



H-D Thailand Supplier Playbook

May 2019



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Definitions

ASN – A document sent to H-D either through EDI or H-DSN that provides detailed information about a pending delivery.

B10 Container Label (3S) – A label intended to show what is in an individual carton or container. If only one carton in shipment – 3S not required, but 9S required.

B10 Master Label (9S) – A label intended to show what is in either the full pallet or full shipment. If shipment fits on one pallet then master label should reflect entire shipment (pallet). This label is used to receive the shipment.

Commercial Invoice – A legal document required by customs to determine the true value of the imported goods, for assessment of duties and taxes.

Entity – The term used to describe the H-D Thailand legal company registered under the privilege of the Free Trade Zone.

Packing List – A document that includes details about the contents of a package.

Payment (Sales) Invoice – A document that suppliers send to Accounts Payable to initiate payment for goods shipped.

Reference Number – Packing list number

Handling Unit (Serial Number) – 15-digit unique identifier on the B10 Master Label used for receiving and ASN.

Shipping Mark Label – The shipping mark label content should match the pallets/boxes declared on Supplier Packing List.

Shipping Schedule (862) Transaction Set – Details to the supplier actual shipping requirements forecasted in a previous Planning Schedule (830)





H-D Thailand Entities



Harley-Davidson Thailand Entities

- The Thailand Harley-Davidson factory contains 3 separate entities, which can be viewed as separate "companies".
- Bill To
 - Each Entity has one Bill to address that may not be the same as the ship to location.
 - The **exact** legal H-D Thailand company name, entity number, and Bill to address must be used on the commercial invoice, packing list, and payment invoice.
 - Refer to the 862 EDI implementation guide and Appendix A on H-DSN to determine which entity and address to Bill to.
- Ship To
 - Each entity has more than one ship to address that may not be the same as the Bill to location.
 - The **exact** legal H-D Thailand company name, entity number, and address must be used on the commercial invoice, packing list, B10 master label and payment invoice.
 - Refer to the 862 EDI implementation guide and Appendix A on H-DSN to determine which entity and location to ship to.
- Please see the next slide (6) for a summary of Ship to and Bill to locations by entity.
- Failure to use the **exact** legal H-D Thailand company name, entity, and address will result in shipments going into NCM or quarantine.
 - Suppliers have 24 hours to provide updated compliant documentation.
 - Suppliers will incur chargebacks for non-compliant shipments.



Harley-Davidson Thailand Entities

- Thailand Bill to and Ship to address summary

Entity	Bill to	Ship to Plant S001	Ship to Warehouse S002
3047	H-D Motorcycle (Thailand) Ltd. Entity # 3047 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	H-D Motorcycle (Thailand) Ltd. Entity # 3047 SLOC 001 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	H-D Motorcycle (Thailand) Ltd. Entity # 3047 SLOC 002 911/20 , B2/B4, WHALP2, Moo 5, T. Khaokansong Amphur Sriracha, Chonburi 20110
3048	H-D Motor (Thailand) Ltd. Entity # 3048 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	Not Applicable	H-D Motor (Thailand) Ltd. Entity # 3048 SLOC 002 911/20 , B2/B4, WHALP2, Moo 5, T. Khaokansong Amphur Sriracha, Chonburi 20110
3049	HDMC (Thailand) Ltd. Entity # 3049 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	HDMC (Thailand) Ltd. Entity # 3049 SLOC 001 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	HDMC (Thailand) Ltd. Entity # 3049 SLOC 002 911/20 , B2/B4, WHALP2, Moo 5, T. Khaokansong Amphur Sriracha, Chonburi 20110

- Refer to the 862 EDI implementation guide and Appendix A on H-DSN for detailed Bill to and Ship to information



Setting Up H-D Thailand as a New Customer

- To set up H-D Thailand as a new customer or for credit application (if applicable):
 - H-D Thailand is a wholly owned subsidiary of Harley-Davidson, Inc
 - Company Code 3047 (Powertrain) VAT: 0-1055-60042-93-4
 - Company Code 3048 (Machining) VAT: 0-2155-61001-35-1
 - Company Code 3049 (Vehicle) VAT: 0-1055 -59007-12-8
 - H-D Tax ID: 39-1382325
 - For H-D financial information go to: <http://investor.harley-davidson.com/>

*Harley-Davidson will not fill out credit applications – the above information should be used for that purpose





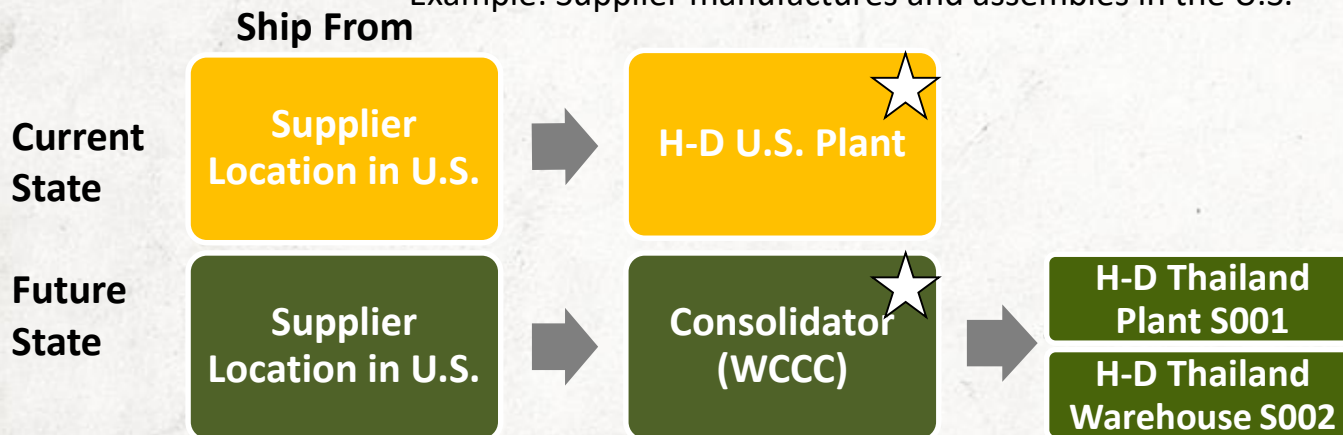
Movement of Goods & Direct Procurement Process Flows



