

Routing guide for HUBER+SUHNER plants

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1 General

Suppliers providing goods under CIP, CPT or DAP terms to Switzerland please refer directly to section 7 and 8. Suppliers providing goods under freight paid by HUBER+SUHNER terms (FCA, EXW), please follow the “procedure” below.

Any shipping instructions given explicitly in the purchase order by HUBER+SUHNER, have priority over these general instructions, e.g. you might be advised to use “airfreight” or “express” in the purchase order.

Procedure:

1. Choose the regional instructions (2 CH, 3 PL, 4 TN, 5 DE) depending on the destination country.
2. Find service and provider according to the line defined by weight **and** volume of your shipment. If weight and volume point to different lines, the slower service is to be used. Mind the plan transit time given in **working days** to meet the requested delivery date.
3. Find forwarder contact information and account numbers to be used in section 6.

Insurance: Never request shipment specific insurance in any transport orders to carriers.
HUBER+SUHNER transports are covered by a global insurance policy.

Transport advise: Please make sure the transport advise includes
Pick up address, contact name&phone, loading times, number/weight/dimension of packages, invoice, packlist

Shippers regions: EUROPE – AMERICAS (North + South) – ROW (Rest of world)
If country specific instructions are given, they have priority over regions.

2 Switzerland (CH) inbound

Note country specific instructions for: China (2.1), Switzerland (2.2)

Express Provider: DHL Express

2.1 CH inbound from China

Weight (kg)	Volume (m ³)	Service	Provider	Plan transit time
≤ 200	≤ 1.0	Intl. Economy	FEDEX	8 days
> 200 ≤ 500	> 1.0 ≤ 3.0	Air freight	DSV	10 days
> 500	> 3	Sea freight	DHL global forwarding	9 weeks

2.2 CH inbound from Switzerland

Weight (kg)	Volume (m ³)	Service	Provider	Plan transit time
≤ 30	≤ 0.15	Parcel	Post	1 day
> 30	> 0.15	Truck	Gebr. Weiss	2 days

2.3 CH inbound from EUROPE

Weight (kg)	Volume (m ³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Economy Select	DHL Express	4 days

> 100	> 0.5	Truck	Rhenus	7 days
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2.4 CH inbound from Americas

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Express	DHL Express	5 days
> 100 ≤ 500	> 0.5 ≤ 3	Air freight	DSV	10 days
> 500	> 3	Sea freight	DHL global forwarding	7 weeks

2.5 CH inbound from ROW

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 50	≤ 0.25	Express	DHL Express	5 days
> 50 ≤ 500	> 0.25 ≤ 3	Air freight	DSV	10 days
> 500	> 3	Sea freight	DHL global forwarding	9 weeks

3 Poland (PL) inbound

Note country specific instructions for: Switzerland (3.1), China (3.2)

Express Provider: DHL Express

3.1 PL inbound from Switzerland

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Economy Select	DHL Express	4 days
> 100	> 0.5	Truck	Gebrüder Weiss	4 days

3.2 PL inbound from China

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 200	≤ 1.0	Intl. Economy	FEDEX	8 days
> 200 ≤ 500	> 1.0 ≤ 3.0	Air freight	DSV	10 days
> 500	> 3	Sea freight	DHL global forwarding	9 weeks

3.3 PL inbound from EUROPE

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Economy Select	DHL Express	4 days
> 100	> 0.5	Truck	H+S Poland	7 days

3.4 PL inbound from Americas

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Express WPX	DHL Express	5 days
> 100 ≤ 500	> 0.5 ≤ 3	Air freight	DSV	10 days
> 500	> 3	Sea freight	DHL global forwarding	7 weeks

3.5 PL inbound from ROW

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 50	≤ 0.25	Express WPX	DHL Express	6 days
≥ 50 ≤ 500	≥ 0.25 ≤ 3	Air freight	DSV	9 days
≥ 500	≥ 3	Sea freight	DHL global forwarding	9 weeks

4 Tunisia (TN) inbound

Note country specific instructions for: China (4.1)

Express Provider: DHL Express

4.1 TN inbound from China

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 50	≤ 0.25	Express WPX	DHL Express	5 days
> 50 - ≤500	> 0.25 - ≤3	Air freight	DSV	10 days
≥ 500	≥ 3	Sea freight	DHL global forwarding	10 weeks

4.2 TN inbound from EUROPE

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 50	≤ 0.25	Express WPX	DHL Express	4 days
> 50	> 0.25	Truck	Dachser	8 days

4.3 TN inbound from Americas

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Express	DHL Express	5 days
> 100 - ≤500	> 0.5 - ≤3	Air freight	DSV	10 days
≥ 500	≥ 3	Sea freight	DHL global forwarding	7 weeks

4.4 TN inbound from ROW

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 50	≤ 0.25	Express	DHL Express	6 days
> 50 - ≤500	> 0.25 - ≤3	Air freight	DSV	10 days
≥ 500	≥ 3	Sea freight	DHL global forwarding	10 weeks

5 Germany (DE) inbound – for plant 6125 Dreieich

Note: [country specific instructions for China \(5.1\)](#)

Express Provider: DHL Express

5.1 DE inbound from China

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 50	≤ 0.25	Express WPX	DHL Express	5 days
> 50 - ≤500	> 0.25 - ≤3	Air freight	DSV	10 days
≥ 500	≥ 3	Sea freight	DHL global forwarding	10 weeks

5.2 DE inbound from EUROPE

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Economy Select	DHL Express	4 days
> 100	> 0.5	Truck	Schenker	5 days

