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## 1 Preface

This manual has been prepared by Hug Engineering AG to provide our suppliers with delivery instructions that are important for effective project deliveries and successful completion of our projects.

The supplier shall follow this information and forward the instructions to the persons concerned in the supplier's own organisation: Sales, Production, Packaging, Shipping, Logistics, etc. Sales, production, packaging, shipping, logistics, etc.

This regulation governs the shipping and transport procedures to be applied for the respective applicable shipping types and all necessary documentation for deliveries to Hug Engineering AG (HECH), which forms the basis for a consistent proof of origin.

Unless otherwise agreed, the delivery conditions of our orders are **FCA factory of our suppliers** (Incoterms 2020).

Hug Engineering AG thus assumes transport costs and transport insurance.

However, if the delivery conditions of the suppliers include transport or insurance services, the transport will be organised by the suppliers themselves.

Please note, however, that for cross-border shipments you must always contact us to clarify the customs formalities.

For shipments delivered with the delivery condition **DAP Elsau (CH)**, Hug Engineering AG is always the client for customs clearance.

Please forward this important information to your logistics provider.

## 2 Terms of delivery FCA factory of our suppliers (Incoterms 2020)

The following regulations apply at FCA:

### 2.1 Transport insurance

All non-franked deliveries are covered by our transport insurance.

### 2.2 Shipments up to 30 kg

Shipment is by courier. The courier consignment note is issued by Hug Engineering AG.

Please send us your notification of readiness for dispatch.

Send us a **copy of the customs documentation with packing data** of the consignment:

- Number of packages
- Markings
- Per package
- Net-weight
- Gross-weight
- Dimensions in cm (length x width x height)
- Customs tariff number (for non-Swiss suppliers)
- Our order-number(s)

Complete the notification with the following information:

- Pick-up address
- Contact person
- Phone number
- E-mail address
- Earliest pick-up date and pick-up times

and send to the following e-mail address:

[transport.customs@hug-engineering.com](mailto:transport.customs@hug-engineering.com)

Transport documents will be provided by e-mail.

### 2.3 Shipments over 30 kg

Shipment is by truck. For transports from Switzerland or the EU, Hug Engineering AG also organises the transports and places the transport orders directly with one of the nominated forwarding logistics service.

For transports from all other countries (non-EU), Hug Engineering AG organises the transport and coordinates with the supplier for customs documentation and exact collection date. For this purpose, the Transport & Customs department of Hug Engineering AG must have the notification of readiness for dispatch.

### 2.4 Oversized consignments

→ wider than 240 cm, higher than 200 cm and/or heavier than 4,000 kg

Mandatory notification of readiness for dispatch (at least 4 weeks before the planned EXW date) to the Transport & Customs department of Hug Engineering AG, which will organise the collection and coordinate with the supplier for customs clearance documents and collection date.

### 2.5 Transport drawings

For objects weighing 5,000 kg or more, we require a transport drawing that must contain the following elements:

- a) At least two views of the object (front and side)
- b) Masses and weights of the object
- c) Measured attachment points on the object
- d) Measured maximum angle of attachment
- e) Measured centre of gravity of the object
- f) Support points
- g) Special sling specifications

For objects larger than 10'000 kg we need the transport drawing as a DWG file so that we can create the lifting plan based on your DWG file.

### 3 Pre-notification / Notification of readiness for dispatch

For all shipments without precise shipping instructions, the Transport & Customs department of Hug Engineering AG must be sent a notification of readiness for shipment.

E-Mail: [transport.customs@hug-engineering.com](mailto:transport.customs@hug-engineering.com)

Phone: +41 52 368 24 55

The following information must be provided:

- Hug Engineering AG reference (Order number)
- Number of packages
- Weight per package
- Dimensions per package
- Transport drawings (see point 2.4)
- If the goods to be delivered are subject to an **export restriction (dual-use goods)** and/or an **embargo**, we require the corresponding information on your invoice.
- Complete customs documentation (export document, invoice, delivery note, if necessary movement certificate EUR1, certificate of origin, copy of ATA carnet, etc.)

In the event of delays due to failure to notify us in advance or late notification, we reserve the right to pass on to you any penalties charged by our end customers.

### 4 Marking

All packages must be marked with the Hug Engineering AG order number.

Indication of our order number in the delivery note and CMR is always mandatory!

