

Logistics Manual

(ATLAS Furniture Orders)

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Markant Trading Organisation (Far East) Ltd
1023 & 1025 Chinachem Golden Plaza,
77 Mody Road, Tsimshatsui East,
Kowloon,
Hong Kong

ATLAS - Einrichtungen - Einkauf - GmbH
Liebigstr. 18,
86316 Friedberg,
Germany

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1. Introduction

The following instructions are applicable to all shipments for “**ATLAS – Furniture**” orders. Upon execution of an ATLAS order, suppliers are bound to follow all these instructions, unless otherwise agreed mutually.

It is important that suppliers must always comply with all customs regulations pertaining to the importation of products into Germany as well as all other requirements separately provided by ATLAS (as applicable).

If there are any questions regarding these instructions, suppliers should contact Markant Trading Organisation (Far East) Ltd. (“**MTO**”) Logistics Dept prior to delivery of the goods.

The latest version of this Logistics Manual can be downloaded from our website.

2. General Contacts

Shipment Advices & Follow-up:-

Company : MTO (Logistics Dept)
Contact Person : Ms. Yammie Chan
Tel : 852 – 2592 5523
Email : atlas@hk.markant.com

Shipping Documents & Payment Release:-

Company : MTO (Logistics Dept)
Contact Person : Miss Carmen Ng
Tel : 852 – 2592 5538
Email : atlas@hk.markant.com

3. Shipment Booking / Quality Control by Team Consult

Shipment booking has to be made by suppliers with the freight forwarder / carrier in due time (at least 4-6 weeks before shipment date) by email :

Freight Forwarder / Carrier (for “**FOB**”shipments) : as per Appendix F
Port of Discharge : as per Appendix F

(**IMPORTANT** : Suppliers are required to read and understand fully the shipping instructions as mentioned in Appendix F, which may be changed from time to time.)

Booking information must be provided as per Appendix E (Bill of Lading).

Delivery Terms (ICC Incoterms) / Port of Loading : Delivery has to be carried out according to the incoterms / port of loading mutually agreed.

Latest delivery or shipment date is mentioned on ATLAS order sheet, which is defined as the latest “shipped on-board” date or latest “vessel ETD”.

Early shipment is NOT allowed, if effected 10 days before the expected shipment date, unless otherwise instructed by MTO or ATLAS. Generally, late shipment is NOT allowed, unless prior approval is received from MTO or ATLAS. This kind of prior approval of early or late shipment must be received from MTO or ATLAS directly (NEVER from any freight forwarder / carrier).

All outer cartons must contain “full quantity” as ordered (i.e. last carton quantity is NOT allowed), even when any over-shipment or short-shipment is “exceptionally” made with our prior approval. For last carton quantity, payment will not be made by MTO.

Quality Control by Team Consult :

For all furniture orders, suppliers are required to contact **Team Consult** “at least 14 days before shipment date” about goods inspection. In case inspection is not made, suppliers must ask for permission from **Team Consult** before loading.

4. Container Loading

Only FCL shipment is allowed for furniture orders. To make any LCL shipment “exceptionally”, suppliers must consult MTO before loading and ensure that prior approval is received from MTO or ATLAS.

For FCL shipment, it is NOT allowed to load different ATLAS orders into the same container, unless otherwise instructed by MTO or ATLAS.

Only if the loading instructions cannot be determined upon placing or confirming an ATLAS order (due to the critical cargo volume), suppliers must follow the **Special Loading Instructions** below.

Special Loading Instructions (for critical situation) :

- a) Whenever it becomes difficult to determine loading by FCL service due to the critical cargo volume (between **16 CBM** and **20 CBM**, or between **40 CBM** and **49 CBM**), suppliers must double-check and quote the estimated "Total CBM" to MTO at least 10 days before loading.
- b) Based on the estimated "Total CBM", MTO or ATLAS will decide on the loading instructions (i.e. FCL or LCL service, forwarder or carrier, port of discharge) on a case-by-case basis.
- c) If FCL service is decided, but the actual "Total CBM" is much lower than originally quoted (after unloading by ATLAS), suppliers will be debited with the freight difference.

