

Delivery Instructions

**for Hager Tehalit Vertriebs GmbH & Co. KG
&
Hager Electro GmbH & Co. KG
&
Tehalit GmbH**

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1 General / Area of applicability

The following instructions shall apply as supplementary agreements to the general terms and conditions governing purchasing and the order texts.

These agreements apply for both deliveries “free of charge to address of buyer” and “ex works” deliveries.

In the case of “ex works” deliveries, please dispatch lcl or part-lots via our **contractual partner Schenker/Anterist & Schneider GmbH in Saarbrücken** (see 3).

In the case of deliveries “free of charge to address of buyer”, please consult the terms and conditions of the order texts.

As a general rule, we are SVS per se partners.

The Delivery Instructions serve more efficient materials flow between the suppliers and Hager Tehalit Vertriebs GmbH & Co. KG, Hager Electro GmbH & Co. KG and Tehalit GmbH.

Furthermore, they also serve optimised goods flows between the Hager and Tehalit plants and distribution in Blieskastel and Heltersberg, and production facilities in Blieskastel, Heltersberg and Ensheim.

2 Delivery addresses

2.1 Blieskastel facility

Hager Tehalit Vertriebs GmbH & Co. KG

Zum Gunterstal
Wareneingang

66440 Blieskastel

Hager Electro GmbH & Co.

Zum Gunterstal
Wareneingang

66440 Blieskastel

Notification of shipment / General:

Tel. : +49(0)6842/945-4211
Fax : +49(0)6842/945-4387
E-mail : warenblk@hager.de

Responsible : Mr. Hager

Tel. : +49(0)6842/945-4383
E-mail : hagerd@hager.de

Deputy : Mr. Pollmeier

Tel. : +49(0)6842/945-4977
E-mail : frank.pollmeier@hager.de

Mr. Bruckner

Tel. : +49(0)6842/945-4385
E-mail : bruckner@hager.de

2.1.1 Field warehouse / External warehouse

Field or external warehouses are located within 50 km.

In the case of deliveries to these warehouses, notification of shipment must be supplied to the Blieskastel facility (see 2.1) where the exact delivery address will be supplied.

Within the framework of goods acceptance or notification, we reserve the right to divert shipments to the incoming goods department in the field or external warehouse.

2.2 Heltersberg facility

Hager Tehalit Vertriebs GmbH & Co. KG

Seebergstraße 37

Wareneingang

67716 Heltersberg

Tehalit GmbH

Seebergstraße 37

Wareneingang

67716 Heltersberg

Notification of shipment / General:

Tel. : +49(0)6333/992-1877, -78

Fax : +49(0)6333/992-1885

E-mail : weissr@hager.de

: roths@hager.de

Responsible : Hr. Gundacker M.

Telefon : 06333/992-1879

E- Mail : michael.gundacker@hager.de

2.2.1 Field warehouse / External warehouse

Field or external warehouses are located within 50 km.

In the case of deliveries to these warehouses, notification of shipment must be supplied to the Heltersberg facility (see 2.2) where the exact delivery address will be supplied.

Within the framework of goods acceptance or notification, we reserve the right to divert shipments to the incoming goods department in the field or external warehouse.

2.3 Ensheim facility

Hager Electro GmbH & Co. KG

Im Hofgarten

Wareneingang

66131 Ensheim

Notification of shipment / General:

Tel. : +49(0)6893/945-4391

Fax : +49(0)6893/945-4397

E-mail : brosiusm@hager.de

2.3.1 Field warehouse / External warehouse

Field or external warehouses are located within 50 km.

In the case of deliveries to these warehouses, notification of shipment must be supplied to the Ensheim facility (see 2.3) where the exact delivery address will be supplied.

Within the framework of goods acceptance or notification, we reserve the right to divert shipments to the incoming goods department in the field or external warehouse.

3 Acceptance times

3.1 Blieskastel facility

for forwarding agents

Monday – Friday

6 a.m. – 6 p.m.

for parcel services

Monday - Friday

6 a.m. – 1 p.m.

Core time: 8 a.m. to 3:30 p.m.

3.2 Heltersberg facility

for forwarding agents

Monday – Friday

6 a.m. – 8 p.m.

for parcel services

Monday – Friday

6 a.m. – 1 p.m.

Core time: 8 a.m. to 3:30 p.m.

3.3 Ensheim facility

for forwarding agents / parcel services

Monday – Thursday

7 a.m. – 3:30 p.m.

Friday

7 a.m. – 12 midday

4 Collection

All “ex-works-deliveries” need to be registered two days before the delivery date until 9:30 am by Email. Please register the delivery under the following Email-address:

htv@anterist-schneider.com at our contract forwarding agent Schenker/ Anterist & Schneider.

Please use the registration form for the despatch which you can find under www.hager.de/einkauf

(ATTENTION: It is very important to fill out the subject line in the Email, otherwise the email won't be received.)

Anterist & Schneider

Internationale Spedition GmbH
Am Felsbrunnen
66119 Saarbrücken

Telefon : 0 68 42 / 945 - 7340 Mrs. Rupp
Telefon : 0 68 42 / 945 - 2898 Mr. Jakoby
Fax: : 0 68 42 / 50 70 268
E-mail : htv@anterist-schneider.com

Please do not forget to mention our order number 450.... upon registration!

5 Notification of shipment

5.1 Notification by telephone, fax or e-mail to the respective responsible incoming goods department (see 2) must be provided of all shipments.

Please use the form “Shipping notice” which you can find under www.hager.de/einkauf

Priority will be given to shipments for which notification has been provided.

Shipments for which notification has not been provided may be subject to waiting periods.

5.2 Notification must be provided of all shipments by 3 p.m. of the previous day (by 12 p.m. at the Ensheim facility).

This shall apply in particular for goods requiring special unloading equipment owing to their length.

