

DELIVERY GUIDELINE

Preface

Competition on national and international markets has greatly intensified in recent years. The increased individuality of our customers makes extreme demands on our company - and thus also in the area of logistics - with regard to quality and flexibility.

To an increasing extent, the quality of logistics determines the competitiveness of our company, making it a strategic factor for success. However, as Uhlmann Pac - Systeme GmbH & Co. KG is only able to achieve this high level of quality together with our SUPPLIERS, we need reliable and skilled business partners that pursue the same customer-oriented objectives.

This delivery guideline is intended to help improve the supply relationships between the respective SUPPLIER of Uhlmann Pac - Systeme GmbH & Co. KG and our customers and to minimise losses due to friction.

The regulations presented form the generally binding framework for all business units of Uhlmann Pac - Systeme GmbH & Co. KG, including affiliated subsidiaries and logistic service providers.

This delivery guideline, including any supplements, is structured as follows:

The text refers to general and standardized stipulations and processes. The descriptions refer to specific requirements from the perspective of the corresponding Uhlmann Pac - Systeme GmbH & Co. KG plant as customer.

Regional requirements or bilateral contracts between Uhlmann Pac - Systeme GmbH & Co. KG and their suppliers can mean that supplements are required.

Guideline for deliveries to the company location:

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Delivery guideline

1. Ship-to party / area of applicability

1.1. Ship-to party

Uhlmann Pac-Systeme GmbH & Co. KG
Uhlmannstr. 18
Tor B1-B3
88471 Laupheim
Germany

On principle, all deliveries must be sent to the ship-to address that is indicated (places of destination) as specified by Uhlmann Pac - Systeme GmbH & Co. KG (or subsidiaries) on placement of the order and/or retrieval order.

There will be no acceptance in the case of a deviating ship-to address.

In the case of deliveries to Uhlmann Pac-Systeme GmbH & Co. KG, it is to be ensured in all cases that a complete address is specified.

This address is also to be used on all shipping documents.

Important:

- In general, it is only possible to deliver customs goods to the preceding ship-to addresses.
- It is a requirement that package labels (address labels), the bill of lading, T1 document (where applicable) and the delivery note show an identical ship-to address.

1.2. Area of applicability

The current version of the delivery guideline is a binding component of the Terms of Delivery and the basis for all deliveries to Uhlmann Pac-Systeme GmbH & Co. KG based on purchase orders, agreed returns and retrieval.

The sender is aware that the current version can be opened and viewed and on the homepage <http://www.uhlmann-einkauf.de/de/info-download.html>.

2. Fundamental principle

To ensure optimal stock management, Uhlmann Pac-Systeme GmbH & Co. KG has implemented a modern, partially automated warehouse and logistics system at the Laupheim location.

In order to ensure smooth and secure operation of this system, it is imperative that this delivery guideline is complied with.

The delivery guideline is binding for suppliers.

Unless otherwise regulated elsewhere (on a product-specific basis, for example), the present delivery guideline establishes general rules that are uniform for all suppliers and according to which materials are supplied to Uhlmann Pac-Systeme GmbH & Co. KG.

If the supplier is unable to deliver in line with the regulations, Uhlmann Pac-Systeme GmbH & Co. KG is to be notified of this before the delivery.

With this guideline, existing informal delivery regulations lose their validity and, subject to a check on the basis of the delivery guideline, require formal approval by the Uhlmann Pac-Systeme GmbH & Co. KG purchasing department.

Exceptions due to the nature of certain articles are only possible after prior coordination with the Uhlmann Pac-Systeme GmbH & Co. KG purchasing department.

On specifying the packaging for new articles, the delivery guideline of Uhlmann Pac-Systeme GmbH & Co. KG is to be observed.

2.1. Deviations from this guideline

Deliveries deviating from this guideline lead to considerable overhead for clarification in the goods receipt department at Uhlmann Pac - Systeme GmbH & Co. KG and involve incoming goods management that deviates from standard processes.

2.2. Penalty options

Uhlmann Pac - Systeme GmbH & Co. KG reserves the right to impose a handling charge on the suppliers or transportation service agent in the case of additional overhead. As a general principle, billing takes place according to the overhead involved.

In the case of an unacceptable deviation, Uhlmann Pac - Systeme GmbH & Co. KG reserves the right to classify the shipment as fully deficient and to refuse acceptance.

