

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		<b>Version 2</b>	<b>page 1/10</b>

**Check validity before each use!**

**1. General**

Marquardt needs to receive complete and correct information and documents from all suppliers to ensure smooth and compliant import handling in all subsidiaries.

**2. Purpose and aim**

The Import Requirements describe all required information and documents to be provided by suppliers for each Marquardt subsidiary.

**3. Area of application**

This Company Standard is valid in the Marquardt Group.

**4. Responsibility**

The global Customs Team is responsible to update the content. Providing the information to the suppliers is in the responsibility of purchasing team.

**5. Indexes**

**5.1 Content**

1. General.....	1
2. Purpose and aim .....	1
3. Area of application .....	1
4. Responsibility .....	1
5. Indexes.....	1
5.1 Content.....	1
5.2 List of tables .....	2
6. Description of the Content .....	2
6.1 Import requirements Matrix for Europe, Middle East, Africa (EMEA) .....	2
6.1.1 Marquardt GmbH (MQG-DE) and Marquardt Switching Systems S.C.S (MSR-RO).....	2
6.1.2 Marquardt Automotive Tunisie (MAT-TN) and Marquardt Macedonia DOOEL (MMD-MK) .....	4
6.2 Import requirements Matrix for the Americas (AMER) .....	6
6.2.1 Marquardt Switches SCS (MSI-US) and Marquardt Mexico (MXM-MX) .....	6
6.3 Import requirements Matrix for the Asia Pacific (APAC) .....	8
6.3.1 Marquardt Switches Shanghai (MSC-CN), Marquardt Switches Weihai (MSW-CN).....	8
7. Note.....	10
7.1 References, Applicable Documents and Abbreviations.....	10
8. Revisions.....	10

Version	Date	Editor	Description
2	23.05.2019	JUETTNERB	Updating requirements MSI
1	22.05.2019	JUETTNERB	Updating Chapter 6.1.2.10
0	15.05.2019	JUETTNERB	
-	-	-	-
STD0003113 01 2 0 MN 001			Editor:
Creation date: 15.05.2019			Date
			Benjamin Juettner
			23.05.2019

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Veruegungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2	page 2/10

Check validity before each use!

**5.2 List of tables**

Table 5: Revisions..... 10

**6. Description of the Content**

**6.1 Import requirements Matrix for Europe, Middle East, Africa (EMEA)**

**6.1.1 Marquardt GmbH (MQG-DE) and Marquardt Switching Systems S.C.S (MSR-RO)**

**6.1.1.1 Accepted languages for all documents (English preferred)**

MQG-DE	MSR-RO
<ul style="list-style-type: none"> <li>English</li> <li>German</li> </ul>	<ul style="list-style-type: none"> <li>English</li> <li>Romanian</li> </ul>

**6.1.1.2 Information to be provided with order confirmation**

MQG-DE	MSR-RO
<ul style="list-style-type: none"> <li>Min. 8-digit Tariff No. (HS-Code)</li> <li>MQ-Material number and detailed material description</li> <li>Country of manufacture (origin)</li> <li>Dangerous goods information (see below)</li> <li>Fixed assets information (see below)</li> <li>→ <a href="mailto:confirmation@marquardt.com">mailto:confirmation@marquardt.com</a></li> </ul>	<ul style="list-style-type: none"> <li>Min. 8-digit Tariff No. (HS-Code)</li> <li>MQ-Material number and detailed material description</li> <li>Country of manufacture (origin)</li> <li>Dangerous goods information (see below)</li> <li>Fixed assets information (see below)</li> </ul>

**6.1.1.3 Required documents and information for individual plants**

Supplier must provide documents and information by E-Mail (see below) to customs department in receiving plant BEFORE shipping the goods

