

GUIDELINE - Please follow the steps below precisely...

PO:

1. greenius® will file a request or place a PO with the Supplier
2. PO always contains the requested method of shipment (such as EXW, FOB, CIF, Airfreight etc.) please calculate and put in your PI if applicable
3. All PO's are made with our general terms and conditions of purchase, which are available to download [here](#).

PI:

4. The supplier must specify the realistic completion date for production when sending the PI in order to schedule QC Inspection.
5. the PI must specify the agreed terms of payment and always contain shipping cost for desired shipping method if applicable
6. PI and all following documents must contain/ be related to our PO number (see PO document)
7. PI and all following documents must contain our EORI number: DE997735668960038

QC:

8. QC Inspection day as scheduled.
9. As soon as the QC inspection has been successfully passed, we need to know the reliable pick-up date for further transportation.

PL/CI:

10. After the PI confirmation the supplier provides a packing list according to our specifications, which you can download [here](#).
11. The supplier will provide final commercial invoice as it comes with shipment

All Documents:

12. Please send all import-related documents before, during and after imports to the following email address „logistics@greenius.de“
13. Please always write the greenius PO number in the subject line (if there is more than one in a consignment, one will suffice)

greenius下单指南- 请贵司严格按照以下步骤操作...

采购订单 (PO) :

1. 将向供应商提交采购请求或下采购订单 (PO)。
2. PO应包含所请求的运输方式 (如EXW、FOB、CIF、空运等)。
3. 所有采购订单均符合我司的采购通用条款 和条件, 可在此处[下载](#)。

形式发票 (PI) :

4. 供应商在发送PI时必须备注真实的生产完成日期, 以便合理安排质检 (QC) 。
5. PI必须包含约定的付款条款, 以及所需运输方式的运费 (如适用) 。
6. PI以及后续所有相关文件必须包含我们的PO号 (见PO文件) 。
7. PI以及后续所有相关文件必须包含我们的EORI号: DE997735668960038。

质量控制 (QC) :

8. 按计划进行质检 (QC) 。
9. 质检成功通过后, 我们双方需要尽快协商可行的提货日期。

装箱单/商业发票 (PL/CI) :

10. 在PI确认后, 供应商应根据我们的规范提供标准的装箱单, 您可以在[此下载](#)。
11. 供应商将在发货时提供最终商业发票。

所有文件:

12. 请将所有进口相关的文件及时发送至以下电子邮件地址“logistics@greenius.de”。所有草件必须经过我司确认后才能出正式文件。
13. 以便快速跟进, 请在邮件主题中始终写上 greenius的PO号 (如果一个货物有多个PO号, 一个即可) 。