

GARMIN

INBOUND ROUTING GUIDELINES

This document includes Garmin Inbound Routing Guidelines, translated into English and Chinese.

Please go to the applicable language document by clicking the hyperlink corresponding to the respective language provided below.

The English language version of these Inbound Routing Guidelines shall be legally binding in all respects and shall prevail in case of any inconsistencies.

Current translations include:

[ENGLISH](#) [CHINESE](#)

GARMIN

進貨路線指南

本文件包含英文版和中文版的 Garmin 進貨路線指南。

請點選下方提供之對應於個別語言的超連結，前往適當語言的文件。

這些進貨路線指南的英文版應在各方面具有法律約束力，且在有任何不一致時優先適用。

目前翻譯提供：

[英文](#) [中文](#)



INBOUND ROUTING GUIDELINES



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General Information

If, as a Supplier, you are providing Garmin with materials that need transported it is your responsibility to ensure your organization, as well as any sub-contracted third-party transportation provider, adheres to all Garmin's logistics requirements.

Suppliers can obtain a copy of the Garmin Supplier Expectations, General Terms and Conditions, Garmin Banned/Restricted (Declarable) Substances List and the Supplier Code of Conduct from either of our supplier websites at www.garmin.com/suppliers or <https://supplier.garmin.com.tw>.

Site Security

To help prevent privacy abuse and to protect Garmin trade secrets and intellectual property, the Supplier is prohibited from using tape recorders, cameras, cell phones and other audio or video recording devices to record conversations, activities, or to take photographs while on Garmin property. The Supplier is free to use their cell phones for calls or text messaging.

All Garmin sites are subject to surveillance and monitoring by Garmin security personnel and therefore, no Supplier shall be entitled to any expectation of privacy while on Garmin property.

Third-Party Delivery on Behalf of the Supplier

As a Supplier to Garmin, if instructed to provide transportation other than by a Garmin approved transportation provider and you sub-contract your delivery of goods, it is your responsibility to ensure communication of packing, shipping, and delivery requirements to the third-party logistics provider.

International Security

Compliance with Law

As a Supplier, you must comply fully with all laws (including export control laws) of the United States of America and any other countries that may be applicable with sales of materials. You understand and acknowledge Garmin materials are subject to regulation by agencies of the U.S. government including the U.S. Department of Commerce, which prohibits export or diversion of certain products and technologies to certain countries. Materials sold hereunder may continue to be subject to United States laws and regulations and from time to time may restrict certain exports, requiring a license (authorization) to export/re-export Garmin technology and or products abroad.

Exchange of Controlled Technical Data

Supplier shall not disclose any controlled technical data, controlled under the EAR regulations unless Supplier sends prior written notice of intent to disclose to Garmin and Garmin issues written notice of acceptance of such restricted information.

Supplier shall provide export control designation information associated with such data, information, equipment, or material, such as Export Control Classification Numbers (ECCN) in all communications

regarding controlled technical data in order for Garmin to review and obtain licenses as required by export control laws and regulations.

Supplier shall adhere to all U.S. Export Administration Laws and Regulations. Refer to the Bureau of Industry and Security (BIS) website at <https://bis.doc.gov/>

International Traffic in Arms Regulations (ITAR)

Garmin prohibits the receipt of any item or technology (technical data, software, and commodities) that are subject to ITAR without prior written notification to the buying agent and authorization from Garmin to proceed.

Supplier shall not disclose any technical data, products, or the direct product of any technical data controlled under the ITAR unless Supplier sends prior written notice of intent to disclose to Garmin and Garmin issues prior written notice of acceptance of such restricted information.

Refer to the U.S. Department of State Directorate of Defense Trade website:
https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_homepage

Security and Customs-Trade Partnership Against Terrorism (C-TPAT)

Garmin is enrolled in a United States government-sponsored voluntary program entitled Customs-Trade Partnership Against Terrorism (C-TPAT) as well as the international Authorized Economic Operator (AEO). These programs are designed to assist Customs officials in detecting and preventing terrorists and terrorist weapons from entering the country, while facilitating the orderly and efficient flow of legitimate trade and people at and through the country's borders.

Garmin expects our international suppliers to:

- Review the requirements of C-TPAT to develop and implement a plan to enhance security procedures in accordance with the recommendations of U.S. Customs & Border Protection (CBP). (See: <https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>)
- Maintain a secure facility and cooperate with Garmin by implementing and utilizing proper security procedures when preparing and handling Garmin's merchandise and cargo.
- Maintain documented procedures designed to prevent visible pest contamination of products/shipments to include compliance with Wood Packaging Materials (WPM) regulations that meet International Plant Protection Convention (IPPC) standards.
- Make improvements, if needed, in business partner requirements, container security and inspection, physical access controls, personnel security, procedural security, security training and threat awareness, physical security, and information technology security.
- Make its facility available, upon request, for inspection by representatives of the Buyer, so they may review the Supplier's security procedures and compare them to the written procedure plan previously certified to the Supplier.

Garmin encourages our business partners to become familiar with the C-TPAT, AEO, or similar programs and their minimum-security criteria's and, if eligible, consider becoming a member of these, or similar security program(s), which may be available in your country of operation.

Receiving

Garmin has several delivery points around the world. All deliveries must meet relevant and appropriate packaging, labeling, pallet size, special instruction, and documentation requirements as agreed upon by each Garmin site and the Supplier. Note site exceptions throughout this document.

To ensure goods arrive promptly at the correct location, please follow the delivery instructions on the Purchase Order (PO). Failure to deliver to the correct location with a valid PO number by the Carrier may result in refused entry to the site or redirected to the correct location.

Delivery Locations

Inbound Routing Guidelines apply to the following Garmin sites:

Garmin Site	Address	Telephone – WHS receiving
Olathe, KS, USA	1100 E. 151st Street Olathe, KS 66062	913-440-2224
Salem, OR, USA	2345 Turner Road SE Salem, OR 97302	503-391-3486
Miramar, FL, US (bldg2)	10431 N. Commerce Parkway, Miramar, FL 33205	954-443-1100 ext.2240
Phoenix, AZ, USA	3343E. Wier Ave, Phoenix, AZ 85040	602-431-1700 ext. 3124
Garmin Corporation (T1)	No.68, Zhangshu 2nd Rd., Xizhi Dist., New Taipei City 22159, Taiwan	886-2 2642-8999#6934
Garmin Corporation (T2)	No.24, Beiyuan Rd., Zhongli Dist., Taoyuan City 32063, Taiwan	886-3 462-2999#6905
Garmin Corporation (T3)	No.270, Huaya 2nd Rd., Guishan Dist., Taoyuan City 33383, Taiwan	886-3 318-7099#6905
Garmin Corporation (T5)	No. 3, Titanggang Rd., Xinshi Dist., Tainan City 744092 , Taiwan	886-6 588-9909#6107
Garmin Yangzhou (C5)	No 122, Jinshan Road, Economic and Technological Development Zone, Yangzhou, China	886-514 82169818#6920
Garmin Wroclaw Sp Z.O.O.	ul. Ryszarda 2/ 55-040 Biskupice Podgorne, Poland	+48 717 583 180
Garmin Europe Ltd	Hounslow Business Park, Liberty House, Bulls Copse Rd., Totton, Southampton SO40 9LR, United Kingdom	+44 02380-524164
Garmin (Europe) Ltd (E2)	4 Parham Drive, Boyatt Wood, Eastleigh Hampshire, SO50 4NU United Kingdom	+44 7570 282883
Tacx, Oegstgeest, NL	De Boeg 2, 2343 HK, Oegstgeest, The Netherlands	+31 717999306
Garmin Australasia	19 Hawthorne Ave, Marsden Park, NSW, 2765	+61 400 028 618 or +61 474 043 088
Garmin New Zealand	2 Tawharau Lane, East Tamaki, Auckland, 2013	+64 21 534 950

Receiving Hours

Location	Hours Start	Hours Close	Time Zone	Days of Operation	Dock Doors
Olathe, KS					
Raw Materials	7:00 AM	3:00 PM	CST	M-F	42-46
Finished Goods	7:00 AM	4:00 PM	CST	M-F	28-36
Salem, OR	7:00 AM	4:00 PM	PST	M-F	1
Miramar, FL	8:00 AM	3:00 PM	EST	M-F	
Phoenix, AZ	8:00 AM	4:30 PM	MST	M_F	
Garmin Corporation (T1/2/3/5)	8:00 AM	7:30 PM			
Garmin Yangzhou (C5)	8:00 AM	5:00 PM	GMT	M-F	
Garmin Wroclaw Sp Z.O.O.	7:00 AM	3:00 PM	CET	M-F	9-13
Garmin Europe Ltd	6:30 AM	4:00 PM	GMT	M-F	1-4
Garmin Europe Ltd (E2)	8:00 AM	4:00 PM	GMT	M-F	1-4
Tacx, Oegstgeest, NL	7:00 AM	4:00 PM	CET	M-F	1-4
Garmin Australasia	8:00 AM	3:00 PM	AEST	M-F	6-9 & 13
Garmin New Zealand	8.00 AM	3:30 PM	NZGMT	M-F	3-4

Carrier Guidelines

Olathe, KS

All Carriers must check in at the Carrier Entrance to get a dock door assignment and visitor identification (ID). Drivers are to present a valid picture ID for approval to access our facility. Carrier Entrance is **located on the Southeast side of the facility directly off Mahaffie Street.**

Appointment Guidelines

- Less than Truckload (LTL) Carriers must have a delivery appointment scheduled prior to arrival. Schedule a delivery appointment with the Traffic Office by calling (913)440-2224 prior to 5:00 PM CST.
- Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival. Delivery appointments should be made via email ops-f.g.receiving@garmin.com.
- Small Parcel Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address, fax number and phone number
- Standard Carrier Alpha Code (SCAC)
- Valid Carrier estimated time of arrival (ETA) within [Facility Receiving Hours](#).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL). ([Refer to BOL section](#))
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility
- Must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date. ([Refer to Appointment Guidelines](#))
- Ensure vehicle is free from any visible pest contamination.

Salem, OR

Carriers are not required to make an appointment. They must check in at the Carrier Entrance located at the Southeast corner of the building facing Turner Road. Drivers are to present a valid picture ID for approval to access our facility.

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL). ([Refer to BOL section](#))
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.
- Ensure vehicle is free from any visible pest contamination.

Miramar, FL

All Carriers must check in at the Carrier Entrance to get a dock door assignment. Drivers are to present a valid picture ID for approval to access our facility.

Appointment Guidelines

- Less than Truckload (LTL) Carriers must have a delivery appointment scheduled prior to arrival. Schedule a delivery appointment with the Traffic Office by calling (954-443-1100 ext. 2352) prior to 5:00 PM EST.
- Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival. Delivery appointments should be made by calling (630-995-5744).
- Small Parcel Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address, fax number and phone number.
- Standard Carrier Alpha Code (SCAC).
- Valid Carrier estimated time of arrival (ETA) within [Facility Receiving Hours](#).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL). ([Refer to BOL section](#)).
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility.
- Must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date ([Refer to Appointment Guidelines](#)).
- Ensure vehicle is free from any visible pest contamination.

Phoenix, AZ

All Carriers must check in at the Carrier Entrance to get a dock door assignment. Drivers are to present a valid picture ID for approval to access our facility.

Appointment Guidelines

- Less than Truckload (LTL) Carriers must have a delivery appointment scheduled prior to arrival. Schedule a delivery appointment with the Traffic Office by calling (602-431-1700 ext. 3124) prior to 5:00 PM MST.
- Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival. Delivery appointments should be made by calling (602-431-1700 ext. 3124).
- Small Parcel Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address, fax number and phone number.
- Standard Carrier Alpha Code (SCAC).
- Valid Carrier estimated time of arrival (ETA) within [Facility Receiving Hours](#).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL) ([Refer to BOL section](#)).
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility.
- Must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date ([Refer to Appointment Guidelines](#)).
- Ensure vehicle is free from any visible pest contamination.

Garmin Corporation

- All Carriers must check in at the Carrier Entrance to get a dock door assignment and visitor identification (ID). Drivers are to present a valid picture ID for approval to access our facility.
- All Drivers must submit details of delivery notes at the Entrance.

- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT/AEO guidelines. Shipments which do not comply with the above terms will result in shipment refusal.
- Ensure delivery trucks must be on the waiting area during check in and do not occupy the entrance.
- Ensure the truck door meets the dock roof during unloading of the cargo in order to avoid wet damage.
- 8-ton truck or greater must be unloaded at designated dock



Appointment Guidelines

- Less than Truckload (LTL) and Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival.
- Daily delivery appointment for MaRS vendor is no later than 17:00.
- Delivery appointment can be made available on Supplier portal for NON-MaRS vendors
- Small Parcel Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address, fax and phone number and supplier name if needed.

Estimated time of arrival (ETA).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL) ([Refer to BOL section](#)).
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all AEO/C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility.
- Must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date. ([Refer to Appointment Guidelines](#)).
- Ensure vehicle is free from any visible pest contamination.

Garmin Yangzhou

- All Carriers must check in at the Carrier Entrance to get a dock door assignment and visitor identification (ID). Drivers are to present a valid picture ID for approval to access our facility.
- All Drivers must submit details of delivery notes at the Entrance.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT/AEO guidelines. Shipments which do not comply with the above terms will result in shipment refusal.
- Ensure delivery trucks must be on the waiting area during check in and do not occupy the entrance.
- Ensure the truck door meets the dock roof during unloading of the cargo in order to avoid wet damage.

Appointment Guidelines

- Less than Truckload (LTL) and Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival.
- Small Parcel Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address, fax and phone number and supplier name if needed.
- Estimated time of arrival (ETA).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL) ([Refer to BOL section](#)).
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all AEO/C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility.
- Must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date ([Refer to Appointment Guidelines](#)).
- Ensure vehicle is free from any visible pest contamination.

Wroclaw, Poland

All Carriers must check in at the Carrier Entrance to get a dock door assignment and visitor identification (ID). Drivers are to present a valid picture ID for approval to access our facility. Carrier Entrance is located at the Southwest side of the facility on Ryszarda Chomicza.

Appointment Guidelines

Less than Truckload (LTL) and Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival. Schedule a delivery appointment with the Traffic Office by calling +48 717 583 180 prior to 3:00 PM CET.

Small Parcel Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address and phone number.
- Standard Carrier Alpha Code (SCAC).
- Valid Carrier estimated time of arrival (ETA) within [Facility Receiving Hours](#).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL). ([Refer to BOL section](#))
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility
- Must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date. ([Refer to Appointment Guidelines](#))
- Ensure vehicle is free from any visible pest contamination.

Eastleigh, United Kingdom

All Carriers must check in at the Carrier Entrance to get a dock door assignment and visitor identification (ID). Drivers are to present a valid picture ID for approval to access our facility. Small parcel deliveries are to go to gate 3, while all other deliveries can go to gate 1. Both gates have an intercom system that is controlled by the onsite security.

Appointment Guidelines

Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival. Schedule a delivery appointment with the Traffic Office by calling +44 7570 282883 prior to 4:00 PM GMT.

Small Parcel and Less than Truckload (LTL) Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Southampton, United Kingdom

All Carriers must check in at the Carrier Entrance to get a dock door assignment and visitor identification (ID). Drivers are to present a valid picture ID for approval to access our facility. Carrier Entrance is located at the West side of the facility at the end of Bulls Copse Road.

Appointment Guidelines

Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival. Schedule a delivery appointment with the Traffic Office by calling +44 02380-524164 prior to 4:00 PM GMT.

Small Parcel and Less than Truckload (LTL) Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address and phone number
- Valid Carrier estimated time of arrival (ETA) within [Facility Receiving Hours](#).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL). ([Refer to BOL section](#))
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all AEO guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility
- Truckload Carriers must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date.
- Air carriers must submit a detailed Appointment Request a minimum of 48 hours in advance of the desired delivery date.
- Ocean carriers must submit a detailed Appointment Request as far in advance as possible. The minimum requirement is 48 hours in advance. ([Refer to Appointment Guidelines](#))
- Ensure vehicle is free from any visible pest contamination.

Tacx, Oegstgeest, NL

All Carriers must check in at the Carrier Entrance to get a dock door assignment. Drivers are to present a valid picture ID for approval to access our facility. Carrier Entrance is located at the southeast corner of the warehouse.

Appointment Guidelines

Less than Truckload (LTL) and Truckload (TL) Carriers must have a delivery appointment scheduled prior to arrival. Schedule a delivery appointment with the Traffic Office by calling +31 717999306, 24 hours prior to delivery.

Small Parcel Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Appointment Request Requirements

Submit all information below to schedule a Delivery Appointment:

- Carrier name, contact name, email address, and phone number.

- Standard Carrier Alpha Code (SCAC).
- Valid Carrier estimated time of arrival (ETA) within [Facilities Receiving Hours](#).

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL) ([Refer to BOL section](#)).
- Provide Carrier with Garmin appointment request instructions.
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all C-TPAT guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility.
- Must submit a detailed Appointment Request a minimum of 24 hours in advance of the desired delivery date ([Refer to Appointment Guidelines](#)).
- Ensure vehicle is free from any visible pest contamination.

Marsden Park, Australia

All Carriers must send pre alerts to Australasia Receiving at au.receiving@garmin.com prior to delivery. For container deliveries the date and time must be agreed prior to delivery via email.

Small Parcel and Less than Truckload (LTL) Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL) ([Refer to BOL section](#)).
- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all AEO guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Requesting and managing their schedules into the Garmin facility.
- Truckload Carriers must submit pre-alerts a minimum of 24 hours in advance of the desired delivery date.
- Air carriers must submit pre alerts a minimum of 24 hours in advance of the desired delivery date.
- Ensure the vehicle is free from any visible pest contamination.

East Tamaki, New Zealand

All Carriers must send pre alerts to Dani.Polath@garmin.com and NZ.Logistics@garmin.com

Small Parcel and Less than Truckload (LTL) Carriers are not required to make an appointment but are encouraged to do so to avoid delays.

Supplier Responsibility

- Provide Carrier with Bill of Lading (BOL) ([Refer to BOL section](#)).

- Ensure all drivers arrive with valid issued driver's license, required paperwork, seals, and BOLs following all AEO guidelines. Shipments which do not comply with the above terms will result in shipment refusal.

Carrier Responsibility

- Ensure the vehicle is free from any visible pest contamination.

Receiving Discrepancies and Miss-Ships

Garmin reserves the right to refuse or return a shipment if it does not comply with our requirements.

Non-compliance includes (but is not limited to):

- Material shipped without a valid PO
- Over-shipments, unless approved by the Garmin Purchasing Department
- Any material damaged either by the Carrier or through improper packaging
- Early or late shipments need approval prior to delivery by the Garmin Purchasing Department
- Non-compliance to any of the guidelines set forth in this document

Garmin will expect a Return Material Authorization (RMA) and supplier shipping instructions on any miss-ship or over-ship within two business days of notifying the Supplier. Supplier will be financially responsible for any returned shipments. Garmin reserves the right to assess storage fees for an RMA not received within a reasonable period of time.

Shipping Materials, Labeling and Marking Requirements and Specifications

General Packaging Requirements

- Bundles with strings, straps, bands, wire, tying material inside of cartons require approval, in advance, by the Garmin Purchasing Department.
- Properly pack material to prevent damage without using excessive paper, tape, foam, etc.
- Electrostatic Sensitive Devices (ESD) should be packaged in ESD bags and preferably vacuum-sealed.
- Moisture sensitive devices should be vacuum-sealed with desiccant and a humidity indicator card.
- Cartons are required to be of sufficient corrugated strength to withstand the rigors of shipment, receipt, and warehousing. ([Refer to Carton Specifications](#))
- Suppliers will be required to increase the Bursting Test Level of the carton if shipments are received with deformed or damaged cartons.
- Carton weight should not exceed 55 pounds (U.S.) or 15 Kg (TW, Europe, AU/NZ, TACX); any item shipped in excess of this weight requires the yellow Heavy Load Label. See "Caution Heavy Load" yellow label example below in Master Case Marking section.
- Seal shipping cartons with tape or light adhesive.
- Do not use staples, wires, straps, or bands without prior approval from the Garmin Purchasing Department.

- When damage is found on outer packages upon receipt, the shipment will be held on a special location for further inspection.

Carton Specifications

- Always use the smallest carton available.
- Use only new corrugated cartons with a Mullen/Burst Test rating of at least 200 psi (pounds per square inch) or ECT (Edge Crush Test) rating of 32 lbs./inch.
- Boxes must have either a Mullen or ECT certification stamp as shown below:



All cartons shipped to the Garmin Warehouse(if greater than approved weight and dimensions as defined below requires the “Heavy Load label” specified in the Heavy Load Label Requirements section.

