

Routing Guideline: “Truck”

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

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

General process:

1. The supplier must send immediately before the planned shipment the complete documents to the responsible contact at PERI and to import.dispo@peri.de.
2. PERI will inform the supplier about the detailed handling instructions for customs clearance:
 - a. Relevant custom number (ATA number)
 - b. Place of customs clearance

Internal:

Customs agent:

Allgaier GmbH

Contact Thomas Handrick

e-mail: thomas.handrick@allgaier.com or zoll@allgaier.com

Place of customs clearance:

- a. For deliveries from Turkey:
Hauptzollamt Ulm Zollamt Donautal
Daimlerstrasse 15
89079 Ulm
 - b. For deliveries from other countries:
Individual agreement with the supplier
3. 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.
 4. Make sure that the truck arrives at PERI at the beginning of the time slot.
 5. A time slot must also be booked for general cargo deliveries – a day-specific booking is sufficient in this case.
 6. 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>

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. CMR
 - d. ATA number
 - e. EUR.1 or A.TR (if preferences are applicable) → **original document is needed, otherwise the truck cannot be unloaded**
 - f. Certificate of Origin
 - o 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. Please send all documents per mail in advance of the delivery to your responsible contact at PERI.
- 3. Please send one separate e-mail for each truck.
- 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):
 - a. QSContainer@peri.de (PERI SE and PERI Werk Weißenhorn)
 - b. QS.Guenzburg@peri.de (PERI Werk Günzburg)

For first samples use:

 - c. empb.hawa@peri.de (PERI SE)
 - d. empb.werk.whn@peri.de (PERI Werk Weißenhorn)
 - e. 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. Full truck loads to a single PERI organisation are preferred. In case of shared-truck load please remark separate shipping documents and customs clearance for each part load.
3. In case of shared-truck load for different PERI organisations advise the carrier that the driver must report the ATA number for every part load to the customs office.
4. If there is no order specific packaging agreement the packaging must be according to the PERI standard “LAVL0200: General Packaging Instructions for purchased parts”.
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