

# **Global Delivery Instructions**

## **Version 3.0**

**BELIMO Automation AG**  
**BELIMO Automation (Shanghai) Co., Ltd.**  
**BELIMO Aircontrols (USA), Inc.**

---

## Purpose and scope of application

The following delivery instructions form the basis for the terms and conditions and are considered a supplementary contractual agreement to the general conditions of purchase, with the aim of a trouble-free material flow between supplier and Belimo.

It is the supplier's responsibility to ensure, internally as well as externally, that all delivered parts are properly and adequately protected, marked and packaged so that they can safely reach their destination and, secondly, that failure-free material flow is possible at Belimo.

The supplier must comply with the regulations of the delivery instructions and take into account any national and international regulations.

If a document associated with the product or any other written agreement specifies packaging, labelling and marking, this has a higher priority than this directive.

## Change history

Version	What changed	Date
1.0	Creation of the Global Delivery Instructions	February 2014
2.0	Revision of layout, minor text adjustments, chapter 3, chapter 4, USMCA	December 2020
3.0	Revision chapter 2.1, 3.1, 3.2, 3.3, 4, 6.2	July 2023

## List of abbreviations

Abbreviation	Description
DIN	German Industry Standard
EFTA	European Free Trade Association
EN	European Standard
EPAL	European Palet Association e.V.
EUR-MED	Euro-Mediterranean
EXT-Produkt	EXTernal Belimo product
GSP	Generalised Scheme of Preferences
HTS	Harmonized Tariff Schedule
ISPM 15	International Standards For Phytosanitary Measures
LDC-countries	Least developed Countries
USMCA	United States Mexico Canada Agreement
UIC	International Union of Railways
UL	United Laboratories
VUB-WBF	Regulation of the WBF (Federal Department of Economic Affairs, Education and Research) on the certification of non-preferential origin of goods

## Table of contents

Purpose and scope of application .....	2
Change history .....	2
List of abbreviations .....	3
Table of contents .....	4
1 Accompanying papers and documents .....	6
2 Quality requirements for packaging .....	7
2.1 Load carriers .....	8
2.2 Stackability / Transport .....	9
2.3 Package shipping .....	10
2.4 Filling material .....	10
3 Packaging regulations .....	11
3.1 Maximum dimensions of cartons / containers and paletts for all plants .....	11
3.2 Dimensions and weights for deliveries to the EU & AP .....	12
3.3 Dimensions and weights for deliveries to the US .....	12
3.4 Material / product packaging .....	12
3.5 Shipping packaging .....	12
4 Requirement for material marking .....	14
4.1 Direct deliveries by suppliers to customers of Belimo .....	15
5 Reusable containers / blisters .....	15
5.1 Contact address .....	15
6 Delivery / unloading .....	16
6.1 Delivery .....	16
6.2 Unloading .....	16
7 Master data .....	16
8 Measures in case of non compliance with delivery regulations .....	17
8.1 Limits of liability .....	17
9 Acknowledgment and agreement by suppliers .....	17
Attachment Global Delivery Instructions .....	18
I. Exclusion criteria for the exchange capability of EU pallets .....	19
II. Exclusive criteria for Belimo material flow system .....	20
III. Origin information for deliveries .....	21
III.I. Pan-Euro-Med declaration of origin .....	22
III.II. Supplier declaration in Switzerland (preferential) .....	23
III.III. Swiss homologation (not preferential) .....	24
III.IV. Japanese certificate of origin for import into Switzerland .....	24
III.V. Certificate of origin form Hong Kong and Singapore for import into Switzerland .....	24
III.VI. Formular A Certificate of origin according to GSP and LDC countries .....	25
III.VII. USMCA (United States Mexico Canada Agreement) .....	25

III.VIII. Switzerland – China declaration of origin.....	26
III.IX. China – Switzerland declaration of origin.....	27
III.X. Origin information for other countries .....	27
IV. Packaging requirements for EXT article /commercial articles .....	27
IV.I. Quality requirements for packaging .....	28
IV.II. EXT packaging label specification .....	29
IV.III. Requirements for the marking .....	30
IV.III.I. Marking of material / product packaging .....	30
IV.III.II. Marking of transport packaging for express shipments .....	31
IV.III.III. Marking of transport packaging for general freight shipments.....	34
V. Hazardous goods markings .....	36
V.I. Labelling according to UN 3091 .....	36
V.II. Labelling according to UN3363 .....	37

# 1 Accompanying papers and documents

## Basic information about the delivery papers

- The delivery slip / packing list must always be clearly visible on the outside of the shipping unit so that they are readily available.

## Minimum requirements for accompanying papers and documents

All documents must be in German or English (deliveries to the USA must be in English).

- The **delivery slip** and the **commercial invoice** must contain the following information:
  - Return address (supplier)
  - Belimo recipient address
  - Belimo order number
  - Designation as sea or air freight (for international transport only)
  - Belimo article number, article text, delivered quantity, revision status per position
  - Number of pack pieces belonging to the consignment
  - Weights of the shipping units
  - Dimensions of the shipping units
  - For partial deliveries, the appropriate information must be noted on the delivery slip and on the invoice
- The **commercial invoice** must also feature the following details:
  - Total value of the consignment
  - Individual price per position
  - Customs tariff number (HTS Code) or US Import Code
  - Abbreviation of the country of origin per position (if applicable)
  - Declaration of origin (according to Annex to Chapter III)

## Declarations / Goods origin certificates

- Additional supporting documents (e.g. UL specification, test report, inspection control, etc.) are to be attached to the delivery slip with each consignment, if requested in the order
- Dangerous goods Documents must always be enclosed if they are required

## Delivery address

- The delivery address stated on the Belimo order must be observed
- Costs incurred due to non-compliance will be charged to the supplier

## 2 Quality requirements for packaging

When determining the packaging, both for a reusable and a disposable design, care must be taken that the goods are protected, without any protrusions on the load carriers (e.g. a pallet), from negative influences, such as damage, pollution and environmental influences in a compact, secure transport unit. Possible corrosion must be excluded by the packaging and electrostatic charging must be prevented. In addition, shipping units, containers and product packaging must be storable, stackable, and the load carriers suitable for roller conveyors.

Since the origins of transport damage often lie in insufficient marking (stamps) and defective packaging, packaging must always be tailored to the respective product's sensitivity, the transport load, and the distribution channel.

Individual containers must not weigh any more than 10 kg. Shipping units consisting of several containers weighing 31.5 kg or more must also be delivered on a load carrier (e.g. a pallet) accessible to a fork lift.

Belimo differentiates between the following packaging types:

1. Material / product packaging (smallest packaging unit)
2. Container packaging / multi-packs (contains several product packaging units)
3. Transport packaging, including load carrier



### Summary of packaging requirements

- Suitable transport and product packaging
- Solid fastening of the goods on the defined load carrier with a stable closure
- Proper labelling / marking according to Belimo requirements
- Optimization of packaging with regard to distribution channel, transport load and product sensitivity with adapted cushioning
- Protection from corrosion
- Prevention of electrostatic charging
- Use of recyclable materials
- Products must always be delivered in the same product and container packaging
- Products must always be delivered on the same load carrier. The height of the shipping unit must not exceed a defined maximum height per article
- Disposable packaging must be limited to a minimum

## 2.1 Load carriers

Load carriers must fulfil the following requirements so that they can be transported or stored by Belimo in the automated material flow system and high bay warehouse. Deviating loading aids are only permitted for the delivery of long goods and must be approved in writing by Belimo before first delivery.

### Euro pallets (120 x 80 cm or 47.2" x 31.5")

- Euro pallets (standardised according to UIC standard 435-2 and DIN 15146-2 or EN 13698-1) according to the EPAL provisions with the dimensions 120 x 80 x 14.4 cm must be in flawless condition and treated according to ISPM 15. Defective or damaged pallets (see Annex to Chapter I) must not be used
- The use of disposable pallets is not permitted



Examples of marking characteristics



### Plastic pallets (120 x 80 cm or 80 x 60 cm or 47.2" x 31.5" and 31.5" x 23.6")

- Plastic pallets specified by Belimo are to be favored over Euro wood pallets

120 x 80 cm plastic pallets:



Plastic half pallets:



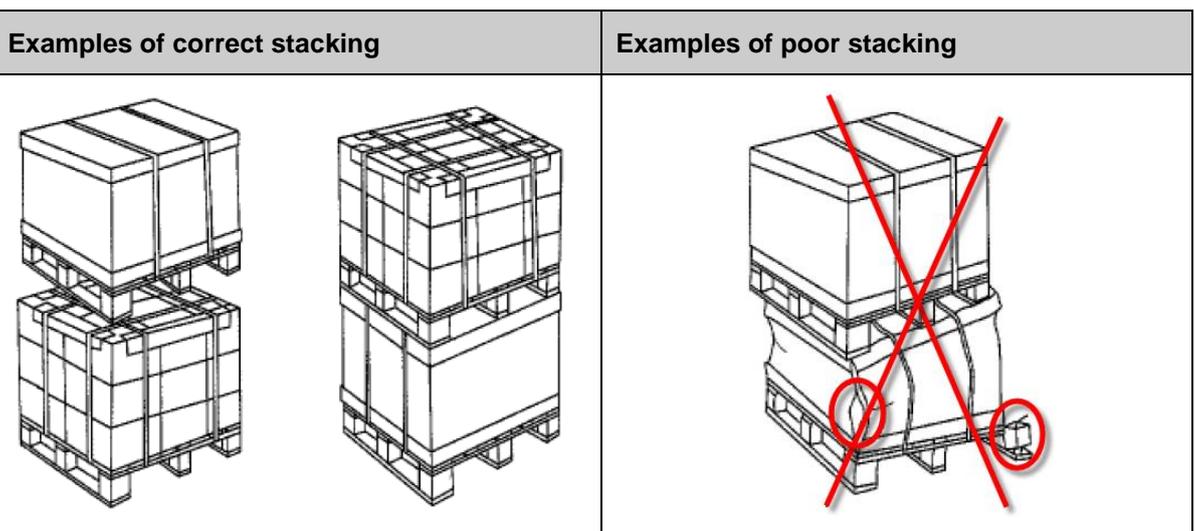
Requirement:

- Closed deck above runners (applies only to full pallets 120x80cm)
- Continuous runners

## 2.2 Stackability / Transport

### General requirements for stackability

- Shipping units must withstand double stacking, even during prolonged transport or in humid weather, without deformation or other damage
- If the goods are not stackable, then the corresponding shipping units must be provided with an appropriate warning (e.g. "do not double stack")
- When stacking containers within a shipping unit, the rule "heavy to light" applies. This means that heavy goods must be stowed below and light articles in the upper area of the shipping unit
- In order to be able to stack pallets according to the "heavy to light" logic, the total weight must be clearly legible on the shipping unit
- If possible, place the individual packages on the pallet in such a way that their labels are visible from the outside
- Sufficient delivery quantities must be combined into sorted and batch-specific loading units. If it is not possible to form complete loading units with small order quantities, consignments with different articles can be made on a mixed pallet (a sorted pallet comprises the same material, the same revision and the same order number)
- Unclassified pallets / containers must be clearly marked as such (e.g. "Mixed Pallet"). Articles are to be arranged in layers
- For unmixed pallets, no intermediate layers are allowed to be used
- Contour checks are performed in Belimo's automated material flow system. Therefore, all objects, foils, labels, tapes, covers, etc., which exceed the outer contours of the loading units are not permitted (see Chapter 3.1)
- Steel straps are not permitted as safety strapping



## 2.3 Package shipping

Courier shipments are usually subject to higher load requirements during transport than general cargo shipments, which is why the packaging must meet higher quality requirements. Therefore, the packaging of such consignments must correspond to the DIN ISO standard 222248.

## 2.4 Filling material

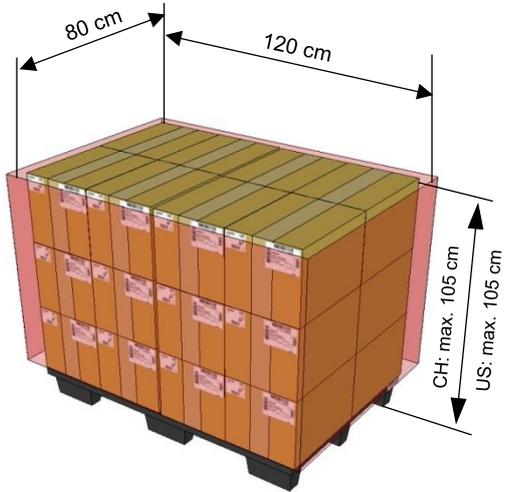
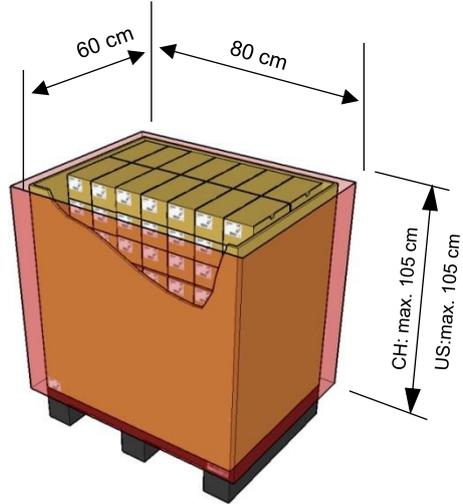
Requirement for filling material
<ul style="list-style-type: none"><li>• A high-quality filling material suitable for the intended purpose (e.g. cardboard, paper, foam or air pillows) must be used so that the contents are adequately protected against damage</li><li>• Chips or other similar products are to be avoided for ecological reasons</li><li>• Air pillows are unsuitable as cushioning material in product packages for sharp-edged and heavy goods</li></ul>

### 3 Packaging regulations

#### 3.1 Maximum dimensions of cartons / containers and palettes for all plants

Summary of dimensions of cartons / containers		
<ul style="list-style-type: none"> <li>Standard dimensions for cartons and containers: Belimo returnable boxes large</li> </ul>	<b>60 x 40 x 22 cm</b>	(L x W x H)
<ul style="list-style-type: none"> <li>Belimo returnable boxes small</li> </ul>	<b>40 x 30 x 22 cm</b>	(L x W x H)
<ul style="list-style-type: none"> <li>Maximum dimensions of cartons / containers:</li> </ul>	<b>60 x 40 x 28 cm</b>	(L x W x H)
<ul style="list-style-type: none"> <li>Maximum gross weight per carton / container:</li> </ul>	<b>10 kg</b>	(22 lbs)
<i>The standard dimensions are preferable for reasons of automation.</i>		

Delivered pallets must not have any protrusions on the load carrier. The following contours are the maximum permitted so that deliveries can be stored in the automated high bay warehouse.

