

01.01.2020

SHIPPER'S LETTER OF INSTRUCTIONS (SLI)

Kimberly Clark Israel Ltd. considers Import Shipments to Israel as our top interest.

Please find below our list of requirements needed for Import to the State of Israel.

1. **Location at KC Israel of shipped goods:**
Each Purchase order indicates our requested delivery address.
2. **Method of Transport,** Each Purchase order indicates our required terms of sale and shipment transport (Airfreight, Seafreight or Courier Service).

- **Courier Shipments 15.00-100 kg-** Via "**DHL EXPRESS**" courier Service
- **Airfreight Shipments ABOVE 100.00 kg.-** via our Freight Forwarder –"**DHL GLOBAL FORWARDING**"
- **Seafreight Shipment under FCL/LCL –** Via Seafreight Forwarder/Designated Shipping line Company

3. **Requested Delivery time and Incoterms:** Purchase Orders indicate our requested delivery time and terms of Sale and Delivery (Incoterms 2010).
4. **Commercial Invoice and Packing List :**
To be issued for each PO, (Shipping and Proforma Invoices are not acceptable by Israel customs)
Commercial Invoice must indicate: **OUR LOCAL ITEM CODE# + SUPPLIER ITEM CODE#**
(With Full Item Description in ENGLISH, Quantity and Measurement Units)
5. **Country of Origin/Preferential Origin:** Commercial invoice must indicate C.O.O
6. **AWB/BL-** For Each import shipment please provide copy of AWB/BL, Ship to and Notify party are indicated below, for each method of Transport.
7. **Chemicals - Production and Expiration Date:** Shipments must indicate Prod. & Exp. Date
Shelf Life- To be indicated on each Item/Case/Bin
8. **Chemicals- additional documentation**

All Chemicals and Dangerous goods shipments must include in addition to Invoice and PL:

- MSDS- *Material Safety Data Sheet*
- COA – Certificate of Analysis
- Test Report
- CERTIFICATE OF CONFORMIT

Shipping instructions for All European Suppliers

Must issue EUR1 Certificate OR Exporter's declaration , the state of Israel is a participating country in EU Free-Trade agreements, in order to avoid import duties charges at customs clearance by the state of Israel.

A. **EUR-1 Movement Certificate:**

- EUR-1 Certificate must be issued according to legal EU requirements
For all shipments which Value of goods is above 6000.00€

<http://ec.europa.eu/trade/policy/countries-and-regions/countries/israel/>

B. **Exporter's Declaration:**

- For all shipments which Value of goods is **UP TO 6000.00€**
- **Authorized and Senior European Exporters**- Can issue declaration with CUSTOMS AUTHORIZATION NO. For **ANY VALUE OF GOODS**

https://ec.europa.eu/taxation_customs/business/customs-procedures/what-is-exportation/export-procedure_en

- A signed exporter's declaration Must appear on invoices as following TEXT:

"THE EXPORTER OF THE PRODUCTS COVERED BY THIS DOCUMENT (***CUSTOMS AUTHORIZATION NO. WHERE APPLICABLE**), DELCARES THAT EXCEPT WHERE OTHERWISE CLEARLY INDICATED, THESE PRODUCTS ARE OF (**Country Of Origin Of Goods, or E.E.C- European community**) **PREFERENTIAL ORIGIN**"

- The bottom of the declaration must indicate:
Full Name in Capital Letters of the Signatory, Place, Date, Company Stamp & Signature.
- In cases where value of sent goods is over 6,000.00€
And there is NO customs authorization number, EURO 1 Certificate is needed.

Shipping instructions for All USA Suppliers

Must issue U.S Certificate of Origin, the state of Israel is a participating country in United States of America Free-Trade agreements, in order to avoid import duties charges at customs clearance by the state of Israel

- **Declaration must be related only to the exported items that comply with USA origin, according to the FTA'S rules of origin.**
- US exporters are kindly requested to take all necessary steps and make all necessary adaptations in their export systems in order to update export commercial documentation.
- Rules for completing an origin declaration (invoice declaration) can be found below.

Correctly completed, this gives the customs administration in the recipient country formal grounds for giving your products preferential treatment.

