

1. Validity

These general delivery and shipping instructions apply to all goods deliveries to the all sites of BWPARTS GmbH. In addition, the general terms and conditions of purchasing as well as site-related safety provisions of BWPARTS GmbH must be observed.

All national and international laws, ordinances, regulations, guidelines in transportation and the resulting obligations must always be observed and their fulfilment ensured by the supplier as sender and the transport service providers used. This includes the obligations for loading and transport safety in particular.

Infringements of these general delivery and shipping instructions shall entitle us to refuse acceptance of the goods or to pass on the additional costs that are incurred by us.

2. Delivery address

With regard to the delivery/invoice address, it is absolutely essential that the information on our orders/delivery call-offs is observed.

Possible holdings for waiting times at the delivery locations specified by BWPARTS GmbH, caused by incomplete delivery documents, as well as stand-by fees for waiting times at the supplier are generally not accepted by BWPARTS GmbH.

We also ask you to note that wrong delivery contrary to the delivery address on our orders/delivery call-offs, which are caused by the supplier, cause additional costs and these will be charged to the supplier.

3. Goods receipt times

Goods can only be received during our goods receipt times.

Monday to Thursday: 07:00 to 14:30
Silent period Monday to Thursday: 09:30 to 09:45 and
12:00 to 12:30

Friday: 07:00 to 13:30
Silent period Friday: 09:30 to 09:45 and
12:00 to 12:15

Exception Silo delivery
Monday to Friday: 07:00 to 13:00
Silent period Monday to Friday see above

4. Punctual notification of consignments to transport service providers

Consignments must be reported punctually to the transport service provider. The delivery deadlines on our orders/delivery call-offs are generally arrival dates. The notification must take into account the respective transportation times. Deviations can lead to delayed deliveries and/or additional costs that must be assumed by the supplier.

For ex works deliveries, please proceed as described below. BWPARTS GmbH reserves the right to provide you with a routing order in addition to our general delivery and shipping instructions, which must be observed in addition.

In addition, the collection of orders and the cheapest shipping method, unless you have written a different shipping method by BWPARTS GmbH, must be observed.

The following information must be specified in the notification:

1. Shipment weight Loading point (collection address)
2. Number, type and dimensions of the shipping packaging
3. Stackability of pallets (yes/no) If applicable, the quantity of packaging material to be exchanged
4. Loading point (collection address)
5. Loading time on shipping day
6. Contact person at the loading point
7. Delivery point (delivery address)
8. franking
9. Our order number

For **unfree / ex works** deliveries, please proceed as described below. BWPARTS GmbH reserves the right to provide you with a routing order in addition to our general delivery and shipping instructions, which must be observed in addition.

In addition, the collection of orders and the cheapest shipping method, unless you have written a different shipping method by BWPARTS GmbH before, to consider in the transport notification.

General Delivery and Shipping Instructions BWPARTS GmbH (as of 01/2024)



additionally with customer tools/customer devices

1. Exact name of the tool or the device / e.g. Injection mold or Forming die
2. Value of goods (for transport insurance)

Small consignments under 30 kg:

Please send consignments consisting of individual boxes and that weigh less than 30 kg in total with UPS using the cheapest shipment method. Please also specify our UPS customer number Plant Diedorf A2913F and the respective order number (s) as reference no.

Ex works deliveries over 30 kg:

In order to ensure a smooth, cost-effective and punctual settlement of all incoming goods, we have agreed special arrangements with **Spedition Schenker Germany AG** with regard to terms and conditions. For this reason, we ask you, for all **unfree / ex works** deliveries **over 30 kg Spedition Schenker Germany AG** to pick up the goods in your home, below, the exact contact:

Schenker Germany AG
Office Augsburg
Thyssenstrasse 43
86368 Gersthofen
Telephone: +49 821 49007-444
Fax: +49 821 49007-119

Please send the notification of the shipments exclusively by email to the following address:

Email adress: augsburg.auftragsannahme@dbschenker.com

BWPARTS GmbH reserves the right to arrange a different routing folder with our suppliers.