Permissible dimensions of complete pallets (120 x 80 cm bzw. 49.6" x 33.8")	Permissible dimensions of half pallets (80 x 60 cm bzw. 33.1" x 25.2")
	

### 3.2 Dimensions and weights for deliveries to the EU & AP

Summary of pallet dimensions				
• Maximum dimensions	Complete pallets:	CH:	<b>120 x 80 cm</b>	(47.2" x 31.5")
	Half pallets:	CH:	<b>80 x 60 cm</b>	(31.5" x 23.6")
• Maximum pallet height (incl. load carrier): for CH and EU suppliers for all other suppliers (if no special individual approval granted)		CH:	<b>105 cm</b>	(41.3")
		CH:	<b>105 cm</b>	(41.3")
• Maximum gross weight	Complete pallets:	CH:	<b>760 kg</b>	(1'676 lbs)
	Half pallets:	CH:	<b>380 kg</b>	(838 lbs)

### 3.3 Dimensions and weights for deliveries to the US

Summary of pallet dimensions				
• Maximum dimensions	Complete pallets:	US:	<b>120 x 80 cm</b>	(47.2" x 31.5")
	Half pallets:	US:	<b>80 x 60 cm</b>	(31.5" x 23.6")
• Maximum pallet height (incl. load carrier): (if no special individual approval granted)		US:	<b>105 cm</b>	(41.3")
• Maximum gross weight	Complete pallets:	US:	<b>1'132 kg</b>	(2'500 lbs)
	Half pallets:	US:	<b>567 kg</b>	(1250 lbs)

### 3.4 Material / product packaging

Requirement for material / product packaging
<ul style="list-style-type: none"> <li>• Material / product packaging must be correctly sorted</li> <li>• Cartons / reusable containers must not be overfilled (e.g. by stuffing with filling material)</li> <li>• Proper labelling / lettering (see also Chapter 4)</li> </ul>

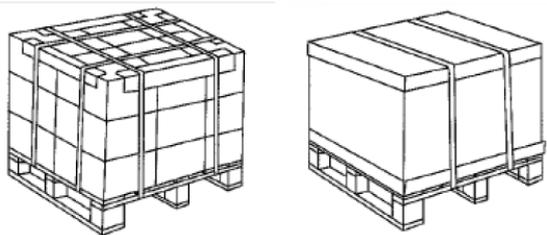
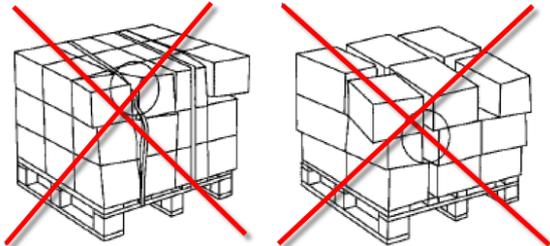
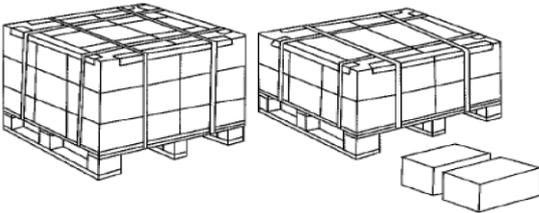
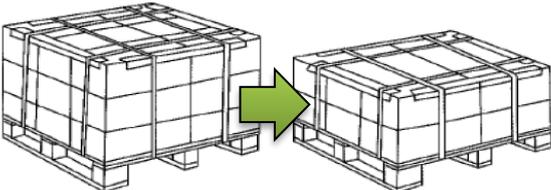
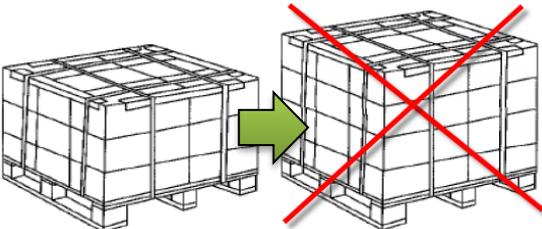
### 3.5 Shipping packaging

Shipping packaging must be designed for the distribution channel, the transport load and product sensitivity. As a result, sturdy materials can be dispatched without additional shipping packaging if the requirements of the shipping packaging are met by the product packaging and it is not a Belimo (so-called EXT article) commercial product.

Unless otherwise agreed, shipping packaging must not exceed the masses and weights defined in Chapter 3.1. If deliveries have to be repackaged as when, for example, the weight limits or dimensions have been exceeded, Belimo reserves the right to charge the incurred costs to the suppliers as a lump sum (according to Chapter 8).

### Requirements for shipping packaging

- Maximum contour dimensions (according to Chapter 3.1) must not be exceeded
- Corner reinforcements or cardboard layers should prevent straps from cutting into the shipping unit
- Empty spaces should be filled with a suitable filling material so that they can be stacked during transport (e.g. air pillows, empty boxes, etc.)
- A maximum height is to be determined per article. Lower heights (e.g. one layer less) are allowed, but higher dimensions (e.g. one layer more) are not.
- Transport packaging and load carriers must be firmly interconnected (e.g. by straps or foils)
- Proper labelling / lettering (see also Chapter 4)
- Optimizing of the packaging for the distribution channel, transport load and product sensitivity with adapted cushioning

Examples of correct shipping packaging	Examples of poor shipping packaging
	
	<p data-bbox="895 1218 1441 1279">Uneven surfaces and empty spaces are to be avoided</p> 
Examples of correct shipping packaging	Examples of poor shipping packaging
<p data-bbox="290 1637 847 1697">Dimensions smaller than standard dimensions are permissible</p> 	<p data-bbox="895 1637 1430 1697">Dimensions larger than standard dimensions are not permissible</p> 

## 4 Requirement for material marking

### Definition of labels

The **material / container label** is described in this chapter. It contains information on the contents of the container and is expanded with bar codes which are used by Belimo internal goods flow. It identifies parts that are made into products in a Belimo factory.

The **packaging label** is described in chapter 4.

It is a component from a parts list of a product and identifies ready-for-sale parts.

The **supplier's product label** is a label used by the supplier internally and is not further described here.

A packaging unit should be storable and labelled. For this, the material / container label must have the following information:

- Belimo order number
- Belimo article number
- Package Serial number
- Material Description
- Material revision status (not the drawing index)
- Quantity per packaging unit
- FIFO date (production or manufacturing date)
- "Made in [country]" Information if delivered to the USA  
(The name of a confederation (e.g. "Made in EU") must not be used)

### Material marking (material/container label)

- Each carton / container must be clearly marked / identifiable
- The supplier's product label is to be applied to cartons on the left upper edge. No additional product label is necessary for reusable containers.
- Only one material / container label from Belimo must be used per container / multi-pack
- Old labels must be removed from reusable boxes
- The material / container label from Belimo must be affixed to the upper right edge or, in the case of reusable plastic containers, to the adhesive surface provided for this purpose
- In case of reusable Belimo plastic boxes or Belimo reusable folding boxes, the material/container label must be attached to the white label provided for this purpose.



