



Delivery instructions

Index 3

Table of contents

1	Introduction.....	3
1.1	Scope	3
1.2	Consequences in case of violation of the delivery regulation	3
1.3	Delivery times	3
1.4	Delivery address.....	3
1.5	Document language	3
2	Packing	4
2.1	Overview of the packaging stages	4
2.2	Dimensions, weight and handling	5
2.3	Closure and load securing.....	6
2.3	Sensitivity classes	6
2.4	Dangerous goods	6
3.	Documents.....	7
3.1	Delivery bill	7
3.2	Bill of lading	7
3.3	Customs documents for non-EU countries.....	8
4.	Marking and sorting.....	9
4.1	Marking of packages.....	9
4.2	Special features for collective deliveries.....	11
4.3	Marking of containers/sub-packages.....	11
4.4	Contact	11
5	Special agreement reusable containers.....	12
5.1	Background to the special agreement	12
5.2	Packaging materials used	12
5.3	Instructions for filling the reusable containers	13
5.4	Marking of reusable containers	13
5.5	Load unit and load carrier.....	14
6	Special agreement carton	14
6.1	Background to the special agreement	14
6.2	Cartons used	14
6.3	Instructions for filling the cartons	15
6.4	Marking of the cartons	16
6.5	Marking of the goods in the carton.....	16
6.6	Load unit and load carrier.....	16
7	Appendix	17
7.1	Overview of sensitivity classes	17
7.2	List of abbreviations.....	18

1 Introduction

1.1 Scope

The following delivery regulation is binding for all suppliers of J. Schmalz GmbH at the Glatten location. Exceptions or deviations from this regulation must be agreed in writing in individual cases. The sections "Special agreement on reusable containers" and "Special agreement on cardboard" are only valid if this has been expressly agreed in advance with the supplier concerned.

1.2 Consequences in case of violation of the delivery regulation

A violation of the delivery specification represents a quality defect. This quality defect shall be taken into account in the evaluation of the delivery. J. Schmalz GmbH reserves the right to refuse acceptance of the goods in case of defects or to accept the goods with reservation. The supplier shall have the option of rectifying the defects. Acceptance of the goods shall in no case be deemed a waiver of warranty rights of J. Schmalz GmbH. The supplier waives the objection of delayed notification of defects. Costs incurred due to defects may be charged to the supplier.

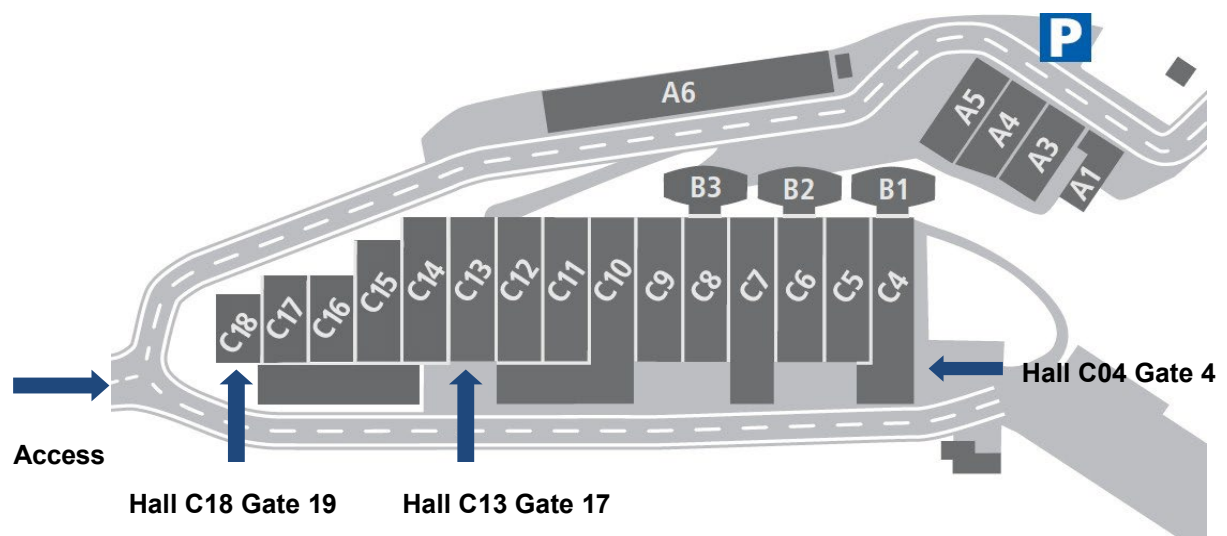
1.3 Delivery times

The incoming goods department of J. Schmalz GmbH is open from Monday to Friday from **7:00 am to 4:00 pm**. Outside these hours, **no** deliveries are accepted.

