

Technical delivery specifications for the procurement of production materials

Delivery instructions

1. Pallets

Solid materials, packaging materials, etc. must be delivered on Euro pallets (800 x 1200 mm). Exceptions are liquid materials (solvents, etc.) which must be delivered on industrial pallets for reasons of stability and transport safety. Any other deviations are only possible after prior consultation. The pallets must be undamaged, clean, free of mold and insects, dry, and marked with IPPC and HT labels, and should be as good as new if possible.

The pallets must be designed in such a way that they can be unloaded from the rear of the truck using a standard pallet truck.

Pallet deliveries should be protected from dirt and damage during transport (for example, with a shrink hood, stretch film, or similar).

The goods must be positioned on the pallet in such a way that the container labels are legible from the outside. Alternatively, a confirmation must be affixed to the outer packaging stating that the entire contents originate from one batch and that the pallet has been packed in batches. A lateral protrusion of up to 2 cm is acceptable. The permissible loading height per pallet may not exceed 168 cm.

Unless otherwise agreed, drums and barrels may only be delivered on pallets in a single layer. An exception to this rule is possible if the second layer is stacked on another Euro pallet that also does not exceed the specified maximum height and it is ensured that the goods underneath can withstand the pressure during transport.

Unless otherwise agreed, there may only be one batch on a pallet.

Palletized goods may not be repackaged by the carrier without our prior consent.

2. Containers/Packaging

Suitable containers (primary and secondary packaging) must be used in accordance with our specifications.

The packaging must be selected so that it does not pose a risk of injury to persons.

All containers must be labeled, clean, and undamaged upon delivery.

Any damage to the outer packaging that has been covered up with tape is considered a defect and grounds for refusal of acceptance or complaint.

3. Labeling

Each container in a delivery must be labeled with at least the following information:

- Material number and material designation of the manufacturer and/or Excella
- Batch designation of the manufacturer, marked with the designation “lot, batch, or charge”
- Storage instructions, if necessary for maintaining quality
- In the case of data loggers, the packages concerned must be clearly marked
- Containers and cartons must be batch-pure. The batch must be clearly legible upon delivery
- Hazard warnings, if necessary
- Gross/net quantity with unit of measure
- The use of desiccants must be noted on the shipping documents (number per container and pallet)

4. Accompanying documents

The delivery note must contain the following information:

- Name and address of the manufacturer/supplier
- Order number of EXCELLA GmbH & Co. KG
- Material description
- Material number
- Total delivery quantity
- Number of pallets and containers
- Number of batches and details of the individual batches
- Detailed packing list with quantities and manufacturer batch number
- Number, in the case of attached data loggers

A current safety data sheet in German must be enclosed with the delivery or the accompanying documents.

The delivery documents must be presented by the carrier at the goods receiving counter before unloading the goods, stating the EXCELLA order number.

No unloading will take place without presentation of a valid EXCELLA order number!

Certificate of analysis

The manufacturer's batch-specific certificate of analysis must be available with the delivery documents for each delivery. The relevant email addresses are specified in the material specification.

In individual cases, the certificate of analysis can also be sent to the purchasing department by email, but it must arrive at least at the same time as the delivery.

Deliveries from third countries are generally accepted duty unpaid.

Deliveries from third countries will only be accepted if one of the follows documents is presented by the driver upon delivery at the goods receiving counter:

- Valid T1 (customs) document including the shipping documents noted on the

- T1 (invoice, AWB, etc.)
- EU import customs clearance certificate

The following documents must be enclosed with the shipment or sent in advance:

- Commercial invoice
- Detailed packing list with quantities and manufacturer's batch number
- Certificate of origin, if available

5. Delivery

The agreed delivery date refers to the time of arrival at the delivery location.

There are two unloading points at EXCELLA:

- a) Goods receipt, Building 19 (289)
Phone: 09128 404-675
Email: wld-we.feucht.excella@fareva.com
- b) Chemical production (700)
Phone 09128 404-350

The respective delivery/unloading point will be communicated with the order.

For deliveries to Goods Receiving, Building 19, please book a corresponding unloading time slot in our time slot booking system.

To do this, you must register with our partner CARGOCLIX via the following link:
www.cargoclix.com/excella

Unloading times:

- Monday - Thursday 7:00 a.m. – 3:30 p.m.
- Friday 7:00 a.m. – 2:30 p.m.

Break times:

- 9:00 a.m. – 9:15 a.m.
- 12:00 p.m. – 12:30 p.m.

Mandatory wearing of safety shoes

Access to the goods receiving area is only permitted with safety shoes.

Loading and unloading of vehicles

Loading and unloading of vehicles may only be carried out by trained EXCELLA employees.

Unloading gates in the goods receiving area, Building 19 (289)

The gate to be used is determined by EXCELLA employees when registering at the goods receiving counter.

Structural conditions in the goods receiving area, Building 19 (289):

Ramp height 0.85 m – 1.35 m (rear unloading only).

Trucks whose loading area is outside this height range cannot be unloaded without prior consultation with the goods receiving department. No liability is

accepted for damage caused during the unloading of small vehicles (Sprinter, etc.).

Unloading may only be carried out using a standard pallet truck or pedestrian-operated industrial truck. Unloading with a front loader is not possible via the gates.

6. Failure to comply with delivery instructions

Failure to comply with delivery instructions may result in refusal of acceptance.

Any additional services required due to deviations from our delivery instructions will be charged to the supplier:

- Transshipment per pallet: EUR 50
- Missing documents, delivery papers or required information EUR 120

EXCELLA GmbH & Co. KG

As of: January 2026