

SUPPLIER MANUAL

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Welcome to Uhlmann Pac-Systeme GmbH & Co. KG

1. Introduction

As a leading global systems supplier for the packaging of pharmaceutical products into blisters, bottles, and cartons, Uhlmann Pac-Systeme GmbH & Co. KG provides flexible integral solutions for international pharmaceutical companies, generics manufacturers, and contract packers. On the basis of innovative packaging lines, comprehensive services and digital solutions, Uhlmann sets standards in terms of quality, efficiency, and availability. As a total solution provider, the company offers consultation, project management, implementation, and services from a single source.

In our view, sustainable performance is a requirement and a commitment, and it is firmly anchored in our values and our corporate culture. An audit, covering the four areas Environment, Labor & Human Rights, Ethics, and Sustainable Procurement, was carried out by EcoVadis – an independent platform with a focus on sustainability/corporate social responsibility (CSR) – and successfully completed in December 2019. Uhlmann has been awarded the EcoVadis silver medal in recognition of its good CRS performance.

1.1 Purpose and scope

This manual contains all general requirements of Uhlmann Pac-Systeme GmbH & Co. KG concerning its suppliers with the aim of establishing long-term, reliable and cooperative partnerships and jointly producing high-quality products.

Specific requirements for a group of goods are not included in this manual. They will be provided separately to the suppliers or they can be requested by the supplier in consultation with the contact persons at Uhlmann Pac-Systeme GmbH & Co. KG.

1.2 Cooperation

The basic prerequisite for a strong performance in a reliable partnership: you supply us on schedule at competitive conditions and adhere to the prevailing quality standards. An active exchange of information is a matter of course for both parties.

We treat our partners with respect and dealings with one another are on an equal footing. We maintain long-term supplier partnerships and see our suppliers as reliable value-added partners. Our joint efforts result in a strong performance – in the interest of your and our success.

1.3 Communication

We believe in open dialog as part of a reliable partnership with our suppliers. This promotes a strong combined performance and significantly contributes to the company success. We therefore expect to be provided with all necessary information. This information will be requested by the responsible buyer at the beginning of the business relations in the form of a supplier self-disclosure (see also Procurement).

2. Policy statement on sustainability and compliance

2.1 Confidentiality

We expect our suppliers, their employees and sub-suppliers to ensure confidentiality of all information and documents provided. The non-disclosure agreement will be concluded at the very beginning of the cooperation (supplier selection).

2.2 Code of Conduct for Business Partners

Uhlmann Pac-Systeme GmbH & Co. KG undertakes to comply with all applicable laws and regulations in accordance with the principles of the United Nations Global Compact, to respect human rights and social standards and to protect the environment. We expect our suppliers to share this commitment.

Our Code of Conduct specifying the minimum requirements to meet our standards can be found at:

https://www.uhlmann-group.com/fileadmin/user_upload/PDF/Uhlmann-Group_CoC-GeschPartner_2022_EN_22-11-2022_13_00_36_101.pdf

2.3 Sustainability

Sustainability throughout the entire supply chain is an important criterion for competitiveness and constitutes a strategic success factor for Uhlmann Pac-Systeme GmbH & Co. KG. In cooperation with our suppliers, we work daily on new ways to use resources in the most responsible, environmentally friendly but yet efficient way. We achieve this through:

- Analysis of sustainability risks in the supply chain
- Long-term orientation and fairness as basic principles
- Guidelines, Code of Conduct and auditing of our suppliers
- Short distances for reduced climate emissions
- Optimized transport logistics and reusable packaging materials

2.4 Declaration of compliance

The basic requirements for materials and articles intended for food contact are specified in the Framework Regulation (EU) No. 1935/2004. All food contact materials and articles shall basically comply with these general requirements. As an internationally active company, we also take into account the regulations of the FDA.

We expect our suppliers of **plastic parts with product contact or indirect product contact** to provide a written declaration of compliance with the following applicable regulations:

1. V (EC) 1935/2004 on materials and articles intended to come into contact with food
2. V (EC) 2023/2006 – Good Manufacturing Practice (GMP)
3. VO (EU) 10/2011 – Regulation on plastic materials with indication of specified migration limits and total migration limits
4. US regulations specified by the FDA according to 21 CFR Part 177

For **non-plastics that come into contact with the product or with indirect product contact**, we expect a written declaration in accordance with:

1. V (EC) 1935/2004 on materials and articles intended to come into contact with food
2. V (EC) 2023/2006 – Good Manufacturing Practice (GMP)
3. US regulations specified by the FDA according to 21 CFR Part 177

Please send us the declaration, exclusively by email, at the latest with the shipment of the goods to: declaration_conformity@uhlmann.de

It is important that you specify the order number, item number and description in the subject line.

