

Guidelines for Delivery – Meyer Turku Oy

This document sets out the minimum packing and marking requirements for goods and materials intended for delivery to Meyer Turku, and all associated warehouses in Finland. Please note that Piikkiö Works (Kaarina) has their own special delivery instructions for orders issued by Meyer Turku.

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## 1. Guidelines for delivery

The Supplier must supply the deliverables in a timely manner and in strict accordance with the contract. Partial delivery is not accepted unless confirmed or requested by the buyer. The deliverables must be in accordance with the specification, quality standards and quality control and other requirements stated in the contract, in the quantity specified and free from any defects.

## 2. Packing the goods

### 2.1 Packing requirements

The equipment and materials must be packed in such a way that they will stand the stresses of the chosen mode of transport as well as of storing outdoors. If storage of another kind is agreed, it must be mentioned on parcels and dispatch lists. The supplier is responsible for the correct and adequate packing of the equipment and materials in order to ensure that materials will arrive at the destination undamaged and the packing itself in such condition that it will be suitable for a minimum of 6 months storage. The equipment or materials thereof must be packed in such a way that a forklift can be used for unloading and handling. Forklift handling is strongly recommended (max 18 tons) but if it is not possible, crane lifting or other possibilities have to be ensured before delivery. (Please see and fill in the details in delivery notification.)

### 2.2 Packing materials

- All equipment and materials that will be delivered on board the Vessel must be packed in a fire-retardant or fire-preventive way
- Timber materials must be marked as ISPM 15 compliant, or a copy of a suitable treatment certificate must be provided if requested. Standard pallets should be 1,200 mm x 800 mm unless material requires additional length.
- Pallets must be suitable for moving with a normal forklift (max. 18 tons)
- All goods on a pallet must be secured to the pallet, so that no movement or damage can occur to the goods during normal transportation, and goods must not overhang the edge of the pallet
- If pallet banding is applied, adequate edge protection must be used to the top edges of the load to prevent the banding from damaging the materials
- Interior supports (where fitted) shall be strong enough to withstand stevedore handling
- Fragile points under the protection have to be clearly indicated
- Packaging and protection (for weather, welding and flame cutting sparks, paint spray etc.) has to be designed so that it can be kept in place through installation period (hatches, connection terminals etc.) when applicable

### 2.3 Technical requirements

In some cases, specific technical requirements for packaging may be included in the technical specifications form, please check the contract or purchase order. If applicable, please send technical drawing with attachment and lifting points, centre of gravity and weight to [prealerts@meyerturku.fi](mailto:prealerts@meyerturku.fi)

### 2.4 Hazardous materials

Packages or containers containing batteries, paints, pressurized goods, flammable liquids and other chemicals and materials defined as dangerous goods must be packaged and segregated in accordance with the applicable international standard for transport of dangerous goods (IMDG, IATA DGR). This needs to be clearly indicated in shipping documents, and a prealert and an MSDS must be sent to [prealerts@meyerturku.fi](mailto:prealerts@meyerturku.fi)

## 3. Marking the goods

Only correctly marked parts and components, including delivery documentation, are considered to be contractually delivered.

All markings shall be in Finnish or English and all the gross/net weights marked on packages must be expressed in kilograms. Recommended or required lifting points and method must be clearly shown by painted markings or similar on all equipment. Please use international symbols/icons. Spare parts must be packed and marked separately.

### 3.1 Marking and labelling the components

Each component must be marked or labelled at least with the following:

- Meyer Turku component ID number (Item no. in PO, e.g. 6111.V1002)
- Supplier component number
- Recommended additional Meyer information: Purchase Order number

If it is not technically feasible to add Meyer item level information to the component, it is possible to agree that the item can be identified and linked to Meyer position and material number by using the packing list information. This emphasizes that the packing list must have all information Meyer Turku has requested and in addition the supplier's item level marking information.

### 3.2 Marking the shipment

Pallets must be clearly labelled with the following information:

- Receiver information (company, address etc.)
- In ship projects: Meyer new building number (last part of PO's consignment mark, e.g. 9524451038/1403)
- Meyer purchase order number (e.g. 9524451038 or 4500027030)
- The case number shall identify the individual package and indicate the total number of packages in the shipment (e.g. Box No. 1 of 4, Box No. 2 of 4).
- Each carton/package within the pallet must be identified with individual labels detailing the position and the component ID number; also, where applicable, the supplier's item level information must be marked for cross checking.

## 4. Shipping documentation

Required documents are either a packing list or a delivery note and a waybill, for customs purposes a commercial invoice and, if applicable, a certificate of origin, T1, EUR.1 or ATR. Declaration of non-Russian origin for all materials classified under commodity codes 7206-7229 and 7301-7326 is required.

