

	<b>Delivery Terms and Conditions</b> <b>Part 1: General</b>	<b>WS_00005</b> <b>Part-1</b>
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## 1 Note

Works standard WS 00005 part 1 defines the general delivery terms and conditions for all material groups.

For certain material groups (e.g. wire, pipe, electrical parts, etc.), additional delivery conditions apply. These additional delivery terms and conditions are governed by other specific parts within the WS 00005 series of standards.

## 2 Purpose

The purpose of this company standard is to provide Wanzl GmbH & Co. KGaA and its suppliers with binding specifications for the delivery and transport of goods/materials.

## 3 Area of application

The delivery conditions apply to the delivery of goods/material to Wanzl GmbH & Co. KGaA for the locations

- Leipheim (DE) plants 1, 2, 4,
- Günzburg (DE) Logistics Centre Plant (LZ-WK4)
- Kirchheim (DE) plant 3,
- Hněvotín (CZ)
- Balzhausen (DE) Spedition Gassner (external warehouse)
- Direct delivery of customer-supplied goods for external production on the “extended work bench”.

## 4 Responsibility

The supplier is responsible for compliance with legal and contractual provisions concerning transport, delivery and packaging of goods/materials.

The formal responsibility for the company standard lies with the standards department of Wanzl GmbH & CO. KGaA. The technical and content responsibility for this company standard lies with the Logistic department of Wanzl GmbH & Co. KGaA.

## 5 Terminology and general explanations

<b>Unloading point</b>	is the delivery address specified on the order.
<b>Supply/delivery</b>	is the transfer of goods/materials by the supplier/carrier to the Goods Acceptance department.
<b>Barcode Bar-code</b>	is an optoelectronically readable character set consisting of parallel dashes and spaces of different widths. The data in a barcode is read using optical readers, such as barcode readers (scanners), machine-read and electronically processed.
<b>EPAL/UIC</b>	The EPAL system (European pallet pooling system) represents a cross-sector, open pallet exchange pool for Euro pallets. UIC = Union internationale des chemins de fer (international association of

railway undertakings). The UIC publishes information sheets and other publications for standardised freight wagons and transport means (standard for Euro pallets).

<b>Gross weight</b>	is the total weight of the goods/materials including packaging and transport equipment.
<b>Net weight</b>	is the weight of the goods/material without packaging/transport aids.
<b>ISPM 15</b>	ISPM 15 does not apply within the EU. ISPM 15 has been in force since 01/03/2005 for deliveries from third countries with the exception of Switzerland. Debarked wood must be used. There are no requirements for solid wood packaging materials from European third countries that are imported as goods (not in use). Source: Commission Directive 2004/102/EC dated 5 October 2004
<b>IPPC</b>	The International Plant Protection Convention (IPPC) is a treaty under international law for the protection of plants against pests.
<b>Loading unit</b>	is usually referred to as a physical transport unit in logistics. A typical loading unit usually consists of the loading aid (e.g. pallet, container, tray, lattice box), loading unit securing equipment and the package.
<b>Supplier order number</b>	is the supplier's internal number for the order.
<b>Supplier complaint</b>	is a complaint caused by the supplier if the specified quality requirements of the features or characteristics of a product are not met.
<b>Package</b>	is a handling unit formed by the shipper that may not be broken up during shipping. Packages are individual items or units formed by the client for processing the order, e.g. Crates, lattice boxes, pallets, closed loading containers (see DIN 55405).
<b>Transport</b>	is the part of goodstransport (logistics) in which goods/material are transferred by means of transport from the manufacturer and/or dealer to Wanzl.
<b>Packaging</b>	is the suitable enclosing of a product which can be removed again without undue effort.
<b>Packaging unit</b>	is the packing together of several identical goods/articles.
<b>Goods/materials</b>	within the meaning of this company standard is a material object that is delivered packaged or unpacked for the production process.