This refusal is also taken into account as **"deficient deliveries"** in the annual supplier evaluation.

In the case of non-adherence to the guideline and if a return is not possible for technical reasons related to logistics, Uhlmann Pac - Systeme GmbH & Co. KG reserves the right to correct deviations or have deviations corrected to comply with the guideline at the expense of the supplier in order to ensure that the business capability of Uhlmann Pac - Systeme GmbH & Co. KG is maintained.

2.3. Delivery complaints in general

The trigger for a complaint regarding logistics is a disturbance in the processes at Uhlmann Pac - Systeme GmbH & Co. KG that has been caused by the SUPPLIER.

In the event of non-adherence to the regulations listed in the delivery guideline or imposed on a location-specific basis, Uhlmann Pac - Systeme GmbH & Co. KG and any logistic service providers they have commissioned reserve the right to refuse acceptance of the shipment and/or to invoice the SUPPLIER for the additional costs incurred (e.g. storage, repackaging, disposal, packaging material return, increased handling overhead, etc.).

In the case of a complaint regarding logistics, the SUPPLIER shall be informed promptly.

The SUPPLIER shall be asked by Uhlmann Pac - Systeme GmbH & Co. KG to analyse the fault pattern and initiate corresponding remedial measures.

A complaint regarding logistics from Uhlmann Pac - Systeme GmbH & Co. KG shall be processed and documented by the SUPPLIER in compliance with the 8D systematic approach.

The documentation can be requested from Uhlmann Pac - Systeme GmbH & Co. KG.

On a supplier-specific basis, a logistic self-assessment shall be requested (including creation of plans of action in line with VDA Volume 17).

3. Packaging

The goods are to be delivered in the packaging specified between the supplier and Uhlmann Pac - Systeme GmbH & Co. KG in line with the regulations of the delivery guideline.

All shipments that are transferred to a transportation service agent must be packaged in a manner that ensures secure transport and is secure against access (cover) (HGB, ADSP).

The film must not be knotted at the foot of the pallet and must be attached in such a way that deformations in the packaging are avoided.

As a general principle, all goods are to be delivered on undamaged loading equipment.

In all cases, the supplier shall use the corresponding loading equipment, packaging and corresponding load securing devices to ensure that the goods reach their destination in a proper and adequate state.

Delivery mainly takes place on undamaged and fumigated Euro pallets and in individual cases on disposable pallets in the dimensions of a Euro pallet.

Packing units are to be arranged in such a way that access to the content is not possible without leaving traces that are visible from the outside.

3.1. Pallet consignments

Pallets must comply with the following specifications. Deviations require the express approval of Uhlmann Pac - Systeme GmbH & Co. KG.

It must be possible to handle all loading units by means of floor handling equipment (forklifts etc.).

In the case of shipments that reach an excess length of more than 1.20 m, in addition to the front attachment point, a side attachment point must be created for the shipment.

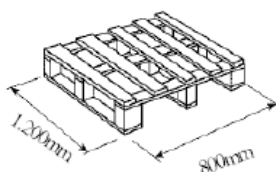
The creation of the side attachment point must not lead to the specified height of a loading unit of 180 cm being exceeded.

The following applies in general:

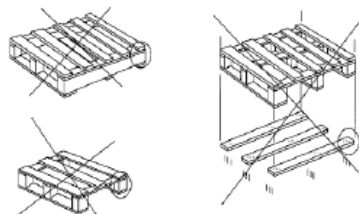
Length: 120 cm x **Width:** 80 cm x **Height:** 180 cm

Max. weight: 500 kg

CORRECT



INCORRECT



The general principles and criteria for the use of Euro pool pallets apply.

If, however, the pallet forms a unit with the goods, it cannot be replaced.

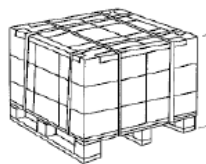
Loading units – single

In the case of a "single loading unit" (delivery with "one" pallet), the maximum loading height must not be exceeded.

