

1 Objective and area of application for the packaging regulations

This general delivery instruction applies to all suppliers of the company Hauff-Technik GmbH & Co. KG (HT) and aims to ensure an efficient and smooth material flow from the supplier to the point of consumption. All packaging should be designed to ensure that the goods are delivered in perfect condition.

The objectives are:

- Optimal container and packaging design
- Coordinated quantity contents
- Defined dimensions
- Provision of all HT-relevant documents

Failure to comply with these delivery instructions constitutes a quality deficiency that may trigger a complaint. This quality deficiency has a negative impact on your supplier evaluation. HT reserves the right to refuse acceptance of the goods or to accept the goods with reservations in the event of defects. Repackaging of the goods by HT incurs additional costs for the supplier. The supplier has the opportunity to rectify the defects up to two times. Acceptance of the goods in no case waives HT's warranty rights. The supplier waives the objection of delayed notice of defects. Costs incurred due to defects will be invoiced to the supplier.

The following guidelines for the delivery of goods to HT are considered supplementary contractual agreements to the general legal provisions. Through this simple, easily understandable, and practical shipping and packaging instruction, we aim to communicate our requirements and the responsibilities of all suppliers more clearly.

2 Deliveries

Please note the information on our purchase orders regarding the delivery and billing address.

Delivery times for goods at our Hermaringen facility:

Mon-Thu: 06:00 - 19:00

Fri: 06:00 - 18:00

No deliveries will be accepted outside of these hours.

Additionally, it is necessary for you to book a time slot for unloading your trucks through our time slot booking system for the Hermaringen location upon delivery. Please register via the following link with our partner AEB:

Visibility & Collaboration Platform (aeb.de) - **Client: HAUFFTECHD**

If you or your logistics service provider do not have access to the software yet, an appropriate account will be created for you upon request at versand@hauff-technik.de. When making bookings, please always use unloading point **LZ – Ramp 7 to 9**.

Your benefits include:

- The trucks you commission will experience little to no waiting times.
- You benefit from increased planning security.

- You can track the status of your trucks online, including timestamps (registration, start of loading, end of loading).
- The time slot bookings are free of charge for you.

For technical inquiries about the time slot booking system, please contact: versand@hauff-technik.de

We appreciate your cooperation to ensure a smooth process at our loading points.

3 General packaging information

The packaging must be designed in such a way that sufficient transport protection is ensured with minimum use of packaging.

The packaging selected must be suitable for the stresses of the intended mode of transport. This means that the transport route and means of transport as well as any influential circumstances such as weather conditions and handling during reloading must be taken into account. Things to keep in mind include:

- The type and condition of the planned route
- Climatic conditions (temperature limitations)
- The effects of possible contamination
- Sufficient protection of the packaging when it is stored, reloaded, or otherwise moved around

Partial deliveries must be registered and agreed upon in advance with HT.

If a consignment consists of several packages or pallets, each load carrier with contents must be listed on a separate packing list.

All receipts, labels and delivery documents provided for the identification of the shipment must be written in German or English.

If legal regulations (e.g. customs regulations) require a different language, a German or English translation must be enclosed.

4 Documents

4.1 Delivery slip

Every delivery is to include an original delivery slip. The delivery slip has to be clearly visible and attached by means of a delivery slip pocket, preferably on the side of the package, or it has to be made sure that the delivery slip arrives at HT and does not go with the shipping documents to the forwarding agent. The delivery documents must contain the following order details:

- 10-digit order number from HT
- Supplier name (and supplier number)
- Delivery slip date
- Delivery slip number
- 10-digit item number from HT
- HT item name
- the quantity delivered per item with information on the quantity unit
- Batch number

- Factory test certificate

4.2 Customs documentation for non-EU countries

For import processing, in addition to the delivery slip and consignment note

- Street: CMR consignment note
- Air: AWB
- Sea: Bill of Landing

following documents required:

- Commercial invoice or customs invoice for free delivery
- Original preference documents (only if the goods come from a country that has concluded an agreement with the EU), such as ATR, EUR. 1, ZU Form A, etc.

