

FedEx PickUp Instructions

1. From [Help](#) [Hide](#)

Saved senders ▼

* Country/Territory ▼

Company ▼

* Contact name ▼

* Address 1

Address 2

* Postal code [Postal code information](#)

* City ▼

* Phone no. ext.

Save as my default address

Save new sender in address book

Save changes in address book

Step 1.

Enter the correct sender Address

2. To [Help](#) [Hide](#)

* Country/Territory ▼

Company ▼

* Contact name ▼

* Address 1

Address 2

* Postal code [Postal code information](#)

* City ▼

* Phone no. ext.

Recipient Tax ID/EORI

This is a residential address [?](#)

Save new recipient in address book

Save changes in address book

Step 2.

Enter correct recipient

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date

* Number of packages

* Weight

Declared Value
 Currency Converter

* Service type

* Package type

Dimensions cm
 Save dimensions profile

* Package contents Documents Products/Commodities

* Shipment purpose

* Total customs value
 Currency Converter

Include a return label

Step 3.

- Select shipping date
- Specify the number of packages
- Total Weight
- Select service type: Express / Economy
- Specify packaging with exact dimensions
- Specify exact packaging data with total customs value

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to

* Bill duties/taxes/fees to

Account no.

Alert: Please remember to enter your reference information.

Your reference

[More reference fields](#) [Add an account](#)

P.O. no.

Invoice no.

Department no.

Step 4.

- Specify invoice recipient
- Specify customer number (Accountnumber)
- 346591455** →DE → Oerlikon Balzers Coating AG (BTS Balzers)
- 487516325** → DE Inlandsendungen
- 712126329** →EU,Asien → Oerlikon Balzers Coating AG (BTS Balzers)
- 761294083** →CH → Bergisch Gladbach (BGL)
- 703160824** →Oerlikon Surface Solution (OSS Balzers)
- 640059788** →Oerlikon Zweigniederlassung Langenthal
- Specify reference Number: Order Number
E.g. 4500123456 Specify more references as agreed with our Buyer

5. Pickup/Drop-off [Help](#) [Hide](#)

Schedule a pickup
 Drop off package at a FedEx location
 Use an already scheduled pickup/Schedule a pickup later

Pickup Address [Hide](#)

[Use account address](#) | [Clear all fields](#)

* Country/Territory ? Switzerland

Company ▼

* Contact name ▼

* Address 1

Address 2

Postal code [Postal code information](#)

* City ▼

* Phone no. ext.

Package Information [Hide](#)

Pickup type **FedEx Express**

* Total no. of packages

* Total weight ▼

* Pickup date 📅

* Ready time ▼

* Latest time available ▼

Location of packages or special instructions
(Not to exceed 25 characters)

Step 5.

Book Pick-Up

Check:

Pick-Up, Contact Details, Address

Provide package information

Amount of packages:

Total weight:

Specify the pick-up date:

Specify the exact pick-up time, important breaks must be noted. E.g. lunch break from 12.00-13.00. So that no courier can come by there.

Providing the location of the parcels will help the courier to collect them quickly.

6. Continue your Shipment [Help](#)

Alert:
Please review alert(s) provided on this page before continuing.

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express international shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

Save for later **Continue**

Step 6.

Go further

7. Commodity Information [Help](#) [Hide](#)

[Check for prohibited commodities into Germany.](#)

Commodity Summary [Manage/import profiles](#)

<input type="checkbox"/>	*Commodity	*Customs value (SFR)	*Qty	*Weight (kgs)
<input type="checkbox"/>	Add new commod ▼			
Totals				

Commodity 1

*Commodity description

*Unit of measure

*Quantity

*Commodity weight kgs

*Customs value SFR

[Currency Converter](#)

*Country of manufacture

Harmonized code [Get code](#)

[Additional commodity information \(optional\)](#)

Save/update commodity profile

Add this commodity

Total Shipment Details

Shipment weight kgs

Total carriage value Swiss Francs

Step 7.

Specify the exact goods data of all articles that are shipped.

Important:
Every position of the order that is shipped must be listed!

8. Customs Documentation [Help](#) [Hide](#)

Alert:
A Commercial Invoice/Pro Forma Invoice is required for this shipment. Please print your customs documents and attach them to your shipment.

Commercial Invoice
 Pro Forma Invoice

Step 8.

Customs documents

Nothing needs to be ticked explicitly here.

Important:
Customs documents must be present with the package!

9. Pickup/Drop-off [Help](#) [Hide](#)

Schedule a pickup
 Drop off package at a FedEx location
 Use an already scheduled pickup/Schedule a pickup later

Pickup Address [Edit](#)
Hans Muster, Iramali 18, Balzers, 9496, Switzerland

Package Information [Edit](#)
FedEx Express, 16/03/2021, 6:00 a.m. - 4:00 p.m., 1 packages

Step 9.

