be entered into AGCO’s Transportation Management System, (**TMS**), no later than 12:00 pm central standard time on the business day prior to the requested ship date.
 - Or, email AGCO’s Transportation Planner: Tyler.Goertzen@AGCOcorp.com

Important Note #1: Your supplier commercial invoice number(s) must be added to the “Invoice No” field in the 4Flow iTMS. (See yellow highlighting below for the exact location). If you are shipping multiple invoices on one shipment, please separate each invoice number by a comma. (,)



The screenshot shows a web-based form for creating a routing order. The 'Invoice no.' field is highlighted in yellow. The form includes sections for Service, Order details, Consignor/Recipient information, and Legs.

Users will need a user id and password to access the 4Flow iTMS application. If you do not have a user-ID, please send an email to TMSadmin@agcocorp.com to request access. Please include the primary users’ name, company name, email address, and telephone number. Only one logon-id will be issued for each vendor shipping location. Once your logon-id to the Transportation Manager is provisioned, our Transportation Planner will contact the user to schedule training on the application.

Important Note #2: You **MUST** send a set of (3) original commercial invoices, (each original signed in blue ink), and a packing list to the following contact via courier. (UPS Next Day Air – Please contact Tyler.Goertzen@AGCOcorp.com for the UPS Account Code)

AGCO South America c/o CEVA Freight Management
1717 Busse Road
Elk Grove Village, IL 60007 – USA
ATTN TO: Ocean Exports

Additional Contact Details:

Point of Contact	Name	Functional Role	Phone	Cell	Email
First	Vanda Vann	Ocean Export Specialist	847-250-3116		Vanda.Vann@cevalogistics.com
1st Escalation	Cori Volpert	Ocean Export Lead	847-250-3328		Cori.Volpert@cevalogistics.com
2nd Escalation	Carrie Kotalik	Ocean Export Manager	847-250-3338	708-218-8577	Carrie.Kotalik@cevalogistics.com
3rd Escalation	Marty Robinson	Managing Director	847-250-3100	817-944-5937	Marty.Robinson@cevalogistics.com

Important Note #3: It is **MANDATORY** that you send (3) copies of the commercial invoice, (or pro forma), and packing list with the freight as an additional piece. (Please place in a sealed envelope).

For Truckload and LTL Shipments –This additional piece must be identified on your bill of lading. See Sample Bill of Lading Below. Please also include your commercial invoice number(s) on your domestic bill of lading.

For UPS Ground Shipments – Please attach the copies to the outside of the box so the freight forwarder can identify the freight upon receipt. Please also include your commercial invoice number(s) in the “Reference” field when scheduling the shipment with UPS.

Date: 5/20/2019		BILL OF LADING				Page 1			
SHIP FROM				Bill of Lading Number:					
Name: AGCO Supplier				Load/Master Bill Number:					
Contact Name: AGCO Supplier				Quote Number:					
Hours: 7:00 am to 4:00 pm				CARRIER NAME:					
Address: 123 Main Street				Trailer number:					
City/State/Zip: Hesston, KS 67062				Seal number(s):					
SID#: Phone#: 620-327-6300				SCAC:					
SHIP TO				Pro number:					
Name: AGCO South America C/O CEVA Freight Management				Accessorials:					
Contact Name:				Freight Charge Terms: <i>(freight charges are prepaid unless marked otherwise)</i>					
Hours: 7:00 am to 5:00 pm				Third Party					
Address: 1717 Busse Road				Master Bill of Lading: with attached underlying Bills of Lading					
City/State/Zip: Elk Grove Village, IL 60007									
SID#: Phone#: 847-250-3116									
THIRD PARTY FREIGHT CHARGES BILL TO:									
Name: AGCO C/O WILLIAMS & ASSOCIATES INC									
Contact Name:									
Hours: Not Available									
Address: 405 EAST 78TH STREET									
City/State/Zip: BLOOMINGTON, MN 55420									
SID#: LOC000091126 Phone#:									
SPECIAL INSTRUCTIONS: Commercial Invoice Number 123									
CUSTOMER ORDER INFORMATION									
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP	ADDITIONAL SHIPPER INFO				
		1 Pallet	250 Lbs.						
		1 Pallet	250 Lbs.						
		1 Parcel	1 Lb.						
GRAND TOTAL		3	501 lbs.						
CARRIER INFORMATION									
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC item 360</small>	LTL ONLY		
QTY	TYPE	QTY	TYPE				NMFC #	CLASS	
See Attached Supplement Page									
1		0		2510 lb		Linear Length NaN ft	GRAND TOTAL (* = overridden)		
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: <small>*The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____.</small>						COD Amount: \$ _____			
						Fee Terms: Collect: Prepaid: Customer check acceptable:			
NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C.-14706(c)(1)(A) and (B).									
<small>RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. The shipper hereby certifies that he/she is familiar with all the terms and conditions of the NMFC Uniform Freight Bill of Lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for him/herself and his/her assigns.</small>						The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. _____ Shipper Signature			
SHIPPER SIGNATURE / DATE <small>This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT</small>				Trailer Loaded: By Shipper By Driver		Freight Counted: By Shipper By Driver/pallets said to contain By Driver/Pieces		CARRIER SIGNATURE / PICKUP DATE <small>Carrier acknowledges receipt of package and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.</small>	

Failure to provide the Commercial Invoice(s) as described in “Important Notes” 2 & 3 above may result in the NA supplier being responsible for premium air freight (if required) due to shipment delays.

Please keep your AGCO South America Logistics Planner in copy on all email inquiries.

Best Regards,

Logistics and Transportation Department
AGCO SOUTH AMERICA



SUPPLIER ACKNOWLEDGEMENT

Please E-Sign the “NORTH AMERICAN SUPPLIER SHIPPING INSTRUCTIONS” document. If you have any problems with the E-Sign process, please contact TMSAdmin@AGCOcorp.com

.....We acknowledge and understand the “North American Supplier Shipping Instructions” contained in this document.

X _____ **Date:** _____

Supplier Acknowledgement (Please sign above)

Name (Please print): _____

Title: _____

Company: _____

Phone: _____

Email: _____