SIMONSWERK GROUP

GENERAL DELIVERY INSTRUCTIONS

(As of: 17 September 2026)

of the companies

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33378 Rheda-Wiedenbrück
Germany

and

SIMONSWERK GmbH & Co. KG
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Germany

– hereinafter jointly referred to as “SIMONSWERK” –

These Delivery Instructions apply regardless of the agreed terms of delivery and form part of the contract unless otherwise agreed in an individual case. In the event of non-compliance with these Delivery Instructions, the supplier will be charged all resulting additional costs and/or held liable for any losses incurred.

SIMONSWERK uses standardized transport equipment and appropriately designed storage systems for storing delivered items. To ensure smooth processing in goods receiving, transport and storage, as well as traceability, our suppliers must comply with certain requirements concerning the packaging and labelling of delivered goods and the use of loading aids.

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

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I. Delivery Note

A Delivery Note must accompany each shipment and include the following information:

- Delivery Note no.
- Sender details
- Recipient details
- Supplier no.

The following information is required for each delivery item:

- SIMONSWERK - purchase order number and item
- SIMONSWERK - item number (if specified on the purchase order)
- SIMONSWERK - cost center (if specified on the purchase order)
- SIMONSWERK - production order number (if specified on the purchase order)
- Total quantity delivered
- Number of containers and loading aids
- Container types
- Quantity per container
- Container barcode

The principal approved container types are described in greater detail in Section 2.

II. General Packaging Requirements

Protection

Packaging must be suitable for the goods being transported and the stresses encountered during transport, and must prevent damage throughout the entire transport chain. Fragile goods must be clearly marked with the standard commercial symbols.

Clarity/Transparency

As a general rule, each transport unit (TPE: e.g., EURO mesh box pallet, EURO pallet, disposable pallet) must contain one SIMONSWERK item number. If this is not practical for cost or volume reasons, the items on the TPE must be sorted by SIMONSWERK item number in separate packaging units (VPE: e.g., tapered boxes, small load carriers), with a clear vertical separation on the pallet, and the TPE must be identified as a mixed pallet. Sturdy cardboard or a similar material must be used as the separator. Mixed pallets containing geometrically identical parts are not permitted.



Mixed pallet with sturdy divider board

Environment
Packaging and protective materials must be selected with due regard to the environmental criteria of recyclability and/or reusability. This must be done in compliance with the currently applicable Packaging Ordinance (VerpackV) or, from 2019, the Packaging Act (VerpackG). The use of composite materials for disposable packaging is expressly prohibited. In the event of non-compliance, we reserve the right to refuse acceptance of the goods. Cost considerations must also be taken into account when specifying packaging. If the supplier has already paid the disposal costs for disposable packaging, we must be informed accordingly.

Pool exchange
As a general rule, defective standard transport units (TPE), including EURO mesh box pallets and EURO pallets, will not be accepted or exchanged (see also Annex 1). Any additional expense, such as repacking operations and the disposal of disposable packaging, arising from failure to comply with these delivery instructions will be invoiced to the supplier.

Cleanliness
Returnable empty packaging must be delivered in a clean and serviceable condition. The supplier must keep special packaging intended for surface-finished items (small load carriers (KLTs) with dividers and foam interlayers) free of residue. This means that parts contaminated with oil, grease, or release agents must not be placed in such load carriers. Any residue in the transport equipment may cause adhesion problems with final coatings. If you identify residue on load carriers, they must be segregated. SIMONSWERK must be informed. Attaching tags or adhesive labels is also prohibited. If contamination occurs for which you, as the supplier, are responsible, the costs of cleaning and subsequent complaint handling—including costs incurred by our customer—will be charged to you.

Dimensions
The transport unit (TPE) must not exceed the EURO pallet dimensions of 1,200 x 800 mm. The load height, including the pallet, is limited to a maximum of 1,000 mm.

Weight
The permissible weight per transport unit (TPE) must not exceed 1,000 kg.

Packaging Instructions
The applicable packaging instructions for the item are specified in the purchase order text of the current order.

Container Labelling
Each transport unit (TPE)/packaging unit (VPE) must be labelled with the following information:

- SIMONSWERK item number
- Quantity in the TPE/VPE
- Batch/production number (date)
- Delivery note (if agreed)
- Signed inspection confirmation for the goods

Mixed pallets must be clearly marked with the wording “Mixed pallet”. The item number, quantity, and batch/production number must be stated for each material contained. The packaging unit (VPE) label must be legible on the short side of the transport unit (TPE).

