

# Attachment

## Global Purchasing Delivery Standards

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**Company:** BELIMO Automation AG

**Item:** Packaging and Labeling Policy  
Global purchasing delivery standards

Responsible	Belimo Procurement and Customizing & Distribution
Changes	Changes have to be discussed with the Head of Global Sourcing and Head of Customizing & Distribution

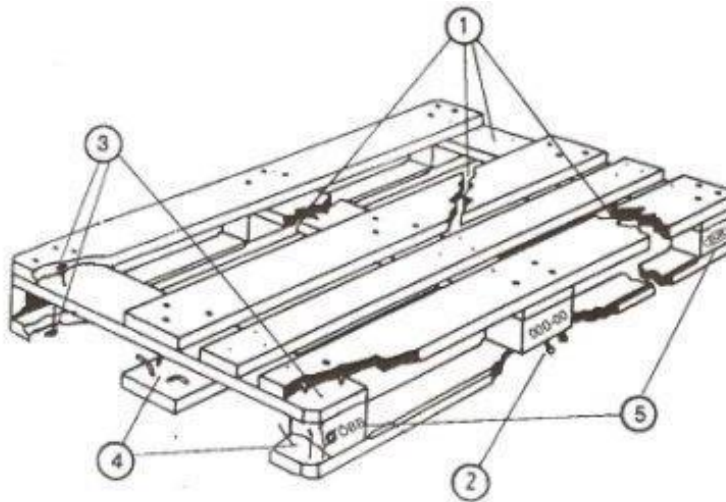
## I Exclusion Criteria for the Exchangeability of EU Pallets

In principle, europallets are exchanged by Belimo, provided no other agreement has been made. The supplier is bound to ensure that the forwarder assigned by him exchanges the loading aids with Belimo. If the forwarder - for whatever reasons - fails to carry out the exchange, the supplier bears the costs for a separate return.

However, Belimo will not exchange damaged or deficient europallets nor pallets which do not meet the labeling criteria.

### Exclusion criteria for the exchangeability of europallets

- 1) A Board is missing or is transversely or diagonally broken
- 2) An edge board (top board or bottom board) is splintered to such an extent that more than one nail or screw shank is visible
- 3) More than two edge boards (top board or bottom board) are splintered to such an extent that a nail or screw shank is visible
- 4) A log is missing, broken or splintered to such an extent that more than one nail or screw shank is visible
- 5) The essential marks are missing or illegible (at least one railway and one EUR marking must still be in place)



## II Exclusion Criteria for the Belimo Material Flow System

The following examples illustrate which packaging deficiencies, in addition to the requirements defined in Chapter 2.1 and Chapter 3.1 Dimensions and Weight, can lead to complications in Belimo's material flow system. Especially, it has to be taken into consideration that neither projections of shrink foils, strapping tapes nor for example cardboard inserts are permissible, since in case of an automatic contour control it is not possible to distinguish between solid and soft materials.

### General requirements

- Packages may not exceed the maximum permissible dimensions (see Chapter 3.1)
- The loading equipment must in terms of quality be in a perfect condition (see Chapter 2.1)
- The loading equipment must be in accordance with the defined dimensions (see Chapter 2.1 and Chapter 3.1)
- The packaging geometry may not change during storage (e.g. as the result of bad packaging closures)

Properly packed shipments	Poorly packed shipments
 <p>A pallet of properly packed cardboard boxes, neatly stacked and secured with a green checkmark.</p>	 <p>A pallet of poorly packed cardboard boxes, with several boxes damaged or missing, indicated by red circles and a red X.</p>

### III Complaint Form

Date: \_\_\_\_\_

CC: \_\_\_\_\_

#### Logistics Complaint L\_ xxx/yyyy

Material Number	Description		Agent
Delivery Note No.	Order Number	Delivery date	Delivery Quantity

Dear Sirs,  
the above mentioned delivery differs in the following points from the Belimo Delivery Regulations:

**Complaint / Description:**

- Exceeding dimensional and weight tolerance
- Bad palletization / stacking
- Poor packaging quality
- Incorrect or missing labeling
- Missing or incorrect master data (e.g. different quantities, dimensions)
- Damaged loading equipment
- Other

**Measures:**

- Return for rework
- One-time deviation permit
- Goods rearranged onto other pallet(s), restacked or repacked by Belimo
- Other

## IV Origin Specifications for Shipments

The preferential and non-preferential origin of a product must be declared to Belimo together with the commercial invoice. Changes of origin must be announced in writing.