	MQG-DE	MSR-RO
Documents	<ul style="list-style-type: none"> <li>Invoice with following information:                             <ul style="list-style-type: none"> <li>Complete supplier address</li> <li>Complete consignee address</li> <li>Country of origin</li> <li>Customs tariff code</li> <li>Export control information (ECCN-#, EAR99, AL-Pos.)</li> <li>MQ-part number (if available)</li> <li>Complete and detailed product description</li> <li>Shipped quantity</li> <li>Unit + total price of each item</li> <li>Currency</li> <li>Incoterm</li> <li>Final transaction value</li> </ul> </li> <li>Packing List</li> <li>Bill of Lading</li> <li>Delivery Note</li> <li>Preference Certificate (EUR.1)</li> <li>Material Safety Datasheet (MSDS)</li> </ul>	<ul style="list-style-type: none"> <li>Invoice with following information:                             <ul style="list-style-type: none"> <li>Complete supplier address</li> <li>Complete consignee address</li> <li>Country of origin</li> <li>Customs tariff code</li> <li>Export control information (ECCN-#, EAR99, AL-Pos.)</li> <li>MQ-part number (if available)</li> <li>Complete and detailed product description</li> <li>Shipped quantity</li> <li>Unit + total price of each item</li> <li>Currency</li> <li>Incoterm</li> <li>Final transaction value</li> </ul> </li> <li>Packing List</li> <li>Bill of Lading</li> <li>Delivery Note</li> <li>Preference Certificate (EUR.1)</li> <li>Customs Export declaration</li> <li>Material Safety Datasheet (MSDS)</li> </ul>

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Veruegungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2 page 3/10

Check validity before each use!

Information	<ul style="list-style-type: none"> <li>• Shipment tracking number (in case of express shipment)</li> <li>• Dangerous goods information for all traffic carriers during transit</li> </ul>	<ul style="list-style-type: none"> <li>• Shipment tracking number (in case of express shipment)</li> <li>• Dangerous goods information for all traffic carriers during transit</li> </ul>
-------------	---	---

**6.1.1.4 Required Documents with shipment**

Documents must accompany consignment during transport

<b>MQG-DE</b>	<b>MSR-RO</b>
<ul style="list-style-type: none"> <li>• All required documents (as per line above)</li> <li>• Dangerous goods declaration (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• All required documents (as per line above, without "Customs Export declaration")</li> <li>• Dangerous goods declaration (if applicable)</li> </ul>

**6.1.1.5 Incoterms (terms of delivery)**

<b>MQG-DE</b>	<b>MSR-RO</b>
Providing the agreed incoterm and named place of destination (FCA, DAT, DAP - as per Incoterms® 2010) in order confirmation, invoice and delivery note is mandatory.	

**6.1.1.6 Transport insurance**

<b>MQG-DE</b>	<b>MSR-RO</b>
Marquardt expressly waive any haulage and warehousing insurance ("SLVS-Verzichtskunde"). Any premiums charged will be deducted.	

**6.1.1.7 DGR (dangerous-goods-regulations)**

<b>MQG-DE</b>	<b>MSR-RO</b>
Provide Information about material that falls under any dangerous-goods-regulation (ADR / RID / ADN / IMDG / IATA).	

**6.1.1.8 Related costs exceeding the value of the goods**

<b>MQG-DE</b>	<b>MSR-RO</b>
All related costs for transport, preparation of documents, packing, handling, shipping, manipulation, installation (if occurred before the delivery to Marquardt), training or other similar services, that are agreed to be paid by Marquardt are to be included as a separate position in the Invoice for customs clearance procedure. Marquardt will take no responsibility for any subsequent billing of such costs and would not be able to accept and pay such costs afterwards.	

**6.1.1.9 Additional information for fixed Assets (machines / equipment) to be provided with shipment.**

Pre-notice to receiving plant.

<b>MQG-DE</b>	<b>MSR-RO</b>
<ul style="list-style-type: none"> <li>• Declaration of conformity "CE".</li> <li>• Technical data sheet.</li> <li>• Usual technical certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Declaration of conformity "CE".</li> <li>• Technical data sheet.</li> <li>• Usual technical certificates</li> </ul>
Please send order confirmation directly to your contact at Marquardt as well.	

**6.1.1.10 Contact / Customs department**

<b>MQG-DE</b>	<b>MSR-RO</b>
✉ <a href="mailto:avise@marquardt.com">mailto:avise@marquardt.com</a>	✉ <a href="mailto:logistics@marquardt-ro.com">mailto:logistics@marquardt-ro.com</a>

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Veruegungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2	page 4/10

Check validity before each use!

