

General Shipping, Delivery and Packaging Regulations

SLF Oberflächentechnik GmbH

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1 Preface

This regulation defines the requirements that apply to the method of material delivery, labelling, packaging and transport options. The transport, delivery and packaging instructions are a mandatory part of the order or delivery call-off, independently of the agreed delivery conditions.

By complying with this regulation, you as a supplier support us not only in protecting the environment, but also in ensuring smooth processes and continuous improvement.

As a supplier, you are responsible for compliance with and implementation of the supply agreements. Incoming deliveries are checked for compliance with these regulations. Special agreements made in the course of the business relationship must also be complied with. In case of doubt, these take precedence over the transport and packaging regulations.

Any necessary deviations will be agreed with you and must be made in writing. SLF Oberflächentechnik GmbH reserves the right to charge the party responsible for costs incurred due to non-compliance with transport, delivery and packaging regulations, as well as any resulting processing fees.

2 Packaging and sorting

2.1 General items

Sufficient packaging, appropriate to the goods and safe for transport must be selected for all types of dispatch. A transport damage that is not accepted by insurers due to inadequate packaging is the responsibility of the supplier.

The goods must be delivered in a clean condition and have full-service life at the time of delivery. Contamination (grease, oil, dust, metal shavings, other impurities) that leads to reworking or cleaning before further processing won't be accepted and will be removed at the supplier's expense. SLF Oberflächentechnik GmbH reserves the right to return damaged, soiled or non-compliant goods at the supplier's expense.

In addition, SLF Oberflächentechnik GmbH reserves the right to charge the supplier for costs arising from improper deliveries.

The goods must always be labelled with SLF article number, text and quantity.

The contents of the individual packaging must correspond to the label.

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No specific filling quantity per packaging is prescribed for loose or bulk goods. However loose goods must always be delivered packaged (e.g. in cardboard boxes). A packaging unit must not exceed a maximum total weight of 30 kilograms. The quantity as well as the SLF article number and article text must always be labelled directly on the goods or on the package.

2.2 Choosing the right package

2.2.1 Parcel deliveries

A parcel consignment may not exceed a total weight of 90 kilograms. Maximum weight per parcel is 30 kilograms. However, a parcel consignment may not contain more than 4 parcels. If one of the limits is exceeded, the goods or parcels must be loaded onto Euro pallets and dispatched as a freight consignment.

When individual parcels are delivered, it must be clearly recognisable from the outside who is the recipient and who is the sender. If the consignment consists of several parcels, this must be clearly indicated. The total number of packages that belong together must be noted on each package:



As soon as a consignment comprises several parcels, each parcel must be accompanied by an individual packing list. A collective delivery note for all packages is not sufficient.

2.2.2 Freight shipments (pallet shipments)

Consignments with a total weight of over 90 kilograms must always be loaded onto Euro pallets.

All consignments must be delivered on undamaged Euro pallets with the basic dimensions 1.20 x 0.80 m (length x width). Other loading aids are only permitted for

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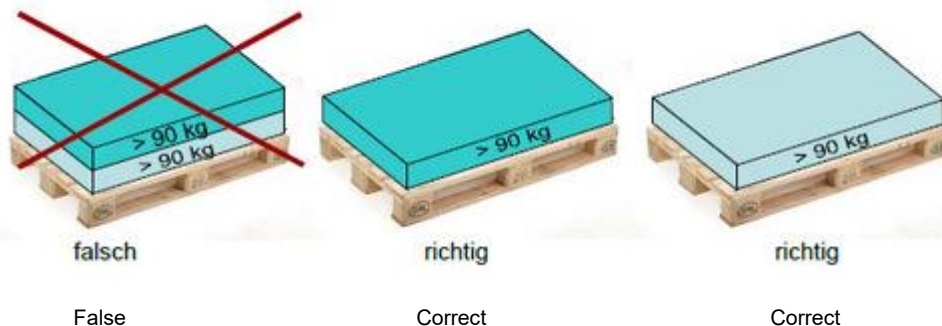
the delivery of long goods. For the delivery of articles with a length of more than 1.20 m, the supplier must select load carriers and packaging in such a way that safe transport of the goods is guaranteed.

When the goods are handed over, the pallets will only be exchanged if they are in perfect condition. Damaged pallets are handled as disposable pallets. If Euro pallets are not exchanged at the explicit request of the carrier, they will also be regarded as disposable pallets. Loading aids such as the supplier's own pallets, rental pallets, railway mesh boxes etc. must be avoided wherever possible. However, this excludes the agreed rotations of possible SLF transport containers.

The maximum loading height including pallet is 2.40 metres. The total weight per package of 1,000 kilograms must not be exceeded.

The pallets can be assembled into a compact, secure transport unit without any protrusions, so that no repackaging measures by SLF Oberflächentechnik GmbH are necessary. The pallet units must be packed and secured for safe transport.

Whenever an order item exceeds a weight of 90 kilograms, the pallets must be assembled according to order, item and batch.



