

Supplier Delivery Guidelines

For shipments to Endress+Hauser Flowtec AG, Reinach, Switzerland,
Endress+Hauser Flowtec AG, Cernay, France or to the Endress+Hauser Flowtec
Production Supply Warehouse, Pratteln, Switzerland.



Contact

Endress+Hauser Flowtec AG

Owner/Author: Antonina Weich, Aline Gentner

Department/Function: Division Logistics and Supply Chain

Address: Christoph Merian-Ring 4, CH-4153 Reinach

Table of contents

1	Objective	1
2	Incoterms	1
3	Packaging	1
4	Labels	2
4.1	Material labels.....	2
4.2	Transport label	2
5	Empty return loading and transport equipment	2
6	Transport order creation with the LSP	3
6.1	General.....	3
6.2	Shipment line items	3
6.3	Parcel shipments	4
7	Pick-up information	4
8	Documents	4
8.1	Shipping documents.....	4
8.2	Import documents (customs invoice)	4
8.3	Additional documents.....	4
9	Import customs clearance	5
9.1	Customs invoice – Import of Record	5
9.2	Mandatory information	5
9.3	Declaration of origin	6
10	Delivery to Endress+Hauser Flowtec	8
10.1	Delivery address as per purchase order (in most cases).....	8
10.2	Goods receiving hours	8
11	Contacts at Endress+Hauser Flowtec AG	9
11.1	Operational contact.....	9
11.2	Import custom contact	10
11.3	Endress+Hauser Flowtec Production Warehouse contact.....	10
12	Finding the way	10

Version & release history

The overview will always show the current version of these guidelines. A new version is created with every change and must be approved by the review team and sponsor. Stakeholders can be taken into account for approval.

Visa	Party	First name	Surname	Division
1	Sponsor	Lionel	Loew	DLS
2	Review team	Jean-Michel	Ah Kong	DLP
3	Review team	Jasmin	Nikolaus	DLSR

Number	Who	What	Date	Approved & released		
				Visa 1	Visa 2	Visa 3
1.0	Turby Schmidt, Caroline Vögtli	Initial creation	2021-06-08			
2.0	Antonina Weich, Aline Gentner	Version 2.0	2023-03-02			

1 Objective

The objective of this document is to provide information and instructions to the suppliers of Endress+Hauser Flowtec AG with regard to transportation and customs clearance.

It includes the responsibilities, processes and contact details of all involved stakeholders.

Reference documents include:

- Frame agreement (if applicable)

The published version of this document is always the latest and only version. It can be found on our supplier information website:

<https://www.endress.com/en/endress-hauser-group/product-center-competencies/endress-hauser-flow/Endress+Hauser-Flow-supplier-information>

2 Incoterms

The Incoterms are provided with the purchase order.

If Incoterms are not provided or not feasible, please contact your strategic purchaser.

If the commercial agreement is based on **FCA** Incoterm, we kindly request that you place your transport order via the booking portal of the Logistics Service Provider (hereafter LSP) selected and approved by Endress+Hauser Flowtec AG, or send it via e-mail (online bookings are preferred).

If the commercial agreement is based on **DAP/ DDP/ CIP/ CIF** Incoterm, please arrange the transport with your selected LSP. In DAP/CIP/CIF cases, Swiss and French import clearance must be carried out by an import customs broker nominated by Endress+Hauser Flowtec AG. Please Contact Endress+Hauser Flowtec AG for broker information and details on the process.

3 Packaging

Irrespective of the Incoterms, the supplier is responsible for packing the material appropriately, taking into account the mode of transport.

Further detailed information may apply as per packaging instructions agreed between the supplier and Endress+Hauser Flowtec AG.

4 Labels

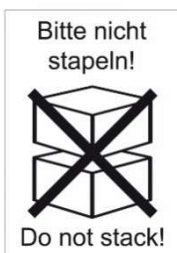
4.1 Material labels

The minimum requirements for the labeling on each shipping handling unit are: Quantity, Endress+Hauser Flowtec AG material number, purchase order reference (hereafter PO); e.g., PO 10xxxxxxx.