For commercial articles a declaration of origin in accordance with the following guidelines must be submitted to Belimo. For raw materials the declaration of origin is optional at the time of billing, however, upon request it must be ready for retroactive submission on an invoice copy.

Belimo requires certificates of origin for the following purposes:

- Application for certificates and verification of origin for the export of commercial articles
- For the accumulation of imported primary materials with primary materials of Swiss origin
- Binding proof of origin for purchase items in case of customs inspections

In order that the origin can be applied legally valid the origin specification must contain the required formality in connection with the following countries of origin and destination:

Country of dispatch / region	Consignee	Declaration of origin
European Union	Belimo Hinwil (Switzerland)	Pan-Euro-Med Declaration of Origin, according to Chapter IV.I
Shipments 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 IV.I
Switzerland	Belimo Hinwil (Switzerland)	Supplier's Declaration in home country, according to Chapter IV.II; or Swiss Domestic Certificate of Origin, according to Chapter IV.III
Japan	Belimo Hinwil (Switzerland)	Japanese Certificate of Origin, according to Chapter IV.IV
Hong Kong, Singapore, Canada	Belimo Hinwil (Switzerland)	Pan-Euro-Med Declaration of Origin, according to Chapter IV.V
LDC countries according to GSP	Belimo Hinwil (Switzerland) Belimo Danbury (USA)	GSP Form A Declaration of Origin, according to Chapter IV.VI
NAFTA (Canada, Mexico)	Belimo Danbury (USA)	NAFTA Certificate of Origin, according to Chapter IV.VII
China, USA,...	Belimo Hinwil (Switzerland) Belimo Danbury (USA)	No formal requirement for origin specification, according to Chapter IV.VIII

### IV.I Pan-Euro-Med Declaration of Origin

Pursuant to Ordinance [946.32](#) and the procedural provisions of the Swiss free trade agreements [D30](#) for shipments originating in the European Community, EFTA and Turkey with destination Switzerland the following wording must be added to the invoice in case the shipment value is less than CHF 10'300 or EUR 6'000.

For shipments originating in the above listed countries which exceed this merchandise value the Declaration of Origin must be submitted in the form of a EUR 1 Movement Certificate (see [joint provisions](#)).

The following wording is also to be used for the import from countries with which both the European Union and Switzerland have a free trade agreement, provided the shipment value does not exceed the limit of the merchandise value. Apart from that the import must be effected by means of a EUR-MED Movement Certificate.

Pan-Euro-Med origin specification on the commercial invoice
<p><b>Ursprungserklärung Deutsch Typ A</b></p> <p>Der Ausführer (Ermächtigter Ausführer; Bewilligungs-Nr. ...) der Waren, auf die sich dieses Handelspapier bezieht, erklärt, dass diese Waren, soweit nicht anders angegeben, präferenzbegünstigte ..... Ursprungswaren sind.</p> <p style="text-align: right;">..... (Ort und Datum)</p> <p style="text-align: center;">..... (Unterschrift des Ausführers und Name des Unterzeichners in Druckschrift)</p>
<p><b>Ursprungserklärung Englisch Typ 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 style="text-align: right;">..... (Place and date)</p> <p style="text-align: center;">..... (Signature of the exporter to be indicated in clear script)</p>

In the absence of a legal basis supplier's declarations cannot be used in the cross-border trade between the European Community and Switzerland, which is why declarations of origin must always relate to a specific consignment (see [Information of the German authorities](#)).

