

	<b>OPERATING INSTRUCTION (OI)</b>	Section:	IO_003_SCM
		Page	1 of 4
IO title:	BERCO SHIPPING INSTRUCTION (non-EU SUPPLIERS)	Revision:	00

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LIST OF CHANGES	
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## Table of contents

1	GENERAL .....	2
2	SCOPE OF APPLICATION .....	2
	This instruction applies to all "non-EU" supplies received at the facilities of Berco Spa and Berco AM. ....	2
3	DEFINITION .....	2
4	OPERATIONAL ASPECTS .....	2
4.1	Invoice, stamped and signed (in blue ink) as original, containing: .....	2
4.2	Packing List, stamped and signed (in blue ink), containing: .....	3
4.3	Certificate of origin .....	3
4.4	Air Waybill .....	3
4.5	Special Instructions for Incoterms EXW, FOB, CIF, CFR, CPT, CIP, DAP, DAT, DDP .....	3
4.6	Packaging .....	3
5	IMPORTANT INFORMATION ABOUT shipping by sea .....	3
6	IMPORTANT INFORMATION ABOUT airfreight .....	3

	<b>OPERATING INSTRUCTION (OI)</b>	Section:	IO_003_SCM
		Page	2 of 4
IO title:	BERCO SHIPPING INSTRUCTION (non-EU SUPPLIERS)	Revision:	00

## 1 GENERAL

In accordance with Italian Authorities Regulation for Imports, It is mandatory for all non-EU suppliers. to follow below the instructions before shipping of any material to Berco spa.

In case of these instructions are not followed, your cargo may be put on hold by Italian Customs and penalties may be applied.

## 2 SCOPE OF APPLICATION

This instruction applies to all "non-EU" supplies received at the facilities of Berco Spa and Berco AM.

## 3 DEFINITION

✓ regulation FAO ISPM 15: International Standards for Phytosanitary Measures.

## 4 OPERATIONAL ASPECTS

Considering the mentioned above, it is mandatory that Supplier provides following documents to Berco Import Department, independent of modal freight (air/sea):

### 4.1 Invoice, stamped and signed (in blue ink) as original, containing:

- a. Invoice number and date
- b. Exporter's full name and address
- c. Manufacturer's full name and address
- d. Delivery terms (Incoterm)
- e. Payment terms
- f. Complete description of the item
- g. Part number
- h. Material quantity and unit of measure
- i. Unit price, total price and currency
- j. Insurance Cost (if CIF or CIP Delivery Terms)
- k. Harmonized System Code for each item (Tariff Code)
- l. Package type and quantity
- m. Total net weight (in kg)
- n. Total gross weight (in kg)
- o. Exporter's bank details (Bank name and address, IBAN / SWIFT ...)
- p. Importer's reference (Purchase Order number)
- q. Importer's full name and address
- r. Country of origin, Country of acquisition and Country of provenance
- s. Port of Loading / Port of Discharge
- t. Name and position of the person who signed the invoice.

	<b>OPERATING INSTRUCTION (OI)</b>	Section:	IO_003_SCM
		Page	3 of 4
IO title:	BERCO SHIPPING INSTRUCTION (non-EU SUPPLIERS)	Revision:	00

#### 4.2 **Packing List, stamped and signed (in blue ink), containing:**

- a. Exporter's full name and address
- b. Importer's full name and address
- c. Part number
- d. Complete description of the material
- e. Package type and quantity
- f. Quantity of parts per package
- g. Net and Gross weight of part number (in kg)
- h. Total net weight (in kg)
- i. Total gross weight (in Kg)
- j. Dimensions of each package (in cm)
- k. Harmonized System Code for each item (Tariff Code)
- l. Name and position of the person who signed the packing list.

#### 4.3 **Certificate of origin**

The certificate of origin may be required by the customs authorities as part of the entry process.

#### 4.4 **Air Waybill**

**In the Air Waybill document, in the section 'Consignee's Name and Address', the following email address should always be referenced: [import.berco@thyssenkrupp.com](mailto:import.berco@thyssenkrupp.com)**

#### 4.5 **Special Instructions for Incoterms EXW, FOB, CIF, CFR, CPT, CIP, DAP, DAT, DDP**

Exporter should arrange shipments with first-line ship owners (if freight prepaid condition).

#### 4.6 **Packaging**

Exporter must provide proper packaging to guarantee integrity of cargo and protection against rust and humidity during transportation and clearance process and respect of the regulation **FAO ISPM 15**.

### 5 **IMPORTANT INFORMATION ABOUT SHIPPING BY SEA**

*Shipping advise with copy of all shipping documents should be advanced via email max 3*

*working days after vessel departure at: [import.berco@thyssenkrupp.com](mailto:import.berco@thyssenkrupp.com)*

### 6 **IMPORTANT INFORMATION ABOUT AIRFREIGHT**

*Shipping advise with copy of all shipping documents should be advanced via email at:*

*[import.berco@thyssenkrupp.com](mailto:import.berco@thyssenkrupp.com) At the loading of the goods.*

	<b>OPERATING INSTRUCTION (OI)</b>	Section:	IO_003_SCM
		Page	4 of 4
IO title:	BERCO SHIPPING INSTRUCTION (non-EU SUPPLIERS)	Revision:	00

The non-compliance of the above requirement could cause delays in customs procedures, generating extra costs (storage & penalties).

Please forward these Instructions to all involved staff at your facility, in order to maintain the logistic process in accordance with our operational and quality standards.