

# SIEMENS

(Supplier)  
(Name)  
(Address)

(City/State/Country)(ZIP code)

Name  
Department  
Telephone  
Fax  
E-Mail:

Your address  
Our emblem

Date 21.10.2019

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## **TRANSPORT GUIDELINES - 11.2024 - Version 25** **Routing order – Imports from the USA**

Ladies and Gentlemen,

The following conditions apply for goods specified in supplier conditions as „EX Works / FCA / FOB”.

### **GENERALLY:**

Please note that,

- Our order number must be noted in the transport documents.
- Transport costs billed per invoice will not be accepted.
- For shipments classified as EXW or FCA the forwarder needs to get the ORGID of the ordering Siemens entity and the SOR (“Siemens Organizational Reference”; e.g. the cost center) for his freight invoices.

**For shipments containing dangerous goods you are responsible to transfer the necessary legally required dangerous goods data to the freight forwarder when placing the order. You are also responsible for packing, marking, labelling etc. in compliance with the regulation relevant to the used transport mode(s)."**

**If this rule is not observed, the additional freight and administrative costs will be billed.**

### **CAUTION:**

- Shipments outlined in section 2.) can only be used if approved by the ordering Siemens department.
- If delivery is NOT from your country, please get instruction from us when choosing the appropriate service provider.

## 1.) Standard deliveries:

- a) For deliveries by **air freight** please use:

For **initial contact** call:

Siemens Team  
Phone: +1-404-481-2168  
E-Mail: [us.supplierpickup.siemens@Kuehne-Nagel.com](mailto:us.supplierpickup.siemens@Kuehne-Nagel.com)

They will organize the first pickup and will then establish future contact to the nearest Kuehne+Nagel branch office.

It is important to notify Kuehne+Nagel about shipments on time in order to ensure a fluent process.

- b) For deliveries by **sea freight** please use:

### **Bolloré Logistics**

For **Questions and initial contact** call:

Mr. Joseph Manzari  
Operations Key Account Manager  
Phone: +1 847 228-1625  
Cell: +1 312 730-7151  
E-Mail: [joe.manzari@bollore.com](mailto:joe.manzari@bollore.com)

Named contact person will organize the first pickup and will then establish future contact to the nearest Bolloré Logistics branch office.

It is important to notify Bolloré Logistics about shipments on time in order to ensure a fluent process.

**2.) Express deliveries/ Time definite deliveries up to 70 kg (pre 09/12:00h):**

Please use **FedEx**.

For the **initial contact FedEx** is available as follows:

**HOTLINE: 1 800 247 4747 (U.S. International Customer Service)**  
**1.800.463.3339 (U.S. Customer Service)**

FedEx Customer Relations  
3875 Airways, Module H3 Department 4634  
Memphis, TN 38116

Time definite deliveries need to be approved by the ordering Siemens entity.

Please note our FedEx account number on the FedEx waybill. If applicable please ask the demand carrier for the relevant FedEx account number. In addition the Siemens PO# must be included to the waybill # under "Reference" field.

Please quote at intra-community shipments (EU) the service option „ECX“. For documents from third countries please quote principally "DOX", resp. At dutiable shipments from third countries always "WPX".

Sincerely yours