	Maximum Dimensions			Max Weight per foot	Max Total Carton Weight
	Length (in/cm)	Width (in/cm)	Height (in/cm)	Pounds/ KG	Pounds/ KG
Olathe	28 in	18 in	17.7 in	30 lbs	55 lbs
Miramar	28 in	18 in	17.7 in	30 lbs	55 lbs
Salem	28 in	18 in	17.7 in	30 lbs	55 lbs
Garmin Europe	71cm	46cm	44cm	15 Kg	15 Kg
Garmin Europe (E2)	71cm	46cm	44cm	15 Kg	15 Kg
TACX	71cm	46cm	44cm	15 Kg	15 Kg
Taiwan locations	71cm	46cm	44cm	15 Kg	15 Kg
Garmin AU	71cm	46cm	44cm	15 Kg	15 Kg
Garmin NZ	71cm	46cm	44cm	15 Kg	15 Kg

Master Carton General Requirements and Specifications

Master Case Markings

- Affix a “Mixed” label to the carton, if the carton contains more than one Stock Keeping Unit (SKU), indicating the carton is mixed. ([Refer to Mixed Master Case Labeling Requirements](#))
- All cartons or inner packs, with a single item part number, must have the country of origin on the outside of the carton via a label or stencil.
- Hazardous materials must be properly identified on all shipping documents that includes the product’s proper shipping name, United Nations (UN) and/or North America (NA) number, hazard class, packing group, and the 24-hour emergency contact telephone number.
- Cartons exceeding 55 pounds (U.S.) or 15 Kg (TW, Europe, AU/NZ, TACX) must include yellow ‘CAUTION Heavy Load’ label (requires approval). Cartons exceeding 25 kg (all locations) should be labeled with a two-person lift warning that includes a relevant weight bracket, see label examples :



Supplier assumes responsibility to comply with all required government regulatory agencies for carton labeling and/or pallet placards.

- Garmin will hold Supplier solely responsible for any subsequent penalties or fees issued by either federal or state agencies for failing to comply.

Master Case/Inner Packs/Product Label Requirements

- One PO per carton, or packaged separately within a master carton, is permitted. ([Refer to Mixed Master Case Labeling Requirements](#))
- Master case **MUST** identify all Garmin part numbers or legacy part numbers inside the case via a label affixed to the outside of the carton. ([Refer to Master Case Labeling Requirements](#))
- Garmin **prefers** only one SKU per package / Universal Product Code (UPC) per carton for all LTL shipments and when feasible for small parcel shipments.
- Multiple item part numbers for a **single PO** may be packaged in one master case.
- Inner packs must be properly marked with the Garmin part number (GPN) or legacy part number, PO #, quantity, and description. Inner pack labels are NOT intended for SMT reels or ESD bags – refer to Product label instructions below. ([Refer to Inner Pack Label Requirements](#))
- Product Labels **MUST** be applied to the smallest level of packing (e.g.: SMT reels, ESD bags). Product labels should be marked with the manufacturer part number, quantity, date code, and lot code. ([Refer to Product Label Requirements](#))

Master Carton Labeling Requirements and Specifications

Master Case Labeling Requirements

To identify the items being received Garmin requires sufficient labeling. In most cases, this is a label on each carton identifying the Supplier, GPN or legacy item number, PO number, quantity, and number of cartons in shipment.

Suppliers are responsible for label quality. Thermal printing is the required printing method to avoid smudging during transit. Smudges during transit caused by the use of improper label stock or not printing on thermal printer will require extra handling and/or re-printing of new labels.

Smudge proof ink, non-reflective and high-quality white label stock paper must be used for proper scanning. Ink Jet and/or Laser printing is not acceptable.

Standard printer paper is not acceptable for any labels listed below. Barcode must be free of any flaws or lines caused by a bad print head. Any flaw in the barcode lines will cause a “no read” issue at the Garmin Distribution Center (DC) and may require an extra handling fee and printing of new labels.

Master Case Labeling Specifications

Garmin requires all labels to meet GS1 -128 specifications on every carton. All carton labels must include the following accurate information: (See Sample below)

- Ship From
- Ship To
- Invoice Number
- ASN # (if applicable)
- Carrier Tracking Number
- PO # - (Human Readable and 1D bar code)
- Item Description
- Carton Quantity
- GPN - (Human Readable and 1D bar code)
- Carton Weight
- Manufacturer Part Number
- PO Line Number
- Carton Number: (1 of #)
- Serial Number(s) – (2D Bar Code)
 - Refer to details in sections below on 2D bar-codes for serial numbers
- Base reserved for carrier or supplier

Sample GS1-128

Ship From	Saved to this PC Supply Co. 1234 Main Street Chicago, IL 60611	TO: Garmin International 1200 E 151st Street Olathe, KS 66062	Ship to
Invoice Number	Invoice #: 5719822-03	CARRIER: Carrier	Carrier information and tracking number
ASN Number	ASN #: 20005493562201	TRACKING #: 4565456545654	
PO Number	Carton 2 of 6 in shipment		
Supplier Part Number	PO #: 9876543210		PO Number barcode
	PO Line #: 2.4		
	Supplier Part #: 42AZ1-99-13579		
	Description: Test Item Description		Item Description
	Item: 000-00000-00		
Garmin Part Number	Qty: 36		Garmin Part Number Bar Code
	Carton Wt: 13.72 LBS		Carton Weight
	Serial Numbers: 6RA363759 – 6RA364010(36)		Serial Number Range
Serial # range bar code (2D preferred)			
	Reserved for Supplier/Carrier		Supplier or Carrier Space

Mixed Master Case Labeling Requirements

Cartons with multiple GPN's must have the following information printed on a white carton contents label:

- To: Garmin Name and Address
- From: Supplier Name and Address
- GPN: Human readable, must not include any references to revisions
 - Bar Code
- Quantity: Human readable

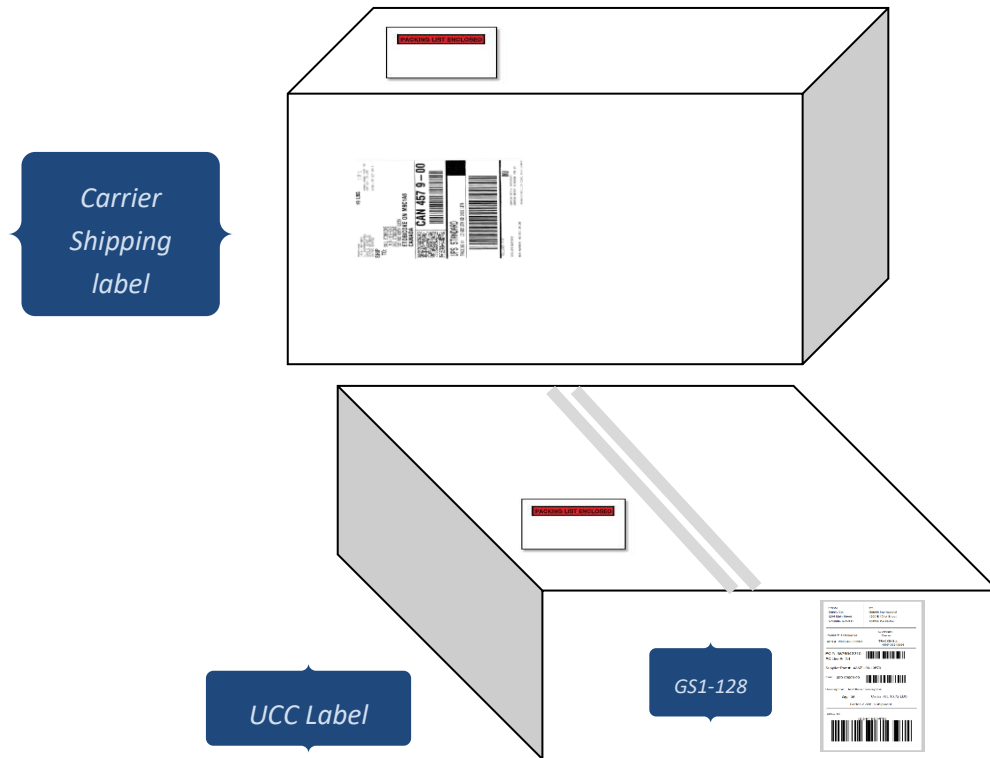
Sample Mixed Carton Label

TO: Garmin Name and Address		FROM: Supplier Name and Address
Garmin Carton Contents Label MIXED		
GPN	GPN Barcode	Qty
010-25899-00		277
010-10909-00		144
013-23698-02		90
011-15895-05		36
010-25886-25		300

Supplier Label Placement Requirements

Each carton should be labeled in accordance with the examples provided below:

Sample Carton Label Positions



Inner Pack Labeling Requirements

Each inner pack must include the following information on a white label:

- GPN: Human readable over barcode (size 12 font minimum and must not include any reference to revisions)
 - Bar Code
- Quantity: Human readable over barcode (size 12 font minimum)
 - Bar Code
- Garmin PO Number: Human readable over barcode (size 12 font minimum)
 - Bar Code

Sample Inner Pack Label



Product Label Requirements

Each product label must include the following fields on a white label:

- Manufacturer Name: Logo or Human readable text
- Manufacturer Part Number: Human readable near barcode
 - Bar Code
- Quantity: Human readable near barcode
 - Bar Code
- Lot Code: Human readable near barcode
 - Bar Code
- Date Code: Human readable near barcode
 - Bar Code

Additional fields can be included on the product label at the discretion of the supplier.

The significance of the date code must be established by the supplier and communicated to the customer. This is often the manufacture date. If the date code can be decoded from the lot code, the date code can be omitted from the product label if the supplier provides documentation on decoding of the date code.

For 1D barcodes, Garmin prefers Code 39 or Code 128 symbology with a minimum x-dimension (narrow element) of 9.5 mils or .0095" with a quiet zone of 10 times the x-dimension or .25", whichever is greater. For 2D barcodes, Garmin prefers Data Matrix ECC 200 symbology with a minimum x-dimension of 14.6 mils or .0146" and a quiet zone equal to the x-dimension of the symbol.

If a 2D barcode is used that contains multiple pieces of data, the supplier must establish the format structure and communicate this format to Garmin. Garmin prefers the use of Format 06 structure, as defined in ISO/IEC 15434 specifications.

Garmin prefers the use of data identifiers, specified character(s) that define the intended use of the data element that follows. For example, data encoded in linear barcodes would be in the following format when using data identifiers.

2D bar-code - serial numbers:

No more than 36 serial numbers

The delimiter is an underscore 09 underscore 0A underscore “_09_0A_”.

Example data:

219028339_09_0A_219028340_09_0A_219028341_09_0A_

Other:

Data identifiers should be used to specify character(s) that define the intended use of the data element that follows.

For example, data encoded in linear barcodes would be in the following format when using data identifiers:

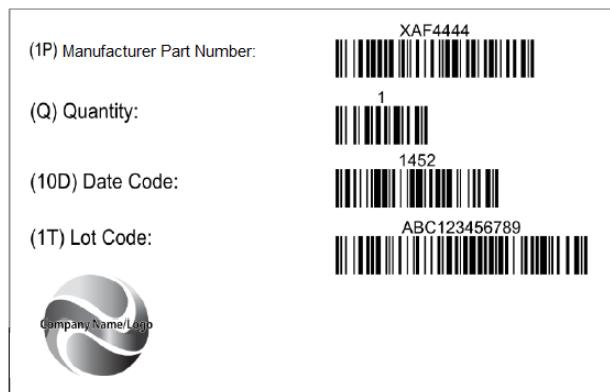
<Barcode Data> = <Data Identifier><Data String>

Garmin requires the following data identifiers for the specific fields on the product label:

Field Name	Data Identifier	Example Data String	Example Barcode Data
Manufacturer Part Number	1P	XAF4444	1P XAF4444
Quantity	Q	1	Q1
Lot Code	1T	ABC123456789	1T ABC123456789
Date Code	9D or 10D	1452	10D1452

Sample Product Label

The following product labels are shown as examples only and supplier may choose own product label standard with that complies to these requirements.



Product label example showing only a 2D barcode that would contain multiple fields: manufacturer part number, quantity, date code, and lot code.

(1P) Manufacturer Part Number:	DEF3R3H2055
(Q) Quantity:	1
(10D) Date Code:	1452
(1T) Lot Code:	ABC123456789

	RoHS COMPLIANT SEAL DATE: 08/01/2014	
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Sample Product Label Positions

Below is a table of sample label placements and is not an all-inclusive list of possible packaging.

	Reel Label to be placed on flat surface of reel, not impeding center spindle hole or any other cutouts on the reel surface
	Bag
	Tube If label must be wrapped to fit, do not wrap 2D barcode over any edges. Entire 2D barcode must be placed on flat surface.

Heavy Load Label Requirements

Heavy load label is required for carton weight over 55lb (U.S.) or 15Kg (TW, Europe, AU/NZ, TACX).

Additional label is required for carton weights over 25 kg to designate that the shipment should be lifted by two people.

Heavy load label Specifications

- Size: 75mm x 75mm
- Color: Black, Yellow



Carton Tape Requirements

- Seal shipping cartons or packages using transparent sealing tape
- Properly seal all open sides of the carton to prevent damage
- Do not tape over carton shipping label
- Orange, blue and yellow tapes are prohibited from using as carton seal tape

Pallet Requirements and Specifications for Ocean Container Shipments

Container Optimization

- Garmin requests that a 40'HC (High Cube) container be used in place of a 40' container when shipping from a supplier
- Doing this will help gain additional load space for the same cost as shipping a standard 40' container
- As long as it fits through the container doors, it would be acceptable to increase the pallet height to fill the extra space of the 40'HC container
- If shipment fits into a 20' container, it should be used so long as the shipment does not exceed weight restrictions
- If not a full container load, reach out to Global Transportation department for break point guidance

Pallet Specifications

All shipments must be on Grocery Manufacturers Association (GMA) grade A Pallets that are:

- U.S. locations: 48" x 40", 4-way entry, and 6" lead boards
- Taiwan locations: 122 cm x 110 cm & 12 cm stringer
- UK and NL locations: 1200 mm x 1000 mm (4-way), 1200 mm x 800 mm (Euro), or US/Taiwan pallets also accepted.
- Pallets with repaired double stringer are allowed
- Must be in good condition to withstand transportation and storage of product
- Pallets shipping to international destinations are subject to the guidelines set forth by International Standards for Phytosanitary Measures (ISPM) 15 standards for heat treatment or fumigated pallets. Find details for this standard at [ISPM15 - Global details of import and export regulations](#). Below is a

sample of the Heat treatment stamp that must be present on any imported pallets coming into a Garmin facility.



Pallet Requirements

- Boxes should be stacked, interlocked layer to layer to provide strength and stability when stacked. ([Refer to Proper Pallet Loading section](#))
- Pallets should be built to allow for double stacking
- If pallets cannot be double stacked, need a clear “DO NOT DOUBLE STACK” label
- Cartons must have labels facing out.
- Cartons should never extend over the pallet-causing overhang of more than one inch or 2.5 cm on any side. ([Refer to Proper Pallet Loading section](#))
- Heavier boxes on bottom, lighter on top
- Maximum weight of a skid should not exceed 2,000 lbs (U.S. locations), 600 Kg (Taiwan locations), 1200 Kg (Wroclaw location), 2000 Kg (NL location), or 500 kg (UK location).
- Maximum height of a skid, going into a Garmin facility, must not exceed 96” (U.S. locations), 150 cm (Taiwan locations), 180 cm (Wroclaw location), or 1.6 m (UK and NL location).
- Skids must be shrink wrapped appropriately to withstand shipping and storage.
- Pallet with more than one SKU must have a mixed tag or label visibly attached. ([Refer to Proper Pallet Loading section](#))
- Pallet quantities for a particular SKU must be consistent on every delivery.

Pallet Labeling Requirements and Specifications

Listed below is the minimum human readable information that must be on the GS1-128 pallet shipping label:

- Ship From: Supplier Address
- Ship To: Garmin Address
- Carrier Name
- Carrier Tracking Number (PRO number)
- Garmin PO #
- Invoice Number
- Pallet Weight
- Pallet X of Y
- ASN Number (If applicable)

Sample Pallet Shipping Label

Ship From:	Ship To:
Your company	Garmin International
Your address	1200 E. 151st Street
Your city	Olathe, KS 66062
Your state, zip code	
Carrier Name: "Insert Carrier Name"	
Carrier Tracking # "Insert Carrier Tracking Number"	
Garmin PO # "Insert PO Number"	
Invoice Number:	"Insert Invoice Number"
Shipping Weight:	" Insert Shipping Weight"
Pallet: X of Y	
ASN Number: "Insert ASN Number"	

Pallet Label Placement Requirements

Label each pallet in accordance with the example provided below:

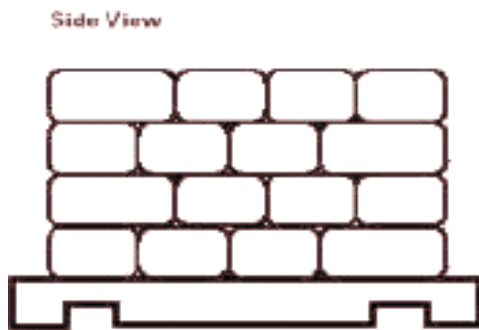
- Pallet Shipping Label should be centered on all four sides of the pallet.
- Order Packing label should be on the front of the lead pallet.
- Pallet Packing label should be on the front of **each** pallet.

Sample Pallet Shipping Label, Order Packing List Pouch, and Pallet Packing List Pouch Positions.

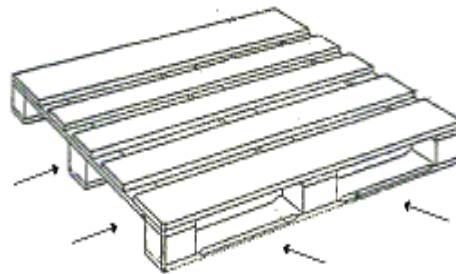


Proper Pallet Loading

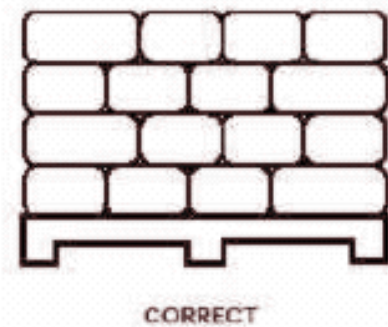
Interlocking Pallet Configuration



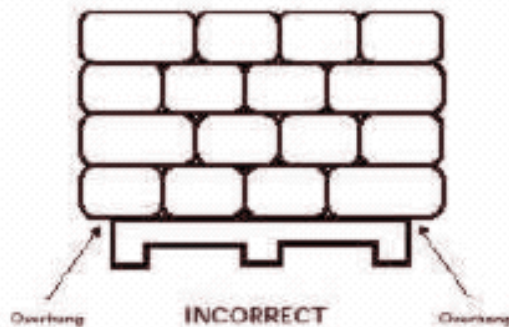
GMA 4-Way Entry Pallet



Acceptable Pallet Configuration



Unacceptable Overhang over 1"



Special Handling and Hazardous Material

Special Handling

Display notations prominently on all cartons shipped to Garmin's DC containing hazardous material, parts with electrostatic sensitivity or fragile contents. Do not obstruct any legally required external labels, in any manner, with any other labeling. Provide a copy of Safety Data Sheet(s) (SDS) prior to shipment. Supplier must provide SDS information, approved by a regulatory agency, on all hazardous material.

- Any material requiring special handling such as hazardous or refrigeration must have a clearly visible label or other application indicating special handling.
- Parts with electrostatic sensitivity must have ESD labeling on the outside carton. (see below)
- Properly label parts sensitive to humidity on the outside carton. (see Example below)



- Fragile material must be marked appropriately with a visible label or other application.
- Batteries may require special labeling depending upon the mode of transportation.

Hazardous Material

- Refer to pertinent country specific regulatory bodies governing the shipping of lithium batteries across different modes. For example: International Air Transport Association (IATA), International Maritime Dangerous Goods (IMDG) and, United States Department of Transportation (USDOT).
- Any material intended for Garmin use, classified as hazardous or dangerous goods must fully comply with pertinent country specific regulatory bodies (IATA, IMDG, and USDOT).
- Provide Garmin with documentation supporting the compliance with these regulations, including, but not limited to, packaging test reports and United Nations (UN) manual tests.
- The shipper is responsible for the packaging and adhering to the dangerous goods/hazmat regulations.
- Provide Garmin with any subsequent re-certification of the packaging.
- In accordance with USDOT regulations, Garmin will report hazardous material incidents including undeclared hazardous material packages to the USDOT for action.
- SDS information approved by a regulatory agency must be provided on all hazardous material.

Documentation

Commercial Invoice

A Commercial Invoice must accompany all international shipments and include the following information.

- Supplier Invoice Number
- Garmin PO Number or Garmin's Blanket Agreement Number and the Release Number
- Complete name and address of the buyer and seller
- Complete name and address of the manufacturer or shipper, if different from the seller
- Complete name and address of the ship to location
- Date and Place of Sale
- GPN
- Detailed item description of the merchandise; **generic descriptions are not acceptable**
- Quantities
- Country of origin for each part number
 - The complete name of the country, in English such as "Japan, Germany, Singapore" or the 2-character International Organization for Standardization (ISO) code, such as "JP, DE, SG."
- Unit of measure
- Sale price of each item
- Currency (U.S. Dollars, Japanese Yen, etc.)
- Agreed upon International Commercial Terms [\(Refer to Attachment 3 for Incoterms\)](#)
- BOL Number
- Ocean Container Seal Number (if applicable) **Free Items**

Ocean container Seal Number (if applicable) **Free Items**

If Supplier includes free items (no-charge) such as extra parts, promotional items, or other articles not included in the cost of the merchandise, you must list the free item as a separate line item on the Commercial Invoice. The commercial value (being what the company would have paid or reasonable value one would expect to pay for an identical item) must appear on the invoice. It is acceptable to put "Value for Customs Purposes only - Free of Charge" on the invoice for identification purposes, but you must also list the normal sales price.