1.4 Delivery address

The delivery address including the indication of the unloading point, which is communicated by the Purchasing Department in the purchase order, must be adhered to and indicated on all documents. A **combination** of orders with different delivery addresses **is not permitted**. I.e. each shipping unit may only contain goods for the respective delivery gate.

Unloading points are the goods entrances **Hall C18 Gate 19**, **Hall C13 Gate 17** and **Hall C04 Gate 4**.



1.5 Document language

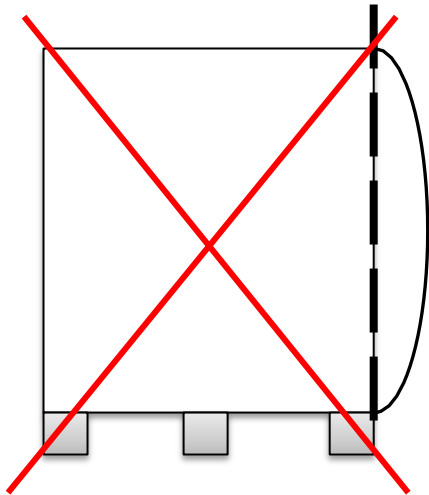
All receipts, markings and delivery documents provided for the identification of the shipment shall be written in German or English.

If legal regulations (such as customs regulations) require a different language, a German or English translation must be included.

2 Packing

J. Schmalz GmbH lives environmental protection consistently. The use of packaging material is to be minimized, taking into account the necessary load securing. The packaging material should be reusable or recyclable.

In principle, the outer and inner packaging must be selected in such a way that the goods are protected from damage and falling out. The packages must be protected from bursting or bulging by selecting the appropriate packaging materials.



or load carriers to be avoided.

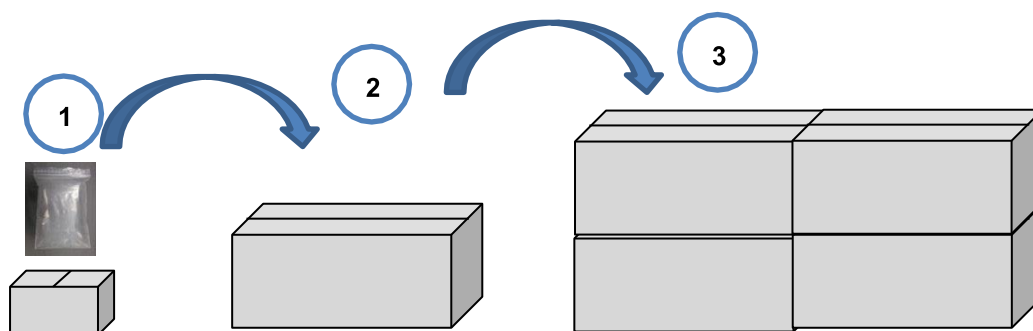
If the items are sensitive to cuts, the goods must be covered with a cardboard box so that no damage occurs when opening the package.

In addition, the goods must be adequately cushioned. Permitted cushioning materials are cushioning paper, air bags, air cushioning film, corrugated board and kraft paper. Other cushioning materials are not permitted.

When using wooden packaging or wooden load carriers (boxes, pallets, squared lumber, etc.), the IPPC standards (ISPM No. 15) must be observed. The lumber must be clearly marked.

Packaging and load carriers made of wood from tropical forests are not permitted. Exceptions can only be granted after careful examination. The prerequisite for this is proof of ecologically sustainable logging.

