

Delivery terms - Liederbach central warehouse

Techem Energy Services GmbH
Zentrallager
Höchster Straße 80
D-65835 Liederbach/Ts
hereinafter referred to as "TECHEM"

1. Applicability

The delivery terms serve to regulate smooth logistical procedures between Techem and its suppliers.

The conditions describe the principles of the transport, packaging and marking regulations. The current version stored at the following address: <http://www.techem.de/SupplyChainManagement> is always valid for all orders/supplies. The delivery terms supplement the "General terms and conditions".

2. Delivery

2.1 Delivery address and times

Techem has the following named delivery addresses. The postal delivery address to be used and adhered to is included on purchase orders, allocated orders, etc. The delivery times listed for the respective address must be kept to precisely.

Delivery address:
Techem Energy Services GmbH
Zentrallager
Höchster Straße 80
D-65835 Liederbach/Ts

Goods acceptance:
Monday to Friday from
06:45 a.m. to 13:00 p.m.

Techem does not assume any expenses for a 2nd journey incurred due to delivery outside acceptance hours.

2.2 Delivery status of the goods

Goods including packaging and transport aids are only accepted in perfect condition. Should the goods delivered be damaged or not in accordance with the valid agreements, Techem reserves the right to refuse acceptance.

In as far as this causes a scheduling bottleneck, Techem organises internal repackaging. The costs arising are invoiced to the supplier.

2.3 Delivery dimensions

Width: max. 1,200 mm
Depth: max. 800 mm
Height: max. 1,200 mm

Special dimensions varying from the specifications above must be agreed with Techem before the initial delivery.

We expressly reserve the right to refuse the acceptance of dimensions exceeding the above or to invoice the supplier the costs for internal repackaging of the goods.

2.4 Delivery weight

Individual package/box	= max. 30.00 kg
Europool flat pallets	= max.750.00 kg*
One-way flat pallets	= max.750.00 kg*
Europool pallet cage	= max.750.00 kg*

*(incl. pallet/weight dependent on the carrying capability of the pallet used)

A parcel shipment must not exceed the weight of 100 kg and not incorporate more than 4 packages. If one of the restrictions is exceeded, the packages must be loaded onto pallets and be delivered. Delivery weights varying from the specifications above must be agreed with Techem before the initial delivery.

2.5 Delivery quantities

The agreed delivery quantities per packaging unit must absolutely be adhered to. They may only be changed with express permission from the responsible Techem supplier scheduler.

2.6 Delivery of dangerous goods

It is obligatory to observe the legal regulations for the transport of dangerous goods. The supplier is liable for all damages resulting from non-observance of the legal regulations.

Exclusively construction type-checked, approved packages may be used for transport. Moreover, the proper marking of the packaging must be guaranteed.

3. Delivery documents

Before a goods shipment is unloaded, all freight carriers must first notify the incoming goods office and present the complete shipment papers:

3.1 Delivery note

Must be included in all shipments as a single copy and include the following information:

- Delivery note number: (reference between invoice and delivery) also possible in barcode 128, subset b
- Techem - order number and item (order number= 450... **10 digits + item**), also in barcode 128, subset b
- Techem – item number
- Techem – item description
- Techem – quantity units (pieces – pair)
- Quantity (**not** package units)
- For dangerous goods: Dangerous goods specifications (including marking number, hazardous goods class, packaging group) according to RN 202(3a) ADR

Partial deliveries must be noted on the delivery note.

3.2 Shipment papers

A freight note from the forwarding agent with the following information must accompany each delivery:

Delivery terms according to the Incoterms® 2010

- Sender's address (supplier)
- Recipient's address
- Number of charge carriers/packaging units
- Type of packaging units (europallets, crates, coli etc.)
- Gross weight of the goods transport

For dangerous goods: Dangerous goods specifications (including marking number, hazardous goods class, packaging group) according to RN 202(3a) ADR 5468 exist and are at least in accordance with quality classes 2.7 - 2.96.

3.3 Customs documents

The papers and documents required for cross-border transport must be fully included in the delivery and handed over to goods acceptance together with the delivery papers.

3.4 Further documents

If further documents for the delivery are required by Techem (e.g. a Declaration of Conformity), these must be included in the goods shipment.

4. Customs

4.1 EU suppliers

All suppliers are basically bound to provide a Supplier's Declaration according to Regulation (EC) No. 1207/2011. For deliveries within the European Community, the VAT ID no. must be provided. The notifiable data for the Intra statistics must be provided on the delivery papers.