Supplier Transportation Scenarios

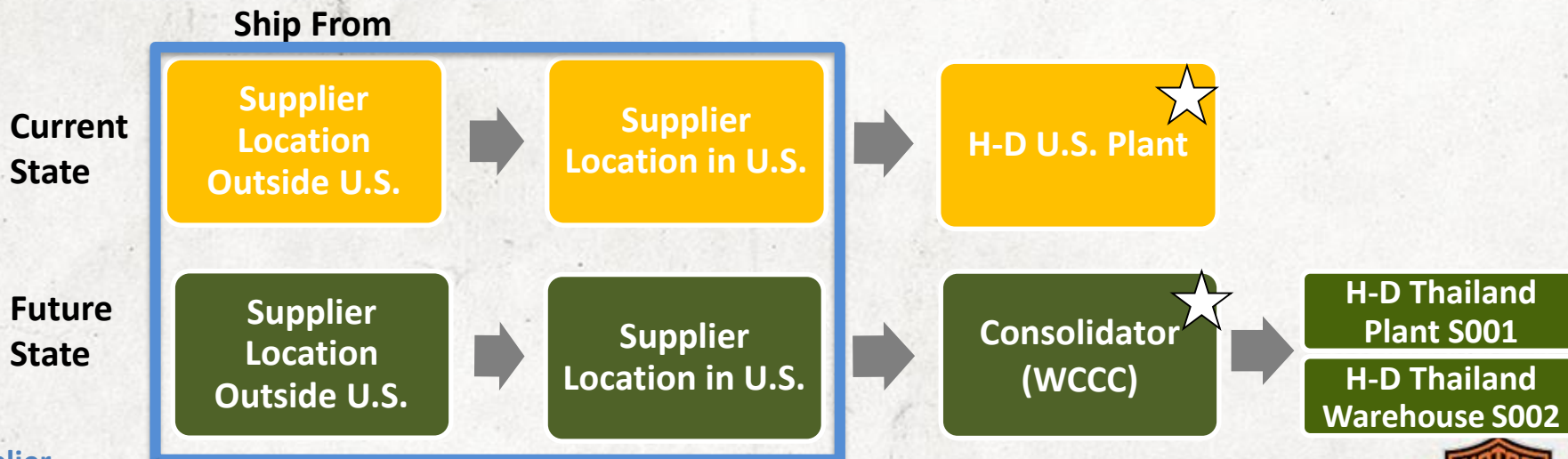
U.S. Shipping Origin

Example: Supplier manufactures and assembles in the U.S.



Outside U.S. Shipping Origin With Final U.S. Shipping Location

Example: Supplier produces parts outside of U.S. and then ships to U.S. warehouse or U.S. factory



Supplier managed Logistics



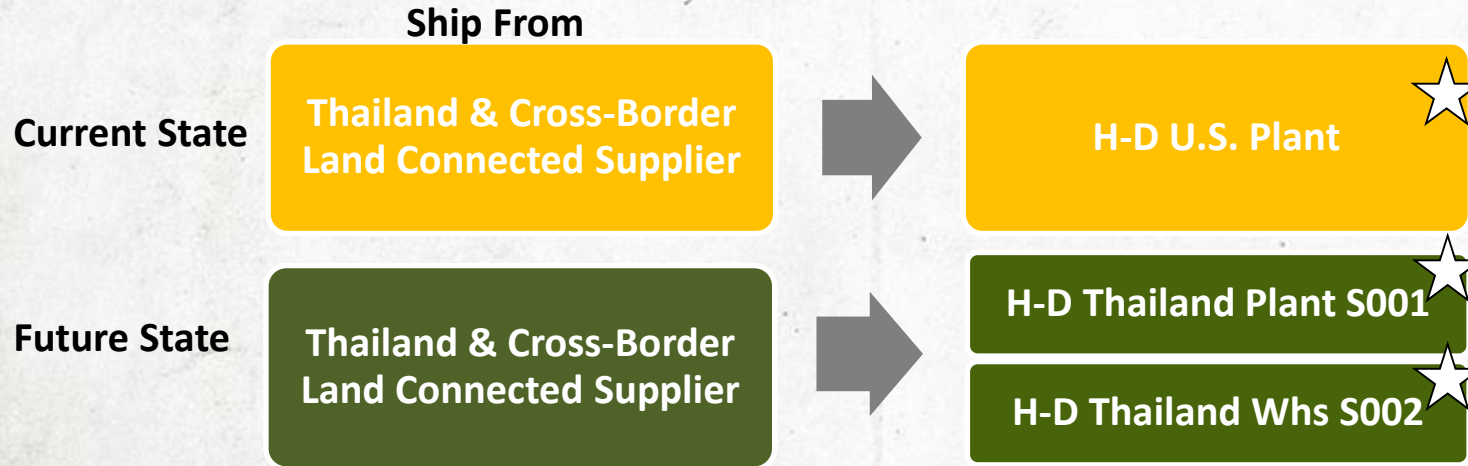
Indicates H-D receipt and supplier payment initiated



Supplier Transportation Scenarios

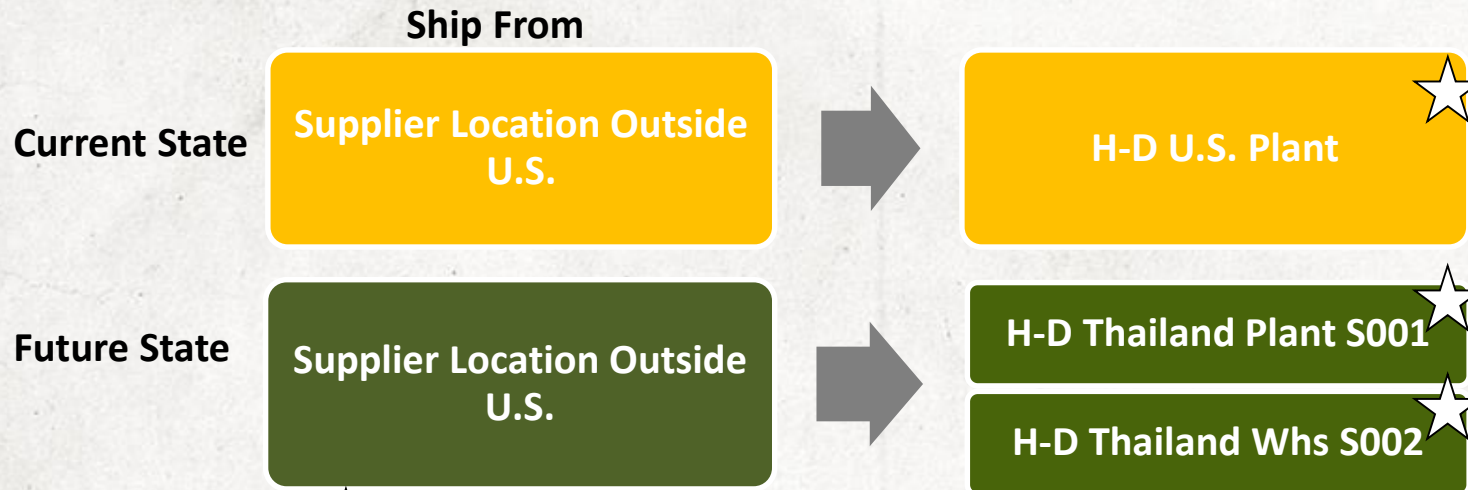
Local

Example: All Thailand and cross-border land connected suppliers (example: Myanmar / Malaysia / Laos)