The documents must be correctly filled out, signed and stamped.

5 Labelling and sorting

5.1 Labelling packages

Each packaging unit (rack, pallet cage, pallet or carton) must be labelled with the following information for clear identification:

- 10-digit item number from HT
- Item name
- Quantity of the item in the pallet cage or on the pallet
- Batch number
- Gross weight of the packaging unit
- delivery slip
- Labeling of packages (package 1 of 3)

If the packages are stacked, please ensure that the labels are visible from the outside. In the case of goods with shelf-life relevance, the packaging must display the expiration date on the outside.

If a shipment consists of various items (up to a maximum of 3 items), and these items comprise multiple packages, please arrange them in delivery order according to the article number.

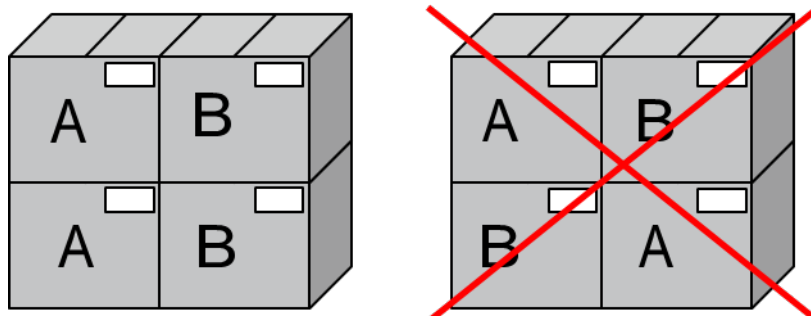


Figure 1: Delivery sorted by item number

If a shipment consists of several shipping units, these must also be marked.

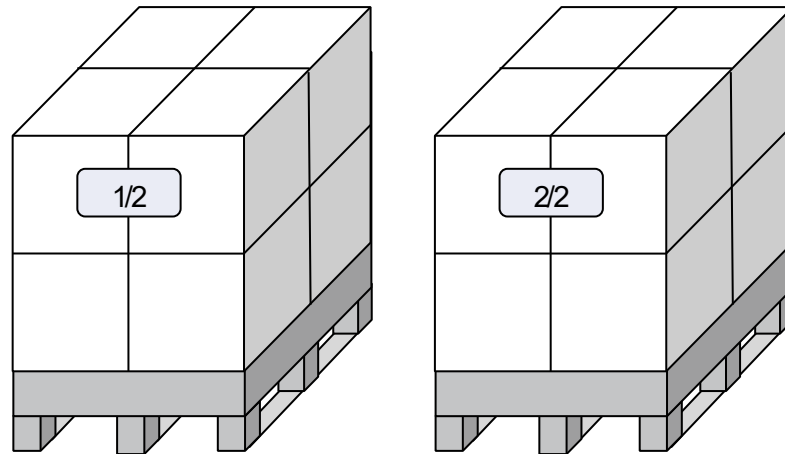


Figure 2: Delivery with multiple packages/units (pallets)

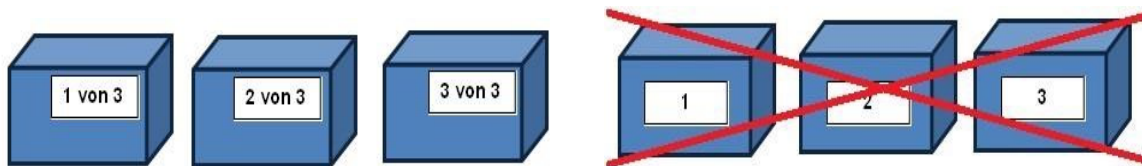


Figure 3: Delivery with multiple packages/units (individual cartons)

5.2 Special considerations for combined shipments

If several items from one order are packed into one package, the following points must be observed:

- The respective items must be packed together in individually manageable sub-packages
- The package may only contain items for one delivery address
- Sub-packages need to be labelled

6 Requirements for delivery packaging

6.1 General requirements

The supplier is responsible for packaging that suits the transport and handling requirements. As such, the following requirements must be fulfilled:

- Damage-free delivery
- Correct identification with agreed upon labelling
- Sufficient transport safety
- Compliance with the prescribed dimensions

- Stability of the packaging
- Optimised use of space
- Selection of appropriate packaging materials or load carriers to prevent packages from bursting or bulging

The sender shall be liable for damages and expenses caused by packaging that does not meet the above requirements.



Figure 4: Not accepted – bulging / bursting and general protrusions

6.2 Requirements for individual packing units

The following maximum gross weight must be observed for individual package pieces:

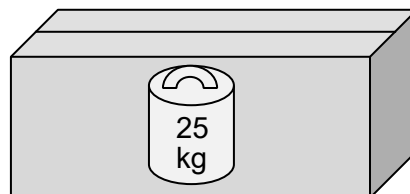


Figure 5: Maximum permitted gross weight

This gross maximum weight must not be exceeded

Carton dimensions:

- The basic package area must be compatible with Euro pallets (1,200 x 800 x 144 mm). Open spaces in a box must always be filled with packing material.

6.3 Requirements for item packaging

The item packages must be uniformly sealed or equipped with lockable and sturdy closures. The stability of the item packaging should be adjusted according to the weight and nature of the article. The item packaging must be designed to be sufficiently robust for use as retail packaging and should pose no issues when shipped through a

parcel service. In the case of small or intricate packaging contents, the design of the packaging must ensure that these contents cannot fall out.

6.4 Requirements for pallets

The pallets to be used are Euro pallets or one-way pallets with the following dimensions:

- Euro Pallet Dimensions: L x W x H mm: 1,200 x 800 x 144 (Manufactured according to: EUR-EPAL)
- Industrial Pallet Dimensions: L x W x H mm: 1,200 x 1,000 x 144 (Manufactured according to : EUR-EPAL)
- Accepted maximum height with load: 1,120 mm
- Load capacity: max. gross weight 750 kg

For smooth handling, it is essential that pallets are accessible for pallet jacks on the narrow side (800 mm). This means that there should be no crossbeam on the narrow side. Load carriers must be transportable for pallet jacks and forklifts. To prevent damage to the items, pallets must not be stacked.

Euro pallets must be delivered in optimal condition (Class A/B). If pallets exhibit one or more faults/damages, they will not be exchanged and the supplier bears the associated costs. Plastic pallets are also excluded from exchange.

The sealing material must be adapted to the shipment. When delivered on pallets, the goods must be secured against slipping and tipping. Securing can be done using strapping bands, stretch film or shrink wrapping. When using strapping bands, care must be taken to avoid cutting into the packages. If necessary, edge protection should be applied. When securing goods for transport with stretch film, ensure that the pallet feet remain free during stretching.

6.5 Requirements for grid boxes

The grid boxes to be used have the following external dimensions:

- L x W x H mm: 1,240 x 835 x 970
- Load capacity: max. gross weight 750 kg

The grid boxes must be delivered in perfect condition. Any damages found on a grid box will be invoiced to the supplier.

If any of the markings are missing (EUR or DB / eight-digit Y-Number / EPAL mark) or if the marking is illegible, the Euro grid box is not exchangeable.



Figure 6: Required labeling

6.6 Requirement for hazardous materials/goods

Hazardous materials must be labelled, packed and delivered in accordance with the legal regulations currently valid for our location.

The respective safety data sheets must be enclosed with the delivery at least in the case of first delivery or changes to the mixture.

Hazardous materials must be transported in accordance with the current regulations for the various modes of transport (ADR, RID, IATA, IMDG) and need to be registered in advance with HT.

7 Contact

Contacts for questions and concerns are the responsible buyers at HT.