

# Shipping instructions for suppliers

## 1. General

These instructions regulate shipment and transport procedures applying to the corresponding type of shipment and all documents necessary for deliveries to FISBA AG, which form the basis for a consistent proof of origin.

Principally, the delivery conditions & terms of our orders are FCA factory of our suppliers (Incoterms 2010). This means that FISBA AG covers transport cost and transport insurance.

In the case of FCA shipments with our courier, such as FEDEX, the respective freight account numbers can be provided for direct settlement. This facilitates the invoicing process and ensures delivery at the agreed time.

## 2. Delivery address

The delivery address is the address indicated on the order.

Acceptance of goods and collection from FISBA AG Rorschacher Strasse 268 in 9016 St.Gallen: Monday to Friday from 07:45 to 11.30 hrs and from 13.30 to 16.00 hrs. In case of deliveries by a third party, our instructions must be forwarded to them.

## 3. For the delivery terms FCA factory of our suppliers (Incoterms 2010) the following rules & regulations apply

Delivery terms – Version: Incoterms 2010: FCA – Free Carrier

- FCA = freight payer from consignment hand-over at the forwarder: „FISBA AG“
- If the supplier does not accept FCA deliveries and uses a forwarder outside our concept, this forwarder must be obliged to deliver the goods and consignments free of charge to our plant in CH- 9016 St.Gallen.
- In the case of FCA deliveries, the supplier shall prepare the export documents (ABD – export declaration, commercial invoice, delivery note and possibly packing list).

- For FCA deliveries, the supplier must bear the costs for the above-mentioned export documents.

### 3.1 shipments of up to 65 kg (chargeable weight)\*\*\*

**Shipment by FedEx.** Generally, FedEx International Priority should be used. The “International Economy Service” is not be allowed to use.

- ➔ Our FEDEX account number is included in each order.

The suppliers can lodge the transport orders directly with the courier service. It is mandatory to include our order number on the consignment note of the courier!

- ➔ Registration deadline with FISBA AG in 9016 St.Gallen: 14 hrs for the following day!

### 3.2 shipments over 65 kg (chargeable weight)\*\*\*:

**Shipment by FedEx.** Case of a consignment with a weight / chargeable weight of over 65 kilos, the package must be divided into several packages. Each package must not exceed the cargo requiring weight 65 kilos. When posting items subject to cargo weighing over 65 kilos, you must create a more parcel delivery booking.

- up to 65 kilos\*\*\* per parcel / from 65 kilos\*\*\* split into several parcels.

#### \*\*\*Calculation of the chargeable weight:

**Length x height x width: 5000**

All shipments can be booked directly online or by registering the shipment with the Import&Export department ([shipping@fisba.com](mailto:shipping@fisba.com))

Generally, FedEx International Priority should be used.

- ➔ Our FEDEX account number is shown on the order.

### 3.3 pallets shipping must be registered 24 hours in advance:

Pallets shipments must be registered always 1 day before to the Department of Import/Export ([shipping@fisba.com](mailto:shipping@fisba.com)). FISBA AG will organize the pick-up of the shipments; FISBA AG will take over all shipments directly with its own service provider. The shipments are not **allowed to be loaded or picked up by foreign service providers or forwarders**.

For transports which are not the norm or which are not palletized, as well as for goods which must be registered as bulky goods or dangerous goods, FISBA AG // Import&Export department organise the transport and coordinate the customs documentation and the exact date of collection with the supplier. For this purpose the Import&Export department must provide notification of the readiness for dispatch, amount, weight and volume.

Oversized shipments // wider than 180 cm, higher than 190 cm and/or heavier than 400 kg

- ➔ Mandatory notification of the readiness for dispatch (at least 4 weeks before the planned date) to the Import/Export department which organises collection and coordinates the customs documentation and planned date of collection with the supplier.

### 4. Notification of readiness for dispatch / Shipment Notification / Bookings and Pre-Notification

For all consignments without precise shipping instructions, a pre-advice / ready-for-shipment message must be sent to the Import/Export department of FISBA AG.