Illustration 1:  
Supplier folding box



Illustration 2:  
Belimo Plastic Box  
(reusable box)



Illustration 3:  
Belimo reusable folding box  
(reusable folding box)

### Material marking

- Material / container labels can be printed directly from the order via the supplier portal JAGGAER
- If you have any questions, please contact the Belimo procurement team
- Example of a material / container label (dimensions: 138 x 93 mm):



Label contains the following data:

- Belimo order number
- Belimo article number
- Package Serial number
- Material Description
- Material revision status (not the drawing index)
- Quantity per packaging unit
- FIFO date (production or manufacturing date)
- origin (obligatory for deliveries to Belimo US)

## 4.1 Direct deliveries by suppliers to customers of Belimo

Consignments sold by Belimo in the original packaging of the seller must correspond both visually and qualitatively to the Belimo packaging standard (see Annex to chapter IV).

## 5 Reusable containers / blisters

To guarantee optimal material logistics, standard reusable containers from Belimo should be used wherever possible and economically reasonable. Reusable containers / blisters are exchanged worldwide according to agreement.

The availability of reusable containers / blisters is the responsibility of the respective supplier.

### 5.1 Contact address

The following addresses can be contacted for ordering or exchanging reusable containers. These are ready for shipping 24 hours after the order.

#### Belimo Hinwil contact

- Attention:** Valid for EU suppliers only (Belimo plastic containers are available only to Swiss suppliers)
- Orders to be placed directly with the responsible purchasing manager

#### Belimo Danbury and Belimo Shanghai contact

- Please contact your local purchasing manager

## 6 Delivery / unloading

To guarantee an orderly delivery as well as a safe unloading, the following points are to be observed.

### 6.1 Delivery

#### Hours for goods acceptance

The opening hours are published on our homepage under the following link [https://www.belimo.com/en\\_US/about/belimo/supplier-relationship-management.html](https://www.belimo.com/en_US/about/belimo/supplier-relationship-management.html)

Limited hours before holidays (New Year, Christmas) are displayed early on orders.

#### Organization of goods acceptance

For registrations:

Telephone: +41 43 843 64 14

For questions:

E-Mail: [warenannahme@belimo.ch](mailto:warenannahme@belimo.ch)

Telefon: +41 43 843 64 00

- Suppliers who receive a time slot via the application are handled preferentially within this time window. If the allocated time window cannot be kept, this must be announced.
- Unloading ramps to be used are displayed to expected deliverers on an outdoor monitor
- For the unloading of vehicles, drivers must report at the goods entrance doors via the intercom system with the shipping documents.
- Packages up to 30 kg can be deposited, after notification, in the available package carts on Ramp No. 1

### 6.2 Unloading

Our incoming goods area is limited in space and cannot be used as a trans-shipment point for external general cargo shipments.

- Vehicles must be secured with a shim during unloading
- Discharge is only possible from the rear of vehicles
- Electric forklifts are only allowed to be operated with valid forklift driver's license and safety shoes
- At certain locations, truck drivers are authorized to operate Belimo's forklifts with the explicit permission of the responsible logistics group leader.
- Unloading from cars and vans with a forklift is not possible for safety reasons

## 7 Master data

In addition to the general purchasing data, warehouse-specific master data is required for each article in order to define the warehouse strategy. Specifically, the following details are required:

- Belimo article number
- External dimensions of the shipping unit, container and product packaging used
- Number of articles per shipping unit, container and product packaging

These data, and changes to these data, must be communicated to Belimo no less than 2 working days prior to delivery.

## 8 Measures in case of non compliance with delivery regulations

The supplier shall ensure that freight forwarders it has commissioned, only use vehicles which have sufficient means and possibilities for the goods to reach the place of delivery in proper condition.

Consignments that deviate from these packing instructions and must be re-palletted, restacked or re-packaged (this may also be the case with incorrect master data) will be charged to the supplier with a lump sum of CHF 200.

Excluded from this are air freight and defined sea freight deliveries without pallets and packaging approved by Belimo which deviates from this Directive.

### 8.1 Limits of liability

The supplier is obligated to provide adequate packaging protection and type of packaging even if the risks have been agreed otherwise than according to the international commercial clauses (Incoterms).

Belimo reserves the right to take recourse against the supplier in case of damage or loss if this is due to the lack of packaging or defective packaging, as the correct packaging is a secondary contractual obligation of the seller.

Packaging shall be considered deficient if it does not comply with the defined or especially agreed to quality requirements of Chapter 2. Deficient packaging is regarded by Belimo as a quality deficiency of the product.

## 9 Acknowledgment and agreement by suppliers

The supplier confirms the acceptance of these delivery instructions as long as it does not give notice of revocation to Belimo within 30 days after receipt.

Deviations from this delivery specification must be explicitly approved in writing by Belimo.

# **Attachment Global Delivery Instructions Version 3.0**

**BELIMO Automation AG  
BELIMO Automation (Shanghai) Co., Ltd.  
BELIMO Aircontrols (USA), Inc.**

---

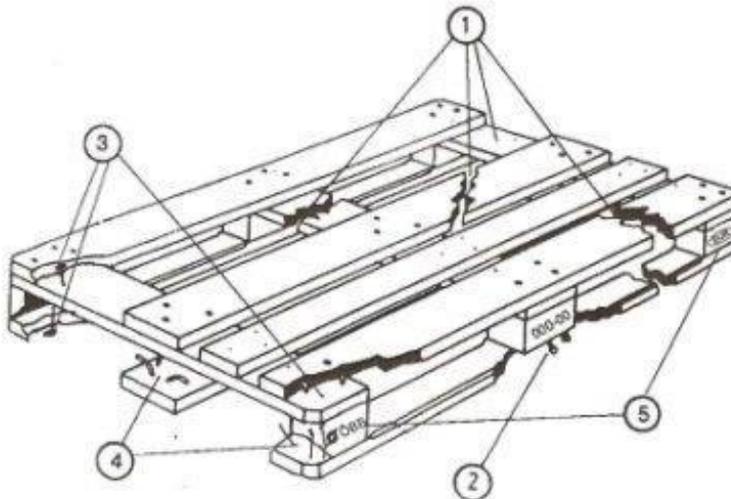
## I. Exclusion criteria for the exchange capability of EU pallets

Euro pallets are always exchanged by Belimo, unless otherwise agreed. The supplier undertakes that its freight forwarder will exchange loading equipment with Belimo. Should the exchange, for whatever reason, not be processed by the freight forwarder, the pallet credit expires. Belimo will not cover any costs for non-exchanged pallets.

Defective or deficient Euro pallets, as well as pallets that do not meet the marking criteria, will not be exchanged by Belimo.

