

EagleBurgmann Inbound Guidelines

Table of Contents	1	Shipping Documents
		1.1 Required references & information
		1.2 Shipping documents
		1.2.1 Commercial Invoice
		1.2.2 Packing List
		1.2.3. Bills of Lading
		2.3 Additional Documentation
		2
	3	Special Instructions
		3.1 Pre-Alert
		3.2 Samples
	4	Preferred Partners
		4.1 Small Parcel
		4.2 Oceanfreight
		4.3 Landfreight
		4.4 Airfreight
	5	Shipment Booking
	6	Contact
	7	Opening Hours

EagleBurgmann Inbound Guidelines

1 SHIPPING DOCUMENTS

The following required references must be on ALL documents

1.1. Required References

- a) Complete name and address of both vendor/shipper and importer/consignee
- b) Eagle Burgmann 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

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

1.2. Shipping documents

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

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

EagleBurgmann Inbound Guidelines

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. Form A; EUR.1 etc.)
- c) COO – Certificate of Origin upon request

2 **DOCUMENTS TO BE ISSUED AS FOLLOWS:**

Importer/Consignee	Destination/Delivery Address
EagleBurgmann GmbH & Co KG Äußere Sauerlacher Str. 6-10 82515 Wolfratshausen GERMANY VAT # DE 230276848	EagleBurgmann Germany GmbH Burgmannstrasse 1 82547 Eurasburg GERMANY
Notify Party/Customs Broker Schenker International Germany	

EagleBurgmann Inbound Guidelines

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: DEWOH-VersandExport@eagleburgmann.com

3.2. Sample shipments

For sample shipments the attached invoice has to show the real value of the products

4 PREFERRED PARTNERS FOR SHIPMENTS EBG PAYS THE FREIGHT

4.1. Small Parcel: **UPS** – EBG Acct.No. 009090

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 009090** If charges are higher in unapproved use or by not using UPS, charges will be debited to vendor

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

5.3. Shipments of **300 kgs or less** please ship by **airfreight**

6 CONTACTS:

6.1. EAGLE BURGMANN GERMANY

- Arnold Vögtle Phone: +49 8171 23-1571
Email: Arnold.voegtle@eagleburgmann.com

6.2. SCHENKER GERMANY

- Airfreight Oswald Schröder Phone: +49 89 97590129
- Oceanfreight Steffen Lew Phone: +49 89 97598380
- Landfreight Fr. Heyder Phone: +49 8165 605442

EagleBurgmann Inbound Guidelines

7 WAREHOUSE OPENING HOURS FOR DELIVERIES AT EAGLE BURGMANN

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

Effective date – The Customs Inbound Guideline shall be applied as of 1 March 2018

1.1 Document Control

Reviews

<u>Version</u>	<u>Date</u>	<u>Reviewed by</u>	<u>Comments</u>
1.0	05.04.2018		Contact Schenker has changed