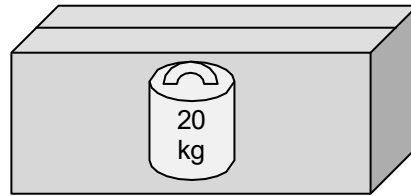
2.1 Overview of the packaging stages



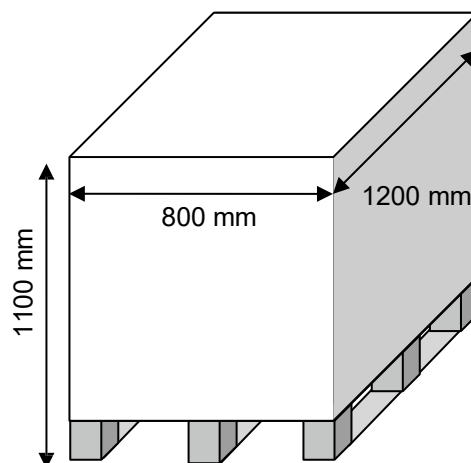
1. **Material/product packaging;** e.g. bags, boxes, crates or drums.
2. **Package;** multiple of the individual material/product packages, one material/product package can already be one package.
3. **Shipping unit;** a package may already constitute a shipping unit.

2.2 Dimensions, weight and handling

The weight (gross) of individual packages must not exceed 20 kg. If the weight is already higher due to the article weight (1 piece), an exception is approved here.



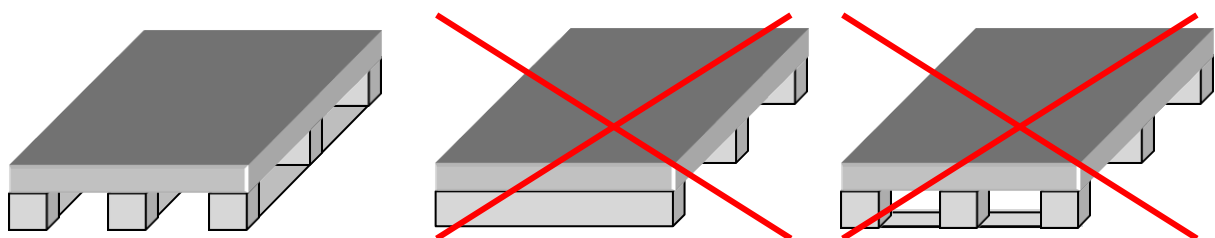
Deliveries on pallets are only possible on exchangeable Euro pallets (L x W 1200 x 800 mm), one-way pallets (L x W 1200 x 800 mm) according to IPPC standard or mesh boxes (L x W x H 1200 x 800 x max. 970 mm). The **maximum height of the pallet is 1100 mm**.



It must be ensured that pallets and pallet cages do not have any overhangs. If pallet cages are used, only **one item per pallet cage** may be delivered.

A **max. weight of 400 kg** applies to all load carriers.

A prerequisite for smooth handling is that pallets can be approached by lift trucks on the narrow side (800 mm). This means that there must be no cross brace on the narrow side. The load carriers must be transportable for lift trucks and ants.

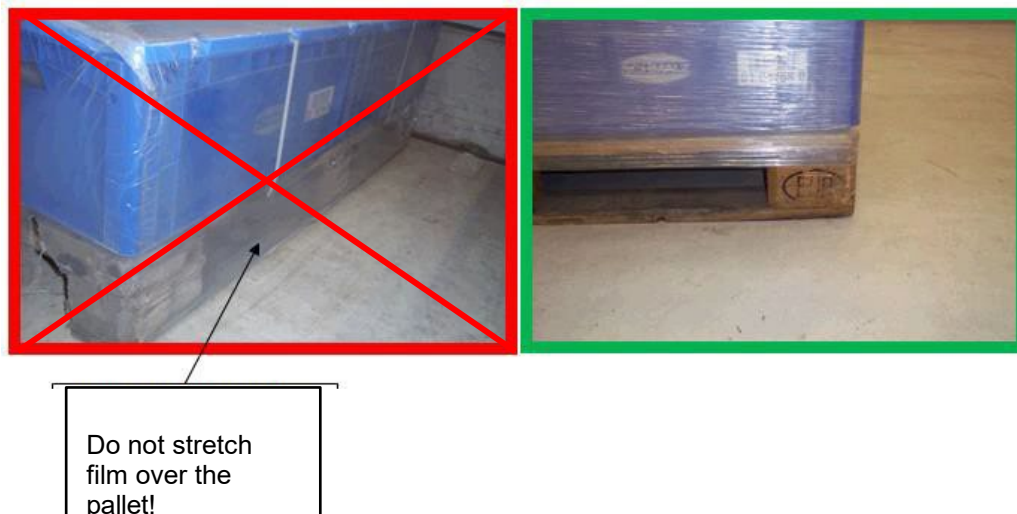


Articles that cannot be delivered in these dimensions/weights are special packaging. These are agreed within the framework of the special agreements with the suppliers concerned.