Special Instructions (only for "Fumigated" Goods, which require de-fumigation at destination) :

- a) The decision of performing fumigation must be made by suppliers themselves (and not by ATLAS). For more details, please refer to the relevant Order Manual.
- b) Port of discharge must be the respective “**German Main Port**” (as per Appendix F), irrespective of any other port mentioned on the order sheet.
- c) A **Fumigation Certificate** must be submitted to MTO, together with other shipping documents (latest 5 days after vessel ETD). With a Fumigation Certificate, ATLAS will be able to arrange de-fumigation at the “**German Main Port**”.

Container Inspection : Before loading, each container must be properly inspected by suppliers physically, to ensure no major defects are found. Under the following conditions, the container must be rejected and returned to the freight forwarder / carrier, and a new proper and seaworthy container must be requested by suppliers :

- a) if any holes are found.
- b) if the container door is not closed properly, while the door sealings are in good condition actually.
- c) if the ventilation holes (inside and outside) are taped/closed or otherwise obstructed. Suppliers have to ensure the openings allow free air ventilation.

Safe Loading : All cartons must be carefully and evenly stowed in a container for FCL shipment. As such, cartons will not fall down inside a container easily causing unnecessary damages.

5. Shipment Advices

5a. Pre-shipment Advice: (Before shipment)

Suppliers must send a pre-shipment advice to MTO Logistics Dept by email latest 10 days before the expected shipment date or actual shipment date (whichever is earlier). Please refer to Appendix A (Pre-shipment Advice).

In case the shipping schedule is later changed, a 'revised' pre-shipment advice must follow.

If a severe delay is expected before a pre-shipment advice is due, it must be reported to MTO Logistics Dept immediately without delays.

5b. Post-shipment Advice: (After shipment)

Suppliers must send a post-shipment advice to MTO Logistics Dept by email latest 5 days after vessel ETD. Please refer to Appendix A (Post-shipment Advice).

In lieu of this post-shipment advice, copies of shipping documents quoting the required details are acceptable.

In case of over-shipment or short-shipment, suppliers must report to MTO Logistics Dept by email latest 5 days after vessel ETD.

5c. Furniture Shipment – Digital Photos: (After shipment)

At time of loading the furniture orders, suppliers must take and keep 3 digital photos in their office (for at least 1 month after vessel ETA) and must present to MTO upon request, showing the condition of container loading :

Photo 1 : right after loading the goods into the container, before closing the doors.

Photo 2 : after loading and closing one door (showing the container number clearly).

Photo 3 : after loading and closing both doors (showing the container number clearly).

Important Notes:

- (i) **Discrepancy** : Partial shipment / over-shipment / short-shipment (within each ATLAS order or article), wrong assortment / wrong packing / wrong measurement / wrong container capacity are NOT allowed, unless prior approval is received from MTO or ATLAS.
 - (ii) **Merchandising Issues** : If there is any question or change relating to the **products or QC inspection**, suppliers should contact ATLAS directly for assistance.
 - (iii) **Team Consult** : For any shipment inspected by **Team Consult**, suppliers must inform MTO Logistics Dept about the shipment status or delay, under all circumstances.
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6. Shipping Documents

6a. Shipping Documents Required:

Suppliers are responsible for providing all required shipping documents (as listed below and as per ATLAS order sheet) punctually for the clearance of goods at the border (before exports) and at the destination (before imports).

