

## Routing Guideline: “Airfreight”

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

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

### **General process:**

1. Airfreights must be shipped with Incoterms CFR Munich.
2. For customs clearance, the supplier must send at least one day before the planned arrival the complete shipping documents to the local contact of PERI and the following e-mail address:
  - a. AirImport.kaufbeuren-asl@dachser.com

### **Shipping documents:**

1. The following documents of each delivery are needed per mail as well as printed copy with the shipment:
  - a. Packing list
  - b. Invoice
  - c. Airway Bill
  - 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 Air Waybill for Weissenhorn and Günzburg must be sent to the following address:
  - a. AirImport.kaufbeuren-asl@dachser.com
  - b. import.dispo@peri.de
3. Please send one separate e-mail for each airfreight.
4. Please send a separate e-mail with just the invoice to 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 (PERI SE and PERI Werk Weißenhorn)
  - QS.Guenzburg@peri.de (PERI Werk Günzburg)

For first samples use:

- a. empb.hawa@peri.de (PERI SE)
  - b. empb.werk.whn@peri.de (PERI Werk Weißenhorn)
  - c. empb.guenzburg@peri.de (PERI Werk Günzburg)
2. Information for airfreight and packing list must be mentioned in the subject line of the e- mail for our internal identification (example: "AIRFREIGHT; 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 airfreight (e.g. PERI Werk Weißenhorn, PERI Werk Günzburg, PERI SE, PERI Vertrieb Deutschland).
3. If there is no order specific packaging agreement the packaging must be according to the PERI standard "LAVL0200: General Packaging Instructions for purchased parts".
4. Airfreights are just allowed with special approval from PERI.
5. 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).

Please ask your contact person for any further information.

PERI SE  
Global Sourcing