Book pick-up so that the shipment can be transmitted.

10. Complete your Shipment [Help](#)

Alert:
Please review alert(s) provided on this page before continuing.

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Please note:

- Product/commodity information will be saved in your Product profile with the Weight and Value of Customs for 1 (one) unit. You will need to enter the appropriate Quantity each time you ship this commodity.
- A maximum of ninety nine separate products/commodities can be entered.
- If a commercial Invoice/Pro Forma is not produced for this shipment, the shipper is responsible for completing this document as required by the destination country.

Save for later **Ship**

Step 10.

Confirm shipment.
FedEx AWB should then be printed.

Thank you for shipping with FedEx. Your tracking number: **773159060093**

Your pickup confirmation number: **SMVA27**

- Label
 Receipt | [View](#)

Print

Create return shipment **Edit shipment** **Cancel shipment** **Repeat last** **Create new**
Go to Global Trade Manager **View pickup confirmation**

	<p>TRK# 7731 5906 0093 <small>0430</small></p> <p>PF CGNA</p> <p>NW-DE CGN</p> <p>51427</p>	<p>INTL PRIORITY A2</p>	 <p>BERGISCH GLADBACH NW 51427 NW 49123456789 REF: 4500123456</p> <p>DEPT</p> <p>FedEx Express</p> <p>56DJ3AC39IFE4A</p>	<p>ORIGIN ID: SMVA27 423123456789 HANS MUSTER OERLIKON BALZERS COATING AG IPAWALI 18 BALZERS FL 9496 SWITZERLAND CH</p> <p>SHIP DATE: 16MAR21 ACTWGST: 10.00 KG CAD: 251972420MET4340 DIMS: 20X20X20 CM BILL SENDER</p>	<p>TO PETER MUSTER OERLIKON BALZERS COATING GERMANY STEGERWALDSTRASSE 3</p>
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After printing this label:
CONSIGNEE COPY - PLEASE PLACE IN FRONT OF POUCH
1. Fold the printed page along the horizontal line.
2. Place label in shipping pouch and affix it to your shipment.

Warning: Use only the printed original label for shipping. Using a photocopy of this label for shipping purposes is fraudulent and could result in additional billing charges, along with the cancellation of your FedEx account number.

LEGAL TERMS AND CONDITIONS OF FEDEX SHIPPING DEFINITIONS. On this Air Waybill, "we", "our", "us", and "FedEx" refer to Federal Express Corporation, its subsidiaries and branches and their respective

AWB can now be printed.

Important:
Pick-up must be booked, otherwise no pick-up will take place!

The shipment should now be picked up by Fedex and tracked with this number.

Before creating the consignment note, the sender must enter the Oerlikon company e-mail addresses via the Fedex tool settings so that Oerlikon is always informed about the shipment.

FedEx Ship Manager[®] [My Profile](#) [Logout](#) [Help](#)

Ship | Ship History | My Lists | Reports | Administration

Create a Shipment

1 Enter shipping information 2 Print label(s)

Contact your administrator
[Preferences](#) [Clear all fields](#)

* Denotes required field.

My Shipment Profiles

My shipment profiles (formerly Fast Ship) [Help](#) [Hide](#)

Select [Ship](#)

1. From [Help](#) [Edit](#)

4. Billing Details

[Help](#) [Hide](#)

* Bill transportation to Oerlikon-083

Alert: Please remember to enter your reference information.

Your reference

[More reference fields](#) [Add an account](#)

P.O. no.

Mail addresses which must be stored so that they are notified about the shipment:

InfoLogistik@oerlikon.com

Shipment Notifications [Help](#)

<p>Notify Sender via:</p> <p><input checked="" type="radio"/> Email (HTML)</p> <p><input type="radio"/> Email (Plain Text)</p> <p>Sender Email <input type="text" value="InfoLogistics.Balzers@c"/></p> <p><input type="text" value="German"/> ▼</p> <p>+ Add additional recipients</p> <p><input type="checkbox"/> Always show additional recipients</p> <p><input type="checkbox"/> Always show personal message option</p> <p><input type="checkbox"/> Always show this section expanded</p>	<p>Notification type</p> <p><input type="checkbox"/> Ship</p> <p><input type="checkbox"/> Tendered</p> <p><input type="checkbox"/> Pickup</p> <p><input checked="" type="checkbox"/> Exception</p> <p><input type="checkbox"/> Estimated Delivery</p> <p><input type="checkbox"/> Delivery</p>
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