

General delivery and labeling regulations

Laufenberg GmbH Krefeld-Hüls

Version May 2015

The scope of these regulations applies to all plants and suppliers of Laufenberg GmbH. This delivery policy is a binding contractual component of every order. In the event of non-compliance with this policy, we reserve the right to invoice the supplier for the resulting costs or to return the goods at the supplier's expense.

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Address and delivery address

Adress:

*Laufenberg GmbH
Krüserstrasse 2
47839 Krefeld-Hüls
Germany*

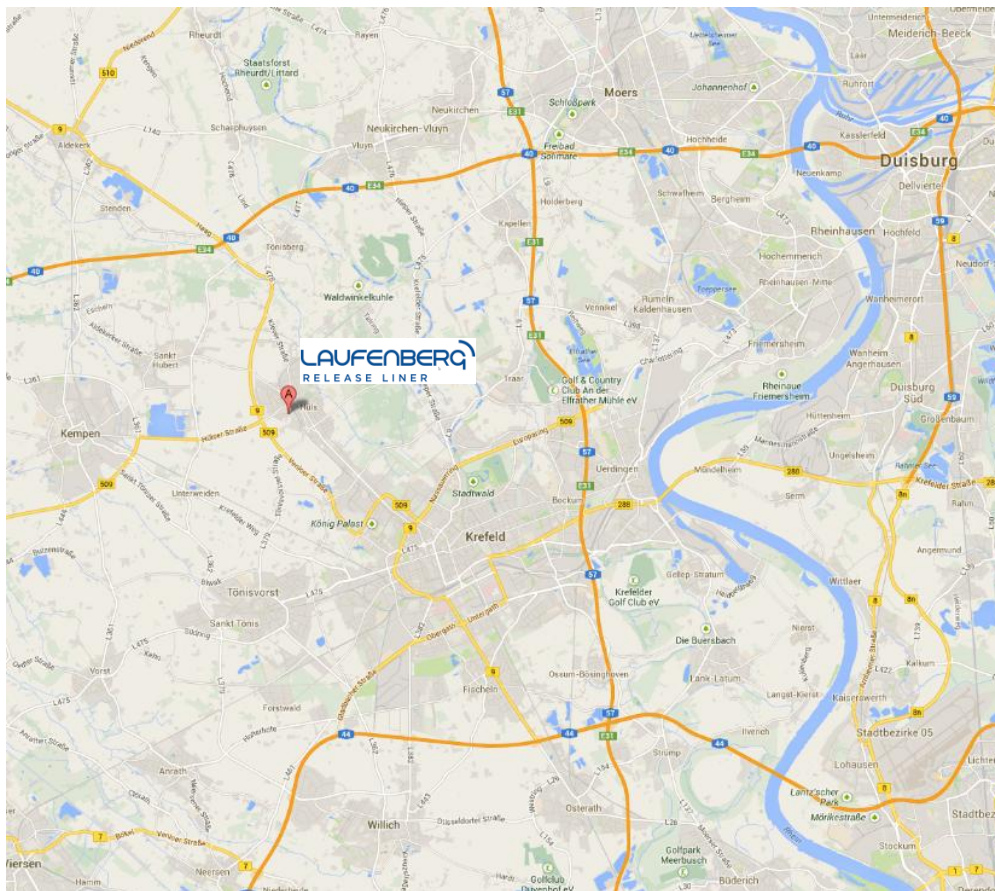
*Phone: +49 2151 / 74-99-0
Fax: +49 2151 / 74-99-60
E-Mail: mail@laufenberg.info
Web: www.laufenberg.info*

