

## Routing Guideline: “Truck”

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“Truck deliveries” from an EU country to PERI Weissenhorn/ PERI Günzburg  
(for truck deliveries from non EU countries please consider separate guideline)

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

### **General process:**

1. Incoming truck deliveries are organized and scheduled via the time slot management of the Transporeon platform (<https://www.transporeon.com/>). Please book an appropriate time slot for your deliveries.
2. Make sure that the truck arrives at PERI at the beginning of the time slot.
3. A time slot must also be booked for general cargo deliveries – a day-specific booking is sufficient in this case.
4. The general business hours of PERI Weissenhorn and PERI Günzburg you may find on our website: <https://www.peri.com/en/company/peri-global-sourcing.html>

### **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):
  - a. [apz@peri.de](mailto:apz@peri.de) (PERI SE and PERI Werk Weißenhorn)
  - b. [QS.Guenzburg@peri.de](mailto:QS.Guenzburg@peri.de) (PERI Werk Günzburg)

For first samples use:

- c. [empb.hawa@peri.de](mailto:empb.hawa@peri.de) (PERI SE)
  - d. [empb.werk.whn@peri.de](mailto:empb.werk.whn@peri.de) (PERI Werk Weißenhorn)
  - e. [empb.guenzburg@peri.de](mailto:empb.guenzburg@peri.de) (PERI Werk Günzburg)
2. The order numbers AND number of the packing list must be mentioned in the subject line of the e- mail for our internal identification (for example: “order: 4500\*; PL: 1111”).

### **Important notes:**

1. Be aware to use the address of the correct PERI organization in all documents (see purchasing order) .
2. If there is no order specific packaging agreement the packaging must be according to the PERI standard “LAVL0200: General Packaging Instructions for purchased parts”.
3. 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)).
4. Please send a separate e-mail with just the invoice to [invoice@peri.de](mailto:invoice@peri.de).

Please ask your contact person for any further information.

PERI SE  
Global Sourcing