Instruction: Shipment Notification for HABA Sales GmbH & Co. KG

Dear Vendor,

because of our change of ERP system to SAP it is necessary to notify the delivery on your part, otherwise there is no takeover of our goods or only a delayed takeover.

In the attachment you will find the notification form. Please fill out the form **before sending** the delivery and send it by e-mail to wareneingang_4.1@habafamilygroup.com, MP-AVIS@habafamilygroup.com and Transportlogistik.Import@habafamilygroup.com (except Incoterm DAP).

Please also send us the form in case of collection by a forwarder from our side as soon as you hand over the goods to the forwarding agent and fill in the parameters Incoterm FCA in the document and send them by mail to wareneingang_4.1@habafamilygroup.com, MP-AVIS@habafamilygroup.com and Transportlogistik.Import@habafamilygroup.com
In case of non-observance, we reserve the right not to accept the goods or to charge the additional effort on our side in the amount of 150,00 €.

For a delivery of goods, HABA Sales GmbH & Co. KG requires various information from you as part of the notification. The fields marked in colored are mandatory fields. Please make sure that they are filled in before sending the document. In the upper part of the notification, general parameters for the delivery of goods are specified, which are divided into the areas of order, Incoterm and delivery. Please select the planned delivery destination in the drop-down field (column K/L). There is a distinction between Bad Rodach and Weitramsdorf. Accordingly, the delivery address adjusts automatically. **Please inform HABA Sales GmbH & Co. KG asap if an already notified delivery is delayed!**

The parameters to be filled in the Incoterm area adapt to the respective agreed Incoterm and are explained in below:

Incoterm FCA

Shipment Notification for HABA Sales GmbH & Co. KG

Order Information:

Date:	2022-12-21
Fashion/textile delivery:	
Supplier:	
Supplier Number:	
Incoterm:	FCA
Place of Incoterm:	
Country of Incoterm:	
Mode of transport:	
HABA Contact Person:	

Incoterm InformationFCA:

Forwarder:	
	Forwarder of HABA
	Forwarder of Supplier
Name of Forwarder:	
Tracking Nr./ Booking number:	
Provision date on Incoterm:	
Reference for pickup:	
Pickup address:	
Street – House number	
Postcode – Place	
Country	
Contact Person incl. telephone number + mailing address:	

Delivery Information:

Estimated Delivery:	
ASN Number:	
Delivery note number supplier	
Please select the planned delivery destination:	Bad Rodach
Planned delivery address:	HABA Sales GmbH & Co.KG
	96476 Bad Rodach
	Germany
Opening times of your goods issuing department:	
Telephone number goods issuing department:	

Changes of already notified deliveries have to be indicated!

Depending on the choice between forwarder (column L/M/N) the fields are filled adjusted (choice between forwarder of HABA and forwarder of supplier):

Forwarder of HABA:

Please specify whether the booking is made by you or by HABA. Requirement is the selected transport mode (column D/E/F).

Booking via the supplier:
➔ Booking number with forwarder, collection and reference for the collection are required

Booking via HABA:
➔ Provision date at the Incoterm, collection date, different collection address if applicable and opening hours of the warehouse are required.

If you use the HABA forwarder, the name of forwarder generates automatically.

Incoterm Information:	
Forwarder:	Forwarder of HABA
	Forwarder of HABA
Name of Forwarder:	DB Schenker
Booking by the supplier:	
Tracking Nr./ Booking number:	Yes / No
Provision date on Incoterm:	
Reference for pickup:	
Pickup address: Name	
Street – House number	
Postcode – Place	
Country	
Contact Person incl. telephone number + mailing address:	

Forwarder of supplier:

If you use your own forwarder, please enter his name.

Please also enter the **booking** number, the provision date at the Incoterm as well as a reference for the pickup.

Incoterm Information:	
Forwarder:	Forwarder of Supplier
Name of Forwarder:	
Tracking Nr./ Booking number:	
Provision date on Incoterm:	
Reference for pickup:	

Incoterm DAP

Shipment Notification for HABA Sales GmbH & Co. KG

Order Information:		Incoterm InformationDAP:		Delivery Information:	
Date:	2022-12-21	Forwarder:	Forwarder of Supplier	Estimated Delivery:	
Fashion/textile delivery:				ASN Number:	
Supplier:		Name of Forwarder:		Delivery note number supplier	
Supplier Number:					
Incoterm:	DAP	Tracking Nr./ Booking number:		Please select the planned delivery destination:	Bad Rodach
Place of Incoterm:		Provision date on Incoterm:			
Country of Incoterm:		Delifery day:		Planned delivery address:	HABA Sales GmbH & Co.KG
Mode of transport:		Name			
		Street – House number			96476 Bad Rodach
HABA Contact Person:		Postcode – Place			Germany
		Country			
		Contact Person incl. telephone number + mailing address:		Opening times of your goods issuing department: Telephone number goods issuing department:	

Changes of already notified deliveries have to be indicated!

