

# Shipping Instruction

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Gültig für: GF Piping Systems

## Deliveries from Europe to Switzerland

### 1. General

This instruction defines the delivery conditions of Georg Fischer Piping Systems. All supplies from Georg Fischer and external suppliers to GF Piping Systems are concerned.

The shipping instruction are valid for all suppliers and forwarding agents. It is valid for consignments as of 31.5 kg weight.

In case of deliveries „ex works“ (EXW) by courier service, as for example DHL, TNT, etc. the particular customer ID's can be provided upon request. This simplifies invoicing and assures delivery at the date fixed.

### 2. Delivery address

**The delivery address must be according to the address indicated in our purchase order.**

Goods receipt in Distribution Centre Schaffhausen (DZS) is from **08:00 to 15:00 h**. In case of supplies by third parties our instructions have to be passed on to them.

### 3. Forwarding agents

We agreed on fixed, optimized terms and special conditions with our regular shipping company with regard to quality assurance. If a shipping company is engaged besides our conception for DDU-supplies, he must be committed to supply the goods at Schaffhausen carriage prepaid.

Shipping company:

DACHSER GmbH & Co. KG  
Logistikzentrum Hegau – Bodensee  
Thomas-Dachser-Str. 1  
D-78256 Steisslingen  
Tel: +49 (0) 7738 – 9379 – 150  
Fax: +49 (0) 7738 – 9379 – 159

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## 4. Customs Clearance

The import customs clearance has to be effected exclusively via our customs agents for all consignments.

DACHSER GmbH&Co.KG  
Zollstasse 33 / Im Haus der Spediteure  
D-78244 Gottmadingen / Bietingen

Tel.: +49 (0)7734 - 9317 – 11  
Fax: +49 (0)7734 - 9317 – 24

Gemeinschaftszollanlage Konstanz-Kreuzlingen  
Grenzbachstrasse Gebäude C

D-78462 Konstanz

Tel.: +49 (0)7531 9068-0  
Fax.:+49 (0)7531 906829

STRECK Transport AG / Grenzübergang Basel  
Im Kränzliacker / Grenzanlage Autobahn Weil  
3. Stock / Büro 316  
D-79576 Weil am Rhein

Tel.: +41 61 6313 990  
Tel.: +49 76 2171 408

Clearance fees of unknown shipping companies will not be accepted by us, except of customs clearance that are done via border crossing Basel and our customs agent Streck. Please report before crossing the border!!!

Transport insurance is principally covered on our own. Insurance costs invoiced to us are not accepted.

### 4.1 Necessary clearance papers

The following papers have to be handed over to the shipping agent by the supplier for import clearance:

Supplier Invoice (duplicate) imperatively accompanied with the following specifications:

- our order number, reference and shipping address (shipping point)
- exact weight
- drawing no. resp. part no. for each item
- Country of origin as per criteria of EG/EFTA/MOES-Agreement for each item
- Date and number of the movement certificate

Customary assented movement certificates WVB (EUR.1) or Supplier Invoice with certificate of origin as per EG/EFTA/MOES-Agreement. If the value of goods does not exceed the value limit, which is regularised in EG/EFTA/MOES-convention, a duly signed certificate of origin can be provided instead of a WVB (movement certificate) (Status 01/10: € 6'000). The signature on the certificate of origin for goods with a value of less than € 6'000 must be original.

An export declaration for clearance in the country of departure in case of goods value exceeding € 1'000.

If the requested documents are missing or incomplete, we shall deduct thereby incurred customs fees from the invoice.

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## 5. Advice

The consignments have to be notified by the supplier at least 24 hours before arrival at Schaffhausen by email to [dzs-we.ps@georgfischer.com](mailto:dzs-we.ps@georgfischer.com).

## 6. Despatch

The following accompanying papers are necessary for identification of the transport bundles.

- Delivery note/Accompanying document/Packing List with the following data:
  - Our order number
  - Our position number
  - Item number and description/text of item
  - Quantity
  - Package no.
  - Number of production series and batch
  - Data as bar code if existent
  - Expiration date for Henkel products

In order to ensure correct delivery, it is essential that the shipping documents show the complete delivery address/point of delivery.

Subcontracted supplies have to be effected in conformity with the agreement.

Basically the following has to be regarded:

- A correct packaging and labelling as per legal requirements, specifications and standards of GF Piping Systems must be assured.
- All types of wood being used for shipping and packaging must be heat-treated as per ISPM 15.
- The IPPC Marks (Stamps) must be affixed on at least two sides of the pallets / wooden cases and must be 100 % clear and legible.
- Delivery on Euro pallets or one-way pallets, heat-treated as per ISPM 15.
- The measurements of the pallets (1200 x 800 mm) have to be kept to without overlap
- Pallet height incl. load max. 1800mm, Load weight max. 950 kg
- Maximum one item per pallet (it is permitted to have one mixed pallet with clearly labelled items in one delivery in order to save transport costs)
- Where it is defined, the standard number of items as per master data has to be kept per pallet, except outstanding deliveries and small quantity deliveries.
- Wherever it is possible, packaging has to stick to a packing containing one batch number only.
- Colli (packages) have to be labelled at longitudinal and transverse side well visibly.
- Wooden cases, wooden crates or strongboxes have to be used for deliveries of pipes.

The terms for bulk goods max. dimensions and max. weight have to be arranged with Logistics.

Exceptions can be granted by Logistics regarding the type of package for special supplies.

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### 7. Delivery

It has always to be paid attention to the fact that the particular loading does not overhang the means of transport. Especially when piling heavy packages it has to be kept in mind that the lower loading levels are not deformed or damaged by the weight of the upper packages. Bulk goods should preferably be delivered by transport means with canvas cover allowing unloading sideways.


When passing the delivery point (office goods receiving) there must be shown a properly stamped certificate of the customs, giving proof of a correct customs clearance.

The forwarding agent has to submit a correct waybill (addresses, type and quantity of the packages, etc.) for signature. Delivery notes and packing lists which the supplier fixed to the consignment, have still to be present upon delivery.

### 8. Non-compliance with the Guidelines

Our shipping instructions are integral part of our General Purchase Conditions.. Additional costs of forwarding agents and suppliers besides our conception will not be accepted by us. Disregarding of our instructions causes substantial additional expenses. We reserve the right to deduct these from the invoice.

Georg Fischer Piping Systems Ltd



Andreas Jasko  
Head of Logistics Operations & Services



Stephan Schober  
Head of Goods Receiving /Technics