Rules for completing an origin declaration (invoice declaration)

1. The invoice declaration must be **printed** on the invoice / packing list or any other commercial document which describes the products concerned in sufficient detail to enable them to be identified
2. When the export shipment includes items that are of USA origin and other that are not, the items that **are not qualifying** for USA origin, must be marked in a very clear method **by line item**.
3. The invoice declaration **MUST** be signed only by the exporter or the producer and **not** by logistic partner such as freight forwarder etc.
4. Any corrections on the invoice declaration must be confirmed by a **signature and stamp of the exporter / producer**.
Tax identification – The tax identification must be one of the following: TIN (Tax Identification Number), ITIN (Individual Tax Identification Number) or EIN (Exporter Identification Number).
5. **Name** – The whole name, including their first and surname, and sometimes any middle names of the employee within the exporter / producer that has signed the invoice declaration.
6. **Title** – The official job title of the employee within the exporter / producer that has signed the invoice declaration.
7. **Email** – The E-mail address of the employee within the exporter / producer that has signed the invoice declaration.
8. **Signature** - The Signature of the employee within the exporter / producer that has signed the invoice declaration.

Specimen Invoice Declaration text I, the undersigned, hereby declare that unless otherwise indicated, the goods covered by this document fully comply with the rules of origin and the other provisions of the Agreement on the Establishment of a Free Trade Area between the Government of Israel and the Government of the United States of America.

- () The Exporter (whether the exporter is the producer or not)
() The Producer (is not the exporter) Tax identification: _____

Name: _____ Title: _____ E-mail: _____
Signature: _____

COURIER SHIPMENTS : 15-100 KG. (Chargeable Weight)

DHL EXPRESS:



www.dhl.com

- Our Collect account#: **954846990** for all shipments to all locations
- For Inquires contact: tlvpersonal@dhl.com

Kimberly Clark Israel- Nahariya Mill

Address: Kiryat Hof Industrial Zone,
Nahariya 2231102

Kimberly Clark Israel-Afula Mill

Address: David Elazar 1 St. ,
PO BOX 1103,1851501 , Afula

Kimberly Clark Israel-Hadera Mill

Address: Yossef Meiser St. 1,
Hadera, 3810105 Israel

AIRFREIGHT – Above 100 KG. : GENERAL CARGO FREIGHT.

KINDLY USE OUR FORWARDER:

**1. COLLECT SHIPMENTS:****Contact Person:****Orit Zrihan**

Business Unit Manager, Air Import

Orit.zrihan@dhl.com

Tel: +972-3-9719154 | Fax: +972-72-2448253

Mob: +972-54-9234847

Liraz Yehezkel

Customer Service, Air Import

liraz.yehezkel@dhl.com

Tel: +972-3-9719155 | Fax: +972-3-9719236

Mob: +972-54-9234857

FC/DHL Global Forwarding Israel

Swissport Cargo Building, Chativa Shmon'e Road

Ben Gurion Airport 70100 (TLV Airport)

www.dhl.co.il

- **CONSIGNEE:** Kimberly Clark Israel Ltd. / VAT: 510390321
- **NOTIFY PARTY+ CLEARING AGENT:** DHL Global Forwarding Israel

2. PREPAID SHIPMENTS:

- **CONSIGNEE:** Kimberly Clark Israel Ltd. / VAT: 510390321
 - **NOTIFY PARTY+ CLEARING AGENT:** FC/DHL Global Forwarding Israel
Same as Section A
- **ORIGINAL DOCUMENTATION – AIRFREIGHT**
To be sent to our customs broker and Forwarder (Contact persons above).

SEAFRIEGHT : FCL and LCL shipments

KINDLY USE OUR FORWARDER

**1. COLLECT SHIPMENTS:****Contact Person:****Yaniv Malka**

Business Unit Manager, Ocean Import

Yaniv.Malka@dhl.com

Tel: +972-74-7144939 | Fax: +972-72-2723750

Mob: +972-54-5454018

Ben Kuba

Customer Service, Ocean Import

Ben.Kuba@dhl.com

Tel: +972-74-7322359 | Fax: +972-4-8601329

Mob: +972-54-2662178

FC/DHL Global Forwarding Israel

Ort 18, Sea Port Building

Ashdod , 7724233 | Israel

www.dhl.co.il

- **CONSIGNEE:** Kimberly Clark Israel Ltd. / VAT: 510390321
- **NOTIFY PARTY+ CLEARING AGENT:** DHL Global Forwarding Israel

2. PREPAID SHIPMENTS:

- **CONSIGNEE:** Kimberly Clark Israel Ltd. / VAT: 510390321
- **NOTIFY PARTY+ CLEARING AGENT:** FC/DHL Global Forwarding Israel

Same as Section A

ORIGINAL DOCUMENTATION – AIRFREIGHT

To be sent to our customs broker and Forwarder (Contact persons above).