**Delivery address /
goods acceptance:**

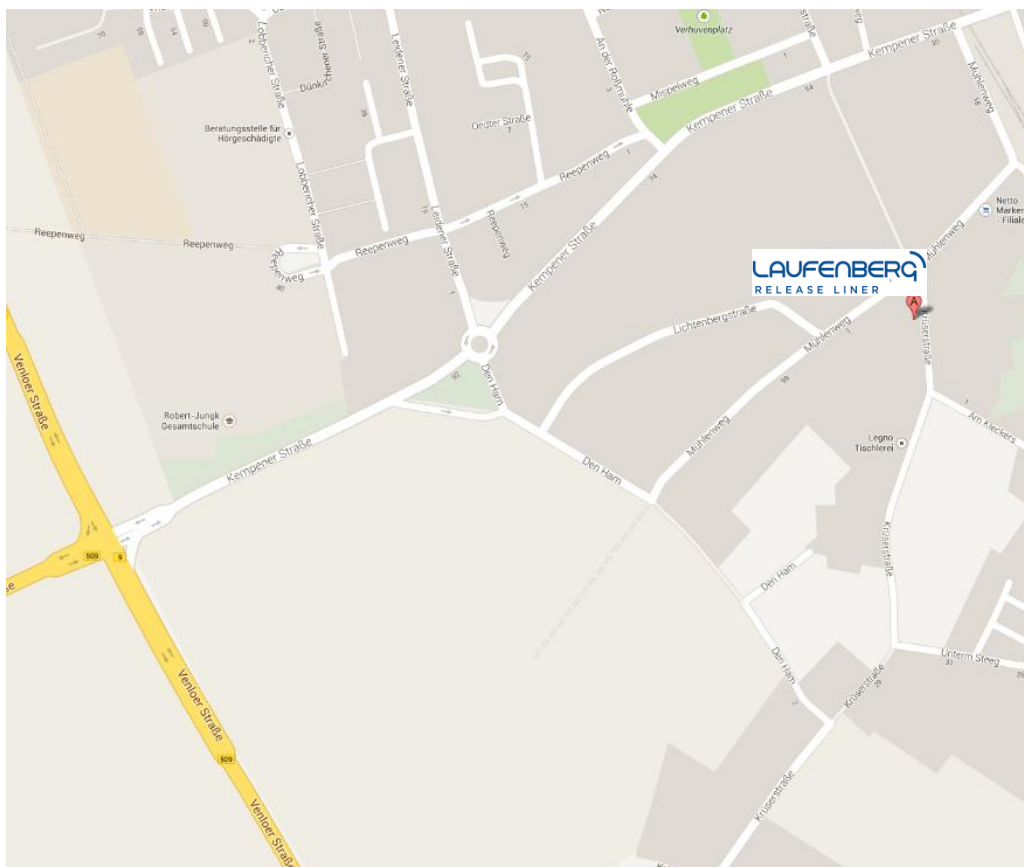
*Laufenberg GmbH
Mühlenweg 63
47839 Krefeld-Hüls
Germany*

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Fax: +49 2151 / 74-99-62
E-Mail: a.kurt@laufenberg.info*

1. Anfahrtsskizzen



Recommendation: A40, exit Kerken/Krefeld, towards Krefeld via B9



3. Goods acceptance

Goods delivery times:

Mon. - Thurs. 07:00 to 14:30
Friday 07:00 to 12:30

Break times

Mon. - Thurs. 09:00 to 09:15
Friday 12:30 to 13:00

3.1 Delivery note

The delivery note should be issued in accordance with DIN 4991 and must contain the following data fields:

- Laufenberg order number(s)
- Product description (Laufenberg, supplier)
- Material number, e.g., batch, serial, item number
- Delivery quantity (all Laufenberg-relevant data)
- List of any accompanying documents, e.g., test certificates, test reports, deviation permits, etc.
- Type and number of individual load carriers
- Total gross weight including unit - net weight
- Supplier's name and address, including contact for inquiries
- Delivery note number
- Delivery note date
- Shipping method (e.g., by truck)
- Shipping conditions
- Information on hazardous goods (if applicable)
- For direct deliveries to departments: Name/department of the recipient

3.2 Waybill

- Material delivered by freight forwarders must be accompanied by a freight forwarding order on which the delivery note(s) are combined into a single shipment. This allows the delivered quantity of packages to be quickly and accurately identified and acknowledged upon receipt of the shipment.
- Laufenberg GmbH reserves the right to subsequently file complaints regarding deliveries using mobile IT recording systems.
- Package-specific features, such as lack of stackability, must be clearly indicated.
- To ensure allocation, the delivery note numbers must be listed on the waybills.
- When using Europool pallets, wire mesh boxes, or customer-owned containers, their type and quantity must be listed.

- The corresponding delivery notes must be attached to the waybill. The waybill and delivery notes must be handed over separately to the carrier.
- Another copy of the delivery note must be visibly and securely attached to the outside of the load carrier/package.
- A separate delivery note must be issued for each order.

