



**HAWESKO**  
Hanseatisches Wein und Sekt Kontor

Hanseatisches Wein- und Sekt-Kontor Hawesko GmbH

## **Important Requirements**

Important Requirements of Wine, Food and Accessories for the company  
Hanseatisches Wein- und Sekt-Kontor Hawesko GmbH

Version 1<sup>st</sup> May 2022

We ask you please to observe the following information!

- 1. Requirements for products and pallets**
- 2. Requirements for documents**
- 3. Requirements for issuing of invoices**

For any further questions, please do not hesitate to contact the responsible procurement manager or buyer.

## **1. Requirements for products and pallets**

### **1.1. Products**

- Goods fulfill all legal requirements (quality and labels)
- Proper and clean condition
- Delivered goods must correspond to the sample (in quality, layout, outfit)
- One batch per delivery
- The supplier is obliged to deliver goods, whose quality, presentation, labelling, and packaging fulfil the regulations of the European and German wine laws and likewise the German food-stuffs regulations and which therefore are allowed to be shipped into Europe (e.g. the presence of sulfites must be written in German „Enthält Sulfite“ ... and so on.). Labels must be free of any printing defects and adhered well to the bottles.
- Petillant wines (semi-sparkling wines) pressure 2,5 bar (CO<sub>2</sub> pressure)
- Volatile acidity max. 0,7g/l calculated as acetic acid (except aged red wines with barrel maturation)
- Free SO<sub>2</sub> of fresh-filled overseas wines / parameters at delivery:  
Red wine: at least 25 mg/l free S O<sub>2</sub> (after deduction of reducing substances)  
White/Petillant wines (semi-sparkling wines): +/- 40 mg/l  
Sparkling wine: max. 35 mg/l

### **1.2. Registration/identification of pallets**

- Pallets must be strictly separated (pre-sorted) by batch and product  
Exceptions must be confirmed in advance. With mixed pallets, the product of greatest quantity must be placed at the bottom. Please contact the procurement manager.
- Pallet adhesive labels for all articles, including food articles (according to EU-VO 178/2002), with article number, amount and best-before date (only for food) respectively batch number (lot number) on page DIN A4 on the narrow side (please see next page)

### **1.3. Proportions / Makeup of pallets**

- Only undamaged original Euro Exchange Pallets (1200 x 800 mm)
- Maximum height: 1.70 m incl. pallet.
- Maximum weight: always 800 kg. Exceptions may be possible only after consultation with the procurement manager
- Larger dimensions not permissible, no oversize
- Each tier of cartons is offset over that tier below it (tying in)
- The pallets must be sealed with plastic, tightly wrapped (larger dimensions of sealed plastic is not allowed)
- For wine imports, loose stacking in the container, alternatively slip sheets

#### 1.4. Outer package: cartons / wooden Cases

- Robust, individually transportable package with internal dividers / guillotine over the entire length of cardboard and bottles. Tight cartons with double flute: at least E/E
- Carton imprint with batch number (lot number), best before date (only for food articles), article number and article description

#### Pallets Registration / Pallets adhesive labels

Sample Food / Muster Food	Sample Wine / Muster Wein
consignee / Empfänger	consignee / Empfänger
delivery address / Lieferadresse	delivery address / Lieferadresse
order no. / Bestellnr.	order no. / Bestellnr.
article no. / Materialnr.	article no. / Materialnr.
identification / Artikelbezeichnung	identification / Artikelbezeichnung
Vintage / Jahrgang	Vintage / Jahrgang
content / Füllmenge	content / Füllmenge
lot nr.- best before / Losnr. -MHD	lot nr. / Losnr.
no. of pallets / Anzahl Paletten	no. of pallets / Anzahl Paletten
no. of boxes - pieces per box = total quantity/pallet Anzahl Kartons - Stück per Karton = Gesamtmenge Palette	no. of boxes - pieces per box = total quantity/pallet Anzahl Kartons - Stück per Karton = Gesamtmenge Palette
Example Food / Beispiel Food	Example Wine / Beispiel Wein
<b>Hawesko GmbH</b>	<b>Hawesko GmbH</b>
IWL Grosser Moorweg 24 25436 Tornesch	IWL Grosser Moorweg 24 25436 Tornesch
<b>4500001000</b>	<b>4500001000</b>
<b>3146941</b>	<b>3146941</b>
<b>fine chocolate</b>	<b>Valpolicella superiore</b>
-	<b>2001</b>
<b>70 g</b>	<b>750 ml</b>
<b>L 1694 / 30.06.2020</b>	<b>L 1694</b>
pallet 1 of 23	pallet 1 of 23
50 boxes - per 12 packages = 600 packages	50 boxes - per 12 bottles = 600 bottles
Palette 1 von 23	Palette 1 von 23
50 Kartons - à 12 Packungen = 600 Packungen	50 Kartons - à 12 Fl. = 600 Flaschen

## **2. Requirements for documents**

### **2.1. Which documents do you need?**

#### **2.1.1. Goods of EU origin**

When shipping goods of EU origin, the following documents must be included:

- EMCS / eVD is required
- Delivery note

#### **2.1.2. Non-EU origin**

When shipping goods of Non-EU origin, the following documents must be included:

- Original VI1 document incl. original copy, incl. analysis description, commercial invoice and Bill of Lading (please copy of the VI1 per fax in advance)
- EUR 1, if existing
- Copy of invoice
- Analysis description per lot number

### **2.2. Content of documents**

#### **2.2.1. VI1 Document**

The original VI1 Document, incl. the original copy, must include the following information:

- Name and address of the shipper
  - Name and address of the recipient
  - Reference number to ascertain the identity of the consignment (printed form)
  - Date of issue and date of dispatch
  - Description of the consigned goods
    - Trade name (label indications: name of the producer and vineyard with geographic origin, brand name, vintage, grape variety, quality indication, batch or lot number, fill-up quantity, special notes like hand-picked, fermented in oak, name of a particular vineyard, etc. ...)
    - Name of the country of origin (e.g. Chile)
    - Geographic indication if applicable for the wine
    - Actual alcoholic strength
    - Colour of the produce (only “red”, “rosé” or “white”)
    - CN Code (Combined Nomenclature) / Classified Index of Goods
  - Total volume in litres
- 
- Analysis report with following indications:
    - Total alcoholic strength
    - Actual alcoholic strength
    - Total dry extract
    - Total acidity

- Total sulphur dioxide
- Volatile acidity
- Citric acidity
- If relevant, indication of hybrid origin or other varieties that do not belong to vitis vinifera

### **2.2.2. EMCS Document (see specifications from our order)**

The EMCS document must contain the following information:

- Name and address of the shipper together with the appropriate excise (purchase) tax number as well as the VAT number.
- Name and address of the recipient together with the appropriate excise (purchase) tax number as well as the VAT number.
- Attention, the recipient of the goods is our shipper
- Delivery address: Hawesko GmbH, c/o IWL, Grosser Moorweg 24, 25436 Tornesch, Germany
- Reference number to ascertain the identity of the consignment
- Date of issue and date of dispatch
- Description of the consigned goods
  - Trade name (label indications: name of the producer and vineyard with geographic origin, brand name, vintage, grape variety, quality indication, batch or lot number, fill-up quantity, special notes like hand-picked, fermented in oak, name of a particular vineyard, etc.)
  - Name of the country of origin
  - Geographic indication if applicable for the wine
  - Actual alcoholic strength
  - Colour of the produce (only “red”, “rosé” or “white”)
  - CN Code (Combined Nomenclature) / Classified Index of Goods
- Total volume in litres
- Actual alcoholic strength
- Total alcoholic strength

### **2.2.3. Delivery Note**

- In duplicate for delivery of goods
- Incl. annotation of best-before date (food)
- Incl. annotation of batch number (wine)
- Incl. annotation of lot number(s)
- Incl. annotation of EAN code (GTIN13 or GTIN14)
- For organic products, the supplier’s eco-control-number must be mentioned

#### **2.2.4. Commercial Invoice**

See issuing of invoices (next page)

#### **2.2.5. Analysis description for wine, sparkling wine, spirits**

Every lot number delivered must be accompanied by an analysis of the contents covering the following parameters:

- Actual alcoholic strength (vol. %)
- Density
- Total acidity of the wine, calculated as tartaric acidity (acetic acid x 1,531= tartaric acid)
- Dry extract
- Residual sugars
- pH value
- SO<sub>2</sub>; free (after deduction of reducing substances) and total
- Volatile acidity calculated as acetic acid
- Pressure of sparkling wines and petillant (semi-sparkling) wines

#### **2.2.6. Note for organic products**

- You must advise us the organic/eco number of the wine or product, and if applicable the eco-control-number of the intermediary
- The supplier's eco-control-number must be written on the delivery note as well as on the commercial invoice
- Copy of the organic/eco certificate from the producer and the intermediary with the eco certification number and the name of the certifying institution must be sent to us.
- BIO information must be also on the carton

### **3. Requirements for issuing of invoices**

#### **3.1. Invoice address**

Please send the original invoice to our accounting department by e-mail at [invoice@hawesko.de](mailto:invoice@hawesko.de) and do not enclose the invoice to the delivery. Please send each invoice or credit note in a separate e-mail.

The invoice must include the exact indications for us to classify it properly to the order. The invoice address has to contain the add-on "accounting department" (see below).

### **Example:**

- Your **Hawesko-vendor number (you will find it in our order)**
- Please integrate this number in our address:

Hawesko GmbH  
**Accounting department (vendor no. XXXX)**  
Friesenweg 24  
22763 Hamburg  
Germany

### **3.2. Invoices guidelines: Which details have to be mentioned in the invoice?**

#### **3.2.1. Order number, vendor number and general remarks:**

- Our order number as well as your vendor number must be stated in every order as our reference number
- Lot number of the delivered wines
- For organic products, the supplier's eco-control-number must be mentioned

#### **3.2.2. Sales tax**

Due to the directives of the German value added tax law (UStG), the following information must be stated:

- Complete name and address of the benefit grantor and the benefit recipient
- Your tax number or your value added tax identification number (sales tax identification number)
- Our sales tax identification number
- The date of issue
- Your consecutive invoice number
- The commercial description and quantity of the delivered articles
- The date of your delivery in case it does not conform to the date of invoice
- The net invoice amount of the delivery
- The tax amount of the net invoice amount which has to be indicated especially or an information about the tax exemption
- Information whether it is an intra-community (EU) delivery/service or not

#### **3.3. Indications of discount**

- The net invoice line items must be indicated without discount-reduction.
- Information about discount levels must be indicated separated from invoice line items, for example at the end of the invoice.
- You must not send belated discount-invoices or discount-credits for discounts that we have already deducted.

### **3.4. Banking details**

Special instructions for banking details:

- For EU-suppliers:  
Indication of the IBAN (International Bank Account Number)
- For Non-EU-suppliers:  
Indication of the complete bank account, including address