

## Delivery Terms for WANZL spol. s r.o.



WANZL spol. s r.o. has formulated the delivery terms, regulating the conditions for delivery of goods to WANZL spol. s r.o., for suppliers / external providers and business partners in as well as outside the Czech Republic. We expect from our suppliers / external providers and business partners they will adhere to these terms and conditions.

We ask you to follow the below mentioned points.

## **Working time of material receipt department**

- Monday - Thursday 6:00 a.m. – 2:00 p.m.
- Friday 6:00 a.m. – 11:45 a.m.

Breaks:

- 08:00 a.m. – 8:45 a.m.
- 11:40 a.m. – 12:00 a.m.

It is necessary to deduct and respect the period for unloading with respect to the already ongoing unloadings, eventually priority unloadings.

The sequence is to be determined by an employee of the material receipt department of WANZL spol. s r.o.

## **Principles for safe movement of persons in the premises of WANZL spol. s r.o. / observance of internal regulations**

- Driver is obliged to announce his arrival in the reception department.
- Driver is obliged to visit the material receipt office with a delivery note. He is assigned with an unloading ramp, eventually with a parking space.
- Vehicle must be secured by a chock during loading and unloading of goods.
- For the entire time of moving within the premises of WANZL spol. s r.o., drivers are obliged to wear an orange vest with the text "Visitor", which is provided to them in the material receipt office.
- Drivers can move only in the premises of loading and unloading in the presence of an employee of WANZL spol. s r.o.
- In case of arrival before 6:00 a.m. drivers are obliged to wait in their truck. It is not allowed to move individually in other premises of the company.
- During loading and unloading drivers mustn't stay in the immediate vicinity of the lifted load, walk under the lifted load or hold on the load when the handling equipment is working.

## Instructions for unloading

### Metallurgical material

Unloading by a crane through the roof, placement of packages must enable lacing the slings through, i.e. individual packages must be separated by interlayers.

### Pallets

Unloading on the ramp from the vehicle's rear side - height of loading area from ground is 90 - 120 cm. Max. 2 pallets can be unloaded sideways by a forklift.

In case the delivered material is not loaded according to the above-mentioned rules, the employee of the material receipt department of WANZL spol. s r.o. has a right to refuse to unload the goods. Such information is recorded by the employee of WANZL spol. s r.o. in CMR and/or in a delivery note signed by the driver. In such case the driver is not allowed to unload the goods and is sent back. The extra costs for subsequent transport, incurred due to this fact, are not to be paid by WANZL spol. s r.o.

Goods must be protected during transport against adverse weather conditions (loading area must be covered). Driver is obliged to follow the instructions and orders given by employees of the material receipt department of WANZL spol. s r.o.

## Marking of goods

Goods must be delivered along with a delivery note, in the required quantity and by the required date (in compliance with the order), and must be properly marked with a shipping document.

### Delivery note must contain:

- Delivery note No.
- Order No., order item No.
- Delivery date
- Recipient
- Supplier / external provider
- Goods (part) nomenclature
- WANZL part No.
- Quantity

### A5 format shipping document must contain:

- Delivery note No.
- Order No.
- Nomenclature
- WANZL part No.
- Quantity
- Supplier / external provider

See the attached requirements on bar codes: VDA-Label manual-de, eventually VDA-Label manual-en

## Packaging

**Goods must be properly packed in undamaged packaging enabling safe unloading and further handling.**

Permitted packaging:

- EUR-pallet - max. loading of 1000 kg (or EPAL, one-way pallets are not permitted)
- Gitterbox - max. loading of 1500 kg
- Wooden collars 800 x 1200 mm
- Iron case 600 x 800 mm, 800 x 1200 mm / max. loading of 800 kg
- Iron case Mars - max. loading of 40 kg

## Advance announcement / delivery advice

To ensure a smooth process it is necessary to send a delivery advice of partial, eventually total costs to the following e-mail address: [prijem.cz@wanzl.com](mailto:prijem.cz@wanzl.com) and to the responsible purchaser, whereas the advice must contain: order No., number of loading units, and weight. We reserve a right to apply time slots in the future.

## Miscellaneous

In case of regular deliveries the supplier / external provider is to be assigned with a time slot.

Any breach of these rules is to be documented and reported by an employee of the material receipt department to the respective purchaser who forwards this information to the specific supplier / external provider and asks for a written remedial measure.

In case of a serious breach of these rules (material loaded so that safe unloading is not possible; goods not packed in permitted packaging; damaged packaging and risk of injury), the driver is not allowed to unload the goods and is sent back. Such information is recorded by the employee of WANZL spol. s r.o. in CMR and/or in a delivery note signed by the driver. Extra costs are not to be paid by WANZL spol. s r.o.

Supplier / external provider undertakes to inform and instruct also external forwarders, if their services are used, on the delivery terms of WANZL spol s.r.o. and on the obligation to adhere to such delivery terms.