10 + 2 Importer Security Filing (ISF) (Applies only to Ocean freight routed to a U.S. port)

Suppliers must comply with the CBP 10+2 Importer Security Filing Requirement, by providing specific ocean shipment information to the Garmin International Trade Compliance (ITC) department and the designated forwarder 72 hours before freight is picked up or delivered to the Forwarder. Suppliers must receive a notice of the ISF acceptance from either Garmin's ITC department, or the Forwarder communicating on our behalf, prior to releasing the cargo from the manufacturer's facility. Failure to comply with the CBP ISF requirements will result in delayed shipments and possible penalties.

Garmin Broker Information

Import Country	Ocean	Heavy Weight Air	Small Parcel
Australia	DHL Global Forwarding	DHL Global Forwarding	DHL Global Forwarding
Canada		BGL	BGL
China - Beijing	Tianjin Tongxiang	Beijing Gensky	FedEx Express China
China - Shanghai	Shanghai HangLian	Shanghai HangLian	FedEx Express China
China - Yangzhou	Yangzhou Yicheng	Yangzhou Yicheng	Yangzhou Yicheng
Denmark	Bring	Bring	Bring
Germany			
Japan	Yamato	Yamato	Yamato
Korea	DHL Global Forwarding	DHL Global Forwarding	DHL Global Forwarding
New Zealand	DHL Global Forwarding	DHL Global Forwarding	DHL Global Forwarding
Norway	Bring	Bring	Bring
Poland	DSV	DSV	DSV
South Africa	DSV	DSV	DHL FedEx UPS
Sweden	Bring	Bring	Bring
Taiwan	Forward Express	Soonest Express	DHL FedEx
Thailand	DSV	DSV	DSV DHL
United Kingdom	DSV	DSV	DSV
United States	Damco/Maersk	Damco/Maersk	DHL FedEx UPS
Vietnam	Yusen Logistics (Vietnam) Co., LTD	Yusen Logistics (Vietnam) Co., LTD	Yusen Logistics (Vietnam) Co., LTD

Packing Slips

The following information must be present on each packing slip defined below: **Packing Slip Requirements:**

Packing List Details	Pallet Packing List	Carton Packing List	Order Packing List
Consignee Name and Address	X	X	X
Shippers Name and Address	X	X	X
Bill to Name and Address	X	X	X
PO Number	X	X	X
Carrier Name	X	X	X
Order Date	X	X	X
Ship Date	X	X	X
Garmin Part Number	X	X	X
Item Description	X	X	X
Manufacturing Part Number	X	X	X
Qty of each UOM	X	X	X
Garmin stocking UOM	X	X	X
Total weight of Qty's for each UOM	X	X	X
Order Qty			X
Backordered Qty			X
Shipped Qty	X	X	X
Country of Origin	X	X	X
Attached packing slip	X	X	X

[Refer to Attachments 2A, 2B, 2C and 2D](#) for examples of the packing slips mentioned above

Note: Refer to the requirements below for Small Parcel, LTL and TL

Small Parcel Requirements

All requirements listed for Pallet Packing Slip plus:

- Carton Packing Slip adhered to the outside of each carton
- Order Packing Slip on last carton

LTL Requirements and TL Requirements

All requirements for Pallet Packing Slip plus:

- Pallet Packing List adhered to each pallet
- Carton Packing List not required
- Order Packing List adhered to the last pallet

Bill of Lading (BOL) Requirements

The bill of lading is an important legal document used in the transportation of goods by sea, air, or land. It serves as a contract between the shipper and the carrier, outlining the terms and conditions of the shipment.

The bill of lading also serves as a receipt for the goods being shipped and provides a record of the shipment's condition when it is handed over to the carrier. It is important to fill out a bill of lading complete and correctly.

All heavyweight air and ocean, Full-truckload (FTL), and Less-than-truckload (LTL) shipments to Garmin should include a BOL and the delivering carrier must have a copy of the original BOL when delivering into the facility. The BOL should include the following information:

- Complete Garmin Purchase Order (PO) number
- Reference description of goods
- Clearly document carton and pallet count; counts are required to confirm delivery
- Specify hazardous material on the BOL
- Note any special instructions on delivery or handling of material
- Note shock sensors, if used for the shipment
- List the Gross weight of the shipment
- Attach a certificate of origin to the BOL, if applicable
- Should Incoterms require the Supplier to manage delivery to Garmin, such as Delivery at Place (DAP), Supplier shall make sure a copy of the BOL is included in the pre-alert to Garmin ([Refer to Attachment 3 for Incoterms](#))

Voluntary Interindustry Commerce Solutions (VICS) BOL is preferred. ([Refer to Attachment 1A, 1B and 1C for BOL](#))

The bill of lading contains specific shipment information that is publicly available, and due to security concerns, Garmin has been granted Manifest Confidentiality through CBP, which will keep private the following names and addresses:

- Consignee name/Ship to party
- Consignee address
- Shipper name
- Shipper address
- Notify party name
- Notify party address

In order to maintain confidentiality, the shipper/supplier **must** complete the following sections as follows.

A. Consignee/Ship To Party

1. The consignee/ship to is the buyer of the goods
 - Never name the carrier as the consignee/ship to party
2. The shipper must use the name **exactly** as it appears on the Garmin Purchase Order
3. This includes all words, punctuation and spaces.

B. Description of items

1. The description of the item **shall** always be a **generic industry standard description**. For example:
 - **Audio speakers**
 - **Radio receiver/transmitter**
 - **Weight scale**
 - **Blood pressure monitor**
 - **Displays.....**
2. Description of items **shall never include** the following information:
 - a. The word **Garmin**
 - b. The name of any Garmin affiliate – for example:
 - **Tacx**
 - **Lumishore**
 - **Fusion**
 - **JL Audio....**
 - c. Reference to Garmin brand names, for example:
 - **fēnix**
 - **Venu**
 - **Approach**
 - **BMW**
 - **MGU....**
 - d. Reference to HTS number

C. Special Instructions

1. In general, this field **should remain blank**, if the shipper was directed to include special instructions, it should contain only those specific instructions.
2. This field shall never reference:
 - No reference to Garmin and or its entities
 - No reference to any Garmin Brand names

D. Marks, &/Ampersands and Numbers

1. In general, this field **should remain blank**, if the shipper was directed to include special instructions, it should contain only those specific instructions.
2. This field shall never reference:
 - No reference to Garmin and or its entities
 - No reference to any Garmin Brand names

Delivery/unloading Instructions – Taiwan facilities only

Truck Parking Area

- Vehicle must be parked in the marked assigned area.
- Stop the engine and pull the hand brake, if necessary, put up barrier to prevent vehicle from moving.
- Follow the guidance of security guard for truck parking.

Unloading Operation

- Follow the guidance of security guard for unloading operation.
- Approval must be obtained from warehouse staff for the use of forklift or tools. Wear safety shoes for forklift operation to avoid injury.
- Lift platform operation must be in the observation of warehouse staff. No one can be allowed to enter the red line area during operation.
- Do not occupy any passages or aisles and pay attention to driving security.

General Delivery Operation

- Delivery note must be accompanied with the consignment and physically checked by warehouse staff and confirmed okay. Other documents such as inspection acceptance slip, invoice etc. should be presented upon delivery.
- MaRS vendor's delivery requirements
 1. Must be physically counted and checked by Garmin warehouse staff upon delivery.
 2. The consignment must be trans-loaded to Garmin pallet after physical inspection.
 3. The materials should be placed on the workbench following the part number / quantity instructed on the placard; cartons must be stacked neatly and face out in according to work instructions of Garmin warehouse staff.
 4. After the placement of the materials to the workbench, check the box on the manufacturer name as a confirmation of items being verified and delivered.

工單號碼		3350572-0				
主管: 游典哲6964		線別: LLXPAK110		*3350572*		
組裝料號		010-01114-12		muvi 42LM, GPS, Russia		
工單預計上線時間		2013/12/03 18:08		工單套數 216		
廠商	料號	數量	交貨日期	IQC	IQC 倉庫	製造
☐ 茂林光電	011-02167-00	216	1202 PM	0A-免驗	☐	☐
☐ 美正	K00-00618-00	216	1202 PM	要驗	☐	☐
☐ 美正	170-01202-12	216	1202 PM	要驗	☐	☐
☐ 源進	011-03078-00	216	1202 PM	0B-免驗	☐	☐
☐ 正美	161-03132-15	216	1202 PM	0A-免驗	☐	☐
☐ 正歲精密	320-00541-01	216	1202 PM	要驗	☐	☐
☐ 正歲精密	320-00239-40	216	1202 PM	要驗	☐	☐
☐ 合盛紙器	170-00139-00	7	1202 PM	0E-免驗	☐	☐
☐ 博世達企業	171-01061-00	216	1202 PM	0A-免驗	☐	☐

5. Please refer to [WN000108](#) for label printing instructions.

6. Please refer to [WN000108](#) for label printing set up and system installation instructions.
- ASN (Advanced Shipment Notice) Supplier
 1. ASN Delivery note and ASN label are required on each carton. ASN information should be registered in Garmin Supplier Portal one day before delivery.
 2. ASN delivery note should be accompanied with inspection report and invoice upon delivery.
 3. Please refer to [WL000151](#) for ASN operating system instructions.

Before Leaving Instructions

- Double check if all items have been finished.
- Make sure pallets and forklift be returned to their original position.
- Check out at guard room and return visitor identification card.
- Make sure truck doors are closed before leaving.

Other Requirements

- Wear appropriate apparel during working hours.
- Smoking is prohibited in non-smoking area.
- Alcoholic drinks and betel nut are prohibited in Garmin.
- Stop working when evacuation broadcast is broadcasted and follow the instructions of Garmin and evacuate to the safe area. Should any discomfort/sickness happen, please contact guard room for help.

Merchandising Display Inventory Labeling and Packaging Requirements – U.S. facilities only

Merchandising Part Labeling Requirements

Each merchandising part must be labeled and include the following information on a white label attached to the part packaging:

- Part Number (M Number) (font size: 12 minimum)
- Part Description (font size: 12 minimum)
- Bar Code (M Number) (Code 128 Barcode)
 - Bar Code does not have to be a UPC Code
- Bar Code (M Number) Human Readable (font size: 12 minimum)

Example: Merchandising Part Label



Merchandising Bulk Pack Carton Label Requirements

The Merchandising bulk pack cartons must be labeled and include the following information on a white label attached to the part packaging:

- Garmin (font size: 40)
- Part Number (M Number) (font size: 15)
- Part Description (font size: 20)
- Bar Code (M Number) (Code 128 Barcode)
 - Bar Code does not have to be a UPC Code
- Bar Code (M Number) Human Readable (font size: 15)
- Quantity of items in the carton (font size: 15)

Example: Merchandising Bulk Pack Carton Label

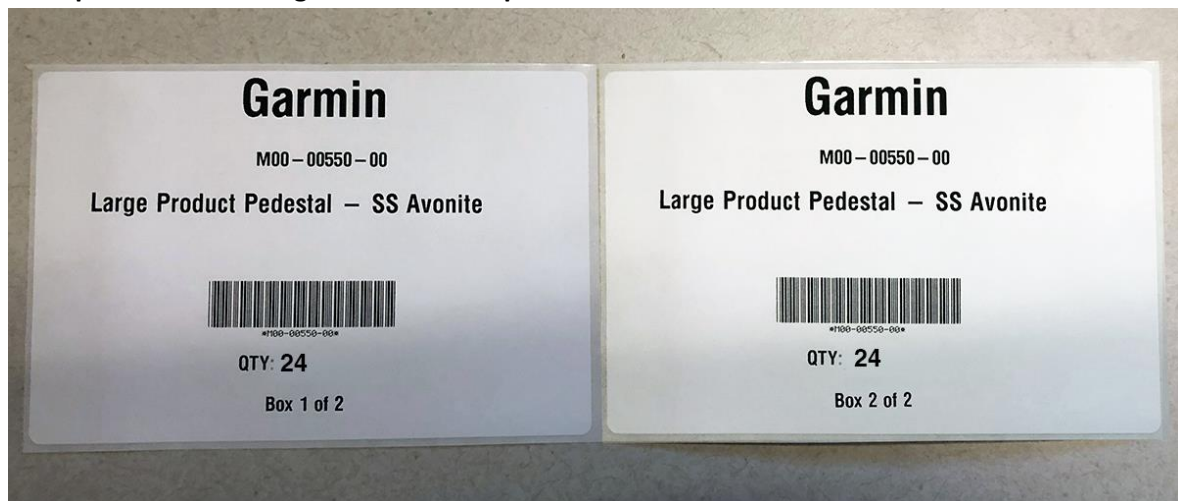


Merchandising Part Numbers Packed in Multiple Cartons

If a part number contains several components and is packaged in multiple cartons, (example: the display is in one carton and the shelves are in a second carton) each component must be labeled with the following information:

- Garmin (Optional) (font size: 40)
- Part Number (M Number) (font size: 15)
- Part Description (font size: 20)
- Bar Code (M Number) (Code 128 Barcode)
 - Bar Code does not have to be a UPC Code
- Bar Code (M Number) Human Readable (font size: 15)
- Number of Coordinating Cartons (1 of 2, 2 of 2)

Example: Merchandising Packed in Multiple Cartons



Merchandising Part Carton and Pallet Size Requirements

All cartons/pallets used for merchandising items shipped to the Garmin Warehouse(s) must meet the weight and dimensions as defined in the table below:

Storage Location ↓	Max. Length Inches	Max. Width Inches	Max. Height Inches	Max. Weight Pounds
Tote (high density storage)	22	14	8	55
Conveyable Carton	27.6	18	17.7	55
Pallet Rack Storage	48	51	48	1750

Merchandising Packaging of Display with Wheels

Displays with wheels must be fully incased with shroud packaging to prevent damage to the wheels during shipment.

Example: Shroud on Pallet to Contain Wheels of Display Unit



Example: Fully Palletized Display Unit with Wheels



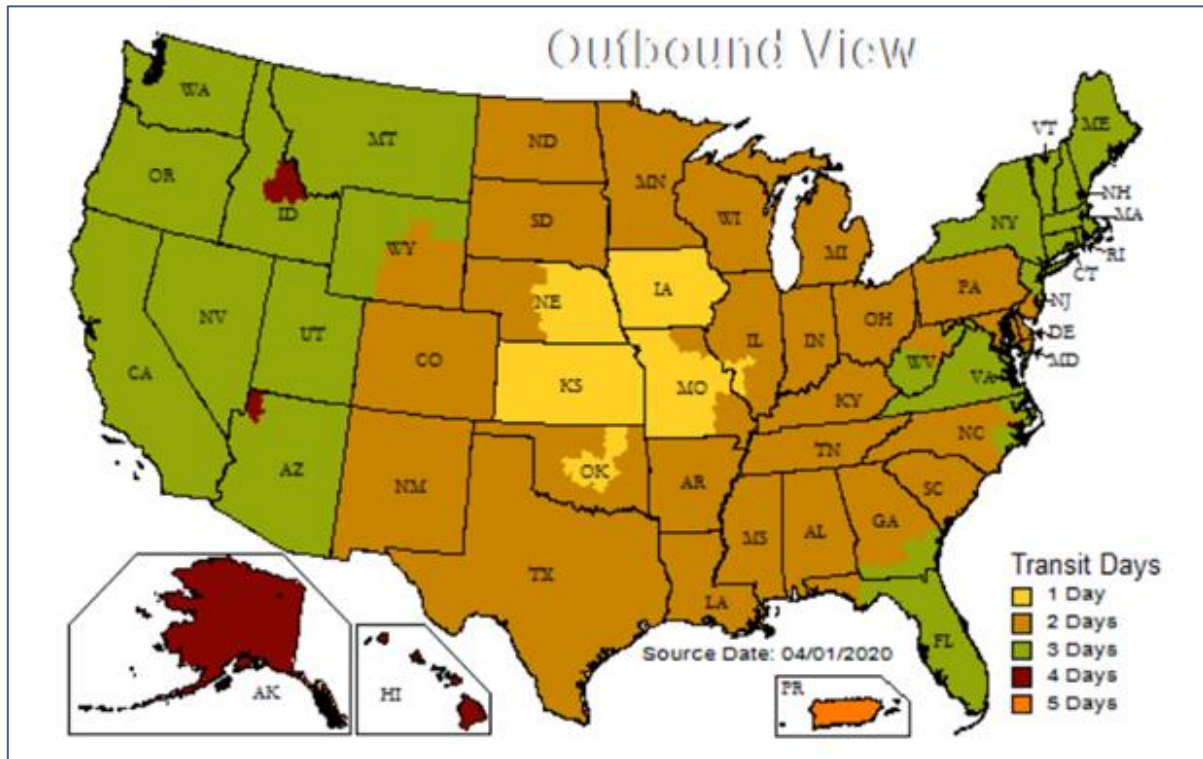
United States Import Routing - Air Shipments (Collect)

Origin Country (US Import)	Routing: Small Parcel	Routing: Heavy Weight Air
Australia	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Austria	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Bahamas	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Belgium	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
British Virgin Islands	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Canada	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Cayman Islands	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Chile	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
China	1-100kg DHL Express	100kg+ Heavy Weight Air Freight Forwarder
Costa Rica	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Colombia	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Croatia	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Czech Republic	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Denmark	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Dominican Republic	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
France	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Germany	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Guatemala	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Hong Kong	1-100kg DHL Express	100kg+ Heavy Weight Air Freight Forwarder
Hungary	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Israel	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Italy	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Japan	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Korea	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Malaysia	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Mexico	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Netherlands	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
New Zealand	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Norway	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Panama	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Philippines	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Poland	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
Romania	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Singapore	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
South Africa	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
St. Martin	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Switzerland	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Taiwan	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Thailand	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Trinidad and Tobago	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
United Kingdom	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
All Other*	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder

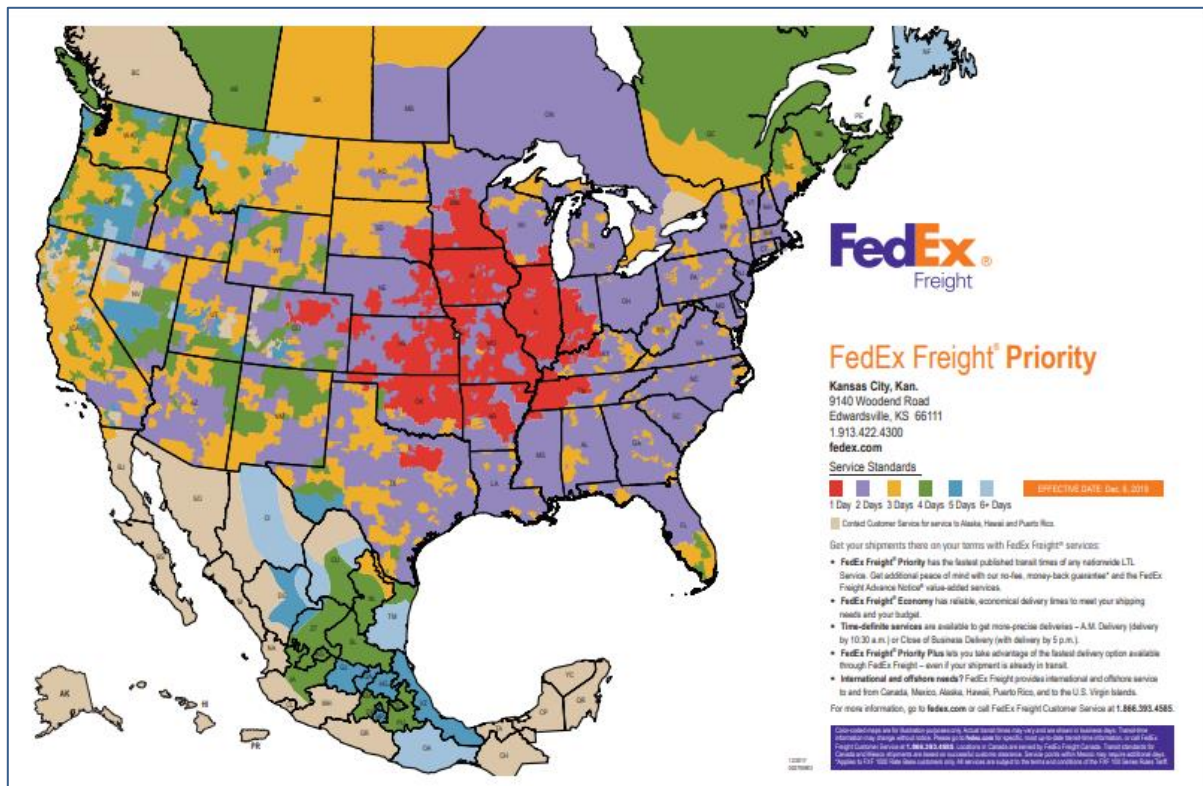
Domestic US Shipments (Collect Shipments Only)	
Ground Shipments	Carrier & Service Level (Garmin PO Ship Method / Service Description)
Total Shipment Weight 0-200 lbs.	Carrier: FedEx Ground Service Level: Ground (UPS-Parcel-GROUND PKG COMMERCIAL / Transit Map on following pages)
Total Shipment Weight 200+ lbs.	Carrier: FedEx Freight LTL (Please refer to maps on the next pages to see which carrier is designated for each state.) Service Level: FedEx Priority (Transit maps on following pages)
Air Shipments	Carrier & Service Level (Garmin PO Ship Method / Service Description)
Total Shipment Weight 0-500 lbs.	Carrier: FedEx Service Level: Per Garmin Purchasing Requirements/Direction **Service Levels listed in preferred order based on least cost** - Express Saver Air (FedEx Express Saver / 3 Business Days by End of Day) 2 Day Air (FedEx 2Day Air / 2 Business Days by End of Day) 2 Day A.M. Air (FedEx 2Day A.M. BY 10:30 AM / 2 Business Days) - Standard Overnight (FedEx Standard Overnight / Next Business Day by evening) - Priority Overnight (FedEx Priority Overnight / Next Business Day by Noon) - First Overnight (FedEx First Overnight / Next Business Day by morning) - Same-Day Delivery (FedEx SameDay / Urgent shipments, delivered same day in select areas)
Total Shipment Weight 500+ lbs.	Contact Garmin Purchasing Agent if not defined on PO for Heavy Weight Air Solution
All Domestic US Air shipments must be approved by the Garmin Purchasing Department and must be clearly noted on an approved PO	