2.5 REACH regulation

(Registration, Evaluation, Authorization and Restriction of Chemicals)

The REACH regulation is the European Chemicals Regulation (EC) No. 1907/2006 which includes the registration, evaluation, authorization and restriction of chemical substances. We expect our suppliers to comply with all obligations contained in this regulation.

2.6 RoHS directive

(Restriction of certain Hazardous Substances)

The RoHS directive describes the restriction of individual hazardous substances and requires CE marking of corresponding electronic products. Here, too, we expect our suppliers to comply with all obligations contained in this directive.

2.7 Policy on dealing with conflict materials in the supply chain

Within the European Union, importers of conflict minerals must exercise due diligence and carry out inspections along their supply chains to curb the financing of violence and human rights violations in conflict and high-risk areas. The implementing legislation for EU Regulation 2017/821 came into force in Germany on May 7, 2020 with effect from January 1, 2021.

Uhlmann acknowledges the aforementioned regulation and will fully support its direct customers in due diligence, within their global supply chains, to fulfill the corresponding reporting obligations.

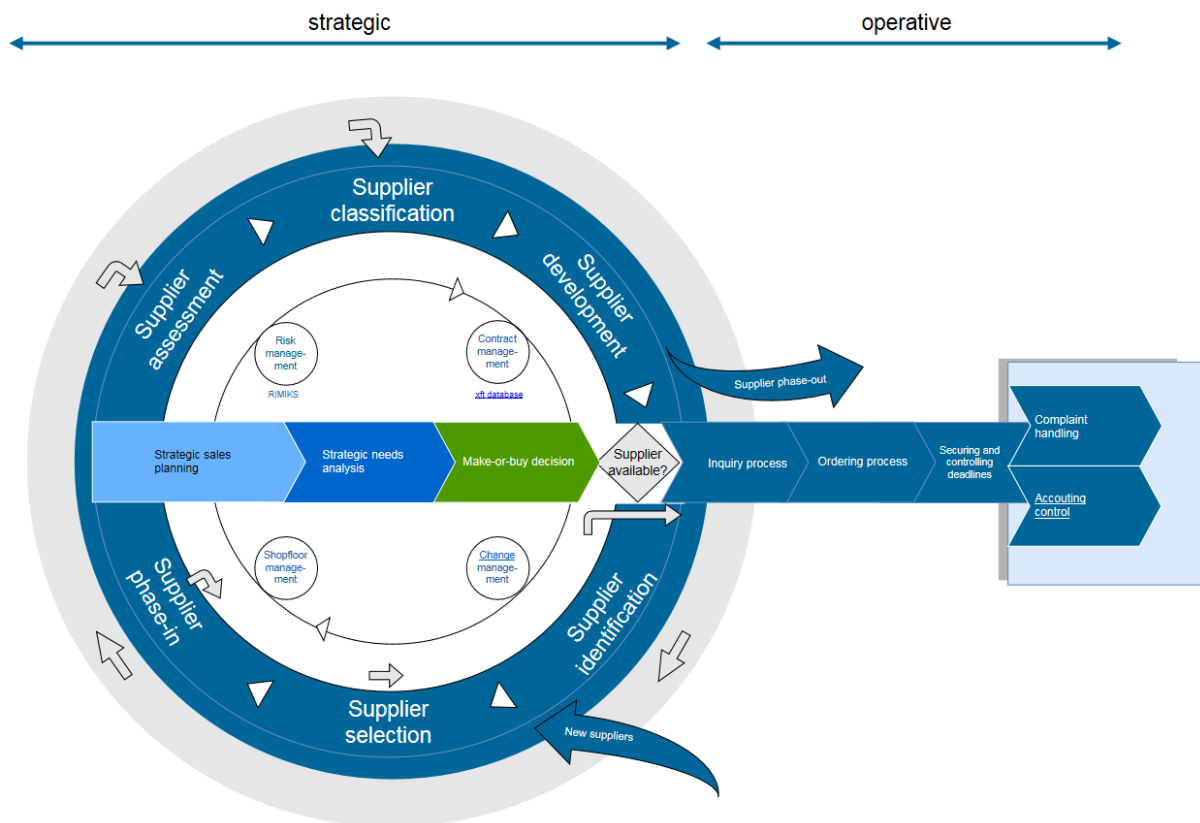
We expect the fulfillment and assurance of the regulation within your supply chain, as well as the provision of the corresponding documents.

