

General Delivery Instructions of Schenck RoTec GmbH

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Schenck RoTec GmbH

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Germany

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1. Scope

The below defined delivery instructions shall ensure a smooth logistical process between Schenck RoTec GmbH and their suppliers / customers.

2. Delivery Points

Under our postal delivery address

**Landwehrstraße 55
D-64293 Darmstadt**

there are three delivery points:

WE: Incoming goods Schenck RoTec - general

Phone: (06151) 32-2115

Fax: (06151) 32-1893

AWZ: Incoming goods Schenck RoTec – balancing center

Phone: (06151) 32-2563

Fax: (06151) 32-2765

ZOLL: Incoming goods - customs goods

Phone: (06151) 32-1125

Fax: (06151) 32-1764

Certified according to:

DIN EN ISO 9001
DIN EN ISO 14001
VDA 6.4
Ford Q1

3. Opening Hours

Goods can be delivered during the following times:

WE: Incoming goods general:

7:00 am – 3:30 pm hall 28

AWZ: Balancing center:

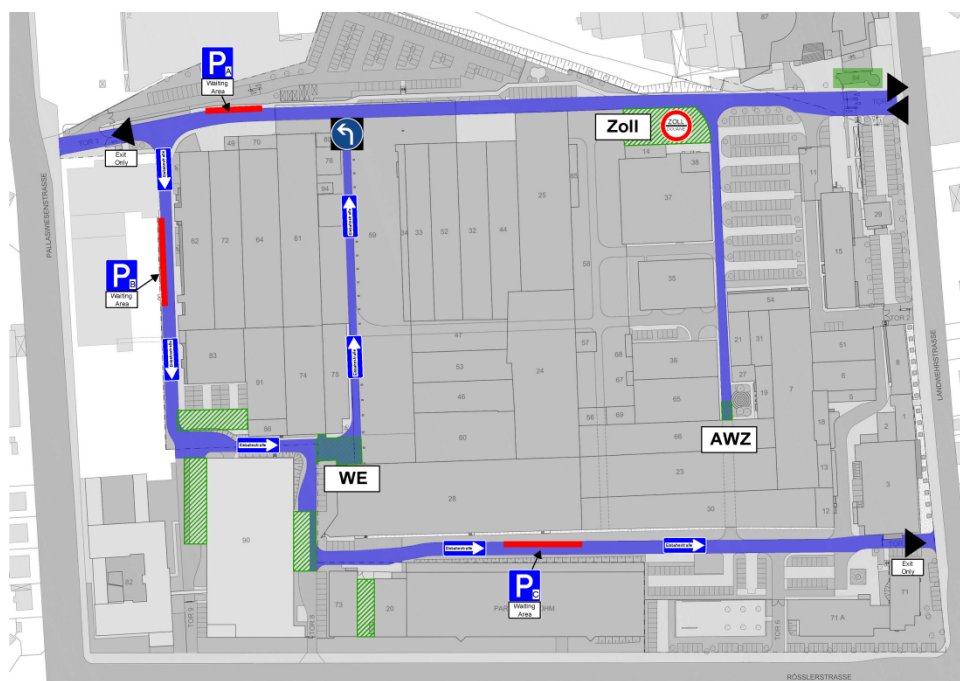
7:00 am – 3:30 pm hall 66

ZOLL: Customs goods:

7:00 am – 2:00 pm hall 25



DE AEOC 105616



Board of Management:
Dr.-Ing. Ralf-Michael Fuchs (Chairman)
Susanne Schlegel
Horst Hartmann

Registered Office:
Darmstadt
District Court Darmstadt
HRB 1732
VAT ID-no.: DE 811 113 684

Banks:
Deutsche Bank AG, Darmstadt
Account: 0 111 260
Bank code: 508 700 05
IBAN: DE9550870005001126000
SWIFT: DEUTDEFF508

Commerzbank Darmstadt
Account: 13 83132
Bank code: 508 400 05
IBAN: DE54508400050138313200
SWIFT: COBADEFF508

4. Transport Documents and Delivery Notes

Suppliers have to print the following order details on all transport documents and delivery notes:

- Schenck RoTec purchase order number
- Schenck RoTec Purchase order position
- Schenck RoTec material number (additionally manufacturer / article number if applicable)
- Serial number (only for items that require serial numbers)
- Description of material
- Quantity
- Supplier's name and address, including contact data
- Number and date of delivery note

All supplied material has to be identified in a clear and visible way with the according Schenck RoTec material number (additionally manufacturer / article number if applicable).