US Inbound <u>Ground</u> Shipments from Canada & Mexico (Collect Shipments Only)	
Ground Shipments (Canada & Mexico)	Carrier & Service Level (Garmin PO Ship Method / Service Description)
Total Shipment Weight 0-200 lbs.	Carrier: FedEx Ground Service Level: Ground (UPS-Parcel-GROUND PKG COMMERCIAL / 4-7 Business Days by End of Day)
Total Shipment Weight 200+ lbs.	Carrier: FedEx Freight LTL Service Level: Priority (FEDEX FRT-LTL-FREIGHT PRIORITY GRD / Transit Maps on following pages)

UPS Ground - Domestic US Transit Map *(Map Current as of 4/15/2020)*



FedEx Freight Priority - North American Transit Map (Map Current as of 4/15/2020)



TW Inbound International Shipments

TW Inbound International Shipments (Collect Shipments Only)	
Air Shipments	Carrier & Service Level <i>(Garmin PO Ship Method / Service Description)</i>
Small Parcel (see table below for carrier and weight break)	<u>If the shipment origin country has DHL Express listed under Small Parcel in table below</u> Carrier: DHL Express Service Level: International Express <i>1-3 Business Days by End of Day based on Origin/Destination</i> <u>If the shipment origin country has FedEx listed under the Small Parcel in table below</u> Carrier: FedEx Express Service Level: International Priority <i>1-3 Business Days by End of Day based on Origin/Destination</i>
Heavy Weight Air (see table below)	Contact Garmin Purchasing Agent for approved Heavy Weight Air Forwarder when above the small parcel breakpoint or shipment is palletized

All International shipments must be approved by the Garmin Purchasing Department and must be clearly noted on an approved PO

Taiwan Import Routing - Air Shipments (Collect)

Origin Country (TW Import)	Routing: Small Parcel	Routing: Heavy Weight Air
Australia	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
Austria	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
Canada	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
China - Excluding South	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
China South	1-200kg FedEx	200kg+ Heavy Weight Air Freight Forwarder
Germany	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Hong Kong	1-200kg FedEx	200kg+ Heavy Weight Air Freight Forwarder
India	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
Japan	1-200kg FedEx	200kg+ Heavy Weight Air Freight Forwarder
Malaysia	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Netherlands	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
New Zealand	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
Philippines	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Poland	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
Singapore	1-150kg FedEx	150kg+ Heavy Weight Air Freight Forwarder
Slovenia	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
South Korea	1-150kg FedEx	150kg+ Heavy Weight Air Freight Forwarder
Thailand	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
United Kingdom	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Switzerland	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
United States	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Vietnam	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
Indonesia	1-200kg DHL Express	200kg+ Heavy Weight Air Freight Forwarder
All Other*	1-150 kg DHL Express	150kg+ Heavy Weight Air Freight Forwarder
*If origin country isn't listed, use the <u>All Other</u> routing		

Poland Import Routing - Air Shipments (Collect)

Origin Country (PL Import)	Routing: Small Parcel	Routing: Heavy Weight Air
Europe (includes non-EU countries)	1-70kg UPS Standard	70+kg TNT Economy Express
Australia	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Brazil	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
China	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Hong Kong	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
India	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Japan	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
New Zealand	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Singapore	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
South Korea	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Taiwan	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Thailand	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
United States	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
All Other	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
*If origin country isn't listed, use the <u>All Other</u> routing Contact Garmin Purchasing Agent for approved Heavy Weight Air Forwarder when above the small parcel breakpoint or palletized <i>All International shipments must be approved by the Garmin Purchasing Department and must be clearly noted on an approved PO</i>		

United Kingdom Import Routing - Air Shipments (Collect)

Origin Country (UK Import)	Routing: Small Parcel	Routing: Heavy Weight Air
Europe (includes non-EU countries)	1-70kg UPS Standard	70+kg TNT Economy Express
Australia	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
China	1-150 kg DHL Express International Express	150kg+ Heavy Weight Air Freight Forwarder
Hong Kong	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Japan	1-150 kg DHL Express International Express	150kg+ Heavy Weight Air Freight Forwarder
New Zealand	1-150 kg DHL Express International Express	150kg+ Heavy Weight Air Freight Forwarder
South Korea	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Taiwan	1-100kg DHL Express International Express	100kg+ Heavy Weight Air Freight Forwarder
Thailand	1-150 kg DHL Express International Express	150kg+ Heavy Weight Air Freight Forwarder
United States	1-150 kg DHL Express International Express	150kg+ Heavy Weight Air Freight Forwarder
All Other	1-150 kg DHL Express International Express	150kg+ Heavy Weight Air Freight Forwarder
*If origin country isn't listed, use the <u>All Other</u> routing Contact Garmin Purchasing Agent for approved Heavy Weight Air Forwarder when above the small parcel breakpoint or palletized <i>All International shipments must be approved by the Garmin Purchasing Department and must be clearly noted on an approved PO</i>		

Netherlands/Tacx Routing Guide (Parcel vs Heavyweight Air Break Point Included)

Affiliate Country	Export / Import	Destination / Origin Country	Routing: Small Parcel (cartons)	Routing: Heavy Weight Air (palletized)
Netherlands	Import from	All Other	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Australia	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Brazil	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Canada	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	China	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Hong Kong	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	India	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Japan	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Malaysia	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Mexico	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	New Zealand	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Philippines	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Singapore	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	South Africa	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	South Korea	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Taiwan	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Thailand	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	United Kingdom	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	United States	1-150kg: UPS	150kg+ Heavy Weight Air Freight Forwarder
Netherlands	Import from	Belgium	1-150kg: UPS	150kg+ Transmission
Netherlands	Import from	Netherlands	1-150kg: UPS	150kg+ Transmission
Netherlands	Import from	Luxembourg	1-150kg: UPS	150kg+ Transmission
Netherlands	Import from	Rest of Europe	1-150kg: UPS	KLG

Netherlands/Bottles Routing Guide (Parcel vs Heavyweight Air Break Point Included)

Affiliate Country	Export / Import	Destination / Origin Country	Routing: Small Parcel (cartons)	Routing: Heavy Weight Air (palletized)
Netherlands	Import from	All Other	1-150kg: UPS	None for Bottles
Netherlands	Import from	Australia	1-150kg: UPS	None for Bottles
Netherlands	Import from	Brazil	1-150kg: UPS	None for Bottles
Netherlands	Import from	Canada	1-150kg: UPS	None for Bottles
Netherlands	Import from	China	1-150kg: UPS	None for Bottles
Netherlands	Import from	Hong Kong	1-150kg: UPS	None for Bottles
Netherlands	Import from	India	1-150kg: UPS	None for Bottles
Netherlands	Import from	Japan	1-150kg: UPS	None for Bottles
Netherlands	Import from	Malaysia	1-150kg: UPS	None for Bottles
Netherlands	Import from	Mexico	1-150kg: UPS	None for Bottles
Netherlands	Import from	New Zealand	1-150kg: UPS	None for Bottles
Netherlands	Import from	Philippines	1-150kg: UPS	None for Bottles
Netherlands	Import from	Singapore	1-150kg: UPS	None for Bottles
Netherlands	Import from	South Africa	1-150kg: UPS	None for Bottles
Netherlands	Import from	South Korea	1-150kg: UPS	None for Bottles
Netherlands	Import from	Taiwan	1-150kg: UPS	None for Bottles
Netherlands	Import from	Thailand	1-150kg: UPS	None for Bottles
Netherlands	Import from	United Kingdom	1-150kg: UPS	None for Bottles
Netherlands	Import from	United States	1-150kg: UPS	None for Bottles
Netherlands	Import from	Belgium	1-150kg: Transmission	Transmission
Netherlands	Import from	Netherlands	1-150kg: Transmission	Transmission
Netherlands	Import from	Luxembourg	1-150kg: Transmission	Transmission
Netherlands	Import from	Rest of Europe	1-150kg: UPS	Ground Forwarders

Other General Shipment Guidelines

Other General Shipment Guidelines	
Consolidation	All shipments to Garmin on the same day should be on one BOL
Insurance	DO NOT purchase Carrier insurance or select Declared Value for shipments if Garmin is paying for transportation charges
Truckload Shipments	Contact Garmin Purchasing Agent if not defined on PO
C.O.D. Shipments	Will not be accepted
Interlining	If our designated Carrier does not serve your location directly, contact Garmin Purchasing Agent if not defined on PO

ATTACHMENT 1A - BILL OF LADING

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ATTACHMENT 1B – SUPPLEMENT BILL OF LADING

[illegible]

ATTACHMENT 1C - BILL OF LADING – Taiwan

[illegible]

ATTACHMENT 2A – PALLET PACKING LIST

						
GARMIN INTERNATIONAL INC * 1200 E. 151st St * Olathe KS.66062 USA * TEL (913) 397-8200 * FAX (913) 397-8282						
PALLET Packing List						
PALLET #: 60233101001						
Page 1 of 3						
Carrier:	FEDEXE-LTL East		Order No:	24845142		
Tracking #:	1822496841		PO #:	62002218		
BOL #:	04000000050023149		Trading Partner #:	006007		
PRO #:	1822496841		On Trailer:			
Delivery ID:	60233101					
Bill To:			Shin To:			
*** Please Refer To The Order Packing List For Complete Order Details ***						
Order Date:	10/18/2010		Ship Date:	10/25/2010		
			Weight:	666.0400		
Qty Packed	UOM	Item No / Cust Ref No	Description / Cust Description	DIM	UPC No	
864.00	EA	010-00781-20	Approach G3,Golf GPS,North America		753759100803	
	LPN #:	G1.5214697	Container #:	00007537590050861839	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214709	Container #:	00007537590050862195	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214712	Container #:	00007537590050862263	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214710	Container #:	00007537590050862225	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214730	Container #:	00007537590050862577	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214714	Container #:	00007537590050862294	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214704	Container #:	00007537590050862034	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214715	Container #:	00007537590050862317	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214716	Container #:	00007537590050862348	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214722	Container #:	00007537590050862423	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214706	Container #:	00007537590050862096	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214708	Container #:	00007537590050862164	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214711	Container #:	00007537590050862249	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214707	Container #:	00007537590050862119	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214721	Container #:	00007537590050862416	23"x10"x12"	Case/ Carton Qty: 24.00
	LPN #:	G1.5214729	Container #:	00007537590050862553	23"x10"x12"	Case/ Carton Qty: 24.00

ATTACHMENT 2B - CONTAINER PACKING LIST

				
GARMIN INTERNATIONAL INC * 1200 E. 151st St * Olathe, KS. 66062 USA * TEL (913) 397-8200 * FAX (913) 397-8282				
CONTAINER Packing List Page 1 of 1				
Carrier: FEDEXE-LTL East Tracking #: 1822496841 BOL #: PRO #: 1822496841 Delivery ID: 60233101		CONTAINER #: 00007537590050861839 LPN #: G1.5214697 DIM#: 23"x10"x12"		
		Order No: 24845142 PO #: 62002218 Trading Partner #: 006007 On Pallet: 60233101001		
Bill To:		Ship To:		
*** Please Refer To The Order Packing List For Complete Order Details ***				
Order Date: 10/18/2010		Ship Date: 10/25/2010		Weight: 17.3900
<u>Qty Packed</u>	<u>UOM</u>	<u>Item No / Cust Ref No</u>	<u>Description / Cust Description</u>	<u>UPC No</u>
24.00	EA	010-00781-20	Approach G3, Golf GPS, North America	753759100803
<u>IMPORTANT RETURN INFORMATION:</u> Merchandise in original condition purchased directly from Garmin.com may be returned within 30 days of purchase. To return merchandise, contact customer service for a Return Material Authorization (RMA) number. Customer responsible for return shipping. Shipping fees are non refundable.				
<u>CERTIFICATE OF MATERIAL AND PROCESS CONFORMANCE</u> It is hereby certified that the articles described above are new and in conformance with GARMIN specifications and drawing for both the material and process. Test Reports and/or Data are on file as appropriate.				
Date: _____ Authorized Signature: _____ Designated Operations Representative				
"Garmin International, Inc. is required by state law to collect sales/use tax in AZ, CA, FL, IL, KS, MO, NC, NM, TX and WA. Residents of any state not listed are responsible for reporting any applicable taxes on their purchases from Garmin International, Inc. to their state's tax authorities. Please consult a tax professional in your state for guidance. Garmin does not provide tax or legal advice."				

ATTACHMENT 2C – ORDER PACKING LIST

									
GARMIN INTERNATIONAL INC * 1200 E. 151st St * Olathe, KS. 66062 USA * TEL (913) 397-8200 * FAX (913) 397-8282									
ORDER Packing List Page 1 of 1									
Carrier: UPS-Parcel-GROUND PKG COMMERCIAL Tracking #: 1Z66527X0370755430 BOL #: PRO #: Delivery ID: 60329145 Bill To:					Order No: 25057248 PO #: 62002369 Trading Partner #: 006007 Vendor #: Ultimate Dest: On Trailer: Ship To:				
Order Date: 10/28/2010 Ship Date: 11/02/2010 Total Ship Weight: 37 Total # Pallets: 0 Total # Containers: 4									
<u>Qty</u> <u>Ordered</u>	<u>Qty Prev</u> <u>Shipped</u>	<u>Qty</u> <u>Packed</u>	<u>Qty Back</u> <u>Ordered</u>	<u>UOM</u>	<u>Item No /</u> <u>Cust Ref</u>	<u>Description /</u> <u>Cust Description</u>	<u>DIM</u>	<u>UPC No</u>	
50.00	0.00	50.00	0.00	EA	010-11022-00 LPN #: G1.3819245	Acc, Colorado, Carabiner Mount Container #: 00007537590051385969 22"x17"x12"		753759074647	Case/ Carton Qty: 50.00
96.00	0.00	96.00	0.00	EA	010-11344-10 LPN #: G1.3813953 LPN #: G1.3813954	Acc, Skin Case, Dakota Container #: 00007537590051386959 18"x12"x18" Container #: 00007537590051386980 16"x12"x10"		753759097332	Case/ Carton Qty: 84.00 Case/ Carton Qty: 12.00
84.00	0.00	84.00	0.00	EA	010-11345-00 LPN #: G1.3819244	Acc, Slip Case, Oregon Container #: 00007537590051386249 18"x12"x18"		753759094614	Case/ Carton Qty: 84.00
IMPORTANT RETURN INFORMATION: Merchandise in original condition purchased directly from Garmin.com may be returned within 30 days of purchase. To return merchandise, contact customer service for a Return Material Authorization (RMA) number. Customer responsible for return shipping. Shipping fees are non refundable.									
CERTIFICATE OF MATERIAL AND PROCESS CONFORMANCE It is hereby certified that the articles described above are new and in conformance with GARMIN specifications and drawing for both the material and process. Test Reports and/or Data are on file as appropriate.									
Date: _____ Authorized Signature: _____ Designated Operations Representative									
"Garmin International, Inc. is required by state law to collect sales/use tax in AZ, CA, FL, IL, KS, MO, NC, NM, TX and WA. Residents of any state not listed are responsible for reporting any applicable taxes on their purchases from Garmin International, Inc. to their state's tax authorities. Please consult a tax professional in your state for guidance. Garmin does not provide tax or legal advice."									

ATTACHMENT 2D - PACKING LIST - Taiwan

PACKING LIST							
Sold to: Garmin Corp. No 68, Jangshu 2nd Road Shijr, Taipei County, 221 Taipei, Taiwan				Date: 4-Mar-14 PL No: 03B12B Code: A4888 Ref No.			
Shipped to: Garmin (Asia) Corporation No 68, Jangshu 2nd Road New Taipei City, 221 Taiwan, R.O.C.							
Shipped by: Air From: Hong Kong ETD: 6-Mar-14 Payment Term: 45 days				To: Taoyuan - Taiwan ETA: 6-Mar-14 Trade Terms: EX SANKYU WAREHOUSE			
Qty	CONTENT	Customer Part No.	Qty (PCS)	Cms	GW (Kgs)	NW (Kgs)	Moment (CBM)
BURATA WLAN/STPM MODULE, WL1801							
001	LBEP60LWTC	505-00060-01	6,000	1	7.20	1.68	0.05
TOTAL			6,000	1	7.20	1.68	0.05
AUTHORIZED SIGNATURE _____							

ATTACHMENT 3 – Incoterms 2020

RULES FOR ANY MODE OF TRANSPORT:

ExWorks (EXW): Seller fulfills their obligations by having the goods available for the buyer to pick up at the seller's premises or another named place (i.e.: factory, warehouse, etc.). Buyer bears all risk and costs starting when buyer picks up the products at the seller's location until the products are delivered to the buyer's location. Seller has no obligation to load the goods or clear them for export.

Free Carrier (FCA): Seller delivers the goods export cleared to the carrier stipulated by the buyer or another party authorized to pick up goods at the seller's premises or another named place. Buyer assumes all risks and costs associated with delivery of goods to final destination including transportation after delivery to carrier and any customs fees to import the product into a foreign country.

Delivered at Place Unloaded (DPU): Seller clears the goods for export and bears all risks and costs associated with delivering the goods and unloaded at the named port or place of destination. Buyer is responsible for all costs and risks from this point forward including clearing the goods for import at the named country of destination.

Delivered at Place (DAP): Seller clears the goods for export and bears all risks and costs associated with delivering the goods to the named place of destination not unloaded. Buyer is responsible for all costs and risks associated with unloading the goods and clearing customs to import the goods into the named country of destination.

Delivered Duty Paid (DDP): Seller bears all risks and costs associated with delivering the goods to the named place of destination ready for unloading and cleared for import.

RULES FOR SEA AND INLAND WATERWAY TRANSPORT:

Free on Board (FOB): Seller clears the goods for export and delivers them when they are on board the vessel at the named port of shipment. Buyer assumes all risks/cost for goods from this moment forward.



