

## Logistic terms and conditions

**Video guide:** [Logistic terms & 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
  - Contractor part number
  - UN number (if applicable)
  - Unit of Measure
  - HS Code / Customs Commodity code (only applicable for incoming goods from outside the EU)
- b) In case of SET 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).

### Damen Shipyards

Avelingen-West 20  
4202 MS Gorinchem  
The Netherlands

P.O. Box 1  
4200 AA Gorinchem  
The Netherlands

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

[info@damen.com](mailto:info@damen.com)  
[damen.com](http://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:
  - o 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 Contractor Part number").
  - o Properly preserved.
  - o If for some reason it is not possible to print the labels, Contractor is requested to contact DAMEN to provide the labels.
- c) Each package must be:
  - o Numbered.
  - o Goods with a weight > 25 kgs shall packaged in such way that it can be handled with a forklift truck.
  - o In conformity with ISPM15 regulations (<http://www.ispm15.com> or <http://www.smhv.nl>).
  - o 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:
  - o Packed separately per dangerous goods class from other non-hazardous materials.
  - o 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) Contractor 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 Distribution Center Schelluinen**

- 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 one Full Container Load or one Full Truck Load, packing- and pallet lists have to be split accordingly per transport unit. 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 one Full Container Load or one Full Truck Load, packing- and pallet lists have to be split accordingly per transport unit.
- c) For the most common Damen locations outside the Netherlands, we've provided delivery instructions which can be found via the hyperlinks below:
- [189 One Member Limited Liability Company](#)
  - [Baltic Workboats AS](#)
  - [Damen Antalya](#)
  - [Damen Shipyards Cape Town](#)
  - [Damen Shipyards Changde](#)
  - [Damen Shipyards Galati](#)
  - [Damen Shipyards Sharjah](#)
  - [Damen Song Cam Shipyard Co., Ltd.](#)
  - [Damen Yichang Shipyard](#)
  - [Halong Shipbuilding Company](#)
  - [Song Cam Shipbuilding Joint Stock Company](#)
  - [Song Thu Corporation](#)
  - [Wilson Sons Estaleiros LTDA](#)

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