

Routing Guidelines FRX-T - Global Customs & Trade

Customs inbound shipments

Contact details:

Alfred Kärcher SE & Co. KG
Global Customs & Trade FRX-T
Alfred-Kärcher-Straße 28-40
71364 Winnenden
Import-Avis@de.kaercher.com
Lena.Kronschnabel@de.kaercher.com

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1.0 Documentation and deadlines

1.1 Commercial Invoice

Following information is needed:

- Correct delivery address
- Gross and net weight
- Number of packages
- Invoice number and date
- Currency
- Incoterm
- Country of origin
- SAP material number
- SAP PO (order) number
- Description of goods
- HS code

Additional or changed invoices referring to a shipment must be sent promptly.
Debited freight costs must be listed on the commercial invoice sent with goods.

1.1.1 Proforma Invoice

See information for commercial invoices (See 1.1)

The proforma invoice must be issued with the realistic total amount.

We do not accept low priced invoices for import customs clearance, or a delayed commercial invoice replacing a proforma invoice.

1.2 Preferential documents / Certificate of origin

All original certificates (e.g. Form.A / EUR.1 / COO / A.TR) are to be sent to the attention to the Global Customs & Trade department in Winnenden or accompany the shipment and handed over to our incoming goods departments. (See 1.6)

1.3 Packing list

A packaging list should be issued for any kind of shipment containing following information:

- Gross and net weights
- Number of packages
- SAP material number
- Description of goods

Please note for sea shipments with more than one container, we need packaging lists showing each container separately.

1.4 Waybills

For any kind of transport a waybill (airway bill, B/L, CMR e.g.) is needed for customs clearance **showing the correct delivery address and contact person of the warehouse.**

1.4.1 Sea shipment

From a customs point of view issuing original B/Ls should be avoided in general.

Seaway bill / Express B/L have to be handled like an airway bill.

Sea shipments containing more than one container must have a packing list for each container, or indicate each container on the packing list.

In case an original B/L is issued, please telex release as soon as possible.
Or send an endorsed B/L to Global Customs & Trade department via tracked shipment meeting the deadlines (DHL/UPS e.g.).
Foreign Trade will send one endorsed B/L to the forwarder by UPS.

1.4.2 Rail shipment

The original CIM waybill must be forwarded to the attention of the Global Customs & Trade and must be handled like an original B/L. (No endorsement needed)

1.5 Sample delivery

All listed documents must be provided for sample deliveries and an invoice matching our requirements (See 1.1 ff.).

Summarized shipments avoid high workload and comply with ecological reasons. Please avoid sending 5 express shipments the same day, summarize to one shipment.

We don't accept delayed commercial invoices showing a different price to the invoice accompanying the delivery.

Constellations with subcontracting companies must be indicated on the invoice accompanying the goods if possible.

1.6 Return shipments

Please follow the E-learning Kärcher:
Handling stock clearance returns of spare parts and accessories for SAP-ALGs.

1.7 Deadlines and contact details

A full set of all necessary documents (commercial invoice / way bill / packing list / plus additional documents) must be provided as soon as possible via email to:

Import-Avis@de.kaercher.com

Send documents at the latest to meet following deadlines:

Sea/Rail freight	5 days after departure
Air freight	1 day after departure
Overland	1 day after departure

Additionally to this email, original certificates of any kind or original B/Ls (1.4.1) must be sent together with all documents issued for each delivery by tracked shipment to:

Alfred Kärcher SE & Co. KG
Global Customs & Trade FRX-T
Alfred-Kärcher-Strasse 28-40
71364 Winnenden

2.0 Shipment instructions

2.1 Customs instructions

Any information about the delivery with HS code and description of goods will be provided of the Global Customs & Trade department. The delivery address mentioned on the shipping documents, will be taken over of the PO of the forwarder without any further notice.