進貨路線指南



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一般資訊

若您是供應商，當您向 Garmin 提供需要運輸的材料時，您有責任確保貴公司及接受轉包工作的第三方運輸供應商遵守 Garmin 的所有物流規定。

供應商可從我們的供應商網站 www.garmin.com/suppliers 或 <https://supplier.garmin.com.tw> 取得「Garmin 對供應商的期望」、「一般條款與條件」、「Garmin 禁止/限制 (應申報) 物質清單」及「供應商行為準則」的副本。

現場的安全

為協助預防隱私濫用，並保護 Garmin 的商業機密與智慧財產，供應商在 Garmin 之領域內禁止使用錄音機、攝影機、手機，與其他音訊或視訊的錄製裝置以錄製對話、活動或拍照。供應商可自由使用其手機進行通話或傳送簡訊。

所有 Garmin 據點均由 Garmin 安全人員負責監視與監控，因此供應商在 Garmin 領域中時，不可期待任何隱私。

第三方代表供應商交貨

身為 Garmin 供應商，若獲指示由 Garmin 認可的運輸供應商之外的供應商提供運輸，而您將商品的交貨工作轉包，則您必須負責確保向第三方物流供應商傳達包裝、貨運與交貨規定。

國際安全

法律遵循

身為供應商，您必須完全遵守美國和任何其他可能適用於材料銷售之國家/地區的所有法律 (包括出口管制法律)。您理解並知悉 Garmin 材料受美國政府機關 (包括美國商務部) 的監管，禁止向某些國家/地區出口或轉移某些產品和技術。根據本合約所銷售之材料，可能繼續受美國法律與法規之規範，且可能會不時限制特定出口狀況，並需要取得許可 (授權)，才能將 Garmin 技術與/或產品出口/轉出口。

交換受控管技術資料

供應商不得揭露受 EAR 法規管制的任何受控管科技資料，除非供應商事先向 Garmin 發出書面的揭露意向通知，而且 Garmin 發出接受此類受限資訊的書面通知。

供應商應在所有與受控管技術資料相關的通訊中，提供與該等資料、資訊、設備或材料相關的出口管制指定資訊，例如出口管制分類號碼 (ECCN)，以供 Garmin 依出口管制法律及法規要求檢閱並取得授權。

供應商應遵守所有美國出口管理法律與法規。請參閱美國商務部工業安全局 (BIS) 網站：
<https://bis.doc.gov/>

國際武器貿易條例 (ITAR)

在未事先向採購代理人發出書面通知並經 Garmin 授權的情況下，Garmin 禁止接受 ITAR 管制的任何項目或技術 (技術資料、軟體與商品)。

供應商不得揭露任何技術資料、產品，或受 ITAR 管制之任何技術資料的直接產品，除非供應商事先向 Garmin 發出書面的揭露意向通知，而且 Garmin 發出接受此類受限資訊的事前書面通知。

請參閱美國國務院國防貿易管制局網站：

https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_homepage

安全及海關 - 商貿反恐怖聯盟 (C-TPAT)

Garmin 參與美國政府贊助的自願計畫，名稱為海關-商貿反恐怖聯盟 (C-TPAT)，以及國際優質企業 (AEO)。這些計畫的設計目的是協助海關人員偵測及防止恐怖份子與其武器進入國內，同時協助在該國邊境處理及進出邊境的合法貿易和人員能井然有序且以高效率行事。

Garmin 期望我們的國際供應商能夠：

- 檢閱 C-TPAT 的規定，並依照美國海關暨邊境保護局 (CBP) 的建議，制定與實施可增強安全程序的計畫。(請參閱：<https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>)
- 在準備和處理 Garmin 的商品和貨物時，請實施並利用適當的安全程序，以維持安全的設施，並與 Garmin 充分合作。
- 維護以文件紀錄之程序，防止產品/貨物受到明顯的害蟲污染，並符合國際植物保護公約 (IPPC) 標準之木質包裝材料 (WPM) 法規。
- 如有需要，可在商業夥伴規定、容器安全和檢查、實際存取控制、人員安全、程序安全、安全訓練與威脅意識、實體安全及資訊技術安全等方面進行改善。
- 應買方代表的要求，開放設施供買方代表檢查，使他們能夠審查供應商的安全程序，並將該程序與先前給予供應商認證的書面程序計畫進行比較。

Garmin 鼓勵我們的商業夥伴熟悉 C-TPAT、AEO 或類似計畫及其最低安全標準；若符合資格，則考慮成為您的營運國家/地區可參與之此類計畫或類似安全計畫的成員。

收貨

Garmin 在全球有數個交貨點。所有貨件在包裝、標籤、棧板尺寸、特殊指示和文件方面，都必須符合各 Garmin 據點和供應商協商同意之相關且適切的規定。請注意本文件中的據點例外情況。

為確保商品迅速抵達正確地點，請依循採購訂單 (PO) 上的交貨指示。未能以有效的採購訂單編號交貨至正確地點，可能使貨運業者無法進入該據點，或是需要重新導向到正確地點。

交貨地點

進貨路線指南適用於下列 Garmin 據點：

Garmin 據點	地址	電話 - WHS 收貨
Olathe, KS, USA	1100 E. 151st Street Olathe, KS 66062	913-440-2224
Salem, OR, USA	2345 Turner Road SE Salem, OR 97302	503-391-3486
Miramar, FL, US (bldg2)	10431 N. Commerce Parkway, Miramar, FL 33205	954-443-1100 分機 2240
Phoenix, AZ, USA	3343E. Wier Ave, Phoenix, AZ 85040	602-431-1700 分機 3124
台灣國際航電股份有限公司 (T1)	22159 台灣新北市汐止區樟樹二路 68 號	886-2 2642-8999#6934
台灣國際航電股份有限公司 (T2)	32063 台灣桃園市中壢區北園路 24 號	886-3 462-2999#6905
台灣國際航電股份有限公司 (T3)	33383 台灣桃園市龜山區華亞二路 270 號	886-3 318-7099#6905
台灣國際航電股份有限公司 (T5)	744092 台灣台南市新市區堤塘港路 3 號	886-6 588-9909#6107
揚州佳明航電科技有限公司 (C5)	中國揚州市經濟開發區金山路 122 號	886-514 82169818#6920
Garmin Wrocław Sp Z.O.O.	ul.Ryszarda 2/ 55-040 Biskupice Podgorne, Poland	+48 717 583 180
Garmin Europe Ltd	Hounsdown Business Park, Liberty House, Bulls Copse Rd., Totton, Southampton SO40 9LR, United Kingdom	+44 02380-524164
Garmin (Europe) Ltd (E2)	4 Parham Drive, Boyatt Wood, Eastleigh Hampshire, SO50 4NU United Kingdom	+44 7570 282883
荷蘭 Oegstgeest 的 Tacx	De Boeg 2, 2343 HK, Oegstgeest, The Netherlands	+31 717999306
Garmin Australasia	19 Hawthorne Ave, Marsden Park, NSW, 2765	+61 400 028 618 或 +61 474 043 088
Garmin New Zealand	2 Tawharau Lane, East Tamaki, Auckland, 2013	+64 21 534 950

收貨時間

位置	開始時間	結束時間	時區	營運日	裝卸門
堪薩斯州奧拉西市					
原料	上午 07:00	下午 03:00	美國中部標準時間	周一至周五	42-46
成品	上午 07:00	下午 04:00	美國中部標準時間	周一至周五	28-36
奧勒岡州塞勒姆市	上午 07:00	下午 04:00	美國太平洋標準時間	周一至周五	1
佛羅里達州米拉馬爾市	上午 08:00	下午 03:00	美國東部標準時間	周一至周五	
亞利桑那州鳳凰城	上午 08:00	下午 04:30	美國山區標準時間	周一至周五	
台灣國際航電股份有限公司 (T1/2/3/5)	上午 08:00	下午 07:30			
揚州佳明航電科技有限公司 (C5)	上午 08:00	下午 05:00	格林威治標準時間	周一至周五	
Garmin Wroclaw Sp Z.O.O.	上午 07:00	下午 03:00	歐洲中部時間	周一至周五	9-13
Garmin Europe Ltd	上午 06:30	下午 04:00	格林威治標準時間	周一至周五	1-4
Garmin Europe Ltd (E2)	上午 08:00	下午 04:00	格林威治標準時間	周一至周五	1-4
荷蘭 Oegstgeest 的 Tacx	上午 07:00	下午 04:00	歐洲中部時間	周一至周五	1-4
Garmin Australasia	上午 08:00	下午 03:00	澳洲東部標準時間	周一至周五	6-9 與 13
Garmin New Zealand	上午 08:00	下午 03:30	紐西蘭標準時間	周一至周五	3-4

貨運業者指南

堪薩斯州奧拉西市

所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門並取得訪客身分識別證 (ID)。司機需出示附有照片的有效身分證，才能進入我們的設施。貨運業者入口位於設施東南側，就在 Mahaffie Street 的正對面。

預約指南

- 零擔貨運 (LTL) 的貨運業者必須在抵達前預約交貨時間。請於美國中部標準時間下午 5:00 之前撥打 (913)440-2224，向交通辦公室預約交貨時間。
- 整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。應透過電子郵件 ops-fg.receiving@garmin.com 預約交貨時間。
- 小型包裹的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址、傳真號碼和電話號碼
- 標準載送者字母碼 (SCAC)
- 在[設施收貨時間](#)以內的貨運業者預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL)。(請參閱[BOL 一節](#))
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程
- 必須至少在預定交貨日前 24 小時提交詳細的預約申請。(請參閱[預約指南](#))
- 確保車輛沒有任何可見的害蟲污染。

奧勒岡州塞勒姆市

貨運業者不需要預約。他們必須在面向 Turner Road 之建築物東南角的貨運業者入口辦理入廠手續。司機需出示附有照片的有效身分證，才能進入我們的設施。

供應商責任

- 向貨運業者提供提單 (BOL)。(請參閱[BOL 一節](#))
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT 指示。不符合上述條款的貨件會遭到拒收。
- 確保車輛沒有任何可見的害蟲污染。

佛羅里達州米拉馬爾市

所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門。司機需出示附有照片的有效身分證，才能進入我們的設施。

預約指南

- 零擔貨運 (LTL) 的貨運業者必須在抵達前預約交貨時間。請於美國東部標準時間下午 5:00 之前，撥打 954-443-1100 分機 2352，向交通辦公室預約交貨時間。
- 整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。應撥打 630-995-5744 預約交貨時間。
- 小型包裹的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址、傳真號碼和電話號碼。
- 標準載送者字母碼 (SCAC)。

- 在[設施收貨時間](#)以內的貨運業者預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL)。(請參閱[BOL 一節](#))。
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程。
- 必須至少在預定交貨日前 24 小時提交詳細的預約申請(請參閱[預約指南](#))。
- 確保車輛沒有任何可見的害蟲污染。

亞利桑那州鳳凰城

所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門。司機需出示附有照片的有效身分證，才能進入我們的設施。

預約指南

- 零擔貨運 (LTL) 的貨運業者必須在抵達前預約交貨時間。請於美國山區標準時間下午 5:00 之前，撥打 602-431-1700 分機 3124，向交通辦公室預約交貨時間。
- 整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。請撥打 602-431-1700 分機 3124，預約交貨時間。
- 小型包裹的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址、傳真號碼和電話號碼。
- 標準載送者字母碼 (SCAC)。
- 在[設施收貨時間](#)以內的貨運業者預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL) (請參閱[BOL 一節](#))。
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程。
- 必須至少在預定交貨日前 24 小時提交詳細的預約申請(請參閱[預約指南](#))。
- 確保車輛沒有任何可見的害蟲污染。

台灣國際航電股份有限公司

- 所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門並取得訪客身分識別證 (ID)。司機需出示附有照片的有效身分證，才能進入我們的設施。
- 所有駕駛人必須在入口提交交貨單的詳細資料。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT/AEO 指示。不符合上述條款的貨件會遭到拒收。
- 辦理入廠手續時，務必確保貨運卡車停在等候區，且未占用入口處。
- 在卸貨期間，請確保卡車門位在裝卸塢屋頂下，以避免溼損。
- 8 噸以上的卡車必須在指定的裝卸塢卸貨



預約指南

- 零擔貨運 (LTL) 和整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。
- MaRS 廠商的每日預約交貨時間不得晚於 17:00。
- 非 MaRS 廠商可在供應商入口網站上預約交貨時間
- 小型包裹的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址、傳真號碼和電話號碼，如有需要也請提供供應商名稱。

預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL) ([請參閱 BOL 一節](#))。
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 AEO/C-TPAT 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程。
- 必須至少在預定交貨日前 24 小時提交詳細的預約申請。 ([請參閱預約指南](#))。

- 確保車輛沒有任何可見的害蟲污染。

揚州佳明航電科技有限公司

- 所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門並取得訪客身分識別證 (ID)。司機需出示附有照片的有效身分證，才能進入我們的設施。
- 所有駕駛人必須在入口提交交貨單的詳細資料。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT/AEO 指示。不符合上述條款的貨件會遭到拒收。
- 辦理入廠手續時，務必確保貨運卡車停在等候區，且未占用入口處。
- 在卸貨期間，請確保卡車門位在裝卸塢屋頂下，以避免溼損。

預約指南

- 零擔貨運 (LTL) 和整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。
- 小型包裹的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址、傳真號碼和電話號碼，如有需要也請提供供應商名稱。
- 預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL) ([請參閱 BOL 一節](#))。
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 AEO/C-TPAT 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程。
- 必須至少在預定交貨日前 24 小時提交詳細的預約申請 ([請參閱預約指南](#))。
- 確保車輛沒有任何可見的害蟲污染。

波蘭弗羅茨瓦夫

所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門並取得訪客身分識別證 (ID)。司機需出示附有照片的有效身分證，才能進入我們的設施。貨運業者入口處位於 Ryszarda Chomicza 設施西南側。

預約指南

零擔貨運 (LTL) 和整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。請於歐洲中部時間下午 3:00 之前撥打 +48 717 583 180，向交通辦公室預約交貨時間。

小型包裹的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址和電話號碼。
- 標準載送者字母碼 (SCAC)。
- 在[設施收貨時間](#)以內的貨運業者預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL)。(請參閱[BOL 一節](#))
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程
- 必須至少在預定交貨日前 24 小時提交詳細的預約申請。(請參閱[預約指南](#))
- 確保車輛沒有任何可見的害蟲污染。

英國伊斯特利

所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門並取得訪客身分識別證 (ID)。司機需出示附有照片的有效身分證，才能進入我們的設施。小型包裹遞送會前往 3 號門，而其他所有貨件則會送至 1 號門。兩道門都有對講機系統，由現場保全人員控制。

預約指南

整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。請於格林威治標準時間下午 4:00 之前撥打 +44 7570 282883，向交通辦公室預約交貨時間。

小型包裹與零擔貨運 (LTL) 的貨運業者不需要預約，但建議最好事先預約以避免延誤。

英國南安普頓

所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門並取得訪客身分識別證 (ID)。司機需出示附有照片的有效身分證，才能進入我們的設施。貨運業者入口位於 Bulls Copse Road 尾端之設施的西側。

預約指南

整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。請於格林威治標準時間下午 4:00 之前撥打 +44 02380-524164，向交通辦公室預約交貨時間。

小型包裹與零擔貨運 (LTL) 的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址和電話號碼
- 在[設施收貨時間](#)以內的貨運業者預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL)。(請參閱 [BOL 一節](#))
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 AEO 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程
- 整車貨運的貨運業者必須至少在預定交貨日前 24 小時提交詳細的預約申請。
- 空運業者必須至少在預定交貨日前 48 小時提交詳細的預約申請。
- 海運業者必須儘早預先提交詳細的預約申請。最晚必須在 48 小時前提交。(請參閱[預約指南](#))
- 確保車輛沒有任何可見的害蟲污染。

荷蘭 Oegstgeest 的 Tacx

所有貨運業者都必須在貨運業者入口處辦理入廠手續，才能分派到裝卸門。司機需出示附有照片的有效身分證，才能進入我們的設施。貨運業者入口位於倉庫東南角。

預約指南

零擔貨運 (LTL) 和整車貨運 (TL) 的貨運業者必須在抵達前預約交貨時間。請於交貨前 24 小時撥打 +31 717999306，與交通辦公室預約交貨時間。

小型包裹的貨運業者不需要預約，但建議最好事先預約以避免延誤。

預約申請規定

提交下列所有資訊以便預約交貨時間：

- 貨運業者名稱、聯絡人姓名、電子郵件地址和電話號碼。
- 標準載送者字母碼 (SCAC)。
- 在[設施收貨時間](#)以內的貨運業者預計抵達時間 (ETA)。

供應商責任

- 向貨運業者提供提單 (BOL) (請參閱 [BOL 一節](#))。
- 向貨運業者提供 Garmin 預約申請指示。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 C-TPAT 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程。

- 必須至少在預定交貨日前 24 小時提交詳細的預約申請 ([請參閱預約指南](#))。
- 確保車輛沒有任何可見的害蟲污染。

澳洲馬斯登公園

所有的貨運業者都必須在交貨前，透過 au.receiving@garmin.com 發送出貨通知給 Australasia 收貨處。如為貨櫃交貨，必須在交貨前透過電子郵件議定日期與時間。

小型包裹與零擔貨運 (LTL) 的貨運業者不需要預約，但建議最好事先預約以避免延誤。

供應商責任

- 向貨運業者提供提單 (BOL) ([請參閱 BOL 一節](#))。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 AEO 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 申請並管理他們前往 Garmin 設施的時程。
- 整車貨運的貨運業者必須至少在預定交貨日前 24 小時提交出貨通知。
- 空運業者必須至少在預定交貨日前 24 小時提交出貨通知。
- 確保車輛沒有任何可見的害蟲污染。

紐西蘭東塔瑪基

所有貨運業者都必須發送出貨通知至 Dani.Polath@garmin.com 和 NZ.Logistics@garmin.com

小型包裹與零擔貨運 (LTL) 的貨運業者不需要預約，但建議最好事先預約以避免延誤。

供應商責任

- 向貨運業者提供提單 (BOL) ([請參閱 BOL 一節](#))。
- 請確保所有駕駛人均已取得有效的駕照、必要文件、封條和 BOL，並遵守所有 AEO 指示。不符合上述條款的貨件會遭到拒收。

貨運業者責任

- 確保車輛沒有任何可見的害蟲污染。

收到不一致貨件與貨件缺漏

若交貨不符合我們的規定，Garmin 保留拒絕或退回貨物的權利。

不合規的情況包括 (但不限於)：

- 沒有有效 PO 的材料貨件
- 超過出貨量，除非經 Garmin 採購部門批准
- 因貨運業者導致或不當包裝而損壞的物品
- 提早或延遲出貨需事前經 Garmin 採購部門核准

- 違反本文件所載任何準則者

針對任何貨件缺漏或超過出貨量之情形，Garmin 預期會在通知供應商後兩個營業日內，收到退貨授權 (RMA) 與供應商運送指示。供應商需負擔任何遭退貨貨件的財務開銷。若未於合理時間內收到 RMA，Garmin 保留徵收倉儲費之權利。

裝運材料、標示與標記規定和規格

一般包裝規定

- 若紙箱中要使用繩子、綁帶、束帶、纜線等綑綁材料，必須由 Garmin 採購部門事先批准。
- 請妥善包裝以避免貨件受損，且勿使用過多紙張、膠帶、泡棉等
- 靜電敏感裝置 (ESD) 應包裝在 ESD 袋中，最好採用真空密封。
- 潮濕敏感裝置應採用真空密封，並附有乾燥劑和濕度指示卡。
- 紙箱必須具有足夠強度，能夠承受惡劣的貨運、收貨和倉儲條件。[\(請參閱紙箱規格\)](#)
- 如果收貨時紙箱有變形或損壞的情形，供應商必須提高紙箱的破裂測試等級。
- 紙箱重量不得超過 55 磅 (美國) 或 15 公斤 (台灣、歐洲、澳洲/紐西蘭，TACX)；任何超出此重量的貨件皆須貼上黃色重物標籤。請參閱以下「外箱標記」一節的「小心重物」黃色標籤範例。
- 請使用膠帶或光固化黏著劑密封貨運紙箱。
- 未經 Garmin 採購部門事先批准，請勿使用訂書針、纜線、綁帶或束帶。
- 若在收貨時發現外包裝損壞，貨運將存放在特定地點以待進一步檢查。

紙箱規格

- 請務必使用市面上最小的紙箱。
- 只能使用新的瓦楞紙箱，其 Mullen/破裂強度測試等級至少為 200 psi (磅/平方英吋) 或 ECT (邊壓測試) 等級為 32 磅/英吋。
- 包裝盒必須有一個 Mullen 或 ECT 認證戳章，如下所示：



運送至 Garmin 倉庫的所有紙箱都必須符合以下定義的重量和尺寸，如果超過以下定義的核准重量和尺寸，則必須根據「重物標籤規定」一節的說明，加上「重物標籤」。

	最大尺寸			每英尺 最大重量	最大紙箱 總重量
	長度 (英吋/公 分)	寬度 (英吋/公 分)	高度 (英吋/公 分)	磅/ 公斤	磅/ 公斤
奧拉西市	28 英吋	18 英吋	17.7 英 吋	30 磅	55 磅
米拉馬爾市	28 英吋	18 英 吋	17.7 英 吋	30 磅	55 磅
塞勒姆市	28 英吋	18 英 吋	17.7 英 吋	30 磅	55 磅
Garmin Europe	71 公分	46 公 分	44 公 分	15 公斤	15 公斤
Garmin Europe (E2)	71 公分	46 公 分	44 公 分	15 公斤	15 公斤
TACX	71 公分	46 公 分	44 公 分	15 公斤	15 公斤
台灣地區	71 公分	46 公分	44 公分	15 公斤	15 公斤
Garmin AU	71 公分	46 公 分	44 公 分	15 公斤	15 公斤
Garmin NZ	71 公分	46 公 分	44 公 分	15 公斤	15 公斤

外箱一般規定和規格

外箱標記

- 如果紙箱中包含多個庫存單元 (SKU)，請在紙箱貼上「混合」標籤，表示紙箱內容混合。[\(請參閱混合外箱標示規定\)](#)
- 所有具有單一項目零件編號的紙箱或內包裝，都必須透過標籤或模板，將原產國標示在紙箱外側。
- 危險物品的所有貨運文件都必須正確標示，包含產品的運送專用名稱、聯合國 (UN) 和/或北美 (NA) 號碼、危險物品之分類、包裝等級和 24 小時緊急聯絡電話號碼。
- 超過 55 磅 (美國) 或 15 公斤 (台灣、歐洲、澳洲/紐西蘭，TACX) 的紙箱必須標有黃色的「小心重物」標籤 (需取得核准)。超過 25 公斤的紙箱 (所有地區) 應標有建議兩人共同搬運的警告，並提供相關重量支架，請參閱以下範例：供應商應負責遵守所有必要之政府管制機關對紙箱標示和/或棧板標籤的規定。
 - 因違規而遭聯邦或州政府機關處以罰則或收取費用之場合，將由供應商自行負責，而非 Garmin。



