

Your address

(Supplier)  
(Name)  
(Address)

(City/State/Country)(ZIP code)

Name

Department

Telephone

E-mail

Date

## TRANSPORT GUIDELINES – 05.2025 - Version 22

### Routing order – Imports from Singapore

Dear Sirs,

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.

**Siemens AG**  
Supply Chain Management; Management: Klaus Staubitzer  
Pooling Indirect; Management: Robert Suchy

Siemenspromenade 3  
91058 Erlangen  
Germany

Tel.: +49 (9131) 17 0  
[www.siemens.com](http://www.siemens.com)

Siemens Aktiengesellschaft: Chairman of the Supervisory Board: Jim Hagemann Snaube;  
Managing Board: Roland Busch, Chairman, President and Chief Executive Officer; Cedrik Neike, Matthias Rebellius, Ralf P. Thomas, Judith Wiese  
Registered offices: Berlin and Munich, Germany; Commercial registries: Berlin-Charlottenburg, HRB 12300, Munich, HRB 6684  
WEEE-Reg.-No. DE 23691322

## 1. Standard deliveries:

a. For deliveries by **air freight** please use:

Nr. (optional)	Supplier	Contact Details
1 <sup>st</sup> Source	CEVA Logistics Singapore	<b>Ms. Evanda Chan</b> Tel: +65 8339 9859 Mail: <a href="mailto:evanda.chan@cevalogistics.com">evanda.chan@cevalogistics.com</a>

The named contact person will organize the first pickup and will then establish future contact to the nearest Forwarder's office.

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

b. For deliveries by **sea freight** please use:

Nr. (optional)	Supplier	Contact Details
1 <sup>st</sup> Source	Kuehne + Nagel	<b>Mr. Khin Myo New (Singapore Logistics Hub)</b> Tel: +65 6330 0647 Mail: <a href="mailto:myonwe.khin@kuehne-nagel.com">myonwe.khin@kuehne-nagel.com</a>

The named contact person will organize the first pickup and will then establish future contact to the nearest TMP's office.

It is important to notify the TMP 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):

### In exceptions > 70 kg:

- 300 kg maximum per package
- Length x width x height in cm: 300 x 120 x 160 per package

Please use:

Nr. (optional)	Supplier	Contact Details
1 <sup>st</sup> Source	DHL Express	<b>CS Hotline: 0228 902435 – 27( SRZ)</b>  <b>International dialing - +65 6285 8888 (non toll free)</b> <b>Email: <a href="mailto:de.Siemens@dhl.com">de.Siemens@dhl.com</a></b>  <b>Mon - Fri 07:30am - 23:00pm (after which calls are forwarded to KULCO CS)</b> <b>Sat 07:30am - 23:00pm (after which calls are forwarded to KULCO CS)</b> <b>Sun 07:30am - 23:00pm (after which calls are forwarded to KULCO CS)</b>

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

Please note the DHL account number of the paying (receiving) Siemens entity on the DHL waybill. If applicable, please ask the demand carrier for the relevant DHL 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,

—