

# SIEMENS

(Supplier)  
(Name)  
(Address)

(City/State/Country)(ZIP code)

Name  
Department  
Telephone  
Fax  
E-Mail:

Your address  
Our emblem

Date 08.10.2025

## **TRANSPORT GUIDELINES – 11.2024 – Version 17** **Routing order – Imports from Costa Rica**

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:**

**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 **Alexander Cespedes** is available as follows:

**Alexander Cespedes**

Tel: +506 8509 9933

E-Mail: Alexander.Cespedes@dhl.com

E-Mail: de.Siemens@dhl.com

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