

Shipping and Invoicing Instructions

1 The following documents / information are mandatory for deliveries to Designwerk

1.1 Delivery note with the following minimum information:

- Supplier (name and address)
- Contact person of the supplier
- Delivery note number as barcode EAN128
- Delivery date
- Buyer's order number as barcode EAN128
- Contact person of the buyer
- Order date
- Supplier's article number as barcode EAN128 (if applicable)
- Item number of the buyer as barcode EAN128 (if applicable)
- Article designation
- Revision level (if available)
- Delivery quantity
- Number of packages
- Gross/net weight
- Country of origin
- Customs tariff number
- Delivery address (including factory and gate)

1.2 Supplier invoice with the following minimum information:

- Correct address of the buyer
- Invoice date
- Invoice amount
- Currency
- VAT rate (amount not mandatory)
- VAT number or VAT-Id number of the buyer
- Order number of the buyer
- Item number of the buyer
- Incoterm including version and named place
- Description of goods per item
- Customs tariff number and country of origin per item
- Preferential characteristic per item
- Proof of preference (see export invoice or EUR.1)
- Value of goods per item with unit price
- Delivery date/performance date
- Delivery address
- Scope of delivery (e.g. partial or remaining delivery)

Export invoice with declaration of origin (see chapter 2) on the invoice or EUR.1 (if the supplier does not have "approved exporter status" or the total value of the delivery is EUR 6,000 or CHF 10,500 or more).

1.3 Packaging instruction:

- Enclose a packing list per packaging unit (e.g. pallet).
- In the case of multiple packages, each article must be identifiable (labelling or similar).

- The packaging must be chosen in such a way that the goods are effectively protected against damage and corrosion during transport and subsequent storage.
- The product packaging must be labelled on the front side with a label containing the following information: Designation of the item, item number of the buyer as barcode EAN128 (if applicable), revision level (if available), quantity (packaging unit), order number of the buyer as barcode EAN128, batch (if required), gross/net weight, delivery date.

1.4 Delivery times / opening hours of incoming goods department:

- Monday-Thursday: 07:00 - 16:00
- Friday: 07.00 - 15.00 hrs
- From 12:00 - 13:00 goods are accepted without lifting assistance

2 Proof of origin within the meaning of the free trade agreements

For suppliers based outside Switzerland, the supplier invoices must contain the declaration of origin of the goods in accordance with preferential trade.

Required wording:

*The exporter (Approved Exporter; Authorisation No *X) of the goods covered by this commercial document declares that, unless otherwise specified, these goods are preferential **Y originating goods.*

Place, date

*X = Authorisation number for approved exporter to be filled in if available

**Y = country of origin to be filled in

If the exporter does not have an authorisation number and the value of the goods is less than EUR 6,000.00 or CHF 10,300.00, the following additions are required under the declaration of origin: Name of the person signing in block letters, place and date, original signature. The invoice must be sent to us by post and 3 copies must be enclosed with the goods.

If the authorisation number is missing and the value of the goods exceeds EUR 6,000.00 or CHF 10,300.00, the movement certificate EUR.1 must be completed and enclosed with the goods.

It is always mandatory to state the Designwerk order number on the EUR.1!

Supplier's declarations and long-term supplier's declarations from suppliers based in the EU are not valid and will not be accepted by Designwerk Technologies AG, as these are not suitable as proof of origin for the movement of goods with Switzerland and are not recognised by the customs authorities.

Domestic supplier declaration under the Free Trade Agreement:

All domestic supplier invoices must be issued in accordance with the Federal Customs Administration (FCA).

Valid as of March 1, 2023