

General shipping and packing instruction for suppliers of Kroll GmbH

1. Target of the general shipping and packing instruction

With our general shipping and packing instruction, we want to demonstrate to our suppliers our requirements and their responsibilities. It is supposed to help as a simple and practically-orientated guideline to ensure a trouble-free flow of materials between Kroll GmbH and the suppliers.

Any aberrations from this shipping and packing instruction are to be explicitly arranged with Kroll GmbH. Kroll GmbH reserves the right to fix article-specific instructions for shipping and packing with the supplier. This especially affects the sector of external contract manufacture.

2. Delivery address

Please absolutely respect the indications on our orders regarding delivery address and invoice address.

3. Opening hours of goods receiving department

- 3.1.** Kroll GmbH, Pfarrgartenstraße 46, 71737 Kirchberg an der Murr
➤ Monday to Friday: 7:00 o'clock to 16:00 o'clock

Kroll GmbH, Im Gehrn 2, 71737 Kirchberg an der Murr
➤ Monday to Friday: 7:00 o'clock to 14:30 o'clock

- 3.2.** Spedition Klaus Meier GmbH, Roseckstraße 19, 72108 Rottenburg
➤ Monday to Friday: 8:00 o'clock to 16:00 o'clock

Deliveries to times which are different from these indicated above must be agreed in written form beforehand.

4. Packing instructions

4.1. Purpose of packing requirements

The waste industrial goals of the legislative authorities are to be respected:

- a) **Avoidance** of packaging waste:
The packaging waste must generally be limited to the absolutely necessary minimum.
- b) **Reduction** of packaging waste:
Packaging has to be defined according to economical and ecological aspects.
- c) **Recycling** of packaging waste:
Packaging must be recyclable in an ecologically friendly manner.

4.2. General packaging requirements

All goods must be original goods from the specified manufacturer. They must correspond to the functions and requirements specified in the order documents and data sheets.

The goods must be delivered in absolutely clean condition. Impurities of any kind, such as oil, dust, fat, metal swarf or any other pollutions will not be accepted. Goods with such pollutions will be returned at the supplier's costs. For turning workpieces and milled parts, there are separate agreements.

The chosen packing must correspond to the requirements of the goods that need to be packed. It must be suitable to the loads of the designated way of transportation. This means that transportation route,

means of transport as well as possible influences by weather and possible reloadings must be considered. For damages and additional costs that occur due to improper packaging, the supplier will be held liable.

4.3. Specific packaging requirements

The shipping package has to ensure a sufficient protection of the packing and loading unit during transport, handling and storage. In order to reach a highquality delivery of the goods, at least the following points must be met:

Durch die Versandverpackung ist eine ausreichende Sicherung der Verpackungs- und Ladeinheit während des Transports, Umschlags und der Lagerhaltung zu gewährleisten. Um eine qualitätsgerechte Anlieferung der Waren erreichen zu können, müssen mindestens folgende Punkte eingehalten werden:

- the packaging must ensure a protection of the goods against mechanical damage, pollution and corrosion.
- cardboard packagings must not be sealed by metal cramps but by adhesive tape.
- if metal cramps are used for transportation safety, they must be cushioned by cardboard packaging.
- labellings, adhesive tapes, straps, tags, material tags etc. must not lower the recyclability of the packaging materials.
- the optimal filling level of the packaging container must absolutely be observed.

4.4. Pallets

All shipments have to be delivered on undamaged euro-pallets according to DIN EN 13698-1:2004-01 respectively euro-pallets with the basic measurement 1.200 x 800 x 144 mm. These must correspond to the exchange criteria according to EPAL (<http://www.epal-palette.org>).

- the maximum loading height including pallet is 1.050 mm
- maximum weight < total height 1.100 mm = 950 kg
- maximum weight > total height 1.100 mm = 400 kg

The foot space of all carriers must be free of plastic sheet.

Overlaying materials, plastic sheets, papers, labels, straps etc. are not permitted.

All not clearly recognizable mixed pallets must uniformly be marked as such.

4.5. Packagings for sheet metal, pipes and bar steels

Divergent loading equipment is only permitted for the delivery of long goods or collis. For the delivery of long goods or collis, the supplier must chose the packaging and the loading equipment in a way that a safe transport is ensured:

- bunch length, max. 6200 mm, weight max. 2500 kg
- only one article per bunch and pallet

4.6. Non-returnable packagings

In order to be able to return the packagings back to the material flow again after use, they must be clearly marked by normed pictures and symbols and/or the approved symbols of the waste management industry.

The packing units which are to be transported must correspond to the outer diameters of a euro-pallet (1.200 x 800 mm) or to a divisor of it. The maximum height is variable but limited by the maximum height of a loaded pallet, maximum weight: 15 kg / VPE

In general, Kroll GmbH prefers reusable loading devices to non-reusable packagings.

4.7. Implementation of the shipping package

If an article consists of several elements, it must be packed completely in one packing unit (set-packing). Complete delivery quantities according to orders have to be summarized to sorted loading units.

4.7.1. Mixed pallets

= several parts with different part numbers on one pallet:

- a) the parts which only have on or a few bundles have to be stacked on top
- b) the parts with same part number must be packed on top of each other, not side by side.
- c) inside one package, there are only parts allowed with one and the same part number. If there are goods with different part numbers in one delivery, they have to be packed and marked separately.

4.7.2. Sample parts

Sample parts must be delivered with separate marks. The receivee must be clearly identifiable.

4.8 Labelling of packing units

For clear identification, every packing unit must be labelled with a mark which has to contain the following indications:

- Supplier's name
- Order number of Kroll GmbH
- Part number of Kroll GmbH
- Barcode of Kroll GmbH
- Supplier's part number
- Denomination of the parts
- Quantity of the article contained in the bundle
- Consignment number of Kroll GmbH
- Serial number, if agreed

It must be especially ensured that the indications on the delivery note correspond to the content of the package. A delivery without this indication will not be accepted and will be returned on the supplier's costs.

If packages are used several times, the old/no longer valid labellings and marks have to be removed.

4.9 Delivery note

An original delivery note must be added to every consignment. It must be placed clearly visible by using a shipping documents pouch, on the face side of the package. If a shipment contains several packages and/or pallets, every loading equipment has to be indicated on a packing list, including its content.

The delivery note must contain the following information:

- Supplier and supplier's address
- Order number of Kroll GmbH
- Part number of Kroll GmbH
- Barcode of Kroll GmbH
- Denomination of the article
- Delivered quantity
- Partial deliveries must be indicated
- Consignment number of Kroll GmbH
- Serial number, if agreed

5. Checking documents

If agreed, checking documents have to be enclosed to the corresponding goods.

6. Shipping of dangerous goods

The legal provisions for packing and shipping of dangerous goods and the limited quantities (LQ) are absolutely to be observed. The supplier will be responsible for any damage that may occur from nonobservance of the legal provisions. In case of goods with limited life period, the production date/best-before date (MHD) must be indicated on the goods as well as on the delivery note.

7. Consequences in case of nonobedience of the general shipping and packing instruction

The nonobedience of the specifications indicated in this general shipping and packing instruction can result in a reclamation and will thus have a negative influence on the supplier rating. Furthermore, any costs being caused by nonobedience of this shipping and packing instruction will be immediately charged to the supplier.

Deliveries which do not meet the defined requests will not be accepted by Kroll GmbH. The costs for re-shipment are at the expense of the supplier.