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# Quickstart Guidelines for delivery and invoicing

(Extract from terms of delivery PLX\*)

\* complete terms of delivery „Performance Specifications General Part – 1st and 4th point (LB-AT 2a-B Version Gx)“ and „General Supplier Guidelines for Arvato Supply Chain Solutions SE PLX location Harsewinkel - Version 1.8, valid from 01/03/2012“

## Checklist

- **Packaging OK?**
  - **Neutral** box/folding box (no slip lid; no description or brandings on the box)
  - Material thickness min. BC 2.4 (double wall carton boxes)
  - Packaging capable for worldwide single transportation with express parcel service
  - Cutting protection attached
  - Tamper-proof/ no intervention
  - (sealed) Security tape
  - Only one kind of article per box (e.g. sizes must not be mixed)
- **Labeling OK?**
  - PLX product label per sales packaging
  - PLX transport label per shipping unit (outer packaging and/or transport packaging)
  - Quantity on label corresponds to content of packaging
- **Load unit/ carrier OK?**
  - Euro pallet, no overhang, height max. 1.680 mm (incl. carrier), secured against slipping
  - Only boxes of same article per pallet or clearly marked as mixed load unit
- **Delivery note OK?**
  - Visible in document pouch
  - Does it contain all necessary information?
- **Dispatch notification OK?**
  - 3 working days prior arrival date
  - Delivery note and all necessary information supplied to customerservice.plx@arvato-scs.com
  - Confirmation from Arvato received (and delivery released via supplier portal)?
- **If necessary discrepancies approved by PLX or Arvato?**

## Packaging

- Product must be protected by at least two layers of packaging :  
Sales packaging → [Outer packaging (optional)] → Transport packaging (see figure 1)
- Cardboard thickness for outer packaging and transport packaging BC 2.40  
→ Double wall carton boxes
- Box type: folding box with cutting protection attached (on top and at the bottom of the box)
- **Neutral** packaging without descriptions; **without** „Porsche“- or own brandings → no indication of content
- Tamper-proof packaging (no access to the content without leaving outwardly visible traces, the packaging must not feature any means of entry like carrying straps or other openings, ...)
- Tamper-proof security tape– without own labels with opening detection (e.g. reinforced gummed craft paper tape (see figure 2)



Figure 1: example of an overpackage with PLX article number and barcode



Figure 2: transport packaging secured with soda wet tape

## Labeling

- Product labels have to be attached to sales packaging.
- Transport labels have to be attached to outer packaging and/or transport packaging.
- Generation of labels by use of respective Porsche - label generator.
- **Porsche Lifestyle (Porsche Crest)**  
<http://www.porsche-genuine-parts.com/plx/>  
 Supplier/user: *your supplier number*  
 Password: *your password* (choose your own password at first registration)
- **Porsche Design (Porsche Design lettering)**  
<http://www.porsche-genuine-parts.com/plx/porschedesign/>  
 Supplier/user: *your supplier number*  
 Password: *your password* (choose your own password at first registration)
- Quantity on label has to correspond with respective box content.

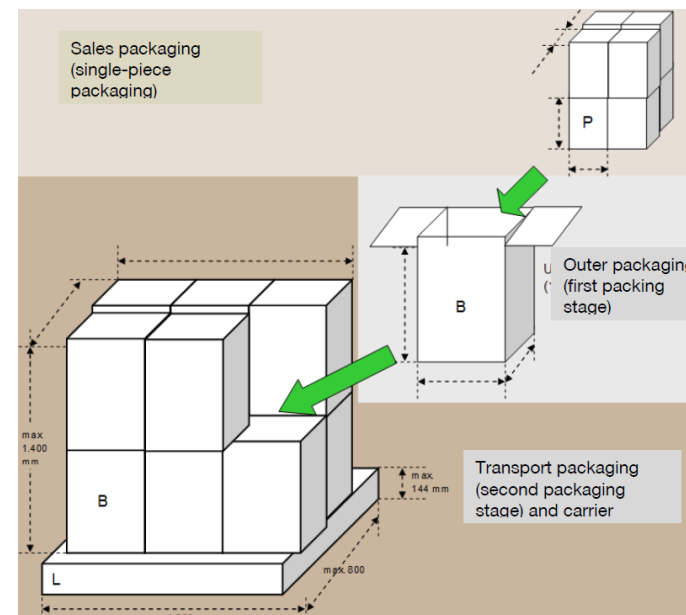


Figure 3: Packaging levels

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## Labeling

**PORSCHE**  
LIFESTYLE

**PORSCHE DESIGN**

### Product label (Mandatory: PLX EAN/WAP, Item description & Made in)



Figure 4: example product label Porsche Lifestyle



Figure 6: example product label Porsche Design

### Transport label (Mandatory information: PLX EAN/WAP, box quantity & Made in)



Figure 5: example transport label Porsche Lifestyle



Figure 7: example transport label Porsche Design

\* RN- and CA- numbers for relevant products

\*\* CCC-number for relevant products

## Load unit/carrier

- Allowed load unit/carrier: undamaged Euro pallet UIC-Norm 435-4 (NO one way pallets) with the dimensions:
  - Width max. 800 mm
  - Length max. 1200 mm
  - Height max. 1.680 mm (incl. pallet)
  - Weight max. 1.000 kg
  - The load must not protrude beyond the size of the carrier (no overhang!).
  - The load must be adequately secured against slipping. (e.g. wrapped in plastic film).
- Mixed load units must be avoided. If the utilization of carriers and transport space requires the delivery of different item numbers on a single carrier then the items must be clearly identified, stacked separately from each other and marked on the top and front in red. (see figure 8)
- Single packages must not be mixed with different articles. If the maximum filling capacity of the packaging is not reached according to the quantity of the transport label, the packages also have to be marked in red and the actual no. of pieces has to be indicated (see figure 9).