4.2 Transport label

If a transport label has been provided by the LSP, please attach it to the shipping handling unit. Please refer to section 6 “Transport order creation with the LSP”.

For goods that are considered and packed as “non-stackable”, we expect suppliers to attach the following label information to the shipping handling unit (e.g., Euro-pallet):



It does not have to have the exact same format, colour etc. but the message must be similar, for example, it could also be “Not stackable” or “Nicht stapelbar”. Ideally it should be in the language that is spoken in the countries that the shipment is crossing (English is a minimum requirement).

In addition, cardboard cones can be put on top of each shipping handling unit to prevent stacking:



5 Empty return loading and transport equipment

If an exchange of loading and transport equipment (e.g., Euro-pallets, reusable cartons, cases, containers, inlays etc.) is required between the supplier and Endress+Hauser Flowtec AG, an exchange and return process must be defined and established. Please contact your dedicated strategic purchaser at Endress+Hauser Flowtec AG.

6 Transport order creation with the LSP

6.1 General

If not otherwise and specifically confirmed by Endress+Hauser Flowtec AG, every FCA-based transport is paid by Endress+Hauser Flowtec AG (even if physical transport is not to Reinach but to Cernay, FR or Pratteln, CH for example). The transport order must be placed with the LSP, taking into account the relevant lead and cut-off times of the LSP, to meet the requested delivery date from Endress+Hauser Flowtec AG.

Cut-off time: Latest permitted date and time for placing a transport order with the LSP to have requested times guaranteed, which you will receive from Endress+Hauser Flowtec AG.

Options for placing a transport order:

Preferred: Online booking portal: Supplier enters the transport order on the LSP booking portal. Link and account information as per relevant LSP factsheet.

Exception: E-mail: Supplier may place the transport order with the LSP by e-mail. Additional charges may apply.

Minimum data that should be included in the transport order:

- Shipper and consignee
- Pick-up and delivery address
- Exporter and Importer of Record
- Shipment details: Quantity of shipping handling units, net and gross weight, dimensions, stackable/non-stackable
- **References: Endress+Hauser Flowtec AG PO (10xxxxxxxx)**
- Collection readiness and requested delivery date

Please note that if there is more than one PO, it is sufficient to write down the PO with the highest monetary value.

6.2 Shipment line items

- All shipping handling units with the same weight and dimensions may be combined, even if the packages have different PO numbers.
- Mixed pallets: Please write down one of the PO(s) on the pallet.

6.3 Parcel shipments

If you have a parcel shipment, you must use our nominated parcel service provider (usually shipments up to 30.00 kg and urgent). Please contact Endress+Hauser Flowtec AG for specific information and to check if parcel shipments can be considered for transportation.

7 Pick-up information

- Generally, pick-up days at the suppliers are fixed. They should be strictly adhered to and comply with the LSP lead and cut-off times (refer to section 6.1).
- Exceptions require a special transport order from Endress+Hauser Flowtec AG.
- The pick-up days and pick-up hours must be respected.
- The LSP is required to countersign a handover receipt (e.g. CMR) and leave one copy of it with the supplier.

8 Documents

8.1 Shipping documents

A delivery note and packing lists must be attached to the shipping handling unit. For suppliers who send an Advanced Shipping Notification (ASN), please include a printout of the ASN.

8.2 Import documents (customs invoice)

For cross-border shipments, customs documents will be uploaded to the LSP portal. If applicable, original documents (e.g., EUR.1) must be handed over to the driver or sent via parcel service to the broker handling import clearance. If the supplier is in charge of export clearance (FCA *named location*), please refer to section 9.2 “Mandatory information” in this document.

If you use your customs invoice for import clearance, please always send your import documents including customs invoice to: customs.ch.ehfl@endress.com.