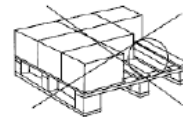
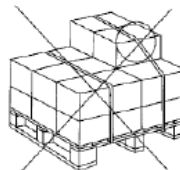
Maximum loading heights:

Uhlmann Pac - Systeme GmbH & Co. KG Logistics Centre Laupheim → 180 cm, including pallet

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INCORRECT



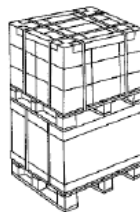
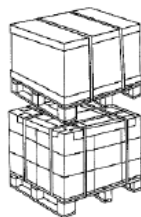
Loading units – multiple

If "multiple loading units" and/or combined delivery units are used, it must be observed that each loading unit does not exceed the maximum loading height of 180 cm.

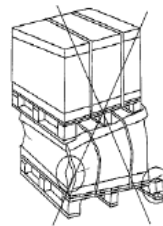
Incomplete layers of cardboard and unstackable loading units are not permitted for reasons related to warehouse organisation.

Maximum loading height of each unit: 180 cm, including pallet

CORRECT



INCORRECT



The goods are to be stacked on the pallet in such a way that the labels (see 3.4.) can be seen clearly and read without difficulty from the outside.

Steel strips to secure the pallet are not permitted. The materials for load securing must not exceed the above-mentioned maximum dimensions and must not flap.

The foot clearance of the pallets is to be guaranteed.

If stacking is prohibited, this must be clearly indicated on the pallet.

(A decision regarding stacking capability is exclusively the responsibility of the manufacturer / supplier.)

Uhlmann Pac - Systeme GmbH & Co. KG only replaces Euro pallets in a faultless condition.

Where possible, deliveries on pallets are to be kept sorted by article / assembly and type. If, for example, it is not possible to package the goods sorted by type, the individual types must be packaged and marked in such a way that they can be separated on unpacking without any great effort.

Assemblies (large parts) are always to be delivered in a manner in which they can be stored:

- On a faultless Euro pallet (80 x 120 cm) and NOT an industrial pallet (100 x 120 cm)
- The maximum pallet height of 180 cm must not be exceeded
- No protrusion of the pallet area is permitted

If a mixed pallet becomes necessary in the case of smaller delivery quantities, this is to be marked accordingly.

In doing so, attention must be paid to ensuring clear separation / stacking of the assemblies and single articles sorted by type.

For single articles, exact-fitting (related to the article) packaging (cardboard, bags, heat-shrinkable sleeves, etc.) are to be used.

Each article / assembly requires clear and visible marking.

In this context, collective lists (packing lists) **WITHOUT** individual marking / identification of the articles / assemblies are not permitted.

3.2. Package consignments

The following rules for the delivery of Uhlmann Pac - Systeme GmbH & Co. KG orders using cardboard box / package shipments must be complied with:

- Documents must be visible from the outside in delivery note pockets.
- Adhesive tape is to be applied in straight lines and labels must not be covered.
- The attachment of labels and the content is to be implemented according to paragraph 3.4.
- Packages must not exceed a weight per packing unit of **20 kg** (*limit value in accordance with parcel services → 31.5 kg*).

3.3. Non-returnable packaging / cardboard boxes conforming with container requirements

Packaging materials in general:

All deployed materials must comply with legal specifications. This applies in particular with regard to licencing, marking etc.

Cardboard:

Corrugated cardboard / cardboard boxes with recycling guarantee, inscriptions only with environmentally compatible pigments

Film: → PET, PP marked

Strapping: → PET, PP marked

Cover slats / plates / crates: → Natural wood, untreated and/or treated with non-toxic substances for pest control

Fillers: → Exclusively recyclable materials, e.g. corrugated cardboard, bubble wrap, etc.

Labels / decals must not hinder the recycling of materials.

In addition, regulations arising from any legislation with regard to recycling economy, packaging as well as hazardous materials / goods shall apply.

3.4. Markings of packing units and goods

Delivery notes are to be attached by means of standard delivery note pockets on packing units (shipping units). If in exceptional cases no delivery note pocket can be used, the delivery note is to accompany the packing unit (shipping unit) and be clearly marked.

Each pallet or shipping unit must be marked with a list of contents for unambiguous identification, describing the contents of the handling unit.

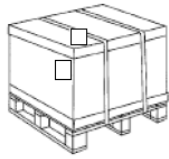
Each packing unit (with deployment as inner or outer packaging), whether a cardboard box or bag, etc., must be marked with a goods label to ensure unambiguous identification.

