



**Shipping Order Procedures for Shenzhen Warehouse (Important)**

快递件和自送货交深圳入仓指南（重要！）

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深圳业务负责人：何先生，手机+8615017923273（微信同号）

**1. Shipment address\入仓地址**

Shenzhen warehouse address for **AIR and Ocean Shipment**  
**GLE**, 1 floor, A building, Xinlong Industrial Park,  
No.50 Fengtang avenue, Fuhai, Baoan District, Shenzhen, China  
Contact: Priscilla  
Tel: 18813931860

深圳仓库入仓地址：

深圳市宝安区福海街道凤塘大道 50 号鑫龙工业园 A 栋 1 楼旗美 GLE

收件人： 龙丽婷

电话： 18813931860

NOTE: The warehouse contact person is just in charge of receiving goods **ONLY!!!**

注意： 仓库收件人只负责接收货物， 其他事宜请直接联系 Vincent.

**2. Offer Tracking NO. in time after shipment**

Please send tracking No. and total ctns. qty to us as soon as you have it.  
Then we could also track the shipment status in time.

发货后请及时将运单追踪号和货物的件数发给何先生,以便我们及时跟踪货物和及时对接仓库， 确保及时收货确认。

### **3. Shipping mark on each cartoons/外箱要贴麦头**

please stick or mark the shipping mark content: “ **GLE+Customer Name**” on each cartoons.

请在每个外箱上都贴上或者手写麦头，麦头内容 **GLE+客户名字**。

### **4. Powder, Liquid, Pure battery or power bank items are not acceptable for air.**

粉末，液体，纯电池或者移动电源等产品**不能**发空运。其他的电子类产品，如果带有内置电池或者配套电池，请提前说明是内置电池还是可以拆卸的配套电池，电池的总数量是多少个。

### **5. Copy goods or Famous brand good /仿牌货如实告之和申报**

For copy good, please let us know in advance as for these kinds of goods, we will ship them in special way. They cannot be mixed into normal goods shipment. This is very important, as penalty will be fined from custom if caught.

仿牌货或者知名品牌的货，请务必提前如实告知我们，我们需要单独安排发货过港，不能同普货一起过港，如瞒报，一旦被海关查扣将有10万的罚金，请一定如实申报。

### **6. If Goods delivered by factory, please always ask warehouse to provide receipt to your own driver.**

如果是自己公司送货上门的货物，请务必让仓库提供签收单交给司机。

Any other questions please do not hesitate to contact Vincent.

如有任何问题请联系业务何先生咨询了解。谢谢。