

Important Notice to Suppliers

For suppliers outside UK and see below

Please kindly contact our Freight Forwarder **Agility Logistic Ltd** for instructions on where to deliver this shipment in your respective country for onward delivery to MRC Unit, Fajara, The Gambia.

For suppliers in the UK and see below

Please kindly delivery this order to our Freight Forwarder **Agility Logistic Ltd** for onward delivery to MRC Unit, Fajara, The Gambia

**Agility Logistics Ltd
Unit 6 North
Radius Park
Faggs Road
Feltham
Middlesex, TW14 0NG**

Email: AgilityMRC@agilitylogistics.com

Fax. +44 (0) 20 8917 3011

Tel. +44 (0) 20 8917 3000

Direct. +44 (0) 20 8917 3068

For all suppliers

Freight Forwarding Requirements

Please find below Agility requirements to complete a convenient export service and assure prompt payment:

1. Communication

All suppliers to notify Agility once the goods are ready for delivery. Also, to specify if goods are hazardous and if shipment is temperature sensitive. Finally, to understand how the goods are packed so that we can book with airline accordingly.

No delivery should be activated without notification (in case of temperature sensitive consignments). Ideally, no delivery should be made on Friday.

2. Documentation

We would require the following documentations:

- Packing List with weight and dimension
- Commercial Invoice with **full description; commodity code; country of origin** (for Customs's declaration) and **temperature range**.
- Invoice deliver to must be **the MRC address quoted on the PO**

- If consignment is hazardous, we would need a copy of **MSDS** and if applicable a copy of **Dangerous goods note** (if the supplier has packed the consignment himself).