

## SUPPLIER GUIDELINES

Dear Sir/Madam,

To ensure that incoming goods can be processed without problems in future, we request that you observe the following guidelines:

1. **Delivery note**  
Specifying the data of our order (order no., article descriptions, part no., delivery quantity, etc.)
  - Delivery note should be included with the transport papers or should be attached in a clearly visible manner on the outside of the packaging.
  - The contents, including the quantity, model and part no. should be clearly visible on the packaging (cardboard box).
  
2. **Delivery times**  
**Salem/Reichenbach:** Monday – Thursday 7.00 – 12.00 / 13.00 – 15.00  
Friday 7.00 – 11.30  
**Frickingen:** Monday – Thursday 8.00 – 12.00 / 13.00 – 15.00  
Friday 7.00 – 12.00
  
3. **Secure packaging only on Euro pallets** (in exceptional cases on disposable Euro norm size pallets) carefully stacked and bound.
  - Salem/Reichenbach:**
    - Pallet size:  
Length: 1200 mm  
Width: 800 mm  
**Height: max. 1100 mm including the pallet**  
Weight: max. 1000 kg
  
  - Frickingen:**
    - Pallet size:  
Length: 1200 mm  
Width: 800 mm  
**Height: max. 1500 mm including the pallet**  
Weight: max. 1000 kg
  - **For lighter materials pallet heights of up to 1700 mm, are permissible but only after consultation with our purchasing department.**
  - Empty pallets will be returned in exchange (Euro pallets).



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4. Weight per individual package (box, crate or sack) max. 30 kg.
5. Deliveries of 8 pallets or more require previous written shipping notice, specifying the delivery date, the exact number of pallets and the corresponding unloading point:

**Frickingen:** e-mail: [Wareneingang.Frickingen@hsm.eu](mailto:Wareneingang.Frickingen@hsm.eu)  
Fax.: +49 (0) 7553 822-284

**Salem:** e-mail: [Wareneingang.Salem@hsm.eu](mailto:Wareneingang.Salem@hsm.eu)  
Fax: +49 (0) 7553 822-368

**Reichenbach:** email: [Wareneingang.Reichenbach@hsm.eu](mailto:Wareneingang.Reichenbach@hsm.eu)  
Fax: 03765 13239/559611

This will enable us to process incoming goods quickly and avoid unnecessary queries and costs.

Best regards and many thanks!