TRANSPORT GUIDELINES – 06.2019 - Version 13
Routing order – Imports from Hong Kong

Ladies and Gentlemen,

The following conditions apply for goods specified in supplier conditions as „EX Works / FCA / FOB”.

GENERALLY:

Please note that,

- **Our order number must be noted** in the transport documents.
- Transport costs billed per invoice will not be accepted.
- For shipments classified as EXW or FCA the forwarder needs to get the ORGID of the ordering Siemens entity and the SOR (“Siemens Organizational Reference”; e.g. the cost center) for his freight invoices.

For shipments containing dangerous goods you are responsible to transfer the necessary legally required dangerous goods data to the freight forwarder when placing the order. You are also responsible for packing, marking, labelling etc. in compliance with the regulation relevant to the used transport mode(s)."

If this rule is not observed, the additional freight and administrative costs will be billed.

CAUTION:

- Shipments outlined in section 2.) can only be used if approved by the ordering Siemens department

- If delivery is NOT from your country, please get instruction from us when choosing the appropriate service provider.
1.) Standard deliveries:

a) For deliveries by **air freight** please use:

   **Bolloré Logistics Hong Kong Ltd.**

   For the *initial contact* call:

   **Mr. Paco Cheung**  
   Key Account  
   Phone: +852 2765 9171  
   Mail: paco.cheung@bollore.com

   Mr. Cheung will organize the first pickup and will then establish future contact to the nearest Bolloré branch office.

   It is important to notify Bolloré about shipments on time in order to ensure a fluent process.

b) For deliveries by **sea freight** please use:

   **Bolloré Asia Pacific Corporate Pte Ltd**

   For the *initial contact* call:

   **Mr. Michael Bayer**  
   Regional Director German-Asia Pacific Tradelane  
   Phone: +65 64162774  
   Mobile: +65 97561021  
   Mail: Michael.bayer@bollore.com

   Mr. Michael Bayer will organize the first pickup and will then establish future contact to the nearest Bolloré branch office.

   It is important to notify Bolloré about shipments on time in order to ensure a fluent process.
2.) Express deliveries/ Time definite deliveries up to 70 kg (pre 09/12:00h):

In exceptions > 70 kg:
- 300 kg maximum per package
- Length x width x height in cm: 300 x 120 x 160 per package

Please use DHL Express.

For the initial contact DHL is available as follows:

**DHL Express**
CS Hotline International : +852 2400 3388
Network Tracing International : +852 2400 3482
Mon - Fri CS Hotline International : 7 X 24
Sat CS Hotline International : 7 X 24
Sun CS Hotline International : 7 X 24

Time definite deliveries need to be approved by the ordering Siemens entity.

Please note the DHL account number of the paying (receiving) Siemens entity on the DHL waybill. If applicable please ask the demand carrier for the relevant DHL account number. In addition the Siemens PO# must be included to the waybill # under “Reference” field.

Please quote at intra-community shipments (EU) the service option „ECX“. For documents from third countries please quote principally “DOX”, resp. At dutiable shipments from third countries always “WPX”.

Sincerely yours