

Import Guideline (PO) V2.0 - 05.09.2024

Dear Valued Partner,

To ensure a smooth and compliant import process, please follow these steps:

Email the following to import@innio.com:

- purchase order number(s) in the email subject
- Invoice
- B/L, CMR or AWB
- Packing list with net & gross weight on item level
- Freight costs information (if transport is not organized by INNIO)
- ATR for deliveries from Türkiye

Invoice requirements (mandatory invoice fields for the customs import clearance):

- Invoice Number
- Invoice Date
- Ship From / Ship To
- Bill To
- Contact Person (Sender & INNIO side)
- PO Number for each line
- Incoterm including location
- Freight costs: (if the Incoterm is other than FCA, FAS, FOB, freight costs must be clearly listed on the invoice in a separate line → it should also be mentioned if freight charges are included in the total price or not)
- INNIO Jenbacher Part Number
- Part Description
- Quantity
- HS Code
- Country of Origin
- Weight (net & gross)
- Unit Price
- Total Value
- Currency
- Proof of preferential origin (where available)

Additional requirements:

- Make sure the item price on the Invoice is matching with our PO Price
- Don't send goods under Incoterm EXW or DDP without prior confirmation of the INNIO Customs Team (import@innio.com)
- If you do not use your commercial invoice for the customs procedures, make sure that your customs invoice number is mentioned on your commercial invoice
- If you have several PO Numbers on one invoice, mention the PO Number on invoice line level

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Transports organized by INNIO:

If the transport is organized by INNIO via CEVA Logistics (Incoterm FCA, FAS, FOB) send all shipping documents at the time of pickup to CEVA Logistics to the following e-mail address: SH-EU-BE-INNIO@Cevalogistics.com

Transport organized by yourself:

If the transport is organized by yourself (usually under incoterm DAP/CPT/CIP/ect.) send all shipping documents, including information about the freight costs, to import@innio.com. Furthermore, inform the freight forwarder to go in contact with INNIO Customs Team.

For deliveries to Nurnberg, Germany:

Customs clearance will be performed at
Kuehne + Nagel (AG & CO.) Kg c/o INNIO Jenbacher GmbH & Co OG
Koperstrasse 2
90451 Nurnberg
Germany
Customs office number Zollamt Nürnberg Hafen: DE008756
knnue.bo-customerservice.GSDC-INNIO@kuehne-nagel.com

For deliveries to Austria:

Customs clearance will be performed at the receiving Warehouse or at the forwarders place. Please send all documents and ETA to import@innio.com as soon as possible. All relevant data/documents must be provided to the INNIO Customs Team 48 hours before the arrival of the goods to prevent waiting times.

If the destination is not one of our usual warehouses in Germany (Nurnberg) or Austria, please contact INNIO customs team (import@innio.com) for prior process confirmation.

For questions, contact INNIO Customs Team at import@innio.com. Thanks for your cooperation!
Best, INNIO Customs Team