

Your Address

(Supplier)
(Name)
(Address)
(City/State/Country) (Zip Code)

Name
Department

E-Mail

Date October 10, 2024

– TRANSPORT GUIDELINES – 10.2024 – Version 1 Routing order – Imports from China

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 Innomotics entity and the IOR (“Innomotics 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 Innomotics department.
- If delivery is NOT from your country, please get instruction from us when choosing the appropriate service provider.

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Registered office: Munich, Germany
Commercial registry: Munich HRB 270166

1. Standard deliveries:

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

Nr. (optional)	Supplier	Contact Details
1 st Source	Bollore Logistics China Co., Ltd	Mrs. Jane Wang Tel: +86 21 3332 0832 Mobile: +86 136 4193 3766 Mail: jane.wang@bollore.com
	Bollore Logistics China Co., Ltd	Mr. Christian Hoenicke Tel: +86 21 3395 0573 Mobile: +86 187 2109 9220 Mail: christian.hoenicke@bollore.com
	Bollore Logistics China Co., Ltd	Ms. Kiki Dai Tel: +86 21 3395 0791 Mail: kiki.dai@bollore.com

The named contact person will organize the first pickup and will then establish future contact to the nearest Forwarder's office.

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

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

Nr. (optional)	Supplier	Contact Details
1 st Source	Kühne+Nagel	Mr. Burton Tang Tel: +86 21 26028220 Mail: burton.tang@kuehne-nagel.com
2 nd Source	Bollore Logistics China Co., Ltd (excluding SHS business)	Mrs. Jane Wang Tel: +86 21 3332 0832 Mobile: +86 136 4193 3766 Mail: jane.wang@bollore.com

The named contact person will organize the first pickup and will then establish future contact to the nearest TMP's office.

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

c. For deliveries by **rail freight** please use:

Nr. <i>(optional)</i>	Supplier	Contact Details
1 st Source	Bollore Logistics China Co., Ltd	Mrs. Jane Wang Tel: +86 21 3332 0832 Mobile: +86 136 4193 3766 Mail: jane.wang@bollore.com
2 nd Source	Geis Air + Sea GmbH	Mr. Florian Kollmann (Branch Manager) Tel: +49(661)8300-351 Mobile: +49(173)3463839 Mail: florian.kollmann@geis-group.de
3 rd Source	M&M air sea cargo GmbH	Mrs. Bezaf Zeway (Operation Manager) Tel: +49 (211) 437 186 12 Mobile: +49 (172) 818 0737 Mail: bezaf.zeway@mumnet.com

The named contact person will organize the first pickup and will then establish future contact to the nearest Forwarder's office.

It is important to notify the Forwarder 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:

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:

Nr. <i>(optional)</i>	Supplier	Contact Details
1 st Source	DHL Express	CS International: +86-10-67806680 (PEK) +86-21-55514777 (SHA) +86-20-86669288 (CAN) E-Mail: deSiemens@dhl.com Use within CN only: 800-810-8000 400-810-8000 Mon - Fri CS International Hotline: 24*7 Sat CS International Hotline: 24*7 Sun CS International Hotline: 24*7

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

Please note the DHL account number of the paying (receiving) Innomotics entity on the DHL waybill. If applicable, please ask the demand carrier for the relevant DHL account number. In addition, the Innomotics 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,
Strategic Logistics
Innomotics GmbH