5.3 The following information must be communicated along with notification of shipment:

Please use the form “Shipping notice” which you can find under www.hager.de/einkauf

5.4 Deliveries should be made within the core times (8:00 a.m. – 3:30 p.m.) (see 3.1/2).

6 Customs clearance

6.1 Blieskastel / Heltersberg / Ensheim facility

All shipments from non-EU member states must be delivered with customs clearance. If third country products are delivered without customs clearance, these shipments will not be accepted upon arrival.

Customs clearance can be obtained from our customs agent:

DHL Freigt
Dudweiler Landstraße
66123 Saarbrücken
Tel.: +49(0)681-9372-0

6.2 Deliveries from EBO – Switzerland

Customs clearance for shipments from EBO – Switzerland to Heltersberg distribution are handled via the Heltersberg facility (see 2.2) by the Pirmasens customs office.

7 Delivery notes

7.1 Apart from the transport document, each shipment must include a delivery note which must be attached to the goods in such a way as it is clearly visible.

The transport paper must indicate the order number and order item, and must be supplied to the carrier by the supplier. Otherwise, considerable waiting periods can be assumed.

7.2 The following information is necessary on the delivery note:

- Ø Delivery address
- Ø Supplier
- Ø Our order number
- Ø Our item designation or part number
- Ø Number of articles or parts delivered
- Ø Number of packing units
- Ø Delivery date for fixed dates
- Ø Planned unloading point (e.g.: hall, building) as per order text

8 Loading trucks

8.1 Blieskastel / Heltersberg facility

Pallets and/or skeleton containers must be loaded upon delivery in such a way as to permit unloading the truck from behind using an electric stacker lift truck and goods loading platform.

8.2 Ensheim facility

Shipments can only be unloaded by stacker from the side of the truck (yard unloading).

9 Loading/ Unloading aids – exchange

Deliveries must be performed on Euro–Pool pallets or Euro–Pool skeleton containers free of defects (as per DB guidelines).

Following delivery to incoming goods, these will be exchanged or offset via pallet accounts in accordance with standard procedures.

Empties will only be returned at a later date upon the provision of the original pallet note to the respective incoming goods department and upon prior agreement.

10 Packaging

10.1 Large quantities, pallets

- Ø All items which can be stacked on a pallet **must** be delivered on Euro-Pool pallets or Euro-Pool skeleton containers free of defects (as per DB guidelines).
- Ø The specified bulk units per pallet (see order text) **must** be adhered to.
- Ø The pallets may not be overloaded at any point.
Exception: the exterior dimensions of the products exceed the dimensions of the pallet.

10.1.1 Blieskastel facility

The maximum total weight of **400 kg** and total height of **120 cm** per pallet or skeleton container may not be exceeded for technical reasons relating to the warehouse.

10.1.2 Heltersberg facility

The maximum total weight of **700 kg per pallet or skeleton container** and **1000 kg for goods more than 2 metres in length** may not be exceeded for technical reasons relating to the warehouse.

10.2 Mixed pallets / Mixed boxes

- Ø The contents of mixed pallets or boxes must be indicated on the outside.
- Ø Same items must be packed together in a neutral container weighing **maximum 20 kg**, whereby the number of containers per item (e.g.: 1/3, 2/3 etc.) must be indicated, and the individual containers must be loaded together on one pallet.
- Ø As a general rule, heavy items must be packed at the bottom and lighter items on top.
- Ø As a general rule, items with the largest quantity must be packed at the bottom and items in smaller quantities on top.

Deliveries from facilities in the Hager Group

In the case of deliveries from facilities in the Hager Group to the Blieskastel / Heltersberg / Ennheim facilities, bulk units per pallet and the Hello Parameters ("packing unit") must be observed.

11 Packaging materials / Securing for transport

11.1 The following packaging materials may be used:

- Ø Euro-Pool pallets
- Ø Euro-Pool skeleton containers
- Ø Disposable pallets for Oktabin
- Ø Special Tehalit wooden pallets (2 m)
- Ø Special loading supports for production in Ensheim
- Ø Cardboard boxes bearing the "RESY" symbol
- Ø Strap retainers: plastic retainers only
- Ø Foil: PE foil only (transparent)
- Ø **Owing to the increased risk of injury, cardboard boxes must be sealed using adhesive tape instead of metal clips.**
- Ø **Filling materials:** exclusively blister foil / pads bearing the "RESY" symbol, corrugated board, shaped polystyrene, **no styrofoam chips**, no waste, no popcorn chips, no shredded paper

11.2 The following types of securing loads are permissible:

- Ø Hooping using edge protection angles
- Ø Pallet containers with hooping (edge protection angles)
- Ø Stretching with transparent PE foil

11.3 The following loading equipment and packaging material from third party countries (except for Switzerland) are allowed:

- Ø Plastic paletts
- Ø Press board paletts
- Ø Wooden packaging/wood paletts are only allowed to be delivered, if a certificate of the wood treatment has already been sent to the receipt dept. with the delivery registration (see 5 & 8).
If these requirements won't be fulfilled a significant elongation of the waiting time for the discharge can occur.
Arising costs will be charged from the sender/originator (see 13).

12 Qualitative and quantitative goods control

Shipments will be accepted subject to subsequent quality and quantity controls.

The carrier will only receive confirmation of the number of packages delivered (collis, pallets, parcels etc.).

Qualitative and quantitative incoming goods control will be performed later using the delivery note.

Patent defects in a shipment and deviations in quantities among packing units must be confirmed by the carrier on the consignment note.

13 Failure to observe the Delivery Instructions will result in additional outlay being billed at the current hourly rate (€45/hour excl. VAT).