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VEDDER

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VEDDER VENDOR LOGISTICS

AGENDA

+ Arrangements in advance
+ Process overview
  Delivery with CEP service providers – organized by supplier
  Shipping – organized by supplier
  Pick – up – organized by Vedder
+ Packaging
+ Documents

ARRANGEMENTS IN ADVANCE

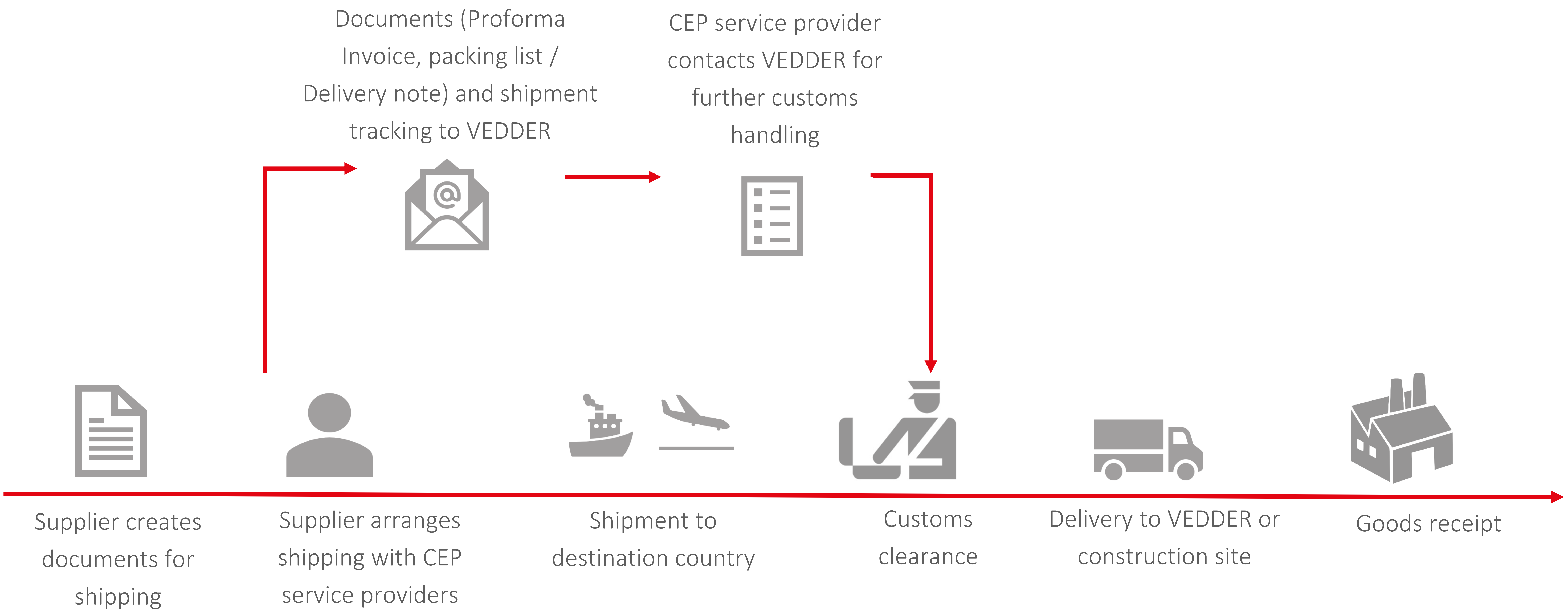
For each type of goods traffic an **Incoterm** must be defined. This should be specified when the contract is signed. Also for the provision of material by VEDDER an incoterm must be defined.

If you work with a **customs broker**, the contact details of the customs broker should be provided to VEDDER to ensure an effective process and to prevent delays. The respective forwarding agents can also carry out the import customs clearance for a fee. A power of attorney must be issued by the recipient for this purpose.

The **EORI number** and **VAT number** of the recipient are required for import customs clearance in the receiving country. This information must be given to Vedder before the transport is planned.

