

Scanfil Mysłowice Shipping Requirements

Dear Supplier,

following the Polish Government regulations each shipment imported from outside the European Union shall be provided with the set of documents:

- **Invoice** with correct detailed data
 - ✓ Correct Scanfil name and address:
*Scanfil Poland Sp. z o.o.
Brzezińska 59
41-404 Mysłowice, POLAND*
 - ✓ Correct Scanfil Part Numbers
 - ✓ Correct quantity for each component being shipped
 - ✓ Correct delivery terms:

Incoterms with detailed place, for example:
Wrong: DAP
Correct: DAP Scanfil Poland, Mysłowice
 - ✓ Information about packing type

For example: *Wooden pallets (IPPC certificate is obligatory)*
Plywood pallets

- **Declaration of Conformity** including the invoiced part numbers;
- **Country of origin** for invoiced part numbers;
- **Packing List** with the same data as on the Invoice and with exact gross and net weights
- **Shipping Document** with the same data as on the Invoice.

In addition to the above, for all the supplies outside European Union:

- each item and each package need to be labeled with CE mark
- documents must include information regarding asbestos content (whether components content or not this material).

There should be no other content than those listed on the Invoice/ Packing List/Shipping document (no tool, form, additional).

Yours sincerely,

Scanfil Mysłowice Supply Chain