8.3 Additional documents

Requirements for other documents, such as quality certificates, are not overruled by this document.

9 Import customs clearance

9.1 Customs invoice – Import of Record

Address of Swiss division

Endress+Hauser Flowtec AG
 Christoph Merian-Ring 4
 CH-4153 Reinach
 UID: CHE-101.754.906

Address of French division

Endress+Hauser Flowtec AG
 Représentant fiscal pour la France
 35 rue de l'Europe
 BP 70138
 F-68701 Cernay Cedex
 VAT: FR 5438 1674 159
 EORI-Nr. FR38167415900037

Note: Please request substitute receipts from the LSP if required.

9.2 Mandatory information

The following information is mandatory for customs clearance:

Line item level	
Information	Additional explanation/ example
Endress+Hauser Flowtec AG article description and delivery quantity including 8-digit article number	8-digit article number E.g., 50060455
<ul style="list-style-type: none"> ▪ Country of origin ▪ Customs tariff number ▪ If applicable, export control number per item 	<ul style="list-style-type: none"> ▪ DE ▪ 90261021 ▪ 5A001
Net weight	
Header level	
Information	Additional explanation/ example
Purchase Order ASN -reference; if there is no ASN available, invoice number	10xxxxxxxxx invoice no: xxxxx

<ul style="list-style-type: none"> Number of packages with ID Gross weight and net weight per handling unit 	
Delivery conditions-/-Incoterm <i>named location</i>	E.g., FCA, DAP etc.
Declaration of origin	See section 9.3
Value of goods (without VAT)	

Please note: The export declaration is the responsibility of the supplier if no export broker agreement has been concluded.

If you use your customs invoice for import clearance into Switzerland, please always send your import documents including customs invoice to: customs.ch.ehfl@endress.com.

9.3 Declaration of origin

Note: Existing free trade agreements shall be applied whenever possible for preferential customs clearance. Accordingly, a valid movement certificate shall be issued in the form of a certificate of origin (e.g., EUR.1) or an invoice declaration.

Below is a proposed declaration with mandatory fields in green. No. 6 must be the field with the invoice number and at least one PO that is listed in the used.



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Südtirolsches Finanzdepartement 330
Bundesamt für Zoll und Grenzabfertigung 8426

Import

Definitiv



22CHEI0

VERANLAGUNGSVERFÜGUNG MWST

Annahmedatum: 02.06.2022, 09:18
Ausstellungsdatum: 03.06.2022, 23:55

Zoll Nord - Pratteln
Hohenrainstrasse 12c
CH 4133 Pratteln

Versender:



Importeur:

Endress+Hauser Flowtec AG
Christoph-Merian-Ring 4
CH 4153 Reinach BL
1005408050
Sped-Nr./TIN/UID: CHE101754906

Empfänger:

PROMONTA
Christoph Merian-Ring 20
CH 4153 Reinach BL
Sped-Nr./TIN/UID: CHE114008681

Spediteur:

Streck Transport AG
20
Industriestrasse 30
CH 4313 Möhlin
Anmeld. Nr.: S
Ref-Nr.: 1003

Bordereanummer: 990327

Versendungsland: DE

Positionen: 1

1 Konto MWST: 6426-1 Endress+Hauser Reinach BL
MWST-Nr.: CHE101754906

2 Rechnungswährung: Euro (EUR)
Incoterms: FCA

Transport (Verkehrszweig, Typ, Land, Kennzeichen):
Strassenverkehr, LKW mit Normalanhänger, DE, \$

Vorpapiere (Art, Nummer, zusätzliche Angaben):
Warenausweis, 81/06939, ---

Besondere Vermerke:
AUFTRAG 936675
BEST. 1005408050
RE :

Gesamtbetrag MWST [CHF]:

1

KUNSTSTOFFTEILE - PRINTRAEGER PL 3 500 BAUGRUPPE

4 3926.9000 000

Handelswaren **3** Präferenz Ursprungsland: DE Veranlagungstyp: Normalveranlagung