Article items may not be distributed in partial quantities over several pallets if they fit as a total quantity on a single pallet.

If an item falls below the weight limit of 90 kilograms, mixed pallets may be created. However, each article or batch must be clearly labelled and spatially separated from the others so that mix-ups are impossible.

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Non-slip layers of paper or cardboard must be placed between the pallet and the articles and between the individual horizontal layers of articles. Cardboard or a comparable (non-slip) material should also be used to separate vertical positioning blocks from one another.

If possible, the individual packages on the pallet should be positioned so that their labels are visible from the outside.

Only articles with the same SLF commission no. are permitted on a mixed pallet. The SLF commission no. can be found on the order.

All mixed pallets that are not obviously recognisable must be uniformly marked with a coloured label on the top of the pallet or with a similar marking as 'Mixed Pallet' or 'More than one article'. The same applies to unmixed pallets. These are to be labelled with the note 'unmixed pallet' or 'one article'.

Mesh boxes must be packed in such a way that they can be stacked. Here too, the weight should not exceed 1,000 kg.

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2.2.3 Shipping of hazardous goods and goods with a best-before date

The regulations for the transport of dangerous goods and limited quantities (LQ) must be observed. The supplier shall be liable for all damages resulting from non-compliance with the statutory provisions, in particular those of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR = Accord européen relatif au transport international des marchandises Dangereuses par Route) valid at the time of transport.

For the transport of dangerous goods, only type-approved packaging such as cardboard boxes or canisters must be used in accordance with the regulations of the respective dangerous goods class of the ADR.

2.3 Labelling

All statutory labelling requirements must be complied with, for example labelling in accordance with ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road) and the Hazardous Substances Ordinance.

Each package must be labelled in such a way that the goods being transported can be clearly identified at all times. At least the SLF article and order number, the manufacturer's article number and the quantity contained in the respective packaging must be stated. In particular, it must be ensured that the information on the delivery note corresponds to the contents of the package. SLF Oberflächentechnik GmbH reserves the right to charge the supplier for expenses incurred due to non-compliance with these requirements.

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2.4 Packaging

Unless otherwise agreed, the supplier shall be responsible for the choice and design of packaging. The packaging must be designed in such a way that the goods inside are protected from damage, corrosion, soiling and harmful environmental influences (e.g. moisture) at all times during storage and transport. The following criteria must also be observed:

- Only parts of an article may be contained within a package. If several different items are delivered in one delivery, they must each be packed separately.
- Only clean, damage-free packaging may be used.
- Attention must be paid to the optimum utilisation of the packaging and the optimum utilisation of disposable or reusable packaging for large quantities.
- Disposable packaging must be made of materials that are accepted for recycling.
- The structure of the packaging must be designed in such a way that no repackaging effort is required and each package can be identified immediately without additional effort, i.e. the labelling must be clearly visible from the outside.
- SLF Oberflächentechnik GmbH may, under certain circumstances, specify different packaging requirements for deliveries that are forwarded directly or completely to the end customer. Generally, these are to be packed neutrally or labelled with the SLF delivery note.

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3 Accompanying papers and documents

3.1 General information

The contractual forwarding agent, carrier or logistics service provider must be provided with proper freight and accompanying documents. The delivery documents must contain the following: consignment note, transport order and delivery note in duplicate.

The order number, the supplier number, our order number, our part number, gross and net weights, the number of packages, the type of packaging (disposable/reusable), the date of dispatch and the destination (unloading point) must be stated in all dispatch documents and, if the goods are packaged, on the outer packaging.

Only with correct delivery documents and correct, complete and timely delivery of the goods a smooth process in our house, which avoids unnecessary extra work and supports a fast payment processing is possible.

If dangerous goods are transported, a transport document in accordance with ADR must be handed over to the forwarding agent or carrier. All packages containing hazardous goods must be clearly labelled with the prescribed hazard labels (marking and labelling).

For items with a limited shelf life, the date of manufacture and best before date (BBD) must be stated on both the delivery note and the product.

3.2 Transport order

The following details must be specified in the transport order:

- Sender (supplier), address with supplier number
- SLF delivery address
- SLF order number (for lorry loading only)
- Number of packages belonging to the consignment
- Total weight of the consignment
- Handover or dispatch date of the consignment

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3.3 Delivery note and packing list

The original delivery note must be enclosed with each consignment. The delivery note must be clearly visible and attached to the front of the package with a shipping document pouch. Under no circumstances may it be included with the shipping documents. If a consignment consists of several packages, an individual packing list for each package must also be enclosed.

The consignment details on the delivery note and packing list are identical - with the difference that the delivery note contains information on all article items of the complete consignment and a packing list only contains the details of the relevant package.

The delivery note and packing list must contain the following details:

- SLF order number and order item
- Source order
- SLF article number or SLF drawing no.
- Article text
- Delivery quantity
- Delivery note number and possibly consignment number
- Pallet number or, if possible, shipping unit number ("SSCU")
- Country of origin of the goods
- Batch number
- Customs tariff number
- Best before date
- Date of manufacture
- Dangerous goods class, UN number or packing group

Partial deliveries must be noted on the delivery note or on the packing list.

