

Logistics Manual

(Hellweg Orders)

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Markant Trading Organisation (Far East) Ltd
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77 Mody Road, Tsimshatsui East, Kowloon,
Hong Kong

Hellweg - Ihr Baufreund Einkaufsgesellschaft m.b.H.
Neubauzeile 102,
A-4030 Linz,
Austria

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1. Introduction

The following instructions are applicable to shipments for **Hellweg Austria**. Upon execution of a Hellweg Austria order, suppliers are bound to follow all these instructions, unless otherwise agreed mutually.

It is important that suppliers must always comply with all customs regulations pertaining to the importation of products into Germany and Austria, as well as all other requirements separately provided by Hellweg Austria (as applicable).

If there are any questions regarding these instructions, suppliers should contact **DIYtrade Far East Limited** (See contact information below).

Being a financial agent for Hellweg Austria, Markant Trading Organization (Far East) Ltd. (referred to as “**MTO**”), is partly involved in the payment process.

The latest version of this Logistics Manual can be downloaded from MTO website: www.markant.com.hk

2. Contact Information

DIYtrade Far East Limited - Shipping Dept

❖ Miss Jenny Fung	shipping1@diytrade.com.hk	+852 – 2362 4198
❖ Miss Jovie Lee	shipping2@diytrade.com.hk	+852 – 2362 4078
❖ Miss Ling Wai	shipping3@diytrade.com.hk	+852 – 2362 1003
❖ General office line	shipping-hk@diytrade.com.hk	+852 – 2362 7900

Hellweg Austria

❖ Mr. Christoph Angerer	christoph.angerer@hellweg.at	+ 43 - 699 1315 1822
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3. L/C Opening / Amendment and Document Release

3a. L/C Opening Pre-requisite

After receipt of orders, suppliers are required to provide their S/C to **DIYtrade Far East Limited** as their official order confirmation as soon as possible. L/C will be only opened by MTO when official instruction is given by **DIYtrade Far East Limited** against “confirmed” orders. In other words, L/C will not be opened by MTO, when such official instruction or order confirmation is not available.

3b. L/C Opening Lead Time and Handling Fee

Generally, L/C will be opened by MTO maximum 45 to 60 days (6 to 8 weeks) prior to the latest shipment date by express courier, and our L/C draft will be sent for supplier’s confirmation before opening.

A handling fee will be levied for L/C Opening which will be deducted from the L/C payment:

- Charge USD 50 if L/C amount below USD 50,000 or USD 75 if L/C amount below USD100,000 or USD 100 if L/C amount above USD100,000.

3c. L/C Processing

For MTO internal processing, it takes at least 7 - 10 days in preparing an L/C draft and submitting to the bank for opening. But this depends whether MTO gets supplier's confirmation of the L/C draft quickly, as required. All L/C terms and conditions are subject to supplier's confirmation before L/C opening.

With new suppliers, L/C beneficiary name / address / tel. no. must be provided to MTO. If necessary, the designated advising or transferring bank may be quoted. Supplier S/C or P/I are not required by MTO.

3d. L/C Related Bank Charges

When payment is made by L/C, all related bank charges must be borne by suppliers (i.e., incurred from L/C opening, L/C advising, till L/C negotiation):

Opening charges: **1/4 % for first USD50,000 (minimum USD65), 1/32 % for balance above USD50,000 up to USD1,000,000, plus cable charges**

For more details about L/C related bank charges, please refer to FAQ-2 and FAQ-8 published on MTO website under "Frequently Asked Questions" by Suppliers.

3e. L/C Amendment

For any subsequent changes, suppliers must contact **DIYtrade Far East Limited** directly for acceptance. Normally, MTO is not involved in communicating about the changes and getting confirmation from suppliers.

If requested by suppliers, the L/C will be amended only when MTO receives a written instruction from **DIYtrade Far East Limited**.

In addition to the L/C amendment bank charges, a handling fee of USD 50 will be charged by MTO.

3f. L/C Cancellation

In the event that our L/C is cancelled, suppliers will be liable to pay the incurred L/C opening and/or amendment charges. In addition, an L/C cancellation fee of USD 88 will be charged by MTO. If necessary, suppliers will be advised to return the original L/C to MTO for cancellation with the opening bank.

