

## SHIPPING INSTRUCTION REQUIREMENTS

Dear customers,

in order to avoid delays of shipments at load port and/or discharge port, it is required to provide complete and truthful information for registration of data used throughout in the documentation of shipments to or via German ports.

Effective January 6th, 2014 it will be mandatory to submit to EU customs the valid **6 digits WCO HS code\***. We will not process shipping instructions without the submission of appropriate HS code for each item.

We would also like to remind you to draw the attention to the importance of shipper and consignee details, without which manifest submissions may be rejected by EU customs:

Shipper and Consignee (alternatively Notify Party) information with minimum the following data:

- **Company/Entity name**
- **Street Address**
- **Zip Code**
- **City**
- **Country**

We trust that you will appreciate the advantage of this initiative, ensuring that the submissions (to customs and other stakeholders) are done correctly the first time facilitating the dispatch of the shipment as planned.

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\*) The Harmonized Commodity Description and Coding System (HS) is an internationally standardized system of names and numbers for classifying traded products developed and maintained by the World Customs Organization (WCO).

*This Newsletter was published on December 20th, 2013.*