	Betrag [CHF]:	Ansatz [%]:	MWST [CHF]:
MWST Wert:			
Abgaben gemäss separater Veranlagungsverfügung Zoll:			
Bemessungsgrundlage MWST:		7.7	

5

Eigenmasse: 171.750 Rohmasse: 213.0
Bewilligungspflichtcode: nicht bewilligungspflichtig NZE-Pflichtcode: 0 NZE nein

Packstücke (Art, Anzahl, Nummer):
Palette, modular, Manschette 80 cm x 120 cm, 1, \$
Palette, modular, Manschette 80 cm x 120 cm, 1, \$

6 Unterlagen (Art, Nummer, Datum, zusätzliche Angaben):
Ursprungserklärung, 932856, 31.05.2022, ---

10 Delivery to Endress+Hauser Flowtec

For every delivery, the LSP is required to provide a signed proof of delivery (POD) or information of delivery (IOD) with the following information:

- Date and time of delivery
- Name of receiving person
- Optional: company stamp

10.1 Delivery address as per purchase order (in most cases)

Endress+Hauser Flowtec AG, Division Reinach – Switzerland

Christoph Merian-Ring 12
CH-4153 Reinach

Endress+Hauser Flowtec Production Supply Warehouse, Switzerland at Planzer Transport AG

c/o Endress+Hauser Flowtec AG, Switzerland
Salinenstrasse 63
CH-4133 Pratteln

Endress+Hauser Flowtec AG, Division Cernay – France

35, rue de l'Europe
F-68700 Cernay

Promonta

c/o Endress+Hauser Flowtec AG, Switzerland
Christoph Merian-Ring 29A
CH-4153 Reinach

10.2 Goods receiving hours

Endress+Hauser Flowtec AG Division Reinach - Switzerland

Unloading times	7:00 – 16:00 (workdays)
Delivery slot	Not required. Unrestricted access during opening times.

Endress+Hauser Production Supply Warehouse, Switzerland at Planzer Transport AG

Unloading times	7:30 – 12:00, 13:00-17:00 (workdays)
Delivery slot	Required (except for transporters with a maximum of 3.5 tons)

The Delivery Window Management System is free of charge.

The time slot booking shall be made by the delivering party. This might be the supplier (if delivering with their own fleet), or the LSP.

If deliveries occur at fixed times, a regular time slot can be booked.

Slots can be booked via the Syncro Supply portal: <https://central.syncro.supply>

For support, please contact Planzer: checkpointpratteln@planzer.ch

Please note, Euro-pallets are exchanged directly upon delivery.

Endress+Hauser Flowtec AG Division Cernay - France

Unloading times 7:00-17:00 (workdays)

Delivery slot Not required. Unrestricted access during opening times.

Promonta

c/o Endress+Hauser Flowtec Schweiz AG

Unloading times 07:30-16:30 (Monday to Thursday)

07:30-15:30 (Friday)

Delivery slot Not required. Unrestricted access during opening times.

11 Contacts at Endress+Hauser Flowtec AG

11.1 Operational contact

For day-to-day operational business and questions regarding POs, please contact our operations team.

Operations Team	
Team name / department	DLSR - Supply Chain Replenishment
Function/ responsibilities	Day-to-day business, orders
E-mail	purchasing.ch.ehfl@endress.com
Phone	0041 61 715 69 26

11.2 Import custom contact

Import customs clearance	
Function/ responsibilities	Import customs manager
Phone	0041 61 715 6139
Group e-mail	customs.ch.ehfl@endress.com

11.3 Endress+Hauser Flowtec Production Warehouse contact

Team/personal data	
Function/ responsibilities	Delivery modes external warehouse
E-mail	eh@planzer.ch

12 Finding the way

Please find detailed addresses for direction under:

<https://www.endress.com/en/endress-hauser-group/product-center-competencies/endress-hauser-flow/Endress+Hauser-Flow-supplier-information>