



# **Drop Off Process**

It couldn't be easier to ship your BMW/MINI home at the conclusion of your deployment. There are 14 convenient drop off locations throughout Europe, plus additional locations in Italy. Simply drive your car to the location of your choice.

E.H. Harms is the designated shipping company. The cost of transportation to any port of your choice is included in the purchase price of the Home Shipment Program. This offer is exclusively only for military sales customer stationed in Europe.

All cars depart from Antwerp in Belgium or Bremerhaven in Germany. It will take approximately 6-8 weeks from the drop off date for a car to arrive at your port of entry for final delivery.

Please remove all personal items and accessories (such as the first aid kit and hazard warning sign). Only the spare tire, jack, and tools are shipped with the car.

## Amsterdam / Netherlands

USA - United Stevedoring Amsterdam Cacaoweg 20 Westport 7859 1047 BM Amsterdam Phone: 0031-20-497 31 32 Email: usa.desk@usamsterdam.com Hours: 7:30am to 4:00pm

## Bremerhaven / Germany

E.H. Harms GmbH & Co. Car Shipping Alfred-Wegener-Str. 6 27580 Bremerhaven Phone: 49-471-48295-671/676 Email: RPlettenberg@mail.ehharms.de or KBogatzki@mail.ehharms.de Hours: 8:30am to 4:00pm

## Geneva / Switzerland

Ritschard SA
Aerogate fret
Case postale 1061
1211 Geneve 5 Aeroport
Phone: 0041-22-79 87 700
Email: Durosier@ritschard.ch
Hours: 8:00am to 12:00pm - 1:30pm to
5:30pm

## Madrid / Spain

Auto Turistica Iberica C/Ing. Torres Quevedo, 6 28022 Madrid Phone: 0034-91-32 9 .2 9.11 Email: info@autoturistica.com Hours: 9:00am to 1:00pm and 3:00pm to 5:00pm

## Vienna / Austria

Auto Service Wien GmbH Seitenhafenstrasse 15 1020 Vienna Phone: 43-1-72 66 11 561 Email: Office@autoservice-wien.at Hours: Monday - Thursday 9:00AM to 4:00PM Friday 9:00AM to 2:30PM

## Antwerp / Belgium

Hartrodt Co.
Suikerrui 5 Bus 2
Antwerp BELGIUM B-2000
Phone: (32) 3202 4050
Email: johanstoelen@hartrodt.be
Hours: Monday - Friday 9:00 am to 4:00 pm

## Cologne / Germany

E.H. Harms GmbH & Co. Am Molenkopf 1 50735 Koln (Niehl/Hafen) Phone: 0221-20 04 98 20 Email: WWellie@mail.ehharms.de Hours: 9:00am to 4:00pm

## Hamburg / Germany

E.H. Harms GmbH & Co. Kattwykweg 7 21107 Hamburg Phone: 040-75 27 97-157 Email: mschneider@mail.ehharms.de Hours: 9:00am to 3:30pm

## Munich / Germany

E.H. Harms GmbH & Ćo. Robert-Bosch Strasse 13 85748 Garching-Munich Phone: 089-32 61 011/12 Email: gbehrends@ehharms.de or ASchoenberger@mail.ehharms.de Hours: 8:30am to 4:00pm

## Zurich / Switzerland

AG Gondrand Reisen Industriestrasse 10 8152 Glattbrugg Phone: 41-44-828 68 68 Email: c.corrodi@gondrand.ch Hours: 8:30am to 11:30am and 1:30am to 4:00pm

#### Aviano / Italy\*\*

Pentagon Car Śales Via Pordenone 48/d 33081 Aviano (PN) Phone: 089-32 61 011/12 Email: gbehrends@ehharms.de or ASchoenberger@mail.ehharms.de Hours: 8:30am to 4:00pm

## Frankfurt / Germany

E.H. Harms GmbH & Co. An den Sportplatzen 8-10 64546 Walldorf (Möhrfelden) Phone: 06105-45 861/62 Email: ANelke@mail.ehharms.de Email: SJahnke@mail.ehharms.de Hours: 8:30am to 4:00pm

## London / England

Heathpark Services UK Ltd. Renaissance Hotel Heathrow Room G022 Bath Road Hounslow, Middlesex TX6 2AQ Phone: 0044-208-99 09 050 Email: Sparson5@aol.com Hours: 9:00am to 4:00pm

