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1 SHIPPING DOCUMENTS

The following required references must be on ALL documents

1.1 Required References & Information

- a) Complete name and address of both vendor/shipper and importer/consignee
- b) EagleBurgmann PO Number
- c) Material number stated on the PO form is exactly how the number must appear on all documents
- d) Total number of cartons and weight per shipment
- e) Tracking number(s) and name of the carrier/forwarder that it was shipped on

1.2 Shipping documents

The following required documents must be provided prior to delivery for all shipments

- a) Commercial invoice
- b) Packing list for shipments with more than 1 carton
- c) Bills of Lading

1.2.1 COMMERCIAL INVOICE:

Each invoice of imported merchandise shall set the following informations:

- a) Shipper
- b) Incoterms
- c) Invoice number and date
- d) EB Purchase Order Number
- e) Each item must have a detailed description of the item, its funktion/use and the type of material it is made
- f) Quantity and unit price for each item
- g) Currency code
- h) Country of origin of the product
- i) Harmonized Tariff Number
- j) Net weight
- k) Gross Weight

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1.2.2 PACKING LIST:

Should state in adequate detail the merchandise contained in each individual package. Packing list is required for shipments with more than 1 carton and must provide detail description:

- a) Total net weight, total gross weight
- b) Dimensions

1.2.3 BILLS OF LADING:

- a) Unique Airwaybill (airfreight)
- b) Unique Bill of Lading (ocean shipments). Please issue Express Bills of Lading instead of originals, to facilitate product release at destination and avoid storage charges if original documents are not received in time
- c) Carrier / Trucker bill CMR (land transport)

1.3 ADDITIONAL DOCUMENTATION

- a) Supplier declaration for local shipments and shipments within the European Union. (only in case the supplier declaration hasn't been requested yet)
For more than 10 materials only excel format is accepted.
- b) In case of deliveries from preferential countries, the belonging preference document (f.e. EUR.1, Declaration of Origin on invoice)
- c) COO – Certificate of Origin upon request

2 DOCUMENTS TO BE ISSUED AS FOLLOWS:

<u>Importer/Consignee</u>	<u>Destination/Delivery Address</u>
EagleBurgmann Germany GmbH & Co KG Aeußere Sauerlacher Str. 6-10 82515 Wolfratshausen GERMANY	For POs to Plant II: EagleBurgmann Germany GmbH & Co. KG Burgmannstrasse 1 82547 Eurasburg GERMANY
VAT-No: DE230276848	For POs to Plant III (PG): EagleBurgmann Germany GmbH & Co. KG Werk 3 Pfaffenrieder Str. 4 82515 Wolfratshausen GERMANY
Notify Party/Customs Broker Schenker International Germany	

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3 SPECIAL INSTRUCTIONS

3.1 Pre-Alert

Please send a full set of documents include tracking number per shipment in advance to the following email address: DE-Import@eagleburgmann.com

3.2 Sample and other “free of charge” shipments

For sample and other free of charge shipments the attached invoice **has to show the real value of the products and the reason of free of charge**. i.e. “samples, free of charge – value for customs purpose only.”

4 PREFERRED PARTNERS FOR SHIPMENTS EBG PAYS THE FREIGHT

4.1 Small Parcel: **UPS**

EagleBurgmann Plant II	82547 Eurasburg:	Acct.No. 009090
EagleBurgmann Plant III (PG)	82515 Wolfratshausen	Acct.No. 7F5837

4.2 Oceanfreight: Schenker International

4.3 Landfreight: Schenker International

4.4 Airfreight: Schenker International

5 SHIPMENT BOOKING

5.1 For shipments of **70 kgs or less**, must be shipped by **UPS** by using **EB’s account**.
If charges are higher in unapproved use or by not using UPS, charges will be debited to vendor.

5.2 Shipments of **70 to 300 kgs** please ship by airfreight (Oversea Shipments).

5.3 For all other shipments please get in contact with your local Schenker Office.
www.dbschenker.com/global

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6 CONTACTS:

6.1 EAGLEBURGMANN GERMANY

- Mr. Christopher Odemann Phone: +49 8171 23-2349
Email: DE-Import@eagleburgmann.com
- Mr. Stefan Olbrich Phone: +49 8171 23-1795
E-Mail: DE-Import@eagleburgmann.com

6.2 SCHENKER GERMANY

- Airfreight Ms. Yi-Ting Shih Phone: +49 89 975 901 23
e-mail: yi-ting.shih@dbschenker.com
- Oceanfreight Mr. Steffen Lew Phone: +49 8165 605 630
e-mail: steffen.lew@dbschenker.com
- Landfreight Ms. Jennifer Parra Phone: +49 8165 605 440
e-mail: Jennifer.Parra@dbschenker.com
In CC please: de.sm.muc.procure@dbschenker.com

7 WAREHOUSE OPENING HOURS FOR DELIVERIES AT EAGLEBURGMANN

Monday – Thursday	8.00am – 4.00pm
Friday	8.00am – 1.00pm

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