

Delivery Policy of Herweck AG

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I. Target and purpose

In order to ensure smooth logistical processing between Herweck and their suppliers and to avoid the need for clarification as well as additional effort due to manual or additional handling, strict adherence to logistical, administrative and organizational processes is necessary.

Unless otherwise stipulated, these Terms and Conditions of Delivery set out general and binding rules that are uniform for all suppliers according to which products are to be delivered to Herweck AG.

In addition, it describes which information must be available in paper form or electronically to accompany a delivery and which packaging materials and loading aids may be used. Ultimately, these conditions also regulate the procedure in the event of deviations.

- To receive your goods as quickly as possible in our logistics center and deliver them to **our customers** within 24 hours.
- Both, our suppliers and Herweck are dependent on the customer's purchasing behavior. The quality of the goods and the packaging are very important factors. The customer will usually receive the item as you package it. With responsible suppliers and a smooth process, the customer is enthusiastic about your items and recommends the brand to others.

If we want to live up to this claim together, you have to do your part. This is what this guideline is for!

II. Scope of application

This guideline applies to all goods delivered to the St. Ingbert location, Geistkircher Str. 18, 66386 St. Ingbert/Rohrbach.

The terms and conditions of delivery apply in particular to contracts for the sale and/or delivery of movable goods ("goods"), regardless of whether the supplier manufactures the goods itself or purchases them from suppliers. Unless otherwise agreed, the terms and conditions of delivery in the version valid at the time of Herweck AG's appointment or at least in the version last notified to it in text form shall also apply as a framework agreement to similar future contracts, without Herweck AG having to refer to them again in each individual case. They are supplemented by the General Terms and Conditions of Purchase.

III. Serial Shipping Container Code (SSCC)

Herweck-AG would like to see the SSCC procedure (SSCC= NVE, number of the shipping unit) extended in the future. This allows us to guarantee a faster goods receipt process, as the required data is transmitted in advance and partial deliveries can also be collected. As a result, faster delivery of goods to our customers and faster payment of invoices can be realized.

If you have any questions regarding the use of the SSCC procedure, please contact:

- E-mail: logistik@herweck.de

Currently, the use of the SSCC procedure is not mandatory but planned to be implemented

IV. Delivery/Goods Receipt

- Delivery to Herweck AG shall in no case be deemed to be a transfer or acceptance. Goods are generally accepted subject to a subsequent incoming goods inspection. When receiving goods, only the number of packages (cartons, pallets, ... etc.), as well as the external integrity of the shipping packaging. Only after the positive incoming goods inspection by a Herweck employee is the delivery considered accepted.
- The goods receipt department generally accepts your shipments **from 8:15 a.m. to 1:00 p.m**
- Forwarding deliveries must always be made by the supplier on time, i.e. **at least 24 hours in advance** of the delivery using the Herweck notification form. to:

E-mail: leitstand@herweck.de

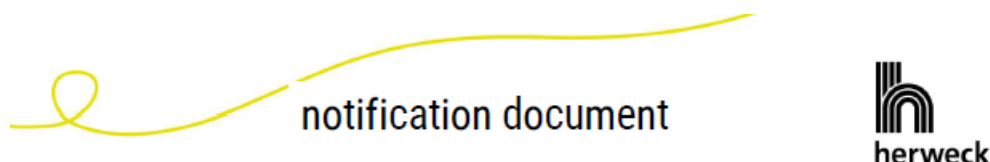
The responsible authorities inform the notifying partner of the delivery window (day). If the delivery windows are already occupied, alternative time slots are prescribed to the notifying company.

Changes in the number and/or nature of the packages (e.g., due to orders received subsequently) must also be reported to the responsible authorities in time (see above).

It is recommended that all contracted freight forwarders and subcontractors be informed of this procedure.

In case of any questions or urgent requests, issues please feel free to contact Herweck Logistic Control Center under +49 6894 3883 555

Fig. 1: Notification form Herweck AG



date:	09.12.2024	company:	
time:		administrator:	
		phone:	

sender:	order- / delivery- no.:	order number Herweck:	quantity of pallets/parcels:

delivery to: St. Ingbert-Rohrbach

delivery of empties: EP

pick up of empties: EP

comments:

date of delivery: 10.12.2024 time of delivery:

type of truck: 7,5 to. registration no:

name of truck driver:

comments:

a. Packages

- **IMPORTANT:** Packages weighing **more than 15kg** must be clearly marked as "**Heavy**" or "**Heavy**" and with the exact weight on two outer sides of the package.
- Packages must not exceed a **weight of 30kg** when shipping with parcel services.
- **IMPORTANT:** If your shipment consists of several packages, the packages must be numbered in the following way: **1/5, 2/5, 3/5, etc.**