Any shipment including the freight costs invoice, ETA for sea freight, must be advised to our email Import-Avis@de.kaercher.com (1.7)

2.1.1 Bonded shipments via T1

Global Customs & Trade is providing all information, such as HS code e.g., to issue a T1 for deliveries straight to our warehouse via Import-Avis@de.kaercher.com for express shipments and overland cargo.

The correct issued T1 is to be shown at the inbound department.
Partial shipments are not accepted.

2.1.2 Rail shipments

The procedure for a rail T1 must be handled alike. (See 2.1.1)
We do not accept a rail T1 (Bondes rail / Eisenbahnversandverfahren)

Alfred Kärcher SE & Co. KG Alfred-Kärcher-Straße 28-40 71364 Winnenden Germany

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Technical responsibility: Lena Kronschnabel department: FRX-T/ initials: KRSL / Tel.: +49 7195-14-4607
Department: Global Customs & Trade department: FRX-T / initials: KRSL / Tel.+49 7195-14-4607

2.1.3 Pre-customs clearance

Air and sea shipments which will be pre-customs cleared at any German customs office, and will be indicated by Global Customs & Trade via Import-Avis@de.kaercher.com.

Shipments which will be forwarded straight into an EU neighbor country after arriving in Germany, will be custom cleared by Global Customs & Trade.

Communication of the registered numbers (ATB and ATD) for each shipment is to be sent via email together with all shipping documents.

We ask the forwarder to inform about deleted containers via email.

2.2 Freight invoices

Freight invoices are to be provided by the forwarder at the same deadlines. (See 1.6.)

Additional freight costs must be listed on the commercial invoice.
Summarized statements on a later stage are not recommended.

2.3 Incoterms

Incoterms are to be noted on the shipping documents, according to the PO. (See 1.0 and following)

Recommended Incoterms 2020 are following:

FOB (Free on board) - Sea freight
FCA (Free carrier) - Airfreight

All prepaid delivery Incoterms should be avoided like DDP.

2.4 Kärcher inbound clearance

Kärcher is self-clearing all inbound shipments according to the shipment instructions.
(2.0)

No third party clearances are authorized.

2.5 Delivery addresses for approved customs inbound

Place of delivery has to be mentioned on all shipment documents according to the PO. The place of delivery will be taken over of the shipping documents of the forwarder, without any additional information through Kärcher Global Customs & Trade.

According to the shipment instructions (2.0), the forwarder for T1 shipments (2.1.1), will be directed by FRX-T.

Alfred Kärcher SE & Co. KG

Headquarters
Friedrichstr. 1, Tor 2
71364 Winnenden

Alfred Kärcher SE & Co. KG

Logistics center
Irene-Kärcher-Strasse 2
74423 Obersontheim

Alfred Kärcher SE & Co. KG

Bühlertal factory
Eberhard-Herzog-Strasse 12-20
74423 Obersontheim

Alfred Kärcher SE & Co.KG

Warehouse of forwarder Schmitt
Brückäckerstr. 26
74523 Schwäbisch Hall-Sulzdorf

Alfred Kärcher SE & Co.KG

Im Gewerbegebiet 2
97953 Gissigheim

Alfred Kärcher SE & Co. KG

Systems Engineering
Industriestrasse 5
75428 Illingen

3.0 Annex

B/L	Bill of lading (waybill for sea freight)
SWB	Sea Way Bill
AWB	Air Way Bill
CIM	Rail Way Bill
HS Code	Customs tariff code for material
T1	Customs document for transporting bonded shipments within the EU
Form.A	Preferential certificate
EUR.1	Preferential certificate
COO	Certificate of origin
FOB	Free On Board (Incoterm for Sea freight)
FCA	Free Carrier (Incoterm)
DAP	Delivered at Place (Incoterm)
DDU	Delivery Duty Unpaid (Incoterm)
DDP	Delivery Duty Paid (Incoterm)
DHL	Express shipment forwarder
UPS	Express shipment forwarder

4.0 Confirmation

Please confirm our Routing Guidelines via email to Import-Avis@de.kaercher.com