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The EagleBurgmann Inbound Guidelines China apply to all suppliers of

- **EagleBurgmann Dalian Co., Ltd.**
- **EagleBurgmann Shanghai Co., Ltd.**
- **EagleBurgmann Technology (Shanghai) Co., Ltd.**
- If you have any further questions, please contact your responsible buyer
- If you have any questions about import and customs topics,
for China, please contact:
EB Dalian: Wency.Wang@eagleburgmann.com
EB Shanghai & Technology: Yunxia.Song@eagleburgmann.com
and CC
EB Dalian, Shanghai & Technology: Rita.wang@eagleburgmann.com

EagleBurgmann does not accept shipments with Incoterm EXW and DDP. Instead of these Incoterms use FCA and DAP.

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Name:	Angela Steger	Name:	Richard Sun	Name:	First Name Last Name	

1. Pre-alert for all Incoterms

For all shipments, please send a pre-alert including a full set of documents in advance, per shipment, to the following contacts.

A full set of documents contains:

- the commercial invoice
- the packing list (for shipments with more than one package)
- The bill of lading
- The preference declaration (if possible)
- Certificate of origin (upon request)

For detailed content requirements for the documents listed, see also point 4 below.

PRE-ALERT/ Shipping Notification	
<p>Procurement Dalian Wency.Wang@eagleburgmann.com</p> <p>Shanghai & Technology Yunxia.song@eagleburgmann.com</p> <p>and CC Rita.wang@eagleburgmann.com</p>	

2. Booking of an FCA shipment



If the agreed incoterm of the orders is FCA we provide you here all information for booking the shipment on behalf of

EagleBurgmann Dalian Co., Ltd. or EagleBurgmann Shanghai Co. Ltd. or EagleBurgmann Technology (Shanghai) Co., Ltd.

Paper printout for information only, not subject to the change service.

China	EagleBurgmann Inbound Guidelines	EagleBurgmann® a member of EKK and FREUDENBERG
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The way of transportation (express, land, air or ocean) is agreed with your responsible commodity buyer. Under normal circumstances, we default to **DHL air freight**.

Preferred CEP Provider	Preferred carrier
DHL Express  CHINA Szymon Song Phone: +86-0411-82725883-2107 Telephone: +86-15241144133 E-Mail: song.zhenyue@dhl.com Acct.No. 953379688	DHL Global Forwarding  CHINA Land freight: Herald Hao Telephone: +86-0411-82536750 E-Mail: herald.hao@dhl.com Airfreight: Johnson.Ren Telephone : +86-0411-39453140 E-Mail: johnson.ren@dhl.com Ocean freight: Celia.Gao Telephone: +86-0411 -39453295 E-Mail: Celia.Gao@dhl.com

Invoices from other freight forwarders will not be accepted.

3. Special Shipments (samples/goods for repair/maintenance)

For sample and other free shipments the attached invoice must show the real value of the products, origin of goods and the reason for the free shipping. i.e. "samples, free of charge – value for customs purposes only".

If you send goods that should be repaired Eagleburgmann Dalian Co., Ltd., EagleBurgmann Shanghai Co., Ltd. or EagleBurgmann Technology (Shanghai) Co., Ltd. there must be also a proforma-invoice for customs purposes only. On this invoice there should be the EagleBurgmann material number or the serial number of the sealing.

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4. General Document Requirements

The following required references/information must be on **ALL** documents:

- Complete legal entity name and address of both vendor/shipper and importer/consignee.
- EagleBurgmann SAP Purchase Order Number (PO).
- Material number stated on the PO form is exactly how the number must appear on all documents.
- Total number of packages and weight per package/shipment.
- Tracking number(s) and name of the carrier/forwarder that it was shipped with.

The delivery address must be issued according to the information of the purchase order!

The documents must be issued to the following addresses:

CHINA

Importer/Consignee
Eagleburgmann Dalian Co., Ltd. 86 Liaohe East Road DD Port Dalian 116620 Liaoning CHINA VAT-No: 912102136048871593
EagleBurgmann Shanghai Co., Ltd. 86 Liaohe East Road DD Port Dalian 116620 Liaoning CHINA VAT-No: 91310000607272838E
EagleBurgmann Technology (Shanghai) Co., Ltd. 86 Liaohe East Road DD Port Dalian 116620 Liaoning CHINA VAT-No: 913101157927094390
Delivery times at all plants: Monday to Friday 8am to 4pm

COMMERCIAL INVOICE:

Each invoice of imported merchandise shall set the following information:

- Shipper
- Incoterm
- Invoice number and date
- EB SAP Purchase Order Number
- EB SAP Material Number
- Quantity and unit price for each item
- Currency code
- Country of origin of the product
- Harmonized tariff number (HS Code)
- Net weight
- Gross weight
- Reason for export (e.g. for repair)




PACKING LIST:

Should state in adequate detail the merchandise contained in each individual package.

Packing list is required for shipments with more than one package and must provide a detailed description.

- Description and Specification
- Package reference to item lines
- EB SAP Purchase Order Number
- EB SAP Material Number
- Quantities
- Total net weight (kg)
- Total gross weight (kg)
- Dimensions
- Total amount of packages
- Package sizes
- Volume

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BILLS OF LADING:

Land Freight: : Carrier bill / Trucker bill / CMR Waybill

Air Freight: Unique AirWaybill

Ocean Freight: Bill of Lading - Advise DHL Global Forwarding to issue *Express Bills of Lading* or *sea waybill*. This is to avoid storage charges and delayed shipment releases if original bill of lading is not received in time or get lost.

Preferential declaration

- Supplier's declaration for shipments and shipments within the European Union (only in case the supplier's declaration has not yet been requested).
- In case of deliveries from preferential countries, the corresponding preference document (e.g. EUR.1, declaration of origin on invoice)
- Certificate of origin upon request

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