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1. General Information

These instructions regulate the shipping and transport procedures for all deliveries to Burckhardt Compression AG (BCAG) and they also regulate the required documentation for the shipments in order to comply with customs requirements for a continuous evidence of origin.

As a general rule, the incoterms for all purchase orders are **FCA supplier's warehouse** (Incoterms 2020) which means that transportation costs and insurance will be covered by BCAG.

In case the freight is prepaid, the transport has to be arranged by the supplier.

2. Incoterms FCA supplier's warehouse (Incoterms 2020)

If the incoterms are FCA, the following instructions must be followed:

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2.1 Shipments up to 40 kg

Shipment by courier. The courier waybill will be issued by Burckhardt Compression AG. Please send your advice of readiness.

Either transmit us a copy of your invoice that includes the packing details as follows:

- Number of pieces
- Markings

Per packing unit:

- Net weight kg
- Gross weight kg
- Dimensions in cm (length x width x height)
- our PO number(s)

or

a copy of your invoice and a packing list

Please add the following information as well:

- Pick-up address
- Person to contact
- Phone number
- E-Mail Address
- Earliest Pick-up date and pick-up times

To the following e-mail address:

import@burckhardtcompression.com

The DHL waybill will be sent to you by e-mail.

2.2 Shipments over 40 kg

Shipment by truck. For transportations from Switzerland, European Union and Norway, the suppliers should arrange the shipments with the nominated forwarders directly.

A list of contact details of the nominated forwarders is available at the end of this instruction.

For transportations from all other countries, the BCAG shipping department will organize the transport upon receipt of full notification of shipment from the supplier. The supplier will be contacted for the correct issuing of shipping / customs documents and also for exact date and time of collection.

2.3 Oversize shipments

→ Wider than 240 cm, higher than 200 cm and/or weight exceeding 4'000 kg

Mandatory notification of shipment (at least 4 weeks prior to the planned date of collection) to BCAG shipping department, who will arrange collection and will contact supplier for correct issuing of shipping / customs documents and for exact date and time of collection.

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2.4 Transportation drawing

For objects from 15'000 kg onwards we want you to provide us with a transportation drawing with the following elements:

- a.) At least two views of the object (front and side view)
- b.) Dimensions and weights of the object
- c.) Measured attachment points on the object
- d.) Measured maximum stop angle
- e.) Measured centre of gravity of the object
- f.) Support points
- g.) Special specifications of stop positions

For objects exceeding 50 metric tons we require the transportation drawings as dwg-file. This will enable us to develop a lifting plan that is based on the dwg-file.

3. Notification of shipment / Advice of readiness

If the shipping instructions are unclear or missing, the supplier has to send a notification of shipment / advice of readiness to the BCAG shipping department.

E-Mail: import@burckhardtcompression.com

Tel.: +41 52 261 59 16

The notification of shipment must contain the following information:

- BCAG reference (Purchase order)
- Number of packages
- Weight per package
- Dimensions per package
- Transportation drawings (see point 2.4)

A statement on your invoice must be made if the goods are subject to any **Export Control** and/or **embargo regulations**.

Should you fail or delay the notification of the shipment as requested, we reserve the right to charge you any penalties that were claimed from our end-users

4. Marking

All packages must be marked with the BCAG Purchase order number.

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5. Shipping address

General shipping address

BURCKHARDT COMPRESSION AG – SYSTEMS DIVISION
 Wareneingang, Tor 12
 Sulzer-Allee 23
 CH-8404 Winterthur

Tel: +41 52 261 55 65

BURCKHARDT COMPRESSION AG – SERVICE DIVISION
 Wareneingang, Tor 5
 Im Link 15
 CH-8404 Winterthur

Tel: +41 52 261 81 91

Exceptions

- Whenever castings, raw materials, forged parts, crankshafts and flywheels are shipped, the following address is applicable:

BURCKHARDT COMPRESSION AG
 In der Euelwies 16
 CH-8408 Winterthur

Contact person: Paul Lorenz
 Tel: +41 79 619 91 67

- For **dangerous goods**, the following address is applicable:

PACKEREI OPTIMO SERVICE AG
 Tor 5, Im Link 15
 CH-8404 Winterthur

Contact person: Martin Vomend
 Tel: +41 52 262 50 46

Mandatory indication of our purchase order number on delivery note and on the CMR!

- For **goods** that require **seaworthy packaging** or are **oversized** (see section 2.3) the BCAG shipping department must be notified before the goods are being packed.

E-Mail: import@burckhardtcompression.com
 Tel: +41 52 261 59 16

6. Transport Insurance

All collect shipments are covered by our transport insurance.

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7. Proof of origin

7.1 Proof of origin according to Free Trade Agreements rules CH/EFTA-EU and Pan-Euro-Mediterranean preferential rules of origin

For the purpose of the application of diagonal cumulation of origin, all suppliers located in a country where the protocol on rules of origin for diagonal cumulation is applicable (Pan-Euro-Mediterranean cumulation), e.g. all EU countries, the following declaration of origin according to the Pan-Euro-Mediterranean protocol must to be included in the invoice. The statement has to contain the following:

„The exporter of the products covered by this document (customs authorization no ...) declares that, except where otherwise clearly indicated, these products are of (country of origin) preferential origin.

_ no cumulation applied

Or

_ cumulation applied with ... (please fill in the applicable countries)

Place, date

Whenever there is no customs authorization number available and if the invoice value is over EUR 6'000.- or CHF 10'300.-, the movement certificate **EUR.MED** has to be sent along with the goods.