4.2 Third country / EFTA suppliers

Export franking is always the supplier's responsibility. All papers and documents required for cross-border transport must be included with the delivery by the supplier at his expense. For deliveries from countries not in the EU (third countries, EFTA), a proof of preference (EUR 1 or Preference Declaration on the invoice), must always be provided as far as possible.

5. General packaging guidelines

The packaging must be dimensioned so that the goods are adequately protected against damages during transport.

5.1 Packaging materials

a) Europool packaging

- **Europool crates**

Dimensions: 1,200 × 800 × 97 mm

- **Europool pallet**

Dimensions: 1,200 × 800 × 144 mm
(DIN EN 13698-1:2004-01)

Techem prefers to use exchangeable europallets. They are only exchanged if they meet the exchange criteria according to the EPAL Guideline with at least class "B".

Not exchangeable EPAL –pallets

- A block / board is absent or splitted (nail shank is visible)
- Visible nail shank on the top or bottom deck board
- Twisted blocks may not jut out more than 10mm
- One (or more) boards are broken
- Loading capacity is not ensured
- Loaded goods are soiled by pallets
- Several blocks are significantly splitted
- Use of non-approved parts (e.g. thin boards)

b) One-way packaging

Approved, environmentally friendly and materially exploitable materials which are accepted everywhere for recycling must be used for all one-way packaging.

- **One-way pallets**

Dimensions: 1,200 × 800 × 144 mm

One-way pallets must be designed for the four-way system. In particular, the clearance height of 100 mm must be adhered to for unproblematic handling with the forklift truck.

For overseas shipments, pallets must be used which keep to the phytohygienic regulations of the IPPC (International Plant Protection Convention).

- **Cartons**

The carton quality must be adapted to the respective weight and size of the goods. For overseas shipments, the cartons should consist of tested, wet strength glued corrugated cardboard in accordance with DIN.

5.2 Packaging marking

Each packaging unit must be marked at a clearly visible place with a label. The following must be provided on the label (as a minimum):

- Techem item number, also in barcode 128, subset b
- Techem item description
- Quantities per packaging unit
- Labelling order on the label:
 1. Item number
 2. Item description
 3. Quantity
- Label size: minimum of 10.0 × 5.0 cm. The label size must be adapted to the packaging for smaller packing.
- Material not packaged in a pallet container must be placed in such a manner that the item numbers can be read from outside.
- For goods which must be certified, the year of certification e.g. "2016" and the year of manufacture, for non-certified goods the date of manufacture.
- Pallets and crates determined for the consignment warehouse must be marked on both the front and back ends with a "K" on an A4 sheet of paper (preferably in red).
- The warning note "Please do not burden" must be attached to the pallets on stickers or pallet hats.
- The individual packaging units must be stacked on a pallet so that the markings are evident. Dangerous goods must be marked in accordance with the regulations and unmistakably.

- Each pallet / outer box must be marked as follows:
 - Techem item number and name
 - Total quantity of the unit
 - Techem order number

5.3 3 Packaging design / securing loads

The packaging must always be adapted to the qualitative and technical requirements of the goods.

In order to avoid damages during transport, packaging units and packaging aids must not exceed the external contours of the load carrier. The straps used to secure the load must be made of plastic.

In order to ensure that the packaging units are not damaged by the strap, vertical and horizontal edge protection must be used. In addition to the straps made of plastic, the load can be secured by stretching or shrinking with PE film. In order to enable the determination of the condition of packaging units and pallets, only transparent film may be used.

The supplier is bound to draw attention to the applicable legal regulations and further rules.

Here, we in particular refer to the load safety of the goods on the lorry.

5.4 Weight of packaging units

Taking the ergonomic limit values into account, outer packaging is not allowed to exceed the maximum burden of 25 kg.

5.5 Stacking

The individual packaging units must be stackable. Stacking must take place safe for transportation and to guarantee safe handling. The number of layers stacked on a pallet must not result in deformation or damages to the packaging units.

If no further stacking may be made on a packaging unit/charge carrier, the warning note "Please do not burden" must be attached to the pallets on stickers or pallet hats.

5.6 Determination of/changes to packaging

Packaging is either proposed by the supplier and approved by Techem or stipulated by Techem.

If, from the supplier's view, there is a reason to change the packaging, the new proposal must always be approved by Techem.

Temporary differences require a written exemption from Techem.

Please refer to our packaging manual for further packaging guidelines.

<http://www.techem.de/SupplyChainManagement>

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