5.3 DE inbound from Americas

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Express	DHL Express	5 days
> 100	> 0.5	Air freight	DHL GF	10 days

5.4 DE inbound from ROW

Weight (kg)	Volume (m³)	Service	Provider	Plan transit time
≤ 100	≤ 0.5	Express	DHL Express	5 days
> 100	> 0.5	Air freight	DHL GF	10 days

6 Contacts

6.1 DSV (air freight)

Find the next office/contact for your location: <https://www.dsv.com/en/support/find-dsv>

6.2 DHL Global Forwarding

Find the next office/contact for your location: <https://www.dhl.com/global-en/home/contact-us.html>

Alternatively inquire with: gustavo.cunha@dhl.com

6.3 Schenker (for hub 6125)

Advise transport to: dsc.de.crm.hubersuhner@dhl.com

Shipments advised prior to 10:00 CET will be picked up the next day *as a rule* (exceptions due to geography, traffic situation may occur).

6.4 FEDEX

FEDEX international Economy (<https://www.fedex.com/>) is to be used for inbound to Switzerland and Poland as pointed out in the regional instructions.

Mind correct account per ship-to country!

Ship-to CH	Ship-to PL
300104983	318265895

6.5 DHL Express

DHL Express (<https://www.dhl.com/>) is to be used for Express service to Switzerland, Tunisia, Germany (DHL Solutions) and Poland. The Economy Select service is to be used for European supplies to CH, DE and PL as pointed out in the regional instructions. Account numbers for Express- and Economy-service are the same.

Mind correct account per ship-to country!

Ship-to CH	Ship-to DE	Ship-to TN	Ship-to PL
960236172	952044910	950483894	956526212

6.6 Rhenus

Rhenus provides trucking service within Europe to Switzerland.

Please advise your transports 2 days prior to pick up if possible.

Email : oplog-husu.sh@ch.rhenus.com

Ms. Dominique Gyr, phone: +41 52 569 36 09 Ms. Selina Stucki, phone: +41 52 569 37 15

6.7 Gebrüder Weiss

Trucking service from Switzerland to Poland.

Email: kundencenter.schweiz@gw-world.com Mr. Markus Salzer, phone: +41 58 458 5454

Trucking service from Switzerland to Switzerland.

Email: 31vtinland@gw-world.com Mrs. Nicole Tagliavini, phone: +41 58 458 5455

6.8 H+S Poland

For shipments >100kg HUBER+SUHNER Poland will provide instructions to you depending on location/volume/urgency

Mrs. Beata Strzelczyk beata.strzelczyk@hubersuhner.com

Deputy: Mr. Patryk Szostak patryk.szostak@hubersuhner.com

6.9 Dachser

Dachser is providing truck services inbound/outbound Tunisia.

Email: daniela.baertle@dachser.com Mrs. Daniela Bärtle, phone +49 8393 9435 262

7 General brokerage Switzerland

In order to ensure the flow of information and to harmonize the process of customs clearance we nominated Rhenus Logistics as our general customs broker for shipments consigned to Switzerland. Shipments with delivery condition DDP and those made by courier or parcel service are excluded from this regulation.

When submitting the transport order to your nominated forwarder, would you please in addition instruct your forwarder to cede clearance to Rhenus Logistics and notify our customs broker as follows:

Contact

Rhenus Logistics AG
Grenzstr. 84
CH-8240 Thayngen
Hs.brokerage@ch.rhenus.com
Phone +41 52 645 0900

Required documents

- Commercial or Customs invoice
- EUR1 or Rex declaration
- Packing list
- Waybill

Please note that it will not be necessary for your nominated carrier to cross the border at Thayngen, they can use any border crossing of their choice and Rhenus will supply the entry documents to the respective local agent or office. The cession will not incur any costs to you or your nominated forwarder but will ensure clearance at agreed processes and cost for HUBER+SUHNER. At the same time we do not accept cession fees raised by your forwarder.

8 Documentation requirements European Union, Switzerland

As of 1st March 2023 new regulation for imports into Europe will have to be considered as ICS 2.0 will replace the former ICS 1.0. ICS being the short for Import Control System.

What is new?

1. EORI number of importer must be given in freight documents (airway bill, courier waybill, sea freight bill of lading), thus the forwarder will ask for the number.
2. Item descriptions must be more clear
3. Commodity codes for items must be given (at least 6 digits of the HS code)

8.1 Which EORI number to use for which H+S entity

EORI numbers identify the importer in the EU unambiguously, each importer has to apply for an EORI with their customs authority.

The following are to be used when shipping to H+S plants

Ship-to	EORI
H+S AG Switzerland (Herisau, Pfäffikon)	CHE-105.815.317 MWST
H+S AG, warehouse DE-Dreieich	DE5027497
H+S Sp.z.o.o. Poland (Tczew, Swarozyn)	PL593235483900000

8.2 Item descriptions

General descriptions of goods like "cable", "electronic components" must be avoided. Use distinct descriptions instead like "coaxial cable", "fiber optic cable", "switches for voltage <60V"

EU guideline item descriptions: https://taxation-customs.ec.europa.eu/system/files/2021-03/guidance_acceptable_goods_description_en.pdf#msdynttrid=sjH2Cd8VjHhWMJStS50IF-DXbJhv2K5-PRsnJp8EhnQ.

8.3 Commodity codes

Commodity codes are used in customs declarations to group and classify items. The 6 digit classification governed by the World Trade Organisation is called the HS code or Harmonized System. Each country may make further distinctions by extension of the code. To learn more about the codes for your product and country, please refer to your chamber of commerce or customs office.