E-mail: [shipping@fisba.com](mailto:shipping@fisba.com)

The following information must be included:

- FISBA's reference (order number)
- Number of packages
- Weight per packages
- Volume per packages
- Description of goods / Customs tariff number

**If the goods to be delivered are subject to export restrictions or (US) re-export and/or an export restriction and/or embargo, we require the relevant information on your invoice (ECCN/ EKN-No. / EAR99 / ITAR).**

Should there be a delay due to an omitted or delayed advance notice, we reserve the right to offset the fines (contractual fines) our final buyer imposes on us and pass them on to you.

In order to be able to optimize our processes better, we ask you to send us all freight documents, which will be handed over to the forwarder. The following freight documents should be included (shipping document / AWB, commercial invoice, delivery note and possibly EUR1 or Certificate of Origin). Please send all freight documents to:

[shipping@fisba.com](mailto:shipping@fisba.com) + Contact Person (Email)

### 5. Labelling

All packed items must be labelled with assignable numbers as mentioned in Item 4.

### 6. Delivery address + delivery

FISBA AG  
Rorschacher Strasse 268  
CH-9016 St. Gallen

The following details below need to be on all shipping papers such as delivery notes, consignment notes and airway bill as well as mandatory for FedEx bookings:

- FISBA AG Order number
- FISBA AG Article number
- Quantity / Colli / Weight / Customs tariff No. / Origin
- Number of the production series + batch no.
- Best before date for chemicals
- Material ROHS / REACH Conflict Minerals Conformity

For FedEx Booking, please enter the above date in Field No.4

BILL TO My account	▼
REFERENCE (OPTIONAL)	
P.O. NO. (OPTIONAL)	
INVOICE NO. (OPTIONAL)	
DEPARTMENT NO. (OPTIONAL)	

Use parcel shipments as much as possible. Avoid palletized shipments. Maximum dimensions and maximum weight for bulky goods must be agreed with logistics.

**Delivery:**

Proof of customs clearance stamped by the customs authority must be presented to the delivery desk and in the goods inward department.

The forwarding agent must present a correct consignment note (addresses, type and amount of product items, etc.) to be signed. Delivery notes and packing lists that were attached to the shipment by the supplier must still be available at delivery.

**7. Transport insurance**

FISBA AG is a waiver customer!!

FISBA AG has its own transport insurance, so please do not purchase additional insurance. All additional insurance costs shall be borne by the sender!

The transport insurance is always covered by ourselves. We do not accept invoiced insurance costs. Other expenses will not be accepted without proof.

**8. Customs clearance**

The import customs clearance (land freight, air freight and sea freight) can only be completed by the forwarding agent DACHSER and FedEx.

Only Dachser and FedEx are permitted to use the ZAZ account (account for centralised settlement procedure). Dachser and FedEx already provide of a general power of attorney.

The ZAZ account can only be used for income customs clearance, if FISBA AG have given an explicit written instruction or a written order.

If the declaring entity does not observe the above mentioned instruction, no costs or customs duties will be accepted.

We do not accept clearance charges of other forwarding agents. The exception is customs clearance with Incoterms DAP: Please notify before crossing the border!

**PROACTIVE NOTIFICATION OF FORWARDING AGENT WITH REGARD TO ORIGIN**

Active notification of forwarding agent to FISBA AG, if preferential goods do not provide of EUR1 or an original certificate of origin.

**PROACTIVE NOTIFICATION OF FORWARDING AGENT WITH REGARD TO CUSTOMS CLEARANCE**

Advance notice of the forwarding agent to FISBA AG, if it must be checked before customs clearance, whether provisional or definite customs clearance is required. (Average weight)

**Clearance of returned goods, shipment of repaired goods:**

➔ Please send information to the freight department in advance.

Export documents for this shipment (export list, pro forma invoice, delivery note, and poss. consignment note or airway bill) must be presented to customs for import customers clearance! The shipment must not be cleared like normal goods!