## IV.II Supplier's Declaration in Home Country (Preferential Origin)

Unless otherwise required by Belimo, pursuant to [Ordinance 946.32 from May 23<sup>rd</sup> 2012](#) on the Issuance of Certificates of Origin (VAU = Ordinance pertaining to the Issuance of Certificates of Origin) for shipments from Switzerland to Belimo in Hinwil, the following wording must be added to the invoice. All provided that the originating status requirements in terms of the applicable free trade agreement have been fulfilled in order that Belimo can apply the Swiss originating status ([German customs declarations](#)):

Supplier's declarations with preferential originating status
<p>I, the undersigned, declare that the goods listed on this document ... originate in ... and satisfy the rules of origin governing preferential trade with ....</p> <p>I declare that:</p> <p><input type="checkbox"/> Cumulation applied with ... (name of the country/countries)</p> <p><input type="checkbox"/> No Cumulation applied</p> <p>Place and date ...</p> <p>Signature (optional) ...</p>

If the originating status requirements in terms of the free trade agreements for which Belimo is supposed to relay the origin-relevant facts are not fulfilled or if the origin could not be clearly determined this has to be stated as follows:

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

Supplier's declarations without originating status
<p>Having no origin in terms of the free trade agreements.</p>

These declarations are not tied to any value-based limits of the goods and are required by Belimo as certificate of origin for domestically purchased products and primary materials.

General supplier's declarations for goods with originating status in terms of the free trade agreements (long-term supplier declaration) with a maximum validity of 1 year can be delivered to Belimo in form of a letter provided no certificate of origin based on a specific consignment can be produced.

### IV.III Swiss Domestic Certificate of Origin (non-preferential)

Pursuant to [Article 11 VUB](#) (VUB = Ordinance on the Certification of the Non-Preferential Origin of Goods) (of Ordinance SR 946.31; AS 2008) resp. the Swiss [ordinance of the FDEA](#), and if required by Belimo, for the reshipment of consignments from Swiss suppliers in countries with which Switzerland has no free trade agreement the following declaration must be made on the commercial invoice for Swiss goods:

Domestic certificate of origin text on supplier's commercial invoice
<p>The goods to which this commercial document relates 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 (OCG) and the Ordinance of the FDEA of 9 April 2008 on the Certification of the Non-Preferential Origin of Goods (OCG-FDEA).</p> <p><input type="checkbox"/> The goods were manufactured in our own plant.</p> <p><input type="checkbox"/> he goods were manufactured by (company, address, place):</p> <p>.....</p> <p>The individual or business making this declaration of origin is aware that improper indication of origin within the meaning of Articles 9 et seq. of the OCG and Articles 2 et seq. of the OCG-FDEA may lead to administrative sanctions and prosecution.</p> <p>Place, date, company, signature</p> <p>.....</p>

This declaration is not tied to any value-based limit of the consignment and is solely required for the application for a non-preferential [Verification of Origin](#) by the Board of Trade (e.g. for export to India). For consignments with a merchandise value less than CHF 1'000 per delivery item however [no Certificate of Origin](#) is required.



## IV.IV Japanese Certificate of Origin for Import into Switzerland

Since the coming into effect of the [free trade agreement](#) between Switzerland and Japan preferential goods which comply with the preferential origin rules can be imported into Switzerland customs-free with a Japanese Certificate of Origin. For authorized exporters a Declaration of Origin on the invoice which in wording corresponds with the one of the Pan-Euro-Med Declaration of Origin is sufficient. The Japanese Declaration of Origin is not value-based, for export it must however be signed by the competent authority (see [circular concerning the free trade agreement between Switzerland and Japan](#)).

## IV.V Certificate of Origin for Hong Kong and Singapore for Import into Switzerland

Since the coming into effect of the [free trade agreement](#) between [Switzerland and Hong Kong](#) and between [Switzerland and Singapore](#) preferential goods which comply with the preferential origin rules and a Certificate of Origin on the invoice which is [in accordance with the Pan-Euro-Med wording](#) can be imported preferentially without a [value-based limitation](#).

## IV.VI Form A Certificate of Origin for GSP und LDC Countries

For originating goods from [developing countries](#) Switzerland grants in accordance with the Generalized System of Preferences (GSP), dependent on the HTS Code, for import in some cases duty benefits (duty free or reduced customs duties) pursuant to the Ordinance on Rules of Origin [SR 946.39](#) and [SR 632.911](#). In order to be able to profit from these unilateral tariff preferences when importing goods into Switzerland either a certified Certificate of Origin according to [Form A](#) must be provided or in case of a shipment value less than CHF 10'300 the following Declaration of Origin must be shown on the invoice:

### Form A Declaration of Origin on the invoice

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.

