

# SHIPPING INSTRUCTIONS

Evatec AG  
CH-9477 Trübbach



## Shipping instructions for deliveries of suppliers from CH/FL

In the event that Evatec AG is responsible for the freight (Incoterms FCA Place of departure), the following carriers are to be used exclusively:

< 30 kg gross = **Swiss Post with GAS labels** (business reply shipment)  
GAS labels can be ordered at:  
[import@evatecnet.com](mailto:import@evatecnet.com)

> 30 kg gross = **Gebrüder Weiss AG** – Advise at least 2 days before pick up  
Email: [kundencenter.schweiz@gw-world.com](mailto:kundencenter.schweiz@gw-world.com)

The shipments must be declared exclusively as Economy Shipments to the respective carrier. We reserve the right to bill unauthorized charges for express or special delivery back to the party who initiated the shipment.

### The following particulars or documentation must be presented mandatorily without request on all delivery and commercial papers:

- Swiss customs tariff number
- Country of origin
- Notice whether the goods are of preferential origin or not
  - If yes, a valid proof of origin must be included in the delivery (e.g. invoice declaration, EUR1, EUR-MED)  
For regular deliveries, it is possible to issue a long-term declaration.
- Notice whether the goods are listed in the goods control list or not
  - If yes, the national list number must be indicated  
Further information: [Link Goods control list](#)
- US list number if the goods are subject to U.S. (re-)export provisions (Origin of goods = USA)
  - If yes, the US list number must be indicated (ECCN No.)  
Further information: <https://www.bis.doc.gov>
- Gross weight of the shipment
- Name of the forwarder
- Conformity declarations and conformity declaration marking
- MSDS (Material Safety Data Sheet)

In the event of incomplete or faulty particulars, the supplier will be contacted.

If additional costs are incurred due to disregard of these regulations, they will be billed to the supplier.



## Shipping instructions for deliveries of suppliers from America

In the event that Evatec AG is responsible for the freight (Incoterms FCA Place of departure), the following carriers are to be used exclusively:

< 40 kg gross = **FedEx (Service: International Priority)**  
Account number for Evatec AG: 823194463

> 40 kg gross = **Gebrüder Weiss AG** – Advise at least 2 days before pick up  
Email: [03vtluftfrachtimport@gw-world.com](mailto:03vtluftfrachtimport@gw-world.com)

The shipments must be declared exclusively as Economy Shipments to the respective carrier. We reserve the right to bill unauthorized charges for express or special delivery back to the party who initiated the shipment.

>1000 kg gross = no direct notification of the carrier; at least 3 days before delivery, advanced notice to [import@evatecnet.com](mailto:import@evatecnet.com).  
The shipment will be arranged by our import department.

**The following particulars or documentation must be presented mandatorily without request on all delivery and commercial papers:**

- Customs tariff number of the country from which shipped
- Country of origin
- US list number if the goods are subject to U.S. (re-)export provisions (ECCN No.)  
Further information: <https://www.bis.doc.gov>
- Conformity declarations and conformity declaration marking
- MSDS (Material Safety Data Sheet)

**Advanced notice:** The delivery papers and the shipping invoice must be sent to the following email address before shipping: [import@evatecnet.com](mailto:import@evatecnet.com).

In the event of incomplete or faulty particulars, the supplier will be contacted.

If additional costs are incurred due to disregard of these regulations, they will be billed to the supplier.



## Shipping instructions for deliveries of suppliers from Asia

In the event that Evatec AG is responsible for the freight (Incoterms FCA Place of departure), the following carriers are to be used exclusively:

< 40 kg gross = **FedEx (Service: International Priority)**  
Account number for Evatec Ltd.: 823194463

> 40 kg gross = **Gebrüder Weiss AG** - Advise at least 2 days before pick up  
Email: [03vtluftfrachtimport@gw-world.com](mailto:03vtluftfrachtimport@gw-world.com)

The shipments must be declared exclusively as Economy Shipments to the respective carrier. We reserve the right to bill unauthorized charges for express or special delivery back to the party who initiated the shipment.

>1000 kg gross = no direct notification of the carrier; at least 3 days before delivery, advanced notice to [import@evatecnet.com](mailto:import@evatecnet.com).  
The shipment will be arranged by our import department.

### The following particulars or documentation must be presented mandatorily without request on all delivery and commercial papers:

- Customs tariff number of the country from which shipped
- Country of origin
- Notice whether the goods are of preferential origin or not
  - If yes, a valid proof of origin must be included in the delivery
- Notice whether the goods are listed in the goods control list or not
  - If yes, the national list number must be indicated
- US list number if the goods are subject to U.S. (re-)export provisions
  - If yes, the US list number must be indicated (ECCN No.)
  - Further information: <https://www.bis.doc.gov>
- Conformity declarations and conformity declaration marking
- MSDS (Material Safety Data Sheet)

**Advanced notice:** The delivery papers, the shipping invoice and, as the case may be, the proof of origin must be sent to the following email address before shipping: [import@evatecnet.com](mailto:import@evatecnet.com)

In the event of incomplete or faulty particulars, the supplier will be contacted.

If additional costs are incurred due to disregard of these regulations, they will be billed to the supplier.



## Shipping instructions for deliveries of suppliers from Europe

In the event that Evatec AG is responsible for the freight (Incoterms FCA Place of departure), the following carriers are to be used exclusively:

- < 500 kg gross = **TNT**  
Account number for Evatec Ltd.: 213527
- > 500 kg gross = **Gebrüder Weiss AG** - Advise at least 2 days before pick up  
Email: [kundencenter.schweiz@gw-world.com](mailto:kundencenter.schweiz@gw-world.com)  
Tel: 0041 58 458 54 43
- >1000 kg gross = no direct notification of the carrier; at least 3 days before delivery, advanced notice to [import@evatecnet.com](mailto:import@evatecnet.com).  
The shipment will be arranged by our import department.

The shipments must be declared exclusively as Economy Shipments to the respective carrier. We reserve the right to bill unauthorized charges for express or special delivery back to the party who initiated the shipment.

### 5.4.1 Shipping instructions for deliveries of suppliers from Europe

The following particulars or documentation must be presented mandatorily without request on all delivery and commercial papers:

- Customs tariff number of the country from which shipped
- Country of origin
- Notice whether the goods are of preferential origin or not
  - If yes, a valid proof of origin must be included in the delivery (e.g. invoice declaration, EUR1, EUR-MED)
- Notice whether the goods are listed in the goods control list or not
  - If yes, the national list number must be indicated
  - Further information: <http://ec.europa.eu/trade/creating-opportunities/trade-topics/dual-use/>
- US list number if the goods are subject to U.S. (re-)export provisions
  - If yes, the US list number must be indicated (ECCN No.)
  - Further information: <https://www.bis.doc.gov>
- Conformity declarations and conformity declaration marking
- MSDS (Material Safety Data Sheet)

**Advanced notice:** The delivery papers, the shipping invoice and, as the case may be, the proof of origin must be sent to the following email address before shipping: [import@evatecnet.com](mailto:import@evatecnet.com).

In the event of incomplete or faulty particulars, the supplier will be contacted.

If additional costs are incurred due to disregard of these regulations, they will be billed to the supplier.