

## NORM / STANDARD

# Routing Guidelines - Supplier

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## NORM / STANDARD

### 1.0 Contact details

#### Contact details

Alfred Kärcher SE & Co. KG

Global Customs & Trade department FRX-T

Alfred-Kärcher-Strasse 28-40

71364 Winnenden

[Import-Avis@de.kaercher.com](mailto:Import-Avis@de.kaercher.com)

Ms. Sandra Schlegel [sandra.schlegel@karcher.com](mailto:sandra.schlegel@karcher.com)

Ms. Anja Mutterer [Anja.Mutterer@karcher.com](mailto:Anja.Mutterer@karcher.com)

Ms. Ann-Kathrin Mertz [ann-kathrin.mertz@karcher.com](mailto:ann-kathrin.mertz@karcher.com)

### 2.0 Documentation

#### 2.1 Commercial invoice

The commercial invoice must contain the following information:

- invoice number / invoice date
- issued to correct invoice address (Alfred Kärcher SE & Co.KG)
- Delivery address even if it doesn't deviate from invoice address (buyer)
- Materialnumber (x.xxx-xxx.x)
- SAP Order number (PO)
- Quantity per material
- Description of goods
- HS-Code
- Currency
- Total value of goods (if more than one material, please split the value per material)
- Incoterm
- Country of origin

**Alfred Kärcher SE & Co. KG Alfred-Kärcher-Straße 28-40 71364 Winnenden Germany**

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Technical responsibility: Ann-Kathrin Mertz department: FRX-T/ Tel.: +49 7195-14-4741 Department: Global Customs & Trade

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### 2.2 Proforma Invoice

The proforma invoice must contain the following information:

- invoice number / invoice date
- issued to correct invoice address (Alfred Kärcher SE & Co.KG)
- Delivery address even if it doesn't deviate from invoice address (buyer)
- Contact of Alfred Kärcher, which ordered the goods
- Materialnumber (x.xxx-xxx.x)
- SAP Order number (PO)
- Quantity per material
- Description of goods
- HS-Code
- Currency
- Total realistic value of goods (if more than one material, please split the value per material)
- Incoterm
- Country of origin

→ if the final value of the commercial or proforma invoice changes, or the proforma invoice is replaced by a final commercial invoice please send it asap to FRX-T

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### 2.3 Packing list

The packing list must contain the following information:

- invoice number / invoice date
- Delivery address even if it doesn't deviate from invoice address (buyer)
- Materialnumber (x.xxx-xxx.x)
- SAP order number (PO)
- Description of goods
- Container number per material, if there are more than one container per B/L
- Quantity per material
- Number of packages
- Gross weight
- Net weight

### 2.4 Preferential Documents

The copies of the preferential documents such as COO, EUR.1 or A.TR are being sent along with the commercial invoice, packing list and airwaybill/seawaybill.

The original documents are being accompanied by the shipment or sent to the FRX-T Global Customs & Trade department of Alfred Kärcher in Winnenden before arrival of the shipment.

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### 2.5 Waybill

All waybills (CMR, AWB, B/L) no matter which transportway need to be issued according to the commercial invoice.

- Delivery address even if it doesn't deviate from invoice address (buyer)
- Number of packages
- Gross Weight
- Materialnumber (x.xxx-xxx.x)
- SAP Order number (PO)
- Description of goods
- HS-Code

### 2.5.1 Seafreight shipments

- Please prevent to issue original B/L in general
- If the B/L shows more than one Container pls. mention on packing list (point packing list)
- In case an original B/L is issued, please telex release as soon as possible. Or send an endorsed B/L to Global Customs & Trade department via tracked shipment meeting the deadlines (DHL/UPS e.g.)

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### 3.0 Transmission of the documents

All relevant shipping documents ( commercial invoice, packing list, waybill, preferential documents) must be sent immediately after issuing to Global customs & Trade department by mail to [Import-Avis@de.kaercher.com](mailto:Import-Avis@de.kaercher.com).

Original certificates needs to be sent by UPS, DHL to Global Customs & Trade department:

Alfred Kärcher SE & Co. KG  
Global Customs & Trade FRX-T  
Alfred-Kärcher-Strasse 28-40  
71364 Winnenden