

## Güdel AG Shipping and labeling regulations

### 1. The following documentation / information is mandatory for deliveries to Güdel:

#### DOMESTIC deliveries (CH suppliers)

Delivery note with the following minimum details:

- Güdel order number and order date
- Güdel delivery address (factory and gate)
- Güdel item number
- Güdel drawing number and index, if available
- Quantity delivered
- Number of packages and type of packaging
- Total weight (net and gross)
- Delivery note number and delivery date
- Sender address
- Country of origin and customs tariff number

Supplier invoice with the following minimum details:

- Correct Güdel AG invoicing address
- Date of invoice
- Invoice amount
- Currency
- VAT rate (amount not mandatory)
- Güdel VAT ID: CHE-111.734.555
- Güdel order number +item number
- Incoterms including version and location
- Description of merchandise per item
- Customs tariff number and country of origin for each item
- Preference characteristic for each item
- Proof of preference (see Export invoice or EUR 1)
- Value of merchandise for each item with individual price specification
- Delivery date/service date
- Delivery address
- Scope of delivery (e.g. partial or remaining delivery)

#### EXPORT deliveries (suppliers outside CH)

Delivery note with the following minimum details:

- Güdel order number and order date
- Güdel delivery address (factory and gate)
- Güdel item number
- Güdel drawing number and index, if available
- Quantity delivered
- Number of packages and type of packaging
- Net and gross weight
- Delivery note number and delivery date
- Sender address
- Country of origin and customs tariff number

Supplier invoice with the following minimum details:

- Correct Güdel AG invoicing address
- Date of invoice
- Invoice amount
- Currency
- VAT rate (amount not mandatory)
- Güdel VAT ID no.: CHE-111.734.555
- Güdel order number +item number
- Incoterms including version and location
- Description of merchandise per item
- Customs tariff number and country of origin for each item
- Preference characteristic for each item
- Proof of preference (see Export invoice or EUR 1)
- Value of merchandise for each item with individual price specification
- Delivery date/service date
- Delivery address
- Scope of delivery (e.g. partial or remaining delivery)

Export invoice with declaration of origin (see point 2) included on the invoice OR

EUR 1 (if the supplier does not have „Authorized Exporter Status“ or the total value of the delivery exceeds 6,000 EUR)

If the items to be delivered are subject to an export restriction (dual-use goods) and/or an embargo, or are classified as dangerous goods, we require relevant information and the currently valid safety data sheet to be sent to [einkauf@ch.gudel.com](mailto:einkauf@ch.gudel.com) at the time of order confirmation.

#### Packaging instructions:

- Add a list of contents for each packaging unit (e.g. pallet).
- For multiple containers, every item must be identifiable (identification with label or similar).
- Please select packaging that effectively protects the merchandise against damage and corrosion during transport and subsequent storage.

#### Delivery times / receiving goods opening times:

- Monday – Thursday: 7-12 and 13-17 h
- Friday: 7-12 and 13-16 h

## 2. Proof of origin within the meaning of the CH/EFTA – EU Free Trade Agreement

For suppliers based in EU countries, the supplier invoices must contain the declaration of origin of the merchandise according to preferential trade CH/EFTA and EU.

This must be identical in wording:

The exporter (authorized exporter; authorization no. \*X) of the goods to which this commercial document applies declares that, unless otherwise specified, these goods are preferential \*\*Y goods.

Place, date

\*X = Authorization number for approved exporters to be completed, if available

\*\*Y = Country of origin to be completed

If the exporter has no authorization number and **the value of the goods is less than EUR 6,000.00** or CHF 10,300.00, the following additions to the declaration of origin are required: Name of the signatory in block letters, place and date, original signature. The invoice must be sent to us by mail and 3 copies must be enclosed with the merchandise.

If the authorization number is missing and **the value of the merchandise exceeds EUR 6,000.00** or CHF 10,300.00, the movement certificate EUR1 must be completed and included with the merchandise.

It is always mandatory to indicate the Güdel order number on the EUR1!

Supplier's declarations and long-term supplier's declarations of suppliers based in the EU are not valid and are not accepted by Güdel AG, as they are not suitable as proof of origin for merchandise traffic to Switzerland and are not recognized by the customs authorities.

### Domestic supplier's declaration within the framework of the free trade agreement

All domestic supplier invoices must be issued by the [Swiss Customs and Excise Department \(EZV\)](#).