## Sindelfingen / Germany

E.H. Harms GmbH & Co. Am Hirnach 6 71065 Sindelfingen Phone: 07031-86 61 61-0 Email: MBahler@mail.ehharms.de or LPetkovic@mail.ehharms.de Hours: 9:00am to 4:00pm

- All drop off locations require 4 days advance notice to schedule a drop off appointment either by phone or email.
   Drop off locations are open Monday to Friday only. All locations are closed on Sundays, German holidays and scheduled holidays.
- \* Pick up from Italian Cities. Cars are driven to Munich/Germany for truck transfer from Munich to port of lading. Car registration and insurance must be valid for at least 5 days after date of pick-up in Italy.
- \*\*\* Address were correct at time of publication, but are subject to change without notice.

## **Procedure Checklist**

The Home Shipment Program is subject to a charge. You will receive a Home Shipment voucher with the order of your new vehicle. Please keep this valuable document, which proves that you are entitled to the home shipment service.

When returning to the US you will need to register your car for warranty and Roadside Assistance. The warranty validation form can be downloaded on the internet or given by your local agent.

# Requirements

Before you deliver your vehicle at any of the drop off location you need to provide the following documents:

- Photo Identification
- Copy of Bill of Sale for Vehicle
- Shipment Voucher (if applicable)
- Copy of Registration and Insurance Card
- Valid US Address, Phone number where they can be reached, and an email address
- Payment (if applicable)
- Social Security Number Extremely Important for Customs purposes
- Signed Power of Attorney, Order for Auto Shipment and Condition Report (provided by the Drop Off Location)
- EPA form filled out and signed by customer
- Signed 3299 Declaration for Free Entry of unaccompanied Articles
- Military Permanent Change of Station Orders (PCS)
- One master key (special wheel locks or other necessary mechanisms)

Make sure you obtain a complete and signed check list (Condition Report) from your forwarding agent when you deliver your vehicle.

# **Duty and Taxes**

Tax regulation often varies and is subject to change and revision. If applicable the following will be charged to your account.

- Customs/ import duty.
- State / Provincial sales tax.
- GST (Canada only).
- Registration / plate fee.

# **Duty Free Import**

Military Personnel will receive Duty Free entry into the United States provided they have been out of the country at least 140 days, and they have Permanent Change of Station (PCS) Orders.

Government Contracted Employees MUST check with their chosen Port of Entry for regulations/ requirements for Duty Free Entry. If these documents are not applicable, Duty will be required in full at the time of pick up at applicable U.S. Port of Entry.

Please note that it is always the responsibility of the car owner to find out what applies in each case.

## **Warranties and Roadside Assistance**

To ensure proper warranty validation while back to the USA, please complete the Warranty Validation form (at your local agent or downloadable on the internet) and return the form and documentation to:

#### Please attach:

- 1.Dealer's invoice resp. Bill of Sales.
- 2. Copy of certificate of Origin.
- 3. Vehicle Identification (17 Digit Vin) and home address.

Mail/Fax to:
BMW / MNI Division of BMW North America, LLC
P.O. Box 1227
Westwood, New Jersey 07675-1227
Attention: Warranty Validation

Fax to: 1-201-307-3736

## **Transport Schedule**

from European Ports to North America

Approx. Sailing Schedule	Approx. Transport Time From Drop Off To North American Port
Once A Week	5-6 Weeks
Once A Week	5-6 Weeks
Once A Week	5-6 Weeks
Twice A Month	7-9 Weeks
Twice A Month	5-6 Weeks
Twice A Month	5-7 Weeks
Twice A Month	5-6 Weeks
	Once A Week Once A Week Once A Week Twice A Month Twice A Month Twice A Month

# Collecting your car

Upon arrival, the brokers will provide notification to customers via information provided at time of drop off, Customs Clearance with port of entry, payment of THC on customer's behalf, and collection of any duty charges if applicable. The customer will be notified of any duty charges as soon as the broker receives the documentation.

- Please wait until the estimates date of arrival in the U.S, otherwise your broker has no information about your car.
- Ensure you have obtained proper insurance and registration for driving in the U.S prior collecting your vehicle at port of entry. Please check you local registration office for regulations requirements in your home state.
- When collecting your vehicle please present your personal identification and your condition report.
- Notice for customer with Lienholder. If you are not in possession of the MSO (Manufacture Statement of Origin),
  - which basically proves you are the owner of the car, contact your Lienholder for further instructions.
- Make sure you inspect your car carefully with your forwarding agent prior signing the acceptance receipt.
- Any loss or damage must be confirmed on the pier inspection report which has to be signed.







