

Elastomertechnik, Schläuche und Armaturen,
Dichtungstechnik, Kunststofftechnik, Antriebstechnik,
Schwingungstechnik, Hydraulik, Pneumatik, Chemisch-
Technisch Produkte, Arbeitssicherheit, Werkzeuge

Postanschrift: Maag Technic GmbH, Postfach 369, 73003 Göppingen

Ihr Zeichen

Ihre Nachricht vom

Unser Zeichen
Supply Chain Management

Tel.-Durchwahl

E-Mail
info@maagtechnic.de

Datum
28.08.2007

Standard Delivery Instructions

Dear Sirs,

As „learning organization“ we are aimed to continuously improve our internal and external processes.

Due to the enormous flow of goods, we have to count on possibly highly standardized processes in the domains good's receipt and good's issue. This is ultimately only possible by deliveries of high quality from our suppliers. For this the reason we are today issuing the enclosed Standard delivery instructions.

We kindly ask you to review your delivery policy accordingly and we thank you in advance for signing and returning this document by mail to our Mr. Hans-Gernold Kutschis by September 15th.

In case of questions, do not hesitate, to contact your responsible purchasing contact.

With Best Regards,



ppa. Robert Zepf
Manager
IT/Organisation/Logistics

Maag Technic GmbH
Jahnstrasse 104-106, 73037 Göppingen
Telefon 07161/9771-0
Telefax 07161/9771-269
info@maagtechnic.de
www.maagtechnic.de

Filialen:
89520 Heidenheim, In den Seewiesen 2, Telefon 07321/312-0 Telefax 07321/312-25
72793 Pfullingen, Uhlandstrasse 74, Telefon 07121/9786-0 Telefax 07121/9786-60
76437 Rastatt, Stettiner Strasse 17, Telefon 07222/9235-0 Telefax 07222/9235-40

Sitz Göppingen, Registergericht Göppingen HRB 2822,
Geschäftsführer: Johannes H. Günthardt, Lutz Mantsch

Standard Delivery Instructions

1. Goal and purpose

The **demands** placed on us by our customers in terms of the quality and availability of our products are constantly **increasing**. For this reason and to cut internal costs, we constantly optimise our processes. This has an impact on the entire supply chain and requires delivery by our suppliers that is preferably standardised.

With the provisions contained in this document, we are creating clear and understandable conditions for all parties involved. Specific instructions pertaining to individual orders as well as possible product-specific appendices contained in the Quality Assurance Agreement (QAA) shall apply in addition to the principles described herein.

Please clarify any uncertainties with the responsible purchasing department of Maagtechnic.

2. Delivery note and accompanying documents

The delivery note must contain the following data fields:

- Maagtechnic order date, order, material (article) and drawing number incl. index
- Clear material description (article description)
- Type of dispatch, terms of shipment
- Mandatory information on dangerous goods

The delivery note and the accompanying documents should be affixed to the outside of the load carrier / package in a visible and protected manner or should be handed to the forwarding agent (in the case of overseas consignments always to the forwarding agent).

Original inspection certificates are either handed to the forwarding agent or sent to Maagtechnic by per post / courier. Only *copies* may be sent with the consignment of materials.

3. Packaging requirements (load carrier)

3.1 Packaging of materials

The packaging used should keep the material clean and free of any damage depending on the mode of transportation. The packaging units must tally with the units specified in the order.

3.2 Packaging of small parts (suitable for storage in the small parts storage area)

The packaging (packaging units) should be adapted to our storage containers.

Containers	Inner dimensions (mm)		
	Length	Breadth	Height
Basic container 1	565	365	124
Basic container 2	565	365	255
Basic container 3	565	365	405
Insert container 1/8	164	125	93
Insert container 1/4	265	160	90
Insert container 1/2 crosswise	340	262	92
Insert container 1/2 lengthwise	544	166	92

Standard Delivery Instructions

3.3 Delivery on EURO pallets

Material, whose individual packaging is smaller than a Euro pallet, should be loaded on Euro pallets with a surface area of 80 x 120 cm.

On principle, standard packaging (e.g. boxes) should be used whose external dimensions conform to with the surface area of the load carrier (e.g. EURO pallets) and can be stacked optimally to the **maximum height of 57, 96 or 165 cm (incl. pallet)**.

When stacking boxes, please ensure that the packaging and the material contained therein is not damaged (small and light packaging units at the top).

The packaging units must be packed on the load carrier in such a way that the labels are facing outwards on the broad side of the pallets.

Packaging unit must not overlap when materials are delivered in EURO pallets. The weight per stackable packaging unit **may not exceed 15 kg**. Deliveries must be effected without a pallet frame. In the event of consignments of several materials (material /article numbers) per load carrier, each article must be packed and labelled separately, and individually transportable.

3.4 Deliveries on load carriers larger than EURO pallets or bulk goods

Deliveries in load carriers measuring 120 x 120 cm or 140 x 140 cm are preferable. Disposable load carriers and other containers weighing in excess of 25 kg must have ground clearance for easy lifting (at least 100 mm). The same shall apply correspondingly (e.g. with regard to lateral overlapping) as for EURO pallets (item 3.3).

3.5 Disposal of packaging

On principle, **environmentally-compatible** and recyclable materials should be used for all packaging. Packaging will not be returned.

4. Labelling of materials

The material labels must contain the following data fields:

- Maagtechnic material number (article number), drawing number and index
- Clear material description (article description)
- Quantity per packaging unit

In addition, batch numbers, date of manufacture, the series number and/or the expiry date should be added on request. Dangerous goods or hazardous substances must be labelled according to the statutory regulations.

5. Delivery

5.1 Deliver times

The following time slots currently apply for all deliveries to Maagtechnic locations:

Company / location	Time slot for deliveries	
Maagtechnic, Dübendorf (CH)	Mon. to Fri.	06:30 to 11:45, 13:00 to 16:30
Maagtechnic GmbH, Göppingen (GERMANY)	Mon. to Thurs. Fri.	08:00 to 11:45, 13:00 to 15:30 08:00 to 11:45
Soded, St-Marcellin (FR)	Mon. to Fri.	07:00 to 19:00
Revol Sonier, Vaulx-en-Velin (FR)	Mon. to Fri.	08:00 to 12:00
Buttin, Annecy (FR)	Mon. to Fri.	08:00 to 12:00, 14:00 to 16:30

Country-specific public holidays excepted.

Standard Delivery Instructions

Deliveries outside of the abovementioned times must be arranged with the logistics departments at the respective locations.

5.2 Large-volume consignments (above four pallets)

Deliveries must be announced to the incoming goods department of the respective location by email or telephone at least one working day in advance including the following information:

- Supplier / forwarding agent
- Gross weight
- No. of pallets
- Date and time of delivery

6. Measures in the event of non-compliance with the delivery instructions

Maagtechnic reserves the right to refuse delivery of the goods in the event that the **delivery instructions or legal requirements** have not been complied with.

In the case of inadmissible packaging the consignment will be rejected or repackaged at the supplier's expense (current hourly rate CHF 65/ € 40 per hour or CHF 25 / € 15 per pallet, however, at least ½ hour). Such measures shall be billed in the supplier's invoice currency.

Disposal costs for non-conforming packaging shall be charged to the supplier plus a handling fee of CHF 50 / € 35.

Any additional costs will be billed to the responsible party (supplier / forwarding agent) in full.

7. Supplier's acknowledgement and approval

The supplier confirms having received and acknowledged the delivery instructions and confirms by signing this document that he concurs with the content.

Company:

Address:

Responsible party

Name:

Function:

Date:

Signature:
