

General Delivery Instructions

1 Introduction

Through the continuous increasing demand of our customers in our quality and in the availability of our products, a continuous optimization of our processes is necessary. This has implications for the entire supply chain and requires to standardize the deliveries of our suppliers.

Additionally to the instruction given in this document, further instructions can be given in our Purchase Orders and/or in product specific annex of valid QSA (quality assurance agreement) if applicable.

The logistics service provider defined by the supplier must be informed about these instructions before the first delivery. Compliance with these delivery instructions is measured regularly and is a part of our supplier assessment.

Any uncertainties have to be clarified with the responsible purchaser of Maagtechnic (called MT).

Any other agreements which differ to the delivery instructions listed here must be documented and signed from both sides.

2 Delivery

The following time slots currently apply for all deliveries:

Company / Location	time slots for deliveries:	
Maagtechnic, Dübendorf (CH)	Mon. to Fri.	06:45 to 12:00 and 13:00 to 17:00

Excluded are the country-specific holidays.

Deliveries outside of the above indicated times must be agreed upon in accordance with the logistics department.

3 Notification and Delivery

For organizational purposes and independent of the terms of delivery, every delivery is to be advised by e-mail by the authorized freight forwarder to the following e-mail addresses:

wareneingang-ch@maagtechnic.com

leitstand-ch@maagtechnic.com

Copy to:

transport-ch@maagtechnic.com

einkauf-ch@maagtechnic.com

Should the delivery term be EXW or FCA the delivery has to be handled by a freight forwarder designated by MT. In case the forwarder is unknown you please contact:

transport-ch@maagtechnic.com

As an alternative to the above, by fax to: +41 (0) 44 824 95 90

All further details please refer to document **"General Instructions for customs-clearance and Delivery to our Warehouse Duebendorf for forwarders with validity as of 1st May, 2016"**

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4 Shipping Documents

4.1 Delivery Note

The delivery note and the accompanying documents have to be attached to the outside of the load carrier / package in a visible and protected manner or have to be handed over to the forwarding agent and also in principle always be enclosed in one of the packages. This package has to be marked accordingly!

The delivery Note must contain the following data fields with the appropriate information included:

- Delivery-Note-No. of the Supplier - text and as barcode
- MT-Purchase Order-Number. - text and as barcode
- MT-Material-No. (= MT-Article-Number.) - text and as barcode
- MT-Material Description
- If drawing parts, the corresponding MT-drawing no. with index.
- Information on quantities and partial quantities - text and as barcode
- Way of shipping and delivery terms
- Dangerous goods or hazardous substances must be labelled according to the statutory regulations.

➔ approved barcode types are: Code 39, 93,128; EAN 8, EAN 13, EAN 128, GS1-128

4.2 Packing list

The consignment has to be accompanied by a packing list, stating on which pallet which package has been loaded, so the identification of incoming goods can be carried out without additional times and expenses.

Illustration 1: sample Packing list

Supplier XYZ					
Address:					
PACKING LIST					
INVOICE NO: XX-0123456789					
NO	P/O	Description	Qty (pcs)	Net weight (NW)	Gross weight (GW)
1 – 2	4500230000	XYZ 0001	20000	24.0	25.0
3 – 3	4500230000	XYZ 0001	5000	7.0	15.2
	4500231111	ABC 0002	50	4.0	
	4500232222	XYZ 002	30	2.4	
4 – 4	4500233333	ABC 0001	200	33.6	94.6
	4500234444	ABC 0003	50	22.0	
	4500239999	ABC 0009	11	19.1	
Total 4 Packing units				QTY TOTAL:	25341 pcs
				NW:	112.1 kg
				GW:	134.8 kg

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4.3 Customs and transport documents

Customs and transport documents must be handed over to the designated forwarding agent.

Other documents (for example, test certificates) must be attached as copies to the shipping documents or shall be sent in advance by e-mail. If original documents are required for legal reasons, the documents have to be sent to MT or to the responsible purchaser by post/ courier.

5 Labelling of materials

The material labels have to be neutral – with the exception of brand products – and must contain the following data fields:

- MT-material-number. - text and as Barcode (please refer to 4.1)
- MT-drawing number with Index
- precise material description (product name)
- quantity per packing unit - text and as Barcode (please refer to 4.1)
- batch number (where applicable)
- possibly manufacturing date (where applicable)
- serial number (where applicable)
- best-before date (where applicable)

Furthermore, dangerous goods or hazardous materials must also be marked in accordance with statutory requirements.

6 Packing requirements

6.1 Neutral packaging

In general, all goods – with the exception of brand products – must be delivered with a neutral label and in neutral interior and exterior packaging. This includes all labels, tapes and any other packaging materials. Nevertheless, any incurred and by the supplier preventable neutralizing effort, will cause expenses which could be reclaimed by a cost rate to the supplier as defined in point 8.

6.2 Packaging

The used packaging have to keep the material clean and have to protect the material against damage, always in accordance with the chosen mode of transportation. The packaging units of the delivery must comply with the packaging units specified in the purchase order, and have to be from the same batch. For deliveries which contain multiple materials (material/article numbers) per load carrier, each article has to be separately packed, labelled and must be able to transport them individually.

