

General Delivery and Identification Regulations

Laufenberg GmbH Krefeld-Hüls

Version Mai 2015

The area covered by these regulations relates to all production sites and to all suppliers of Laufenberg GmbH. These delivery guidelines are a binding part of the contract for every order. Failure to comply to these guidelines can lead to additional costs. Laufenberg GmbH reserves the right to charge these additional costs to the supplier, or to return the goods to the supplier with no cost to themselves.

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9. General

Address and delivery address

Address:

Laufenberg GmbH
Krüserstrasse 2
47839 Krefeld-Hüls
Germany

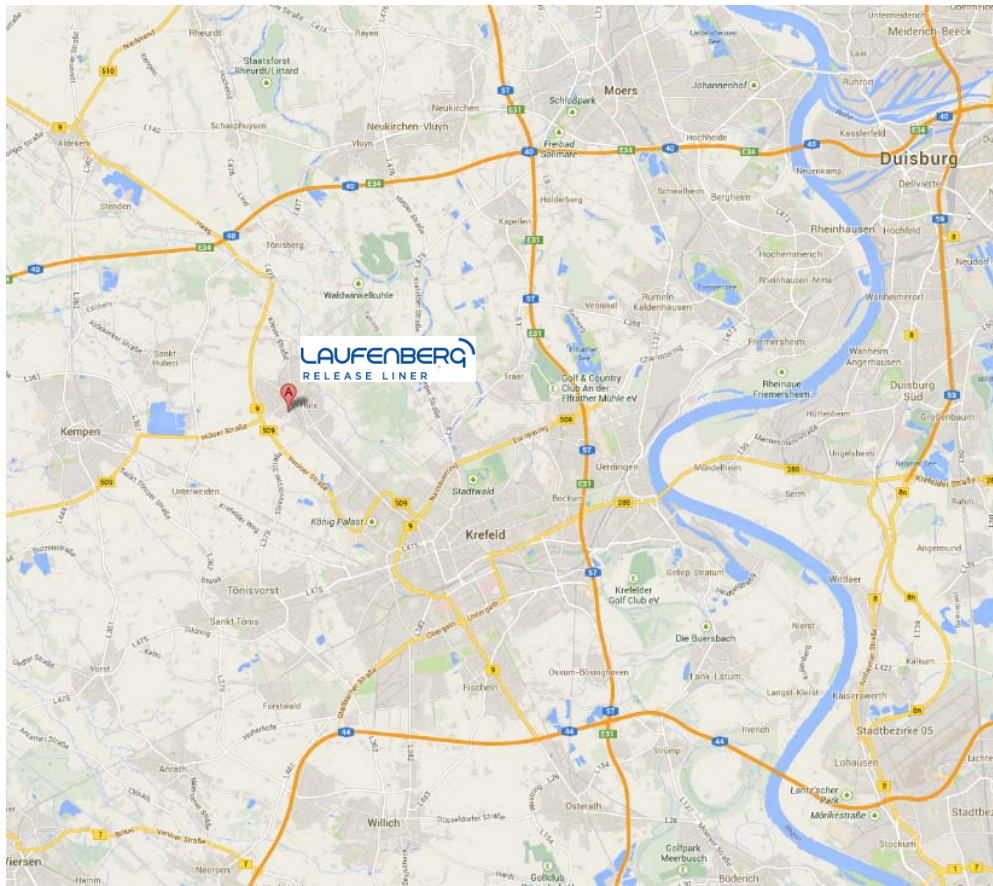
Tel.: +49 2151 / 74-99-0
Fax: +49 2151 / 74-99-60
E-Mail: mail@laufenberg.info
Web: www.laufenberg.info