Quantities
The following rule applies in particular to subcontractors that return goods in the same containers in which they were delivered. The exact quantity delivered per container must be returned in each container. Any deviation must be expressly agreed in writing. Repacking costs resulting from different container fill quantities will be claimed and charged to the supplier. An overview of all container types is provided in Annex 1 to the General Delivery Instructions.

2.1 EURO Mesh Box Pallets
Standardised EURO mesh box pallets may be used for delivery. As a general rule, we exchange them upon delivery. Deviations are possible but must be expressly agreed (for example, a pallet exchange account reconciled monthly). The EURO mesh box pallets used must comply with EPAL standards and be marked accordingly (www.epal-pallets.org). EURO mesh box pallets must comply with DIN 15155 and UIC Code 435-3. Repairs to EURO mesh box pallets must be carried out professionally in accordance with UIC Code 435-4. Deformed or defective EURO mesh box pallets will neither be accepted nor exchanged.

Fill Height
When EURO mesh box pallets are used, the contents must not extend above the top edge or protrude through the side walls.

2.2 EURO Pallets
For deliveries on EURO pallets, the packaged goods must not project beyond the pallet dimensions. The maximum permissible packaging height, including the pallet, must be strictly observed. As a general rule, we exchange pallets upon delivery. Deviations are possible but must be expressly agreed (for example, a pallet exchange account reconciled monthly).
The EURO pallets used must comply with EPAL standards (www.epal-pallets.org). EURO pallets must comply with DIN EN 13698-1 and UIC Code 435-2. Repairs to EURO pallets must be carried out

professionally in accordance with UIC Code 435-4. Defective EURO pallets will neither be accepted nor exchanged.

2.3 Disposable Pallets

Delivery on disposable pallets, particularly their dimensions and load-bearing capacity, must be expressly agreed.

2.4 Conical Boxes (KOKI)

A significant proportion of our purchased items must be delivered, transported and stored in a condition suitable for assembly. Depending on the application, conical steel boxes are provided for this purpose.

Stacking Aids

Where required, stacking aids (hereinafter referred to as stacking frames) are provided for stacking the containers on EURO pallets.

Safety

When conical boxes are stacked on EURO pallets, the stacks must be secured with stretch film or lashing straps and protected against tipping. Stacking multiple pallets on the truck is not permitted.

Weight

The maximum weight of a box must not exceed 100 kg.

Fill Height

The maximum fill level of the box must not exceed the height of the perforations, so that a stacking frame can be fitted without damaging the goods.

Stacking Height

When containers are stacked on a pallet, the specified maximum dimension (Section 2) must not be exceeded.

Orientation

Conical boxes must be stacked on the pallet so that crane lifting equipment can engage the recessed grips from the outside without difficulty (three boxes per layer, 3 boxes high).

2.5 Small Load Carriers (KLT)

Alongside the conical boxes, our purchased items are delivered, transported and stored in small load carriers (KLTs) in a condition suitable for assembly, depending on the application. We provide these KLTs in various sizes and designs.

Covers

Where there is a risk of damage or contamination, covers are provided as required for the top layer of the stack.

Safety

When KLTs are stacked on EURO pallets, the stacks must be secured with stretch film or lashing straps and protected against tipping. Stacking multiple pallets on the truck is not permitted.

Weight

The maximum permissible weight of a KLT must not be exceeded (see Annex).

Fill Height

For grey KLTs, the maximum fill level of the box must not exceed the height of the recessed grips; for blue and green KLTs, it must not be higher than approx. 2 cm below the top edge, as otherwise processing in our storage system is not possible. Non-compliance will therefore result in repacking at the supplier's expense.





Examples of fill height

Stacking Height

When stacking containers on a pallet, the specified maximum dimension (1,000 mm; see also Section 2) must not be exceeded.

Orientation

- KLTs with a base area of 600 x 400 mm must be stacked on a EURO pallet with 4 units per layer and 4 units high. The maximum quantity per pallet is 16 containers. The maximum weight of 50 kg per KLT and per complete load unit (800 kg + tare) must be observed.
- KLTs with a base area of 400 x 300 mm must be stacked on a EURO pallet with 8 units per layer and 6 units high. The maximum quantity per pallet is 48 containers. The maximum weight of 24 kg per KLT and per complete load unit (800 kg + tare) must be observed.
- KLTs with a base area of 300 x 200 mm must be stacked on a EURO pallet with 16 units per layer and 5 units high. The maximum quantity per pallet is 80 containers. The maximum weight of 12 kg per KLT and per complete load unit (800 kg + tare) must be observed.