Besides, developing countries are allowed to accumulate to their value primary materials from the European Union, Switzerland and some other countries and confederations (see [Generalized System of Preferences GSP](#)). An [Accumulation of imported primary materials from GSP countries](#) with primary materials of Swiss origin to achieve a preferential Swiss origin however is not permitted.



## IV.VII NAFTA Origin Certificate (from Canada and Mexico)

A [NAFTA Certificate of Origin Form 434](#) must be enclosed with the invoice for cross-border trade if the merchandise value does not exceed **USD 2'500** and the origin rules have been fulfilled. For shipments with a lesser merchandise value however the following Declaration of Origin on the invoice will do:

NAFTA "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 North American Free Trade Agreement (NAFTA), and that further production or any other operation outside the territories of the Parties has not occurred subsequent to production in the territories.</p>	
Name:	_____
Title:	_____
Company:	_____
Date:	_____
Phone:	_____ Fax: _____
I am	<input type="checkbox"/> the Exporter of the goods or <input type="checkbox"/> Producer of the goods
Signature:	_____

## IV.VIII Origin Specification of Other Countries

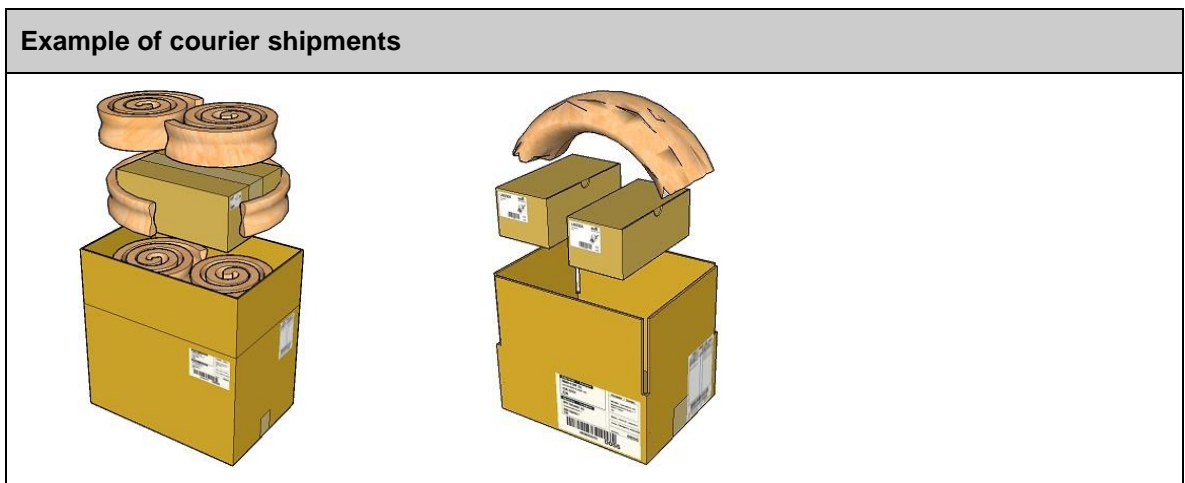
For origin specifications from other countries which cannot claim a preferential origin when importing goods into Switzerland there is no formal requirement. The country of origin of the respective delivery item must however be communicated to Belimo on the invoice.

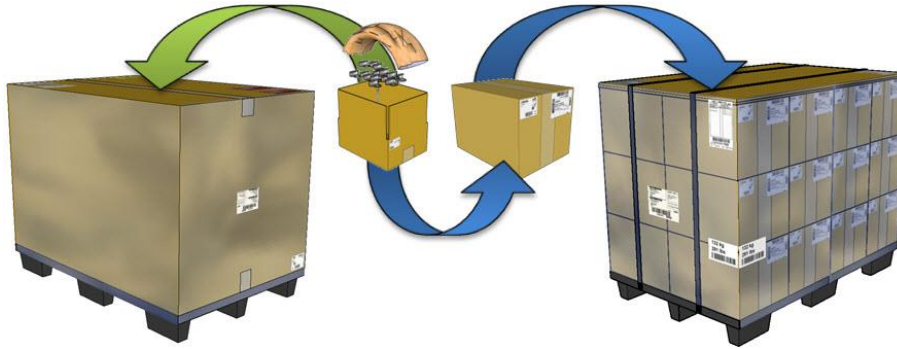
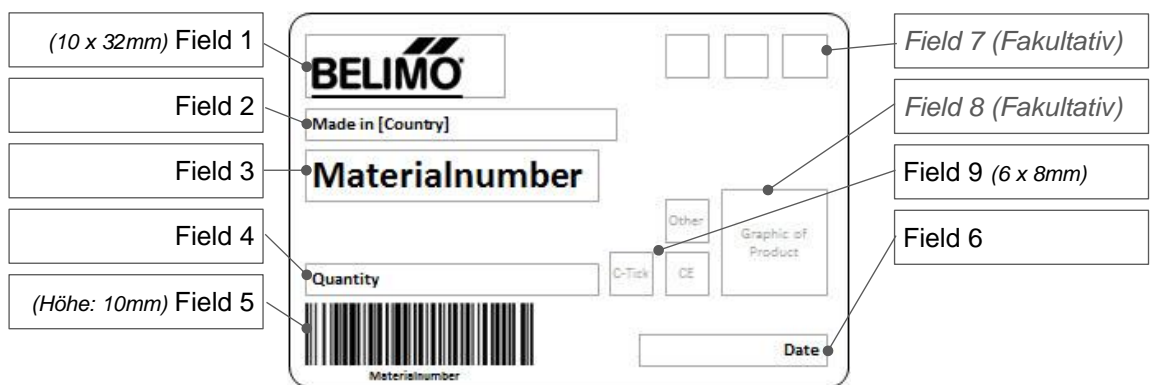
## V Packaging requirements EXT Items / Trade Items

Trade items, resp. so-called EXT products which are distributed by Belimo in the supplier's original packaging or are dispatched directly by the suppliers to Belimo's customers must additionally meet Belimo's following packaging requirements both visually and in terms of quality.

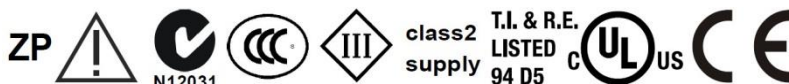
### V.I Quality Requirements for Packaging

The product packaging is seen as part of the product for trade items and must be protected from environmental influences and transport damages. Therefore such shipments must be protected with an additional transport packaging.



**Example of general cargo shipments**

**V.II EXT Product label specification**
**Belimo packaging label layout**

**Specification**

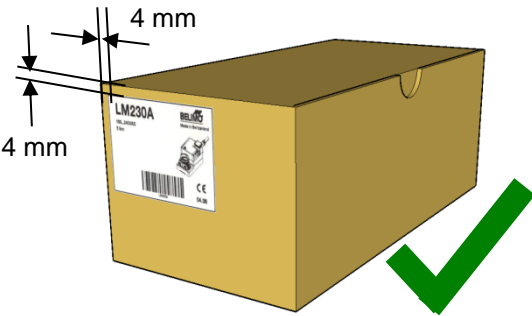
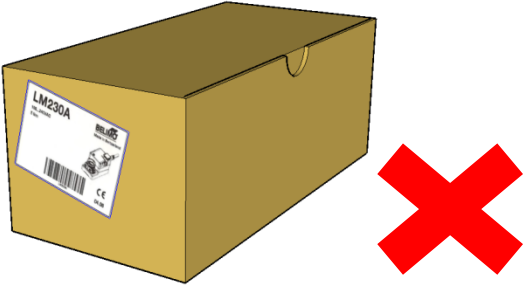

- Label dimensions: 3.5" x 2.5" (90 mm x 60 mm)
- Colour: White with black printing
- Quality: Paper
- **Front type / size**
  - Belimo Logo: (Field 1): Helvetica Bold or Arial / 18 (required)
  - Country of origin: (Field 2): Helvetica Bold or Arial / 8 (required)
  - Materialnumber: (Field 3): Helvetica Bold or Arial / 8 (required)
  - Quantity: (Field 4): Helvetica Bold or Arial / 8 (required)  
(No information is needed when the quantity is one)
- **Barcode** (Field 5) (required)
  - Type: Code 128C
  - Belimo Materialnumber: maximum 18 Signs
- **Date** (sales date) (Field 6) YYYY – MM - DD (required)  
(Year – Month – Day)
- *Image of enclosed material* (Field 7): ..... (optional)
- *Image of the product:* (Field 8): ..... (optional)
- **Logo of the certification:** (Field 9): each 6 x 8mm (required)




