

GENERAL DELIVERY INSTRUCTIONS

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of

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Germany

and

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- hereinafter referred to jointly as "SIMONSWERK" -

These delivery instructions apply irrespective of the agreed terms of delivery and are an integral part of the contract unless otherwise agreed on a case by case basis. In the event of a failure to observe these delivery instructions, the supplier will be charged for any additional costs that arise and held liable for any losses of any kind that are incurred.

SIMONSWERK uses standardised means of transport for putting delivered items away in the warehouse and warehouses are arranged accordingly. In order to ensure smooth running of goods in, transportation and warehousing processes, as well as traceability, a few requirements in terms of packaging and labelling of the delivered goods and the use of loading aids need to be observed by our suppliers.

Reducing packaging materials to protect our environment is in the interest of SIMONSWERK and its suppliers.

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I. Delivery note

Every consignment must be accompanied by a delivery note, which must show the following information:

- Delivery note number
- Sender's details
- Consignee's details
- Supplier number

The following information is required for each item delivered:

- SIMONSWERK's Order number
- SIMONSWERK's Item number (if provided on the purchase order)
- SIMONSWERK's Cost centre (if provided on the purchase order)
- SIMONSWERK's Production order number (if provided on the purchase order)
- number of pieces/quantity delivered
- number of containers/loading aids
- container type

The main approved types of container are detailed in Item 2.

II. General requirements for

packaging protection

Packaging must be suitable for the goods being transported and for the exposure to stresses in transit and must prevent damage throughout the entire transport chain. Fragile goods must be labelled clearly and visibly with standard symbols.

Clarity/transparency

Generally, one SIMONSWERK item number should be packed per transport unit (TU: e.g. pallet cage, Euro pallet, one-way pallet). If this is not reasonable for cost reasons or due to the volume, then the goods should be sorted on the TU (clear vertical separation on the pallet) by SIMONSWERK's item number in separate packing units (PU: e.g. conical containers, small load carriers) and the TU labelled as a mixed pallet. Strong cardboard or similar should be used as dividers. Mixed pallets must not be made up of geometrically identical parts.



Mixed pallet with strong cardboard dividers

Environment

Packaging and protective materials must be selected according to environmental aspects of recyclability and/or reusability. This should be done in line with the German Packaging Regulations (VerpackV), as amended, and as of 2019, the German Packaging Law (VerpackG). The use of composite materials for one-way packaging is strictly forbidden. We reserve the right to refuse to **accept** goods in the event of contravention of the above. The choice of packaging must also take cost aspects into consideration. Should the costs of disposal of one-way packaging already have been paid by the supplier, it is imperative that we are informed of this.

Pool exchange

Defective standard TUs (Euro pallet cages and Euro pallets) are strictly not accepted or exchanged. Additional expenses such as repackaging processes and the disposal of one-way packaging caused by the failure to observe these delivery instructions will be billed to the supplier.

Cleanliness

Empties to be returned must be delivered in a clean and usable condition. Special packaging intended for surface finished items (SLCs with compartments, intermediate foam layers) must be kept residue-free by the supplier. This means that no parts with oil, grease or separating agents on them may be put into such loading aids. Any residues in the transport aids can lead to poor adhesion of final coats. Should you find any residues on loading aids these must be removed. SIMONSWERK must be informed. Should any contamination occur, which you as the supplier are responsible for, then the costs of subsequent complaints processing - including at our customers - will be charged to you.

Dimensions

The transport unit must not exceed the Euro pallet dimensions of **1,200 x 800 mm**. The load height including pallet is limited to **max. 1,000 mm**.

Weight

The permissible weight per transport unit is **max 1,000 kg**.

Container labelling

Every TU/PU is to be provided with the following information:

- SIMONSWERK's Item number
- Number of pieces in the TU/PU
- Batch/serial number (date)
- Accompanying document (if agreed)
- Test confirmation for the goods including signature

Mixed pallets must have "Mixed pallet" clearly printed on them. The item number, number of pieces and batch/serial number information must be provided for every material contained on them. The labelling on the PU must be legible on the short side of the TU.

Quantities

The following rule applies especially to contract work which is returned in the same containers as it was delivered in. The quantities delivered per container must be returned in exactly the same quantities per container. Any deviation from this must be agreed explicitly in writing. Any repackaging expenses caused by deviating quantities per container will be claimed and charged to the supplier. Please refer to Annex 1 to these delivery instructions for a summary of all the types of container.