3g. L/C Payment Release & Document Release

For examination, supplier must send a full set of shipping documents **within 5 working days after ATD for FCL and 7 days after ATD for LCL (sea shipment) or within 2 working days after air shipment** directly to **DIYtrade Far East Limited** by email, always quoting "**Hellweg Order No.**" and **supplier name** in the email subject. Also the email has to contain ETD, ETA, name of vessel and the name of the Merchandiser in charge.

For L/C payment, supplier must present all the required original documents to the L/C opening bank **within 10 days after shipment**.

Here are some basic requirements about the shipping documents, which however are not exhaustive. For further requirements, supplier should refer to Hellweg order sheet, or should consult **DIYtrade Far East Limited** directly before shipment.

- **Commercial Invoice x 1 original + 1 copy**
 - ❖ See Appendix A
- **Packing List x 1 original + 1 copy**
 - ❖ See Appendix B
- **Bill of Lading x 3/3 originals**
 - ❖ See Appendix D
- **Certificate of Origin or GSP Form A, Export Licence x 1 original (whichever is applicable)**
 - ❖ See Appendix C
- **Quality Guarantee Letter x 1 original**
 - ❖ See Appendix J.2
- **Fumigation Certificate x 1 original plus ventilation endorsement (if fumigant is made by Methyl Bromide) x 1 original**

Late presentation of original documents to the L/C opening bank is subject to a **B/L Handling Cost of USD 80** (ex Xiamen / China only) **or USD 50** (ex other loading ports) **per each B/L**. At the same time, supplier must arrange for “**telex release**” of the goods immediately together with MTO (right after the payment release by MTO and their release of original Bills of Lading from the bank), by submitting an instruction letter to the freight forwarder at the place of loading. See Appendix G.

4. T/T Payment (100%) - Payment & Document Release

4a. After shipment

For examination and acceptance, supplier must send a full set of shipping documents **within 5 working days after ATD for FCL and 7 days after ATD for LCL (sea shipment) or within 2 working days after air shipment** directly to **DIYtrade Far East Limited** by email, always quoting “**Hellweg Order No.**” and **supplier name** in the email subject. Also the email has to contain ETD, ETA, name of vessel and the name of the Merchandiser in charge. A penalty will be imposed by the amount of caused standing fees for the containers in the receiving harbour unless the supplier can proof the delay was caused by external factors (receive Form A late, etc.).

In addition to the shipping documents, supplier must complete and submit an “**Undertaking Letter**” by email to **DIYtrade Far East Limited**.

Payment will not be processed, if the undertaking Letter is not received by **DIYtrade Far East Limited**. See Appendix E. The invoice currency / amount quoted on the Undertaking Letter by supplier must be correct (i.e., must be identical to the currency / amount quoted on the commercial invoice), to avoid unnecessary clarification and payment delay. If there is any delay caused by incorrect data provided, detention cost will be charged to supplier.

We cannot accept payment to private account due to legal concerns.

In case any shipping documents are revised later, such **revised** documents must also be sent to **DIYtrade Far East Limited** by email as soon as possible.

4b. Checking the documents

DIYtrade Far East Limited will examine the copy documents received directly from supplier. If a payment cannot be released, supplier may ask **DIYtrade Far East Limited** about the reason for the payment delay.

Provided all of Hellweg Austria's requirements have been fulfilled by supplier, **DIYtrade Far East Limited** will give its final payment approval to **MTO**.

4c. Original shipping documents

After approval given by **DIYtrade Far East Limited**, the full set of original shipping documents (as listed below) must be dispatched by supplier via courier service directly to Hellweg Austria **within 2 working days**. See the **mailing address of Hellweg Austria** provided below.

Here are some basic requirements about the shipping documents, which however are not exhaustive. For further requirements, supplier should refer to Hellweg order sheet, or should consult **DIYtrade Far East Limited** directly before shipment.

