

## SHIPPING INSTRUCTIONS

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Please provide your invoice to [twinv@mmm.com](mailto:twinv@mmm.com) for payment process and contact **Buyer** (see on PO) for any payment inquiry.  
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### 1. PORT OF DESTINATION

AIR: CKS, TAIPEI  
OCEAN: KAOSHIUNG, TAIWAN

### 2. SHIPPING DOCUMENTS

#### A. COMMERCIAL INVOICE NEED TO BE INCLUDED FOLLOWING INFORMATION

- 3M TAIWAN'S PO NUMBER
- INVOICE NUMBER
- TRANSPORTATION MODE (AIR/OCEAN/COURIER)
- QUANTITY
- UNIT
- UNIT PRICE
- TOTAL AMOUNT
- TRADE TERM (EXW/FOB/CIF...)
- DETAIL DESCRIPTION OF GOODS
- HARMONIZE CODE
- SIGNATURE OF SHIPPER
- REMARK : PROFORMA INVOICE IS NOT ALLOWED

#### B. PACKING LIST NEED TO BE INCLUDED FOLLOWING INFORMATION:

- SHIPPING QUANTITY
- PACKING MODE (CARTON/ PALLET/CRATE...)
- NUMBER OF PACKAGING
- NET WEIGHT
- GROSS WEIGHT

#### C. BILL OF LADING (OCEAN SHIPMENT ONLY)

ORIGINAL B/L SURRENDERED, EXPRESS RELEASE FOR ALL SHIPMENTS

#### D. REMARK

ORIGINAL INVOICE, PACKING LIST AND B/L ARE NOT NECESSARY  
WE CAN WORK ON COPY DOCUMENTS FOR CUSTOMS CLEARANCE  
AND PAYMENT

### 3. FORWARDER / CARRIER ASSIGNMENT

#### A. IF FREIGHT PAY BY CONSIGNEE (LIKE AS EXW, FOB TERM)

OCEAN SHIPMENT: PLS SEND EMAIL TO [TWIMP-OCEAN@MMM.COM](mailto:TWIMP-OCEAN@MMM.COM)  
FOR FORWARDER INFORMATION.

AIR SHIPMENT: PLS SEND EMAIL TO [TWIMP-AIR@MMM.COM](mailto:TWIMP-AIR@MMM.COM) FOR FORWARDER INFORMATION.

- B. IF FREIGHT PAY BY SHIPPER (LIKE AS CIF TERM) PLS ADVISE THE CONTACT INFORMATION OF THE AGENT IN TAIWAN OF YOUR FORWARDER. AND SEND THE SHIPPING INFORMATION AND DOCUMENTS TO US.

#### **4. SHIPPING ADVICE**

THE SHIPPING DETAILS AND SHIPPING DOCUMENTS INCLUDING COPY INVOICE (NEED SIGNATURE BY SHIPPER), PACKING LIST AND B/L (OR AIR WAY BILL) SHOULD BE SENT TO IMPORT SECTION AND **BUYER** (SEE ON PO) VIA FAX OR VIA-E-MAIL ONCE THE SHIPMENT IS MADE. NO NEED TO MAIL THE ORIGINAL DOCUMENTS VIA COURIER SERVICES.

AIR SHIPMENT, PLS EMAIL TO **BUYER** AND [TWIMP-AIR@MMM.COM](mailto:TWIMP-AIR@MMM.COM)  
OCEAN SHIPMENT, PLS EMAIL TO **BUYER** AND [TWIMP-OCEAN@MMM.COM](mailto:TWIMP-OCEAN@MMM.COM)