Outside U.S. Origin & Non-Local

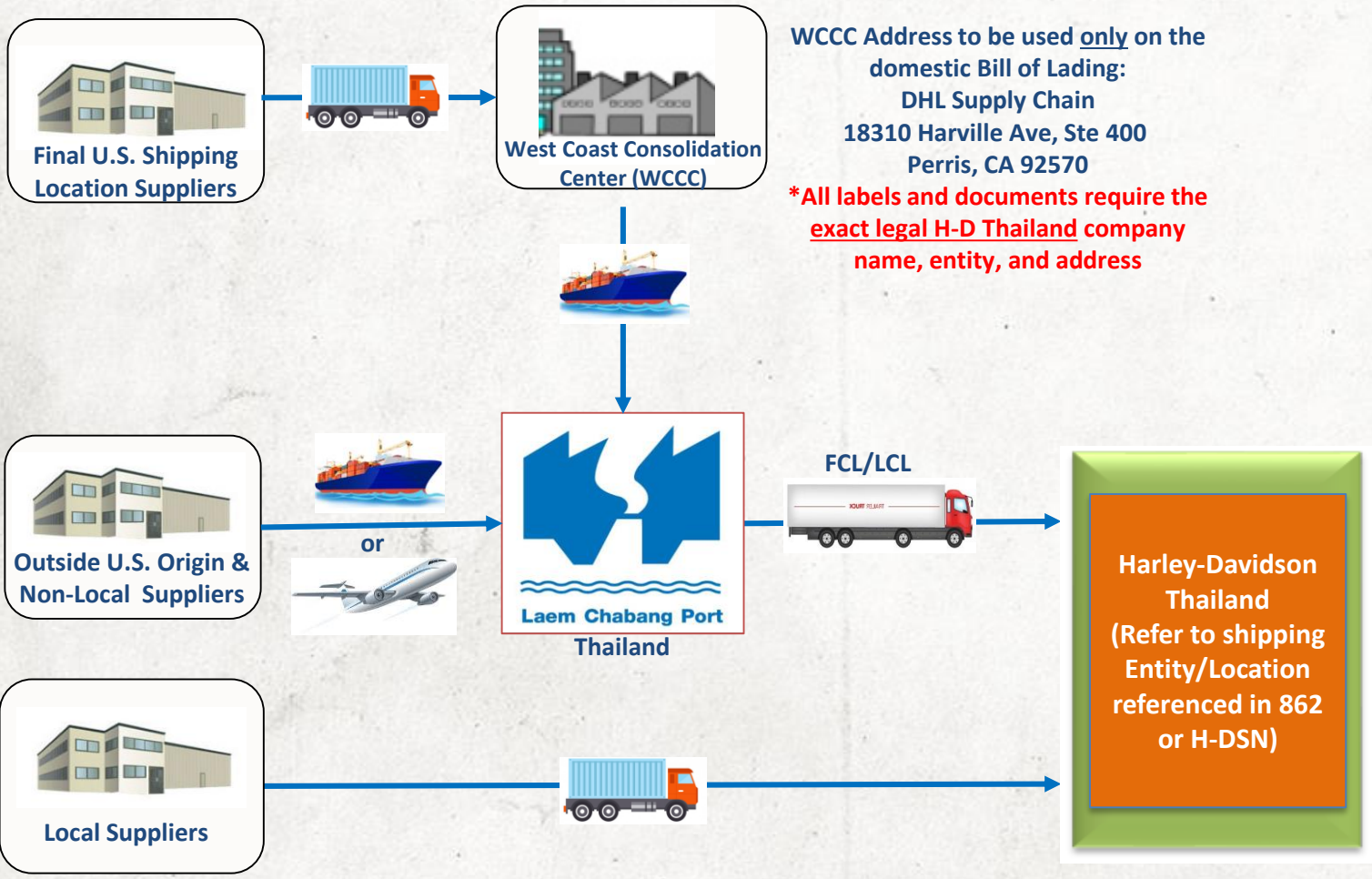
Example: China, Taiwan, Vietnam, Germany, etc. suppliers



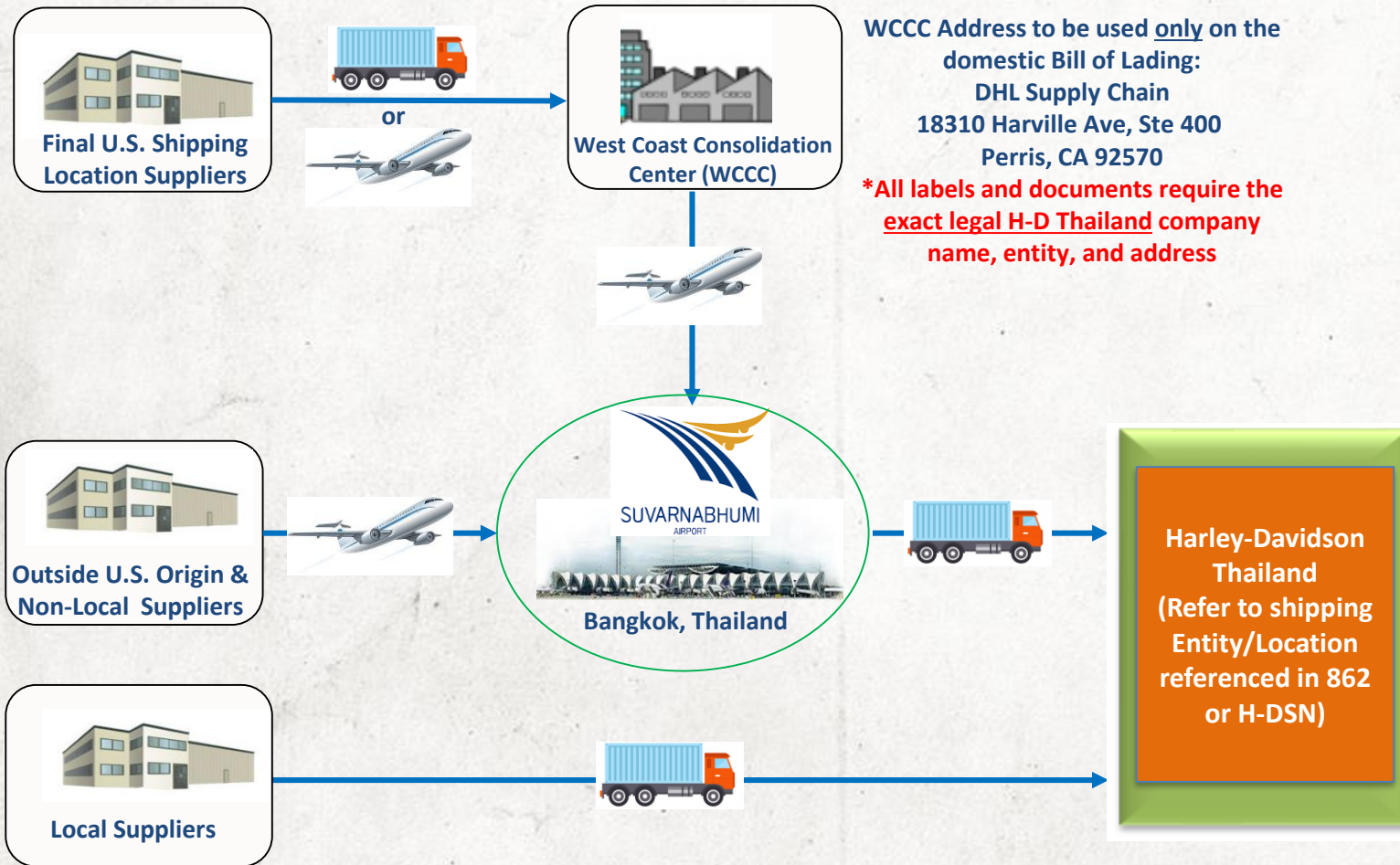
 Indicates H-D receipt and supplier payment initiated