- **Commercial Invoice x 1 original + 1 copy**
 - ❖ See Appendix A
- **Packing List x 1 original + 1 copy**
 - ❖ See Appendix B
- **Bill of Lading x 3/3 originals**
 - ❖ See Appendix D
- **Certificate of Origin or GSP Form A, Export Licence x 1 original (whichever is applicable)**
 - ❖ See Appendix C
- **Quality Guarantee Letter x 1 original**
 - ❖ See Appendix J.2
- **Fumigation Certificate x 1 original plus ventilation endorsement (if fumigant is made by Methyl Bromide) x 1 original**

4d. Payment

T/T payment will be released **within 7 working days** after final payment approval given by **DIYtrade Far East Limited**. After making every payment, an official payment advice will be sent via e-mail directly by the bank (HSBC, Hong Kong) to **DIYtrade Far East Limited** and to supplier.

- A Payment Handling Charge of USD 35 will be deducted from every T/T payment.

Mailing Address :

Hellweg - Ihr Baufreund Einkaufsgesellschaft m.b.H.
Neubauzeile 102,
A-4030 Linz,
Austria

Attn. : Mr. Christoph Angerer
Mobile No. : + 43 – 699 1315 1822

If the payment is arranged by MTO Hong Kong and the goods sending address is as follows, the Consignee address and the ILN number 4049896000004 must be added as marked in red in the B/L, Certificate of Origin or GSP Form A. The ILN number in the invoice also should be changed as follow:

HELLWEG - IHR BAUFREUND Einkaufsgesellschaft m.b.H.
Neubauzeile 102,
A – 4030 Linz,
Austria
ILN 4049896000004

Warehouse (WVZ) address:

HBL GmbH & Co. KG
Oberallener Weg 24
D-59069 Hamm
Germany

c/o Mr. David Gözütok / Mr. Deiß

Telefon: +49 (0)2385 93697-33

Telefax: +49 (0)2385 93697-30

E-Mail: wvz_149@hellweg.de; Import-Logistik@hellweg.de (Ms. Mareike Krüger)

4e. Tracking

Supplier must provide the courier receipt or dispatch details about dispatch of the original shipping documents at once by email to **DIYtrade Far East Limited** for further tracking.

IMPORTANT :

In the event that supplier fails to submit the original / copy shipping documents to Hellweg Austria punctually (in respect of sea shipment or air shipment), a late penalty will be charged by DIYtrade Far East Limited (as generally stipulated by Hellweg Austria) and will be imposed by the amount of caused standing fees for the containers in the receiving harbour. All shipping documents shall be issued according to B/L and our complete order number must be shown on all shipping documents.

A deduction of 4% handling fee + 3rd party fees (customs and/or carrier charges) will also be charged on supplier if any mistakes made on documents. The same deduction will be claimed if the agreed packing units (VPE) differ between sales confirmation and final shipping documents. For details, please refer to order sheet or consult DIYtrade Far East Limited.

5. T/T Payment with Deposit - Payment & Document Release

5a. S/C and Deposit P/I

By returning the signed and chopped S/C to **DIYtrade Far East Limited**, supplier has to send the Deposit P/I by email as well. After examination and acceptance, deposit will be settled by T/T as soon as possible, but up to "12 months in advance" (from the deposit payment date till the final payment date).

For providing deposit payment service, MTO will charge a finance cost and handling fee to suppliers

Finance Cost: 1.00% of deposit amount for 60 days or below; and then add 0.5% for every 30 days

Handling Fee: USD 30 for total order amount from USD10,000 or USD 12 for order amount below USD10,000

5b. After shipment

For examination and acceptance, supplier must send a full set of shipping documents **within 5 working days after ATD for FCL and 7 days after ATD for LCL (sea shipment) or within 2 working days after air shipment** directly to **DIYtrade Far East Limited** by email, always quoting "**Hellweg Order No.**" and **supplier name** in the email subject. Also, the email has to contain ETD, ETA, name of vessel and the name of the Merchandiser in charge.

In addition to the shipping documents, supplier must complete and submit an "**Undertaking Letter**" by email to **DIYtrade Far East Limited**.

Payment will not be processed, if the undertaking Letter is not received by **DIYtrade Far East Limited**. See Appendix E. The invoice currency / amount quoted on the Undertaking Letter by supplier must be correct (i.e., must be identical to the currency / amount quoted on the commercial invoice), to avoid unnecessary clarification and payment delay. If there is any delay caused by incorrect data provided, detention cost will be charged to supplier.

We cannot accept payment to private account due to legal concerns.

In case any shipping documents are revised later, such "**revised**" documents must also be sent to **DIYtrade Far East Limited** by email as soon as possible.