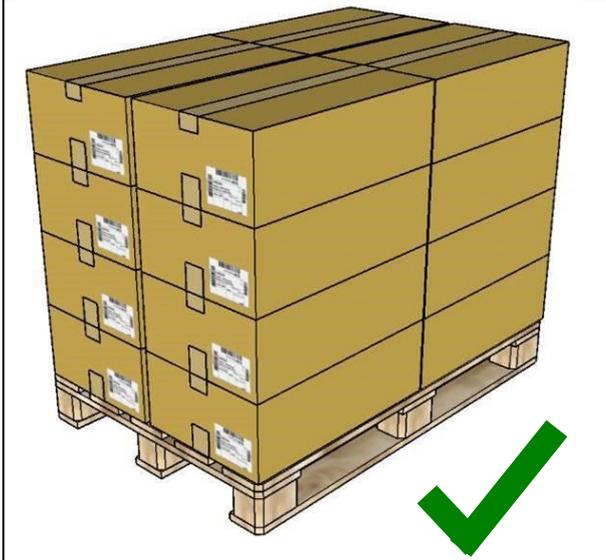
### Exclusion criteria for the exchange capability of Europallets

- 1) A board is missing or broken diagonally or transversely
- 2) An edge board (deck or floor board) is so chipped that more than one nail or screw shaft is visible
- 3) More than two marginal boards (deck or floor board) are so fragmented that a nail or screw shaft is visible on each one
- 4) A block is missing or so broken or chipped that more than one nail or screw shaft is visible
- 5) The essential markings are missing or illegible (at least one railway mark and one EUR mark must still be present)



## II. Exclusive criteria for Belimo material flow system

The following examples show which packaging deficiencies, in addition to the requirements defined in Chapter 2 and Chapter 3, can lead to complications in the Belimo material flow system. Above all, it should be taken into account that protrusions of wrapping films, strapping bands or, for example, cardboard inserts are not permissible since the automatic contour control cannot differentiate between solid and soft materials.

General requirements	
<ul style="list-style-type: none"> <li>• Packages must not exceed the maximum permissible dimensions (see chapter 3.1)</li> <li>• Load carriers must be in a qualitatively flawless condition (see Chapter 2.1)</li> <li>• Load carriers must comply with the defined dimensions (see Chapter 2.1 and Chapter 3.1)</li> <li>• The packaging geometry must not change during storage (e.g. due to a defective closure of the packaging)</li> </ul>	
Correctly packed shipments	Defectively packed shipments
	

### III. Origin information for deliveries

The preferential and non-preferential origin of goods must be given to Belimo with the commercial invoice. Changes in origin must be notified in writing.

For commercial articles, Belimo is obliged to provide a declaration of origin according to the following guidelines. For raw materials, the origin declaration is optional on invoicing, but must be available on demand, on a copy of the invoice.

Certificates of origin are required by Belimo for the following purposes:

- Application for certificates of origin and certification for the export of commercial articles
- For accumulation of imported semi-finished materials with semi-finished materials of Swiss origin
- Binding proof of origin of purchased articles during customs inspections

An indication of origin must have the required formality for the following countries / regions of origin and destination in order for the origin to be validly applied:

Country / region of dispatch	Goods recipient	Declaration of origin
European Union	Belimo Hinwil (Switzerland)	Pan-Euro-Med declaration of origin, according to chapter III.I
Consignments from countries with which Switzerland has a <a href="#">Free trade agreement</a>	Belimo Hinwil (Switzerland)	Pan-Euro-Med declaration of origin, according to chapter III.I
Switzerland	Belimo Hinwil (Switzerland)	Domestic supplier declaration, according to chapter III.II; or Swiss homologation, according to chapter III.III
Japan	Belimo Hinwil (Switzerland)	Japanese certificate of origin, according to chapter III.IV
Hong Kong, Singapore, Canada	Belimo Hinwil (Switzerland)	Pan-Euro-Med declaration of origin, according to chapter III.V
LDC countries according to GSP	Belimo Hinwil (Switzerland) Belimo Danbury (USA)	APS Form A declaration of origin, according to chapter III.VI
USMCA	Belimo Danbury (USA)	United States Mexico Canada Agreement, according to chapter IV.VII III.VII
China	Belimo Hinwil (Switzerland)	Certificate of Origin used for FTA between CHINA and Switzerland according to chapter <b>Fehler! Verweisquelle konnte nicht gefunden werden.</b>
USA	Belimo Danbury (USA)	No formal requirement for the indication of origin, according to chapter <b>Fehler! Verweisquelle konnte nicht gefunden werden.</b>

### III.I. Pan-Euro-Med declaration of origin

For consignments from the European Community, EFTA and Turkey to Switzerland, in accordance with regulation [946.32](#) and the procedural provisions of the Swiss free trade agreements [D30](#), if the value of the consignment is less than CHF 10,300 or EUR 6000, add the following wording to the invoice.

For consignments from the above countries which exceed these values, the declaration of origin must be carried out with a EUR.1 movement certificate (see [Joint provisions](#)).

The following wording must also be used for imports from countries with which both the European Union and Switzerland have a free trade agreement, provided that the shipment value does not exceed the goods value limits. Otherwise, the import must take place with a EUR-MED movement certificate.

Pan-Euro-Med origin information on the commercial invoice
<p><b>Type A German declaration of origin</b></p> <p>The exporter (Authorized Exporter, Authorization No. ...) of the goods to which this trade paper refers declares that these goods, unless otherwise indicated, are preferential ..... originating products.</p> <p>..... (Place and date)</p> <p>..... (Signature of the exporter and name of the signer in printed letters)</p>
<p><b>Declaration of origin in English, Type A</b></p> <p>The exporter of the products covered by this document (customs authorization No ...) declares that, except where otherwise clearly indicated, these products are of ... preferential origin.</p> <p>..... (Place and date)</p> <p>..... (Signature of the exporter to be indicated in clear script)</p>

In the absence of a legal basis, supplier declarations can not be used in the cross-border movement of goods between the European Community and Switzerland, which is why declarations of origin must always refer to a specific delivery (see [Information of the German authorities](#)).

### III.II. Supplier declaration in Switzerland (preferential)

Unless otherwise requested by Belimo, for shipments from Switzerland to the Belimo in Hinwil, according to the [Regulation 946.32 of 23. May 2012](#) on the issuing of certificates of origin (VAU), the following the wording must be included on the invoice, provided that the originating properties have been fulfilled within the meaning of the applicable free trade agreement so that the Swiss originating properties of Belimo can be used:

Supplier declarations with preferential origin status
<p>The undersigned declares that the certificates of origin for the goods listed in this document are ... and comply with the origin rules in the preferential commerce ....</p> <p>The undersigned declares the following:</p> <p><input type="checkbox"/> No cumulation applied</p> <p><input type="checkbox"/> Cumulation applied with ...</p> <p>Place and date ... Signature (optional) ...</p>

If the originating properties in terms of the free trade agreements for which the originating facts are to be disclosed by Belimo are not met, or if the origin could not be clearly determined, this must be stated as follows:

Supplier declarations without preferential origin status
<p>The undersigned declares that the goods listed in this document have the following properties ...</p> <p>Place and date ... Signature (optional) ...</p>

Supplier declarations without origin status
<p>Has no origin within the meaning of the free trade agreement.</p>

These declarations are not bound by any value limits of the consignment and are required by Belimo as proof of origin for domestically sourced and semi-finished products.

