

## TECHNICAL DELIVERY INSTRUCTIONS FOR THE PURCHASE OF MANUFACTURING MATERIALS

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Version: August 2021

### Objective

- ▶ Definition of the requirements relating to the packaging, labelling and palletization of a delivery and to its accompanying documents.
- ▶ Definitions of the requirements for delivery itself.

### Validity

- ▶ Suppliers
- ▶ Incoming goods department

## DELIVERY INSTRUCTION

### 1. Pallets

- ▶ Delivery must take place on Europallets (800 x 1200 mm). Deviations are only allowed by prior agreement. The pallets must be undamaged, clean, mould-free, insect-free and dry and have to be marked with IPPC and HT. Palletized deliveries should be protected from soiling and damage during transport (for example, with a shrink cover, stretch film or similar).
- ▶ The goods must be positioned on the pallet in such a way as to allow container labels to be read.
- ▶ An overlap at the side of up to 2 cm is acceptable. The permitted load height per pallet must not exceed 168 cm. Drums have to be placed on pallets only as single-layer.
- ▶ In the absence of contrary agreements, there must only ever be **one batch on a pallet**.
- ▶ Palletized goods must **not be repacked** by the haulage contractor without our prior agreement.

### 2. Containers / packaging

- ▶ Suitable containers (primary and secondary packaging) complying with our specification must be used.
- ▶ The packaging must be chosen so that it does not present any danger of injury to persons.
- ▶ All containers delivered must be clean and undamaged.

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### 3. Labelling

- ▶ Every **container** in a delivery must be labelled with at least the following information:
  - Manufacturer's and/or EXCELLA's material number and material name
  - Manufacturer's batch number, indicated by the term 'lot, batch or charge'
  - Storage instructions, if required to maintain the quality
  - Hazard warnings, if required
  - Gross/net quantity and units
  - If appropriate, a reference to the use a drying agent
- ▶ Pallets must be marked with the EXCELLA order number under which the material was ordered.

### 4. Accompanying documentation

- ▶ The **delivery note** must contain the following information:
  - Name and address of the manufacturer/supplier
  - EXCELLA GmbH & Co. KG order number
  - Material name
  - Material number
  - Total quantity of delivery
  - Number of pallets and containers
  - Batch number
  - Detailed packing list with quantities and the manufacturer's batch number
  - Instructions to the haulage contractor (details: see Section 5)
- ▶ The delivery and/or the accompanying documentation must include a current **safety data sheet** in German and this must be available to the haulage contractor's driver during transport.
- ▶ The haulage contractor's driver must present the delivery documents with the EXCELLA order number to the incoming goods desk **before unloading**.

### Certificate of analysis

- ▶ A batch-related certificate of analysis must be available as part of the documentation for every delivery.
- ▶ The certificate of analysis can be sent to Purchasing by email or fax (fax No. +49 09128 404-286), but must arrive at the latest at the same time as the delivery.

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- ▶ **Deliveries from third countries** are generally accepted untaxed. The following documents must accompany the delivery or must be submitted in advance:
  - Commercial invoice
  - Packing lists
  - Certificate of origin, if available

### 5. Delivery

- ▶ The agreed delivery deadline relates to the time of arrival at the delivery location.
- ▶ For all deliveries, please send a despatch advice message (2 days in advance) to EXCELLA by fax +49 (0) 9128 404 416 (incoming goods department), stating the time of arrival, product and number of pallets.

#### ▶ Unloading times:

Excella GmbH & Co. KG, Feucht

Monday-Thursday      06:30 – 16:00

Friday                      06:30 – 14:30

- ▶ Exceptions outside these times are only permitted by telephonic agreement with the incoming goods department under tel. +49 (0) 9128 404 277.

#### Compulsory use of safety shoes

- ▶ Access to the central warehouse is only permitted with safety shoes. Please advise your haulage contractor of this requirement.

#### Loading and unloading of vehicles

- ▶ The loading and unloading of vehicles may only be carried out by trained persons of the incoming goods department (WLD). For industrial safety reasons, the haulage contractor's drivers are only allowed to open their vehicles – in the presence of a EXCELLA employee.
- ▶ Ramp heights at EXCELLA GmbH & Co. KG, Feucht: 0.85-1.35 m (rear unloading only). Lorries with loading areas outside this range cannot be unloaded at the incoming goods department without prior agreement. No liability for damages while unloading vehicles (i.e. minivans).
- ▶ The supplier must ensure that the haulage contractor (and any subcontractors) for the entire transport route receives these transport instructions and that when delivering the goods the delivery documents with the EXCELLA order number is presented to the incoming goods desk **before unloading**.

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### 6. Failure to comply with the delivery instructions

- ▶ In the event of failure to comply with the delivery instruction, the delivery may be refused.

In addition, any necessary work as a result of failure to comply with our delivery instructions will be charged to the supplier:

- Reloading pallets (per pallet): **EUR 50,-**
- Missing documents, delivery papers or requested information: **EUR 250,-**

**EXCELLA GmbH & Co. KG**

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