2.3 Closure and load securing

The closure material must be adapted to the shipment. The closure also serves to secure the load. For packages, these are self-adhesive packing tapes (preferably made of reinforced paper) and, if required, strapping tapes. When delivered on pallets, the goods must be secured against slipping and tipping over. This can be done by using strapping, stretch film or shrink wrap. When using strapping, care must be taken to ensure that it does not cut into the packages. If necessary, edge protection must be applied.

If the goods are secured for transport with stretch film, care must be taken during stretching to ensure that the pallet feet remain free.



2.3 Sensitivity classes

Each article is assigned a sensitivity class by J. Schmalz GmbH. The articles must be packed according to their sensitivity class. The sensitivity classes are shown in the appendix. If no sensitivity class is indicated on the order, this corresponds to sensitivity class 0.

2.4 Dangerous goods

Hazardous goods and hazardous materials must be identified, packaged and delivered by an appropriately secured transport in accordance with the legal regulations currently valid for our site.

The respective safety data sheets must be enclosed with the delivery at least in the case of initial delivery or changes to the mixture.

3 Documents

3.1 Delivery bill

The delivery bill must preferably be attached to the side of the shipping unit. Under no circumstances may the delivery bill be attached to the underside of the shipping unit. It must be ensured that the delivery bill can be removed easily and without damage. The use of delivery note pockets is preferred.

There must be a separate delivery bill for each delivery point.

The delivery bill should be prepared according to DIN 4991 or alternatively according to VDA 4912 and must contain the following information:

- Sender
- Delivery address including unloading point (C09 gate 16 or C04 gate 4)
- Delivery note number
- Delivery note date
- J. Schmalz GmbH order number
- J. Schmalz GmbH-Article number
- J. Schmalz GmbH article description
- all supplier's own part numbers
- the quantity delivered per article with indication of the unit of measure
- optional 2-D barcode according to VDA 4902 (see document FO-295)

This data is included in every order from J. Schmalz GmbH. Further data are optional.

3.2 Bill of lading

Each supplier shall hand over a consignment note to the forwarder for **each delivery point**. This must contain the following points in addition to the delivery bill:

- Type and number of individual load carriers/packaging (Euro pallets, one-way pallets, cardboard, etc.)
- Total gross weight
- Shipping conditions
- Name of the carrier/forwarder
- Package-related special features such as e.g. off-center center of gravity or lack of stackability
- If Europool load carriers are used, their type and number must be specified
- J. Schmalz GmbH order number

A waybill is not required for self-deliveries.

3.3 Customs documents for non-EU countries

In addition to the delivery bill and consignment note, the following are required for import processing

- Road: CMR waybill
- Air: AWB
- See: Bill of Landing

following documents required:

- Commercial invoice or customs invoice in case of free delivery
- Original preference documents (only if goods come from a country that has an agreement with the EU), such as ATR, EUR. 1, ZU Form A etc.

The commercial or customs invoice must be issued five times:

- 2x for the carrier/forwarder
- 1x on the shipping unit
- 1x in the shipping unit
- 1x to operational purchasing The

invoice must have the following features:

- Heading: Commercial or customs invoice
- Invoice number and date
- Addresses of seller, buyer and consignee of goods
- Carrier/Freight Forwarder
- Port of departure/arrival
- Incoterms
- Terms of payment
- J. Schmalz GmbH order number
- J. Schmalz GmbH-Article number
- J. Schmalz GmbH article description
- Commodity code (HS code)
- Indication of origin
- Quantity
- Unit price and total price or the note "exclusively for customs clearance; do not make any payment!".
- Net and gross weight
- Type and number of packages

The copy for J. Schmalz GmbH must arrive **before** the goods.

4 Marking and sorting

4.1 Package marking

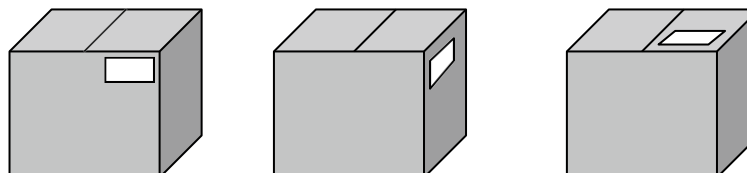
Each package should be provided with a goods tag according to VDA recommendation 4902. The following data fields must be present:

- Delivery address including unloading point (C09 gate 16 or C04 gate 4)
- Number of packages
- Delivery note number
- J. Schmalz GmbH order number
- J. Schmalz GmbH-Article number
- J. Schmalz GmbH article description
- Filling quantity
- optional 2-D barcode according to VDA 4902 (see document

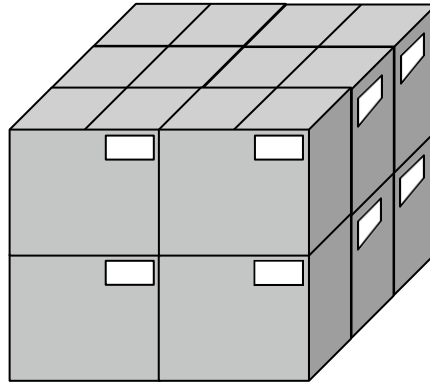
FO-295) Example of a goods tag according to VDA

Ship-to party J. Schmalz GmbH Aacherstraße 29 D-72293 Glatten	Unloading point C09 Gate 16
	Number of packages 3
LS number (N) 20140117 	Order no. (S) 51400888 
Lard Article No. (P) 10.01.01.00001 	2-D barcode 
Filling quantity (Q) 180 pc. 	Designation PFG 1 NBR-55 N001

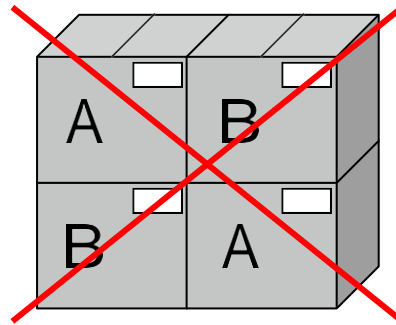
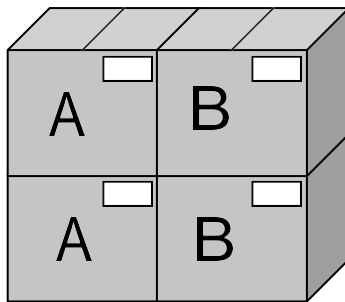
If the packages are cartons, the labels should be placed on the side or top.



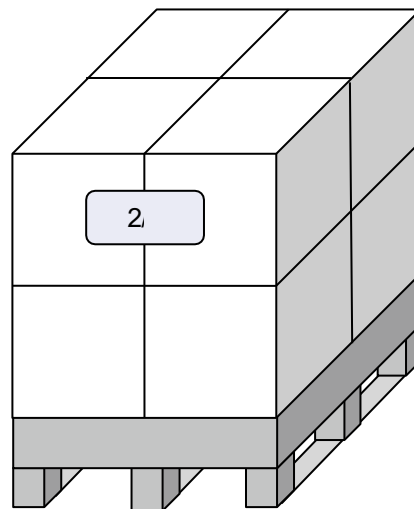
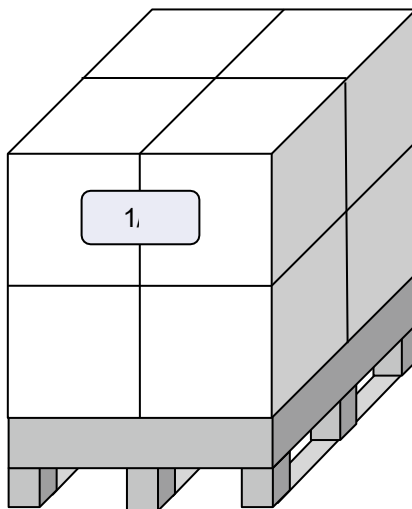
If the packages are stacked, make sure that the labels are visible from the **outside**.



If a consignment consists of different items, whereby the items consist of several packages, these must be delivered sorted by item number.



If a shipment consists of several shipping units, these must also be marked.



4.2 Special features for collective deliveries

If several items from one order are packed into one package, the following points must be observed:


- The respective items must be grouped into individually manageable sub-packages
- The package may only contain items for one delivery address
- Subpackages must be marked according to point 4.3

4.3 Labeling of containers/subpackages

Containers/subpackages must have the following label and marking:

- Delivery note number
- J. Schmalz GmbH order number
- J. Schmalz GmbH-Article number
- J. Schmalz GmbH article description
- Filling quantity
- Number of packages/container
- optional 2-D barcode according to VDA 4902 (see separate document)

Example of a container label

LS number: 20150615	Order no: 51512345	} min. 42 mm
Lard Article no: 10.01.01.00001	Number of packages: X from N	
Designation: PFG 1 NBR-55 N001	2-D barcode:	
Filling quantity: 180 pc.		
Other:		
min. 95 mm		

Font: Arial Font

size: 10

Barcode size: min 15x15 mm

The barcode used is basically based on the data matrix code according to **VDA 4902** (see document FO-295).