# Port Brokers

Baltimore, MD 921 E. Fort Ave Suite 200 Baltimore, MD 21230 Phone: 410-837-7612 Fax: 410-837-7619 Contact: Sherry Cooper SherryC@ehharms.com

Port Hueneme, CA Ted L. Rausch Co. 110 West Ocean Blvd Long Beach, CA 90802 Phone: 562-435-8231 Fax: 562-437-7585 Contact: Beckie Harris beckie@rauschtrans.com

Jacksonville, FL John S. James Co. 1739 East 11th Street Jacksonville, FL 32206 Phone: 904-356-9646 Fax: 904-356-0673 Contact: Cheryl Bomar jacksonville@johnsjames.com Brunswick, GA John S. James Co. 6002 Commerce Blvd, Suite 115 Garden City, GA 31408 Phone: 912-232-0211 Fax: 912-356-0673 Contact: Cheryl Bomar

Charleston, SC
John S. James Co.
2702 Azalea Dr.
Charleston, SC 29405
Phone: 843-554-6400
Fax: 843-554-4270
Contact: Sandy Millen
sandy.millen@iohnsiames.com

bomar@johnsjames.com

Portsmouth, VA John S. Connor Inc. 208 E. Plume Street Norfolk, VA 23514 Phone: 757-627-3910 Fax: 757-627-3538 Contact: Pat Evans Pate@isconnor.com Newark, NJ E.H.Harms USA Inc. 1201 Corbin Street Elizabeth, NJ 07201 Phone: 908-353-1600 Fax: 908-353-8865 Contact: Susan Howard/ Sanchez susanh@ebharms.com

Houston, TX E.R. Hawthorne 9370 Wallisville Rd. Suite 100 Houston, TX 77013 Phone: 713-673-8399 Fax: 713-673-7850 Contact: Elizabeth Martin emartin@erhawthorne.com Gerling Allgemeine Versicherungs AG Marine Claims Management Ganhhoferstr. 39 80339 Munich / Germany Fax: +49 89 2107592

E-mail: anke.bals@gerling.de

## Provide:

- Statement of damage or loss signed by agent of the ships agent at the port of entry
- Survey Report of surveyor bu only if cost exceeds \$1.500 US. Fees will be reimbursed by insurer.
- Check list your received from forwarding agent at the drop off place.
- Copy of bill of lading
- Estimate or receipted repair bill
- Copy of vehicle invoice

In case cost exceeds \$ 1.500 US, consult one of the following addressed of your nearest VeriClaim, Inc. representative in the US:

VeriClaim, Inc. 1833 Centre Point Circle, Suite 139 Naperville, IL 60563-1484 Tel. (630)-245-7000 Fax. (630)-245-1920 Toll Free: 1-800-621-7059 www.vericlaiminc.com

# **Marine Insurance**

Insurance coverage is provided for the transport of BMW/MINI vehicles to North America. The transport insurance starts, when handing over the vehicle to E.H. Harms in Europe.

Insured are all claims resulting from loss and/or damage to the car itself and to its factory delivered equipment as per purchase order. Not insured are personal items and/or luggage. Damage or loss due to normal wear and tear as well as claims as stated on takeover-documents, issued at the time of inspection by the forwarding agent E. H. Harms are not covered.

The insurer will identify following compensation:

- partial loss and/or damage: Repair costs including spare parts
- total loss Replacement value, if the car is not elder than 14 month and its current value is
  not less than 75% of the value as new. Otherwise the insurer pays the current value.
   In both cases the sales proceeds/salvage value will be deducted.

## in case of damage

- Insurance coverage ends on deliver to the owner latest 15 days after discharge at the port of destination.
- Inspect your vehicle carefully prior signing receipt of acceptance.
- Any loss or damge must be confirmed on the pier inspection report which has to be signed.
- The following documents have to be submitted within 6 months to:

# Notice of liability

The BMW AG and E.H Harms USA Inc. do not accept responsibility for delays in shipment, caused by but not limited to: shipping company's cancellation of sailing, act of war, bad weather, strikes, walkouts, local holiday, inland transportation, opening hours at the port or pier office, EPA testing or customs clearance. Only BMW/MINI cars purchased under the Military Sales Program are entitled to be shipped under this program. All transfer charges and terms are subject to change without prior notification.



