



congatec GmbH | Auwiesenstr. 5 | 94469 Deggendorf | Germany

Dear Supplier

Deggendorf, 2025-03-17

**Import Customs Instructions - No 1/2025 - congatec GmbH Germany
valid from: 2025-03-31 (Day of Delivery)**

Dear Suppliers,

with this letter we would like to provide you with information on import processing for incoming shipments of physical goods for delivery to congatec GmbH (recipient and buyer).

Yours sincerely

Karsten Eschmann (Mr.)
Manager Export Control & Customs

Enclosure: Import Customs Instruction 01/2025

#congatec | Import Customs Instruction

1. Date	2025-03-17
2. valid Version	1.0
3. Edit by	congatec GmbH, DE 94469 Deggendorf / Germany
4. Valid from	2025-03-31 Day of Delivery
3. Applicable for	Supplier located in countries of dispatch outside the European Union

I. Information & Pre-Alerts

(1) Notifications

The handover of a shipment to Logistic Service Provider (LSP) or Carrier, regardless of the delivery term (Incoterms) send from outside European Union to congatec GmbH Germany shall be notified by E-mail to

Export Control & Customs Department
E-Mail: cde-ecc@congatec.com

for the organization of import processing:

Please send us the following information with your e-mail message.

(a) Transport information (Name of the LSP & Carrier, shipping date and waybill number/shipment number)

(b) Complete and accurate "Invoices" (**Invoices - Import Customs Instructions**) including the others delivery documents as already agreed

II. Invoices - Import Customs Instructions

(1) COMMERCIAL INVOICE

The commercial invoice is a record or evidence of the sales transaction between the exporter and the importer. Once the goods are supplied, the exporter issues a commercial invoice to the importer in order to charge him for the goods.

The commercial invoice contains the basic information on the **PURCHASE (SALES) TRANSACTION** and it is always required for customs clearance.

In the case of delivery of goods from a **PURCHASE (SALES) TRANSACTION** we request that the goods to be delivered be handed over to the LSP together with the **COMMERCIAL INVOICE to be paid by congatec GmbH** with the following content.

The commercial invoice shall contain the following **mandatory** information if not marked as "optional" on the transaction and is always required for customs clearance **in case of sales transactions !**

#	Content "Invoice" (Part 1)
i.	Information to the exporter and the importer (name and address)
	Importer (Functional Role: Bill-to-party, Sold-to-party, Consignee):
	congatec GmbH, Auwiesenstr. 5, DE 94469 Deggendorf / Germany
	a. VAT ID: DE 335918343
	b. EORI: DE 6100929
ii.	Address of the shipper if different to exporter/seller (name and address)
iii.	Address of the "ship-to-party" (name and address) if different to "Importer"
iv.	Date of issue invoice
v.	Unique Invoice number
vi.	Description of the goods
vii.	congatec SAP Purchase Order / unit
viii.	congatec Material No./unit - (if specified in the purchase order)
ix.	Quantity of goods supplied

#	Content "Invoice" (Part 2)
x.	Unit of measure (pcs)
xi.	correct sales price/unit & currency
xii.	Country of non preferential origin / unit
xiii.	HS Code (at least 1-6 digit) / unit
xiv.	Export Control Classification No. (ECCN) according US EAR (if applicable)
xv.	Dual Use Item List No. (national applicable Dual Use List) (if applicable)
xvi.	Total invoice value and currency of payment.
xvii.	The payment terms (method and date of payment, discounts, etc.)
xv.	The terms of delivery according to the appropriate Incoterms & place of delivery
xvii.	Means of transport (optional)
xv.	Shipping Information (LSP, Date of dispatch, Waybill No.) - (optional)
xvi.	Consignment Details (optional)

No specific form is required. The invoice does not have to be signed by the SUPPLIER.



Please Note:

If the invoice to be paid cannot be handed over to the LSP with the shipment AND the goods are supplied from a country outside the "European Union", the invoice to be paid, must be provided to congatec "Export Control & Customs" for Import Customs Clearance by e-mail no later than day 1 after handover of the shipment to LSP for **pre-notification of the shipment for import!**
(→ see above "Information & Pre-Alerts")

In this case, the invoice to be paid (COMMERCIAL INVOICE) must refer to the invoice that was handed over to the LSP with the shipment so that the invoices can be exchanged for import customs clearance for deliveries from non-member countries of the European Union.

(2) PRO FORMA INVOICE

PRO FORMA INVOICES shall only be issued if the goods are delivered to congatec **free of charge**.

For the content of the proforma invoice, the information on the "COMMERCIAL INVOICE(1)(1)" shall apply.

In addition, please state the reason for the free delivery! (*return for repair, sample free of charge or other reasons*)

**Please Note**

- i. In the case goods delivered **free of charge from non-member states of the European Union (EU)**, the actual value of the goods at the time of delivery must be stated.

The use of arbitrary values that do not represent the market value of the goods is strictly prohibited and constitutes a breach of contract.

We reserve the right to claim compensation for damages incurred by congatec GmbH as a result of this (e.g. state ordered confiscation).

(3) Other types of invoices

The use of software applications from transport service providers (UPS, Fedex, DHL or others) to create invoices is only permitted if these invoices correspond in form and content to the "1a COMMERCIAL INVOICE" or 1b. PRO FORMA INVOICE".

All other instructions and specifications issued by congatec GmbH in connection with the delivery of goods to congatec GmbH shall not be taken into account by these instructions.

If you have any questions about the contents of this Shipping Instruction, please contact cde-ecc@congatec.com,

Deggendorf, 2025-03-17

Karsten Eschmann (Mr.)

Manager Export Control & Customs