

# SIEMENS

(Supplier)	Name
(Name)	Department
(Address)	Telephone
	Fax
	E-Mail:
(City/State/Country)(ZIP code)	Your address
	Our emblem

Date 07.10.21

## TRANSPORT GUIDELINES – 10.2021 - Version 031 Transport control of purchase deliveries – Imports from Czech Republic

Ladies and Gentlemen,

The following conditions apply for goods specified in supplier conditions as „EXW / FCA”.

### **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)."**

### **CAUTION:**

**If delivery is NOT from your country, please get instruction from us when choosing the appropriate service provider.**

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

## 1.) Parcel 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

For the **initial contact DHL Express** is available as follows:

**HOTLINE:** +49 (0) 180 / 645 00 22  
**E-Mail:** [deSiemensAbholung@dhl.com](mailto:deSiemensAbholung@dhl.com)

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.

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”.

## 2.) Standard Groupage deliveries up to a total weight of 1000 kg per single shipment.

Please note that standard groupage starts with 32 kg. If no bundling applies Shipments below this weight, with standard parcel measures are covered by the parcel service.

For standard shipments per truck please use:

**Geis Eurocargo GmbH & Co KG**

For the **initial contact** call **Spedition Geis** at:

**HOTLINE:** Frau Rugiātu Indjaj : 0911/64178-751  
Herr Jan von Thienen 0911/64178-753  
**E-Mail:** [import.nbg@geis-group.de](mailto:import.nbg@geis-group.de)

**Geis Eurocargo** will organize the first pickup and will then establish future contact to the nearest Geis-branch office.

Restrictions for Geis Eurocargo:

Groupage standard up to:	
Supplier	Geis
Length	240 cm
Width	120 cm
Height	220 cm
max. weight per package	1000 kg

Naturally you can make special pickup arrangements with your responsible Geis-branch office. We can provide support here if needed.

**3.) Standard deliveries LTL / Less Truck Load > 1 ton or shipments with reloading ban:**

For standard shipments per truck please use:

**Hartl Transport GmbH**

For the **initial contact** call **Fr. Lenka Garancovska** at:

**Hotline: 0043 (0) 5 09033 477**

**E-Mail: [orders\\_siemens@hartlconnect.com](mailto:orders_siemens@hartlconnect.com)**

**OR**

For standard shipments per truck please use:

**Geis Eurocargo GmbH**

For the **initial contact** call Geis Eurocargo at:

**HOTLINE:** Frau Ruginatu Indjaj: 0911/64178-751

Herr Jan von Thienen: 0911/64178-753

**E-Mail: [import.nbg@geis-group.de](mailto:import.nbg@geis-group.de)**

**OR**

For standard shipments per truck please use:

**Trans-Trading GmbH**

For the **initial contact** call **Trans-Trading GmbH, Willich** at:

**HOTLINE Tel.: +49 2154 4919 12**

**E-Mail: [siemensczsk@trans-trading.de](mailto:siemensczsk@trans-trading.de)**

**4.) Standard deliveries FTL / Full trailer loads**

For standard shipments per truck please use:

**CSAD**

For the **initial contact** call **Mr. Jiří Švec** at:

**HOTLINE: Tel.: +420 585 108 208**

**E-Mail: [svectj@csadlogistik.cz](mailto:svectj@csadlogistik.cz)**

**OR**

For standard shipments per truck please use:

**Geis Eurocargo GmbH**

For the **initial contact** call Geis Eurocargo at:

**HOTLINE:** Frau Rugiatu Indjaj: 0911/64178-751  
Herr Jan von Thienen: 0911/64178-753

**E-Mail:** [import.nbg@geis-group.de](mailto:import.nbg@geis-group.de)

**OR**

For standard shipments per truck please use:

**Hartl Transport GmbH**

For the **initial contact** call **Fr. Lenka Garancovska** at:

**Hotline:** 0043 (0) 5 09033 477

**E-Mail:** [orders\\_siemens@hartlconnect.com](mailto:orders_siemens@hartlconnect.com)

**OR**

**MAINTRANS Internationale Spedition GmbH**

For the initial contact call **MAINTRANS** at:

**HOTLINE:** Tel.: +49 6184 / 80191-525

**E-Mail:** [siemens@maintrans-spedition.de](mailto:siemens@maintrans-spedition.de)

Sincerely yours