

Important Notice to Suppliers

You will need to liaise with Agility AgilityMRC@agilitylogistics.com for delivery arrangements once goods are ready for shipment.

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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 declaration) and **temperature range**.
- Invoice must be to **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).