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3.4 Origin of goods with preferences

All EU suppliers are obliged to submit a long-term supplier's declaration. If this is not possible, SLF Oberflächentechnik GmbH expects the submission of an individual supplier's declaration as well as the labelling of the respective country of origin of the goods on the delivery note and on the packing list.

Explanations on the labelling of countries of origin can be found on the homepage of the Federal Statistical Office:

Further proof, such as certificates of origin, must be provided if required.

If a long-term supplier's declaration has been requested from the supplier as proof of delivery of EC originating goods and this is available, this must be indicated on the delivery note and on the packing list by the corresponding origin mark 'E'.

If this does not apply to certain article items in individual cases, the supplier is obliged, according to the declaration, to label these articles on the order confirmation as well as on the delivery note and on the packing list with the note 'no certificate of origin', 'third country goods' or an equivalent addition.

Decryption of the origin code:

D = Drittland (Third country)

E = Europäische Gemeinschaft (European Community)

EFTA = Europäische Freihandelszone (European Free Trade Association)

In the event of non-compliance with this obligation, the supplier shall be liable to SLF Oberflächentechnik GmbH for any resulting damage and for any subsequent claims for foreign customs duties.

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4 Shipping and transport

4.1 General items

Unless otherwise agreed, the delivery of goods shall be made 'DAP destination' in accordance with Incoterms 2020. Agreed dates and deadlines are mandatory. Decisive for compliance with the delivery date or the delivery period is the receipt of the merchandise by us. If no 'DAP destination' delivery has been agreed, the supplier must make the goods available for loading and dispatch in good time, taking into account the transport time to be agreed with the forwarding agent.

Additional costs arising from excess or short deliveries and incorrect deliveries shall be borne by the supplier. Excess deliveries will not be accepted and SLF Oberflächentechnik GmbH reserves the right to return them at the supplier's expense.

In the event of delivery or transport difficulties, SLF Oberflächentechnik GmbH must be informed immediately and unrequested. If the delay in delivery is caused by the supplier, the supplier must do everything at his own expense to ensure that the delivery arrives on the agreed date. Should it nevertheless not be possible to deliver on time, the supplier must immediately announce new delivery dates.

SLF Oberflächentechnik GmbH will only bear transport costs in accordance with the agreed delivery conditions. We shall only accept higher transport costs in the event of a change in the mode of dispatch specified by this regulation, e.g. air freight, express rail freight, express parcels, courier services, etc., if such a mode of dispatch is explicitly prescribed by SLF Oberflächentechnik GmbH.

The supplier is free to insure the consignments at his own expense. Insurance costs invoiced by SLF Oberflächentechnik GmbH will not be accepted if this has not been explicitly agreed.

Deliveries on one dispatch day are to be combined into one consignment. If a consignment consists of several packages, these must be sorted and handed over at the same time at the agreed delivery address.

Special and express transports must be agreed in advance with the respective purchaser of SLF Oberflächentechnik GmbH. Without their written authorisation, no special trips may be made at the expense of SLF Oberflächentechnik GmbH - in principle, special trips must be notified in writing.

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4.2 Delivery address

The exact shipping address is specified individually in the order. Other, deviating dispatch addresses, such as locations of SLF Oberflächentechnik GmbH or its end customers, can be agreed. Please refer to the order for the exact delivery and billing address.

4.2.1 Extra travel

Any necessary extra travel must be agreed between the parties involved. Any extra travel caused by the supplier shall be organised by him; the corresponding costs shall be paid by the supplier. Any extra travel caused by SLF Oberflächentechnik GmbH shall be the responsibility of SLF Oberflächentechnik GmbH.

4.2.2 Notification of readiness for dispatch / notification

The notification of readiness for dispatch of “ex works” consignments must be addressed to the customer - regardless of whether they are freight or parcel consignments. The following information must be provided in full in the notification of readiness for collection:

- SLF order number
- Position of the order
- Project No.
- Order confirmation number of the supplier
- Type of package (loading equipment)
- Number of packages (incl. dimensions)
- Consignment weight
- Type of consignment: Parcel or freight consignment
- Name, telephone number and e-mail address of the contact person
- Ready for dispatch from xx.xx.xxxx
- Loading period

The delivery dates stated in the orders or order call-offs are always arrival dates at the specified place of receipt in the incoming goods department.

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5 Goods acceptance times

SLF Oberflächentechnik GmbH's goods acceptance times are from

Monday to Thursday: from 7.30 am.to 3.45 pm.

Friday: from 7:30 am. to 12:00 pm.

Break times: from 09:00 to 09:15
and 12:30 to 13:00

There is no goods -out during the breaks.

There is no goods acceptance on public holidays. A consignment note is mandatory for the acceptance of goods. Deliveries outside goods acceptance times and the absence of freight documents will result in the rejection of the consignment.

Several deliveries per dispatch day must be combined into one registration or one consignment of goods.