- If the goods require seaworthy packing or are oversized consignments (according to point 2.3), the Transport & Customs department of Hug Engineering AG must be contacted before packing the goods:

E-Mail: [transport.customs@hug-engineering.com](mailto:transport.customs@hug-engineering.com)

Phone: +41 52 368 24 55

## 5 Shipping address

### General address:

Hug Engineering AG  
Im Geren 14  
8352 Elsau  
Switzerland  
Phone: +41 52 368 20 20

### Your direct contact for all transport & customs related formalities:

Hug Engineering AG  
Transport Logistik & Zoll  
Im Geren 14  
8352 Elsau  
Switzerland  
Phone direct: +41 52 368 24 55  
E-Mail: [transport.customs@hug-engineering.com](mailto:transport.customs@hug-engineering.com)

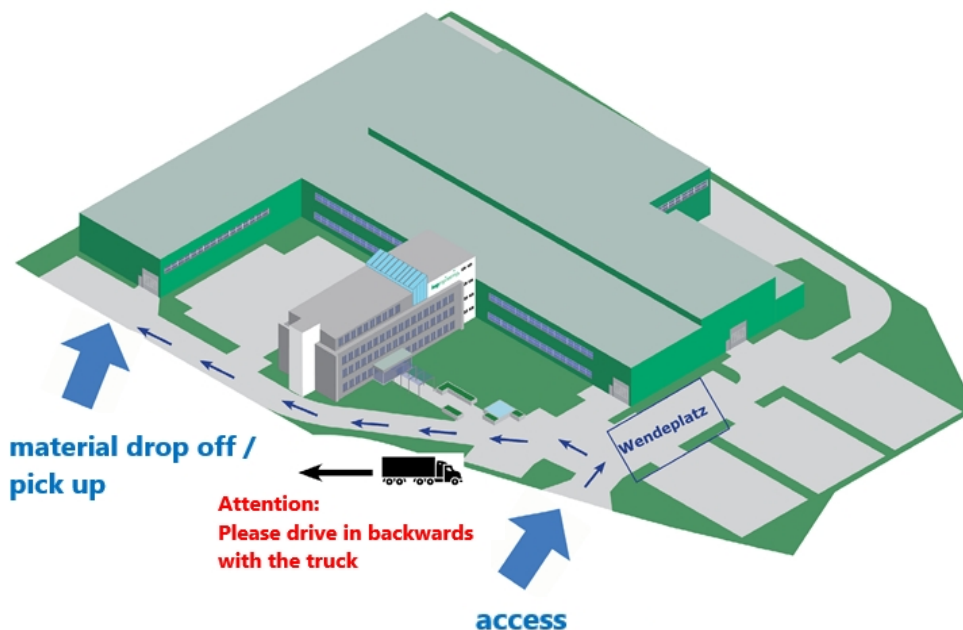
### Opening hours of material drop off / material pick up:

Monday to Friday: 07:30 – 11:45 / 13:15 – 16:00 Uhr

Exceptions are public and cantonal holidays and associated bridge days.

Please note that no vehicles will be loaded & unloaded after 16:00.

### 5.1 Site plan factory Elsau / Access map



Please drive into the factory premises and turn your truck around in the turning area of the entrance. The passage to the goods entrance and exit is a dead end.

## 6 Customs documentation and proof of origin

Customs documentation must be included with each transit declaration.

Please take note of your country-specific requirements for customs documentation and consult us if any questions or ambiguities arise.

In the case of a foreign export/domestic import (export/import), the following documentation is required with your dispatch readiness declaration:

- Complete customs documentation:
  - Export document
  - Invoice
  - Delivery note
  - Movement certificate EUR1
  - If necessary and requested by Hug Engineering AG →Certificate of origin
  - Other documentation for smooth export/import

All documents must contain the following information:

- Number of packages
- Markings
- Per package
- Net-weight
- Gross-weight
- Dimensions in cm (length x width x height)
- Our order number(s)

Complete the notification with the following information:

- Pick-up address
- Contact person
- Phone number
- E-mail address
- Earliest pick-up date and pick-up times

And send these to the following e-mail-address:

[transport.customs@hug-engineering.com](mailto:transport.customs@hug-engineering.com)

## 6.1 Proof of origin within the meaning of the CH/EFTA-EU free trade agreements and the Euro-Med origin protocol

Only at the request of Hug Engineering AG:

For suppliers based in a country in which the Euro-Med origin protocol is applied, **e.g. all EU countries**, the supplier invoices must contain the declaration of origin of the goods in accordance with the **Euro-Med origin protocol**.