Damage

Plastic containers showing stress whitening must be segregated and delivered separately to SIMONSWERK. When securing KLTs with straps, a cover or adequate edge protection must be placed on the top layer to prevent deformation and stress whitening of the KLTs. Containers damaged due to incorrect load securing will be charged to the supplier.

Risk of stress whitening

2.6 Open-Front Storage Bins

Customer-owned open-front storage bins are used to ship industrial and functional parts.

Safety

A maximum stacking height of 2 containers with a total weight of no more than 800 kg is permitted on the truck.

2.7 Supplier-Owned Containers/Load Carriers and Other Containers

Supplier-owned load carriers and containers, as well as packaging that differs from the standard, must be expressly agreed with SIMONSWERK. Container fill quantities must be documented in writing.

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

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

2.8 Alternative Packaging

Alternative packaging may be used in the event of supply shortages. It must be agreed with SIMONSWERK before selection and delivery. The supplier must select it so that the goods cannot be damaged during transport. Fill quantities must correspond to those of the planned packaging.

2.9 Special Requirements for Surface-Finished Parts

2.9.1 General Requirements

Surface-finished workpieces must be packaged for transport so that the finish quality defined by SIMONSWERK, for example by means of limit samples, measurements, descriptions, sketches or similar references, or agreed in writing, is maintained throughout transport. As a general rule, contact between surface-finished visible faces during transport must be prevented. Typical defects resulting from improper transport include scratches, scoring and other marks. Other defects include deterioration of the surface quality due to environmental influences, such as adhering particles, contamination, run marks, rust or oil. Desiccant packaging must be used to transport workpieces made of bright steel (in an unoiled condition, i.e. vibratory-finished, ground, polished or similar). Alternatively, temporary corrosion protection may be applied, provided that it does not interfere with subsequent finishing. Appropriate arrangements must be agreed with SIMONSWERK on a case-by-case basis. Oils, greases and release agents must not enter load carriers. Finished parts must not be placed in dirty or oily load carriers. See also Section 2, “Cleanliness”.

Handling Effort
The parts must be easy and quick to remove from the transport packaging without damage. As a general rule, all workpieces in the packaging should have the same orientation.



Parts incorrectly oriented

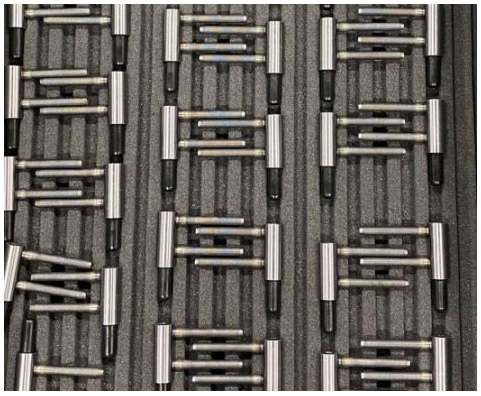
2.9.2 Sensitive Surfaces

To prevent damage during transport, individual parts with particularly sensitive surfaces must be packaged with special care. These currently include the following surface finishes:

1. gold-plated (OF024)
2. polished brass-plated (OF030)
3. polished bronze-plated (OF031)
4. polished gold-plated (OF32)
5. polished chrome-plated (OF034)
6. polished nickel-plated (OF038)
7. ER polished (OF042)
8. ER + clear cathodic dip coating (OF137)
9. polished bronze (OF162)

The hinge components must be packed in the appropriate small load carriers (KLTs), with each layer separated by foam inserts to prevent the parts from shifting or striking one another. The individual parts must not touch. KLTs that are not completely full must be filled entirely with foam inserts. The top container must be closed with a plastic lid. As a rule, the materials used by SIMONSWERK for the condition in which the goods were supplied must be used for this purpose. Any differing requirements will be agreed separately. For items whose routing specifies a change of container, the containers and packaging materials provided by SIMONSWERK must be used unless otherwise agreed. If the condition on delivery deviates from the specified requirements, the workshop manager or responsible buyer must be notified immediately to prevent possible complaints.

