

1. Validity

These general delivery and shipping instructions apply to all goods deliveries to the sites of Borscheid + Wenig GmbH. In addition, the general terms and conditions of purchasing as well as site-related safety provisions of Borscheid + Wenig GmbH must be observed.

All national and international laws, ordinances, regulations, guidelines in transportation and the resulting obligations must always be observed and their fulfilment ensured by the supplier as sender and the transport service providers used. This includes the obligations for loading and transport safety in particular.

Infringements of these general delivery and shipping instructions shall entitle us to refuse acceptance of the goods or to pass on the additional costs that are incurred by us.

2. Delivery address

With regard to the delivery/invoice address, it is absolutely essential that the information on our orders/delivery call-offs is observed.

Any possible demurrage for waiting times at the delivery sites specified by Borscheid + Wenig GmbH will generally not be accepted by Borscheid + Wenig GmbH.

3. Goods receipt times

Goods can only be received during our goods receipt times.

Monday to Thursday:	07:00 to 15:30 and
Friday:	07.00 to 15:00
exception Silo delivery	
Monday to Friday:	07:00 to 13:00

Silent period Monday to Friday:	09:30 to 09:45 and
	12:00 to 12:30

4. Punctual notification of consignments to transport service providers

Consignments must be reported punctually to the transport service provider. The delivery deadlines on our orders/delivery call-offs are generally arrival dates. The notification must take into account the respective transportation times. Deviations can lead to delayed deliveries and/or additional costs that must be assumed by the supplier.

If Borscheid + Wenig GmbH is the freight payer and gives you a routing order, this must be observed. If a routing order has not been agreed with the supplier, the supplier must choose the cheapest shipping method. In addition, the number of orders collected must be observed in the transport notification.

The following information must be specified in the notification:

1. Loading point (collection address)
2. Loading time on shipping day
3. Contact person at the loading point
4. Delivery point (delivery address)
5. Delivery date
6. Shipment weight
7. Number of pallets/pallet cages
8. Stackability of pallets (yes/no)

If applicable, the quantity of packaging material to be exchanged

additionally with customer tools/customer devices

1. Exact name of the tool or the device / e.g. Injection mold or Forming die
2. Value of goods (for transport insurance)

Small consignments under 25 kg:

Please send consignments consisting of individual boxes and that weigh less than 25 kg in total with UPS using the cheapest shipment method. Please also specify our UPS customer number Plant Diedorf 5A4068 Plant Gersthofen 86X906.

5. Types of loading equipment

For all shipping types the supplier must generally choose packaging that is adequate, transport-safe and appropriate for the delivery item. In particular for carriage by sea and air, increased load, possible safety criteria as well as country-specific regulations for entry (e.g. International Plant Protection Convention, IPPC) must be taken into account with regard to the packaging.

The packaging should be selected taking into account ecological factors such as recyclability and/or reusability.

When delivered, the packaging must be in perfect condition and in the case of reusable packaging able to be exchanged.

If this is not the case, we are required to charge for the additional costs incurred.
Fragile goods must be labelled very clearly with the customary symbols.

Deliveries must be made exclusively on the loading equipment listed below:

- ✓ Euro pallet (DIN 15146) dimensions (LxBxH): 1,200 x 800 x 150 [mm]
- ✓ CP3 pallet dimensions (LxBxH): 1.140 x 1.140 x 138 [mm]
- ✓ Euro pallet cage dimensions (LxBxH): 1,240 x 835 x 970 [mm]
- ✓ Disposable pallet dimensions (LxBxH): 1,200 x 800 x 150 [mm]

(Load capacity: 1,000 kg; design similar to Euro pallet)

The dimensions of the loading equipment (1,200 mm x 800 mm) must not be exceeded. If loading equipment or packaging that exceeds the above-mentioned dimensions has to be used, the express prior consent of Borscheid + Wenig GmbH must be sought.

6. Dimensions and weights of the packaging

The following maximum permitted gross weights must be adhered to, irrespective of the packaging type:

- ✓ Individual packages that are moved manually: max. 25 kg
- ✓ Loading units/pallets: 1,000 kg max. 1,100 kg

Dimensions:

- ✓ Maximum dimensions of the base area max. 1,200 x 800 [mm] (Euro pallet dimensions)
- ✓ Total height including pallet max. 1,000 [mm]
- ✓ All box base areas must be compatible with the Euro pallet dimensions and must not exceed them.