Please provide information on the booking number, the provision date on the Incoterm and the delivery date in the Incoterm parameters.

Incoterm FOB

Shipment Notification for HABA Sales GmbH & Co. KG

Order Information:
Date: 2022-12-21
Fashion/textile delivery:
Supplier:
Supplier Number:

Incoterm: FOB
Port of Incoterm:
Country of Incoterm:
Mode of transport:

HABA Contact Person:

Incoterm InformationFOB:

Provision date on Incoterm:

Name
Street – House number
Postcode – Place
Country

Contact Person
incl. telephone number + mailing
address:

Delivery Information:
Estimated Delivery:
ASN Number:
Delivery note number supplier

Please select the planned
delivery destination: Bad Rodach

Planned delivery address: HABA Sales GmbH & Co.KG

96476 Bad Rodach
Germany

Opening times of your goods
issuing department:
Telephone number goods
issuing department:

Changes of already notified deliveries have to be indicated!

If you choose Incoterm FOB, please enter your information regarding details of the provision date.

Concrete packing data for the delivery of goods must be entered in the lower section of the notification.

For sea shipment you can check which scenario (column K / line 17) results from the volume (FCL/ LCL).

The required container type is suggested as well.

If the estimate does not fit (for example because of stacking factors were not considered) please enter the correct information via the drop-down field (column L).

If different orders or items are packed on the same pallet, please mark it with a "x" in the column E "packed on above pallet" via the drop-down field. So you only have to enter the pallet information once.

In the following you can check how the information should be entered in the different scenarios:

Example for sea shipment (FCL):

			required scenario:	FCL	
			required Container:	40'	

Order Number	Position from order	Item Number	Goods			Number of pallets	Weight per pallet in kg	Pallet Dimension in cm				Piece per carton	Total piece	Carton Quantity	Weight per carton in kg	Carton Dimension in cm				Mixed carton yes or no
			Type of packaging	Packed on above pallet				Length	Width	Height	Volume in m³					Length	Width	Height	Volume in m³	
11	1	123456	loosely packed								0,00	5	300	60	2,5	40,00	20,00	20,00	0,96	no
12	2	123456	loosely packed								0,00	3	150	50	4,5	60,00	40,00	40,00	4,80	no
13	3	123456	loosely packed								0,00	50	500	10	5	80,00	60,00	40,00	1,92	no
14	4	123456	loosely packed								0,00	3	900	300	15	40,00	20,00	20,00	4,80	no
15	5	123456	loosely packed								0,00	25	750	30	25	80,00	60,00	40,00	5,76	no
16	6	123456	loosely packed								0,00	10	150	15	17	60,00	40,00	40,00	1,44	no
17	7	123456	loosely packed								0,00	4	400	100	28	20,00	20,00	20,00	0,80	no
18	8	123456	loosely packed								0,00	50	350	7	12,5	60,00	40,00	40,00	0,67	yes
19	9	123456	loosely packed								0,00	5	1000	200	20	40,00	40,00	20,00	6,40	yes
20	1	987654	loosely packed								0,00	5	500	100	7,5	40,00	20,00	20,00	1,60	no
21	2	987654	loosely packed								0,00	25	250	10	25	60,00	40,00	40,00	0,96	yes
22	3	987654	loosely packed								0,00	5	125	25	17,5	80,00	60,00	40,00	4,80	yes
23	4	987654	loosely packed								0,00	25	750	30	15	40,00	40,00	20,00	0,96	no
24	5	987654	loosely packed								0,00	4	320	80	2	40,00	20,00	20,00	1,28	no
25	6	987654	loosely packed								0,00	10	200	20	16	80,00	60,00	40,00	3,84	no
						0	0				0			1037	212,5				40,992	

Example for sea shipment (LCL):

			required scenario:	LCL	
			required Container:	20'	