5c. Checking the documents and payment of balance

DIYtrade Far East Limited will examine the copy documents received directly from supplier. If a payment cannot be released, supplier may ask **DIYtrade Far East Limited** about the reason for the payment delay.

Provided all of Hellweg Austria's requirements have been fulfilled by supplier, **DIYtrade Far East Limited** will release the balance payment.

5d. Original shipping documents

The full set of original shipping documents (as listed below) must be dispatched by supplier via courier service directly to Hellweg Austria **within 2 working days** after receipt of payment. See the **mailing address of Hellweg Austria** provided below.

Here are some basic requirements about the shipping documents, which however are not exhaustive. For further requirements, supplier should refer to Hellweg order sheet, or should consult **DIYtrade Far East Limited** directly before shipment.

- **Commercial Invoice x 1 original + 1 copy**
 - ❖ See Appendix A
- **Packing List x 1 original + 1 copy**
 - ❖ See Appendix B
- **Bill of Lading x 3/3 originals**
 - ❖ See Appendix D
- **Certificate of Origin or GSP Form A, Export Licence x 1 original (whichever is applicable)**
 - ❖ See Appendix C
- **Quality Guarantee Letter x 1 original**
 - ❖ See Appendix J.2
- **Fumigation Certificate x 1 original plus ventilation endorsement (if fumigant is made by Methyl Bromide) x 1 original**

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If the payment is arranged by MTO Hong Kong and the goods sending address is as follows, the Consignee address and the ILN number 4049896000004 must be added as marked in red in the B/L, Certificate of Origin or GSP Form A. The ILN number in the invoice also should be changed as follow:

HELLWEG - IHR BAUFREUND Einkaufsgesellschaft m.b.H.
Neubauzeile 102,
A – 4030 Linz,
Austria
ILN 4049896000004

5e. Tracking

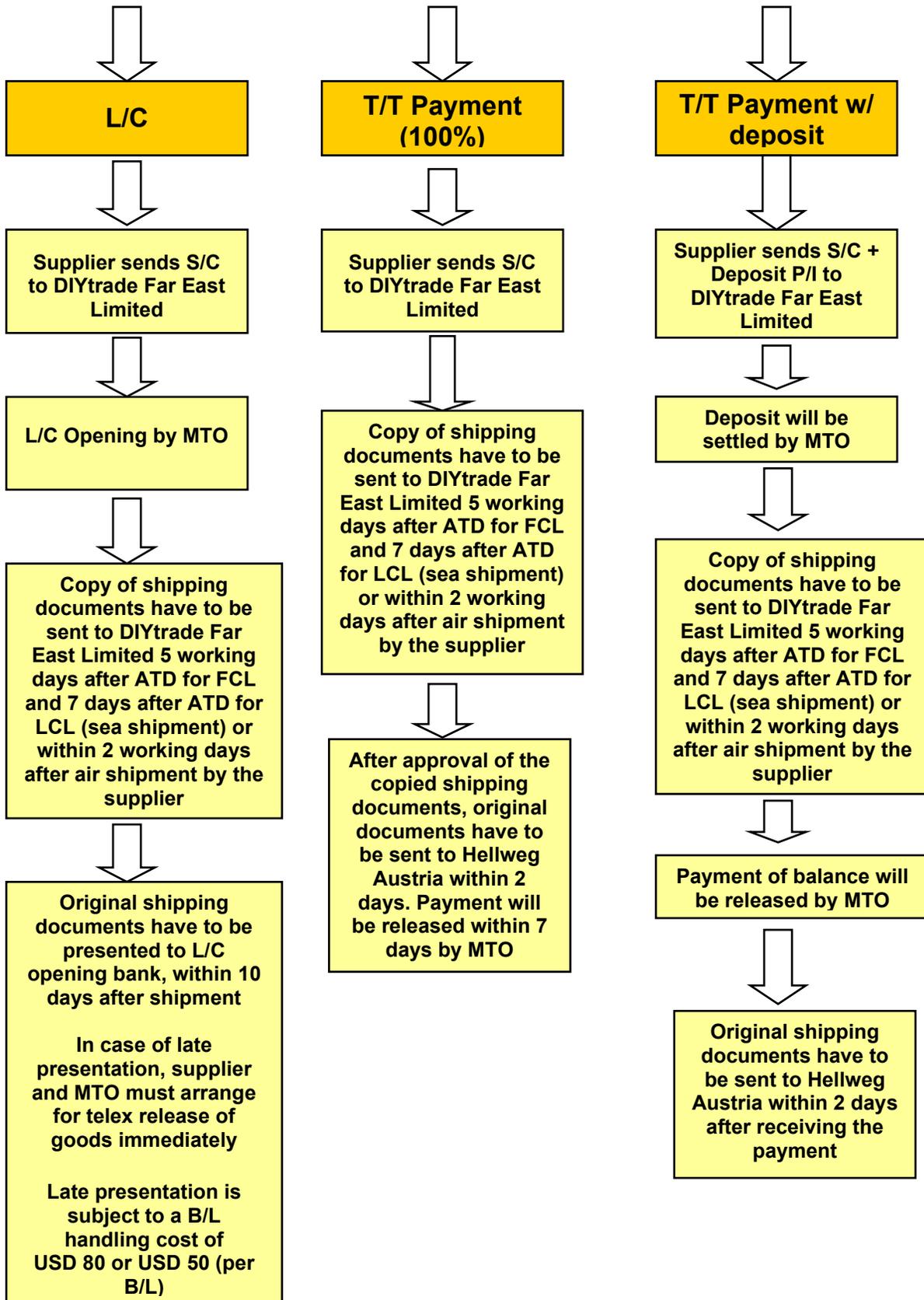
Supplier must provide the courier receipt or dispatch details about dispatch of the original shipping documents at once by email to **DIYtrade Far East Limited** for further tracking.