The following box base area dimensions are permissible:

- 1,200 x 800 [mm]
- 600 x 800 [mm]
- 400 x 600 [mm]
- 400 x 300 [mm]
- 300 x 200 [mm]

- ✓ The box dimensions must be defined in such a way that the boxes are completely filled but the maximum box weight is not exceeded.

7. Control of consignments at the goods receipt

The delivered consignments are accepted under reservation. Ordered and delivered goods are only checked externally on the ramp for signs of damage and correct delivery.

The freight carrier must record external damage to the consignments on the consignment note. Otherwise only the number of packages delivered (crates, pallets etc.) will be confirmed to the driver.

The quality, quantity and identity check is carried out at a later stage using the delivery note and the order as well as the appropriate goods receipt checks. The supplier is notified accordingly of any detected defects.

8. Documents and accompanying documents

All delivery documents (e.g. consignment note, delivery note and any necessary customs documents) must be handed over in their entirety and with the goods. The documents must be stored and/or transported separately to the material.

The article designation on the delivery documents must match the goods labelling. The delivery documents should generally refer to our order number, article number and the supply department. Delivery notes must always be applied to the outside of the packaging or package and must be clearly marked.

In the case of domestic business partners the delivery documents must be supplied to us in German and in the case of foreign business partners in English.

Acceptance test certificates/works test certificates must generally be sent electronically to our e-mail address

wpz@borscheid-wenig.com

9. Extra journeys

If extra journeys are necessary, the supplier shall agree on the organisation, the required mode of transport as well as the transport service provider with Borscheid + Wenig GmbH. The party causing the extra journeys shall bear the costs of such journeys. If Borscheid + Wenig GmbH assumes the costs, written approval must first be sought from Borscheid + Wenig GmbH's supply department before the extra journey is made. It must be possible to continuously track the consignment and/or contact the mode of transport.

Delivery documents for extra journeys must be marked clearly with the annotation "Extra journey".

10. Case account management

The supplier is expected to keep a record of the containers to be used as reusable packaging with Borscheid + Wenig GmbH. A separate account must be set up for each type of container. Borscheid + Wenig GmbH may view the container account on request.

In parallel, Borscheid + Wenig GmbH also keeps container accounts. Every month, Borscheid + Wenig GmbH gives the supplier an account statement with all stock and transaction data. These must be adjusted by the supplier. The supplier must check the accounts for any possible variations and claims must be made in writing within 2 weeks after receipt to the Borscheid + Wenig GmbH container administration. Otherwise, the stocks documented in the Borscheid + Wenig GmbH container account will be deemed confirmed by the suppliers.

Differences in quantity must be straightened up in cooperation with the Borscheid + Wenig GmbH container administration and supported by the supplier delivery notes. The supplementary entry of differences only occurs at the Borscheid + Wenig GmbH container administration.

At least once a year, at the instigation of Borscheid + Wenig GmbH, a physical inventory of the packaging stocks must be carried out. If there is no feedback, the container stocks indicated by Borscheid + Wenig GmbH are deemed accepted by the supplier. If no inventory has been transmitted by the deadline, the stocks indicated by Borscheid + Wenig GmbH will be written in.

For identified stock shortages, Borscheid + Wenig GmbH will charge the supplier the cost of replacing the container. In case of damage the cost of repair the container will be charged to the supplier, if repair cost should exceed the replacement cost, the supplier will be charged with the cost of replacing the container.

11. Delivery of special equipment (customer tools/customer devices)

When transporting tools / devices owned by our customers it should be noted that only direct transport has to be carried out. The transfer or intermediate storage of tools / devices is not permitted. This means the tool / the device is taking at the loading point by the transport service provider or the supplier and deliver directly to the unloading point. As well as that suitable means of transport be used for this purpose, so that the load securing and protection of the transported goods can be ensured. If the transport is made by the transport service provider of the supplier oder the supplier directly and no suitable means of transport are made available, the Borscheid + Wenig GmbH reserves the right to refuse the loading. Then the supplier has to provide suitable replacement. In addition, the tools / devices must be secured with a transport insurance to the value of the object. The cost, depending on the delivery terms, shall be borne by the particular partner. From the improper transport resulting damages will be charged to the person responsible by the Borscheid + Wenig GmbH.

12. Miscellaneous

Any changes to the shipping plant of the supplier must be reported to the responsible supply department of Borscheid + Wenig GmbH.

The actual shipping location of the supplier must always be specified on the business documentation. Incomplete documents will not be accepted.

Pay on delivery or pre-paid consignments are generally not accepted.

If you have any questions, the contact persons specified on our orders/delivery schedules will be glad to help you.