- **IMPORTANT:** Package labels must contain the following information:

- Recipients
 - Sender
 - Date
 - Sendungsnummer
 - Reference number
 - Package ___ of ___ packages
- If the number of parcels exceeds the volume of half a Euro pallet, i.e. 1,200 x 800 x 800 mm, please deliver by freight forwarder on a Euro pallet.
 - All packages that are not delivered by type must be marked with the additional information "**mixed goods**" or "**multi-product**" to ensure quick storage.
 - Please note that larger quantities (> 5 pieces) of different small items should not be placed loose and unsorted in the package. By combining these goods by type in a separate outer packaging on your part, the goods can be protected from damage, moisture and dirt and additional work at Herweck can be avoided.

b. Pallets

- **IMPORTANT:** Goods are only accepted on Europool pallets. No lattice boxes, disposable pallets, industrial pallets, Dusseldorf pallets, CHEP pallets, ... etc. A Euro pallet is a flat pallet (FP) from the Europool exchange system, which must meet the following characteristics:

Feature	Specification
Dimensions (length x width x height)	1,200 x 800 x 144 mm
Floor space	0.96 m ²
Standard	DIN 15146
Marking	EPAL, DB certification or EURO marking

- The goods may only be stacked on pallets up to a **maximum height of 1.80m**, including the pallet.
- The pallet weight must not exceed 500kg.
- **IMPORTANT:** All pallet labels must contain the following information:
 - Recipients
 - Sender
 - Delivery note number
 - Number of cartons

– Palette ___ von ___ Paletten

- A shipment consisting of several pallets can only be accepted in its entirety. Distribution over several delivery days is not accepted.

All pallets that are not sorted must be marked as "**mixed pallet**". In the case of mixed pallets, the larger quantity of articles, measured in terms of volume, must be packed into the lower layers of the pallet. The pallets must be secured in such a way that an intervention by third parties is evident through externally clearly recognizable traces.

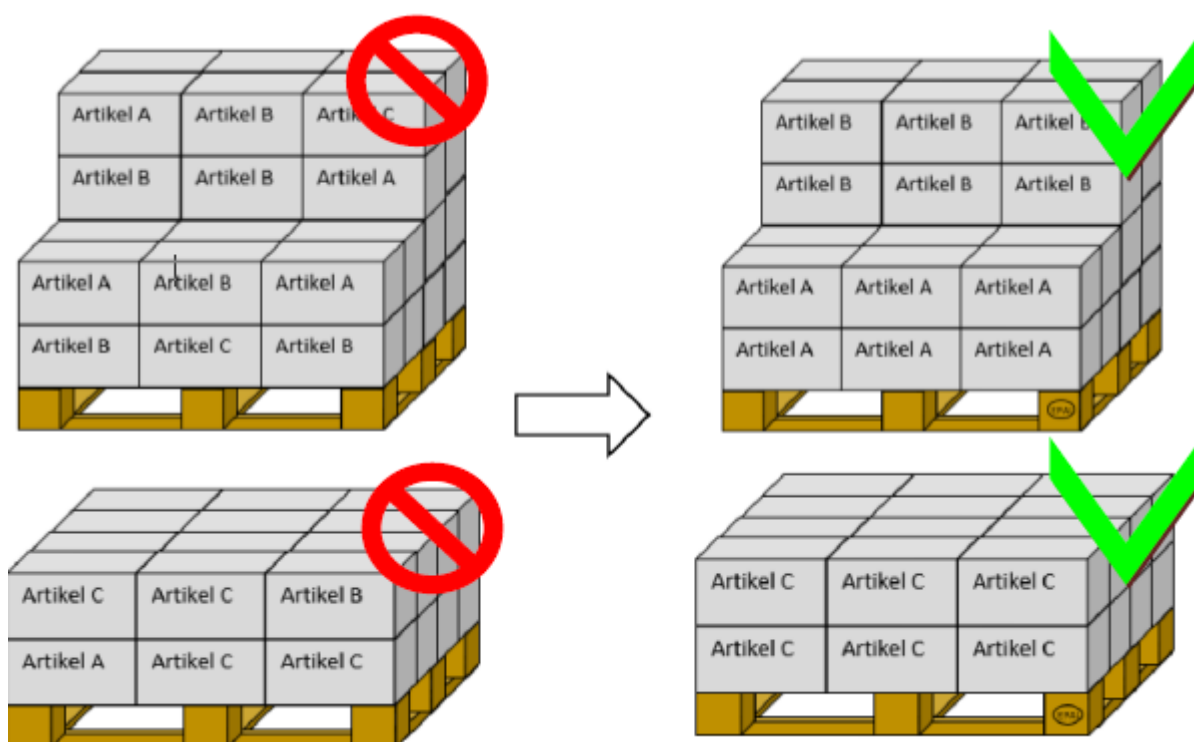


Fig. 2: Examples of single-origin and mixed delivery

Pallets must not be overpacked at any point. A ban on stackability must be clearly marked on the pallet.

