



**arti**<sup>7</sup>  
**melt**

## Deliver- and customs clearance instructions

VERSION 2020 - 4

## General deliver- and customs clearance instructions for import shipment to artimelt AG

---

**Recipient:** For our international supplier and forwarding partners  
**Author:** Martina Albisser | Head of Supply Chain Management

### Please note the following binding guidelines for delivery and customs clearance for artimelt AG:

artimelt AG, is not an authorized consignee. Therefore, all deliveries must be custom cleared at the border or at the forwarding agents terminal. We do not accept not customs cleared deliveries. The responsibility for proper import clearance applies to the involved freight forwarder. Should a delivery nevertheless be made duty unpaid, the liability for this lies with the responsible forwarding company.

Customs Account No. (ZAZ): 10351-0  
 VAT No. artimelt AG CHE-167.828.642 MWST  
 Company ID-Number (UID): CHE-167.828-642

- Depending on the Incoterms regulation, the Import clearance (import duties such as customs and VAT) are to be debited to our ZAZ account.
- The supplier of the goods must be visible on every customs clearance (name of the supplier on commercial invoice)
- Our SAP order Number (4500..) must be listed in the importer's reference field. Our suppliers usually mention this on the delivery documents or commercial invoices.
- Also for provisional customs clearance please charge directly to our ZAZ account.
- If the import duties are not charged to our ZAZ account, we do not accept charges for commissions or any other fees

### Provisional customs clearance

---

Should a provisional customs clearance be carried out due to missing documents (APS/GSP/EUR.1 or invalid declaration of origin), the clearance has to be processed via our ZAZ account. Provisional customs clearances have to be reported to us with the expiration date.

Upon receipt of the final documents the clearing/forwarding service provider will be responsible for the proper dispatch.

Subsequent changes of the clearing status from provisional to final shall in any case be reported back to us immediately.

## Accepted charges for Import clearance costs

---

If no other agreement has been made with your company, you can charge us for the following maximum costs:

- Customs clearance, incl. 3 tariff numbers, VAT Clearance, charge for communication, taxes, porti and papers;  
**EUR 35.00 per clearance**
- Cost per additional tariff number, from 4 tariff number;  
**maximum of EUR 3.00**
- Costs of inspection, customs reviews, reweights (only against proof of expenses per hour);  
**maximum of EUR 35.00**
- Any other possible customs administration charges;  
**As per outlays / receipt**

### Your invoice must be accompanied by the following attachments:

- Copy of the commercial invoice
- Copy of swiss entry customs declaration

Invoices without these documents will be rejected.

## Contact details of customs clearance agent of artimelt

---

Customs clearance invoices that do not correspond to the above tariff will be returned to you for immediate correction.

If you are unable to meet the costs, we kindly ask you to clear the goods via our customs agent M+R Spedag Group AG:

**M+R Spedag Group AG**  
**Zollamt Basel-St. Louis Autobahn**  
**Herr Roland Bösch**  
**4002 Basel**  
[roland.boesch@mrspedag.com](mailto:roland.boesch@mrspedag.com)  
**Tel: +41 58 677 93 42**

## Delivery- and invoicing address

---

Our delivery and invoicing address is - without special instructions to the contrary - as follows:

artimelt AG  
Wassermatte 1  
CH-6210 Sursee

### Warehouse opening hours are as per follow:

#### Monday to Thursday

Morning: 07:30 h - 12:00 h      Afternoon: 13:00 h - 16:30 h

#### Friday

Morning: 07:30 h - 12:00 h

Each delivery should be provided with the following documents:

- Delivery note / CMR we return copy of documents signed to Driver
- Copies of commercial invoice or packing list

## Notification

---

For organisational reasons, each delivery should be reported by e-mail to the following e-mail addresses:

- to: [spedition@artimelt.com](mailto:spedition@artimelt.com)      cc: [martina.albisser@artimelt.com](mailto:martina.albisser@artimelt.com)

The following points must also be mentioned in the notification E-mail:

- Reference line provide the name of the supplier
- Delivery date and expected delivery time
- Number of packages, weight and measurement
- Order number from artimelt AG (visible on the Packing list or commercial Invoice)
- Special Handling Instructions (Over-Length, Heavy Weight)

Without a counter message from our side within 2 hours, the delivery can be delivered as advised. Deliveries that are not notified in accordance with the above-mentioned instructions must expect waiting times for unloading or a general rejection.

## Contact person for queries

---

Any clarifications / questions should be addressed to the following person:

Head of Supply Chain Management      Martina Albisser      Tel. +41 41 926 05 31  
[martina.albisser@artimelt.com](mailto:martina.albisser@artimelt.com)