

Shipments to Grundfos Serbia (GMS)

FCA

When freight needs to be booked for a shipment:

1. Send the invoice (with stamp, signature [including location]) & pick-up-form in Excel to Grundfos Shipping in Serbia (GMS_Logistic@grundfos.com)
2. Grundfos Shipping will reply with confirmation of the freight booking, approximate pick-up time/date, exit point of EU, plate number of truck, etc.
3. You are responsible for exporting goods from EU, and must ask your customs agent/forwarder to make export document.
4. You send a consolidated email to Grundfos Shipping (GMS_Logistic@grundfos.com) with the same documents that you will later give to the driver:
 - Invoice (with stamp, signature [including location])
 - Packing list (with stamp, signature [including location])
 - Export document (from customs agent)
 - If relevant, delivery note (with stamp, signature [including location])
 - If relevant, EUR1 certificate (with stamp, signature [including location])

When goods are packed & picked up:

On the pallet/box, in a plastic sleeve:

- 3 invoices (with stamp, signature [including location])
- 1 packing list (with stamp, signature [including location])
 - If relevant 1 delivery note (with stamp, signature [including location])
 - If relevant EUR1 certificate (with stamp, signature [including location])

For the driver in plastic sleeve:

- 2 invoices (with stamp, signature [including location])
- 1 packing list (with stamp, signature [including location])
- Export document (from customs agent)
 - If relevant 1 delivery note (with stamp, signature [including location])
 - If relevant EUR1 certificate (with stamp, signature [including location])



What should be on the invoice?

See example on the next page – the numbers indicate the different elements.

Invoice for goods:

Supplier has to invoice goods according to the Serbian legislation for import customs clearance and that invoice must contain the following:

- **Billing date, date when supplier has issued the invoice (1);**
- **Ordinal number of invoice (2);**
- **Quantity of goods (3);**
- **Unit (4);**
- **Description of goods (5);**
- **Grundfos part number (Grundfos code of material) (6);**
- **Commodity code (HS Code) (7);**
- **Country of origin for every material (8);**
- **Price per unit for every material (9);**
- **Amount per unit (10);**
- **Final amount (11);**
- **Currency (12);**
- **Grundfos PO number (13);**
- **Supplier company name and address (14);**
- **Grundfos company name and address (15);**
- **Terms of delivery that must be written by Incoterms 2010 DAP, EXW... (16);**
- **Proof of origin (if supplier has proof of origin for goods) (17);**
- **Number of packages - *nice to have* (18);**
- **Net weight - *nice to have* (19);**
- **Gross weight - *nice to have* (20);**
- **Payment terms (21);**
- **Signature of the responsible person and the stamp (22).**

1. Example of an invoice with all necessary elements:

Invoice **5350422279** 2

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14 **GRUNDFOS PUMPENFABRIK GMBH**
 Willy-Pelz-Straße 1-5
 D-23812 WAHLSTEDT
 Phone: 04554-980

Customer no.: 995

Customer name:
 GRUNDFOS SRBIJA d.o.o.
 Manufacturing
 Obilazni put Sever 21
 SRB-22320 INDJIJA 15

Delivery address:
 GRUNDFOS SRBIJA d.o.o.
 Manufacturing
 Obilazni put Sever 21
 SRB-22320 INDJIJA

1 Billing date: 12.03.2015
 21 Payment terms: Current Month + 1 Month
 16 Delivery terms: EXW - Wahlstedt
 Delivery method: Truck
 Delivery date: 12.03.2015
 Our ref.:

Pos:	Material:	Description:	Quantity:	Unit:	Unit price:	Amount in EUR:
Your order no. : 4508130609 13						
0004	6 545247	IMPELLER D UP40-60 8 Country of origin: DK - Denmark	3	150 PC 4	9 7,70	1.155,00 10
Your order no. : 4508135468						
0001	555014	IMPELLER M UP6 5 Country of origin: DK - Denmark	150	PC	9,82	1.473,00
Your order no. : 4508149110						
0001	96559081	Shaft w/rotor LAUP D23 we Country of origin: DE - Germany	70	PC	33,80	2.366,00
Output Tax			0,00 %		4.994,00	0,00
Final amount						4.994,00 11

Product marked with * are not with EC preferential origin.

The exporter of the products covered by this document (customs authorization no. "DE/ EA/1012") declares that, except where otherwise clearly indicated, these products are of EC preferential origin. 17

22 **GRUNDFOS PUMPENFABRIK GMBH**
 Willy-Pelz-Straße 1-5
 D-23812 WAHLSTEDT


No. of ship. units: 3 18

Gross weight: 382.000 KG 20

Net Weight: 271,000 KG 19


Volume: 1.080,000 CDM

Pick up form / template [All yellow to be filled out by you/supplier]:

A	B	D	E	F	G	H	I
Document title		GMSFB310601 Internal request for inbound transportation					
Document no		GMSFB310601		Valid from 15-02-2014		GRUNDFOS 	
Author		GMSDRD	Approver		GMSIVU, GMSDTP	Doc. Type Form Version 2	
This document is only a copy. The original can be found in IMS - Integrated Management System via Insite/Toolbox							
FILLED BY SUPPLIER							
Name of Supplier							
PO number							
Pick up date							
Pick up Address							
Custom Agency							
Delivery Address		Grundfos Srbija d.o.o. Obilazni put- Sever 21 RS-22320 Indjija					
Requested time of delivery							
Number of collies							
Packaging information		packaging		weight		dimensions (L x W x H in cm)	
Pallets are stackable (Yes/No)							
Organising export custom clearance (s							
EUR1 certificate (Yes/No)							
Contact for pick up (e-mail, phone)							
FILLED BY REQUESTOR IN GMS							
Cost Center							
FILLED BY GMS SHIPPING DEPARTMENT							
Name of Forwarder							
Date of Order							

