

CUSTOMS CLEARANCE INSTRUCTION

for shipments to
MANN+HUMMEL Germany:
Marklkofen, Niederaichbach, Sonneberg,
Speyer, Ludwigsburg, Himmelkron and
Bad Harzburg

Necessary documents and distribution for
third country deliveries (Air/Sea)

MANN+
HUMMEL



1 Change History

Version	Date	Note
01	18.09.2017	New instruction

2 Validity

This shipping instruction is valid for all suppliers / shippers to named sites under „Consignees“. Site specific requirements can complete or even partly replace these instructions. Please consider also the advices and guidelines in our Supplier handout.

3 Consignees

MANN+HUMMEL GmbH
Werk Marklkofen
Kollbacher Straße 31
84163 Marklkofen
Germany

MANN+HUMMEL GmbH
c/o LLZ FIEGE
Kollbacher Straße 35
84163 Marklkofen
Germany

CEVA Logistics GmbH
Luitpoldpark 11
84100 Niederaichbach
Germany

MANN+HUMMEL GmbH
Werk Speyer
Business Unit Industrial Filters
Brunckstraße 15
67346 Speyer
Germany

CEVA Logistics GmbH
Draisstraße 56
67346 Speyer
Germany

MANN+HUMMEL GmbH
Werk 2
Wilhelm-Fein-Str. o. Nr., Zufahrt über Grönerstr.
71636 Ludwigsburg
Germany

MANN+HUMMEL GMBH
Friedrich-Engels-Straße 157
96515 Sonneberg
Germany

MANN+HUMMEL Innenraumfilter GmbH & Co. KG
Kulmbacher Straße 12
95502 Himmelkron
Germany

MANN+HUMMEL AUTOMOTIVE GMBH
Grubenweg 22
38667 Bad Harzburg
Germany

4 Necessary documents and relevant contacts for third country deliveries (Air/Sea)

General information:

Please inform the MANN+HUMMEL purchaser who made purchase order and MANN+HUMMEL customs department: E-Mail Importavis@mann-hummel.com

4. 1. Method of transport: Sea Freight

Receiving agent:

Agility Logistics GmbH
Heidenkampsweg 82
20097 Hamburg
Mrs. Robertson / Mrs. Rühmkorf
Phone: + 49 40 237 13 510
Fax: + 49 40 237 13 519
E-Mail: ERobertson@agility.com / DRuehmkorf@agility.com

In case of delivery conditions DAP: Supplier can define the receiving agent - but the preferred agent of MANN+HUMMEL is Agility.

Note: We cannot accept delivery conditions DDP

Required shipping documents for sea freight shipments:

- Declaration of origin on the commercial invoice or Original Movement Certificate EUR1
- Original Certificate of Origin Form A
- Commercial invoice
- Packing list
- Non negotiable sea waybill (**please do not use Bill of Lading**)

4. 2. Method of transport: Air Freight

Receiving agent:

Agility Logistics GmbH
Siemensstr. 2-4
70825 Korntal-Münchingen
Mr. Thorsten Seegmüller
Phone: + 49-7150-3922462
Fax: + 49-7150-3922499
Email: TSeegmueller@agilitylogistics.com

In case of delivery conditions DAP: Supplier can define the receiving agent - but the preferred agent of MANN+HUMMEL is Agility

Note: We cannot accept delivery conditions DDP

Required shipping documents for air freight shipments

- Declaration of origin on the commercial invoice or Original Movement Certificate EUR1
- Original Certificate of Origin Form A
- Commercial invoice
- Packing list
- Copy of air waybill

5. Instructions for issuing the shipping documents:

a) Commercial invoice / packing list

Selling address:

MANN+HUMMEL GmbH
Schwieberdinger Straße 126,
D - 71636 Ludwigsburg / Germany

Shipping address: MANN+HUMMEL GmbH
Receiving plant according to purchase order

Required particulars:

Method of transport, terms of delivery, description of goods, quantity and price, sum total, M+H Ident Code, M+H order-no. and -date, number, kind and dimensions of packages, net weight and total gross weight

b) Sea waybill

Notify 1

MANN+HUMMEL GmbH
Customs Department
Werk 6 - Werkzentrum Weststadt
Grönerstr. 31
D- 71636 Ludwigsburg /Germany
Phone: +49 7141 / 98 3224
E-Mail: Importavis@mann-hummel.com

Notify 2

Agility Logistics GmbH
Heidenkampsweg 82
20097 Hamburg
Mrs. Robertson / Mrs. Rühmkorf
Phone: + 49 40 237 13 510
Fax: + 49 40 237 13 519
E-Mail: ERobertson@agility.com / DRuehmkorf@agility.com

c) Air waybill

Notify 1

MANN+HUMMEL GmbH
Customs Department
Werk 6 - Werkzentrum Weststadt
Grönerstr. 31
D- 71636 Ludwigsburg /Germany
Phone: +49 7141 / 98 3224
E-Mail: Importavis@mann-hummel.com

Notify 2

Agility Logistics GmbH
Siemensstr. 2-4
70825 Korntal-Münchingen
Mr. Thorsten Seegmüller
Phone: + 49-7150-3922462
Fax: + 49-7150-3922499
E-Mail: TSeegmueller@agilitylogistics.com

Distribution of the shipping documents:

- Original of commercial invoice and
- Original of packing list
MANN+HUMMEL GMBH
Accounting
P.O.B 409
D-71638 Ludwigsburg/Germany

- Copy of commercial invoice
- Copy of packing list
- Copy of air /sea waybill or Original Bill of Lading
- Declaration of origin on the commercial invoice or Original Movement Certificate EUR1
- Original Certificate of Origin Form A
MANN+HUMMEL GmbH
Customs Department
Werk 6 - Werkzentrum Weststadt
Grönerstr. 31
D- 71636 Ludwigsburg /Germany

Special instructions:

After dispatch please send via e-mail a pre-advice to Importavis@mann-hummel.com.

This pre-advice should include all relevant shipping details and documents.

You have to observe our instructions as a binding condition of our order.

6. Additional costs

Costs caused by disregarding these instructions will not be paid by MANN+HUMMEL Germany