Shipping unit, positioning, number of labels:

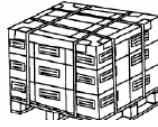
- for each pallet on one broadside and on the lid (2 labels)
- for each cardboard box on one broadside and on one narrow side (2 labels)
- for each bag (1 label)

CORRECT

Pallet



Cartons
(here: on pallet)






Bag




The following information must be included on the label:

- Name of the sender
- Name of the recipient
- Uhlmann order number
- Delivery note number
- Uhlmann article number
- Serial number / batch
- Uhlmann article designation
- ME contents (units)
- ME contents (packing unit)
- Pallet / packing unit
- Pallet / package number

*For example: All the relevant data have the bar code (code / **EAN 128**)*

Sender:	< Name 1 > < Name 2 > < Point of contact > < Street > < Postcode > < Town / city >
Recipient / reference	UHLMANN PAC - SYSTEME GMBH & CO. KG GmbH & Co.KG <ordering party> or <reference>
Uhlmann order number	 170012345 (Code 128)
Delivery note number	 4811992200 (Code 128)
Uhlmann article number	XXXXXXXXXX
Serial number / batch	 4811992200 (Code 128)
Contents (units)	100

Contents (packing unit)	10 packing units for each 10 units
Pallet / packing unit	1 of 10
Pallet / package number	 1 2 3 4 5 6 7 8 9 (Code 128)

In the case of outer packaging, the label must be supplemented to include the information "unit volume" so that the number of units contained is discernible.

3.5. Sealing of loading units and packing units

Bulk material is to be placed in polythene bags and sealed. Non-bulk material is to be sealed using cardboard sealing covers and/or empty inner packaging.

Cardboard boxes are to be sealed with adhesive tape; loading units are to be secured with plastic strapping.

Steel strapping and metal clips are expressly prohibited!

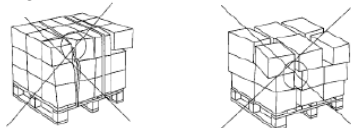
Loading units that consist of a pallet and cardboard layers are to be strapped in two directions.

Under no circumstances may the strapping cut into the cardboard layers. Where the safety of the goods requires it, vertical and horizontal corner reinforcements are to be used.

CORRECT



INCORRECT



In the event of non-adherence to the delivery guideline, Uhlmann Pac - Systeme GmbH & Co. KG reserves the right to invoice the supplier for any handling and repacking costs.

4. Documents

In the case of orders that are not placed on the basis of the standard document, i.e. without a reference to the Uhlmann Pac - Systeme GmbH & Co. KG order number, the contact data (name and tel. no.) of the ordering party must be noted without fail on the shipping documents.

The documents, delivery note and packing unit list of contents are to be attached to the outside of the packing unit in the delivery note pocket (cf. also 4.2.).

4.1. Shipping documents.

4.1.1 Bill of lading

The bill of lading or freight forwarder transfer note describes the exterior of the delivery and must contain at least the following details:

- Carrier
- Ship-to party
- Ship-to address
- Ordering party
- Total weight
- Number of units of freight
- Quantity and type of loading equipment used

Handwritten changes to bills of lading are not permitted.

4.1.2 Delivery note

Each delivery is to be accompanied by a delivery note (where possible, each shipping unit).

The delivery note describes the content of the delivery and must contain at least the following details:

- Supplier with address and contact person
- Delivery date / delivery note number
- Ship-to address
- Ship-to party
- Uhlmann article number
- Article designation
- Serial number / batch / MHD
- Unit volume per delivery item
- Delivery unit per delivery item
- Number of units of freight / pallets

The following information is to be specified, if relevant:

- Delivery call-off number / order number of the ship-to party
- Deviations from order quantity
(Over-delivery or under-delivery with specification of the corresponding difference)
- Serial numbers

For unit volumes, weight and dimensions, the values determined by Uhlmann Pac - Systeme GmbH & Co. KG during the incoming goods inspection are decisive.

Other specifications for dealing with delivery notes are:

- Handwritten changes to delivery notes are not permitted.
- The delivery note must be attached to the goods / shipment where it is clearly visible (red delivery note pocket / caution: do not attach to product packaging)
- In the case of mixed pallets, always 1 separate delivery note for each pallet

4.1.3. Other accompanying documents

In the case of dangerous goods, a corresponding transport document is to be handed over additionally in accordance with ADR regulations.

In the case of deliveries from third countries, the corresponding customs documents for the goods are to be enclosed.

