

TECKENTRUP GmbH & Co. KG

Delivery Regulations

1 Preliminary Remark

Unless explicitly agreed otherwise or unless there are no specific delivery regulations of more importance, the following delivery regulations apply for any goods' deliveries at the Teckentrup sites in Verl and Zörbig.

Deliveries to Teckentrup are generally free works (Incoterm "DDP"). Deliveries are only freight collect if this has particularly been agreed beforehand.

2 Delivery Documents

Deliveries have to occur with complete delivery documents. Required delivery documents are:

- delivery note
- bill of lading (if sent via a forwarder)
- any other documents requested in the order

2.1 delivery note

The delivery note has to contain at least (unless the order does not require further details):

- delivery note number
- order number
- supplier number
- Teckentrup material number (6 digits)
- total delivery quantity
- quantity, type and number per package
- gross and net weight
- note for mixed shippings

2.2 bill of lading

The bill of lading has to comply with the requirements of § 408 HBG (commercial code) and it has to refer to the accompanying delivery note(s).

3 Packaging

The supplier has to design the packaging in a way that ensures suitability for the particular form of transport and that protects from corrosion, soiling, damages and weather conditions. Packaging and filling material have to be recyclable.

Deliveries on pallets have to occur on intact one-way pallets made of wood or plastic or EPAL-exchangeable pallets. Maximally permitted dimensions for deliveries on pallets are 80 cm x 120 cm, the height is restricted to 120 cm. The goods may not exceed the pallet's surface area.

Packaging that allows stacking is to be chosen.

Special packaging requirements that have been individually agreed apply primarily or besides these regulations.

The usage of one-way pallets ought to be limited to a necessary minimum in regards to weight and volume. Without explicit agreement on a case-by-case basis there will be no packaging return.

4 Labelling

Labelling has to be clearly and easily readable from the outside. Generally a label should show at least the following information:

- order number
- Teckentrup material number (6 digits)
- number of pieces
- weight of the packaging unit
- if applicable: labelling for hazardous substances

5 Delivery Times, Unloading

Deliveries containing more than 10 pallets or those with more than 10 tons of weight have to be announced to the incoming goods department at least 2 hours before arrival.

delivery acceptance times are:

works Verl:

Monday to Thursday:

06.00 to 12.00 o'clock

12:30 to 14:30 o'clock

Friday:

06.00 to 12.00 o'clock

works Zörbig:

Monday to Thursday:

06.00 to 12.00 o'clock

12:30 to 15:00 o'clock

Friday:

06.00 to 11.00 o'clock

Deliveries outside these acceptance times may be refused.

Unloading takes place in the presence of the driver who has to ensure that Teckentrup's employers do not have to move any third party goods. Generally deliveries have to be complete deliveries. Partial deliveries are only permitted when beforehand agreed in written form. Teckentrup is entitled to accept or refuse partial deliveries. If Teckentrup accepts a partial delivery this has to be stated on the delivery note by the deliverer and the Teckentrup employer.

6 loading and transport means

Pool loading carriers such as Euro-pallets or Euro-pallet cages can be swapped as long as they comply with the EPAL standards. In case loading carriers do not comply with the norm

Teckentrup is entitled to dispose the loading carrier and the supplier has to compensate any additional expenses.

If there is no exchange of reusable loading means a later claim for loading carriers will only be permitted if the missing exchange loading means have been confirmed on the delivery note by a Teckentrup employer.

7 Steel Deliveries

Unless agreed otherwise on a case-by-case basis regulations according to the at that time current version (at the moment no. 114) of the information leaflet of the steel information centre Düsseldorf (www.stahl-info.de) apply for the delivery of steel coils and steel slit strips and proper packaging of those.

8 Sanctions for Non-Compliance

In the event of a supplier's non-compliance to the Teckentrup delivery regulations or any special agreements, Teckentrup may sanction such breaches accordingly and based on the Teckentrup supplier evaluation system.

9 Contact Information

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