外箱/內包裝/產品標籤規定

- 允許每個紙箱一個 PO，或紙箱中含有獨立包裝。[\(請參閱混合外箱標示規定\)](#)
- 外箱**必須**可以從貼在紙箱外側的標籤來識別箱內的所有 Garmin 零件編號或舊版零件編號。[\(請參閱外箱標示規定\)](#)
- 對於所有 LTL 貨運，Garmin **偏好**每箱僅含一個 SKU / 通用產品代碼 (UPC)，小型包裹貨運亦同 (若可行)。
- **單一 PO** 的多個品項零件編號可能會裝在一個外箱中。
- 內包裝必須正確標記 Garmin 零件編號 (GPN) 或舊版零件編號、PO 號碼、數量和說明。內包裝標籤「不」適用於 SMT 捲帶或 ESD 袋，請參閱下方的產品標籤說明。[\(請參閱內包裝標示規定\)](#)
- 產品標籤**必須**貼到最小的包裝層 (例如 SMT 捲帶、ESD 袋)。產品標籤上應標示製造商零件編號、數量、日期代碼和批號。[\(請參閱「產品標籤規定」\)](#)

外箱標示規定和規格

外箱標示規定

Garmin 需要充分標示，才能識別收貨的項目。在大多數情況下，每個紙箱上應有標籤，標明供應商、GPN 或舊版品項編號、PO 號碼、數量和貨運紙箱數量。

供應商應承擔標籤品質之責。務必採用熱感式列印方法，以避免運送過程中汙損。在運送過程中，若有因標籤紙使用不當或未以熱感式印表機列印而造成的污漬，均需要額外處理和/或重新列印新標籤。

務必採用防量染墨水，搭配不反光且高品質的白色標籤紙以達到正確的掃描效果。不可使用噴墨和/或雷射列印。

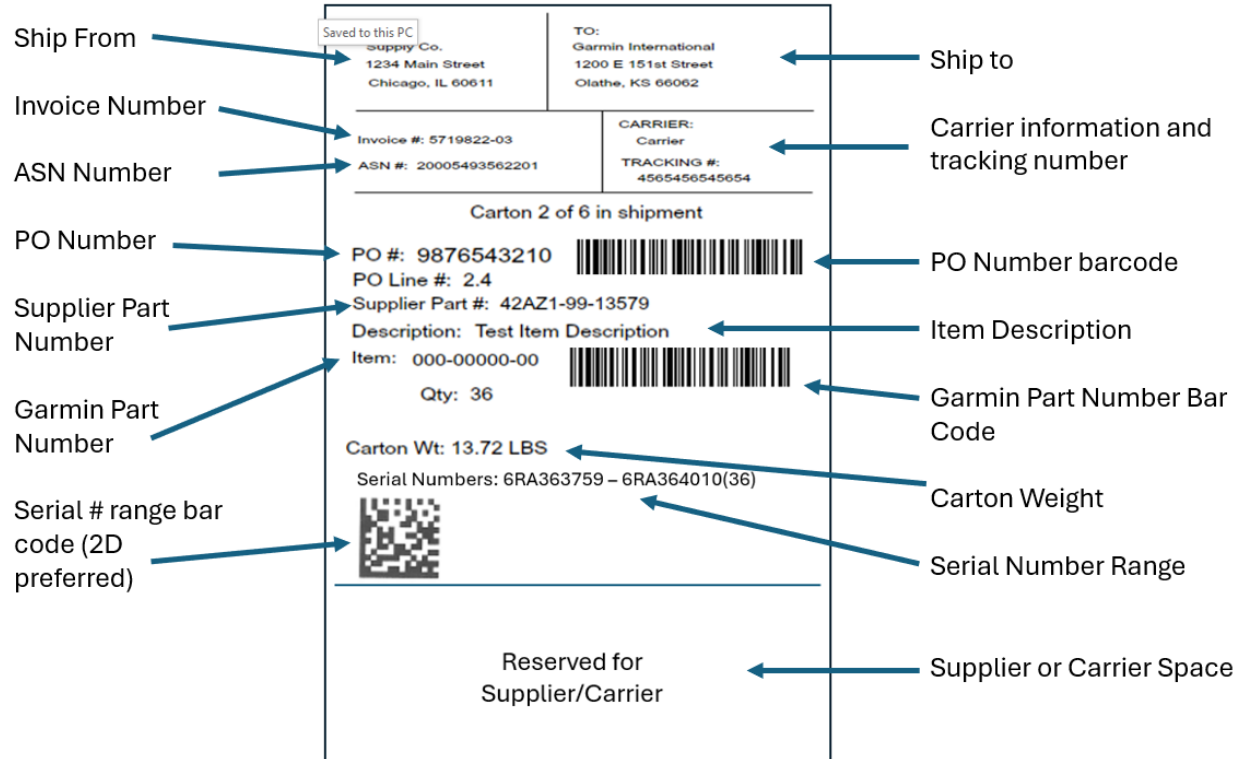
標準印表機紙張不適用於下列任何標籤。條碼不得有任何因列印頭損壞而造成的瑕疵或線條。條碼線中的任何瑕疵都會在 Garmin 配送中心 (DC) 造成「未讀取」問題，並可能需要額外處理費，以及列印新標籤。

外箱標示規格

Garmin 要求每個紙箱上的所有標籤皆須符合 GS1-128 規格。所有紙箱標籤都必須包含下列精確資訊 (請參閱下方的範例)

- 寄件者
- 收件者
- 發票號碼
- ASN 號碼 (如適用)
- 貨運業者追蹤號碼
- PO 號碼 - (人類員可讀資訊及 1D 條碼)
- 項目說明
- 紙箱數量
- GPN - (人類員可讀資訊及 1D 條碼)
- 紙箱重量
- 製造商零件編號
- PO 明細號碼
- 紙箱編號：(1/#)
- 序號 - (2D 條碼)
 - 請參閱下方章節中關於序號 2D 條碼的詳細資料
- 底部保留給貨運業者或供應商

GS1-128 範例



混合外箱標示規定

具有多個 GPN 的紙箱必須在白色紙箱內容標籤上列印以下資訊：

- 收件者：Garmin 名稱和地址
- 寄件者：供應商名稱和地址
- GPN：人類員可讀資訊，不得包含任何修訂參照
 - 條碼
- 數量：人類員可讀資訊

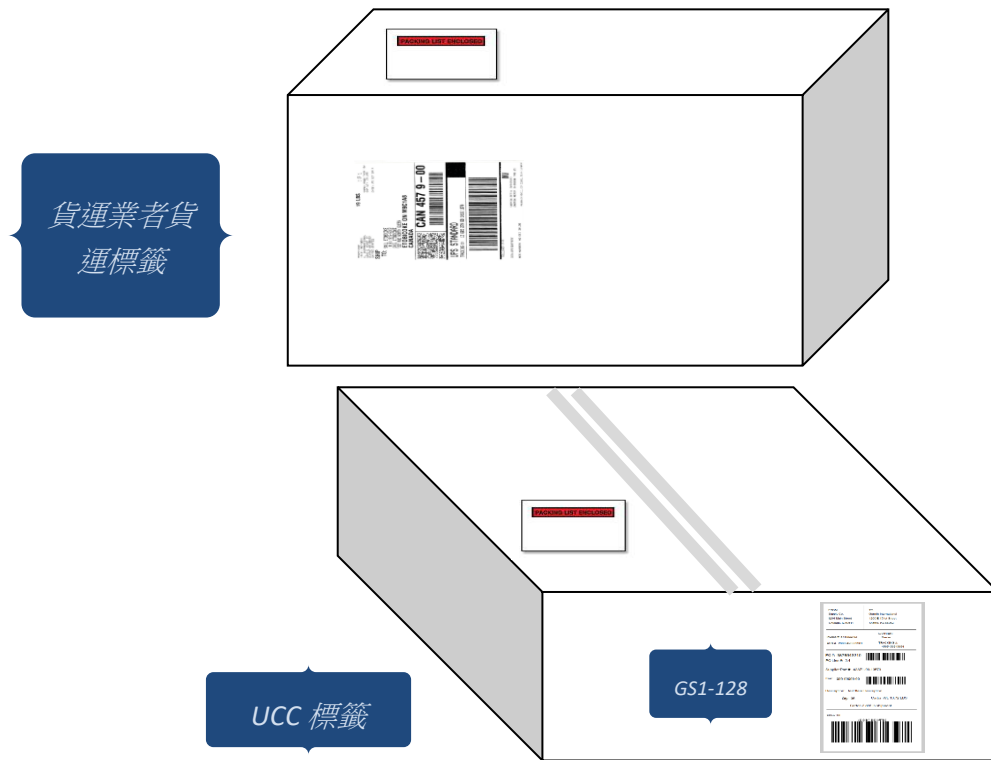
混合紙箱標籤範例

TO: Garmin Name and Address		FROM: Supplier Name and Address
Garmin Carton Contents Label		
MIXED		
GPN	GPN Barcode	Qty
010-25899-00	[Barcode]	277
010-10909-00	[Barcode]	144
013-23698-02	[Barcode]	90
011-15895-05	[Barcode]	36
010-25886-25	[Barcode]	300

供應商標籤配置規定

每個紙箱都應按照下面提供的範例標示：

紙箱標籤位置範例



內包裝標示規定

每個內包裝必須具有包含下列資訊的白色標籤：

- GPN：人類員可讀資訊列於條碼上方 (字體大小至少 12 號，且不得包含任何修訂參照)
 - 條碼
- 數量：人類員可讀資訊列於條碼上方 (字體大小至少 12 號)
 - 條碼
- Garmin PO 號碼：人類員可讀資訊列於條碼上方 (字體大小至少 12 號)
 - 條碼

內包裝標籤範例



產品標籤規定

每個產品標籤必須具有包含下列欄位的白色標籤：

- 製造商名稱：標誌或人類員可讀資訊文字
- 製造商零件編號：人類員可讀資訊近條碼
 - 條碼
- 數量：人類員可讀資訊近條碼
 - 條碼
- 批號：人類員可讀資訊近條碼
 - 條碼
- 日期代碼：人類員可讀近條碼
 - 條碼

供應商可自行決定是否在產品標籤上加入其他欄位。

供應商必須建立明顯的日期代碼，並傳達給客戶。這通常是製造日期。如果可以從批號解碼日期代碼，則只要供應商提供日期代碼解碼的說明文件，產品標籤便可省略日期代碼。

對於 1D 條碼，Garmin 偏好 Code 39 或 Code 128 符號，其中最小 x 維度 (窄元素) 為 9.5 mil 或 .0095”，安靜區為 x 維度的 10 倍或 .25”，取較大者。對於 2D 條碼，Garmin 偏好資料矩陣 ECC 200 符號，其中最小 x 維度為 14.6 mil 或 .0146”，而安靜區則等同於符號的 x 維度。

若使用的 2D 條碼含有多項資料，供應商必須建立格式結構，並將此格式傳達給 Garmin。Garmin 偏好使用如 ISO/IEC 15434 規格所定義的 06 格式結構。

Garmin 偏好使用資料識別碼，即定義後續資料元素之預定用途的指定字元。例如，使用資料識別碼時，線性條碼編碼的資料編碼採用下列格式。

2D 條碼 - 序號：

不超過 36 個序號

範例資料：

219028339_09_0A_219028340_09_0A_219028341_09_0A_

分隔符為下線 09 下線 0A 底線 “_09_0A_”。

其他：

應使用資料識別碼，以指定定義後續資料元素之預定用途的字元。

例如，使用資料識別碼時，線性條碼編碼的資料編碼採用下列格式：

<Barcode Data> = <Data Identifier><Data String>

Garmin 要求以下產品標籤上特定欄位的資料識別碼：

欄位名稱	資料識別碼	資料字串範例	條碼資料範例
製造商零件編號	1P	XAF4444	1PXF4444
數量	Q	1	Q1
批號	1T	ABC123456789	1TABC123456789
日期代碼	9D 或 10D	1452	10D1452

產品標籤範例

以下產品標籤僅為範例，供應商可自行選擇符合這些要求的自有產品標籤標準。



產品標籤範例僅顯示包含多個欄位的 2D 條碼：製造商零件編號、數量、日期代碼和批號。

(1P) Manufacturer Part Number:	DEF3R3H2055
(Q) Quantity:	1
(10D) Date Code:	1452
(1T) Lot Code:	ABC123456789

	RoHS COMPLIANT SEAL DATE: 08/01/2014	
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產品標籤位置範例

下表為標籤放置範例，並不是完整的可能包裝清單。

	膠捲 將標籤貼在膠捲的平面上，不會阻礙到中心軸孔或膠捲表面上的其他任何切割孔
	袋
	軟管 如果標籤必須貼合，請勿將 2D 條碼覆貼在任何邊緣。整個 2D 條碼必須貼放在平面上。

重物標籤規定

紙箱重量超過 55 磅 (美國) 或 15 公斤 (台灣、歐洲、澳洲/紐西蘭, TACX) 時, 必須標有重物標籤。超過 25 公斤重的紙箱需要額外標籤, 以表明這批貨運應由兩人共同搬運。

重物標籤規格

- 尺寸: 75 公釐 x 75 公釐
- 顏色: 黑色、黃色



紙箱膠帶規定

- 請使用透明封箱膠帶密封貨運紙箱或包裝
- 妥善密封紙箱的所有開口, 以避免損壞
- 請勿將膠帶貼在紙箱貨運標籤上
- 請勿使用橙色、藍色和黃色膠帶作為紙箱封裝膠帶

海运集装箱运输的托盘要求与规格

集装箱优化

- 供应商发货时, **Garmin** 要求使用 40 英尺高柜集装箱替代 40 英尺标准集装箱
- 这么做有助于在与 40 英尺标准集装箱运输成本相同的前提下, 获得更多装载空间
- 只要能通过集装箱柜门, 可增加托盘高度以填满 40 英尺高柜集装箱的额外空间
- 若货物可装入 20 英尺集装箱, 且货物未超过重量限制, 则应使用 20 英尺集装箱
- 若货物非整箱货, 需联系全球运输部获取临界点指导

棧板規定和規格

棧板規格

所有貨件均應使用食品雜貨生產者協會 (GMA) A 級棧板, 即:

- 美國地區: 48 英吋 x 40 英吋, 可四面插入, 6 英吋兩端板材
- 台灣地區: 122 公分 x 110 公分, 12 公分支撐桁木
- 英國與荷蘭地區: 也接受 1200 公釐 x 1000 公釐 (4 面)、1200 公釐 x 800 公釐 (歐規) 或美國/台灣棧板。
- 可使用修復過的雙支撐桁木棧板
- 必須處於可承受運輸和存放產品的良好狀態

- 運送至全球目的地的棧板必須遵守國際植物防疫檢疫措施標準 (ISPM) 第 15 項的熱處理或熏蒸棧板標準。有關此標準的詳細資訊，請參閱 [ISPM15 - 進出口法規的全球詳細資料](#)。以下為進入 Garmin 設施之任何進口棧板上必須具備的熱處理戳章範例。



棧板規定

- 箱子應以各層交疊方式疊放，以增加堆疊的強度和穩定性。([請參閱正確棧板堆疊一節](#))
- 。
- 箱子应当堆疊，且层与层之间应当交错堆疊，以确保堆疊状态下的承重性与稳定性。（[参考“托盘正确装载”章节](#)）
- 托盘制作应当满足双层堆疊的条件
- 若托盘无法双层堆疊，需张贴清晰的“禁止双层堆疊”标识
- 紙箱必須標籤朝外
- 紙箱任何一側不得超出棧板超過一英吋或 2.5 公分。([請參閱正確棧板堆疊一節](#))
- 較重的箱子放於下方，較輕的箱子放於上方
- 墊木最大重量不得超過 2,000 磅 (美國地區)、600 公斤 (台灣地區)、1200 公斤 (弗羅茨瓦夫地區)、2000 公斤 (荷蘭地區) 或 500 公斤 (英國地區)。
- 進入 Garmin 設施的墊木最大高度不得超過 96 英吋 (美國地區)、150 公分 (台灣地區)、180 公分 (弗羅茨瓦夫地區) 或 1.6 公尺 (英國與荷蘭地區)。
- 墊木必須進行適當的收縮包裝，以承受運送和存放的風險。
- 含有多個 SKU 的棧板必須具有混合標記或可見的標籤。([請參閱正確棧板堆疊一節](#))
- 特定 SKU 的棧板數量於每次交貨時必須一致。

棧板標示規定和規格

下列為 GS1-128 棧板貨運標籤上必須至少具備的人類員可讀訊息：

- 寄件者：供應商地址
- 收件者：Garmin 地址
- 貨運業者名稱
- 貨運業者追蹤號碼 (PRO 號碼)
- Garmin PO 號碼

- 發票號碼
- 棧板重量
- 棧板 X / Y
- ASN 號碼 (如適用)

棧板貨運標籤範例

寄件者：		收件者：	
貴公司		Garmin International	
您的地址		1200 E. 151st Street	
您的城市		Olathe, KS 66062	
您的所在州份，郵遞區			
貨運業者名稱： 「填入貨運業者名稱」			
貨運業者追蹤號碼 「填入貨運業者追蹤號碼」			
Garmin PO 號碼 「填入 PO 號碼」			
發票號碼：		「填入發票號碼」	
貨運重量：		「填入貨運重量」	
棧板：X / Y			
ASN 號碼： 「填入 ASN 號碼」			

棧板標籤配置規定

請根據以下範例為每個棧板貼上標籤：

- 棧板貨運標籤應於棧板四面的置中位置。
- 訂單裝箱標籤應位於第一棧板的正面。
- 棧板裝箱標籤應位於**每個**棧板的前方。

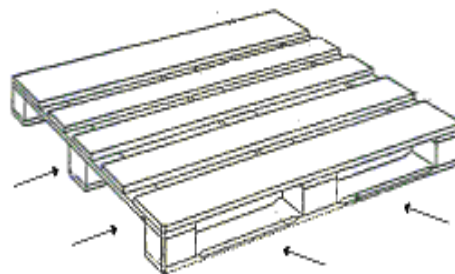
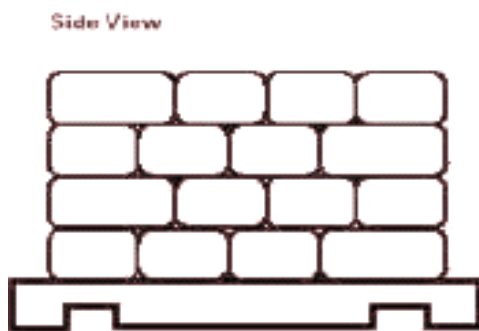
棧板貨運標籤、訂單裝箱清單袋，以及棧板裝箱清單袋位置範例。



正確棧板堆疊

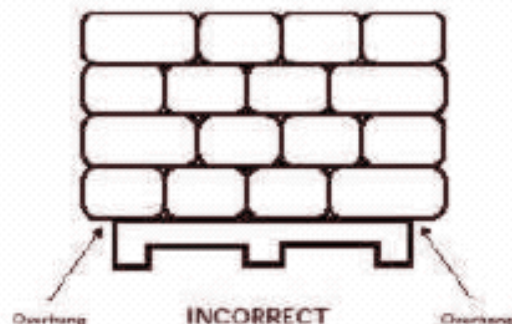
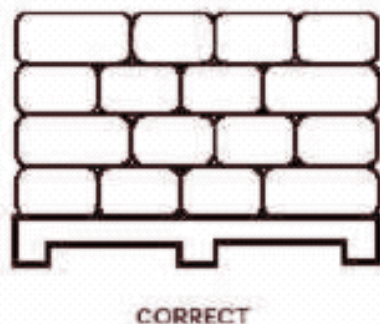
交疊棧板結構

GMA 四面插入棧板



可接受的棧板結構

不可接受，超出 1 英吋

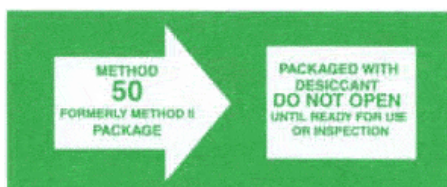


特殊處理與危險物品

特殊處理

運送至 Garmin DC 的紙箱中，裝有危險物品、靜電敏感或易碎物者必須以明顯的方式標記。請勿以任何方式透過任何其他標示，遮住任何法律規定的外部標籤。請在出貨前提供一份安全資料表 (SDS)。供應商必須針對所有危險物品提供經管制機關核准的 SDS 資訊。

- 任何需要特殊處理的材料，例如危險或冷藏物品，都必須有清楚可見的標籤或以其他方式標明需要特殊處理。
- 靜電敏感零件的紙箱外側必須具有 ESD 標示。(如下所示)
- 在紙箱外側正確標示對濕度敏感的零件。(請參閱以下範例)