## 6 General requirements / delivery form

### 6.1 Packaging

- Disposable packaging may not be re-used.
- Only undamaged packaging may be used.
- Goods/materials must be packaged in such a way that they are protected against environmental influences when transported as intended.
- Goods/materials must be packaged appropriately to the mode of transport.
- Maximum Pallet height: 1.65 m
- Goods/materials may not be damaged by the packaging.

- All Directives on the protection of the Community against the introduction and spread of organisms harmful to plants or plant products must be observed.
- All wooden packaging used must comply with import and export regulations.
- All wooden pallets must be approved according to IPPC. Permanent identification must be present on the pallet.
- ISPM 15 must be observed. The treatment protocol must be presented on request.
- The packaging of the articles must be coordinated with the respective Wanzl plant logistics department before the first delivery. An illustrated packaging proposal is expected from the supplier.
- If possible, standard packaging (Euro pallets/mesh boxes, etc.) should always be preferred or used.

## **6.2 Transport**

- The shipper must guarantee that the cargo is properly secured.
- No multiple use of single use means of transport (e.g. disposable belt).
- Goods/material must be transported in a way that prevents damage.
- The Supplier is responsible for the quality of parts from the source of manufacture to the final unloading point at Wanzl and its production sites.
- For air freight, the aviation security regulations must be observed and the items packaged accordingly.
- In the case of sea freight, the IMO (IMO International Maritime Organization) packaging regulations for secure packaging must be ensured.

## **6.3 Handling**

- Individually agreed and specified packaging requirements must be adhered to.
- Handling must be guaranteed for the entire logistics chain without damage to the goods. be performed.
- If necessary, handling instructions must be specified on the packaging of the goods/material it.

## **6.4 Identification of goods**

- Each package consisting of identical articles must be labelled (attachment label, sticker). (see WS\_00005\_Part-1 Supplement)
- If different packaging units (items) are combined into one package, each packaging unit must be marked with a label.
- The label must be clearly visible on the package/packing unit.
- The base color of the label may not be red.
- Removable adhesive must be used for glueing boxes and lattice boxes to avoid cleaning work due to adhesive residue remaining on the loading aid is to be avoided.

## **6.5 Batches**

- Loading units may need to be delivered separated according to batch.
- Each delivery may include several batches.
- Each batch must be identified separately on the label plate.

## **6.6 Delivery quantity**

- The agreed delivered quantity in the order must be adhered to.
- Under-delivery or over-delivery tolerances must be agreed in writing with the Purchasing department.

## **6.7 Delivery date**

- The agreed delivery date must be met.
- The delivery times must be specified on the order form.

## **6.8 Delivery condition**

- Only undamaged goods/material may be delivered.
- Goods/material may not be impaired by environmental factors.

## **6.9 Delivery to the factory**

- The shipment may only be delivered by a mode of transport normally used for road freight, E.g. by platform truck (can be unloaded by industrial truck and portal crane), silo or Tanker (unloading by hose), parcel service, car.
- The delivery of package freight must be ramp appropriate. Unloading must be carried out by means of at the rear of the vehicle. Deviations from this are only permitted with written agreement with the Purchasing department.
- Cannot be delivered by truck swap body, swap container in accordance with ISO 668 (the parked), railway, air transport.
- Delivery methods other than those specified here must be agreed in writing with the Purchasing department.

# **7 Delivery documents**

## **General information**

A complete shipment consists of

- Goods/materials
- Barcode label (goods identification; see section 5.4)
- delivery note
- other important documents (e.g. acceptance test certificate, initial sample test report, declaration of conformity, etc.)
- Waybill (only relevant to the carrier/forwarder)

## **7.1 Delivery note**

- The delivery note must be handed to Goods Acceptance in paper form, together with the goods/material and confirmed by a signature.

The minimum information on the delivery note is the delivery note number, delivery note date, order number with item, article number (Wanzl and, if applicable, own) with description, quantity with unit, consignor and delivery address. Furthermore, the supplier's contact person, including his contact details (e-mail address and telephone number), must be stated on the delivery note.