3. Procurement process

The procurement process of Uhlmann Pac-Systeme GmbH is divided into the following article groups:

- Attached devices
- Assemblies
- Electrics and camera systems
- Raw material
- Drawing parts and engineered components
- 3rd-party equipment

The following purchasing key represents the entire procurement process.



The process steps that are relevant for you are briefly described in the following subchapters.

3.1 Supplier selection

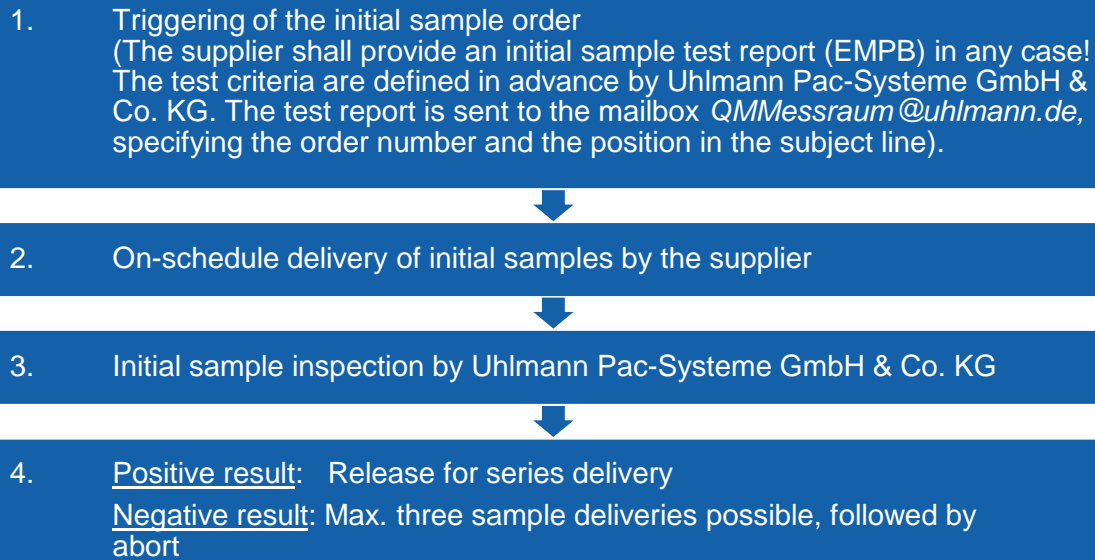
If you are a new supplier, you will go through the following steps:

1. Credit check
2. Conclusion of non-disclosure agreement incl. obtaining supplier self-disclosure
3. Discussion with supplier on Uhlmann-specific standards, requirements and processes.
If necessary, performance of an audit according to DIN EN ISO 9001:2015 at the supplier's site
4. Supplier assessment using a supplier checklist
5. Release for initial sample order (provided step 4 fulfils the requirements)

Note: If you are an already existing supplier, you will receive an inquiry from the responsible buyer if a new part is needed.