(i) Main Documents (which are mandatory) :

- Commercial Invoice (see Appendix B / any format is acceptable)
- Packing List (see Appendix C / any format is acceptable)
- Bill of Lading (see Appendix D)

(ii) Other Documents (which are optional, or may vary with different product / country of origin) :

- Fumigation Certificate (if applicable), which must show the container number (for LCL or FCL shipment).
- Export Licence (if applicable)
 - issued by a competent authority in the country of origin, showing :
 - ATLAS as consignee, Germany or EU as country of destination
 - country of origin, Cat. No., quota year (as agreed)
- Shipment Release Letter (if applicable)
 - It is a document issued by MTO, which is required for L/C payment purpose.
 - For issuing this letter, suppliers have to provide the vessel information and QC inspection status (if any) to MTO.
- Certificate of Origin (if applicable)
 - see appendix E (GSP Form A), against the same corresponding fields

6b. Copies of Shipping Documents:

For our follow up purpose, all copies must be emailed to MTO Logistics Dept (Ms. Yammie Chan) latest 5 days after vessel ETD.

In case not all copies are available in time, the missing copies should be sent by separate email (quoting ATLAS order number) within the next days retrospectively.

6c. Originals of Shipping Documents:

Suppliers should have the following shipping documents ready in the office latest 12 days before vessel ETA :

- 1 signed Commercial Invoice
- 1 Packing List
- Bills of Lading (Express Seaway Bill or Telex Release B/L, in order to speed up cargo release by ATLAS at destination)
- Original of Fumigation Certificate (if applicable)
- Original of Certificate of Origin (if applicable)
- Original of Export Licence (if applicable)

7. Payment Terms and Payment Release

Payments for ATLAS orders will be fully handled by MTO on behalf of ATLAS. MTO will negotiate and agree with suppliers on the payment terms.

7a. L/C Payment:

- Suppliers will receive a draft of L/C from MTO.
- Suppliers have to check the information in the draft and return the confirmation to MTO.
- MTO will generally open the original L/C latest 20 days before delivery date after receiving the confirmation.
 - *For L/C payment, L/C related bank charges will be on **beneficiary's account** (i.e. bank charges incurred from L/C opening till L/C negotiation). Total L/C related bank charges will be approximately 0.7% of total invoice amount (based on the example of USD 50,000).*

- *If an L/C is later cancelled at supplier's request, suppliers will be debited with an additional cancellation fee of USD 117.-.*

7b. T/T Payment (T/T against copy shipping documents):

- Suppliers have to send a copy of shipping documents to MTO for checking.
- After all required copies are received and accepted by MTO, T/T payment will be remitted to supplier's account on the payment due date (for deferred payment) or within 5 - 7 working days (for sight payment).
- *For T/T payment, Payment Handling Charges will be on **beneficiary's account**. A handling charge of US\$ 35 will be deducted by MTO from T/T payment. Payment will be made in the currency stated in your invoice. (Expected to be either US\$ or €).*

8. Penalties

Penalties may be imposed by MTO Logistics Dept, when suppliers fail to make an effort to strictly follow our important logistics instructions.

8a. Late Document Penalty :

A Late Document Penalty of **USD 50.-** per B/L may be charged to suppliers if they fail to perform the tasks "in time". Examples are : late pre-shipment advice, late post-shipment advice, late presentation of copies / originals of shipping documents, late telex release, .. etc.

In addition, we reserve the right to charge suppliers with either **1%** of the invoice value or the **actual** demurrage & storage costs, whichever is higher.

8b. Discrepancy Penalty :

A Discrepancy Penalty of **USD 25.-** per B/L may be charged to suppliers if they fail to present the "complete and correct" set of shipping documents, in spite of our reminder.

8c. Improper Stowage Penalty :

A penalty of **USD 100.-** per container may be charged to suppliers, if they fail to stow the cartons carefully in a container for FCL shipment, causing the cartons to fall down inside a container.

At the discretion of MTO, the above penalties will be deducted from our payment without giving any prior notice to suppliers. Furthermore, suppliers will be responsible for any other penalties, any subsequent claims or expenses raised by ATLAS later.