2.1 Euro pallet cages

One option for delivery is standard Euro pallet cages. Please note that we strictly exchange upon delivery. Deviations from this are possible, but must be agreed explicitly (example: pallet exchange account with monthly reconciliation). The quality of the Euro pallet cages used must meet EPAL standards and be marked accordingly (www.epal-pallets.org). Euro pallet cages used must fulfil DIN 15155 and the cargo standard UIC 435-3. Repairs to Euro pallet cages must be carried out professionally in accordance with cargo standard UIC 435-4. Euro pallet cages that have changed shape or are defective will not be accepted or exchanged.

Fill level

When using pallet cages, the goods must not go above the upper pallet edge or project through the side walls.

2.2 Euro pallets

When delivering on Euro pallets, the packed goods must not project beyond the dimensions of the pallet. The maximum permissible packing height, including pallet, strictly must be complied with. Please note that we strictly exchange upon delivery. Deviations from this are possible, but must be agreed explicitly (example: pallet exchange account with monthly reconciliation). The quality of the Euro pallet used must meet EPAL standards (www.epal-pallets.org). Euro pallets used must fulfil DIN EN 13698-1 and the cargo standard UIC 435-2. Repairs to Euro pallets must be carried out professionally in accordance with cargo standard UIC 435-4. Defective Euro pallets will not be accepted or exchanged.

2.3 One-way pallets

Delivery on one-way pallets, and in particular the dimensions and load capacity, must be agreed explicitly.

2.4 Tapered crates (KOKI)

A large proportion of our purchased items should be delivered, transported and stored ready to assemble. Tapered steel crates are provided for this purpose - depending on the specific application.

Stacking aids

In order to stack the containers on Euro pallets, stacking aids are provided if required.

Safety

When stacking tapered crates on Euro pallets, the stacks must be held in place using stretch wrap or belts and secured against tipping over. It is not permitted to stack more than one pallet on a lorry.

Weight

The maximum weight of a crate may not exceed 100 kg.

Fill level

The crates must not be filled above the height of the holes so a collar can be put on top without damaging the goods.

Stacking height

When stacking on a pallet, the defined maximum dimension (Item 2) must not be exceeded.

Orientation

Tapered crates must be stacked on the pallet such that it is easily possible to grip into the recesses from the outside using crane hoists (three crates per level).

2.5 Small load carriers (SLC)

In parallel with the tapered crates, the items we buy in are delivered, transported and stored in SLCs – depending on the application – ready for assembly. We provide various sizes and designs of these SLCs.

Covers

Covers are provided if required to cover the top layer of the stack if there is a risk of damage or contamination.

Safety

When stacking SLCs on Euro pallets, the stacks must be held in place using stretch wrap or belts and secured against tipping over. It is not permitted to stack more than one pallet on a lorry.

Weight

The maximum weight of an SLC must not be exceeded (see Annex).

Fill level

The crate must not be filled above the height of the recessed handles.

Stacking height

When stacking on a pallet, the defined maximum dimension (1,000 mm, see also Item 2) must not be exceeded.

Orientation

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SLCs with a footprint of 610 x 400 mm are to be stacked on a Euro pallet with a quantity of 3 pcs per layer and 4 pcs high. The maximum quantity per pallet is 9 containers. The maximum weight per SLC of 75 kg and per total pallet (1,000 kg) must be adhered to. If the permissible total weight of a container is already exceeded with 12 SLCs, then fewer SLCs should be used.



3-layer stack = 12 SLCs

Damages

PVCu crates with stress whitening must be taken out of service and delivered separately to SIMONSWERK. When lashing SLCs, a lid or adequate edge protection must be placed over the top layer to prevent deformation and stress whitening of the SLCs. Containers damaged by incorrect transport protection will be charged to the supplier.



Risk of stress whitening

2.6 Semi-open fronted storage containers

The customer's own semi-open fronted storage containers are used for despatching industrial and functional parts.

Safety

A maximum stacking height of 2 containers with a maximum total weight of 800 kg is permissible on a lorry.

2.7 Supplier's own containers/loading aids and other containers

The supplier's own loading aids and containers and any packaging that is not standard must be agreed explicitly with SIMONSWERK. Fill quantities for the containers must be set out in writing.

Weight

The maximum weight of non-standard packaging depends on whether it is equipped with a safe lifting option for a forklift. If this is not the case, the maximum weight of 10 kg/unit must not be exceeded (example: cardboard boxes, crates, bags, etc.).

Standard packaging not listed explicitly in these delivery instructions is listed in the Annex to these delivery instructions.