4.2. Special features in the case of articles with serial numbers

- In the case of delivery of articles with serial numbers, the respective serial number intervals or identifier intervals are to be indicated on the shipping documents as well as on the delivery and sub-delivery units.
- If bar codes with serial numbers are used, these should be attached to the front face of each article.

4.3. Packing unit list of contents

A list of contents with the following details is to be enclosed with each packing unit:

- Recipient
- Uhlmann order number
- Uhlmann article number and designation
- Quantity
- Weight per delivery item
- Number of the packing unit (e.g. packing unit 1 of 1, packing unit 2 of 4, etc.).
- Type of packing unit (EU PAL., GIBO, EP, cardboard, etc.)

4.4. Documentation

The machine documentation (operating manuals, validation documents, etc.) that is delivered together with the machines must be enclosed in such a way that it is immediately recognisable, in that the contents (e.g. operating manual, etc.) are clearly described on the separate cardboard box and this is visible from the outside. The order number must also be specified on the cardboard box.

The packaging must be designed in such a way that the cardboard can be separated from the machine without any great effort.

5. Delivery

As a rule, delivery is to be effected in handling units sorted by type (homogeneous assemblies and/or articles).

If the order quantities are small and no complete loading units can be formed, units with different material numbers can be combined to form a mixed handling unit. A requirement for this is that the individual packaging items are grouped oriented to the layers for each material number and indicated separately.

In addition, each collective loading unit is to be marked as a mixed handling unit with a label "MIX".

Subsequent / partial deliveries

Deliveries (subsequent deliveries) that refer to already partially delivered orders must not be mixed with current orders and must be packed and documented separately (according to 4.1.)

6. Transport

6.1. Goods receiving hours

Goods receipt is manned as follows:

Uhlmann Pac - Systeme GmbH & Co. KG Logistics Centre Laupheim:

Monday to Thursday from 07.00 – 16.00 hrs
Friday from 07.00 to 12.00 hrs

A normal delivery is to be effected in such a way that the vehicle can be fully unloaded within the time span stated.

The objective is to agree fixed delivery times with the supplier.

6.2. Check-in and goods acceptance

A delivery is to be checked in at the goods receipt area.

After docking on to the corresponding and/or assigned ramp, the bill of lading and delivery note must be handed over to the goods receipt employee from the goods receipt area.

Uhlmann Pac - Systeme GmbH & Co. KG shall accept the shipments with the reservation that an incoming goods inspection is to be carried out at a later point in time.

The Terms and Conditions of Purchase / General Terms and Conditions of Business of Uhlmann Pac - Systeme GmbH & Co. KG also apply here.

Only the number of supplied packing units (units of freight, pallets etc.) is confirmed to the driver. A later check of the quantity and articles takes place on the basis of the delivery note.

Uhlmann Pac - Systeme GmbH & Co. KG shall have external damage to the shipment confirmed by the carrier on the bill of lading.

6.3. Notification

Each shipment that meets the criteria listed below must be reported in writing by means of a notification 24 hours before delivery at the latest.

A notification is necessary for:

- Loading equipment that deviates from the standard
- Overhangs and oversizes owing to the nature of the goods
- Deliveries that exceed more than 10 pallets, requiring special handling in goods receipt or the warehouse (test run material, etc.)

The notification is to be sent to the email address: →Wareneingang@Uhlmann.de

The notification must contain the following information:

- Delivery time
- Ship-to address
- Delivery volume
- Copy of the delivery note

6.4. Damage in transit

The supplier / freight forwarder shall ensure that the goods reach their destination in a proper and adequate state.

In the case of goods that are delivered in a damaged condition, acceptance shall be refused at the expense of the supplier. In this context, it must be pointed out that acceptance can also be refused in the case of undamaged goods that are part of the delivery.

This is documented in the form of a handover checklist.

7. Takeover of the goods

On takeover, the receiving point at Uhlmann Pac - Systeme GmbH & Co. KG confirms the number and type of accepted packing units (shipping units), but not their content, value or weight.

Furthermore, the takeover of loading equipment is documented. Loading equipment that does not meet the criteria stated in point 3 is not replaced and, consequently, we reserve the right to refuse acceptance.

8. Confirmation and acceptance of the issued delivery guideline

This signature confirms receipt and acceptance of the delivery guideline of Uhlmann Pac - Systeme GmbH & Co. KG.

Date / Signature / Company Stamp