## V.II Requirements for Labeling

### V.II.I Marking of Material- / Product Packaging

General requirements
<ul style="list-style-type: none"> <li>The packaging label has to be added on the front side, on the top left side with 1/8" distance to each edge</li> <li>The dangerous goods marking has to be added on the front side, on the bottom right side with 1/8" distance to each edge (see Attachment Chapter VI)</li> <li>Other warning labels have to be added on the left side with 1/8" distance to each edge</li> <li>There should be no loose and/or unmarked goods (without a material- or tote label) within a shipping packaging</li> </ul>

Correctly placed labels	Incorrectly placed labels
	
	

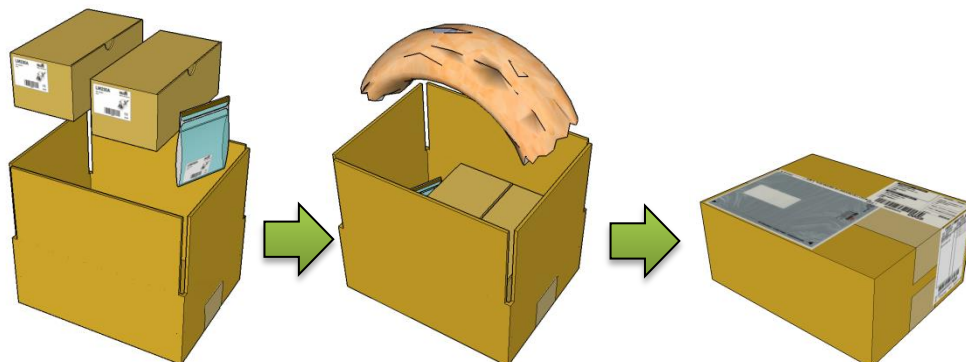
Label	Amount	Position
Belimo packaging label 	1 pc per box	On the front side of the parcel, upper left corner. For small parcels this can be different. 1/8" distance from each edge (see picture above)

### V.II.II Marking of transport packaging for courier shipments

General requirements
<ul style="list-style-type: none"> <li>The delivery note, the accompanying documents and the labels must be attached clearly visible and well protected to the outside of the loading equipment. The documents may not be placed over an edge or under an adhesive tape</li> <li>The tote label must be affixed top right, at a distance of 4 mm from the edge</li> <li>Dangerous goods labels must be affixed on the front side downright, at a distance of 4 mm from the edge</li> </ul>

**General requirements**

- Other warning labels must be affixed on the front side bottom left, at a distance of 4 mm from the edge
- Non-sorted totes must be clearly labeled as such (e.g. by means of a content label)
- Packages which are dispatched by courier service (e.g. DPD) have to be labeled with the appropriate label
- No materials may be enclosed to the shipping package loosely and/or unlabeled (without a material or a tote label)

**Packaging example of courier shipments**

**Example of correctly labeled courier shipments**


On small-sized parcels the labels must be attached as follows:

- Document pouch: Top side
- Tote label: At the top right side
- Content label: Front side top right




On middle- and big-sized parcels the labels must be attached as follows:

- Document pouch: Top side bottom left
- Tote label: Top side top right
- Contentlabel: Front side top right



Example of correctly labeled courier shipments	
	<p>Additional labels have to be added as follow on parcels:</p> <ul style="list-style-type: none"> <li>• Document pouch: Front side bottom left</li> <li>• Tote label: Front side top right</li> <li>• Contentlabel: Front side top right</li> <li>• Courier label: Below the tote label</li> <li>• Express label: Over the document pouch</li> <li>• Warnings: On each side</li> </ul>

Label	Amount	Position
Document pouch 	1 pc per box	The document pouch has to be placed over the shrink wrap, on the upper side, bottom left corner, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
Shipping label 	1 pc per box	At the top side of the parcel, upper right corner. For small parcels this can be different. 1/8" distance from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
Contentlabel 	1 pc per box	Over the shrink wrap, on the upper side of the box, top left side, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
Courier label 	1 pc per box	At the top side of the parcel, upper left corner, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
Express label 	1 pc per box	The express label has to be attached over the document pouch (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)