2.8 Alternative packaging

In the event of supply bottlenecks, alternative packing may be used. This must be agreed with SIMONSWERK before selection and delivery. The supplier's selection must be made so that the goods are not damaged in transit. Fill quantities must comply with the specified packaging.

2.9 Special requirements for surface finished parts

2.9.1 General requirements

Surface finished workpieces must be packed for transportation such that the surface quality defined by SIMONSWERK in limit samples, measured values, descriptions, sketches or similar, or agreed in writing, remains intact during transit. It is generally necessary to rule out any stresses to the visible finished surfaces caused by two-way contact in transit. Typical characteristics of defects from improper transportation are scratches, score marks or other blemishes. Other characteristics of defects are the deterioration of the surface quality as a result of environmental effects such as the adhesion of particles, contamination, smears, rust or oil. Desiccant packaging must be used to transport workpieces made from bright steel (in unlubricated state, i.e. vibration polished, ground, polished or similar). Alternatively, temporary corrosion protection should be applied, provided this does not obstruct any further treatment. Appropriate agreements must be reached with SIMONSWERK in such cases. No oils, grease or separating agents must be allowed get into the loading aids. Surface finished parts must not be placed in contaminated or oily loading aids. For this, see also Item 2. "Cleanliness".

Handling

It must be possible to remove the parts from the transport packaging simply, quickly and without damage. Generally, all workpieces in the package should have the same orientation.



Parts in the wrong orientation

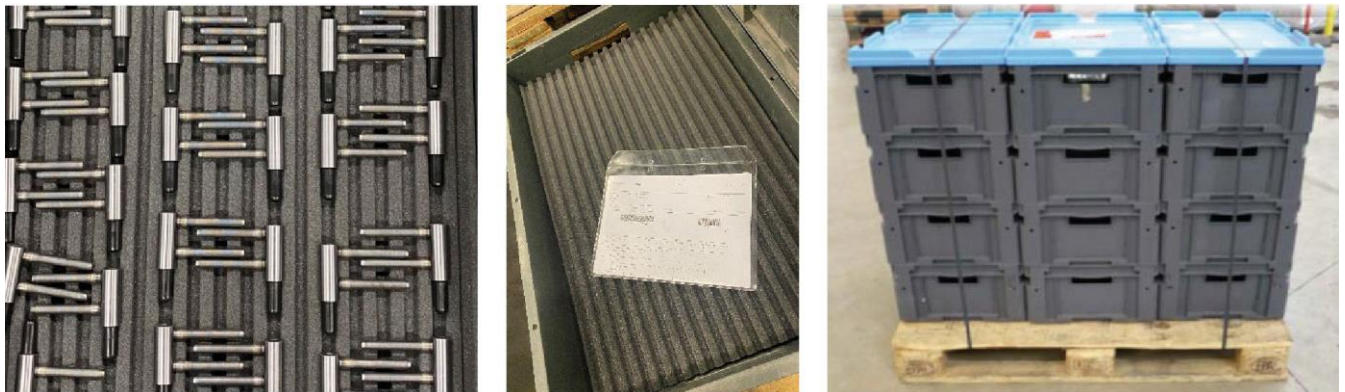
2.9.2 Sensitive surfaces

In order to prevent damage in transit, it is necessary to pack individual parts with especially sensitive surfaces especially carefully. This currently applies to our following surfaces:

- Gilded (OF024)
- Polished-brassed (OF030)
- Polished-bronzed (OF031)
- Polished-gilded (OF32)
- Polished-chromed (OF034)
- Polished-nickelled (OF038)
- ER polished (OF042)
- ER +CDC clear (OF137)
- Bronze polished (OF162)

Hinge parts are to be packed in appropriate SLCs with each layer separated by foam inserts in order to prevent the parts from sliding and knocking against each other. The individual parts must not be allowed to touch each other. SLCs which are not totally full must be completely filled up with foam inserts. The top crate must be closed with a PVCu lid. Materials must strictly be used for this purpose which are used by Simonswerk in their delivered state. If there are any different specifications in such cases then these will be agreed separately. In the case of items where a change of container is foreseen according to work schedules, then the containers and packaging provided by Simonswerk must be used unless otherwise agreed. If the condition upon delivery is different to the required specifications, the workshop manager or responsible buyer must be notified without delay in order to avoid any potential complaints.

The following photos show the correct way of packing:



2.10 Delivery of goods for automated warehousing in Rheda

By agreement, delivered components are put away in SIMONSWERK's automated warehouse. Due to the automated processing of loading aids during the put-away and retrieval processes, there are special requirements for the securing of loads. The items affected by this rule must not be wrapped in stretch film. Bits of film hanging down affect the photoelectric sensors in the warehouse and lead to disruptions. Furthermore, the goods in the loading aid are not adequately protected from sliding around. It is only permitted to tie such packages up with PE strapping. Edges which the PE strap rests on must be protected from damage using edge protection strips.

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Not OK



OK

2.11 Delivery of opened or empty containers

Opened and empty containers must be clearly marked as such. If required, appropriate identification tape will be provided.



III. Delivery

Deliveries to SIMONSWERK are to be strictly made by lorry. German road traffic regulations apply on the company sites; vehicles must be in good condition. Drivers of delivery vehicles are only authorised to enter the factory premises as required for delivery. They must follow the instructions given by SIMONSWERK staff.

3.1 Deliveries to the Rheda-Wiedenbrück factory

Drivers must strictly report to Gate 2 to make deliveries unless otherwise agreed. If required, instructions regarding the unloading point on site are given over the intercom.

Entrance

Entrance to the company site is granted after reporting via the intercom at Gate 2. The barrier is then opened. When reporting on arrival, the delivery point (e.g. raw materials store or goods in) must be stated.

Exit

To exit the site, the driver is given a token by the staff at goods in which allows them to exit via the barrier system.

3.1.1 Delivery at goods in

Ramps The ramps available at goods in can only be reversed up to, have dock levellers 2000 mm wide and allow a loading area height of 1000 mm, at a special ramp 800 to 1400 mm. Delivery vehicles must be selected according to these conditions. As an exception, unloading from vans is possible, but this leads to considerable extra work. This form of delivery must be stated explicitly.

Delivery paperwork

The delivery paperwork must be handed to staff at the goods in office.

Loading/unloading

Loading and unloading is carried out in cooperation between the driver and an authorised SIMONSWERK employee. The supplier is responsible for the driver wearing the necessary protective clothing during loading/unloading and having knowledge of the relevant accident prevention regulations. The driver is responsible for the correct securing of loads on his vehicle.

Staying on site

If unloading takes a long time, the driver is provided with a waiting area in goods in. It is not permitted to stay longer in the unloading area for safety reasons.

Opening hours

Goods in is manned Monday to Thursday from 7:00 a.m. to 12:15 p.m. and from 1:00 p.m. to 3:00 p.m., and Friday from 7:00 a.m. to 12:00 p.m.

3.1.2 Delivery at the raw material warehouse

Raw materials are delivered to the raw materials building, directly behind Gate 2. The following rules apply to delivering raw materials:

Transport

The material must be adequately protected from the effects of the weather. Suitable vehicles must be used for this purpose.

Packaging

The required packaging is stated explicitly in the purchase order text. Additional packaging, such as wrapping in stretch film or similar, should be avoided. Should special packaging be necessary, for example due to the weather conditions, this must be agreed in advance. Due to the increased workload during handling, we reserve the right not to accept goods in the case of non-compliance.

Delivery paperwork

The delivery paperwork is handed to the warehouse operative.

Unloading

Unloading at the raw materials building is carried out by SIMONSWERK.

Opening hours

Goods in is manned Monday to Thursday from 6:00 a.m. to 12:15 p.m. and from 1:00 p.m. to 3:00 p.m., and Friday from 6:00 a.m. to 12:00 p.m.

3.1.3 Other points of delivery

There are separate procedures for unloading at other unloading points which are not approached in the standard way. Instructions are given over the intercom at Gate 2.

3.2 Deliveries to the Heiligenstadt factory

Report to the SIM barrier system to make deliveries. Unloading generally takes place at the doors of goods in, or at the doors of production for raw materials.

Unloading

Unloading takes place at ground level by SIMONSWERK forklift drivers. The vehicles used should be selected accordingly.

Opening hours

Goods in is manned Monday to Thursday from 7:00 a.m. to 3:30 p.m., and Friday from 7:00 a.m. to 12:00 p.m.

IV. Invoices

Invoices for deliveries must contain the following information:

- Invoice number
- Details of the invoice issuer
- Details of the invoice recipient
- The supplier number we have given you.

The following information is required for each item on the invoice:

- Your delivery note number
- SIMONSWERK's Order number
- SIMONSWERK's Item number (if provided on the purchase order)
- SIMONSWERK's Cost centre (if provided on the purchase order)
- SIMONSWERK's Production order number (if provided on the purchase order)
- number of pieces/quantity invoiced
- price charged in pcs or kg