Order Number	Position from order	Item Number	Goods			Number of pallets	Weight per pallet in kg	Pallet Dimension in cm				Piece per carton	Total piece	Carton Quantity	Weight per carton in kg	Carton Dimension in cm				Mixed carton yes or no
			Type of packaging	Packed on above pallet				Length	Width	Height	Volume in m³					Length	Width	Height	Volume in m³	
11	1	123456	loosely packed								0,00	5	30	6	2,5	40,00	20,00	20,00	0,10	no
12	2	123456	loosely packed								0,00	3	150	50	4,5	60,00	40,00	40,00	4,80	no
13	3	123456	loosely packed								0,00	50	500	10	5	80,00	60,00	40,00	1,92	no
14	4	123456	loosely packed								0,00	3	90	30	15	40,00	20,00	20,00	0,48	no
15	5	123456	loosely packed								0,00	25	75	3	25	80,00	60,00	40,00	0,58	no
16	6	123456	loosely packed								0,00	10	150	15	17	60,00	40,00	40,00	1,44	no
17	7	123456	loosely packed								0,00	4	400	100	28	20,00	20,00	20,00	0,80	no
18	8	123456	loosely packed								0,00	50	350	7	12,5	60,00	40,00	40,00	0,67	yes
19	9	123456	loosely packed								0,00	5	10	2	20	40,00	40,00	20,00	0,06	yes
20	1	987654	loosely packed								0,00	5	50	10	7,5	40,00	20,00	20,00	0,16	no
21	2	987654	loosely packed								0,00	25	25	1	25	60,00	40,00	40,00	0,10	yes
22	3	987654	euro-pallet			2	320	120,00	80,00	130,00	2,50	5	125	25	17,5	80,00	60,00	40,00	4,80	yes
23	4	987654	loosely packed								0,00	25	750	30	15	40,00	40,00	20,00	0,96	no
24	5	987654	loosely packed								0,00	4	320	80	2	40,00	20,00	20,00	1,28	no
25	6	987654	loosely packed								0,00	10	20	2	16	80,00	60,00	40,00	0,38	no
						2	320				2,496			371	212,5				18,528	

Example for road transport:

Order Number	Position from order	Item Number	Goods		Number of pallets	Weight per pallet in kg	Pallet Dimension in cm			Volume in m³	Piece per carton	Total piece	Carton Quantity	Weight per carton in kg	Carton Dimension in cm			Volume in m³	Mixed carton yes or no
			Type of packaging	Packed on above pallet			Length	Width	Height						Length	Width	Height		
11	1	123456	loosely packed							0,00	5	30	6	2,5	40,00	20,00	20,00	0,10	no
12	2	123456	euro-pallet		3	90	120,00	80,00	145,00	4,18	3	150	50	4,5	60,00	40,00	40,00	4,80	no
13	3	123456	euro-pallet		1	75	120,00	80,00	145,00	1,39	50	500	10	5	80,00	60,00	40,00	1,92	no
14	4	123456	euro-pallet		1	540	120,00	80,00	100,00	0,96	3	90	30	15	40,00	20,00	20,00	0,48	no
15	5	123456	euro-pallet	x						0,00	25	75	3	25	80,00	60,00	40,00	0,58	no
16	6	123456	euro-pallet		1	270	120,00	80,00	160,00	1,54	10	150	15	17	60,00	40,00	40,00	1,44	no
17	7	123456	euro-pallet		1	295	120,00	80,00	180,00	1,73	4	400	100	28	20,00	20,00	20,00	0,80	no
18	8	123456	euro-pallet		1	140	120,00	80,00	100,00	0,96	50	350	7	12,5	60,00	40,00	40,00	0,67	yes
19	9	123456	euro-pallet	x						0,00	5	10	2	20	40,00	40,00	20,00	0,06	yes
20	1	987654	euro-pallet		1	340	120,00	80,00	140,00	1,34	5	50	10	7,5	40,00	20,00	20,00	0,16	no
21	2	987654	euro-pallet	x						0,00	25	25	1	25	60,00	40,00	40,00	0,10	yes
22	3	987654	euro-pallet		2	320	120,00	80,00	130,00	2,50	5	125	25	17,5	80,00	60,00	40,00	4,80	yes
23	4	987654	euro-pallet		3	160	120,00	80,00	170,00	4,90	25	750	30	15	40,00	40,00	20,00	0,96	no
24	5	987654	euro-pallet							0,00	4	320	80	2	40,00	20,00	20,00	1,28	no
25	6	987654	loosely packed							0,00	10	20	2	16	80,00	60,00	40,00	0,38	no
					14	2230				19,488			371	212,5				18,528	

Thank you for your understanding and help.