**Delivery Address /
Incoming goods:**

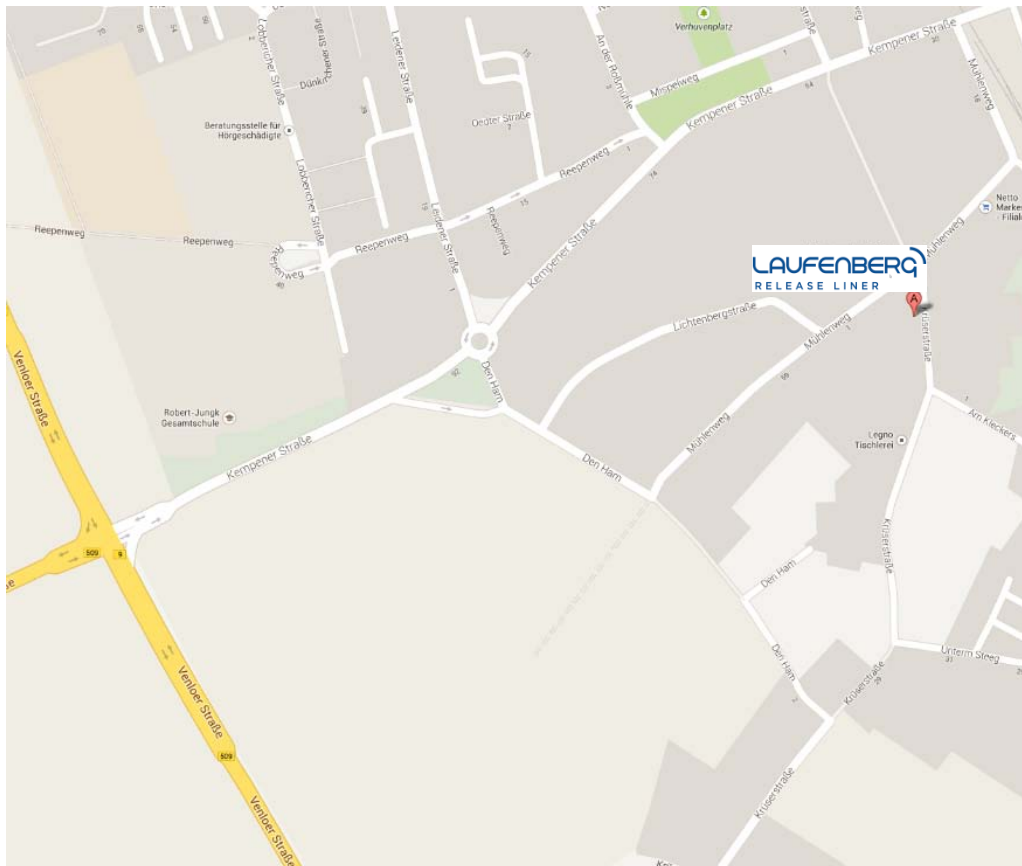
Laufenberg GmbH
Krüserstrasse 3
47839 Krefeld-Hüls
Germany

Tel.: +49 2151 / 74-99-592
Fax: +49 2151 / 74-99-62
E-Mail: hg.kroon@laufenberg.info

1. Directions



Recommendation A40, exitKerpen/ Krefeld, direction Krefeld via B9



3. Delivery of goods

Opening Times

Mon.–Thurs. 07:00 to 14:30
Fri. 07:00 to 12:30

Breaks

Mon. – Fri. 09:00 to 09:15
12:45 to 13:15

3.1 Shipping Note

The shipping note should be completed according to DIN 4991 and must contain the following information:

- Laufenberg order number(s)
- Product identification (Laufenberg, supplier)
- Material number, e.g. batch, serial, item number
- Quantity delivered, (all relevant data for Laufenberg)
- List of associated documents e.g. inspection certificates, inspection reports, deviation approval etc.
- Type and number of carriers
- Gross weight, including net weight of each unit.

- Name and address of supplier, including contact name in case of any queries.
- Shipping note number
- Shipping note date
- Type of transport (e.g. by lorry)
- Dispatch conditions
- Information about hazardous goods (if applicable)
- If delivery is not made directly to correct department: Name/department of addressee

3.2 Letter of consignment

- Materials delivered by a hauler must be delivered with a shipping order, upon which all delivery notes are summarised together. Upon the acceptance of the shipment the exact number of products must be clearly visible so that the receipt can be confirmed quickly.
- If goods are delivered using a computer delivery applications system Laufenberg GmbH retain the right to complain about any possible problems at a later date.
- Any special packaging issues (e.g. if packs can not be piled) must be clearly indicated.
- To guarantee the correct assignment of the delivery all delivery note numbers must be listed.
- When using Euro pallets, metal boxes or individual customer containers their type and number must be clearly indicated.

- Delivery notes must be attached to the letter of consignment. Letters of consignment together with delivery notes are to be given to the freight carrier separately.
- An additional copy of the delivery note must be attached visibly on the carrier.
- An individual delivery note must be issued for each order.

3.3 Refusal of acceptance

The following could lead to a refusal of acceptance.

