

# General delivery and packaging regulations

## 1. Objective of the general delivery and packaging regulations

These general delivery and packaging regulations apply to all suppliers of REISSER-Schraubentechnik GmbH

Our objective is to ensure the smooth flow of materials between suppliers and REISSER-Schraubentechnik GmbH. We also want to keep the environmental impact as low as possible. The cooperation of our suppliers is very important to us. In the following points, we would like to indicate the obligations that apply to our suppliers and the responsibility resulting from these.

## 2. Delivery

Please note the details on our orders with regard to delivery and billing addresses.

Deliveries of goods are possible at the following times:

<b>Monday-Thursday</b>	<b>Friday</b>
07:00-12:00	07:00-12:00
12:30-15:30	12:30-14:15

## 3. Packaging

All goods must be packed in accordance with Section 411 HGB (*Handelsgesetzbuch* - German Commercial Code), in such a way that rules out damage to the goods occurring during the entire transport route from the supplier to the recipient due to insufficient packaging.

This means that weather conditions as well as circumstances during loading and unloading must also be taken into account.

The goods must be secured by the sender in accordance with Section 412 HGB.

Any damage that occurs during transportation is the responsibility of the supplier, as insurers do not recognise damage if it has been caused due to inadequate packaging or the goods being secured incorrectly.

**Packaging** must comply with applicable environmental regulations and be environmentally friendly, e.g. the use of recyclable or reusable materials. Packaging must not contain hazardous materials or substances and must comply with applicable transport regulations and guidelines.

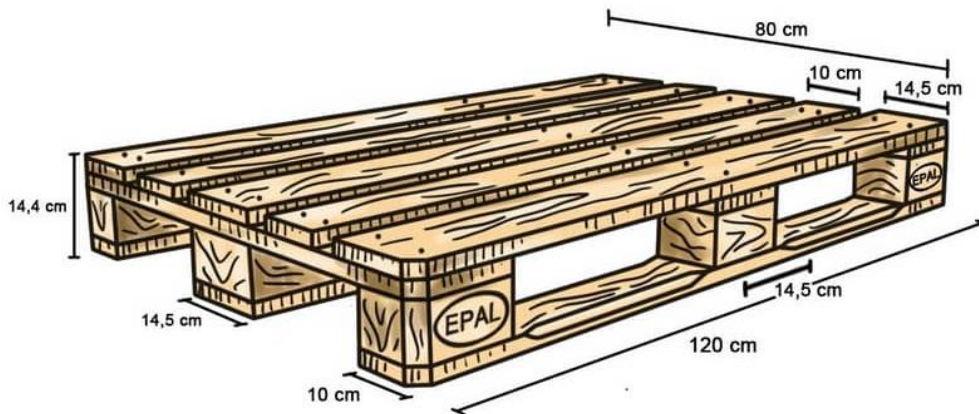
#### 4. Requirement for pallets

We only accept Euro pallets in accordance with DIN EN 13698-1 (120 cm length x 80 cm width x 14.4 cm height). Any Euro pallets used should be **ISPM 15**-certified and labelled as such. Licensees for the production, distribution and repair of Euro pallets all around the world can be found at the following link:

<https://www.epal-pallets.org/eu-en/licensee-search>

If it is not possible for the supplier to deliver exclusively on Euro pallets, we ask you to comply with point 9. Exceptions.

- The **total height of the package** including the pallet must not exceed 85 cm.
- The **weight per package** must not exceed 25 kilograms per box and a maximum of 1,000 kilograms per pallet.
- **The goods, including the transport packaging, must not produce an overhang**



In order to ensure smooth transport and safe storage of pallets in our automated system, the pallets must be of good quality. For this, we refer to the official quality classification of EPAL. Euro pallets used should be **at least Class B** or better.

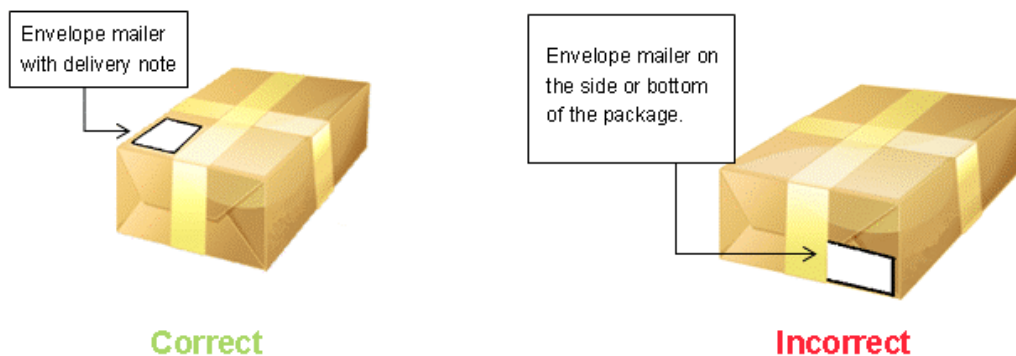
Therefore, we require our suppliers to refrain from using pallets with the following criteria:

- Missing components or other externally visible damage
- Nails protruding from the boards
- Missing, splintered or otherwise damaged blocks
- Pallets that have been repaired using unsuitable parts
- A total pallet load capacity that does not meet the pallet specifications

## 5. Delivery note

A delivery note **must accompany each delivery**. Consignments without a delivery note will not be accepted by REISSER-Schraubentechnik GmbH. The delivery note must be attached to the outside of the pallet in a clearly visible and freely accessible manner using a designated envelope mailer. A delivery note should include the following information:

- Name and address of the suppliers and recipients
- REISSER order number/production order number
- Date of the order and delivery
- Description of the goods, quantity and weight
- Country of origin
- Labelling of hazardous goods



## 6. Packing list and bundling of consignments

If more than one package is delivered, a **detailed packing list** must **always** be enclosed for customs and insurance purposes.

This packing list must include the following information:

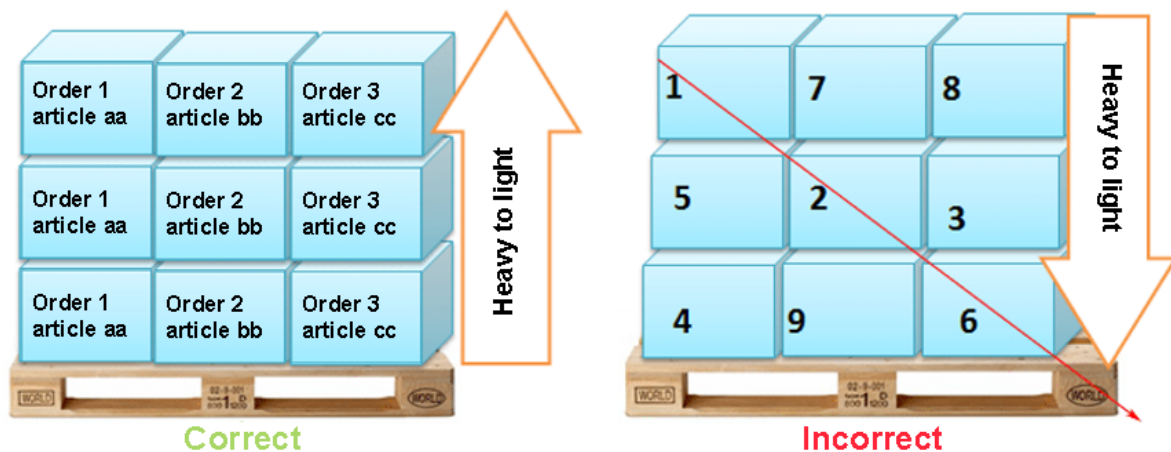
- Numbering of the pallets
- REISSER order numbers per pallet
- Article number, designation and dimension
- Number of items per package
- Number of items per covering box
- Number of covering boxes per pallet
- Number of items per pallet
- Total quantity
- Net and gross weight per item

If there are several boxes on a pallet, they must be labelled in such a way that it is clearly visible from the outside what is in the boxes.

The bundling of consignments and pallets in order to load them must be carried out on an order-related or item-related basis. Orders and items must not be mixed in partial quantities over several loads. In order to avoid additional expenditure during deconsolidation, a single-product delivery is necessary.

In exceptional cases, if only a mixed pallet (different items on a loading unit) can be delivered, it must be clearly labelled and packed in such a way that the goods belonging to an order are picked **on top of each other** on the loading unit and **not side by side**.

**Pallets must be packed in such a way that the goods, including transport packaging, do not extend beyond the edge of the pallet and therefore do not create an overhang.**



## 7. Consignment note

A proper consignment note must be handed over to the carrier for each delivery. It is also valid to send the consignment note in electronic form. The note must be completed in accordance with Section 408 HGB and must be handed over to the receiving party.

The following mandatory fields must be specified on the consignment note:

- Sender and recipient
- Supplier number
- Delivery conditions (Incoterms)
  - Number of packages belonging to the consignment
- Total weight of the consignment
- Handover or dispatch date of consignment
- Delivery note number/order number

## **8. Effects of non-compliance**

In the event of non-compliance with the delivery and packaging regulations, REISSER-Schraubentechnik GmbH reserves the right to claim any additional costs incurred from the supplier. This also includes costs due to repackaging or the use of additional packaging, subsequent deliveries, disposal costs, outsourcing or default charges. Likewise, REISSER-Schraubentechnik GmbH may refuse to store non-conforming packaging and may charge for the return of the consignments. Violations have a negative impact on supplier evaluation.

## **9. Exceptions**

In certain exceptional cases, deviations from the specified delivery and packaging regulations may occur. These must be approved in writing by the logistics and purchasing departments of REISSER-Schraubentechnik GmbH prior to delivery.