All other suppliers have to include the preferential origin declaration according to Free Trade Agreements rules between Switzerland and Free Trade Agreement partner country.

The indication of our purchase order number on the EUR.MED or preferential origin declaration is mandatory!

7.2 Supplier's declaration for domestic deliveries according Free Trade Agreement rules

All invoices from domestic suppliers have to include the following declaration regarding the preferential origin according to the Free Trade Agreement rules for domestic deliveries. The statement has to contain the following (no English statement available, it needs to be in German):

„Der Unterzeichner erklärt, dass die in diesem Dokument aufgeführten Waren Ursprungserzeugnisse der Schweiz sind und den Ursprungsregeln im Präferenzverkehr mit (Land, Länder, Gebiete) entsprechen.

Er erklärt folgendes:

Keine Kumulation angewendet (no cumulation applied)

Kumulation angewendet mit (cumulation applied with) ... (please fill in the applicable countries)

Ort und Datum ... “

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8. Certificates of origin

For all finished products that are imported into Switzerland with a non-preferential origin status, a certificate of origin for each delivery must be issued.

8.1 Merchandise manufactured outside Switzerland - delivered by a supplier outside Switzerland – Import into Switzerland not according to the e.g. Free Trade Agreement between Switzerland and the European Union or the EFTA Agreement

The certificate of origin must be issued as follows:

Consignee: BURCKHARDT COMPRESSION AG
 Franz-Burckhardt-Strasse 5
 Spedition SP B64 / VE30
 CH-8404 Winterthur

Description of goods: according to invoice

Attested by: Chamber of Commerce in the manufacturing country

The original certificate has to be sent to BCAG together with the invoice and should not be sent with the cargo.

The indication of our purchase order number on the Certificate of Origin is mandatory!

8.2 Special rule for merchandise manufactured in Switzerland - delivered by a supplier in Switzerland

The invoice has to contain an Inland-declaration that is only valid for merchandise that is manufactured in Switzerland. The statement has to contain the following (no English statement available, it needs to be in German):

«Die Waren, auf die sich das vorliegende Handelsdokument bezieht, haben schweizerischen Ursprung nach den Bestimmungen der Artikel 9–16 der Verordnung vom 9. April 2008 über die Beglaubigung des nichtpräferenziellen Ursprungs von Waren (VUB) und der Verordnung des WBF vom 9. April 2008 über die Beglaubigung des nichtpräferenziellen Ursprungs von Waren (VUB-WBF).

_ Die Ware wurde im eigenen Betrieb hergestellt.

_ Die Ware wurde hergestellt bei (Firma, Adresse Ort):

Die Ausstellerin/Der Aussteller dieser Ursprungsdeklaration hat davon Kenntnis genommen, dass eine unrichtige Ursprungsangabe im Sinne der Artikel 9 ff. VUB und der Artikel 2 ff. VUB-WBF verwaltungsrechtliche Massnahmen zur Folge hat und strafrechtlich geahndet wird.

Ort, Datum, Firma, Unterschrift»

8.3 Merchandise manufactured outside Switzerland - delivered by a supplier in Switzerland

For merchandise manufactured outside Switzerland and delivered by a supplier in Switzerland, the invoice needs to be attested by the responsible chamber of commerce.

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9. Packing

The supplier is obligated to pack the materials in a land worthy packing, suitable for a truck-shipment, if the purchase order does not specify any other kind of packing.

9.1 Unloading capabilities

Maximum dimensions: maximum width 240 cm, maximum height 200 cm
Wider packages only possible after agreement with BCAG shipping department,
see also 2.3 Oversize shipments.

Maximum weight for packages suitable for forklift handling: 4'000 kg
Maximum weight for packages suitable for crane handling: 20'000 kg

No unloading capabilities for material packed in containers.

Packages heavier than 4'000 kg and packages requiring crane handling must be built solid enough to withstand being looped or leashed with lifting gear.

Trucks carrying packages heavier than 4'000 kg or packages requiring crane handling must be able to open the top truck tarp as well as remove the back crossbar in order to unload goods by crane through the back opening.

10. Dangerous goods

For all dangerous goods and substances, the following parties need to receive all safety data sheets in German and English language before the cargo will be shipped:

Martin Vomend Commissioner for dangerous goods
E-Mail: packerei@optimo-service.com
Tel: +41 52 261 50 46

Shipping Dept BCAG E-Mail: import@burckhardtcompression.com
Tel: +41 52 261 59 16

Additionally, the following information must be sent before the first delivery to the above-mentioned parties:

- UN-Number, Description (PSN), Class, Packing Category
- Quantity / Kind of Packing (i.e. Barrel, canister with the correspondent UN-Code)
- Confirmation that the drivers are allowed to transport LQ and permitted limit and have been instructed according to ADR 1.3 and 1.4.

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List of contact details of the nominated forwarders:

Country	Forwarder	Contact
Switzerland	Up to 30kg: Transport by mail	
	For more than 30kg: Emil Egger AG	Tel. +41 71 282 52 22 dispo.sg@ete.ch
Entire world	advice of readiness → up to 40 kg: We send you the courier waybill	import@burckhardtcompression.com
	from 40 kg: advice of readiness →	import@burckhardtcompression.com
Except:		
European Union	Rhenus Logistics AG	Tel. +41 61 378 18 70 burckhardt@ch.rhenus.com
Norway	Rhenus Logistics AG	Tel. +41 61 378 18 70 burckhardt@ch.rhenus.com

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