**8.1 Required customs documents**

The forwarding agent must be provided with the following documentation for import customs clearance:

- a) Export declaration / supplier invoice: (2 copies) must mandatorily include the following details:
  - our order number, reference and place of delivery
  - exact indication of weight, mass and/or volume

- number of items per article
- Declaration of preference or origin / country of origin according to the criteria of the ECC/EFTA/EUR-MED Treaty for every article
- Date and number of movement certificate, poss. EA authorisation number

b) Movement certificate (EUR1) or supplier invoice with declaration of origin pursuant to ECC/EFTA/EUR-MED Treaty stamped by customs authority If the value of the goods does not exceed the value limitation regulated by ECC/EFTA/EUR-MED, it is permitted to present a legally signed certificate of origin instead of a movement certificate. (As at 01/10: euro 6000.-) The original signed certificate of origin for goods with a value below 6000.- euros must be available.

c) An export declaration for the export clearance in the departure country for goods with a value over 1000.00 euros and/or a weight over 1000 kg.

In case the above-mentioned documents are missing or incomplete, we will deduct the customs expenses incurred from the invoice and possibly charge subsequent costs.

## 9. Proof of origin

### 9.1 Proof of origin in the meaning of the CH/EFTA-EU free trade agreement and the Euro-Med origin protocol

For suppliers with domicile in a country where the **Euro-Med origin protocol** is applicable, **e.g. all EU member states**, all supplier invoices must include the declaration of origin of the goods pursuant to the **Euro-Med origin protocol**. The wording must be identical:

*„The exporter of the goods this commercial paper refers to (approval no. ...) declares that these goods are goods of preferential origin (country of origin).*

*\_ no cumulation applied*

*or*

*\_ cumulation applied with... (insert country/countries here)*

*Place, date“*

If the approval number is missing or if the value of the goods exceeds EUR 6000.- or CHF 10.300 the movement certificate **EUR-MED** must be filled in and enclosed with the goods.

For all other suppliers the preferential origin pursuant to the free trade agreement between Switzerland and the member state must be proven.

It is mandatory to include our order number on the EUR-MED proof or preference!

Supplier declarations and long-term supplier declarations of suppliers domiciled in the EU are not valid and are not accepted by FISBA AG, as they are not a suitable proof of origin for the trade of goods with Switzerland.

### 9.2 Supplier declarations in Switzerland within the framework of the free trade agreement

All invoices of domestic suppliers must include the following supplier declaration. The wording must be identical:

*„The undersigning party declares that the goods listed in this document are original goods of Switzerland and comply with the rules of origin in preferential traffic with (country, countries, areas).*

*It declares the following:*

*no cumulation applied*

*cumulation applied with... (insert country/countries here)*

*Place and Date...:*

## 10. Certificates of origin

If it is **finished goods**, a certificate of origin must be issued for every delivery as follows.

**10.1 Goods produced abroad - delivery by supplier domiciled abroad:**

The certificate of origin must be issued as follows:

Recipient: FISBA AG  
Rorschacher Strasse 268  
CH-9016 St.Gallen  
Description of goods: according to invoice  
Certified by: Chamber of commerce in  
country of manufacture

The original must be sent together with the invoice to FISBA AG; it must not be sent with the goods.

It is mandatory to include our order number on the certificate of origin!

**10.2 Goods produced in Switzerland – delivery by supplier domiciled on Switzerland:**

This requires an invoice with certificate of origin, which is only valid in Switzerland. The wording must be identical:

>> The goods the present commercial document refers to are of Swiss origin pursuant to the provisions of art. 9-16 of the Ordinance of 9 April 2008 on the Certification of the Non-Preferential Origin of Goods (OCG) and the Ordinance of the FDEA of 9 April 2008 on the Certification of the Non-Preferential Origin of Goods (OCG-FDEA).

\_The goods were manufactured in-house.

\_The goods were manufactured at (company, address, place).....

The issuer of this declaration of origin has acknowledged that incorrect details about the origin in the meaning of art. 9 et seqq. OCG and article 2 et seqq. OCG-FDEA will lead to administrative consequences and to criminal proceedings.

Place, date, company, signature <<.....

**10.3 Goods produced abroad - delivery by supplier domiciled in Switzerland:**

For goods manufactured abroad, but delivered by a supplier domiciled in Switzerland, the invoice must be certified by the competent chamber of commerce.

**11. Non-compliance with regulations:**

Our transport instructions and shipping instructions form an integral part of our Terms and Conditions of Purchase. We do not accept additional costs incurred by forwarding agents and suppliers outside of our concept. Non-compliance with our instructions cause substantial additional expenses and additional costs. We reserve the right to deduct them from the invoice.

FISBA AG

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