Material Flow Overview – Normal Mode



Material Flow Overview – Expedite Mode



Notes:

- Harley-Davidson Supply Chain approval is required for all expedite shipments
- Air freight product cannot be combined in the same shipment/invoice as sea ship product



Supplier Incoterms

Free Carrier (FCA) 2010 Incoterms – "Free Carrier" means that the seller fulfils his obligation to deliver when he has handed over the goods, cleared for export, into the charge of the carrier named by the buyer at the named place or point.

Suppliers Required to Use FCA 2010 Incoterms:

Final U.S. Shipping Location Suppliers

Outside U.S. Origin & Non-Local Suppliers

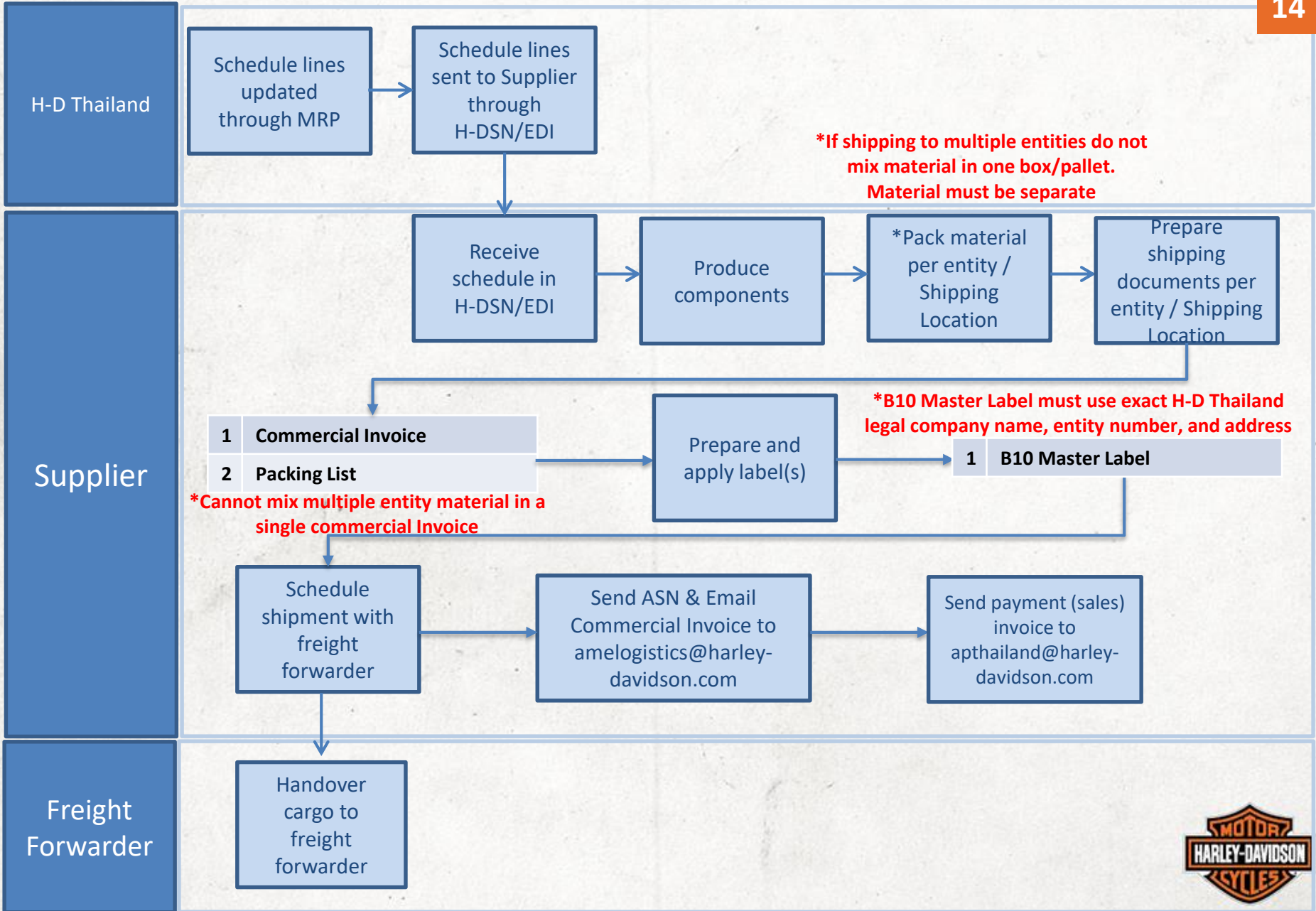
Delivered At Place (DAP) 2010 Incoterms – the seller delivers, when the goods are placed at the disposal of the buyer, on the arriving means of transport, ready for unloading at the named place of destination

Suppliers Required to Use DAP 2010 Incoterms:

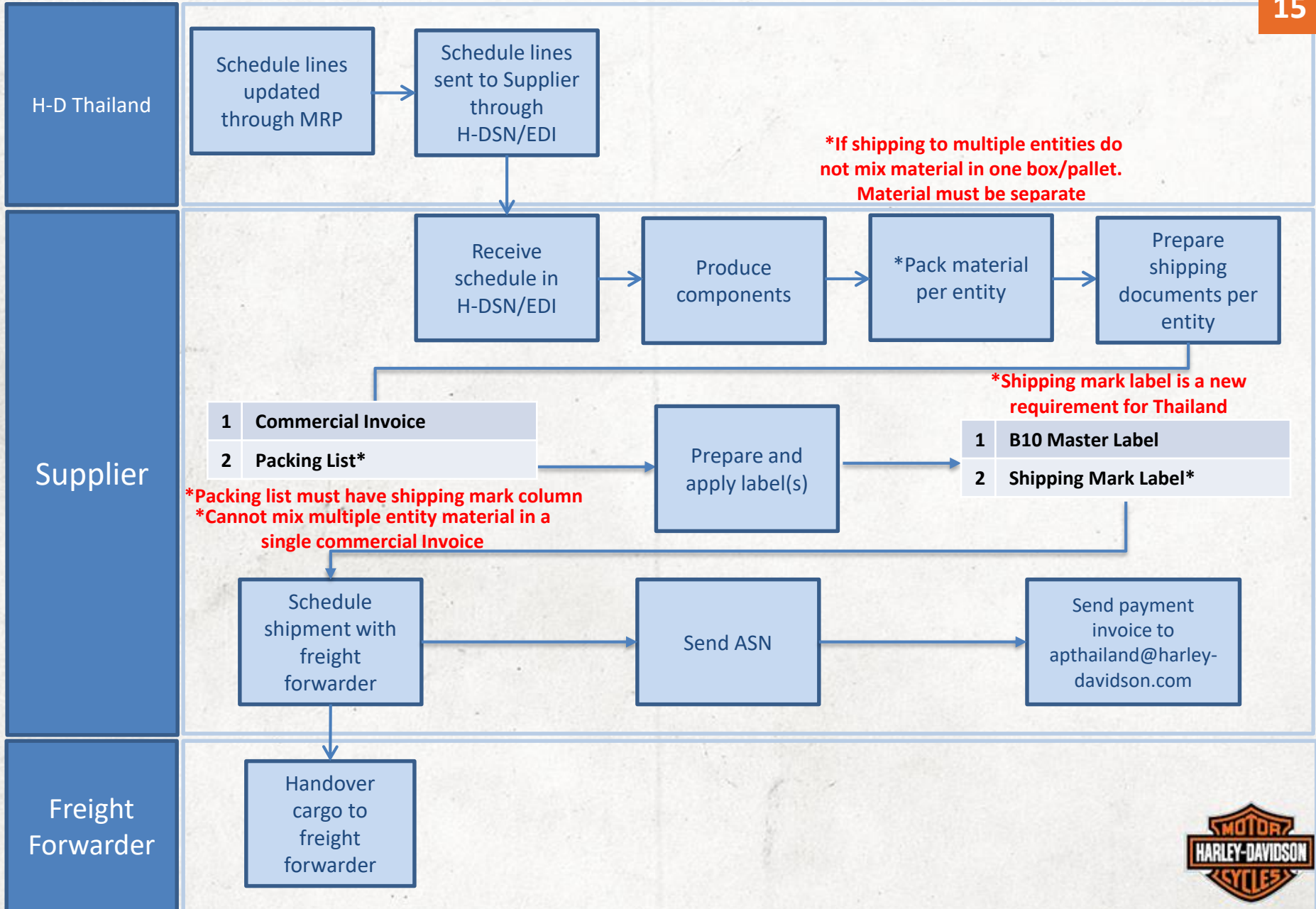
Local Suppliers (All Thailand and cross-border land connected suppliers)



Final U.S. Supplier Shipping Location Process Flow



Non-U.S. Originating & Local Supplier Process Flow





Shipping Document & Label Requirements



Document Reference

****Critical Control****
Handling Unit (Serial Number) from the ASN must match the Master B10 label Handling Unit (Serial Number)



****Critical Control****
The reference number (packing list number) must be used on all documents



1) Packing List Requirements

- Harley-Davidson standardized document located in H-DSN
 - *General Business Information>Transportation Routing Guide>Thailand Export Commercial Invoice Template*
- If suppliers use their own template it must contain all sections outlined in below visual
- Packing list must be in pouch located on the #1 box or pallet with the commercial invoice and scanned to amelogistics@harley-davidson.com

Packing List Instructions US Supplier	
1 Order Date	Date Order was placed
2 Ship Date	Date order is being picked up
3 Order Number	Purchase Order Number
4 Packing List/Reference #	This number must match/be used as the ASN and Commercial Invoice Reference Numbers
5 Quantity Ordered	Quantity Ordered
6 Gross Weight	Weight of parts after packaging
7 Shipment Notes	Special Instructions/Notes needed
Packing List Instructions Non-US Supplier	
1 Order Date	Date Order was placed
2 Ship Date	Date order is being picked up
3 Order Number	Purchase Order Number
4 Packing List/Reference #	This number must match/be used as the ASN and Commercial Invoice Reference Numbers
5 Quantity Ordered	Quantity Ordered
6 Gross Weight	Weight of parts after packaging
7 Shipping Marks	Need to add box number count
8 Shipment Notes	Special Instructions/Notes needed



2) Commercial Invoice Requirements

- Harley-Davidson standardized document located in H-DSN
 - *General Business Information>Transportation Routing Guide> Thailand Export Commercial Invoice Template*
- If suppliers use their own template it must contain all sections outlined in below visual

Commercial Invoice Instructions	
1 Date:	The Date the Invoice was created
2 Invoice Number:	This Number must be the same as the Packing List/Reference number used on the packing list, B10 label, ASN and payment (sales) invoice.
3 Shipper:	Company Name and Address, Contact Name, e-mail address, and Phone Number Including Pick up hours
4 Consignee:	Type in Entity number: 3047 (Powertrain) OR 3048 (Machining) OR 3049 (Vehicle Assy)
5 Special Instructions:	Any Special Instructions needed for the Consignee/Broker/Pick Up Agent
6 Dimensions:	Length, Width, and Height of each box or package. Example 12x12x12
7 Federal Tax ID./EIN Number:	Federal Tax ID. or EIN number of the Shipper
8 Ship Via:	Carrier/Freight Forwarder Being Used to move Goods
9 Inland Tracking Number:	Carrier/Freight Forwarder Tracking Number
10 Port of Discharge	Laem Chabang for Ocean Freight/Bangkok for Air Freight
11 Total Packages:	Total Number of boxes or Skids being Shipped
12 Net Weight Total	Will auto populate from the quantity and unit price amounts entered on the parts line item
13 Part/Item Number	Identifying Part or Item Number related to each piece in the Shipment
14 Description:	Complete Description of Goods Shipping
15 Unit Cost:	The value of each Unit PLEASE specify Currency
16 HTS Code:	The US Harmonized Tariff Code
17 Qty/Quantity:	The total number of Units in ALL the packages per piece in the shipment
18 C/O:	The Country of Origin where each unit was made
19 Net Weight	Weight of Products BEFORE Packaged for Shipping (Rounding to 3 decimals)
20 Total Value:	The number of units multiplied by the unit value PLEASE specify currency
21 Invoice Total:	Complete Dollar Amount of ALL parts Total Value added up
22 Contact:	Contact/Invoice Creator
23 Phone:	Phone Number of Contact
24 Signature:	Signature of Invoice Creator (electronic is ok)