This wording must be identical:

*«The exporter (Approved exporter; Authorisation No ...) of the goods covered by this commercial document declares that, unless otherwise specified, these goods are preferential (country of origin) originating goods.*

*\_No cumulation applied*

*or*

*\_Cumulation applied with ... (insert country/countries here)*

*Place, date»*

If the authorisation number is missing and the value of the goods exceeds EUR 6,000 or CHF 10,300, the movement certificate **EUR.MED** must be completed and enclosed with the goods.

For all other suppliers, the preferential origin must be certified in accordance with the Free Trade Agreement CH - and the contracting state.

Indication of our order number on the EUR.MED / proof of preference is always mandatory!

Supplier's declarations and long-term supplier's declarations from suppliers based in the EU are not valid and are not accepted by Hug Engineering AG, as these are not suitable as proofs of origin for the movement of goods with Switzerland.

## 6.2 Domestic Supplier Declaration under the Free Trade Agreements

Only at the request of Hug Engineering AG:

All domestic supplier invoices must contain the following supplier declaration.

This wording must be identical:

*«The undersigned declares that the goods listed in this document originate in Switzerland and comply with the rules of origin in preferential trade with (country, countries, territories).*

*He declares as follows:*

*\_No cumulation applied*

*or*

*\_ Cumulation applied with ... (insert country/countries here)*

*Place and date»*



## 7 Certificates of origin

Only at the request of Hug Engineering AG:

In the case of finished products, a certificate of origin must be issued for each delivery that cannot be imported as preferential goods of origin within the meaning of the free trade agreements, e.g. Switzerland - EU.

### 7.1 Goods manufactured abroad - delivery by suppliers based abroad

Import not as preferential originating goods within the meaning of e.g. the Free Trade Agreement between Switzerland and the EU or the EFTA Convention.

The certificate of origin must be issued as follows:

Receiver: Hug Engineering AG  
Im Geren 14  
8352 Elsau  
Switzerland

Description of goods: according to invoice

Certified by: chamber of commerce in the country of manufacture

The original must be sent to Hug Engineering AG with the invoice and must not be included with the goods.

Indication of our order number on the certificate of origin is always mandatory!

### 7.2 Special regulation for goods manufactured in Switzerland - delivery by suppliers with their registered office in Switzerland (Switzerland)

This requires an invoice with a declaration of origin, which is only valid domestically.

This wording must be identical:

*«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 EAER of 9 April 2008 on the Certification of the Non-Preferential Origin of Goods (VUB-WBF).*

*\_ The goods were produced in our own factory.*

*or*

*\_ The goods were manufactured at ..... (company, address, place)*

*The issuer of this declaration of origin has taken note of the fact that an incorrect indication of origin within the meaning of Articles 9 ff. VUB and Articles 2 ff. VUB-WBF will result in administrative measures and will be punished under criminal law.*

*Place, date, company, signature»*

### 7.3 Goods manufactured abroad - delivery by suppliers domiciled in Switzerland (Switzerland)

In the case of goods manufactured abroad but delivered by a supplier domiciled in Switzerland, the invoice must be certified by the competent chamber of commerce.

## 8 Transport packaging

Unless otherwise agreed in the order, the supplier undertakes to use transport packaging that is customary for road transport and suitable for transport.

### 8.1 Unloading capacities

Maximum dimensions: maximum width: 240 cm, maximum height: 200cm

Larger packages only after consultation with Hug Engineering shipping department, see also 2.4 Oversized consignments.

Maximum weight for packages suitable for unloading with forklift: 4,000 kg

No unloading possibility for material packed in containers.

Packages heavier than 4'000 kg as well as packages requiring unloading by crane must be stable enough to be suspended or wrapped with lifting gear.

Trucks with packages heavier than 4,000 kg and packages requiring unloading by crane must be able to open the roof tarpaulin and remove the rear crossbar in order to unload the packages by crane through the rear opening.

The crane from Hug Engineering has a maximum capacity of 10,000 kg.

## 9 Dangerous goods

For all dangerous goods and substances, the corresponding safety data sheets in German and English must be sent by e-mail to the following persons before transport:

E-Mail: [transport.customs@hug-engineering.com](mailto:transport.customs@hug-engineering.com)

Phone: +41 52 368 24 55