Routing Guideline: CEP (courier, express, parcel service)

"CEP" from a non- EU country to PERI Weissenhorn/ PERI Günzburg

For our internal handling and the identification of incoming packages we want kindly ask you to proceed as following:

General process:

1. You must use one of the following parcel services:
   - FedEx
   - UPS
   - DHL
   - Hermes
   - DPD
   - TNT
   - GLS

Documents:

1. The following shipping documents of each delivery are needed as printed copy with the shipment:
   - Packing list (showing PERI order number, PERI article number and description, contact person PERI)
   - Commercial invoice (showing PERI order number, PERI article number and description, including tooling cost if there are any)
   - Airway bill (showing same value of the commercial invoice, including tooling cost if there are any)

2. Quality documents (material certificates, inspection reports, packing list) must be send to the following e-mail addresses (and just to these addresses):
   a. First samples:
      i. empb.hawa@peri.de (PERI SE)
      ii. empb.werk.whn@peri.de (PERI Werk Weißenhorn)
      iii. empb.guenzburg@peri.de (PERI Werk Günzburg)
   b. General delivery:
      i. QSContainer@peri.de (PERI SE and PERI Werk Weißenhorn)
      ii. QS.Guenzburg@peri.de (PERI Werk Günzburg)

1. Please send a separate e-mail with just the invoice to invoice@peri.de (order confirmation mail to confirmation@peri.de).

2. In addition, please send one e-mail including all quality and shipping documents together to your responsible contact in the Global Sourcing department (and just to this contact person).

3. Be aware to use the address of the correct PERI organization in all documents (see purchasing order) and do not mix deliveries for any different PERI organizations in one package.

4. One packing list including order number and article number must be fixed outside of the package.

Please ask your contact person for any further information.

PERI SE
Global Sourcing