Commercial Invoice Requirements

Requirements continued:

- Commercial invoice number must be the same as the reference number (packing list number).
 - Only 1 invoice number can be used. Listing multiple invoice numbers is not allowed.
- Exact H-D Thailand legal name must be stated in the Consignee box.
- Commercial invoice must be in a pouch located on the #1 box or pallet. In addition, it must be scanned to amelogistics@harley-davidson.com along with the packing list.
- No hand-written information is allowed on the invoice (other than signature).
- Correct part # including dashes if applicable must be used.
- Physical receipt quantity and export documentation quantity must match.
- Price and weights must be 2 digits following the decimal. >2 digits not allowed.
- Commercial invoice line items must match ASN line items (see ASN section).
- In case the unit of measure of a part is in Set or Pair and not Pieces it should be clearly mentioned in Qty UOM on the Invoice and unit price to be declared as per the UOM.

Recommended Quick Checks & Validations:

- Contact name, phone number & signatures are all present.
- Regulatory statements (EAR99 & NLR) are on the invoice.
- Full 10-digit HTS Code is on the invoice (format 0000.00.0000).

If commercial invoice is received with errors:

- Response with required paperwork needed within 24 hours of request.



Step-by-Step Supplier Guide to Filling out the Commercial Invoice

#1. Date

- This is the date you are creating the commercial invoices.
- This date should also be the same day you are shipping the material from your facility to the WCCC
- Date Format should be:
Month / Date / Year
(January 1, 2018 or Jan 1, 2018)

** International date formats change (DD/MM/YY) so it is important you spell out the month.*

1. Invoice Date:	PAGE	1
2. Invoice Number:		
Importer/Sold To		

#2. Invoice Number

****Critical Control****

- CI Reference Number must be the same reference number used on the PL, B10, and ASN
- By Referencing the same number as the PL the reference number will be on the B10 label
- Do not list multiple numbers in this field
- Maximum 35 Characters
- Number must be unique and non-repeating, do not use the PO Number

1. Invoice Date:	PAGE	1
2. Invoice Number:		
Importer/Sold To		



#3. Shipper

- This is your physical shipping address and should be formatted as follows:
 - Company Name
 - Company Address
 - City, State, Zip
 - Contact Name / Phone Number
 - E-mail address / Pick up Hours

COMMERCIAL INVOICE & PACKING LIST	
3. Shipper	
4. Consignee	
Notify Party/Customs Broker	



#4. Consignee

- This is the physical address of where you are sending your material and should be formatted as follows:
 - H-D Thailand Legal Company Name
 - H-D Entity Number
 - H-D Thailand Street Address
 - H-D Thailand City, Country
- Harley-Davidson provides the exact way the consignee name needs to be formatted for customs purposes in the H-DSN template: **General Business Information>Transportation Routing Guide>Thailand Export Commercial Invoice Template**

COMMERCIAL INVOICE & PACKING LIST	
3. Shipper	
4. Consignee	
Notify Party/Customs Broker	
[Redacted]	



#5. Special Instructions

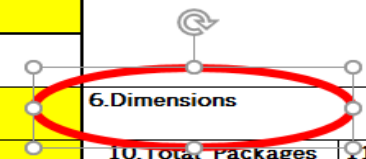
- Any special instructions needed for the Consignee / Broker / Pick Up Agent
- Examples:
 - Pick up at Dock Door 123
 - 1 skid said to contain 32 boxes
 - Do not double stack
 - Hot Shipment
 - You can also put carry over details surrounding what you are shipping
 - Additional Dimensions

	1. Invoice Date:	PAGE 1
	2. Invoice Number:	
	Importer/Sold To	
	5.Special Instructions:	
	6.Dimensions	



6. Dimensions

- Enter your dimensions in the following format:
 - Length x Width x Height (Inches)
- If you have more than one box you can provide the detail in the Special instructions in the following format
 - 4 cartons @ 12x8x4 or
 - 2 Pallets @ 48x45x36

	5.Special Instructions:
	
	10.Total Packages
	11.Net Weight (LBs)

7. Federal Tax ID / EIN

- This is where you enter your unique nine-digit number assigned by the Internal Revenue Service
 - XX -XXXXXXX

7.FEDERAL TAX I.D.	8.Ship Via
9.Inland Tracking Number	INCO Terms FCA
PORT OF DISCHARGE Laem Chabang	PLACE OF DELIVERY BY ON CARRIER Thailand
SUMMARY OF GOODS	
13.Part Number	14.Description
	15.Unit Cost USD



#8. Ship Via

- Carrier / Freight forwarder being used to move the goods to the West Coast Consolidation Center
 - UPS Small Parcel, LTL Carrier, Truckload Carrier

7.FEDERAL TAX I.D.		8.Ship Via
9.Inland Tracking Number		INCO Terms FCA
PORT OF DISCHARGE Laem Chabang	PLACE OF DELIVERY BY ON CARRIER Thailand	
SUMMARY OF GOODS		

#9. Inland Tracking Number

- Carrier / Freight forwarder being used to move the goods to the West Coast Consolidation Center
 - UPS Small Parcel, LTL Carrier, Truckload Carrier

7.FEDERAL TAX I.D.		8.Ship Via
9.Inland Tracking Number		INCO Terms FCA
PORT OF DISCHARGE Laem Chabang	PLACE OF DELIVER Thailand	
SUMMARY OF GOODS		
13.Part Number		14.Description



#11. Total Packages

- Total number of boxes or skids being shipped

Examples:

- 1 Skid
- 1 Box / 1 Carton
- 1 Skid STC (Said to Contain) 23 boxes / cartons

6. Dimensions (CM)			
11. Total Packages	12. Net Weight (LBs)		

#12. Total Net Weight

- Total Weight of line items **BEFORE** packaging material
- Must be less than the Gross Weight (on Packing List)
- H-DSN Commercial Invoice document populates this value from the line item weights

6. Dimensions (CM)			
11. Total Packages	12. Net Weight (LBs)		

Note on Gross Weight: Effective May 2019 - Gross Weight was removed as a required field from the Thailand Commercial Invoice per Thailand Logistics. Gross Weight is required on the Packing Lists.



