

SHIPPING INSTRUCTIONS

Please provide your invoice to twinv@mmm.com for payment process and contact **Buyer** (see on PO) for any payment inquiry.

1. PORT OF DESTINATION

AIR: CKS, TAIPEI

OCEAN: KEELUNG, TAIWAN (Unless other instruction for POD been given)

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

FOR FORWARDER INFORMATION.

AIR SHIPMENT: PLS SEND EMAIL TO 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
OCEAN SHIPMENT, PLS EMAIL TO **BUYER** AND TWIMP-OCEAN@MMM.COM