- Breach of delivery appointment or time
- Unsorted or defective packaging
- Missing/illegible delivery / shipping note
- Deviations between delivery and the declared numbers on the delivery note.
- Damaged or dirty products
- Non-compliance to packaging requirements.

4. Goods Protection and packaging

All goods are to be packed in a suitable way according to the type of transportation to ensure they are protected against:

- Corrosion, water and sunlight
- Pollution
- Damage
- An appropriate sized package / or packaging defined by Laufenberg must be used to avoid wasting space.
- The packaging is to be chosen such that no product parts are exposed.
- Any packaging requirements over and above the issue of protection will be defined separately on the order form

5. Labelling of packages

The following points are the minimum requirements for labelling:

- Laufenberg article number
- Product identification, (all data relevant to Laufenberg)
- Number and or number per package
- If a delivery is accompanied by a test certificate, initial sample report or any other documents they should be attached visibly to the outside of the packaging.
- Specific product labelling should be completed if required for products, parts and their packaging (e.g. packaging data information).
- Any deviations from existing labelling regulations must be agreed in writing between the supplier and Laufenberg
- Dangerous goods or substances must be clearly labelled according to legal regulations.
- To exclude the risk of any mistakes any old markings or labels must be completely removed from the transport carrier / box.

6. Regulations of delivery

6.1 Pallet goods

- Pallet goods must be delivered on DiN Norm flat Euro Pallets. Any substandard pallets will not be exchanged.
- The maximum pallet height allowed is 1500 mm including the pallet.
- The weight per pallet must not exceed 1000 kg.
- All standard sizes in particular of pallets must be strictly adhered to.
- It must be insured that no goods delivered have any transport securing devices that either stick out or bulge through boxes or plastic packaging.

Non-observance of these regulations leading to any disruptions will be charged to the supplier at a cost of EUR 150,- per pallet / piece.

6.2 Packaging

- The use of a covering box to pack more than one of any individual item is allowed. This covering box must be clearly labelled with a declaration of contents.
- Boxes for small pieces must not be larger / heavier than: (LxWxH) 600 x 400 x 220 mm, max. 25 kg.
- Should such boxes be delivered in layers on a pallet a flat carton must be placed between the layers to ensure everything is stable.
- If individual items differ they must not be packed in one box.
- The stacking of boxes is only allowed if guaranteed that any boxes at the bottom will not be deformed or damaged.
- All package boxes are to be of such quality that the contents will neither be damaged nor lost. Should any packaging materials used by the supplier not be good enough Laufenberg refuse to accept any responsibility for damage resulting from poor packaging. Any materials will be checked and all damage costs will be charged to the supplier.

6.3 Goods on rolls / spools

- The platform of the delivery lorry must be in such condition that goods are not damaged during delivery.

- Following an internal analysis of danger rolls of products must be delivered in an upright position.
- All rolls of goods must be placed on an anti-slip-mat during transportation.
- Lorries equipped with JOLODA track system will be unloaded first.

6.4 Delivery via ramp

- **Guarantee that goods are loaded on a lorry capable of bearing at least 12 tonnes of products with forklift without risk of breaking.**
- Delivery is completed using a forklift on the lorry.
- Goods should be secured so that it is possible to remove them from both sides.

6.5 Securing of load

§ 22 Paragraph 1-4 StVO (German Road Traffic Regulations) must be adhered to, also when goods are returned.

6.6 Miscellaneous

The use of metal bands is not accepted.

7. Handling

- **Any carriers and boxes weighing more than 25 kg must be moveable with a fork lift. (Minimum 100 mm lift height)**
- If a delivery contains more than one item per carrier / box then each item must be separately packed, individually labelled and be suitable for separate transport.
- Electronic parts / -components must be packed according to ESD-regulations.

8. Waste / Package disposal

- If using non-returnable packaging there use should be kept to a minimum in terms of both weight and volume.
- Packaging should be environmentally friendly and re-useable wherever possible.
- Combinations of materials (e.g. iron clips, nails in wood) are to be kept to a minimum and must be easily separable after use.
- Unless otherwise agreed between the supplier and Laufenberg GmbH no packaging materials are returned.

9. General

Any deliveries that differ from these General Delivery Regulations must be approved in advance with Laufenberg. In such exceptional cases an additional note must be included on the delivery note giving details of the person responsible.

These General Delivery Regulations do not release the supplier's duty to comply to valid German Laws.