** The EUR1 certificate refers to “preferential origin”.
See page 7, to know if this is necessary in your case.

Example of an export document:

EUROPEAN COMMUNITY		DECLARATION TYPE (1)		MIN		
EXPORT ACCOMPANYING DOCUMENT	Consignee/Export (2) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		EX	A	Other CC (532)	
	Consignee (3) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		1	1	2	
	Consignee (3) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Items (5)		Total Packages (6)	Issuing date: 20250805
	GRUNDFOS SRBIJA D.O.O., CELAZNI PUT SEVER 21 22300 INĐIJA XS Serbian		1		3	Customs office: DM002190
Dedant/Representative (14) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Reference numbers (7)		UCR: 1256084511 / LRN: 58624_830040		
Identity of means of transport at departure (8)		Transport charges method of payment code (52)		C. disp. Code (15)	Country death Code (17)	
[0049VS AC2113]		a		a	XS	
Country (ex) of routing code (513)		Country of person judging suit, last (14)		No. DK15129005		
DK, HU		ALP DANMARK AS				
Mode of transport		Location of goods (30)		Net mass (kg) (26)		
3		BYDK110028033 282		855,00		
Office of exit (26)		Seal number (328)				
HUS15800		---				
Packages and description of goods (31)		Marks and numbers - Container No(s) - Number and kind				
Item No. (32)		Number and kind of packages, pieces, marks and numbers of packages (31)		Description of goods (312)		
Consignee/Export (2)		Consignee (3)		Commodity Code (33)		
Identity of means of transport at departure (8)		Unique consignment reference number (540)		Summary declaration/Previous document (4)		
Special provisions (442)		UNOC (443)		Container numbers (313)		
1		3 PK (Package) F0228074, F0228053		Seal Number (328)		
				49019600 4099		
Y024 DK AUCP 15-0250096				N080 F0228074-F0228053		
Y035 E/J CNFATTET						
Y001 E/J CNFATTET						
Y000 E/J CNFATTET						
				1000 000		
				25.280,00		
				855,000		
				790,000		
CONTROL BY OFFICE OF DISPATCH/EXPORT (5)		CONTROL BY OFFICE OF BIRTH (6)				
Result: A2		Date of arrival:				
Seals affixed: Number:		Examination of seals:				
Identity:		Remarks:				
Time limit (date): 20250805						

Example of what is for the driver:

DHL Freight
Marina 36v

EUROPEAN COMMUNITY

EXPORT ACCOMPANYING DOCUMENT

Consignor/Exporter (2) [Redacted]		DECLARATION TYPE (3) EX A Other BCI (BIC)	
Consignee (3) GRUNDFOS SRBIJA D.O.O. OBLADNI PUT BEVER 21 22320 INĐIJA XS, Serbia		Reference numbers (7) SICR: 1200040-11 / IPR: 4044, 430040 Transport charges method of payment code (20)	
Declared/Representative (14) [Redacted]		Country(ies) of making entry (3/7) DK, HU Representative of person lodging form AEC (14b) No. DK0120608 ALPI DANMARK A/S	
Identity of means of transport at departure (18) JCO40VS AC2130C		Gross mass (kg) (24) 855,00	
Mode of transport (25) 3 of the trailer (25) Location of goods (26) B71DK110630033 292		Seal number (24) [Redacted]	
Office of exit (28) HUS15000			
Packages and description of goods (31) [Redacted]			
Item No. (32) Consignor/Exporter (3) Identity of means of transport at departure (18) Unique assignment reference number (44/1) Produced documents / certificates (44/1) Special mentions (44/2) INDS (44/3)		Description of goods (33) Consignee (3) Country Code (34) Consignor's declaration reference number (43) Freight (35) Consignee's (36) Gross mass (24) Net mass (24)	
1 3 PK (Package) F0220514 F0220513		80000	
Y024 DK AEOF 15-0256056 Y930 EJ OMFATTET Y901 EJ OMFATTET Y903 EJ OMFATTET		855,000 780,000	
CONTROL BY OFFICE OF DISPATCH/PORT (8) Result: A2 Seals affixed: Number Identity Time limit (days): 20250805		CONTROL BY OFFICE OF EXIT (6) Date of arrival Examination of seals Remarks	

Til chaufføren
DHL

Preferential origin

In most cases, there is “preferential origin” of the goods.

Flowchart on next page shows what to do, but it is also explained here:

1) Is supplier an approved/certified exporter?

a. Yes

- i. Put statement on invoice, like below, but with their **customs authorization number** (f.ex. DK/51/04/237/00638) & **country** (f.ex. DK):

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

- i. Is the total value of shipment/goods more than 6000 EUR?

1. Yes

- a. Supplier must issue **EUR1 certificate** (with help from export agent/forwarder)

2. No

- a. Statement to be put on invoice, like below, but with **country**, and **place, date, name of signer & signature** of supplier.

The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of ... preferential origin.

(Place and date)²

(Signature of the exporter, in addition the name of the person signing the declaration has to be indicated in clear script)

ISSUING PROOF OF PREFERENTIAL ORIGIN