In principle, standard packaging (e.g. card board boxes) should be used which is matching in their external dimensions to the size of the load carrier (e.g. EURO pallets) and can be stacked perfectly to the maximum height of 57, 96 or 165 cm (incl. pallet). The weight per standard packaging unit must be limited to 15 kg. It is important to ensure that no damage to packaging and material occur (small and light units at the top).

Only as exception, and with the prior approval by MT, deliveries of bulk materials are allowed. Any additional effort for not pre-approved materials, will cause expenses which could be reclaimed by a cost rate to the supplier as defined in point 8.

6.3 Packaging for small parts and bulk materials

Bulk materials are not allowed to be delivered loose in the box, they always have to be additionally packed in bags or sacks.

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To ensure the fully automated warehousing of MT, all packaging units have to match the MT storage bin sizes:

Bin sizes	Internal dimensions (mm)		
	Length	Width	Height
Bin No. 1	565	365	124
Bin No 2	565	365	255
Bin No 3	565	365	405
Insert bin $\frac{1}{8}$	164	125	93
Insert bin $\frac{1}{4}$	265	160	90
Insert bin $\frac{1}{2}$ crosswise	340	262	92
Insert bin $\frac{1}{2}$ lengthwise	544	166	92

6.4 Marking of packages

As defined in 6.1 in general neutral labels have to be used – with the exception of brand products – this also applies to the labels which are applied on the outside of a package. To meet today's requirements, standard labels according to VDA 4902 version. 4 have to be used. Approved barcode types please refer to. 4.1.

The packaging units must be loaded on the carrier in a way that the labels are visible at the long side of the pallet.

6.5 Cargo carriers and cargo securing

In order to ensure fully automated warehousing below listed requirements are mandatory:

6.5.1 Delivery on EURO pallets 120 x 80 cm acc. to UIC-Norm 435-2 (preferred MT standard)

Deliveries have to be carried out secured but without pallet frames. Further lateral overlaps and edge protection which extends over the edge of the pallet is not allowed.

All pallets must be in good and serviceable condition. The exchange is concurrent. MT reserves the right to not exchange defective EURO-pallets and to write them down on forwarder side.

6.5.2 Delivery in EURO-Gitterbox-Containers 120 x 80 cm acc. UIC 435-3

The use of EURO-lattice box pallet requires prior approval by MT. A concurrent exchange by the forwarder must be ensured by the supplier.

6.5.3 Delivery on one-way pallets (IPPC)

Deliveries have to be carried out secured but without pallet frames. Lateral overlaps must be avoided. The pallets must be suitable for forklifts, i.e. transverse boards must not be mounted. (Suitable for high bay storage)

All one-way pallets must meet the IPPC standard. One-way pallets are generally not exchanged.

6.5.4 Delivery of bulky goods

Deliveries in load carriers measuring 120 x 120 cm or 140 x 140 cm are preferred for bulky goods. One-way load carriers and other containers with a weight of above 15 kg must have ground clearance for easy lifting (at least 100 mm). Instructions given in Point 6.5.1 and 6.5.3 shall also apply for this point. All containers must be secured against deflection.

6.6 Disposal of packaging

In principle, environmentally-compatible and recyclable materials have to be used for all kind of packaging. Packaging will not be returned. Disposal costs for non-compliant packaging please refer to 8.

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7 Delivery in MT storage bins

MT reserves the right to request from a supplier, without any additional costs, deliveries in MT storage bins. The detailed process will be separately agreed and guaranteed by MT purchasing and MT logistics together with the supplier.

8 Actions in case of non-compliance with the delivery instructions

MT reserves the right to refuse a delivery of goods in case the delivery instructions or legal requirements have not been complied with, or goods/ packaging units are missing, or the consignment has been delivered incompletely. Further in case of inadmissible packaging, the consignment will be rejected or repackaged on supplier's expense.

Costs:

- Hourly rate: CHF 65.- per hour or CHF 25.- per pallet
(Minimum allocation = 0.5 h)

Disposal costs for non-conforming packaging will be charged to the supplier together with a handling fee of CHF 50.-.

Any additional costs may be charged to the responsible party (supplier / forwarding agent).

Costs will be charged in the currency of the supplier, depending on the current exchange rate.

9 Quality claims / Returns Process

For quality claims MT reserves the right to charge a handling fee of CHF 200.- per noncompliant position. The debiting will be made in the billing currency of the supplier. Any costs for reworking will be charged; furthermore in case of goods need to be returned, the supplier is responsible for taking over the goods and need to bear all related costs.

10 Acknowledgment and consent by the supplier

The supplier confirms the receipt and acknowledgment of this delivery instructions and confirms with his signature his consent with the content.

Any deviating agreements must be documented separately and have to be accepted mutually.

Should any of these delivery regulations be or become invalid after the conclusion, the validity of the remaining provisions shall remain unaffected.

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MTCH

Company:

Address:

Responsible party

Name:

Function:

Date:

Signature:
