

LEANTECHNIK AG

Transport and packaging instructions for suppliers

LEANTECHNIK AG

LEANTECHNIK AG
Im Lipperfeld 7c
46047 Oberhausen, Germany

District Court of Duisburg, HRB-No.: 16955

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1 General

The present "Transport and packaging instructions for suppliers" (referred to as TPIS below) are a component of the purchase conditions and contracts concluded with LEANTECHNIK AG independently of the agreed terms of delivery. The supplier is obliged to adhere strictly to the TPIS. The supplier is responsible for observing and implementing the delivery conditions. Any infringement of the TPIS will result in the creation of an error record which will be taken into consideration for the purposes of supplier evaluation. LEANTECHNIK AG reserves the right to charge any costs incurred as a result of a failure to observe the TPIS and any associated administrative costs or effort to the party causing the infringement.

1.1

With the present version of the TPIS, earlier versions of the TPIS as well as other agreements cease to be applicable.

1.2

The Transport and packaging instructions shall cease to apply if, in any individual case, LEANTECHNIK AG should specify any requirements to the contrary.

1.3

Deliveries to LEANTECHNIK AG must be made in compliance with the agreed shipment conditions.

1.4

We will only accept increased transport costs due to changes in the shipment method specified in these instructions, e.g. air freight, express rail, express parcel service, courier services etc., if such a shipment method is expressly required by LEANTECHNIK AG.

1.5

Returns (return deliveries) are always dispatched carriage free to the supplier. The resulting costs are charged to the supplier. In the case of returns, it is possible for the supplier to collect the items following consultation with LEANTECHNIK AG.

1.6

If goods are to be delivered on europallets (flat pallets) then these must be undamaged. On handover of the goods, these pallets are only exchanged if they are in perfect condition. Damaged europallets are treated as one-way pallets. However, these provisions do not apply to the agreed circulation of LEANTECHNIK transport containers.

2 Shipment and transport details

2.1

In the case of the shipment conditions "carriage forward", "ex works", transportation must be undertaken only by LEANTECHNIK AG's carriers and parcel services.

2.2

If the supplier chooses another logistics provider then it is responsible for bearing the higher transport costs unless LEANTECHNIK AG has expressly given its approval to the supplier.

2.3

Deliveries belonging to the same shipment date must be grouped together into a single consignment. If a consignment consists of multiple packing items then these must be sorted and handed over at the agreed delivery address at the same time.

2.4

It is essential that notification that an "ex works" consignment is ready for shipment be sent to the following LEANTECHNIK AG address, irrespective of whether the delivery takes the form of a freight or parcel shipment:

LEANTECHNIK AG
Purchasing department
E-mail: glavac@leantechnik.com
Fax: +49 208 / 49525-18
Phone.: +49 208 / 49525-14

2.5

The supplier will notify the carrier or parcel service directly that the goods are ready for collection.

2.6

The supplier will provide notification that goods are ready to be collected to the carrier or parcel service using the form made available by LEANTECHNIK AG and the general contact data for carriers and parcel services (e.g. via online portals).

2.7

When notifying carriers or parcel services that consignments are ready for shipment, it is essential to supply the following LEANTECHNIK AG specifications:

- Purchase order number as reference number
- Article name

2.8

Different carriers and parcel services will be chosen depending on the weight of the goods to be transported:

Weight	Responsible carrier or parcel service
< = 30 Kg	TNT Express GmbH
> 30 Kg	DHL Freight GmbH

2.9

Departures from these rules and special cases must always be agreed on in advance with the responsible LEANTECHNIK AG contact person.

2.10

Express deliveries must be agreed on in advance with the relevant purchaser at LEANTECHNIK AG. No express deliveries may be made at LEANTECHNIK AG's expense without written approval from this purchaser. The costs of express deliveries whose cause is attributable to the supplier will be borne by the supplier.

2.11

Parcel consignments must not exceed a weight of 100 kg. The maximum weight per parcel is 30 kg. However, parcel consignments must not comprise more than 4 parcels. If any of these limits is exceeded then the goods or parcels must be loaded on europallets (see point 2.12).

2.12

Consignments weighing in excess of 100 kg must always be sent on undamaged europallets.

2.13

The precise shipment address is specified on a case-by-case basis in the purchase order.

If LEANTECHNIK AG does not specify any shipment address then the following general shipment address applies:

LEANTECHNIK AG
Im Lipperfeld 7c
46047 Oberhausen, Germany

2.14

Refer to the purchase order for the precise delivery and invoice address.

2.15

Deliveries are expressly considered to be complete. Partial deliveries are not permitted unless LEANTECHNIK AG has expressly agreed to these. Partial deliveries must be clearly identified as such.

2.16

No over- or underdeliveries of goods sold on commission are permitted unless LEANTECHNIK AG has expressly agreed to this in writing. Goods sold on commission are identified as such in the purchase order by LEANTECHNIK AG.

3 Packaging instructions

3.1. General

The instructions relating to packaging and identification are independent of the specification of the products and services to be delivered by the supplier. For all deliveries, it is necessary to choose adequate packaging that is appropriate for the product or service in question and will remain secure throughout the transport operation. The costs of any transport damage resulting from inadequate packaging will be borne by the supplier.

3.2. Markings

Our order number, article number, article name and drawing number — if available — must be specified on all documents provided by the supplier such as delivery notes, transport documents, shipping bills, etc. Inadequate identification that involves LEANTECHNIK AG in additional administrative effort may be a source of expense that will be charged to the supplier. The supplier is obliged to enclose a delivery note with the above information for each shipment and each packaging unit. Joint delivery notes are not sufficient. The packaging of precision parts that are declared as such by LEANTECHNIK AG in the purchase order must be visibly identified by the supplier.

3.3 Packaging

Delivered products must be protected against the negative consequences of weather, damage and contamination during conservation, packaging and transportation. The supplier must ensure that only clean packaging is used. Products or services must be packaged appropriately in accordance with the corresponding specifications and legal requirements.

3.4 Parcels

The sender and recipient of parcel deliveries must be clearly identified on the outside of the parcel. No packaging unit may exceed a total weight of 30 kg. If the total weight of 30 kg is exceeded then a one-way pallet must be used. Any requirements to the contrary are set out in the specific packaging instructions.

3.5 Pallets

All shipments must be delivered on europallets that comply with DIN EN 13698-1 (current revision) and have the basic dimensions 1,200 x 800 x 144 mm (LxWxH). Other load carriers are permitted only for the delivery of long items that exceed 1,500 mm in length. Any requirements to the contrary are set out in the specific packaging instructions. The total weight per packing item must not exceed 1,200 kg. The pallet units must be packed and secured in a way suitable for reliable transportation. The goods must not be distributed across multiple pallets if the total quantity will fit onto a single pallet.

3.6 Specific packaging instructions

Specific packaging instructions are distributed to each supplier individually. A reference to the specific packaging instructions is included in the purchase order.

3.7 Provision of packaging systems

Packaging materials such as transport containers, for example, that are made available to the supplier are the property of LEANTECHNIK AG and may only be used as intended for the packaging of goods destined for LEANTECHNIK AG. The corresponding reference can be found in the purchase order as well as in the specific packaging instructions. The supplier must reimburse the cost of any damaged or lost packaging material.

4 Documents

4.1. Markings

Every consignment must be accompanied by a delivery note. The delivery note must be attached to the packing item in a delivery note pouch affixed in a clearly visible position. If the consignment consists of multiple packing items then a separate delivery note must be enclosed with each packing item.

The delivery note must contain at least the following details:

- LEANTECHNIK purchase order number
- LEANTECHNIK article number
- LEANTECHNIK article name
- LEANTECHNIK drawing number
- Delivered quantity
- Delivery note number
- Supplier number

and if relevant:

- Customs tariff number
- Minimum expiration date or date of manufacture
- Hazardous goods class
- Third-party drawing number

4.2. Origin of goods with preferences

According to EC regulation No. 1207/2001, all EU suppliers must provide a long-term supplier's declaration. If the supplier is not able to provide a long-term supplier's declaration then it must provide an individual supplier's declaration and indicate the identification of the country of origin of the goods in the delivery note. Explanations of the identifications of countries of origin can be found on the home page of the German Federal Statistics Office: **www.destatis.de**

The supplier is liable for any damage incurred due to failure to fulfil this obligation.

5 Other

5.1. Supplier evaluation

The supplier evaluation is performed on the basis of the data collected throughout the process described above. The results of the supplier evaluation are used by the LEANTECHNIK AG purchasing department as a basis when awarding new orders and are communicated to suppliers at regular intervals.

5.2. Environmental protection

The supplier is required to adhere to national environmental regulations. The supplier must adopt an effective approach to environmental management which ensures compliance with the applicable national regulations and continuously and efficiently improves the supplier's environmental profile.

All employed packaging materials must comply with applicable environmental and occupational safety provisions.

5.3 Note

Please address any questions relating to the transport and packaging Instructions to the following contact person:

Mr René Halw
Purchasing department/QMO

Phone: 0208/49525 - 0
Fax: 0208/49525 - 18
E-mail: halw@leantechnik.com

5.4 Administration

Change history			
Revision level	Change of requirements	Date	Created by
A		15.10.2012	Mr Halw
B	15.05.2015	15.05.2015	Mr Halw

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