#13. Part / Item Number

- Identifying part or item number related to each piece.
- Must be the H-D Part Number

7.FEDERAL TAX ID.		8.Ship
9.Inland Tracking Number		INCO
PORT OF DISCHARGE Laem Chabang		PLACE
SUMMARY OF GOODS		
13.Part Number		14.Description



#14. Description

- Complete description of the goods shipping
- Cannot be the part number and cannot be blank
- The description must be easy for any reader to understand what the item/part is – it should not be just a technical description

Example: Full Name including style, color or model number

Tracking Number	INCO Terms FCA
PLACE OF DISCHARGE Bangkok	PLACE OF DELIVERY BY ON CARRIER Thailand
DESCRIPTION OF GOODS	
Number	14.Description
	15.U

#15. Unit Cost (U.S. Dollars or Currency as per the Schedule Agreement)

- Total value of each unit in U.S. Dollars
- No more than 2 decimal places (if required, round up to 2 decimal places)
- Clearly state currency
- Avoid multiple currencies on one CI

Example: \$1.25

8.Ship Via		6.Dimensions
INCO Terms FCA	10.Total Packa	
PLACE OF DELIVERY BY ON CARRIER Thailand		
14.Description	15.Unit Cost USD	16.HTS Code



#16. HTS Code

- The U.S. Harmonized Tariff Code, this 10 digit code is used to file for export clearance.

Example:

0000.00.0000

	6.Dimensions		
	10.Total Packages	11.Net Weight (Lbs)	
USD	16.HTS Code	17.Qty	18.C/O

#17. Qty / Quantity

- The total quantity
 - Line quantity must match the quantity in an ASN.
 - Multiple ASNs require multiple lines per each ASN
 - See Slide 38 for further clarification
- Clearly state Unit of Measure
 - If Unit Cost is per 100 this needs to be clearly noted.

	6.Dimensions		
	10.Total Packages	11.Net Weight (Lbs)	12.Gross
	16.HTS Code	17.Qty	18.C/O
			19.TC



#18. C/O (Country of Origin)

- The two letter country code where each unit was made.

	11.Net Weight (LBs)	12.Gross Weight (LBs)
		19.TOTAL USD
17.Qty	18.C/O	

#19. Line Item Net Weight

- Weight of Line Item BEFORE packaging material

		19.Net Weight (LBs)	20.TOTAL (currency)
17.Qty	18.C/O		



#20. Line Item Total Value

- U.S. Dollars or any other currency as per the schedule agreement
- The number of units multiplied by the unit value.

<u>Qty</u>	<u>18.C/O</u>	<u>19.Net Weight (LBs)</u>	<u>20.TOTAL (currency)</u>

Example:

20 pieces @ \$1.00 per unit = \$20.00 (total value)

#21. Invoice Total

- Invoice Total must be the sum of the Line Item Total Value
- Invoice total currency must be the same as unit price currency
- H-DSN Commercial Invoice document populates this value from the line item weights

		21.INVOICE TOTAL	
	USD		\$0.00
PAYMENT STATUS:		PAID	DATE



#22. Contact

- Contact Name / Invoice Creator

These Commodities were exported from the USA in									
No License Required (NLR) Diversions contrary to U									
22. Contact					23.PHONE:				

33

#23. Phone

- Phone number of contact in the following format (area code) 123-5678

ted from the USA in compliance with EAR:									
rsions contrary to US laws are prohibited									
23.PHONE:									



#24. Signature

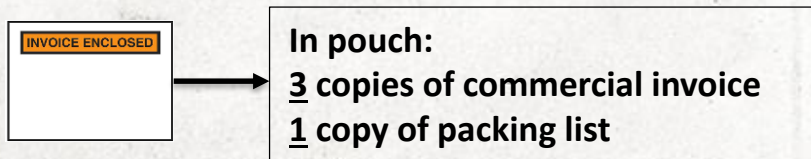
- Signature of the invoice creator, this signature could be written or electronic.
- Electronic is just the typed name in this field

	CHECK NO.	____/____/____
	NAME OF SIGNATORY	
with EAR99; Prohibited	PLACE AND DATE OF ISSUE	
	24.SIGNATURE:	



Packaging Requirements for Shipping Documents 35

- Suppliers are required to place 3 printed copies of the commercial invoice in a pouch on the outside of the pallet or on box 1 of the parcel shipment
- Suppliers are required to place 1 printed copy of the packing list in the pouch with the commercial invoice
 - Packing list **cannot** be in box, must be in shipping pouch



Outside of pallet example:



Box 1 of the parcel shipment example:



3) B10 Labeling Requirements

Appropriate use of Master B10 vs Container B10 label is Required per H-DSN specifications: [Bar Code Label Requirements](#)

(General Business Info>Doing Business with Harley-Davidson>Bar Coding Requirements)

B10 Master Label

- The B10 Master Label is to be used on a single pallet containing identical part / purchase order / packing list numbers.
- Pallets with multiple parts, require a B10 Master label for each part / purchase order / packing list number combination.

B10 Container Label

- The B10 Container Label is to be used on a single container holding identical part / purchase order / packing list numbers
 - B10 Container Labels must have a Parent B10 Master label

B10 Master and Container Label Information is required to be sent to H-D via EDI or H-DSN; See H-DSN [856 EDI Implementation Guide](#)

(Electronic Commerce Information>EDI Implementation Guide>856)



Handling Unit Requirements

- Handling Unit (s) must be 15 digits all numeric and consist of :
 - XXXXXXYYYYYYYYYY
 - XXXXXX : The first 6 digits is SUPPLIER ID
 - YYYYYYYYYY : The following 9 digits is unique serial number.
- Handling Unit number (YYYYYYYYYY) cannot be repeated for handling unit already used in last 2 years.
- Handling Unit numbers cannot be repeated among Kansas City Plant, York Plant and Thailand Plant.
- Handling Unit number must be identified on the bottom barcode of B10 label.

FROM: ABC supplier 123 EDEN Road, York, PA SUPPLIER# 654321	TO: Exact H-D Thailand legal company name, entity, & address DEL LOC: XL 12386	PACKING LIST#: (11K) 11111111
PART NO (P) 1234567890 	Master Label REV. LEVEL PART DESC: A BRAKE	
QUANTITY (Q) 50000 	 PURCHASE ORDER# (K) R098765432	
SERIAL NO (S) 654321012345678 		

XXXXXX YYYYYYYYYY



4) ASN Requirements

- Accurate ASN information with respect to B10 Master label and B10 Container label is required; See H-DSN [856 EDI Implementation Guide](#) for Specifications
 - *(General Business Information>Electronic Commerce Information>EDI Implementation Guide>856)*
- Notable EDI items to Review in the H-DSN [856 EDI Implementation Guide](#)
 - 9S B10 Master Label Serial Numbers need to reference “SE” (Page 17)
 - 3S B10 Container Label Serial Numbers need to Reference “LS” (Page 25) - Optional

****Note**** Incorrect Handling Unit serial reference (SE) will result in Non-Compliant B10/ASN information



ASN and Commercial Invoice Alignment

- It is a Thailand Customs requirement that the ASN and Commercial Invoice are aligned
 - Line item count must be the same, if the same part is repeated 4 times in the ASN, having one line for the total quantity in the CI is NOT acceptable.