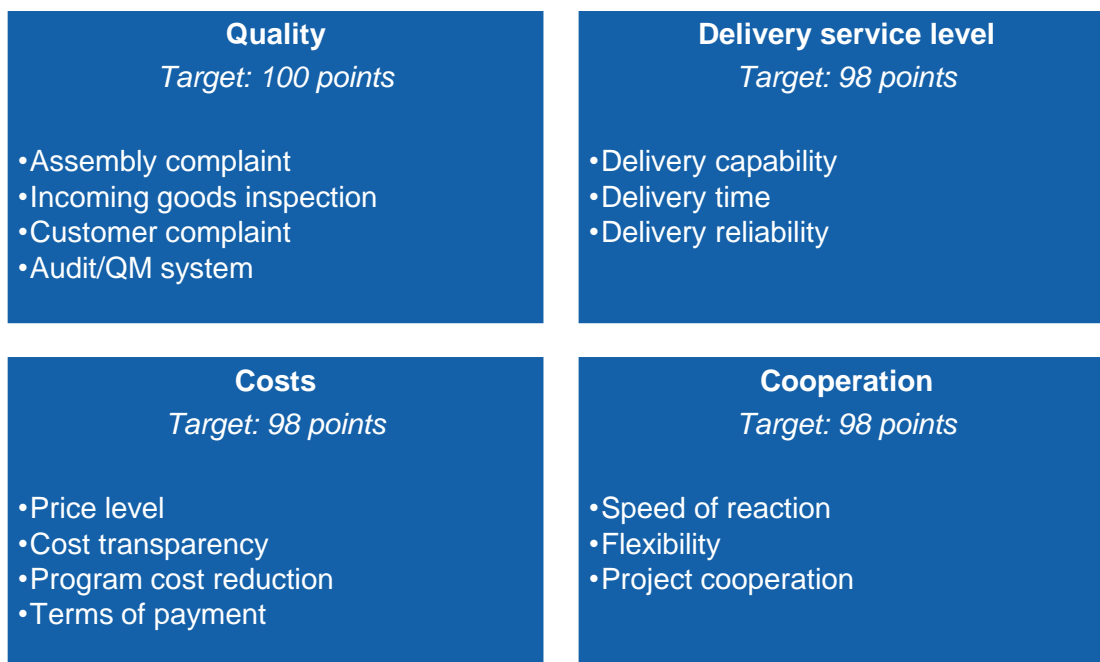
3.2 Supplier phase-in

In this step the initial sample order is placed.



3.3 Supplier assessment

Suppliers are assessed according to the following four main criteria (including sub-criteria):



3.4 Supplier classification

Uhlmann Pac-Systeme GmbH & Co. KG classifies the suppliers according to an A/B/C cluster.

The classification is based on the total number of points achieved during the previous supplier assessment and defined as follows:

A	≥	85 pts
B	≥	60 pts
C	<	60 pts

The supplier will be informed of the assessment result and the subsequent classification during the annual meeting.

3.5 Inquiry and ordering process

Inquiries as well as the actual order (including applicable documents such as drawings with the current index) will be sent to you via e-mail or EDI, depending on the available connection.

Unless otherwise agreed, we expect quotations and order confirmations to be submitted within two days.

Note: Delivery date = date of receipt at Uhlmann Pac-Systeme GmbH & Co. KG in Laupheim.

Further requirements for order processing can be found in the following subchapters.

3.5.1 General Terms and Conditions of Purchase

Our General Terms and Conditions of Purchase generally apply to all orders and deliveries and are legally binding.

You will find the current version under:

[https://www.uhlmann-einkauf.de/fileadmin/Redakteure_E-Shop/PDF/EN/Allgemeine Einkaufsbedingungen 02 2019 EN.pdf](https://www.uhlmann-einkauf.de/fileadmin/Redakteure_E-Shop/PDF/EN/Allgemeine_Einkaufsbedingungen_02_2019_EN.pdf)

3.5.2 Technical Supply Conditions

The Technical Supply Conditions shall be observed in any case (unless otherwise agreed). Reference is made to the currently version in the orders. You will be informed of any changes or updates in due time. If you are not in possession of the current version, you can request it from the buyer responsible.

Note: In addition to the Technical Supply Conditions, there are further general supply specifications for certain groups of goods. They will be sent to you together with the request for quotation or with the order at the latest.

4. Quality requirements

Our quality requirements result from the new DIN EN ISO 9001:2015 and from the requirements of our customers.

4.1 Declaration of manufacturability

In this declaration, your Q-organization assesses and confirms the stable manufacturability of the parts you supply. Our focus is on the special features. This declaration promotes the early dialog between you and us in order to design articles in a cost-optimized and production-oriented manner. Help us by suggesting possible adjustments for cost avoidance and process-safe manufacturability, or by pointing out missing details to ensure a clear specification. In the end, both parties will benefit from that.

Relevant criteria are:

- Drawing verification
- Tolerances can be manufactured and measured in a process-safe way
- The drawing is binding. No deviations will be accepted in the quotation!

4.2 Change management

In the event of necessary part modifications, Uhlmann will send you a modification notice (ECN) if the part is actively ordered. If no active order exists, the modified drawing will be sent to you when reordering the material.

In any case, please check that the drawing index is up to date before each start of manufacture. The index indicated on the current order shall correspond to the index available to you.

4.3 Complaint management

Any detected defects will be indicated in a Complaint Report (NHF). If possible, we will return the defective goods or make them available for collection in the shipping department.

Both the repair/replacement delivery and the receipt of the statement concerning the fault by the date specified by us should be a matter of course. This statement shall contain an instant measure, the cause of the fault and a remedial measure as well as an effectiveness test of the measures taken.