- 易碎物必須以可見的標籤或以其他方式適當標記。
- 視運送模式而定，電池可能需要特別標示。

危險物品

- 請參照規範鋰電池不同運送模式的相關國家/地區特定管制機關之規定。例如：國際航空運輸協會 (IATA)、國際海運危險品 (IMDG) 和美國運輸部 (USDOT)。
- 任何提供給 Garmin 使用且歸類為危險物品的材料，都必須完全遵從相關國家/地區特定的管制機關規定 (IATA、IMDG 和 USDOT)。
- 請向 Garmin 提供文件，證明其符合這些法規，包括但不限於包裝測試報告和聯合國 (UN) 手冊測試。
- 託運人需承擔包裝與遵守危險物品規範之責任。
- 請向 Garmin 提供任何後續的包裝重新認證。
- 根據 USDOT 規定，Garmin 將向 USDOT 報告危險物品事件，包括未申報的危險物品包裝，以利其採取行動。
- 所有危險物品都必須提供經管制機關核准的 SDS 資訊。

文件

商業發票

所有國際貨運都必須附上商業發票，並包含下列資訊。

- 供應商發票號碼
- Garmin PO 號碼或 Garmin 的概括協議編號和放行編號
- 買方和賣方的完整名稱和地址
- 製造商或託運人的完整名稱和地址 (如果與賣方不同)
- 送貨地點的完整名稱與地址
- 銷售日期與地點
- GPN
- 商品的詳細項目說明；**不接受概括性說明**
- 數量
- 每個零件編號的原產國家/地區
 - 該國家/地區的完整名稱，如「日本、德國、新加坡」或國際標準組織 (ISO) 的二位字母代碼，如「JP、DE、SG」。
- 測量單位
- 每個項目的售價
- 貨幣 (美元、日圓等)
- 同意國貿條規 ([請參閱附件3 的國貿條規](#))
- BOL 號碼
- 海運貨櫃封條號碼 (如適用) **免費項目**

海運貨櫃封條號碼 (如適用) 免費項目

若供應商包含免費項目 (不收費)，例如額外零件、促銷項目或商品成本中未包含之其他物品，您必須在商業發票上另行列出免費項目。商業價值 (即該公司針對相同項目應會支付的金額或一般人預期要支付的合理價值) 必須呈現在發票上。可接受在發票上註明「價值僅供報關用 - 免費」以供識別，但您必須列出正常銷售價格。

10 + 2 進口安全申報 (ISF) (僅適用於前往美國港口的海運)

供應商必須遵循 CBP 10+2 進口安全申報規定，在貨運前來取貨或運送至貨運承攬業者之前 72 小時，將特定海運貨物資訊提供給 Garmin 國際貿易法規遵循 (ITC) 部門及指定的貨運承攬業者。供應商從製造商設施放行貨物之前，必須先收到 Garmin ITC 部門或代表我們傳達之貨運承攬業者所提供的 ISF 核准通知。若未能符合 CBP ISF 規定，將造成運送延遲及可能的罰則。

Garmin 代理商資訊

進口國家/地區	海運	重物空運	小型包裹
澳洲	DHL Global Forwarding	DHL Global Forwarding	DHL Global Forwarding
加拿大		BGL	BGL
中國 - 北京	Tianjin Tongxiang	Beijing Gensky	FedEx Express China
中國 - 上海	Shanghai HangLian	Shanghai HangLian	FedEx Express China
中國 - 揚州	Yangzhou Yicheng	Yangzhou Yicheng	Yangzhou Yicheng
丹麥	Bring	Bring	Bring
德國			
日本	Yamato	Yamato	Yamato
韓國	DHL Global Forwarding	DHL Global Forwarding	DHL Global Forwarding
紐西蘭	DHL Global Forwarding	DHL Global Forwarding	DHL Global Forwarding
挪威	Bring	Bring	Bring
波蘭	DSV	DSV	DSV
			DHL FedEx UPS
南非	DSV	DSV	
瑞典	Bring	Bring	Bring
			DHL FedEx
台灣	Forward Express	Soonest Express	
泰國	DSV	DSV	DSV DHL
英國	DSV	DSV	DSV
			DHL FedEx UPS
美國	Damco/Maersk	Damco/Maersk	
越南	Yusen Logistics (Vietnam) Co., LTD	Yusen Logistics (Vietnam) Co., LTD	Yusen Logistics (Vietnam) Co., LTD

裝箱單

下列資訊必須如下列定義呈現在每張裝箱單上：

裝箱單規定：

裝箱清單詳細資料	棧板裝箱清單	紙箱裝箱清單	訂單裝箱清單
收貨人名稱和地址	X	X	X
託運人名稱和地址	X	X	X
帳單收件者名稱和地址	X	X	X
PO 號碼	X	X	X
貨運業者名稱	X	X	X
訂單日期	X	X	X

出貨日期	X	X	X
Garmin 零件編號	X	X	X
項目說明	X	X	X
製造零件編號	X	X	X
每個 UOM 的數量	X	X	X
Garmin 庫存 UOM	X	X	X
每個 UOM 之數量總重量	X	X	X
訂單數量			X
延期交貨訂單數量			X
出貨數量	X	X	X
原產國家/地區	X	X	X
附裝箱單	X	X	X

上述裝箱單範例 [請參閱附件 2A、2B、2C 及 2D](#)

注意：請參閱下方的小型包裹、LTL 和 TL 規定

小型包裹規定

棧板裝箱單規定清單上的所有項目，加上：

- 紙箱裝箱單貼在每個紙箱的外側
- 訂單裝箱單貼在最後一個紙箱

LTL 規定和 TL 規定

棧板裝箱單的所有規定，加上：

- 每個棧板都要貼棧板裝箱清單
- 不需要紙箱裝箱清單
- 訂單裝箱清單貼在最後一個棧板

提單 (BOL) 規定

提單是海上、空中或陸地貨物運輸中使用的重要法律文件，是托運人和承運人之間的契約，概述了裝運的條款和條件。

提單也是所運貨物的收據，並在將貨物移交給承運人時提供貨物狀況的記錄。填寫完整正確的提單極為重要。

所有運送至 Garmin 的重型空運和海運、整車（FTL）和零擔（LTL）貨運均應包含 BOL，且送貨的貨運業者在設施交貨時必須具有原始 BOL 的副本。BOL 應包含下列資訊：

- 填妥 Garmin 採購訂單 (PO) 號碼
- 物品的參照說明
- 清楚記錄紙箱和棧板數量；需要清點才能確認交貨
- 在 BOL 上標示危險物品

- 標示任何關於物品交貨或處理的特殊指示
- 若貨件使用震動感測器，請標示
- 列出貨件總重量
- 在 BOL 附上原產地證明 (如適用)
- 若國貿條規要求供應商必須管理交貨給 Garmin 的方式，例如目的地交貨 (DAP)，供應商應確保 BOL 副本已包含在給 Garmin 的出貨通知中 ([請參閱附件 3 的國貿條規](#))

以產業協同商務解決方案 (VICS) BOL 為佳。([請參閱附件 1A、1B 和 1C 中的 BOL](#))

提單包含公開的具體裝運資訊，出於安全考慮，Garmin 已通過美國海關與邊境保護局獲得艙單保密，該局將對以下姓名和地址保密：

- 收貨人名稱/收貨方
- 收貨人地址
- 托運人姓名
- 發貨人地址
- 通知方名稱
- 通知方地址

為了保密，托運人/供應商必須完成以下部分。

A. 收貨人/收貨方

1. 收貨人/收貨人是貨物的買方
 - 切勿將承運人列為收貨人/收貨方
2. 托運人必須使用與 Garmin 採購訂單上顯示的名稱完全一致的名稱
3. 這包括所有單詞、標點符號和空格。

B. 項目說明

1. 項目的描述應始終是通用的行業標準描述。例如：
 - 音訊揚聲器
 - 無線電接收器/發射器
 - 體重計
 - 血壓監測儀
 - 顯示器...
2. 項目說明不得包括以下資訊：
 - a. Garmin 這個詞
 - b. 任何 Garmin 附屬公司的名稱，例如：
 - Tacx
 - Lumishore
 - Fusion

➤ **JL Audio...**

c. 提及 Garmin 品牌名稱，例如：

- fēnix
- Venu
- Approach
- BMW
- MGU...

d. 引用 HTS 編號

C. 特別說明

1. 一般來說，此欄位應保持空白，如果托運人需要特別指示，則應僅包含這些特定指示。

2. 此欄位不得引用：

- 不得提及 Garmin 和/或其實體
- 不得提及任何 Garmin 品牌名稱

D. 標示 & 號碼

1. 一般來說，此欄位應保持空白，如果托運人需要特別指示，則應僅包含這些特定指示。

2. 此欄位不得引用：

- 不得提及 Garmin 和/或其實體
- 不得提及任何 Garmin 品牌名稱

交貨/卸貨指示 - 僅限台灣設施

卡車停車區

- 車輛必須停放在標記的指定區域中。
- 請停止引擎並拉起手煞車，視需要設置障礙物以防止車輛移動。
- 請遵循警衛的卡車停車指引。

卸貨操作

- 請遵循警衛的卸貨指引。
- 必須取得倉庫人員的核准，才能使用堆高機或工具。請穿著安全鞋操作堆高機，以免受傷。
- 升降平台必須在倉庫人員的監督下操作。作業期間，任何人都不能進入紅線區。
- 請勿占用任何通道或走道，並注意駕駛安全。

一般交貨作業

- 託運貨物必須一併附上交貨單，並由倉庫人員實際檢查並確認無誤。驗收單、發票等其他文件應於交貨時出示。
- Mars 廠商的交貨規定
 - 1. 必須在交貨時由 Garmin 倉庫人員實際清點並查驗。

2. 經過實際查驗後，託運貨物必須轉放至 **Garmin** 的棧板。
3. 材料應依照標籤上指示的零件編號/數量放置於工作台上；紙箱必須整齊堆疊，並依照 **Garmin** 倉庫人員的工作指示正面朝外放置。
4. 材料放置到工作台後，請勾選製造廠商名稱的方塊，確認物品經過驗收且確實交付。

工單號碼		3350572-0				
生管：游典哲6964		線別：LLXXPAK110		*3350572*		
組裝料號	010-01114-12	muvi 42LM, GPS, Russia				
工單預計上線時間	2013/12/03 18:08	工單套數		216		
廠商	料號	數量	交貨日期	IQC	IQC 倉庫	製造
☐ 茂林光電	011-02167-00	216	1202 PM	0A-免驗	☐	☐
☐ 美正	K00-00618-00	216	1202 PM	要驗	☐	☐
☐ 美正	170-01202-12	216	1202 PM	要驗	☐	☐
☐ 源通	011-03078-00	216	1202 PM	0B-免驗	☐	☐
☐ 正美	161-03132-15	216	1202 PM	0A-免驗	☐	☐
☐ 正崧精密	320-00541-01	216	1202 PM	要驗	☐	☐
☐ 正崧精密	320-00239-40	216	1202 PM	要驗	☐	☐
☐ 合隆紙器	170-00139-00	7	1202 PM	0E-免驗	☐	☐
☐ 博世達企業	171-01061-00	216	1202 PM	0A-免驗	☐	☐

5. 請參閱 [WN000108](#) 的標籤列印指示。
 6. 請參閱 [WN000108](#) 的標籤列印設定和系統安裝指示。
- **ASN (出貨事前通知) 供應商**
 1. 每個紙箱都需要 **ASN** 交貨單和 **ASN** 標籤。**ASN** 資訊應於交貨前一天在 **Garmin** 供應商入口網站中登錄。
 2. 交貨時，**ASN** 交貨單應隨附檢查報告和發票。
 3. 請參閱 [WL000151](#) 的 **ASN** 作業系統指示。

離開前的指示

- 請再次檢查是否已完成所有項目。
- 請確認棧板、堆高機已歸回到原來的位罝。
- 請至警衛室辦理離廠手續，並繳回訪客身分識別卡。
- 離開前，請確認卡車門已關閉。

其他規定

- 請在工作期間穿著合適的服裝。
- 禁菸區禁止吸菸。
- **Garmin** 廠內禁止攜入酒精飲料和檳榔。
- 若響起疏散廣播，請停止作業並依照 **Garmin** 的指示疏散至安全區域。若有任何不適/疾病症狀，請聯絡警衛室尋求協助。

商品陳列庫存標示和包裝規定- 僅限美國設施

商品零件標示規定

每個商品零件都必須貼上標籤，且零件包裝上的白色標籤上需含以下資訊：

- 零件編號 (M 編號) (字體大小：至少 12 號)
- 零件說明 (字體大小：至少 12 號)
- 條碼 (M 編號) (Code 128 條碼)
 - 條碼不一定為 UPC 代碼
- 條碼 (M 編號) 人類員可讀資訊 (字體大小：至少 12 號)

範例：商品零件標籤



商品散裝紙箱標籤規定

商品散裝紙箱必須貼上標籤，且零件包裝的白色標籤上需含以下資訊：

- Garmin (字體大小：40 號)
- 零件編號 (M 編號) (字體大小：15 號)
- 零件說明 (字體大小：20 號)
- 條碼 (M 編號) (Code 128 條碼)
 - 條碼不一定為 UPC 代碼
- 條碼 (M 編號) 人類員可讀資訊 (字體大小：15 號)
- 紙箱中的項目數量 (字體大小：15 號)

範例：商品散裝紙箱標籤

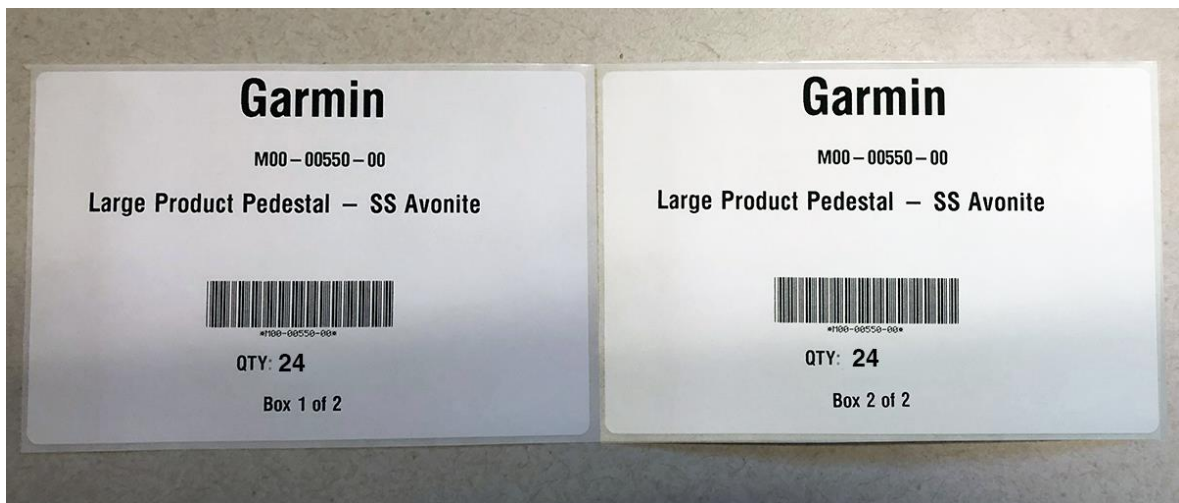


包裝在多個紙箱中的商品零件編號

如果一個零件編號包含多個組件，並包裝在多個紙箱中 (例如：展示架放在某個紙箱中，層架放在另一個紙箱中)，則每個組件都必須標有下列資訊：

- Garmin (非必要) (字體大小：40 號)
- 零件編號 (M 編號) (字體大小：15 號)
- 零件說明 (字體大小：20 號)
- 條碼 (M 編號) (Code 128 條碼)
 - 條碼不一定為 UPC 代碼
- 條碼 (M 編號) 人類員可讀資訊 (字體大小：15 號)
- 同批紙箱編號 (1/2、2/2)

範例：包裝在多個紙箱中的商品



商品零件紙箱和棧板尺寸規定

運送至 Garmin 倉庫之商品項目所用的所有紙箱/棧板，都必須符合下表定義的重量和尺寸：

儲存位置 ↓	最大長度 英吋	最大寬度 英吋	最大高度 英吋	最大重量 磅
物流箱 (高密度儲存)	22	14	8	55
運送紙箱	27.6	18	17.7	55
棧板貨架儲存區	48	51	48	1750

展示架的商品包裝

附輪展示架必須完整以膠膜包裹，以避免輪子在運輸過程中受損。

範例：放置展示架輪子的棧板包裝法



範例：附輪展示架的完整棧板包裝法



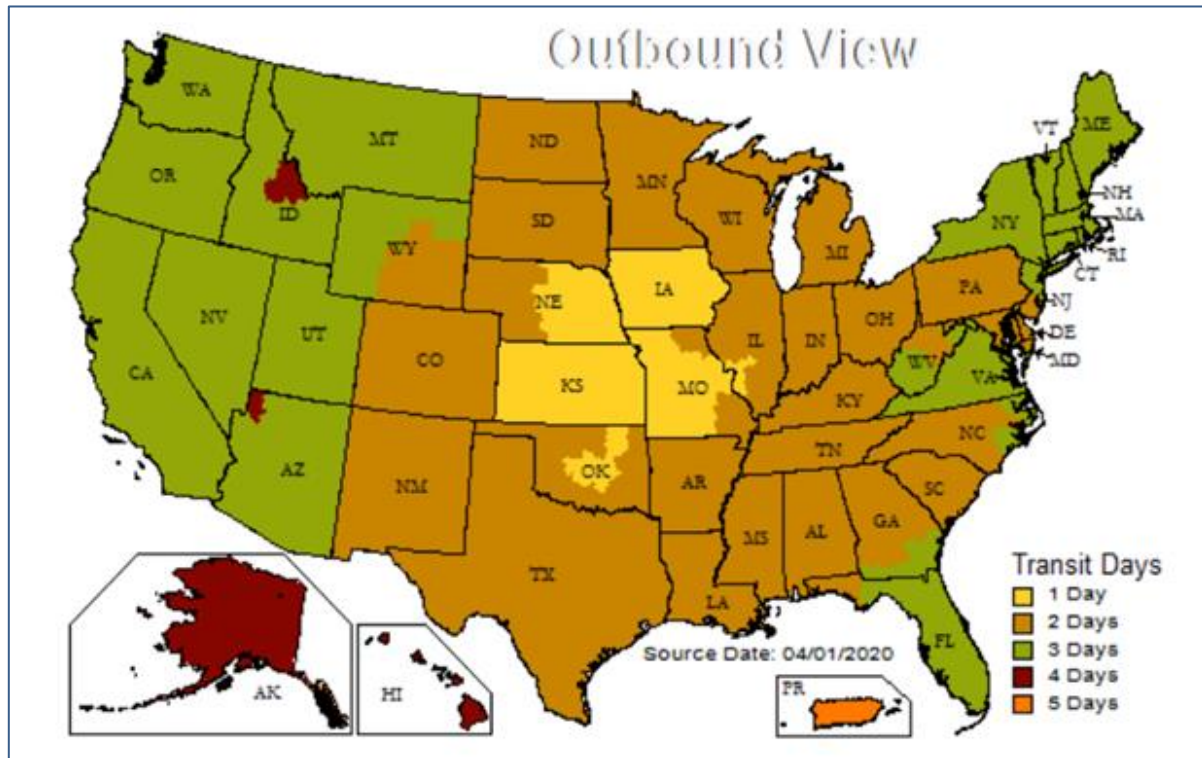
美國進口路線 - 空運 (到付)

來源國家/地區 (美國進口)	路線：小型包裹	路線：重物空運
澳洲	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
奧地利	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
巴哈馬	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
比利時	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
英屬維京群島	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
加拿大	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
開曼群島	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
智利	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
中國	1-100 公斤 DHL Express	100 公斤以上重物空運貨運承攬業者
哥斯大黎加	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
哥倫比亞	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
克羅埃西亞	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
捷克共和國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
丹麥	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
多明尼加共和國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
法國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
德國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
瓜地馬拉	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
香港	1-100 公斤 DHL Express	100 公斤以上重物空運貨運承攬業者
匈牙利	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
以色列	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
義大利	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
日本	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
韓國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
馬來西亞	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
墨西哥	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
荷蘭	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
紐西蘭	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
挪威	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
巴拿馬	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
菲律賓	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
波蘭	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
羅馬尼亞	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
新加坡	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
南非	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
聖馬丁島	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
瑞士	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
台灣	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
泰國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
千里達及托巴哥	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
英國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
所有其他*	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者