4.4 Contact

The contact persons for questions and concerns are the responsible operational and strategic buyers of the Schmalz GmbH.

J.

5 Special agreement reusable containers

5.1 Background of the special agreement

In addition to the "General Delivery Instructions", specific agreements are also made with selected suppliers. This special regulation concerns the delivery in narrow reusable containers. J. Schmalz GmbH shall provide the supplier with all packaging materials (reusable containers, intermediate layers and reusable lids). The packaging materials shall remain the property of J. Schmalz GmbH. They may only be used for the purpose intended by J. Schmalz GmbH. Sticking or labeling of the packaging materials is prohibited. All packaging materials must be protected against soiling and damage. In the event of loss or damage, the packaging materials provided must be replaced by the supplier at the replacement value. The supplier shall be obliged to request the packaging materials from the responsible purchasing manager of J. Schmalz GmbH in due time. If this is neglected and a delivery according to the agreement is not possible, J. Schmalz GmbH reserves the right to charge the supplier for any additional costs incurred.

The "General Delivery Instructions" are also valid.

5.2 Packaging materials used

The following reusable containers are available at J. Schmalz GmbH:



No.: 27.03.03.00244
Dimensions: L x W x H
600 x 400 x 220 mm
Color: blue



No.: 27.03.03.00245
Dimensions: L x W x H
600 x 400 x 220 mm
Color: gray

Which reusable container must be used is determined by J. Schmalz GmbH.

Reusable lids, black insert trays (to form interleaving layers) and blue label pockets are also used for delivery:



Reusable lid
No. 27.03.03.00292



black intermediate layer
no. 27.03.03.00294



blue label bag no.
29.01.01.00195



The reusable lids are used to close the reusable containers. Only the top layer of the reusable containers on a pallet is to be closed with the lids. Yellow document pockets are already attached to the reusable lids by J. Schmalz GmbH. In these document pockets the

delivery documents. In addition, a blue label bag is required for each blue returnable container delivered, which is attached to the outside of the returnable container.

5.3 Instructions for filling the reusable containers

The reusable containers are either filled according to the specifications of J. Schmalz GmbH or the supplier independently determines the arrangement and placement of the articles. The latter is mainly used for articles that are to be handled as bulk goods or are insensitive.

The form "Default packaging units" for the setting and arrangement of the articles, specified by J. Schmalz GmbH, looks as follows:

Default packaging units								
Number	Search word	VPE/quantity per container	Container designation	Bem	Quantity per layer	Layers	Settlement (length*width)	Image
10.01.01.00424	PFG-50-VU1-72-N011	350	Container Blue 600*400	Bulk material				
10.01.01.00426	PFG-80-VU1-72-N012	192	Container Blue 600*400		48	4	12x4	

One packaging unit (PU) corresponds to the quantity that must be delivered in a reusable container. The permissible total weight of a filled reusable container should not exceed 20 kg. The delivery must be sorted by type, i.e. only one item per reusable container.

The reusable containers may be filled to a maximum of the lower edge of the handle. This corresponds to a filling height of 135 mm.

5.4 Marking of the reusable containers

The marking of the reusable containers is done as indicated in point 4.3.

One of the labels is placed loosely in the container. The second label is placed in the blue label pocket.



Together with the label, the blue sleeve is attached to the outside of the reusable container (short side) (where insertion devices are located).

5.5 Load unit and load carrier

The reusable containers are delivered on a pallet (4 reusable containers per layer); there may be a maximum of 4 layers on one pallet. The loaded pallet must be surrounded with stretch film so that safe transport of the reusable containers is ensured.

6 Special agreement carton

6.1 Background of the special agreement

In addition to the "General Delivery Instructions", specific agreements are also made with selected suppliers. This special regulation deals with delivery in lard-specific cartons.

The "General Delivery Instructions" are also valid.

6.2 Cartons used

J. Schmalz GmbH has defined a standard carton which has been adapted exactly to the existing storage conditions. The carton consists of a 2.30 EB flute. This carton can be procured either from the carton supplier of J. Schmalz GmbH or from any other manufacturer (the corresponding drawing documents are available on request).