General supplier declarations for goods with origin statuses within the meaning of the free trade agreements (long-term supplier declaration) with a validity of a maximum of 1 year can be delivered to Belimo in letter form if no certificate of origin can be created which refers to a specific delivery.

### III.III. **Swiss homologation (not preferential)**

For the reshipment of supplies from Swiss suppliers to countries with which Switzerland has no free trade agreement, the following declaration must be indicated on the commercial invoice for Swiss goods in accordance with [Article 11 VUB](#) (Regulation SR 946.311; AS 2008 is applicable) or the [WBF Regulation](#), if required by Belimo:

<b>Domestic certification text on supplier's commercial invoice</b>
<p>The goods to which this commercial document refers are of Swiss origin in accordance with the provisions of Articles 9-16 of the Ordinance of 9 April 2008 on the certification of the non-preferential origin of goods (VUB) and the Ordinance of the WBF of 9 April 2008 on the certification of the non-preferential origin of goods (VUB-WBF).</p> <p><input type="checkbox"/> The goods were produced in-house.</p> <p><input type="checkbox"/> The goods were manufactured at (company, address, place):</p> <p>.....</p> <p>The creator of this declaration of origin has taken note of the fact that an incorrect indication of origin within the meaning of Article 9 et seq. VUB and Article 2 et seq. VUB-WBF shall result in administrative measures and is punishable by criminal law.</p> <p>Place, date, company, signature</p> <p>.....</p>

This declaration is not bound to any value limits of the consignment and is exclusively required for the application to a non-preferential [Certificate of origin](#) of the chamber of commerce (e.g. in the case of export to India). For consignments with a value of less than CHF 1000 per supplier position, [No proof of origin](#) is required instead.

### III.IV. **Japanese certificate of origin for import into Switzerland**

Since the entry into force of the [Free trade agreement](#) between Switzerland and Japan, preferential goods that meet the Preferential Guidelines can be imported duty-free into Switzerland using a Japanese certificate of origin. In the case of an approved exporter, a certificate of origin on the invoice corresponding to that of the Pan-Euro-Med declaration of origin is sufficient. The Japanese declaration of origin is not dependent on value, but must rather be approved by the competent office during export (see [Circular on the free trade agreement between Switzerland and Japan](#)).

### III.V. **Certificate of origin form Hong Kong and Singapore for import into Switzerland**

Since the entering into force of the [Free trade agreement](#) between the [Switzerland and Hong Kong](#) as well as between the [Switzerland and Singapore](#), preferential goods which fulfil the respective preference guidelines can be preferentially imported with a certificate of origin on the invoice [according to the Pan-Euro-Med wording](#) by authorised exporters without [value limitation](#).

### III.VI. **Formular A Certificate of origin according to GSP and LDC countries**

Switzerland vouchsafes for original goods from [Developing countries](#) in accordance with the generalised preference system (GSP), dependent on the HTS code, with partial tariff concessions (duty-free or reduced tariff rates) on import according to the origin regulation [SR 946.39](#) and [SR 632.911](#). In order to benefit from these one-way tariff preferences when importing to Switzerland, either a correspondingly certified proof of origin according to [Form A](#) must be submitted or, in the case of a consignment value of less than CHF 10,300, the following declaration of origin must be visible on the invoice.

Form A declaration of origin on the invoice
<p>The exporter of the products covered by this document (customs authorization No ... ) declares that, except where otherwise clearly indicated, these products are of preferential ... origin according to the rules of origin of the Generalized System of Preferences of Switzerland.</p>

Developing countries are also allowed to accumulate semi-finished materials from the European Union, Switzerland and some other countries and federations in their value percentage (see [General preference system APS](#)). On the other hand, a [Accumulation of imported semi-finished materials from APS countries](#) with semi-finished materials of Swiss origin in order to achieve a preferential Swiss origin is not permitted.

### III.VII. **USMCA (United States Mexico Canada Agreement)**

An invoice must be included with a [USMCA Agreement](#) when crossing the border if the value of the goods does not exceed [USD 2500](#) and the origin conditions are fulfilled. On the other hand, for consignments with a lower value of the goods, the following declaration of origin on the invoice is sufficient:

USMCA "Low value" Origin Statement
<p>I certify that the goods referenced in this invoice/sales contract originate under the rules of origin specified for these goods in the United States Mexico Canada Agreement (USMCA), and that further production or any other operation outside the territories of the Parties has not occurred subsequent to production in the territories.</p> <p>Name: _____</p> <p>Title: _____</p> <p>Company: _____</p> <p>Date: _____</p> <p>Phone: _____ Fax: _____</p> <p>I am <input type="checkbox"/> the Exporter of the goods or <input type="checkbox"/> Producer of the goods</p> <p>Signature: _____</p>

### III.VIII. **Switzerland – China declaration of origin**

"Serial-No. ....

The exporter of the products covered by this document (registration No. ) declares that, except where otherwise clearly indicated, these products are of Swiss (indicated on column PREF [=X]) preferential origin according to the China-Switzerland FTA.

This exporter is legally responsible for the truthfulness and authenticity of what is declared above.

For all FCL shipments: Transfer from Hinwil to ..... (Port) and ship to Shanghai

For all LCL shipments: Transfer from Hinwil to ..... (Port) and ship to Shanghai

Swiss export customs declaration number

### III.IX. China – Switzerland declaration of origin

CERTIFICATE OF ORIGIN						
1. Exporter (Name, full address, country)		No. 000.000  Certificate of Origin used in FTA between CHINA and SWITZERLAND  See notes overleaf before completing this form				
2. Consignee (Name, full address, country)						
3. Transport details (as far as known) Departure Date Vessel / Flight/ Train/ Vehicle No. Port of loading Port of discharge		4. Remarks				
5. Item number (Max 20)	6. Marks and numbers	7. Number and kind of packages; Description of goods	8. HS code (Six digit code)	9. Origin criterion	10. Gross mass (kg) or other measure (liters, m <sup>3</sup> , etc.)	11. Invoices (Number and date)
12. ENDORSEMENT BY THE AUTHORISED BODY  It is hereby certified, on the basis of control carried out, that the declaration of the exporter is correct.  ..... Place and date, signature and stamp of authorised body			13. DECLARATION BY THE EXPORTER  The undersigned hereby declares that the details and statement above are correct, that all the goods were produced in  ..... (country) and that they comply with the origin requirements specified in the FTA for the goods exported to  .....(Importing country).  ..... Place and date, signature of authorised signatory			

### III.X. Origin information for other countries

For origin information from other countries which can not claim preferential origin when importing into Switzerland, there is no formal requirement. The country of origin of the respective delivery item, however, must be communicated to Belimo on the invoice.

## IV. Packaging requirements for EXT article /commercial articles

Commercial articles or so-called EXT products which are distributed by Belimo in the supplier's original packaging or sent directly by suppliers to Belimo's customers must also visually and qualitatively meet Belimo's packaging requirements below.