Identification by technical drawings is not permitted.

In order to avoid time-consuming incoming goods sorting and identification, it is necessary, to separate deliveries that consist of several orders, according to their order numbers. In case of non-observance, Schenck RoTec will invoice the costs thereby incurred.

In case of repair or return, please complete the process schedule **PF00775** "Request for repair" and attach it to the shipment.

5. General Packaging Guideline

The design of the packaging has to guarantee a sufficient protection of the goods against damage during transportation. Production scrap and other waste material are not permitted as packaging material.

Deliveries with wood packaging have to be packaged according to the guidelines of HPE (<http://www.hpe.de>) and IPPC.

The packaging of the goods has to be suitable for the mode of transport and has to guarantee protection against:

- Corrosion
- Pollution
- Moisture
- Vibration
- Shear effect
- Bending
- Scratch
- Breakage
- Static charge

Only upon previous written request of the supplier it is possible to give back the packaging material later on and only in the condition as it is after removal of the goods.

Schenck RoTec has no obligation to store the packaging. The supplier bears the costs for return.

6. Means of Transport

Deliveries, heavier than 35kg (70lb), need a pallet or a pallet cage.






A faultless condition is important for Euro-pallets and Euro-pallet cages, used as load carrier. Together with the goods they must not exceed a weight of 1000kg (2200lb).

Basically, it is not allowed that goods overhang the load carrier.

The supplier has to document the exchange transaction of Euro-pallets and Euro pallet cages.

Retroactive exchange transactions are not permitted.

Only undamaged Euro-pallets and Euro-pallet cages can be exchanged. Euro-pallets with the following damages are not exchangeable:

 <p>One board is splintered and a pin is visible.</p>	 <p>One board is missing.</p>
 <p>Verdrehte Klötze (> ca. 10 mm Überstand)</p> <p>A log is missing or a log is broken, so that more than one pin is visible. Twisted logs must not protrude more than 10 mm (1/2 in).</p>	 <p>A board is broken crosswise or diagonally.</p>
 <p>More than two boards are splintered, so that more than one pin is visible.</p>	<p>Other characteristics (poor general conditions):</p> <ul style="list-style-type: none"> • Load rating is not guaranteed (rotten, large chipping). • Dirt contaminates the loaded goods. • Large chippings on a number of logs. • Obviously forbidden components are used (e.g. boards or logs are too thin).

Packaging material of customer's materials (supplies, product returns, repairs or the like) will be returned together with the material. There is no exchange.

7. Load Securing and Marking

We will accept deliveries only if the supplier complies with all laws and regulations regarding load securing and marking. Especially:

- German Traffic Regulations §§ 22, 23 „Load and other obligations of the vehicle driver“
- German Commercial Code §§ 412 „Loading and unloading“
- DGUV-Regulation 70 „Vehicles“
- VDI Guideline 2700 „Load securing on road vehicles“
- Corresponding DIN-Standards
- ADR/GGVSE „Transport of dangerous goods on the road“
- GÜKBillBG „Law on fighting against illegal employment at commercial goods traffic“
- ADSp „German freight forwarders’ standard terms and conditions“
- If necessary, additional legal regulations for road transport.

Generally, it is necessary to load the goods that they can be unloaded by a hand lift truck or a forklift truck.

The delivery has to be freely accessible. This is also necessary for the transport and load securing elements like loops, threads, belt ratchets, etc.

The delivery has to be unloadable without reloading other, third party property / goods which might also be loaded on the truck.

Deliveries that need a special way unloading (crane or special equipment) need all relevant information for proper unloading.

Markings have to be executed according to DIN 55402 T1 and T2.

In case of an accident due to missing or improper marking of the goods the supplier or packer will be held responsible.

Schenck RoTec reserves the right to refuse acceptance of the delivery in case of improper loading, securing and marking. In case of insufficient load securing material for return, Schenck RoTec reserves the right to complete load securing material and invoice it.

8. Transfer of General Delivery Instructions

The supplier is committed to transfer the general delivery instructions to his freight forwarders, freight carriers and subcontractors.

9. Confirmation of Delivery

The supplier, his freight forwarder, freight carrier or subcontractor shall insist to receive a confirmation of the goods delivery/ goods acceptance in written form.

10. Reserve of Acceptance

In case of non-observance of the general delivery instructions, Schenck RoTec reserves the right to refuse the delivery and send it back at expense of the supplier.