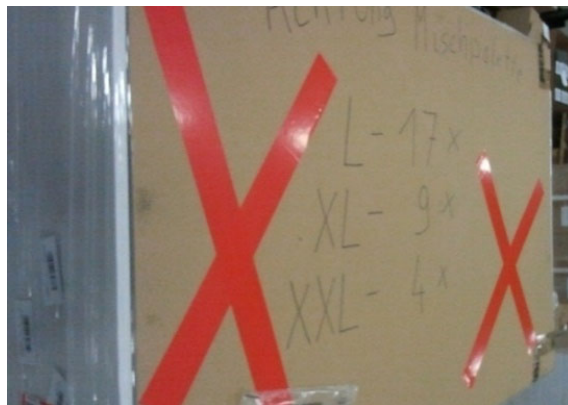


Figure 8: Identification of a mixed pallet



Figure 9: Identification of max capacity not reached

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## Delivery note

- Delivery note visible in documents pouch **outside** on transport packaging (figure 10).
- The delivery note has to contain following information:
  - Supplier address and supplier number
  - Delivery number, delivery note date and delivery date
  - Delivery address
  - PLX order number and order date
  - Shipment position
  - PLX item number and description
  - Quantity and unit of quantity
  - Quantity of boxes/ euro pallets
  - Net and gross weight in kg



Figure 10: Delivery note on transport package

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## Dispatch notification

- Dispatch notification min. 3 working days prior to arrival date per email to [customerservice.plx@arvato-scs.com](mailto:customerservice.plx@arvato-scs.com) with information about

- delivery date and time
- quantity of boxes/ pallets
- name of freight forwarder
- copy of delivery note

→ Required for capacity planning at the receiving dock!

- **Supplier portal:** If you are a user of supplier portal, please make sure to **release the delivery** before arrival via the portal as well!

- **Delivery address to 31.12.2021:**  
Arvato Supply Chain Solutions SE  
Porsche Lizenz- und  
Handelsgesellschaft mbH & Co. KG  
Halle HL /Tore 42-45  
Gottlieb-Daimler-Straße 1  
33428 Harsewinkel

**From 01.01.2022:**  
Arvato Supply Chain Solutions SE  
PLX | Porsche Lifestyle GmbH & Co. KG  
Halle HL /Tore 42-45  
Gottlieb-Daimler-Straße 1  
33428 Harsewinkel

- Opening hours goods receipt:  
Monday to Friday  
08:00am to 12:15pm  
01:00pm to 04:00pm



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## Refusal of acceptance

Deviations of the delivery terms and conditions are only allowed with previous written authorization of PLX (logistics department, responsible supply chain manager) or Arvato (customerservice.plx@arvato-scs.com).

In case of deviations PLX/Arvato are free to refuse the acceptance of goods , or to fee the supplier with a lump-sum operating cost in case of loss of productivity:

Damage	Fee for compensation of expenses [EUR]	Unit
No or late notification of dispatch or details missing on the delivery note.	200,-	Per delivery
Items not labelled or labelled incorrectly.	50,-	Per item number (SKU)
Non-compliance with the specifications for carriers	200,-	Per delivery

The PLX/Arvato also reserves the right to fee the actual expenses for the compensation of mistakes to the supplier, if work and effort have been produced due to the deviation of the delivery terms.

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## Invoicing for commercial products

- Invoicing address:

Porsche Lizenz- und  
Handelsgesellschaft mbH & Co. KG  
c/o Arvato Supply Chains Solutions SE  
Finance PLX  
Post office box 700  
D - 33311 Gütersloh

### From 01.01.2022:

Porsche Lifestyle GmbH & Co KG  
c/o Arvato Supply Chains Solutions SE  
Finance PLX  
Post office box 700  
D - 33311 Gütersloh

- Contact via email to [arvato.finance@arvato-scs.com](mailto:arvato.finance@arvato-scs.com)
- There can only be one invoice per order.
- The invoices should not be sent together with the goods.
- Invoices have to contain the following information:
  - Supplier address and number
  - PLX order number and order position
  - Additional PLX order number in third- party processing
  - Invoice number and date
  - Delivery note number and date
  - PLX item number and description
  - Quantity and unit of quantity
  - Amount per delivery note
  - Amount of the goods' value
  - VAT number
  - VAT in %
  - VAT- amount
  - Total

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## Invoicing (VAT/EUSt only)

Invoicing address for Turnover tax on imports (VAT/EUSt) only:

Arvato Supply Chain Solutions SE  
PLX Betriebsstätte Harsewinkel  
Postfach 190701  
33319 Gütersloh

**From 01.01.2022:**

Arvato Supply Chain Solutions SE  
PLX Betriebsstätte Harsewinkel  
Postfach 190701  
33319 Gütersloh

Please attach also:

- Delivery note
- Commercial invoice
- Tax assessment notice

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## ■ Any further questions?

Please find detailed information on packaging, delivery and invoicing regulations in your performance specification

- under 4) "logistics requirements" or
- In the appendix 14, 18 and 19 of your licensing agreement

If you have any further question regarding delivery and invoicing, do not hesitate to contact your logistics contact.