FSC®-certified products must be marked on the delivery note in accordance with the certificate specification.

## **7.2 Other important documents**

- If test certificates or other documents are required for the goods/material, they must comply with the relevant standards.
- Unless otherwise stated on the order, the test certificates or other documents in paper form must be handed over to the Goods Receipt department together with the delivered goods.

# **8 Empties**

## **8.1 Empties – definition**

- As empties within the scope of this standard, their definition means that all reusable and/or chargeable loading, packaging and system).

## **8.2 Return of empties**

- Returns of empties are made in consultation between Goods Receipt and the Vendor Name

## **8.3 Exchange of empties**

- Only technically and functionally flawless wire mesh boxes, Euro pallets and other means of loading, packaging and transport exchanged and charged.
- Pallet boxes and Euro pallets must comply with the exchange criteria of EPAL and UIC.
- If an exchange is not possible, a pallet slip is handed over to the freight forwarder, which later collection.

## **8.4 Definition of empties**

- Packaging aids, such as stacking timbers, strapping bands, surface protection nets, Corrosion protection papers, cardboard boxes and hose films are this standard no Empties.

# **9 Handling incoming goods**

- The goods may only be delivered during the opening hours and delivery address specified on the be delivered.
- If Wanzl delivery conditions according to WS\_00005\_Part\_1 are complied with, the goods are accepted.
- In the event of deviations, acceptance, conditional acceptance or rejection of the delivery in the Goods Receipt department. For this purpose, the supplier complainttion is triggered.
- The decision on acceptance is subject to the “General Terms and Conditions of Purchase” and/or the “Quality assurance agreement” of Wanzl GmbH & Co. KGaA.

## 10 Special arrangements

- The supplier shall be obliged to comply with the Delivery Terms and Conditions.
- Special arrangements deviating from our delivery conditions must be made in writing between Wanzl GmbH & Co. KGaA, Purchasing Department, and the supplier.

## 11 Standards and documents

### General Terms and Conditions of Purchase of Wanzl GmbH & Co. KGaA

<b>EPAL</b>	European Pallet Association e.V Exchange systems for Euro pallets (pallet pool)
<b>UIC leaflet 435-2</b>	Quality standard for a European flat wood pallet measuring 800 mm x 1200 mm (EUR 1) (Euro pallet)
<b>UIC leaflet 435-4</b>	Repair of EUR flat pallets and EUR box pallets
<b>VDA 4902 version 4</b>	VDA Recommendation "Barcode-enabled labels"
<b>WS_00005-1 Supplementary Sheet</b>	Delivery terms and conditions; Layout for goods identification (label)
<b>Directive 2000/29/EC 8 May 2000</b>	on measures for the protection of the Community against the introduction and spread of organisms harmful to plants or plant products
<b>Directive 2004/102/EC 5 October 2004</b>	on the amendment of Appendices II, III, IV and V to Council Directive 2000/29/EC on measures for the protection of the Community against the introduction and spread of organisms harmful to plants or plant products

## 12 Changes

Changes to this company standard are made by Wanzl GmbH & Co. KGaA, Standardisation department • Development Services

## 13 Filing and mailing list

This company standard is stored in [the directory http://n501lei.wanzl.lan/wpw/intra/](http://n501lei.wanzl.lan/wpw/intra/) and also under

[F:\ZINFO\Normen\\_Richtlinien\\_BGR\Normen\Inhaltsverzeichnis\\_Normen.xlsx](F:\ZINFO\Normen_Richtlinien_BGR\Normen\Inhaltsverzeichnis_Normen.xlsx)

All company standards are managed and distributed by the standards office of Wanzl GmbH & Co. KGaA.

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Information containing the title, contents and storage location will be sent via Outlook to a specific mailing list when a standard is created or updated.

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