If the measures you have taken do not effectively eliminate the fault, we are forced to protect our quality by taking our own measures. If possible, parts in the field will be exchanged or repaired by you within the scope of supplementary performance (or by us on your behalf). We will charge you for the effort involved within the framework of the legal conditions.

In special cases, an additional inspection at your premises (so-called controlled shipping) may be necessary. This will be requested by us separately and with good reason and is intended as a confidence-restoring measure. If the cooperation or the good quality standard is compromised, the exclusion from new business can be declared in addition (so-called "New Business Hold"). This decision can be revoked after successful completion of an improvement process.

5. Logistic requirements

Under this item you will find all logistic requirements on the part of Uhlmann Pac-Systeme GmbH & Co. KG.

5.1 Ship-to party

All deliveries shall be made to the designated delivery address (place of destination) which is specified by Uhlmann Pac-Systeme GmbH & Co. KG (or its subsidiaries) in the order or in a retrieval order.

Usually, the ship-to party is:

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

Note: The identical address shall be used for the package label, the bill of lading, the T1 document (if applicable) and the delivery note!

5.2 Goods receiving hours

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

- Monday-Thursday from 7:00 am-12:00 midday as well as from 1:00 pm to 4:00 pm
- Friday from 7:00 am-12:00 midday

Note: Breakfast break from 09:00 to 09:15

5.3 Documents

All delivery documents must always include the Uhlmann order number, the corresponding order items, and quantities as well as the Uhlmann material number.

5.4 Goods acceptance

The receiving center of Uhlmann Pac-Systeme GmbH & Co. KG confirms the number and the type of packages (shipping units) accepted, but not their contents, value or weight.

5.5 Packaging and shipment

All materials used shall comply with legal requirements. This applies in particular to licensing, labeling etc.

Further requirements are specified under Product protection and Transport protection, see below.

5.5.1 Product protection

The product protection is attached directly to the product and clearly specified in the company standards of Uhlmann Pac-Systeme GmbH & Co. KG. These will be made available at the beginning of the cooperation.

Note: If the company standards cannot be implemented, specific agreements that depend on the product/component will be made with the supplier and recorded before the order is actually placed.

5.5.2 Transport protection

It is our aim to design our incoming goods process as simple and sustainable as possible. Therefore, please note our general requirements as well as, depending on the size of the shipment, our specifications for transport packaging:

5.5.2.1 General requirements

Shipment identification:

The delivery note pocket shall be attached to the cardboard box in a clearly visible and accessible position.

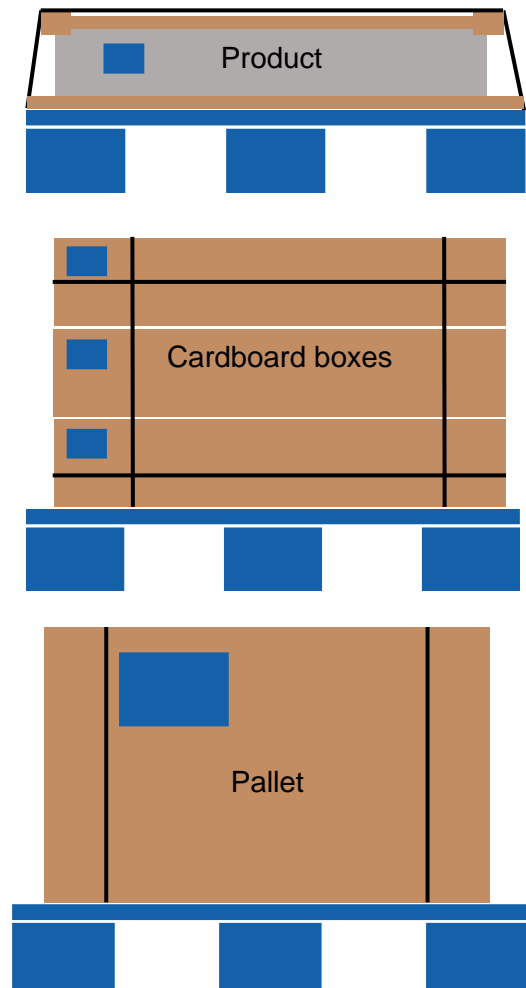
Note: The identical address shall be used for the package label, the bill of lading, the T1 document (if applicable) and the delivery note!



Labeling of goods:

The labels shall be affixed to the product itself and the packaging (cardboard boxes, pallet) in a clearly visible manner.