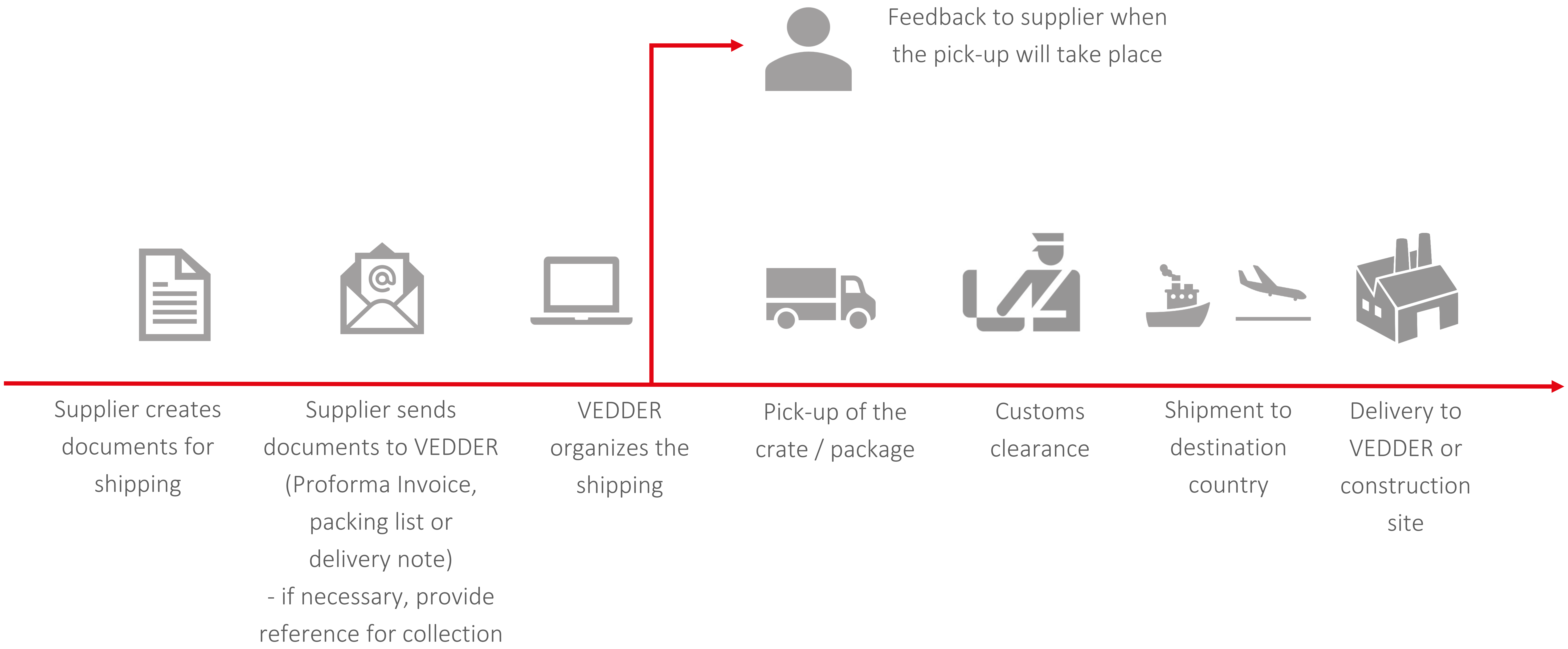
VEDDER VENDOR LOGISTICS

DELIVERY WITH CEP SERVICE PROVIDERS ORGANIZED BY SUPPLIER



VEDDER VENDOR LOGISTICS
SHIPPING ORGANIZED BY SUPPLIER

VEDDER VENDOR LOGISTICS
PICK-UP ORGANIZED BY VEDDER



PACKAGING

+ Packaging must be sturdy, clean and clear of any old labels / markings, dings or holes.
+ Depending on current consular and sample regulations, pallets and crates must comply with ISPM 15 guidelines.
+ Crates / pallets must be built to be stackable.
+ Crates / pallets should have 4-way entry for forklifts / pallet jacks.
+ If there is more than one package, these should be numbered. For example: 1/x, 2/x, 3/x, ...

DOCUMENTS

If contractually agreed that the boxes will be picked up by VEDDER, the documents must be sent to VEDDER about a week before the pick-up date

Delivery Note / Packing List

+ VEDDER order number
+ Goods to be delivered
+ Amount of each type of goods

DOCUMENTS

Proforma Invoice

- Required for all types of shipments: samples, sales, returns, etc.
- Must be in English
- Incoterm
- All items in the physical shipment
- Quantities of components / individual items (if a „set“ is used, it must be specified how many pieces the set consists of)
- Customs tariff number / HS-Code for each position
- Net weight and gross weight
- Dimensions of the crate
- EORI Number and VAT – ID from sender
- Declaration of Origin
- VEDDER Order number (82xxxxxx) / for sending samples please specify the project (project name or number)

Must be signed and attached to the box in triplicate!

If materials have been provided by VEDDER the value of the goods (from the original VEDDER-Proforma Invoice) must be listed as a separate item on your proforma invoice.

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