IMPORTANT :

In the event that supplier fails to submit the original / copy shipping documents to Hellweg Austria punctually (in respect of sea shipment or air shipment), a late penalty will be charged by DIYtrade Far East Limited (as generally stipulated by Hellweg Austria) and will be imposed by the amount of caused standing fees for the containers in the receiving harbour. All shipping documents shall be issued according to B/L and our complete order number must be shown on all shipping documents.

A deduction of 4% handling fee + 3rd party fees (customs and/or carrier charges) will also be charged on supplier if any mistakes made on documents. The same deduction will be claimed if the agreed packing units (VPE) differ between sales confirmation and final shipping documents. For details, please refer to order sheet or consult DIYtrade Far East Limited.

6. Summary



7. Loading Instruction

Suppliers are required to follow the general loading instructions, so as to ensure safe and secure container loading. For full details, please refer to "Loading Instruction" published under "Merchandising Download Section" point H.5.

8. The EU New Rule: Entry Summary Declaration (ENS)

According to the European Union (EU) new advance cargo security rules that are scheduled to take effect for all vessel voyages that begin after midnight December 31, 2010, all shipments imported into EU, the suppliers should provide the following required data elements no later than 24 hours before the ETC (The exact cut-off time, please follow the instruction of the appointed forwarder of Hellweg Austria):

- Consignor (EORI number: if available) with full address
- Consignee (EORI number: if available) with full address
- Notify Party for "To Order" BL (EORI number: if available) with full address
- Plain language cargo description and 6 digit HS Code
- Code for the type of packages
- Number of packages
- Shipping marks
- Container number
- Seal number
- Gross weight (in kilograms)
- UN code for dangerous goods
- Transport charges method of payment code

Some remarks to the ENS:

- The full address of consignee (Hellweg Baufreund) should be:

HELLWEG - IHR BAUFREUND Einkaufsgesellschaft m.b.H.
Neubauzeile 102
A – 4030 Linz
Austria
Phone: +43 - 732 / 3830 810
Fax: +43 - 732 / 3830 8110 98

- An incomplete ENS will be rejected by the Customs authorities. Penalties and delays of the vessel and shipments carried may result in case of breach of this requirement. Hellweg Austria will keep having the penalty for this kind of delay if it is supplier's mistake caused the containers cannot be shipped as planned vessel.
- Everything should be handled between supplier and forwarder directly. **Hellweg Austria or DIYtrade Far East Limited** is only involved if questions/problems arise.
- Link for reference: European Commission website:
http://ec.europa.eu/ecip/security_amendment/index_en.htm