Note: The requirements for the label itself are specified in the company standards of Uhlmann Pac-Systeme GmbH & Co. KG.

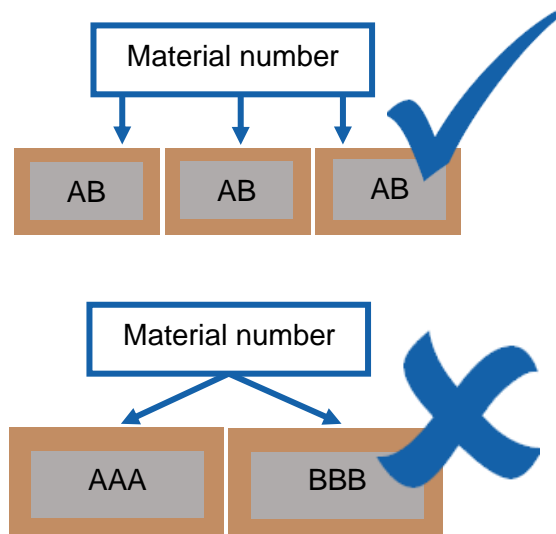


Labeling of multi-part articles:

If an article consists of two or more individual parts, it shall still be packed as one unit!

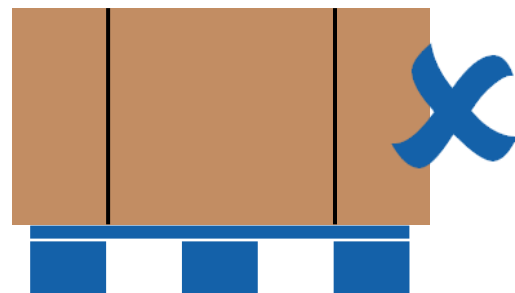
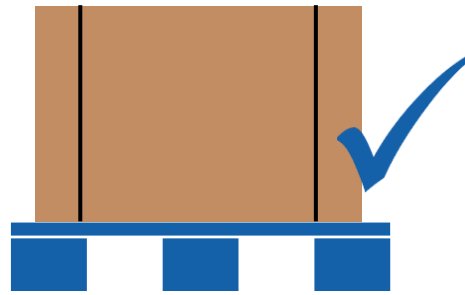
Example: Article with the material number xxxxxxx = part A + part B

Note: Material numbers may have different specifications, e.g. they may consist of five or seven digits.



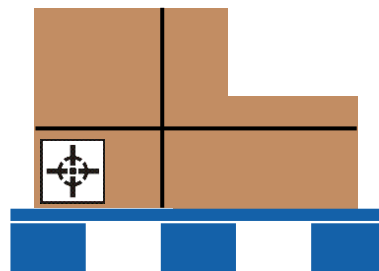
Dimensions of means of transport:

Goods must not protrude over the means of transport!



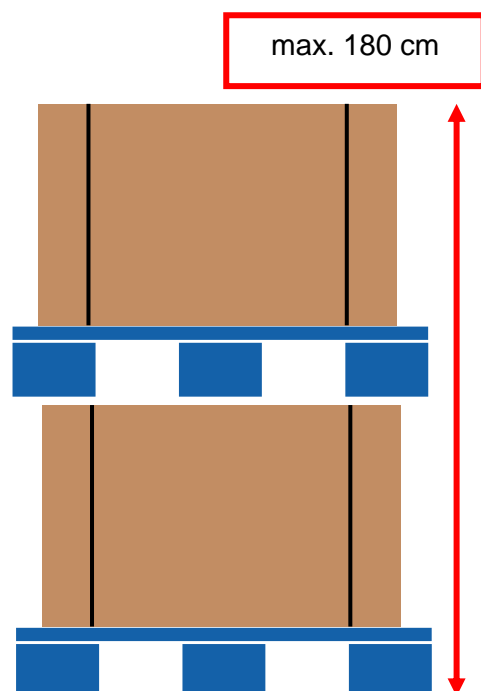
Marking of center of gravity:

If the center of gravity of large, bulky goods is off-center, the center of gravity shall be marked.