**6.1.2 Marquardt Automotive Tunisie (MAT-TN) and Marquardt Macedonia DOOEL (MMD-MK)****6.1.2.1 Accepted languages for all documents (English preferred)**

<b>MAT-TN</b>	<b>MMD-MK</b>
<ul style="list-style-type: none"> <li>English</li> <li>Arabic</li> <li>French</li> </ul>	<ul style="list-style-type: none"> <li>English</li> <li>Macedonian</li> </ul>

**6.1.2.2 Information to be provided with order confirmation**

<b>MAT-TN</b>	<b>MMD-MK</b>
<ul style="list-style-type: none"> <li>Min. 8-digit Tariff No. (HS-Code)</li> <li>MQ-Material number and detailed material description</li> <li>Country of manufacture (origin)</li> <li>Dangerous goods information (see below)</li> <li>Fixed assets information (see below)</li> </ul>	<ul style="list-style-type: none"> <li>Min. 8-digit Tariff No. (HS-Code)</li> <li>MQ-Material number and detailed material description</li> <li>Country of manufacture (origin)</li> <li>Dangerous goods information (see below)</li> <li>Fixed assets information (see below)</li> </ul>

**6.1.2.3 Required documents and information for individual plants**

Supplier must provide documents and information by E-Mail (see below) to customs department in receiving plant BEFORE shipping the goods

	<b>MAT-TN</b>	<b>MMD-MK</b>
<b>Documents</b>	<ul style="list-style-type: none"> <li>Invoice with following information:               <ul style="list-style-type: none"> <li>Complete supplier address</li> <li>Complete consignee address</li> <li>Country of origin</li> <li>Customs tariff code</li> <li>Export control information (ECCN-#, EAR99, AL-Pos.)</li> <li>MQ-part number (if available)</li> <li>Complete and detailed product description</li> <li>Shipped quantity</li> <li>Unit + total price of each item</li> <li>Currency</li> <li>Incoterm</li> </ul> </li> <li>Packing List</li> <li>Bill of Lading</li> <li>Delivery Note</li> <li>Preference Certificate (EUR.1)</li> <li>Customs Export declaration</li> </ul>	<ul style="list-style-type: none"> <li>Invoice with following information:               <ul style="list-style-type: none"> <li>Complete supplier address</li> <li>Complete consignee address</li> <li>Country of origin</li> <li>Customs tariff code</li> <li>Export control information (ECCN-#, EAR99, AL-Pos.)</li> <li>MQ-part number (if available)</li> <li>Complete and detailed product description</li> <li>Shipped quantity</li> <li>Unit + total price of each item</li> <li>Currency</li> <li>Incoterm</li> </ul> </li> <li>Packing List</li> <li>Bill of Lading</li> <li>Delivery Note</li> <li>Preference Certificate (EUR.1)</li> <li>Customs Export declaration</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>Shipment tracking number (in case of express shipment)</li> <li>Dangerous goods information for all traffic carriers during transit</li> </ul>	<ul style="list-style-type: none"> <li>Shipment tracking number (in case of express shipment)</li> <li>Dangerous goods information for all traffic carriers during transit</li> </ul>

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Veruegungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2	page 5/10

Check validity before each use!

**6.1.2.4 Required Documents with shipment**

Documents must accompany consignment during transport

<b>MAT-TN</b>	<b>MMD-MK</b>
<ul style="list-style-type: none"> <li>• All required documents (as per line above, without "Customs Export declaration")</li> <li>• Dangerous goods declaration (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• All required documents (as per line above, without "Customs Export declaration")</li> <li>• Dangerous goods declaration (if applicable)</li> </ul>

**6.1.2.5 Incoterms (terms of delivery)**

<b>MAT-TN</b>	<b>MMD-MK</b>
Providing the agreed incoterm and named place of destination (FCA, DAT, DAP - as per Incoterms® 2010) in order confirmation, invoice and delivery note is mandatory.	

**6.1.2.6 Transport insurance**

<b>MAT-TN</b>	<b>MMD-MK</b>
Marquardt expressly waive any haulage and warehousing insurance ("SLVS-Verzichtskunde"). Any premiums charged will be deducted.	

**6.1.2.7 DGR (dangerous-goods-regulations)**

<b>MAT-TN</b>	<b>MMD-MK</b>
Provide Information about material that falls under any dangerous-goods-regulation (ADR / RID / ADN / IMDG / IATA).	

