

# 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

## Checklist

Packaging  
Labeling  
Load unit/carrier  
Delivery note  
Dispatch notification  
Refusal of acceptance  
Invoicing  
Invoicing (VAT/EUSt only)  
Contact

### Packaging

- ✓ **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](mailto:customerservice.plx@arvato-scs.com)
- ✓ Confirmation from Arvato received (and delivery released via supplier portal)?

### PLX supplier portal OK (if connected)?

- ✓ Quantities on delivery and packaging list correct?
- ✓ Delivery released?

### If necessary discrepancies approved by PLX or Arvato?

- ✓ Any deviations from the delivery guidelines must be confirmed in writing by the PLX supply chain manager / Arvato

# Packaging

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- 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“/“Porsche Design”- 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

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- **Product labels** have to be attached to **inner/sales packaging**.
- **Transport/Shipping labels** have to be attached to **outer packaging** and/or **transport/shipping packaging**.
- **Serial number label (if required)** have to be attached to **sales** and **transport packaging**.
- Generation of labels by use of respective Porsche - label generator.
- Quantity on label has to correspond with respective box content.

## 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)

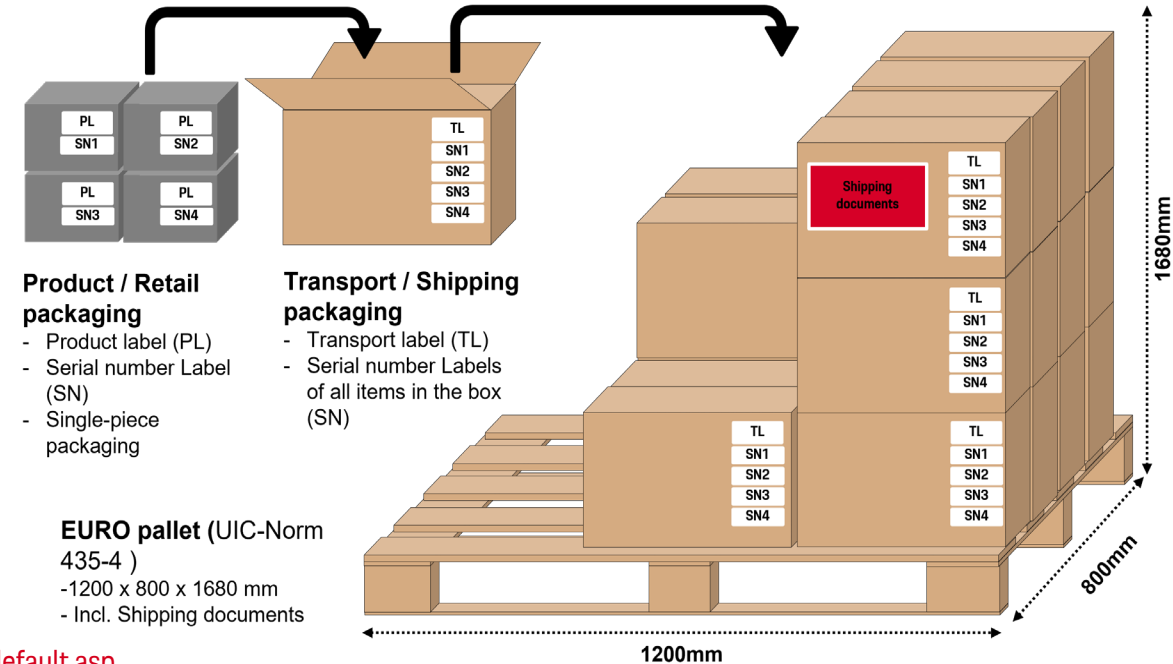
## Porsche Design (Porsche Design lettering)

<http://www.porsche-genuine-parts.com/plx/porschedesign/en/default.asp>

Supplier/user: *your supplier number*

Password: *your password*

(choose your own password at first registration)



# Labeling

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	Where to attach?	<div>PORSCHE LIFESTYLE</div>	<div>PORSCHE DESIGN</div>
<b>Product label</b> <ul style="list-style-type: none"><li>- With Branding</li><li>- PLX EAN/WAP code</li><li>- Item description</li><li>- Made in</li></ul>	Product / Sales carton  (single-item packaging)		
<b>Transport/Shipping label</b> <ul style="list-style-type: none"><li>- Without branding</li><li>- PLX EAN/WAP code</li><li>- Box quantity</li><li>- Made in</li></ul>	Transport/Shipping carton		
<b>Serial number label</b> <ul style="list-style-type: none"><li>- If required (e.g. for electronics articles)</li><li>- Barcode incl. number</li></ul>	Product and transport carton underneath EAN/WAP code		

Figure 6: example product label Porsche Design

Figure 4: example product label Porsche Lifestyle

Figure 7: example transport label Porsche Design

Figure 5: example transport label Porsche Lifestyle

# Load unit/carrier

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**Load unit/carrier**

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- 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
  - **No skeleton boxes, NO one-way pallets**
  - Transparent film for securing the goods for transport on the loading equipment
  - 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).

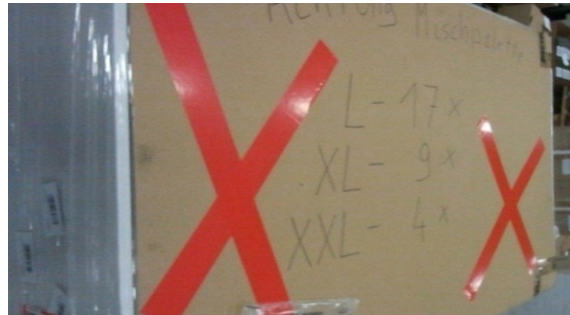


Figure 8: Identification of a mixed pallet



Figure 9: Identification of max capacity not reached

# Delivery note

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- 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 EAN/WAP code 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



# Dispatch notification

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**Dispatch notification**

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- Dispatch notification min. 3 working days prior to arrival date via email to [customerservice.plx@arvato-scs.com](mailto:customerservice.plx@arvato-scs.com) (cc: PLX logistics manager) with information about
  - delivery date and time
  - quantity of boxes/ pallets
  - name of freight forwarder
  - copy of delivery note attached
- 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!  
<https://supplierportal-plh.log-it.biz/Dilosnet/>
- **Delivery address:**  
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



# Refusal of acceptance

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Deviations from the delivery specifications are expressly permitted only with prior written authorization from **PLX Logistics** (logistics department, **responsible supply chain manager**) and **Arvato** ([customerservice.plx@arvato-scs.com](mailto: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.

# Invoicing

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**Invoicing**

Invoicing (VAT/EUSt only)

Contact

- **Invoicing address:**

Porsche Lifestyle GmbH & Co KG  
c/o Arvato Supply Chain 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

# Invoicing (VAT/EUSt only)

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

Arvato Supply Chain Solutions SE

PLX Betriebsstätte Harsewinkel

Postfach 190701

33319 Gütersloh

Please attach also:

- Delivery note
- Commercial invoice
- Tax assessment notice

# Any open questions?

Checklist	Please find detailed information on packaging, delivery and invoicing regulations in your performance specification
Packaging	- under 4) "logistics requirements" or
Labeling	- In the appendix 14, 18 and 19 of your licensing agreement
Load unit/carrier	
Delivery note	If you have any further question regarding delivery and invoicing, do not hesitate to contact your <b>PLX logistics contact person</b> .
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