Example Supplier ASN

Item	Material	Delivery quantity	SU	Description
<u>10</u>	<u>40100073</u>	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"
<u>20</u>	<u>40100073</u>	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"
<u>30</u>	<u>40100073</u>	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"
<u>40</u>	<u>40100073</u>	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"

Correct Supplier Commercial Invoice format for above ASN

Item	13.Part Number	14.Description	15.Unit Cost (currency)	16.HTS Code	17.Qty	18.C/O	19.Net Weight (Lbs)	20.TOTAL (currency)
1	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	\$1.00	1111.22.3333	6	US	12.000	\$6.00
2	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	\$1.00	1111.22.3333	6	US	12.000	\$6.00
3	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	\$1.00	1111.22.3333	6	US	12.000	\$6.00
4	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	\$1.00	1111.22.3333	6	US	12.000	\$6.00

Incorrect Supplier Commercial Invoice format for above ASN

Item	13.Part Number	14.Description	15.Unit Cost (currency)	16.HTS Code	17.Qty	18.C/O	19.Net Weight (Lbs)	20.TOTAL (currency)
1	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	\$1.00	1111.22.3333	24	US	48.000	\$24.00



*If the example Supplier ASN showed 1 line with quantity 24 then the above commercial invoice would be correct

5. Payment (sales) Invoice Requirements

Failure to meet the below requirements will result in payment delays:

- Payment (sales) Invoices **must** be sent to the AP-Thailand inbox apthailand@harley-davidson.com
- The **exact** H-D Thailand legal company name, entity, and address must be used on the invoice
- Piece price and the total Invoice amount should exactly match the commercial invoice and to the H-D and supplier agreed upon pricing
- The payment (sales) invoice number must use the reference number (packing list number)





**Shipping Mark Label Requirement for
Non-U.S. & Local Suppliers Only**



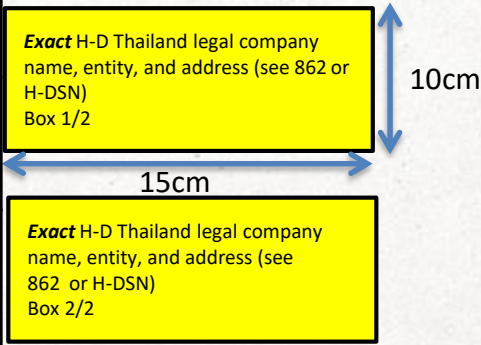
Shipping Mark Label Requirement – Non-U.S. & Local Supplier Only

1. Supplier to create a separate packing list for each consignee
2. Packing list to include an additional column ‘Shipping Marks’
3. Information in Column ‘Shipping Marks’ limited to Consignee name, address, pallet/box number count
4. Create label as shown in Yellow, same as mentioned in ‘Shipping Marks’ column in the packing list.

Example of Supplier packing list:

Box#	Part#	Part Description	Supplier Name	Supplier Invoice#	Quantity	Net Weight (Pounds)	Gross Weight (Pounds)	Shipping Marks
1	2311st	Frame	XYZ	SH014	50	XX lbs.	XX lbs.	<i>Exact</i> H-D Thailand legal company name, entity, and address (see 862 or H-DSN) Box 1/2
	282c8	Switch Knob	XYZ	SH014	100	XX lbs.	XX lbs.	
2	312ab	Gearbox	XYZ	SG015	80	XX lbs.	XX lbs.	<i>Exact</i> H-D Thailand legal company name, entity, and address (see 862 or H-DSN) Box 2/2

Shipping Mark Label



Notes:

- The shipping mark on the pallet/boxes must match the Packing list
- If the shipping mark does not match the packing list there will be a penalty charge of up to THB 50,000 depending on the assessing officer’s judgment
- If there is any such penalty levied on HDMC (Thailand) due to non-compliance of shipping mark notification, the same will be charged back to the supplier



Instructions for Shipping Mark Label Printing

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Font size : 12



CONSIGNEE NAME

Font size : 22



Exact H-D Thailand legal company name,
entity, and address (see 862 or H-DSN)

0

Font size : 18



BOX No.

1 of 4

Update Box # if shipping in
Boxes.

Font size : 18



Pallet No.

1 of 4

Update Pallet # if the
material is packed over
Pallet.

10 cm

15 cm

Additional Information :-

Label Color : White

Font Color : Black

Font Type : Calibri

Label Position : Shown on slide no. 32 (ref. Pallet Image)

Printer : Laser / Inkjet





Shipping Instructions



U.S. Originating Suppliers Shipping Instructions

- Routing instructions for shipments going through Perris CA – West Coast Consolidation Center (WCCC) (*Updated May 2019*) - **Select appropriate option:**
 1. Shipment is less than 150 lbs total and not palletized –ship via **UPS Parcel** – account # **8541V0**
 2. Shipment is palletized and/or over 150 lbs and less than 10,000 lbs – Ship via **XPO-LTL** (change as of May, 2019)
 - XPO phone # - 1-844-742-5976
 - When shipping via XPO it must ship “collect” and also include the following third party bill to on your Shipper’s BOL:
Harley-Davidson Motor Co.
c/o Cass Information Systems
P.O. Box 67
Saint Louis, MO 63166
 3. Shipment is more than 10 pallets and/or over 10,000 lbs – contact: hdexport@harley-Davidson.com for instructions.

(Without any written communication from H-D SCA or Logistics Team Supplier should not book any shipment through UPS / DHL Express directly to the H-D Thailand Facility)



Non-U.S. Originating Suppliers Shipping Instructions

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- The appointed freight forwarder is DHL Global Forwarding (DGF)
- Suppliers need to provide the Shipper Letter of Instruction (SLI) or total weight and dimensions for booking
- DGF (DHL Global Forwarding) account code for bookings purpose:
 - **H0750** for H-D Motorcycle (**Entity 3047**)
 - **Coming soon** for H-D Motor (**Entity 3048**)
 - **H0751** for HDMC (**Entity 3049**)

(Without any written communication from H-D SCA or Logistics Team Supplier should not book any shipment through UPS / DHL Express directly to the H-D Thailand Facility)



Version Tracking

- January 2018 – Originating Document
- September 2018 – Updates for new Thailand customs requirements
- December 2018 – Updates for plant 3048 and Thai customs clarifications
- May 2019 – Updates for removal of Gross Weight from Commercial Invoice & Shipping (Carrier) routing updates.





Please reach out to your Thailand Supply Chain Analyst with any questions