**6.1.2.8 Related costs exceeding the value of the goods**

<b>MAT-TN</b>	<b>MMD-MK</b>
All related costs for transport, preparation of documents, packing, handling, shipping, manipulation, installation (if occurred before the delivery to Marquardt), training or other similar services, that are agreed to be paid by Marquardt are to be included as a separate position in the Invoice for customs clearance procedure. Marquardt will take no responsibility for any subsequent billing of such costs and would not be able to accept and pay such costs afterwards.	

**6.1.2.9 Additional information for fixed Assets (machines / equipment) to be provided with shipment.**

Pre-notice to receiving plant.

<b>MAT-TN</b>	<b>MMD-MK</b>
<ul style="list-style-type: none"> <li>• Pictures of the fixed assets, machinery and/or equipment.</li> <li>• Pictures of the identification plates.</li> <li>• Technical data sheet or technical information</li> </ul>	<ul style="list-style-type: none"> <li>• Declaration of conformity "CE".</li> <li>• Technical data sheet.</li> <li>• Usual technical certificates</li> </ul>

Please send order confirmation directly to your contact at Marquardt as well.

**6.1.2.10 Contact / Customs department**

<b>MAT-TN</b>	<b>MMD-MK</b>
✉ <a href="mailto:logistics-tn@marquardt-tn.com">mailto:logistics-tn@marquardt-tn.com</a>	✉ <a href="mailto:MK_VE_TradeandTraffic@Marquardt.com">mailto:MK_VE_TradeandTraffic@Marquardt.com</a>

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Veruegungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2	page 6/10

Check validity before each use!

**6.2 Import requirements Matrix for the Americas (AMER)**

**6.2.1 Marquardt Switches SCS (MSI-US) and Marquardt Mexico (MXM-MX)**

**6.2.1.1 Accepted languages for all documents (English preferred)**

<b>MSI-US</b>	<b>MXM-MX</b>
<ul style="list-style-type: none"> <li>English</li> </ul>	<ul style="list-style-type: none"> <li>English</li> <li>Spanish</li> </ul>

**6.2.1.2 Information to be provided with order confirmation**

<b>MSI-US</b>	<b>MXM-MX</b>
<ul style="list-style-type: none"> <li>Min. 8-digit Tariff No. (HS-Code)</li> <li>MQ-Material number and detailed material description</li> <li>Country of manufacture (origin)</li> <li>Dangerous goods information (see below)</li> <li>Fixed assets information (see below)</li> </ul>	<ul style="list-style-type: none"> <li>Min. 8-digit Tariff No. (HS-Code)</li> <li>MQ-Material number and detailed material description</li> <li>Country of manufacture (origin)</li> <li>Dangerous goods information (see below)</li> <li>Fixed assets information (see below)</li> </ul>

**6.2.1.3 Required documents and information for individual plants**

Supplier must provide documents and information by E-Mail (see below) to customs department in receiving plant BEFORE shipping the goods

	<b>MSI-US</b>	<b>MXM-MX</b>
<b>Documents</b>	<ul style="list-style-type: none"> <li>Invoice with following information:                             <ul style="list-style-type: none"> <li>Complete supplier address (incl. contact person details)</li> <li>Complete consignee address (incl. contact person details)</li> <li>Consignee's tax ID number (EIN)</li> <li>Country of origin</li> <li>Customs tariff code</li> <li>Export control information (ECCN-#, EAR99, AL-Pos.)</li> <li>MQ-part number (if available)</li> <li>Complete and detailed product description</li> <li>Shipped quantity</li> <li>Unit + total price of each item</li> <li>Currency</li> <li>Incoterm</li> <li>Shipment net weight</li> <li>Shipment gross weight</li> </ul> </li> <li>Packing List</li> <li>Bill of Lading</li> <li>Delivery Note</li> <li>Preference Certificate (EUR.1)</li> <li>Customs Export declaration</li> </ul>	<ul style="list-style-type: none"> <li>Invoice with following information:                             <ul style="list-style-type: none"> <li>Complete supplier address</li> <li>Complete consignee address</li> <li>Country of origin</li> <li>Customs tariff code</li> <li>Export control information (ECCN-#, EAR99, AL-Pos.)</li> <li>MQ-part number (if available)</li> <li>Complete and detailed product description</li> <li>Shipped quantity</li> <li>Unit + total price of each item</li> <li>Currency</li> <li>Incoterm</li> </ul> </li> <li>Packing List</li> <li>Bill of Lading</li> <li>Delivery Note</li> <li>Preference Certificate (EUR.1)</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>Shipment tracking number (in case of express shipment)</li> <li>Dangerous goods information for all traffic carriers during transit</li> </ul>	<ul style="list-style-type: none"> <li>Shipment tracking number (in case of express shipment)</li> <li>Dangerous goods information for all traffic carriers during transit</li> </ul>

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Verfuugungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2	page 7/10

Check validity before each use!

