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The EagleBurgmann Inbound Guidelines Türkiye apply to all suppliers of the

- **Eagle Burgmann End. Sız. San. ve Tic. Ltd. Sti.**
- If you have any further questions, please contact your responsible buyer.
- If you have any questions about import and customs topics,
for Türkiye, please contact: operation.tr@eagleburgmann.com
- **EagleBurgmann does not accept shipments with the Incoterm EXW and DDP. Instead of these Incoterms use FCA and DAP.**

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 contact.

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 (on request)
- ATR (on request)

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

PRE-ALERT/ Shipping Notification

Foreign Trade & Customs
operation.tr@eagleburgmann.com

2. Booking of an FCA Shipment

If the agreed incoterm of the order is FCA, we will book the shipment after receipt of the pre-alert on behalf of

Eagle Burgmann End. Sız. San. ve Tic. Ltd. Sti.

The only exception is for airway shipments with DHL. If the agreed incoterm is FCA and the shipment is done with airway by DHL then please book the shipment directly via account number below at DHL. The type of transport (land, air or sea) will be agreed with your responsible buyer.

For shipments Airway



Acct. No. 968052910



Statement:

We prefer DHL for express shipments.
However, we also use DSV for large shipments and special shipments.

For shipments by Land



For shipments Seaway



Invoices from other carriers 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** by Eagle Burgmann End. Sız. San. ve Tic. Ltd. Sti. Please contact with Operation.tr@eagleburgmann.com in advance.

4. General Document Requirements

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

Türkiye	EagleBurgmann Inbound Guidelines	EagleBurgmann® a member of EKK and FREUDENBERG
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- 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:

Turkey

Importer/Consignee	Destination/Delivery Address
Eagle Burgmann End. Sız. San. ve Tic. Ltd. Sti. Aydınlı-KOSB Mah. Tuzla Kimya San.OSB Tuna Cad. No:8 TR-34953 Tuzla/İstanbul TR-34953 Türkiye Tax number: 323 035 76 80 Warehouse opening hours Tuzla: Monday to Friday 7am to 12am and 12:30pm to 16:15pm	Plant Tuzla Eagle Burgmann End. Sız. San. ve Tic. Ltd. Sti. Aydınlı-KOSB Mah. Tuzla Kimya San.OSB Tuna Cad. No:8 TR-34953 Tuzla/İstanbul TR-34953 Türkiye

COMMERCIAL INVOICE:

Each invoice of imported merchandise shall set the following information:

- Shipper
- Incoterm
- Invoice number and date
- EB SAP 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 detailed description.

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

BILL OF LADING:

Land Freight: Carrier bill / Trucker Bill / CMR waybill

Air Freight: Unique Air Waybill

Sea freight: Bill of Lading

Preference declaration

- Supplier declaration for shipments and shipments within the European Union (only in case the supplier declaration has not been requested yet).
- 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