### 4.1 Waybill

Following information needs to be available in the waybill

- Supplier name, address, and contact details
- Receiver's name, address, and contact details
- Carrier name
- Meyer Turku Shipping mark (PO number/ship project number if applicable)

### 4.2 Packing list or delivery note

Following information needs to be available in the packing list or the delivery note

- Supplier name, address, and contact details
- Receiver's name, address, and contact details
- Delivery date
- Meyer Turku Shipping mark (PO number/ship project number if applicable)
- Detailed listing of the parts supplied: Item name and description, including Meyer Turku component ID number (article number of the supplier, if applicable)
- Quantity ordered and quantity shipped
- Quantity of shipped parcels, pallets, and special markings

The packing list must be enclosed in a clear and weatherproof re-sealable plastic envelope glued or stapled to the package so that anyone can determine the contents without opening or damaging the shipment. An additional packing list is required inside the package, in case the outer one will be lost during transportation.



Meyer Turku Oy  
Telakkakatu 1  
FI-20240 Turku

#### PURCHASE ORDER

#### CHANGE

→ PO number 4500002313  
Date 06.11.2024  
Purchaser  
Telephone  
E-mail

Technical resp.  
Telephone  
E-mail

Invoicing address  
Meyer Turku Oy  
invoice@meyerturku.fi

→ Shipping mark 4500002313 / NB 1403  
Terms of delivery DAP Turku Incoterms 2020  
Terms of payment within 60 days

Electronic invoicing  
Meyer Turku Oy  
E-invoicing address: 0037077201741  
Operator: OpusCapita Solutions Oy  
Operator ID: E204503

← Delivery address  
Meyer Turku Oy  
Telakkakatu 1  
FI-20240 Turku

We hereby order in accordance with our general terms and conditions, which you can find online at: [www.meyerturku.fi](http://www.meyerturku.fi)

The following changes are to be understood as agreed. Apart from that the original scope of supply as well as other technical and commercial conditions are still valid as per original PO.

Item	Material	Description	Quantity	UM	Unit price	Net amount
20	6881963	BALL CHECK VALVE DN50	1	PC		

Comp. ID: 52130V624 ←

### 4.3 Invoice for customs purposes

Following information needs to be available in customs invoice in order to avoid delays in customs procedures

- Supplier name, address, and contact details
- Shipper and Consignor VAT number
- Invoice date and payment term
- Incoterm and Carrier
- Meyer Turku purchaser or contact person
- Meyer Turku Project number (the affected ship number, if applicable)
- Meyer Turku purchase order number
- Quantity of shipped parcels, pallets, and special markings
- Net weight, gross weight and dimensions for each package, or separate packing list
- Item name and description, including Meyer Turku item number
- Country of origin and harmonized tariff code for each item
- Price for each item line, possible discounts and agreed reasons

Declaration of non-Russian origin is required when shipping good affected by EU sanctions.

Commercial invoices to be sent as agreed on the purchase contract and according to our invoicing instructions.

## 5. Delivery

### 5.1 Delivery address

The general delivery address for Meyer Turku is:

Meyer Turku Oy  
Telakkakatu 1  
20240 Turku  
Finland

Contact person's details shall be mentioned, if defined in the PO. (Full name, telephone number and e-mail address must be indicated on the delivery documents.)

In case the delivery is intended for a partner company located at the shipyard, please use the following:

Name of the partner company  
c/o Meyer Turku Oy  
Telakkakatu 1  
20240 Turku  
Finland

Warehouse opening hours are from Monday to Friday: 7–11 a.m. and 11:45 a.m. – 15 p.m. **No deliveries during lunch time: 11–11:45 a.m.**

## **5.2 Notifications for inbound deliveries**

For DAP deliveries, a separate delivery notification form is required. Please send Delivery Notification, packing list and waybill to Meyer Turku at [prealerts@meyerturku.fi](mailto:prealerts@meyerturku.fi) and [deliverycontrol@meyerturku.fi](mailto:deliverycontrol@meyerturku.fi) before the goods are leaving from your factory or warehouse, but no later than 48h prior arrival.

In case of FCA delivery, Meyer Turku is informed directly by our forwarders.

If the delivery notification is not received in time, Meyer Turku reserves the right to refuse the receipt of the goods. The costs for reshipment shall be borne by the supplier.

### 5.3 Access to the shipyard and route map from the main gate to the central warehouse

The access for trucks is via Main Gate (Telakkakatu 1). At the gate, the truck driver needs to present the waybill in order to access the shipyard.