**6.2.1.4 Required Documents with shipment**

Documents must accompany consignment during transport

<b>MSI-US</b>	<b>MXM-MX</b>
<ul style="list-style-type: none"> <li>All required documents (as per line above, without "Customs Export declaration")</li> <li>Dangerous goods declaration (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>All required documents (as per line above, without "Customs Export declaration")</li> <li>Dangerous goods declaration (if applicable)</li> </ul>

**6.2.1.5 Incoterms (terms of delivery)**

<b>MSI-US</b>	<b>MXM-MX</b>
Providing the agreed incoterm and named place of destination (FCA, DAT, DAP - as per Incoterms® 2010) in order confirmation, invoice and delivery note is mandatory.	

**6.2.1.6 Transport insurance**

<b>MSI-US</b>	<b>MXM-MX</b>
Marquardt expressly waive any haulage and warehousing insurance ("SLVS-Verzichtskunde"). Any premiums charged will be deducted.	

**6.2.1.7 DGR (dangerous-goods-regulations)**

<b>MSI-US</b>	<b>MXM-MX</b>
Provide Information about material that falls under any dangerous-goods-regulation (ADR / RID / ADN / IMDG / IATA).	

**6.2.1.8 Related costs exceeding the value of the goods**

<b>MSI-US</b>	<b>MXM-MX</b>
All related costs for transport, preparation of documents, packing, handling, shipping, manipulation, installation (if occurred before the delivery to Marquardt), training or other similar services, that are agreed to be paid by Marquardt are to be included as a separate position in the Invoice for customs clearance procedure. Marquardt will take no responsibility for any subsequent billing of such costs and would not be able to accept and pay such costs afterwards.	

**6.2.1.9 Additional information for fixed Assets (machines / equipment) to be provided with shipment.**

Pre-notice to receiving plant.

<b>MSI-US</b>	<b>MXM-MX</b>
<ul style="list-style-type: none"> <li>Pictures of the fixed assets, machinery and/or equipment.</li> <li>Pictures of the identification plates.</li> <li>Technical data sheet or technical information</li> <li>UL-Certificate (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Pictures of the fixed assets, machinery and/or equipment.</li> <li>Pictures of the identification plates.</li> <li>Technical data sheet or technical information.</li> <li>In the commercial invoice must be declared the serial number, brand or model of the equipment.</li> </ul>
Please send order confirmation directly to your contact at Marquardt as well.	

**6.2.1.10 Other Requirements**

<b>MSI-US</b>	<b>MXM-MX</b>
<ul style="list-style-type: none"> <li>Wood packaging certificate (IPPC)</li> </ul>	<ul style="list-style-type: none"> <li>Wood packaging certificate (IPPC)</li> </ul>

**6.2.1.11 Contact / Customs department**

<b>MSI-US</b>	<b>MXM-MX</b>
✉ <a href="mailto:MSITradeTraffic@Marquardt.com">mailto:MSITradeTraffic@Marquardt.com</a>	✉ <a href="mailto:logistics-mx@marquardt.com">mailto:logistics-mx@marquardt.com</a>

STD0003113 01 2 0 MN 001

STD0003113-01-2-0-MN-001 RELEASED/FREIGEGERBEN 2019/Jun/06

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2 page 8/10

Check validity before each use!

**6.3 Import requirements Matrix for the Asia Pacific (APAC)****6.3.1 Marquardt Switches Shanghai (MSC-CN), Marquardt Switches Weihai (MSW-CN)****6.3.1.1 Accepted languages for all documents (English preferred)**

- English
- Chinese

**6.3.1.2 Information to be provided with order confirmation**

- Min. 8-digit Tariff No. (HS-Code)
- MQ-Material number and detailed Material description
- Country of manufacture (origin)
- Dangerous goods information (see below)
- Fixed assets information (see below)

**6.3.1.3 Required documents and information for individual plants**

Supplier must provide documents and information by E-Mail (see below) to customs department in receiving plant BEFORE shipping the goods