Failure to comply with the agreement, we will charge the additional costs incurred to you.

5. Shipping of dangerous goods

The regulations for the transport of dangerous goods must be observed. The supplier is liable for all damages resulting from non-compliance with the statutory regulations.

6. Types of loading equipment

For all shipping types the supplier must generally choose packaging that is adequate, transport-safe and appropriate for the delivery item. In particular for carriage by sea and air, increased load, possible safety criteria as well as country-specific regulations for entry (e.g. International Plant Protection Convention, IPPC) must be taken into account with regard to the packaging.

The packaging should be selected taking into account ecological factors such as recyclability and/or reusability.

When delivered, the packaging must be in perfect condition and in the case of reusable packaging able to be exchanged.

If this is not the case, we are required to charge for the additional costs incurred.

Fragile goods must be labelled very clearly with the customary symbols.

Deliveries must be made exclusively on the loading equipment listed below:

- ✓ Euro pallet (DIN 15146) dimensions (LxBxH): 1,200 x 800 x 150 [mm]
- ✓ CP3 pallet dimensions (LxBxH): 1.140 x 1.140 x 138 [mm]
- ✓ Euro pallet cage dimensions (LxBxH): 1,240 x 835 x 970 [mm]
- ✓ Disposable pallet dimensions (LxBxH): 1,200 x 800 x 150 [mm]

(Load capacity: 1,000 kg; design similar to Euro pallet)

The dimensions of the loading equipment (1,200 mm x 800 mm) must not be exceeded. If loading equipment or packaging that exceeds the above-mentioned dimensions has to be used, the express prior consent of BWPARTS GmbH must be sought.

7. Dimensions and weights of the packaging

The following maximum permitted gross weights must be adhered to, irrespective of the packaging type:

- ✓ Individual packages that are moved manually: max. 30 kg
- ✓ Loading units/pallets: 1,000 kg max. 1,100 kg

Dimensions:

- ✓ Maximum dimensions of the base area max. 1,200 x 800 [mm] (Euro pallet dimensions)
- ✓ Total height including pallet max. 1,000 [mm]

Hauptsitz Werk 1 / Headquarter Plant 1

BWPARTS GmbH • Industriestraße 6 • D-86420 Diedorf • T +49 8238 3003-0 • info@bwparts.eu • www.bwparts.eu

Werk 2 / Plant 2

BWPARTS GmbH • Daimlerstraße 18 • D-86368 Gersthofen • T +49 821 65062-0 • info@bwparts.eu • www.bwparts.eu

USt-ID-Nr. | Tax ID: DE360005300 • Steuer-Nr. | Tax No: 102/115/10809 • Sitz | Headquarter: D-86420 Diedorf • Amtsgericht Augsburg HRB 38513

Geschäftsführer | Managers: Anton Müller • Michael Zeich

✓ All box base areas must be compatible with the Euro pallet dimensions and must not exceed them.

The following box base area dimensions are permissible:

- 1,200 x 800 [mm]
- 600 x 800 [mm]
- 400 x 600 [mm]
- 400 x 300 [mm]
- 300 x 200 [mm]

✓ The box dimensions must be defined in such a way that the boxes are completely filled but the maximum box weight is not exceeded.

8. Partial deliveries

Partial deliveries or services are only permitted with the prior approval of the responsible department of BWPARTS GmbH.

9. Control of consignments at the goods receipt

The delivered consignments are accepted under reservation. Ordered and delivered goods are only checked externally on the ramp for signs of damage and correct delivery.

The freight carrier must record external damage to the consignments on the consignment note. Otherwise only the number of packages delivered (crates, pallets etc.) will be confirmed to the driver.

The quality, quantity and identity check is carried out at a later stage using the delivery note and the order as well as the appropriate goods receipt checks. The supplier is notified accordingly of any detected defects and resulting costs are charged.

10. Documents and accompanying documents

All delivery documents (e.g. consignment note, delivery note and any necessary customs documents) must be handed over in their entirety and with the goods. The documents must be stored and/or transported separately to the material.

The article designation on the delivery documents must match the goods labelling. In general, the procuring agency must be indicated on the delivery documents and reference must be made to our order number (s) and item number (s) for each delivery item. Delivery notes must always be applied to the outside of the packaging or package and must be clearly marked.

In the case of domestic business partners the delivery documents must be supplied to us in German and in the case of foreign business partners in English.

Acceptance test certificates/works test certificates must generally be sent electronically to our e-mail address

wpz@bwparts.eu

11. Express journeys / Extra journeys

If express journeys /extra journeys are necessary, the supplier shall agree on the organisation, the required mode of transport as well as the transport service provider with BWPARTS GmbH. The party causing the express journeys / extra journeys shall bear the costs of such

journeys. If BWPARTS GmbH assumes the costs, written approval must first be sought from BWPARTS GmbH. supply department before the express journeys / extra journey is made. It must be possible to continuously track the consignment and/or contact the mode of transport.

Delivery documents for express journeys / extra journeys must be marked clearly with the annotation "Express journey / Extra journey".

12. Case account management

The supplier is expected to keep a record of the containers to be used as reusable packaging with BWPARTS GmbH. A separate account must be set up for each type of container. BWPARTS GmbH may view the container account on request.

In parallel, BWPARTS GmbH also keeps container accounts. Every month, BWPARTS GmbH gives the supplier an account statement with all stock and transaction data. This is to be reconciled by the supplier, within the given deadline.

The supplier must check the accounts for any possible variations and claims must be made in writing within 2 weeks after receipt to the BWPARTS GmbH container administration. Otherwise, the stocks documented in the BWPARTS GmbH container account will be deemed confirmed by the suppliers.

Differences in quantity must be straightened up in cooperation with the BWPARTS GmbH container administration and supported by the supplier delivery notes. The supplementary entry of differences only occurs at the BWPARTS GmbH container administration.

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At least once a year, at the instigation of BWPARTS GmbH, a physical inventory of the packaging stocks must be carried out. If there is no feedback, the container stocks indicated by BWPARTS GmbH are deemed accepted by the supplier. If no inventory has been transmitted by the deadline, the stocks indicated by BWPARTS GmbH will be written in.

For identified stock shortages, BWPARTS GmbH will charge the supplier the cost of replacing the container. In case of damage the cost of repair the container will be charged to the supplier, if repair cost should exceed the replacement cost, the supplier will be charged with the cost of replacing the container.

13. Delivery of special equipment (customer tools/customer devices)

When transporting tools / devices owned by our customers it should be noted that only direct transport has to be carried out. The transfer or intermediate storage of tools / devices is not permitted. This means the tool / the device is taking at the loading point by the transport service provider or the supplier and deliver directly to the unloading point. As well as that suitable means of transport be used for this purpose, so that the load securing and protection of the transported goods can be ensured. If the transport is made by the transport service provider of the supplier oder the supplier directly and no suitable means of transport are made available, the BWPARTS GmbH reserves the right to refuse the loading. Then the supplier has to provide suitable replacement. In addition, the tools / devices must be secured with a transport insurance to the value of the object. The cost, depending on the delivery terms, shall be borne by the particular partner. From the improper transport resulting damages will be charged to the person responsible by the BWPARTS GmbH.

14. Miscellaneous

Any changes to the shipping plant of the supplier must be reported to the responsible supply department of BWPARTS GmbH.

The actual shipping location of the supplier must always be specified on the business documentation. Incomplete documents will not be accepted.

Pay on delivery or pre-paid consignments are generally not accepted.

If you have any questions, the contact persons specified on our orders/delivery schedules will be glad to help you.