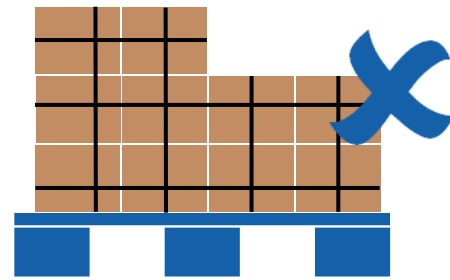
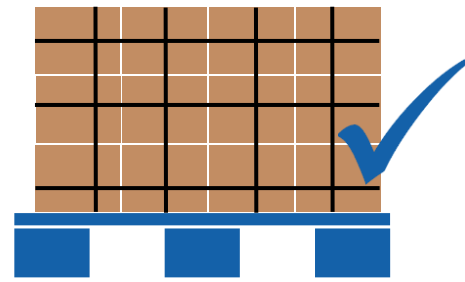
Maximum loading/stacking height:

The loading/stacking height including pallet must not exceed 180 cm!



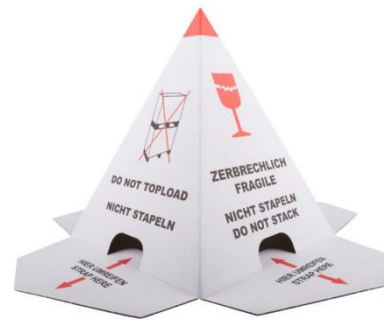
Stackable multiple shipments:

Incomplete cardboard box layers and non-stackable load units are not permitted!



Non-stackable shipments:

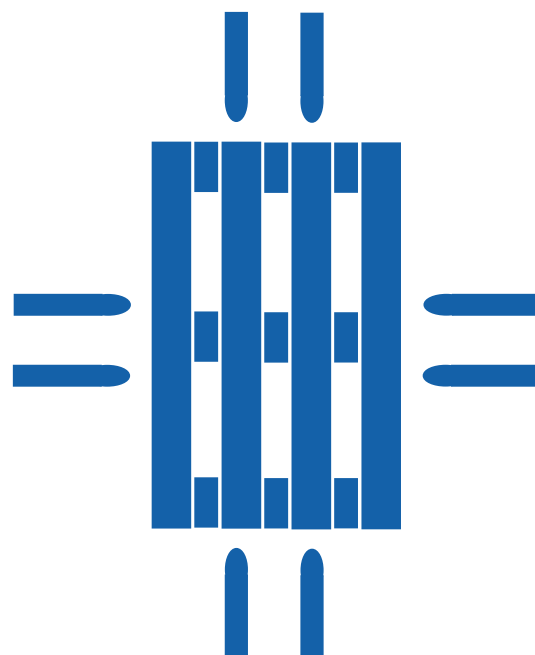
Non-stackable goods shall be marked with a pallet cone.



Pallet as means of transport:

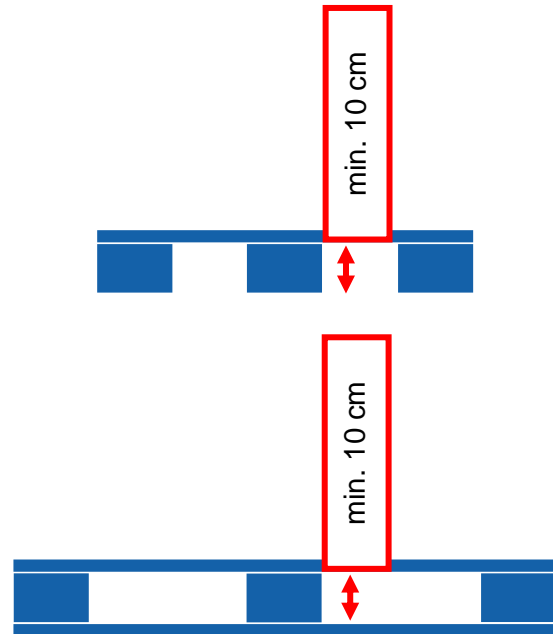
The pallet shall be accessible from 4 sides.

Note: Euro-pallets can only be exchanged 1 to 1 on delivery (no pallet account)!
Additional claims are excluded.



Minimum pallet height:

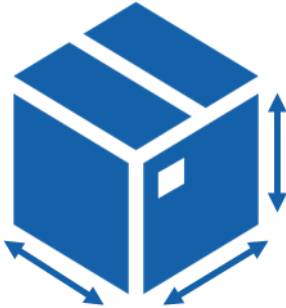



The height of a pallet that is accessible from 4 sides shall be at least 10 cm.

**Stacking frames for pallets:**

The use of stacking frames is only permitted if a 1 to 1 exchange can be guaranteed on delivery! Additional claims are excluded.