No.: 27.03.03.00311
Outer dimensions: L x W x H
551 x 350 x 195 mm




If intermediate layers are required for delivery in the above standard cartons, defined carton blanks must also be used for this purpose. These intermediate layers of cardboard can also be obtained either directly from the supplier of J. Schmalz GmbH or from any cardboard manufacturer (drawing documents on request).

No.: 27.03.03.00312
Dimensions: L x W x H
525 x 340 x 0 mm

6.3 Instructions for filling the cartons

The cartons are either filled according to the specifications of J. Schmalz GmbH or the supplier determines the arrangement and placement of the articles on his own. The latter is mainly used for articles that are to be handled as bulk goods or are insensitive.

The form "Default packaging units" for the setting and arrangement of the articles, specified by J. Schmalz GmbH, looks as follows:

Vorgabe Verpackungseinheiten								
Nummer	Suchwort	VPE/Menge pro Behälter	Behälter Bezeichnung	Anzahl pro Lage	Anzahl Zwischenlage	Lagen	Setzung (Länge*Brei)	Bild
10.01.01.10508	SAF 40 NBR-60 G1/4-IG	519	AKL Karton 531 x 345 x 185 mm	173	2	3	12*8 + 11*7	
10.01.01.10510	SAF 50 NBR-60 G3/8-IG	420	AKL Karton 531 x 345 x 185 mm	105	3	4	10*6 + 9*5	

A packaging unit (PU) corresponds to the quantity that must be delivered in a carton.

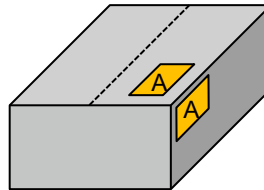
The permissible total weight of a full carton should not exceed 18 kg. The delivery should be as single-variety as possible, i.e. only one item per carton. However, so that the freight volume does not increase unnecessarily, several items may be packed into one carton in the case of bulk goods.

6.4 Marking of the cartons

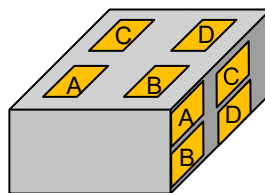
The marking of the reusable containers is done as indicated in point 4.3.

Depending on the contents of the box, the labeling plates must be attached differently. The two labeling plates must be attached as follows (in the direction of reading):

single-variety cardboard:



mixed box:



The labeling plates on the carton sides do not have to have a specific arrangement. However, they must be legible from the outside if several cartons are stacked on a pallet.

6.5 Marking of the goods in the carton


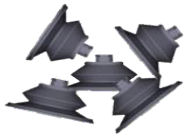


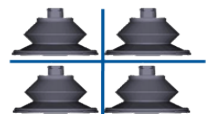


If several items are delivered in one carton, the individual items in the carton must be kept clearly separated from each other by packaging in bags, cartons or similar. The above labels must also be affixed to the sub-packaging.

6.6 Load unit and load carrier

The cartons are delivered on a pallet (4 cartons per layer); there may be a maximum of 4 layers on one pallet. The individual cartons of the delivery are not sealed separately; the cartons on the pallet are either wrapped with foil or come in a larger outer carton, which is attached to the pallet.

7 Appendix

7.1 Overview sensitivity classes

No.	Description	Symbol
0	Basic protection: - against falling out - Against dirt - against rain, snow, splash water	
1	Basic protection: - no settling or separation necessary - Light impacts permissible - do not pour	
2	Basic protection: - Goods must be set - Touching allowed - no intermediate layer necessary - Light impacts permissible	
3	Basic protection: - Goods must be set, - Touching allowed - Intermediate layer necessary - Light impacts permissible	
4	Basic protection: - Goods must be packed without contact - Protection against shocks	
5	Basic protection: - Electrostatic sensitive components must be delivered in ESD packaging. This must be marked with an ESD symbol.	
6	Special packing according to agreement	

7.2 List of abbreviations

AWB	Air Waybill
B	Wide
CMR	Convention relative au contrat de transport international de marchandises par route
DIN	German Industry Standard
GmbH	Limited liability company
H	Height
HS	Harmonized system
IPPC	Integrated Pollution Prevention and Control
ISPM	International Standards for Phytosanitary Measures
kg	Kilogram
L	Length
mm	Millimeter
VDA	Automotive Industry Association
PU	Packaging unit