Label	Amount	Position
<p>&gt;20Kg / Fragile</p> 	5 pc per box	<p>&gt;20 kg label has to be attached on all packages which are heavier than 20 kg. The label has to be attached on all 5 visible sides in the bottom right corner (see picture above).</p> <p>The fragile label has to be attached on packages with fragile goods. The label has to be attached on all 5 visible sides in the bottom right corner (see picture above). (Picture is just an example. Type, size and layout are not specified by Belimo)</p>

**V.II.III Marking of general cargo shipments**

General requirements
<ul style="list-style-type: none"> <li>• The delivery note, the accompanying documents and the labels must be attached clearly visible and well protected to the outside of the loading equipment. The documents may not be placed over an edge or under an adhesive tape</li> <li>• The packaging label (for shipments sorted by material type) must be attached bottom left, at a 4 mm distance from the edge</li> <li>• The tote label must be affixed on the front, in the center</li> <li>• Dangerous goods labels must be affixed on the front side downright, at a distance of 4 mm from the edge</li> <li>• Other warning labels must be affixed on the front side bottom left, at a distance of 4 mm from the edge</li> <li>• Non-sorted totes must be clearly marked as such by means of a label which is attached top right, at a distance of 4 mm from the edge (e.g. by means of a "content" or a "mixed pallet" label)</li> <li>• No materials may be enclosed to the shipping package loosely and/or unlabeled (without a material or a tote label)</li> </ul>





Label	Amount	Position
Document pouch 	1 pc per pallet	The document pouch (type is not specified ) has to be placed over the shrink wrap, on the top side, bottom left corner, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
Belimo packaging label 	1 pc per pallet	Front side, bottom left corner, 1/8" from each edge (see picture above)
Shipping label 	2 pcs per pallet	At the top side, upper right corner, 1/8" from each edge (see picture above) and in the middle of the front side (Picture is just an example. Type, size and layout are not specified by Belimo)
Contentlabel 	1 pc per pallet	Over the shrink wrap, on the top side of the box, top left side, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
Weight label 	1 pc per pallet	If possible, on the front side around the left corner but it is also allowed to mark the weight on the pallet written by hand (Picture is just an example. Type, size and layout are not specified by Belimo)
Do not double stack 	1 pc per pallet	Over the shrink wrap, on the top side of the box, top left side, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
Mixed pallet 	1 pc per pallet	Over the shrink wrap, if multiple goods are on the pallet, on the top side of the box, left side just under the "Do not double stack" label, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)



## VI Dangerous goods marking

Goods which contain dangerous substances require a special marking and labeling regulated by law on product- and shipping package. Likewise, such shipments can be subject to a dangerous goods upper limit (in liter, gram, etc.) per package, which may not be exceeded.

- The labeling type is determined by the respective dangerous goods class and classification
- All labels must be placed **over** the adhesive tape

### General requirements

- Dangerous goods must be sent on plastic pallets (no wooden pallets)
- The admissible quantitative restrictions must be adhered to
- Additionally required documents must be signed by the authorized employee
- All labels must be visible from outside

### VI.I Marking according UN 3091

#### UN 3091: additional dangerous goods marking

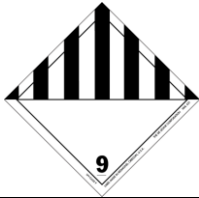



Label	Amount	Position
DGR label 	1 pc per box	Over the shrink wrap, front side, bottom right corner, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)

## VI.II Marking according UN 3363

### UN 3363: additional dangerous goods marking



Label	Amount	Position
DGR class 9 Hazard label 	1 pc per box	Over the shrink wrap, front side, bottom right corner, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
DGR Double arrow 	2 pcs per box	Over the shrink wrap, on both sides, bottom right corner, 1/8" from each edge (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)
DGR UN3363 small <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <b>UN 3363</b>                          Dangerous goods in apparatus                     </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> <b>Net Qty 0.03 L</b> </div>	1 pc per box	Front side, bottom left corner, 1/8" from each edge above packing label (see picture above) (Picture is just an example. Type, size and layout are not specified by Belimo)