

## Packing and Delivery Regulations of Keller & Kalmbach GmbH for deliveries to Keller & Kalmbach Central Warehouse Unterschleißheim, Germany

The following regulations are an integral part of the Purchase Terms of Keller & Kalmbach and are valid for all purchase orders and deliveries. They must be observed by every supplier. Any deviations from the regulations set out below shall be considered defects of quality, shall be for the account of the supplier and shall be entered in the supplier evaluation system of Keller & Kalmbach, unless such deviations were individually agreed or Keller & Kalmbach gave its express prior consent thereto. We shall debit to the supplier any additional expenses we incur whilst handling delivered goods as a result of non-compliance with our Packing and Delivery Regulations.

### I. General

Times for the acceptance of incoming goods are Mondays to Thursdays from 8 am until 4 pm and Fridays from 8 am until 12 noon. A freight document is obligatory for the acceptance of goods. The cartage note alone does not suffice. We are entitled to refuse acceptance of the goods if they should be delivered outside the times for the acceptance of incoming goods or if they are not accompanied by freight documents. Foreign deliveries must be notified additionally via the central office (Tel. +49 (0) 89/8395-126). Consignments exceeding a total weight of 5.0 tons shall be notified by telephone before the date of dispatch (Tel. +49 (0) 89/8395-126) or by fax (-141) to the management of our incoming goods department. Loading appliances such as one's own pallets, pallets on loan, railway wire-mesh boxes etc. should be avoided as these entail unnecessary costs for the return transport thereof and for loading appliance handling. These markings are indispensable for smooth handling in our incoming goods department. They serve to rule out any mix-ups, mistakes and thus also contacting the supplier to make further inquiries.

### II. Delivery of pallet goods

Pallets to be delivered to Keller & Kalmbach must always be placed at the end of the goods still on the delivery vehicle in order to enable these to be unloaded as rapidly as possible without any restacking. Pallets may only be stacked if it is certain that this will not damage the goods or their packaging. Euro pallets should always be used in domestic transports. We exchange these upon delivery. If, upon the express request of the forwarder, pallets are not exchanged, we shall treat the pallet delivered as a one-way pallet. The forwarder is, however, not entitled to have his costs compensated in this case. As a basic principle, pallets must be in a faultless condition. The following restrictions continue to apply:

Manufactured: According to UIC norm with DB quality seal RAL RG 993

Dimensions: 800 x 1200 mm

Max. weight incl. goods: 950 kg

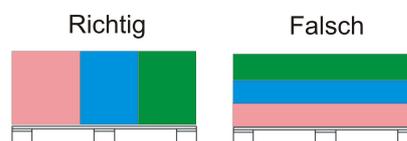
Max. height of the loaded pallet: 800 mm

Cardboard boxes on the pallet must be accurately stacked by interlocked pattern. The boxes must be protected against falling down and sliding by using wooden frames, strong film, plastic or metal strapping etc. The fastening means must be flush with the side of pallet edge and may not protrude beyond this. They must be in a faultless condition. The goods are to be arranged on the pallet so that they cannot slide. The goods must be clearly arranged on the pallet so that an examination of the identification and quantity thereof can take place as rapidly as possible. Packages or pallets must be sorted into orders or articles as a basic rule. Orders and articles may not be distributed between several packages / pallets unnecessarily. Pallets shall be packed as single-article pallets as far as possible. Residual amounts may not be distributed between several pallets. As few mixed-goods pallets as possible shall be created. If several articles are packed on to a pallet, these shall be sorted so that every article can be picked up separately (see drawing).

### III. Labelling

The labels on boxes and other packaging must show the following information in clearly legible print:

- DIN / ISO
- Material
- Surface
- Dimensions
- Number of units / contents of package
- Batch no.



#### **IV. Delivery notes**

An original delivery note must accompany every consignment. This must be attached on the front side of the respective package, be easily visible from the outside and be accessible by means of a delivery note envelope. If a delivery consists of several packages, the package containing the delivery note must be clearly marked as such on the outside. All delivery notes must contain the following information:

- Order number of K&K
- Exact designation of the supplier
- Supplier's number
- K&K article number and quantity delivered

#### **V. Packing lists**

If a delivery is divided between several packages or pallets, a packing list must be enclosed with the delivery note for each package or for each pallet which provides the following information:

- Package or pallet number
  - K&K article number
  - Article quantity
  - Number and contents of the individual packages
- The contents of the individual packages must correspond with the marking.

#### **VI. Cardboard boxes**

Cardboard boxes must be filled in a space- and weight-saving manner, i.e. boxes are to be chosen for the packaging which can be filled well, leaving no empty spaces or only few empty spaces. Only faultless cardboard boxes may be used in a good cardboard quality.

#### **VII. Miscellaneous**

**Certificates:** If certificates were demanded for the goods and these are sent to K&K separately by post, it is essential that a copy of the certificates are enclosed with the goods.

**Sell-by date:** In case of articles with a limited sell-by date, the date of manufacture or the use-by date must be stated on the delivery note.

Applicable statutory environmental and packaging regulations must be observed.

**Return of packages:** If the deliverer - as an exception - charges Keller & Kalmbach for packages, we are authorized to send back packages in good condition and to charge the deliverer 60 % of the amount invoiced for the packages.

#### **VIII. Inquiries**

Should you have any queries in connection with the transport and packaging handling, please contact our warehouse management (Tel. +49 (0) 89/8395-130).

#### **IX. Reimbursement of additional expenses**

The incoming goods department of Keller & Kalmbach supervises compliance with these delivery and transport regulations. Any violation of these are documented and are included in the supplier evaluation. In addition, we shall debit a lump-sum according to our Purchase Terms for each violation to cover the additional costs incurred by us.

Keller & Kalmbach GmbH  
Siemensstraße 19  
85716 Unterschleißheim

**Status as at: 10/2008**