

SIEMENS

(Supplier)
(Name)
(Address)

(City/State/Country)(ZIP code)

Name
Department
Telephone
Fax
E-Mail:

Your address
Our emblem

Date

TRANSPORT GUIDELINES – 11.2025 – Version 22 Routing order – Imports from Singapore

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

1.) Standard deliveries:

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

DHL Global Forwarding

For the **initial contact** call

Mr. Fazhia Jabbar

Tel: +65 6318 6888

Mail: faziah.jabbar@dhl.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 DHL about shipments on time in order to ensure a fluent process.

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

DHL GLOBAL FORWARDING (DHL)

For the **initial contact** call

Alwyn Teo (DHL SG)

Key Account Manager

E-Mail: Alwyn.Teo@dhl.com

For **operations (SG-DE)**, please contact

Main: **May Moe Moe Thet** (DHL SG)

E-Mail: May.Thet@dhl.com;

Backup: **Khairunnisa Binte Zulkiflee** (DHL SG)

E-Mail: khairunnisa.bintezulkiflee@dhl.com

Escalation: **Karin Oi** (DHL SG)

E-Mail: karin.oi@dhl.com

The forwarder will arrange the initial pickup and then coordinate future shipments through the nearest branch. Timely notification of shipments is essential to ensure a smooth process.

2.) Express deliveries/ Time definite deliveries up to 70 kg (pre 09/12:00h):

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 **DHL Express**.

For the **initial contact DHL** is available as follows:

CS Hotline: 0228 902435 – 27(SRZ)
International dialing - +65 6285 8888 (non toll free)
Email: de.Siemens@dhl.com

Mon - Fri 07:30am - 23:00pm
(after which calls are forwarded to KULCO CS)
Sat 07:30am - 23:00pm
(after which calls are forwarded to KULCO CS)
Sun 07:30am - 23:00pm
(after which calls are forwarded to KULCO CS)

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

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