<b>Documents</b>	<ul style="list-style-type: none"> <li>• Invoice with following information: <ul style="list-style-type: none"> <li>○ Complete supplier address</li> <li>○ Complete consignee address</li> <li>○ Country of origin</li> <li>○ Customs tariff code</li> <li>○ Export control information (ECCN-#, EAR99, AL-Pos.)</li> <li>○ MQ-part number (if available)</li> <li>○ Complete and detailed product description</li> <li>○ Shipped quantity</li> <li>○ Unit + total price of each item</li> <li>○ Currency</li> <li>○ Incoterm</li> </ul> </li> <li>• Packing List</li> <li>• Bill of Lading</li> </ul>
<b>Informations</b>	<ul style="list-style-type: none"> <li>• Shipment tracking number (in case of express shipment)</li> <li>• Dangerous goods information for all traffic carriers during transit</li> </ul>

**6.3.1.4 Required Documents with shipment**

- All required documents (as per line above)
- Dangerous goods declaration (if applicable)

**6.3.1.5 Incoterms (terms of delivery)**

Providing the agreed incoterm and named place of destination (FCA, DAT, DAP - as per Incoterms® 2010) in order confirmation, invoice and delivery note is mandatory.

**6.3.1.6 Transport insurance**

Marquardt expressly waive any haulage and warehousing insurance ("SLVS-Verzichtskunde"). Any premiums charged will be deducted.

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2	page 9/10

Check validity before each use!

**6.3.1.7 DGR (dangerous-goods-regulations)**

Provide Information about material that falls under any dangerous-goods-regulation (ADR / RID / ADN / IMDG / IATA).

**6.3.1.8 Related costs exceeding the value of the goods**

All related costs for transport, preparation of documents, packing, handling, shipping, manipulation, installation (if occurred before the delivery to Marquardt), training or other similar services, that are agreed to be paid by Marquardt are to be included as a separate position in the Invoice for customs clearance procedure. Marquardt will take no responsibility for any subsequent billing of such costs and would not be able to accept and pay such costs afterwards.

**6.3.1.9 Additional information for fixed Assets (machines / equipment) to be provided with shipment.**

Pre-notice to receiving plant.

- Pictures of the fixed assets, machinery and/or equipment
- Pictures of the identification plates
- Instructions
- Trade Mark
- SH Code
- Insurance
- IPPC (if wood packaging)
- Certificate of origin

Please send order confirmation directly to your contact at Marquardt as well.

**6.3.1.10 Other Requirements**

- Wood packaging certificate (IPPC)
- COO requirement for screws and resin
- CCC certificate for Machines and/or Equipment

**6.3.1.11 Contact / Customs department**

✉ <mailto:logistics@marquardt.com.cn>

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Veruegungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

<b>MARQUARDT</b>	<b>Import Requirements</b>	<b>MN N900104</b>	
<b>Requirements to suppliers for the proper provision of documents and information for the delivery of goods to all MQ plants</b>		Version 2	page 10/10

Check validity before each use!

© This document is the exclusive property of Marquardt. Without their consent it may not be reproduced or given to third parties.

CONFIDENTIAL

VERTRAULICH

© Alle Rechte bei Marquardt, auch fuer den Fall von Schutzrechtsverletzungen. Jede Veruegungsbefugnis, wie Kopier- und Weitergaberecht, bei uns.

form 552en.08

**7. Note**

**7.1 References, Applicable Documents and Abbreviations**

- 96/61/EC „Integrated pollution prevention and control“
- Wood Packaging Certificates for Export and Import
- International Plant Protection Convention (IPPC)
- ISPM 15 (International Standard for Phytosanitary Measures) “Regulation of wood packaging material in interntional trade”
- Country of Origin Marking Requirements (COO)
- China Compulsory Certification System (CCC)
- North American Free Trade Agreement (NAFTA)
- Material Safety Datasheets (MSD)
- Dangerous Goods Regulations (DRG)
- Incoterms (Terms of delivery)
- EUR.1 Preference certificate
- Declaration of Conformity (CE)
- SLVS Waiver Customer / *Speditions-, Logistik- und Lagerversicherungsschein (SLVS)*

**8. Revisions**

Chapter	Description of revision
6.1.2.10	MMD-MK email address updated

Table 1: Revisions