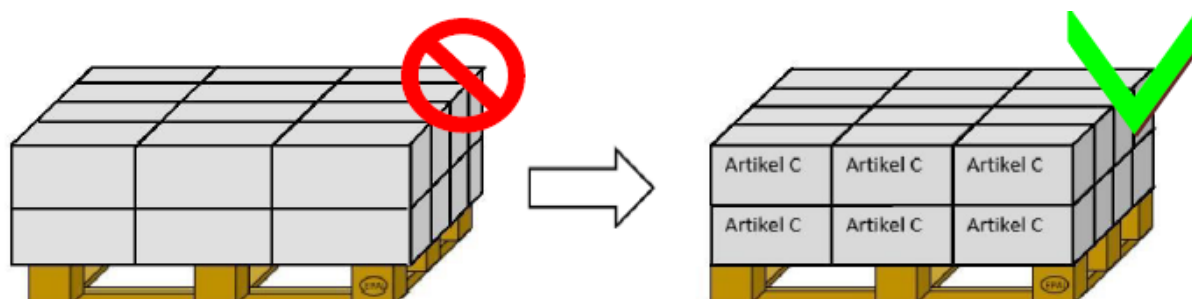


Fig. 3: Example of marking and packing pallets

- All pallets must **be secured** with black foil.
- Pallets must be exchanged. The pallet exchange is only to be carried out for Euro pallets (with EPAL or DB certification and Euro marking) on the basis of the applicable EPAL exchange criteria. If this is not possible upon delivery, these must be collected from Herweck within **10 working days** at Herweck's own expense in prior arrangement. Herweck will refuse to issue an invoice on your part for pallets that have not been exchanged.
- If you deliver on damaged or improperly repaired Euro pallets, they will be disposed of and you will be charged **€100.00** plus VAT.
- One-way pallets will be disposed of for a charge of **€100.00** per pallet plus VAT.

V. Mandatory accompanying documents

- The accompanying documents (delivery note, packing slip, goods consignment note, ...) must be enclosed with the goods in the package. On the outside of the package, this must be marked with the designation "**Delivery note inside**" or "**Delivery note inside**".
- For parcels from combined deliveries, note that the delivery note is enclosed with the parcel 1/x. In addition, all other packages of this delivery must contain a partial delivery note/consignment note.
- In the case of pallet consignments, the accompanying documents must be attached to the pallet in a shipping bag.
- The following information must be available from your delivery note:
 - Address of the addressee
 - Date of order and order number of Herweck (E201...)
 - SKU by HERWECK
 - EAN of the articles
 - VAT identification number of the shipper
 - ILN/GLN number of the shipper
 - Article name according to order
 - Delivery quantity
 - Marking whether it is a partial/residual delivery (if applicable)
- If your delivery consists of several packages or pallets, it must be clear at the time of delivery which packages and pallets belong together.
- If you deliver different orders in one delivery or package, all order numbers must be listed on the label and the corresponding delivery note of the package.

VI. Retail packaging

- The sales packaging must be undamaged, clean and dry, as customers expect visually flawless packaging.
- If sales packaging is stacked loosely on a pallet, it must be ensured that the goods are sufficiently secured so that soiling and damage are excluded.

VII. Damage on arrival of delivery

- Recognisable, externally visible defects will be reported by us within 5 working days of receipt of goods. The return of defective goods is considered a notice of defect. Goods that are delivered to us in damaged packaging can be returned by us to the supplier at the supplier's expense and risk without further examination as not in accordance with the contract and defective.
- All damage and defects to the goods that are not externally recognizable during proper incoming goods inspection are considered hidden defects. This also includes quality defects, dimensional, weight and quantity differences and, as a rule, legal defects. Hidden defects can be reported within one week of their discovery
The costs incurred for the return will be charged to you.
- If packaging is used that is unsuitable for the transport of the goods and consequently leads to damage, Herweck AG reserves the right to return the goods at your expense.

VIII. Proof of delivery

Proof of delivery must be provided for each delivery upon request. This must indicate which employee accepted and signed the shipment on which day and at what time.

IX. Handling of violations

The receiving department monitors compliance with the rules set out in these delivery guidelines and records all supplier violations. Herweck AG reserves the right to charge its suppliers a standard industry service fee to compensate for the additional expenses incurred in the event of repeated violations.

Furthermore, Herweck AG reserves the right to reject goods deliveries in the event of repeated non-compliance with these guidelines.

Repeated violations will result in a negative supplier rating and may lead to the supplier being blocked from Herweck AG and its affiliated companies.