The following photographs show the correct packaging condition:





2.10 Delivery of Goods for the Automated Warehouse in Rheda

By prior agreement, delivered components are stored in SIMONSWERK's automated warehouse. Because load carriers are processed automatically during storage and retrieval, special load-securing requirements apply. Items covered by this rule must not be stretch-wrapped. Loose, hanging film can interfere with the warehouse photoelectric sensors and cause malfunctions. In addition, the goods are not adequately protected against shifting within the load carrier. For this packaging, only securing with PE strapping is permitted. Edges on which the PE strap rests must be protected from damage with edge protectors.



Incorrect



Correct

2.11 Delivery of Partially Filled or Empty Containers

Partially filled and empty containers must be clearly marked as such. Marking tape will be provided if required.



III. Delivery

Delivery to SIMONSWERK is generally by truck. The German Road Traffic Regulations apply on the premises, and vehicles must be in proper condition. Drivers may enter the plant only as necessary for the Delivery and must follow instructions from SIMONSWERK personnel.

3.1 Delivery to the Rheda-Wiedenbrück Plant

For Delivery, the driver must report at Gate 2 unless otherwise agreed. Directions to the unloading location will be provided via the intercom if required.

Entrance

Entrance to the premises is permitted after registering via the Gate 2 intercom, after which the gate is opened. The driver must park in the designated area and report to goods receiving or, for raw materials, to the raw materials warehouse staff.

Exit

The driver must proceed to the intercom at the gate. Exit must be requested via the intercom; after consultation with a SIMONSWERK employee, the gate will be opened.

3.1.1 Delivery to Goods Receiving

The loading bays available in goods receiving can only be approached in reverse. They are equipped with dock levellers 2,000 mm wide and accommodate a loading-platform height of 1,000 mm; one

special loading bay accommodates heights from 800 to 1,400 mm. Delivery vehicles must be selected to suit these conditions. In exceptional cases, small vans can be unloaded, although this entails considerable additional effort. This form of delivery must be expressly agreed.

Delivery Documents
The delivery documents must be handed to the personnel in the goods receiving office.

Loading/Unloading
Loading/unloading is carried out jointly by the driver and an authorised SIMONSWERK employee. The supplier is responsible for ensuring that the driver wears the necessary protective clothing and is familiar with the relevant accident-prevention regulations. The driver is responsible for correctly securing the load on the vehicle.

Stay
If unloading takes longer, a waiting area in goods receiving will be made available to the driver. For safety reasons, extended stays in the unloading area are not permitted.

Opening Hours
Goods receiving is staffed 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 noon.

3.1.2 Delivery to the Raw Materials Warehouse

Raw materials are delivered to the raw materials warehouse, directly behind Gate 2. The following rules apply to the delivery of raw materials:

Transport
The material must be adequately protected against the weather. Suitable vehicles must be used for this purpose.

Packaging
The required Packaging is explicitly specified in the purchase order text. Additional Packaging, such as wrapping in stretch film or similar materials, must be avoided. If special Packaging is necessary, for example due to weather conditions, this must be agreed in advance. Due to the additional handling effort involved, we reserve the right to refuse the goods in the event of non-compliance.

Delivery Documents
The Delivery Documents must be handed to the warehouse employee.

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

Opening Hours
Goods receiving is staffed 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 noon.

3.1.3 Other Delivery Locations

Unloading at other locations that are not normally used is handled on a case-by-case basis. Instructions are provided via the Gate 2 intercom.

3.2 Delivery to the Heiligenstadt Plant

For Delivery, the driver must register at the barrier system of SIM. Unloading generally takes place at the goods receiving hall doors; raw materials are unloaded at the production hall doors.

Unloading

Unloading is carried out at ground level by SIMONSWERK forklift drivers. The vehicles used must be selected accordingly.

Opening Hours

Goods receiving is staffed Monday to Thursday from 7:00 a.m. to 3:30 p.m., and Friday from 7:00 a.m. to 12:00 noon.

IV. Invoice

Invoices for deliveries must contain the following information:

- invoice number
- invoice issuer details
- invoice recipient details
- your supplier number with us.

The following information is required for each invoice line item:

- your delivery note number
- SIMONSWERK purchase order number
- SIMONSWERK item number (if stated on the purchase order)
- SIMONSWERK cost centre (if stated on the purchase order)
- SIMONSWERK production order number (if stated on the purchase order)
- invoiced quantity
- invoiced unit price in units or kg