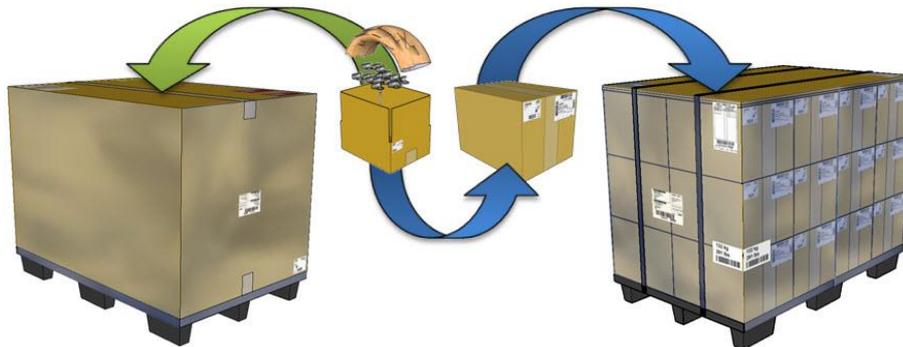
## IV.1. Quality requirements for packaging

The product packaging of commercial articles is considered to be part of the product and must therefore be protected against environmental influences and transport wear. For this purpose, products are to be shipped in an additional transport packaging.

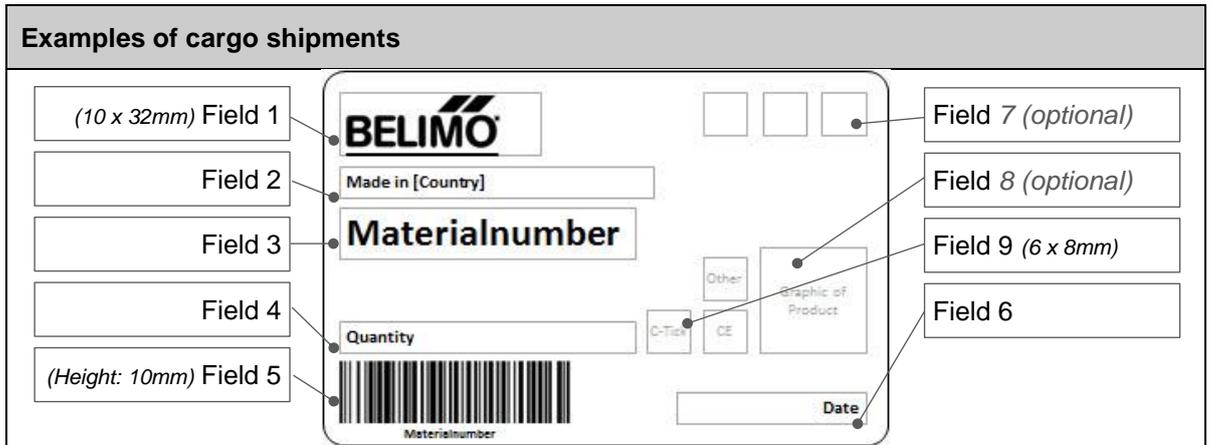
### Examples of express shipments



### Examples of cargo shipments



## IV.II. EXT packaging label specification



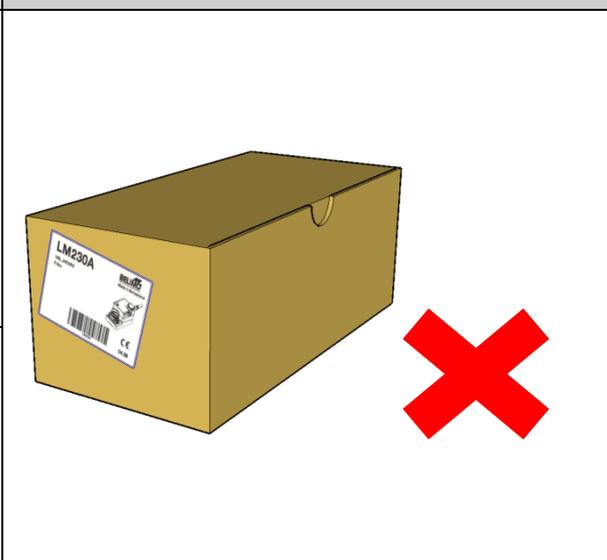
Specification			
• Label dimensions:		90 x 60 mm	(3.5" x 2.5")
• Colour:		White with black print	
• Quality:		Paper	
• <b>Font / size</b>			
- Belimo logo:	(Field 1):	Helvetica Bold or Arial / 18	(mandatory field)
- Origin information	(Field 2):	Helvetica Bold or Arial / 18	(mandatory field)
- Material number:	(Field 3):	Helvetica Bold or Arial / 8	(mandatory field)
- Piece count:	(Field 4):	Helvetica Bold or Arial / 8	(mandatory field)
(No information is necessary for a piece count of 1)			
• <b>Barcode</b>	(Field 5)		(mandatory field)
- Type:		Code 128C	
- Belimo material number:		Maximum of 18 characters	
• <b>Date</b> (sales date)	(Field 6)	YYYY – MM - DD	(mandatory field)
		(Year - Month - Day)	
• <i>Image of the enclosed material:</i>	(Field 7):	.....	(Optional)
• <i>Image of the product:</i>	(Field 8):	.....	(Optional)
• <b>Logo of the certification:</b>	(Field 9):	Each 6 x 8 mm	(mandatory field)



### IV.III. Requirements for the marking

#### IV.III.I. Marking of material / product packaging

General requirements
<ul style="list-style-type: none"> <li>The packaging label must be placed on the front on the top left, 4 mm from the edge</li> <li>Hazardous material markings must be placed on the front on the bottom right, 4 mm from the edge (see Annex to chapter V)</li> <li>Other warnings must be placed on the front on the bottom left, 4 mm from the edge</li> <li>Loose and/or unlabeled materials (without material or container labels) must not be enclosed with the shipping packaging</li> </ul>

Correct labelling	Poor labelling
	
	

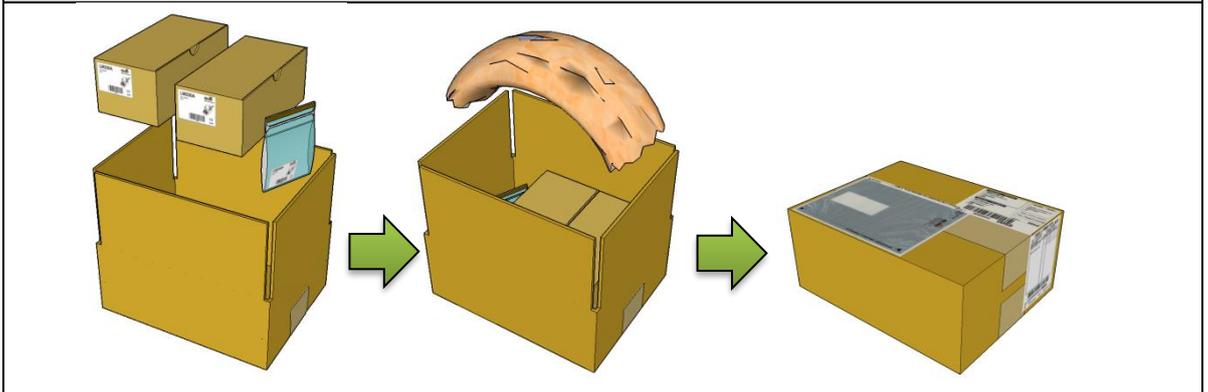
Labels	Quantity	Positions
	1 piece per box	Front side, upper left. However, this may differ for small packages. Distance from the edge is 4 mm each time (see illustration).