3.3 Refusal of Acceptance

The following points may lead to refusal of acceptance:

- Failure to comply with delivery or arrival dates/times
- Unsorted or poorly packaged goods
- Missing/illegible delivery note/waybill
- Discrepancies between the delivery and the quantity stated on the delivery note
- Damaged or soiled goods
- Failure to comply with packaging instructions

4. 4. Product protection and packaging

All goods must be packaged in such a way that they are suitable for the respective mode of transport and protected from:

- Corrosion, water, sun
- Contamination
- Damage
- The smallest possible packaging under the circumstances or the packaging specified by Laufenberg must be used to avoid empty space as much as possible.
- The packaging must also be selected so that individual parts of the goods do not protrude upwards, for example.
- Packaging requirements beyond general protection are defined by corresponding information in the packaging data sheet/order form.

5. Marking of packages

The minimum requirements for labelling are:

- Laufenberg article number
- Product description (all Laufenberg-relevant data)
- Quantity or quantity per packaging unit
- If a test certificate, initial sample test report, and other documents are enclosed with the material shipment, they must be affixed visibly and well protected to the outside of the package.
- Regarding the labeling of products, parts, and packaging, product-specific packaging specifications must be observed. (e.g., packaging data sheet)
- Deviations from existing labeling requirements require a written agreement between the supplier and Laufenberg.
- Dangerous goods or hazardous substances must be labeled in accordance with legal regulations.
- To eliminate the risk of confusion, any remaining labeling (or remnants thereof) must be removed from the load carrier/transport unit.

6. Loading regulations

6.1 Pallet goods

- Palletized goods must be delivered exclusively on DIN standard Euro flat pallets. Pallets of inferior quality will not be exchanged.
- The maximum pallet height is 1500 mm, including the pallet.
- The maximum weight per pallet must not exceed 1000 kg.
- All standard dimensions, especially the pallet dimensions, must be strictly adhered to.
- Care must be taken to ensure that the delivered goods do not have any protruding attachments, load securing devices, bulges on attached cardboard boxes, or stretch film.

Failure to comply with these specifications, which results in disruptions, will result in the supplier being charged EUR 150 per pallet/package.

6.2 Containers

- The use of an outer carton to package multiple individual containers of an item is permitted. This outer carton must contain a clear and detailed declaration of contents.
- Cardboard boxes for small parts must not exceed the following dimensions and weights: (LxWxH) 600 x 400 x 220 mm, max. 25 kg.
- If such cardboard boxes are delivered stacked in multiple layers on pallets, a stable, flat cardboard interlayer must be used between each layer for stabilization.
- Multiple individual containers of different items must not be packed together in one outer carton.
- Stacking packages is generally only permitted if damage or deformation, especially of the lower packages, is ruled out.
- All packaging must be of a quality that adequately protects the goods from damage and loss. If the shipping packaging chosen by the supplier is insufficient, we accept no liability for any resulting damage and will have the materials inspected, repackaged or properly disposed of by our service provider at the supplier's expense.

6.3 Roll goods

- The loading area of the delivering trucks must be free of any damage that could harm the material.
- According to an internal risk analysis, rolls may only be delivered upright for safety reasons.
- All rolls must be placed on anti-slip mats during transport.
- Trucks equipped with a JOLODA rail system will be given priority for unloading.

6.4 Unloading via dock leveller (ramp)

➤ Guaranteed for a trailer floor (truck floor) that can support a forklift weight of at least 12 tons, including the goods, and that will not collapse (thus being safe to drive on).

- Unloading is done using a forklift in the trailer.

➤ The goods must be secured (lashing straps) so that they can be removed from both sides before entering the ramp.

6.5 Load securing

Section 22 paragraphs 1-4 of the Road Traffic Act (transport security) must be observed in principle, even when returning

6.6 Other:

The use of metal bands is prohibited.

7. Handling

- Load carriers and packages weighing more than 25 kg must be accessible (at least 100 mm clearance).
- For shipments with multiple item numbers per load carrier, each item number must be packaged, labeled, and transportable separately.
- Electronic assemblies/components must be packaged in accordance with ESD guidelines.

8. Packaging Disposal

- When using disposable packaging, its weight and volume must be kept to a minimum.
- Environmentally friendly and recyclable materials must be used for all packaging.
- Material combinations (e.g., iron staples, nails in wood) must be kept to a minimum and must be easily separable after use.
- Packaging will generally not be returned unless special agreements have been made between the supplier and Laufenberg GmbH.

9. General

Deliveries deviating from these General Delivery Instructions must be approved in advance by Laufenberg. In such exceptional cases, this must be specifically noted on the delivery note, along with the contact person at Laufenberg.

These General Delivery Instructions do not release the supplier from currently applicable legal regulations.