

## LOGISTIC TERMS AND CONDITIONS

Delivery instructions are in the following sequence and with below mentioned documents:

### 1. General instructions for required documents

- a) Detailed packing list per Purchase order in English mentioning:
  - Damen Purchase order number
  - Part description
  - Damen part number
  - Serial number (if applicable)
  - Line number of Damen Purchase order
  - Dimensions and weight per package
  - Supplier part number
  - UN number (if applicable)
  - Unit of measure
  - HS Code( only applicable for incoming goods from outside the EU)
- b) In case of SET<sup>1</sup> deliveries, the DAMEN SET Details Confirmation number (**not the SET purchase order number!!**) must be mentioned on all relevant correspondence documentation / packing lists with respect to delivery.
- c) The packing list must specify which item is included in which package.
  - Deliveries containing goods classified under “hazardous substances legislation”. The transport document / packing list should contain: UN number, hazard class, and packing group. Furthermore the Material Safety Data Sheets (MSDS) and transport restriction documents (if applicable) should be sent to the Damen purchaser, prior delivery of the goods.
- d) Delivery of customs goods (i.e. T1) should contain a notification of the customs status on the transport documents / packing list as well as a copy of the customs document. Latest 1 working day before delivery a notification should be sent to [Customs-DSGo@damen.com](mailto:Customs-DSGo@damen.com)

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<sup>1</sup> For SETS a special instruction applies called “Explanation for the supplier on the Set Purchase Order process UK”, which is send with the SET order.

Click [here](#) for a Damen example template packinglist & palletlist for easy reference. Please feel free to use.

Initial DAMEN:

Initial Contractor:

DAMEN SHIPYARDS GORINCHEM

Member of the DAMEN SHIPYARDS GROUP



Avelingen West 20  
4202 MS Gorinchem  
The Netherlands

P.O. Box 1  
4200 AA Gorinchem

phone +31 (0)183 63 99 11  
fax +31 (0)183 63 21 89

info@damen.com  
www.damen.com

## 2. General instructions for delivery

- a) Shipments exceeding 4.000 kg and / or 10 m3 (multiple shipments included) must be announced at least 5 working days before expected shipping date to [Transco@damen.com](mailto:Transco@damen.com) and wait for further instructions.
- b) Each item must be:
  - Marked / labelled (markings according the purchase order / SET details confirmation as mentioned under "Mark with": PO Line number, Yard number, Function Number, Damen Part number and Supplier Part number").
  - Properly preserved
  - If for some reason it is not possible to print the labels, supplier is requested to contact DAMEN to provide the labels.
- c) Each package must be:
  - Numbered
  - Goods with a weight > 25 kgs shall packaged in such way that it can be handled with a fork-lift truck.
  - In conformity with ISPM15 regulations( <http://www.ispm15.com> or <http://www.smhv.nl>)
  - Seaworthy packaged suitable for overseas export to minimize risk of damage.
- d) Each purchase order must be packed separately. Contractor can however combine several packages from the same order in one wrapping.
- e) All hazardous materials must be:
  - Packed **separately** from other non-hazardous materials.
  - Identified proper packed and labelled in accordance with the applicable directives, regulations and specifications
- f) Partial deliveries must be avoided unless agreed with the Damen Purchaser prior to delivery.
- g) Delivery of goods must be in conformity with requested / confirmed delivery date.
- h) The goods will be unloaded from 07:15 until 14:00 hours only, urgent orders until 16.00 hours.
- i) Supplier is aware that deliveries which are not compliant with our delivery terms might not be unloaded.

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### 3. Additional instructions for deliveries other than to Damen warehouse Gorinchem

- a) In case the transport is being organized by DAMEN, the Contractor must give the following additional information at least 5 working days in advance of the promised delivery date of the goods by email to [Transco@damen.com](mailto:Transco@damen.com) :
- Loading address and reference.
  - Confirmation of the contact person and contact details of the Contractor.
  - Ready for collection date.
  - Loading and transport details (measurement, volume, weight).
  - Any additional (export)document required as mentioned under item 1.
  - In case total volume / weight exceeds 1 Full Container Load or 1 Full Truck Load, packing- and palletlists have to be splitted per transport unit accordingly. At least 24 hours after loading this has to be provided to [Transco@damen.com](mailto:Transco@damen.com).
- b) In case the transport is being organized by the Contractor, the Contractor must provide the following additional information at least 5 working days before expected date of departure to [Transco@damen.com](mailto:Transco@damen.com) :
- Expected time of departure (E.T.D.) of the transport of the Goods.
  - Confirmation of the contact person and contact details of the Contractor.
  - Expected time of arrival (E.T.A.).
  - Name and contact details of the receiving party (for check only).
  - Pro forma Invoice and any other required documents.
  - Draft Bill of Lading, Airway Bill, CMR or any other legal transport document. After approval and departure a copy of the transport document must be provided as soon as available, bearing in mind actual transit time / E.T.A.
  - In case total volume / weight exceeds 1 Full Container Load or 1 Full Truck Load, packing- and palletlists have to be splitted per transport unit accordingly.

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