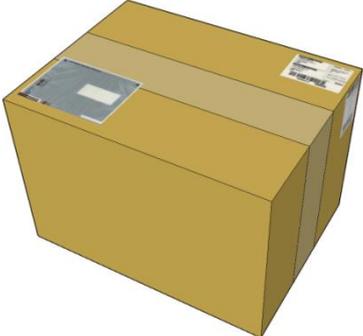
#### IV.III.II. Marking of transport packaging for express shipments

##### General requirements

- The consignee must be noted on each package with first and last name
- The delivery note and the accompanying documents and labels must be affixed to the load carrier in a clearly visible and protected manner. The documents must not be applied over an edge or beneath adhesive tape
- The container label must be placed on the top right, 4 mm from the edge
- Hazardous material markings must be placed on the front on the bottom right, 4 mm from the edge
- Other warnings must be placed on the bottom left side of the front, 4 mm from the edge
- Non-homogeneous containers must be clearly marked as such (e.g., with a content label)
- Packets shipped by an express service (e.g. DPD) must be provided with the respective label
- Loose and/or unlabeled materials (without material or container labels) must not be enclosed with the shipping packaging

##### Packaging example for express shipments



Examples of corrected labelled express shipments	
 	<p>For smaller packets, the labels are to be applied as follows:</p> <ul style="list-style-type: none"> <li>• Delivery slip pocket: top</li> <li>• Container label: on the side top right</li> <li>• Content label: front top right</li> </ul>
   	<p>For medium to large packets, the labels are to be applied as follows:</p> <ul style="list-style-type: none"> <li>• Delivery slip pocket: top bottom left</li> <li>• Container label: top top right</li> <li>• Content label: front top right</li> </ul>
 	<p>Labels are to be applied to packets as follows:</p> <ul style="list-style-type: none"> <li>• Delivery slip pocket: top bottom left</li> <li>• Container label: top top right</li> <li>• Content label: front top right</li> <li>• Express service label below the container label</li> <li>• Express label above the delivery slip pocket</li> <li>• Warning instructions: On each side</li> </ul>

Labels	Quantity	Positions
Delivery slip pocket 	1 piece per box	The delivery slip pocket (type is not prescribed) is applied to the lower left packet corner, distance from the edge 4 mm in each case (see illustration).
Shipping label 	1 piece per box	On the top, upper right. For smaller packets, this may vary, however. Distance from the edge is 4 mm each time (see illustration).
Content label 	1 piece per box	On the right front, above the container label, distance from the edge 4 mm in each case (see illustration).
DPD label 	1 piece per box	On the top of the packet, top left, distance from the edge 4 mm in each case (see illustration)
Express / <b>Express delivery</b> 	1 piece per box	The express label is applied to the delivery slip pocket (see illustration)
>20 kg / Fragile 	5 pieces per box	>20 kg label is applied to all package pieces that are heavier than 20 kg. The label is applied to all 5 "visible" sides, each one at the bottom right (see illustration). The label "Fragile" is applied to package pieces with fragile contents. The label is applied to all 5 "visible" sides, each one at the bottom right (see illustration).

### IV.III.III. Marking of transport packaging for general freight shipments

General requirements
<ul style="list-style-type: none"> <li>• The delivery note and the accompanying documents and labels must be affixed to the load carrier in a clearly visible and protected manner. The documents must not be applied over an edge or beneath adhesive tape</li> <li>• The packaging label (for homogeneous deliveries) is to be applied to the bottom left with a 4 mm distance from the edge.</li> <li>• The container label is to be applied to the front, in the middle</li> <li>• Hazardous goods markings are to be applied on the front, to the bottom right, 4mm from the edge</li> <li>• Other warnings must be placed on the front at the bottom left, 4 mm from the edge</li> <li>• Non-homogeneous containers must be clearly labelled as such with a marking at the top right, 4 mm from the edge (e.g. with a content label or "mixed pallet").</li> <li>• Loose and/or unlabeled materials (without material or container labels) must not be enclosed with the shipping packaging</li> </ul>



Labels	Quantity	Positions
Delivery slip pocket 	1 piece per pallet	The delivery slip pocket (type is not prescribed) is to be applied on the top at the bottom left corner, with a distance of 4 mm to the edge
Verpackungs-etikette 	1 piece per box	On the front, bottom left with a distance of 4 mm from the edge

Labels	Quantity	Positions
<p>Shipping label</p> 	<p>2 pieces per pallet</p>	<p>On the top, at the top right with a distance of 4 mm from the edge, and in the middle on the front</p>
<p>Content label</p> 	<p>1 piece per pallet</p>	<p>On the front, at the top right, with a distance of 4 mm from the edge</p>
<p>Weight label</p> 	<p>1 piece per pallet</p>	<p>The weight label is adhered to the front at the left lower edge. But it is also permissible to place the weight information by hand on the pallet</p>
<p>Do not double stack</p> 	<p>1 piece per pallet</p>	<p>This label is to be applied to the top, at the top left</p>
<p>Mixed pallet</p> 	<p>1 piece per pallet</p>	<p>Such a label can be applied in place of the content label at the top right corners, 4 mm from the edge</p>

## V. Hazardous goods markings

Goods containing hazardous substances require a special, legally prescribed marking and labelling on the product and shipping packaging. Likewise, such consignments may be subject to a hazardous goods upper limit (in litres, grams, etc.) per package piece which must not be exceeded.

- The marking type is determined by the respective hazardous goods class and classification
- All labels must be applied **above** the adhesive tape

General requirements
<ul style="list-style-type: none"> <li>• Hazardous goods must be shipped on plastic pallets (no wood pallets)</li> <li>• The permitted quantity restrictions must be followed</li> <li>• Additional necessary documents must be signed by the responsible employees</li> <li>• All labels must be visible from the outside</li> </ul>

### V.I. Labelling according to UN 3091

UN 3091: Additional hazardous goods markings

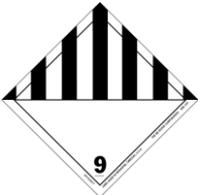
 

Label	Quantity	Positions
Hazardous goods label 	1 piece per box	On the front at the bottom right, distance to the edges or other labels 4 mm in each case (see illustration)

## V.II. Labelling according to UN3363

### UN 3363: Additional hazardous goods marking



Labels	Quantity	Positions
Hazardous goods label 	1 piece per box	On the front at the bottom right, distance to the edges or other labels 4 mm in each case (see illustration)
Double arrow 	2 pieces per box	On both sides, at the bottom left and bottom right, distance from the edge of 4 mm in each case (see illustration)
UN No. & Net Qty <div style="border: 1px solid black; padding: 2px; width: fit-content;">             UN 3363              Dangerous goods in apparatus           </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 2px;">             Net Qty 0.03 L           </div>	1 piece per box	Front side, lower left, above the packaging label, distance from the edge and the packaging label is 4 mm in each case (see illustration)