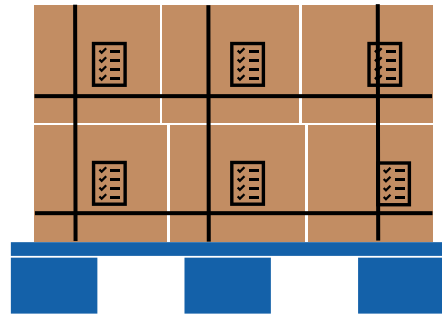
5.5.2.2 Small items – shipment goods

<p>Shipment size: max. 120x60x60 cm</p>	
<p>Shipment weight: max. 25 kg</p>	
<p>Transport packaging:</p> <ul style="list-style-type: none"> ▪ Preferably cardboard boxes with slip lid ▪ Optionally tied up -> it shall be ensured in any case that the lid is fixed! 	
<p>Filling material: Paper pads are preferred as filling material. Please <u>do not</u> use paper or polystyrene shreds!</p>	

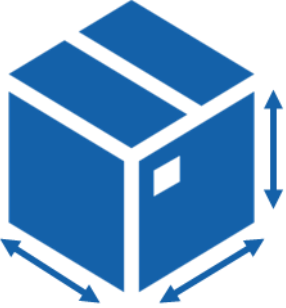

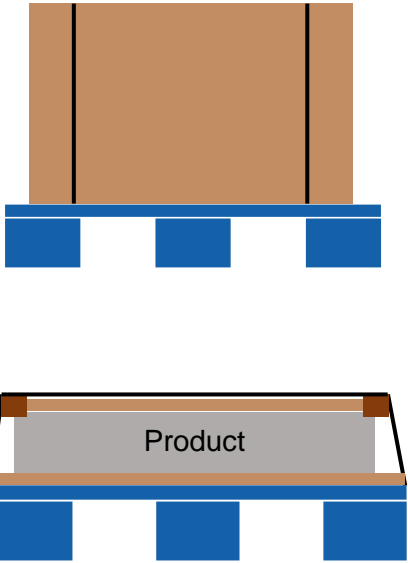
Supplement small items – palletized goods

Labeling of goods:

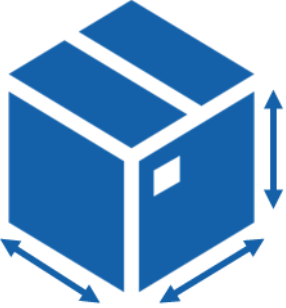

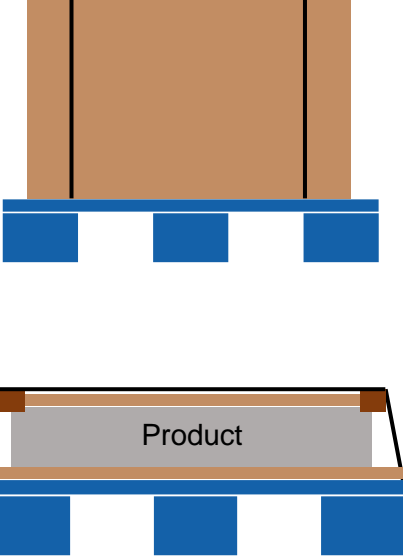
If small items are delivered in separate cardboard boxes on a pallet, a delivery note/packing list shall be enclosed for each cardboard box.



5.5.2.3 Large items

<p>Shipment size: max. 120x80x180 cm</p>	
<p>Shipment weight: max. 500 kg</p>	
<p>Transport packaging: Outer box including Euro-pallet and</p> <ul style="list-style-type: none"> ▪ plastic strapping tape <p>Note: If Euro-pallets cannot be used for international shipments, the pallets used shall have at least the same dimensions as a Euro-pallet!</p> <p>or: Outer packaging including Euro-pallet (see note) and</p> <ul style="list-style-type: none"> ▪ plastic strapping tape ▪ edge protection ▪ cardboard cut to size ▪ means of transport (Euro-pallet) 	

5.5.2.4 Bulky items

<p>Shipment size: > 120x80x180 cm</p>	
<p>Weight: > 500 kg</p>	
<p>Transport packaging: Outer box incl. one-way pallet and</p> <ul style="list-style-type: none"> ▪ plastic strapping tape <p>or: Outer packaging including one-way pallet and</p> <ul style="list-style-type: none"> ▪ plastic strapping tape ▪ edge protection ▪ cardboard cut to size ▪ means of transport (Euro-pallet) 	

THE **HEARTBEAT** OF PHARMA PACKAGING