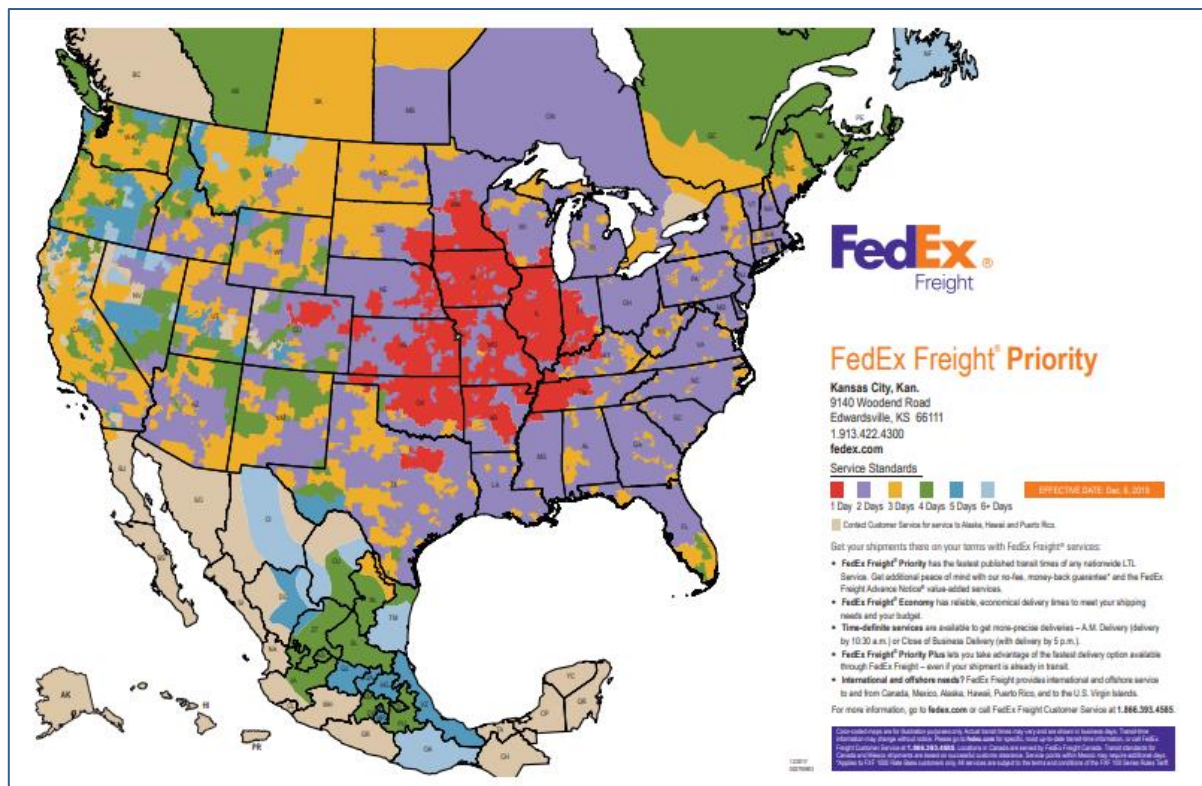
美國國內貨運 (僅限到付)	
陸運	貨運業者與服務等級 (Garmin PO 運送方式/服務說明)
貨運總重量 0 至 200 磅	貨運業者：FedEx Ground 服務等級：陸運 (UPS-包裹-陸運商業包裹/運輸地圖在後續頁面)
貨運總重量 200 磅以上	貨運業者：FedEx Freight LTL (請參閱下一頁的地圖，以查看每個州的指定貨運業者。) 服務等級：FedEx Priority (運輸地圖在後續頁面)
空運	貨運業者與服務等級 (Garmin PO 運送方式/服務說明)
貨運總重量 0 至 500 磅	貨運業者：FedEx 服務等級：依據 Garmin 採購規定/指示 **服務等級按最低成本優先順序列出** 8. Express Saver Air (FedEx Express Saver/ 3 個工作天以內) 9. 2 Day Air (FedEx 2Day Air/2 個工作天以內) 10. 2 Day A.M. Air (FedEx 2Day A.M. 上午 10:30 前/2 個工作天到貨) 11. Standard Overnight (FedEx Standard Overnight/ 下一個工作天晚上前到貨) 12. Priority Overnight (FedEx Priority Overnight/ 下一個工作天中午前到貨) 13. First Overnight (FedEx First Overnight/ 下一個工作天上午前到貨) 14. Same-Day Delivery (FedEx SameDay/ 緊急運送，於特定地區當日運送到貨)
貨運總重量 500 磅以上	若未在 PO 上定義重物的空運解決方案，請聯絡 Garmin 採購代理人
所有美國國內空運貨運均須經 Garmin 採購部門核准，且必須在核准的 PO 上清楚註明	

來自加拿大和墨西哥的美國進貨陸運 (僅限到付)	
陸運 (加拿大與墨西哥)	貨運業者與服務等級 (Garmin PO 運送方式/服務說明)
貨運總重量 0 至 200 磅	貨運業者：FedEx Ground 服務等級：陸運 (UPS-包裹-陸運商業包裹/4 至 7 個工作天以內)
貨運總重量 200 磅以上	貨運業者：FedEx Freight LTL 服務等級：優先快遞 (FEDEX FRT-LTL-優先快遞級/運輸地圖在後續頁面)

UPS 陸運 - 美國國內運輸地圖 (地圖版本為 2020 年 4 月 15 日)



FedEx 大貨優先快遞 - 北美運輸地圖 (地圖版本為 2020 年 4 月 15 日)



台灣進貨國際貨運

台灣進貨國際貨運 (僅限到付)	
空運	貨運業者與服務等級 (Garmin PO 運送方式/服務說明)
小型包裹 (請參閱下表瞭解貨運業者與重量細項)	若貨運來源國家/地區在下表的小型包裹底下列有 DHL Express 貨運業者：DHL Express 服務等級：國際快遞 依據來源/目的地而定，在 1 至 3 個工作天以內 若貨運來源國家/地區在下表的小型包裹底下列有 FedEx 貨運業者：FedEx Express 服務等級：國際優先 依據來源/目的地而定，在 1 至 3 個工作天以內
	重物空運 (請參閱下表)
	在上方的小型包裹中斷點或以棧板包裝貨物時，請聯絡 Garmin 採購代理人，以取得經過核准的重物空運貨運承攬業者

所有國際貨運均須經 Garmin 採購部門核准，且必須在核准的 PO 上清楚註明

台灣進口路線 - 空運 (到付)

來源國家/地區 (台灣進口)	路線：小型包裹	路線：重物空運
澳洲	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
奧地利	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
加拿大	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
中國 - 不含南部	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
華南	1-200 公斤 FedEx	200 公斤以上重物空運貨運承攬業者
德國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
香港	1-200 公斤 FedEx	200 公斤以上重物空運貨運承攬業者
印度	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
日本	1-200 公斤 FedEx	200 公斤以上重物空運貨運承攬業者
馬來西亞	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
荷蘭	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
紐西蘭	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
菲律賓	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
波蘭	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
新加坡	1-150 公斤 FedEx	150 公斤以上重物空運貨運承攬業者
斯洛維尼亞	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
韓國	1-150 公斤 FedEx	150 公斤以上重物空運貨運承攬業者
泰國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
英國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
瑞士	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
美國	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
越南	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
印尼	1-200 公斤 DHL Express	200 公斤以上重物空運貨運承攬業者
所有其他*	1-150 公斤 DHL Express	150 公斤以上重物空運貨運承攬業者
*如果未列出來源國家/地區，請使用所有其他路線		

波蘭進口路線 - 空運 (到付)

來源國家/地區 (波蘭進口)	路線：小型包裹	路線：重物空運
歐洲 (包括非歐盟國家/地區)	1-70 公斤 UPS Standard	70 公斤以上 TNT Economy Express
澳洲	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
巴西	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
中國	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
香港	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
印度	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
日本	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
紐西蘭	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
新加坡	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
韓國	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
台灣	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
泰國	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
美國	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
所有其他	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
*如果未列出來源國家/地區，請使用<u>所有其他</u>路線 在上方的小型包裹中斷點或以棧板包裝時，請聯絡 Garmin 採購代理人，以取得經過核准的重物空運貨運承攬業者 <i>所有國際貨運均須經 Garmin 採購部門核准，且必須在核准的 PO 上清楚註明</i>		

英國進口路線 - 空運 (到付)

來源國家/地區 (英國進口)	路線：小型包裹	路線：重物空運
歐洲 (包括非歐盟國家/地區)	1-70 公斤 UPS Standard	70 公斤以上 TNT Economy Express
澳洲	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
中國	1-150 公斤 DHL Express International Express	150 公斤以上重物空運貨運承攬業者
香港	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
日本	1-150 公斤 DHL Express International Express	150 公斤以上重物空運貨運承攬業者
紐西蘭	1-150 公斤 DHL Express International Express	150 公斤以上重物空運貨運承攬業者
韓國	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
台灣	1-100 公斤 DHL Express International Express	100 公斤以上重物空運貨運承攬業者
泰國	1-150 公斤 DHL Express International Express	150 公斤以上重物空運貨運承攬業者

美國	1-150 公斤 DHL Express International Express	150 公斤以上重物空運貨運承攬業者
所有其他	1-150 公斤 DHL Express International Express	150 公斤以上重物空運貨運承攬業者
*如果未列出來源國家/地區，請使用<u>所有其他</u>路線 在上方的小型包裹中斷點或以棧板包裝時，請聯絡 Garmin 採購代理人，以取得經過核准的重物空運貨運承攬業者 <i>所有國際貨運均須經 Garmin 採購部門核准，且必須在核准的 PO 上清楚註明</i>		

荷蘭/Tacx 路線指南 (包含包裹與重物空運中斷點)

參加國家/ 地區	出口/進口	目的地/來源國家/地 區	路線：小型包裹 (紙箱)	路線：重物空運 (以棧板包裝)
荷蘭	進口來源	所有其他	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	澳洲	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	巴西	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	加拿大	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	中國	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	香港	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	印度	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	日本	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	馬來西亞	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	墨西哥	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	紐西蘭	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	菲律賓	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	新加坡	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	南非	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	韓國	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	台灣	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	泰國	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	英國	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	美國	1-150 公斤：UPS	150 公斤以上重物空運貨運承攬業者
荷蘭	進口來源	比利時	1-150 公斤：UPS	150 公斤以上 Transmission
荷蘭	進口來源	荷蘭	1-150 公斤：UPS	150 公斤以上 Transmission
荷蘭	進口來源	盧森堡	1-150 公斤：UPS	150 公斤以上 Transmission
荷蘭	進口來源	其他歐洲地區	1-150 公斤：UPS	KLG

荷蘭/水壺路線指南 (包含包裹與重物空運中斷點)

參加國家/地區	出口/進口	目的地/來源國家/地區	路線：小型包裹 (紙箱)	路線：重物空運 (以棧板包裝)
荷蘭	進口來源	所有其他	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	澳洲	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	巴西	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	加拿大	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	中國	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	香港	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	印度	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	日本	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	馬來西亞	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	墨西哥	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	紐西蘭	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	菲律賓	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	新加坡	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	南非	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	韓國	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	台灣	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	泰國	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	英國	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	美國	1-150 公斤：UPS	不適用於水壺
荷蘭	進口來源	比利時	1-150 公斤：Transmission	Transmission
荷蘭	進口來源	荷蘭	1-150 公斤：Transmission	Transmission
荷蘭	進口來源	盧森堡	1-150 公斤：Transmission	Transmission
荷蘭	進口來源	其他歐洲地區	1-150 公斤：UPS	陸運貨運承攬業者

其他一般貨運指南

其他一般貨運指南	
併裝	所有在同一天運送至 Garmin 的貨運都應列在單一 BOL
保險	如果 Garmin 支付貨運的運輸費用，請勿購買貨運業者保險，或選擇申報價值
整車貨運	若 PO 上未定義，請聯絡 Garmin 採購代理人
貨到付款貨運	不接受
轉運	如果我們的指定的貨運業者並未為您的地點提供直接服務，請聯絡 Garmin 採購代理人 (若 PO 中未有定義)

附件 1A — 提單

[illegible]

附件 1B - 提單補充

SUPPLEMENT TO THE BILL OF LADING							Page _____	
Bill of Lading Number: _____								
CUSTOMER ORDER INFORMATION								
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP Y or N		ADDITIONAL SHIPPER INFO		
PAGE SUBTOTAL								
CARRIER INFORMATION								
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 3(d) of NMFC Item 300	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
	SKD		BXS					
						PAGE SUBTOTAL		

2010年12月10日

附件 2A - 棧板裝箱清單

 GARMIN INTERNATIONAL INC * 1200 E. 151st St * Olathe, KS.66062 USA * TEL (913) 397-8200 * FAX (913) 397-8282						
PALLET Packing List PALLET #: 60233101001			Page 1 of 3			
Carrier: FEDEXE-LTL East Tracking #: 1822496841 BOL #: 04000000050023149 PRO #: 1822496841 Delivery ID: 60233101			Order No: 24845142 PO #: 62902218 Trading Partner #: 006007 On Trailer:			
Bill To:			Ship To:			
*** Please Refer To The Order Packing List For Complete Order Details ***						
Order Date: 10/18/2010		Ship Date: 10/25/2010		Weight: 666.0400		
Qty Packed	UOM	Item No / Cust Ref No	Description / Cust Description	DIM	UPC No	
864.00	EA	010-00781-20	Approach G3,Golf GPS,North America		753759100803	
	LPN #:	G1.5214697	Container #:	00007537590050861839	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214709	Container #:	00007537590050862195	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214712	Container #:	00007537590050862263	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214710	Container #:	00007537590050862225	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214730	Container #:	00007537590050862577	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214714	Container #:	00007537590050862294	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214704	Container #:	00007537590050862034	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214715	Container #:	00007537590050862317	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214716	Container #:	00007537590050862348	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214722	Container #:	00007537590050862423	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214706	Container #:	00007537590050862096	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214708	Container #:	00007537590050862164	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214711	Container #:	00007537590050862249	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214707	Container #:	00007537590050862119	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214721	Container #:	00007537590050862416	23"x10"x12"	Case/Carton Qty: 24.00
	LPN #:	G1.5214729	Container #:	00007537590050862553	23"x10"x12"	Case/Carton Qty: 24.00

附件 2B - 貨櫃裝箱清單

				
GARMIN INTERNATIONAL INC * 1200 E. 151st St * Olathe, KS, 66062 USA * TEL (913) 397-8200 * FAX (913) 397-8282				
CONTAINER Packing List Page 1 of 1				
Carrier: FEDEXE-LTL East Tracking #: 1822496841 BOL #: PRO #: 1822496841 Delivery ID: 60233101		CONTAINER #: 00007537590050861839 LPN #: G1.5214697 DIM#: 23"x10"x12"		
		Order No: 24845142 PO #: 62002218 Trading Partner #: 006007 On Pallet: 60233101001		
Bill To:		Ship To:		
*** Please Refer To The Order Packing List For Complete Order Details ***				
Order Date: 10/18/2010		Ship Date: 10/25/2010		Weight: 17.3900
Qty Packed	UOM	Item No / Cust Ref No	Description / Cust Description	UPC No
24.00	EA	010-00781-20	Approach G3, Golf GPS, North America	753759100803
IMPORTANT RETURN INFORMATION: Merchandise in original condition purchased directly from Garmin.com may be returned within 30 days of purchase. To return merchandise, contact customer service for a Return Material Authorization (RMA) number. Customer responsible for return shipping. Shipping fees are non refundable.				
CERTIFICATE OF MATERIAL AND PROCESS CONFORMANCE It is hereby certified that the articles described above are new and in conformance with GARMIN specifications and drawing for both the material and process. Test Reports and/or Data are on file as appropriate.				
Date: _____		Authorized Signature: _____		
Designated Operations Representative				
"Garmin International, Inc. is required by state law to collect sales/use tax in AZ, CA, FL, IL, KS, MO, NC, NM, TX and WA. Residents of any state not listed are responsible for reporting any applicable taxes on their purchases from Garmin International, Inc. to their state's tax authorities. Please consult a tax professional in your state for guidance. Garmin does not provide tax or legal advice."				

附件 2C - 訂單裝箱清單

									
GARMIN INTERNATIONAL INC * 1200 E. 151st St * Olathe.KS.66062 USA * TEL (913) 397-8200 * FAX (913) 397-8282									
ORDER Packing List Page 1 of 1									
Carrier: UPS-Parcel-GROUND PKG COMMERCIAL Tracking #: 1Z66527X0370755430 BOL #: PRO #: Delivery ID: 60329145 Bill To:					Order No: 25057248 PO #: 62002369 Trading Partner #: 006007 Vendor #: Ultimate Dest: On Trailer:				
Ship To:									
Order Date: 10/28/2010		Ship Date: 11/02/2010		Total Ship Weight: 37		Total # Pallets: 0		Total # Containers: 4	
<u>Qty</u> <u>Ordered</u>	<u>Qty Prev</u> <u>Shipped</u>	<u>Qty</u> <u>Packed</u>	<u>Qty Back</u> <u>Ordered</u>	<u>UOM</u>	<u>Item No /</u> <u>Cust Ref</u>	<u>Description /</u> <u>Cust Description</u>	<u>DIM</u>	<u>UPC No</u>	
50.00	0.00	50.00	0.00	EA	010-11022-00	Acc,Colorado,Carabiner Mount		753759074647	
				LPN #: G1.3819245	Container #: 00007537590051385969	22"x17"x12"	Case/Carton Qty: 50.00		
96.00	0.00	96.00	0.00	EA	010-11344-10	Acc,Skin Case,Dakota		753759097332	
				LPN #: G1.3813953	Container #: 00007537590051386959	18"x12"x18"	Case/Carton Qty: 84.00		
				LPN #: G1.3813954	Container #: 00007537590051386980	16"x12"x10"	Case/Carton Qty: 12.00		
84.00	0.00	84.00	0.00	EA	010-11345-00	Acc,Slip Case,Oregon		753759094614	
				LPN #: G1.3819244	Container #: 00007537590051386249	18"x12"x18"	Case/Carton Qty: 84.00		
IMPORTANT RETURN INFORMATION: Merchandise in original condition purchased directly from Garmin.com may be returned within 30 days of purchase. To return merchandise, contact customer service for a Return Material Authorization (RMA) number. Customer responsible for return shipping. Shipping fees are non refundable. CERTIFICATE OF MATERIAL AND PROCESS CONFORMANCE It is hereby certified that the articles described above are new and in conformance with GARMIN specifications and drawing for both the material and process. Test Reports and/or Data are on file as appropriate. Date: _____ Authorized Signature: _____ Designated Operations Representative "Garmin International, Inc. is required by state law to collect sales/use tax in AZ, CA, FL, IL, KS, MO, NC, NM, TX and WA. Residents of any state not listed are responsible for reporting any applicable taxes on their purchases from Garmin International, Inc. to their state's tax authorities. Please consult a tax professional in your state for guidance. Garmin does not provide tax or legal advice."									

附件 2D - 裝箱清單 - 台灣

PACKING LIST							
Sold to: Garmin Corp. No 68, Jangshu 2nd Road Shijr, Taipei County, 221 Taipei, Taiwan				Date: 4-Mar-14 PL No: 039129 Code: A4898 Ref No.			
Shipped to: Garmin (Asia) Corporation No 68, Jangshu 2nd Road New Taipei City, 221 Taiwan, R.O.C.							
Shipped by: Air From: Hong Kong ETD: 6-Mar-14 Payment Term: 45 days				To: Taoyuan - Taiwan ETA: 6-Mar-14 Trade Terms: EX SANKYU WAREHOUSE			
Ctn No.	CONTENT	Customer Part No.	Qty (PCS)	Ctns	GW (Kgs)	NW (Kgs)	M'ment (CRMS)
MURATA WLAN/ST/PM MODULE,WL11031							
001	LBEPSC/LWTC	505-00090-01	6,000	1	7.20	1.68	0.05
TOTAL			6,000	1	7.20	1.68	0.05
_____ AUTHORIZED SIGNATURE							

附件 3 – 2020 年版國貿條規

任何運送模式的規定：

工廠交貨 (EXW)：賣方履行其義務，讓買方在賣方所在地或另一指定地點 (如工廠、倉庫等) 領取其貨物。買方從賣方所在地點領取產品開始，到產品送達買方所在地為止，買方需承擔所有風險和費用。賣方並無義務裝載或申報貨物以供出口。

貨交運送人 (FCA)：賣方在賣方所在地或另一指定地點，將已申報出口之貨物交付給買方或另一獲授權領取貨物方所指定的運送人。買方承擔將貨物運送至最終目的地的所有相關風險和費用，包括交付運送人後的運輸，以及將產品進口至國外的任何關稅。

卸貨點交貨 (DPU)：賣方申報貨物以供出口，並承擔在指定港口或目的地交貨及卸貨相關的所有風險與成本。買方承擔此後的所有費用和風險，包括在指定目的地國家/地區申報進口貨物。

目的地交貨 (DAP)：賣方申報貨物以供出口，並承擔在卸貨地點以外的指定目的地交貨之所有相關風險與成本。買方承擔所有與卸貨和報關相關的費用和風險，以進口貨物至指定目的地國家/地區。

完稅後交貨 (DDP)：賣方承擔將貨物運送至準備卸貨的指定目的地及進口申報的所有相關風險與成本。

海運及內陸水路運送規則：

船上交貨 (FOB)：賣方申報貨物以供出口，並在指定的裝運港口船上交貨。買方自此承擔貨物的所有風險/費用。