

3M PHILIPPINES SHIPPING INSTRUCTIONS

I. IMPORTED SHIPMENT

NOTE: Send scanned copy of invoice to phiniv@mmm.com for payment process and contact [Buyer](#) (see on PO) for any payment inquiry

1.1 PORT FOR DESTINATION

- AIR: Ninoy Aquino International Airport (NAIA) – Pasay, Metro Manila, Philippines
- OCEAN: Manila North Harbour Port – Tondo, Manila, Philippines
Manila South Harbour Port – Tondo, Manila, Philippines

1.2 SHIPPING DOCUMENTS

1.2.1 Commercial Invoice needs the following information below:

- PO number
- Invoice Number
- Mode of Shipment (Air / Ocean)
- Quantity
- Unit of Measure
- Unit Price
- Total Amount
- Freight Term (FOB / EXW / CIF...etc)
- Detail Description of Goods
- Harmonize Code
- Signature of Shipper

1.2.2 Packing list needs the following information below:

- Shipping Quantity
- Packaging Type (Carton / Pallet / Crate / Drum...etc.)
- Shipment Volume (CBM)
- Number of Packaging
- Net Weight
- Gross Weight

1.2.3 Original copy of documents (Invoice / Bill of Lading / Packing List / Airway Bill)

- Send thru courier to forwarder. Contact [Buyer](#) for forwarder contact details.

1.2.4 Scanned copy of the Original documents (Invoice / Bill of Lading / Packing List / Airway Bill)

- Send in advance to Buyer thru email copied the forwarder contact person. This will be used for customs clearance.

1.2.5 Additional Documents

- All shipments should have inspection report / Certificate of Compliance (COA) / Certificate of Analysis (COA) - whichever is applicable.
- This document should contain the PO number and Lot number (if applicable)

- This document should be send to **Buyer** thru email prior shipment of goods.

1.3 FORWARDER / CARRIER ASSIGNMENT

- If freight is paid by consignee (e.g. EXW , FOB) Ocean or Air, kindly contact Buyer (see PO) or Charrie Javier (cjavier@mmm.com) for forwarder information
- If freight is paid by shipper (e.g. CIF) Ocean or Air, kindly provide contact information of the agent in Philippines of your forwarder and send shipping information and documents to **Buyer**.

II. **LOCAL SHIPMENT**

NOTE: Send scanned copy of invoice to phinv@mmm.com for payment process and contact **Buyer (see on PO) for any payment inquiry**

1.1 SHIPPING DOCUMENTS

1.1.1 Commercial Invoice needs the following information below:

- PO number
- 3M Philippines or 3M Philippines Export company address
- Tax no. information of 3M Philippines / 3M Philippines Export
- Invoice Number
- Quantity
- Unit of Measure
- Unit Price (VAT should be separated)
- Total Amount
- Detail Description of Goods
- Signature of Shipper

1.1.2 Original copy of invoice

- Should be present in every delivery and received by 3M PH warehouse receiving personnel. "NO INVOICE, NO RECEIVING" policy is strictly implemented.

1.1.3 Additional Document

- All shipments should have inspection report / Certificate of Compliance (COA) / Certificate of Analysis (COA) - whichever is applicable.
- This document should contain the PO number and Lot number (if applicable)

1.2 RECEIVING SCHEDULE

- **8:00 AM to 4:00 PM – Monday to Saturday except holidays**
- For urgent deliveries, kindly inform the **Buyer** in advance so they can provide heads up our warehouse receiving personnel
- Monthly receiving cut-off and resumption will be informed by **Buyer** by email or phone call.