

## Routing Guideline: “Container”

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“Container deliveries” from a non- EU country to PERI Weissenhorn/ PERI Günzburg

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

### **General process:**

1. The supplier must notify the ship booking at least two weeks before the planned shipment to his local contact of Dachser.
2. The supplier must send at least ten days before the planned shipment the complete shipping documents to the local contact of Dachser and one the following mail address:
  - SealImport-FCL.Kaufbeuren-ASL@dachser.com (for FCL shipments)
  - SealImport-LCL.Kaufbeuren-ASL@dachser.com (for LCL shipments)
3. Detailed container handling will be agreed between the supplier and Dachser.

### **Shipping documents:**

1. The following documents of each container are needed per mail as well as printed copy with the shipment:
  - a. Packing list
  - b. Invoice
  - c. B/L (Telex)
    - Consignee: see invoice address on the corresponding purchasing order
    - “Number and Kind of Packages; Description of Goods”:
      - Beginning with “Parts for Scaffolding and Formwork”
      - Followed by each single position with customs tariff number, PERI article number/ material description, piece of packages and weight
  - d. Certificate of Origin
    - Original Certificate of Origin for Weissenhorn and Günzburg must be sent to the following address:  
PERI SE  
Jana Hilse/ Tanja Münch  
Rudolf-Diesel-Str. 19  
89264 Weissenhorn
    - If you are registered in REX (Registered Exporter System), you do not need to send the “certificate of origin”. An appropriate note on the invoice is mandatory.
2. Packing List, invoice and copy of B/L (Telex) for Weissenhorn and Günzburg must be sent to the following mail address:
  - a. SealImport-FCL.Kaufbeuren-ASL@dachser.com (for FCL shipments)
  - b. SealImport-LCL.Kaufbeuren-ASL@dachser.com (for LCL shipments)
  - c. import.dispo@peri.de (for all shipments)

3. Please send one separate e-mail for each container.
4. Please send a separate e-mail with just the invoice to [invoice@peri.de](mailto:invoice@peri.de).

**Quality documents:**

1. Quality documents (material certificates, inspection reports, packing list) must be send to the following e-mail addresses (and just to these addresses):
  - [QSContainer@peri.de](mailto:QSContainer@peri.de) (PERI SE and PERI Werk Weißenhorn)
  - [QS.Guenzburg@peri.de](mailto:QS.Guenzburg@peri.de) (PERI Werk Günzburg)

For first samples use:

- a. [empb.hawa@peri.de](mailto:empb.hawa@peri.de) (PERI SE)
  - b. [empb.werk.whn@peri.de](mailto:empb.werk.whn@peri.de) (PERI Werk Weißenhorn)
  - c. [empb.guenzburg@peri.de](mailto:empb.guenzburg@peri.de) (PERI Werk Günzburg)
2. The container number AND number of the packing list must be mentioned in the subject line of the e-mail for our internal identification (example: "CLHU3621868; PL: 1111").

**Important notes:**

1. Be aware to use the address of the correct PERI organization in all documents (see purchasing order).
2. Do not mix deliveries for any different PERI organizations in one Container (e.g. PERI Werk Weißenhorn, PERI Werk Günzburg, PERI SE, PERI Vertrieb Deutschland).
3. FCL containers are preferred, if not possible you can book a LCL shipment.
4. Any kind of container fumigation is strictly forbidden.
5. If there is no order specific packaging agreement the packaging must be according to the PERI standard "LAVL0200: General Packaging Instructions for purchased parts".
6. The order specifies the required arrival date at the place of destination. Please take the shipping time and complete further logistic into account to guarantee an on-time delivery (order confirmation mail to [confirmation@peri.de](mailto:confirmation@peri.de)).

Please ask your contact person for any further information.

PERI SE  
Global Sourcing