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The EagleBurgmann Inbound guidelines are valid for all suppliers of the

- **EagleBurgmann Germany GmbH & Co.KG** resp. **EagleBurgmann Austria GmbH**
- If you have any further questions, please contact your responsible commodity buyer.
- If there are any questions about import and customs topics,
please contact **for Germany: DE-Import@eagleburgmann.com**
for Austria: sylvia.ortner@eagleburgmann.com

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

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Name:	Christopher Odemann	Name:	Christopher Odemann	Name:	Stephan Braun	

1. Pre-alert all incoterms

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

A full set of documents contains:

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

For detailed content requirements of the listed documents see additionally point 4 below.

PRE-ALERT/ shipping notification



Suppliers within the European Union

Procurement

shipping-notification@eagleburgmann.com



Suppliers from third countries

Procurement

shipping-notification@eagleburgmann.com

and in CC

Customs Department

Germany: DE-Import@eagleburgmann.com

Austria: sylvia.ortner@eagleburgmann.com

Additional in CC if airfreight import

MUC- Airfreight:

maximilian.ernst@dbschenker.com

christian.wurm@dbschenker.com

MUC-Airfreight:

de.sm.muc.Airfreight-Import@dbschenker.com

SZG-Airfreight:

at.sm.grz.airimportoperations@dbschenker.com

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2. Booking of a 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 Germany GmbH & Co.KG resp. **EagleBurgmann Austria GmbH**

The way of transportation (Land, Air or Ocean) is agreed with your responsible commodity buyer.

For shipments < 70 KG



Servicelevel to choose:

UPS Standard®

Scheduled day-defined delivery
throughout Europe

If UPS Standard® is not available for lane
or on advice of EB commodity buyer
choose:

UPS Express®

Delivery the next morning within Europe
as well as a time-defined delivery
worldwide

[LINK: Select a Service Region | UPS Global](#)

Account Numbers:

GERMANY

EagleBurgmann Germany GmbH & Co. KG

Plant II

82547 Eurasburg:

Acct.No. 009090

Plant III

82515 Wolfratshausen:

Acct.No. 7F5837

For shipments > 70 KG



If your shipment is above 70 kg please send a set
of documents:

- the commercial invoice
- the packings list for shipments with more
than one package

to the respective DB Schenker Contact.

GERMANY

Landfreight

Ms. Jennifer Parra

Phone: +49 8165 605 440

e-mail: Jennifer.Parra@dbshenker.com

In CC please:

de.sm.muc.procure@dbshenker.com

Airfreight:

Mr. Maximilian Ernst

Phone: +49 89 244140074

e-mail: maximilian.ernst@dbshenker.com

Mr. Christian Wurm

Phone: +49 89 244140072

e-mail: christian.wurm@dbshenker.com

Oceanfreight

Mr. Steffen Lew

Phone: +49 8165 605 630

e-mail: steffen.lew@dbshenker.com

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AUSTRIA EagleBurgmann Austria A-8750 Judenburg / Austria Acct.No. 525V24 EagleBurgmann Austria GmbH Niederlassung Salzburg - Vertrieb & Service A-5020 Salzburg Acct.No. 525V24	AUSTRIA Landfreight Mr. Lorenz Berdnik Phone: +43-5-7686-231442 at.sm.wdu.area-sued-pricing@dbuschenker.com in CC please christoph.lenz@dbuschenker.com Airfreight: Mr. Markus Tribl Phone: +43 57686 231659 at.sm.grz.airimportoperations@dbuschenker.com in CC please Philipp.heinle@dbuschenker.com Oceanfreight Ms. Birgit Kratzer Tel.: +43 57686 231616 birgit.kratzer@dbuschenker.com in CC please: jochen.fuchs@dbuschenker.com
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Invoices from other freight forwarders will be not accepted.

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

For sample and other free of charge shipments the attached invoice must 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".

If you send goods that should be repaired by **EagleBurgmann Germany GmbH & Co.KG** or **EagleBurgmann Austria GmbH** there must be also a proforma-invoice for customs propose only. On this invoice there should be the EagleBurgmann material number or the serial number of the sealing.

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4. General documents requirements

The following required references/information's 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 on.

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

The documents must be issued to the following addresses:

GERMANY

Importer/Consignee
EagleBurgmann Germany GmbH & Co. KG Aeußere Sauerlacher Straße 6 - 10 82515 Wolfratshausen GERMANY VAT-No: DE230276848
Delivery times plant I: Monday to Thursday: 07:00am to 12:00am & from 12:30pm to 03:30pm Fridays: 07:00am to 12:00am
Delivery times plant II: Monday to Thursday 08:00am until 04:00pm Fridays: 08:00am to 01:00pm
Delivery times plant III: Monday to Thursday 07:00 am to 12:00am & from 12:30pm to 04:00pm Fridays: 07:00am to 12:00am & 12:30 to 02:00pm

AUSTRIA

Importer/Consignee
EagleBurgmann Austria GmbH Grünhüblgasse 8 A-8750 Judenburg / Austria VAT-No: ATU 29360704
WAREHOUSE OPENING HOURS FOR DELIVERIES: Monday – Thursday 8.00am – 4.00pm Friday 8.00am – 1.00pm

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COMMERCIAL INVOICE:

Each invoice of imported merchandise shall set the following informations:

- 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
- 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 detail 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:**Landfreight:** Carrier bill / Trucker bill / CMR Waybill**Airfreight:** Unique Airwaybill

Oceanfreight: Advice Schenker 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 declaration for shipments and shipments within the European Union (only in case the supplier declaration hasn't been requested yet).
- In case of deliveries from preferential countries, the belonging preference document (i.e., EUR.1, Declaration of Origin on invoice)
- Certificate of Origin upon request

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