

GENERAL DELIVERY INSTRUCTIONS

Guidelines for Suppliers and Freight
Service Providers
of
HSM GmbH + Co KG

Status: October 2020
Version 1.2

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1. Purpose and scope of application

This document serves to communicate all requirements regarding delivery to HSM GmbH + Co KG. The aim is, in future, to receive the goods from the supplier in accordance with the following regulations regarding delivery condition, packaging, etc. and thus to ensure a smoothly functioning logistics process. These clear and comprehensible requirements are also intended to avoid additional administrative work and handling for both parties.

The following points in particular should be taken into account:

- Ensuring process reliability and safeguarding the production supply
- Defined data and information exchange
- Adequate protection of components to minimise damage
- Simplification of the handling of goods/reusable containers
- Minimisation of logistics costs along the supply chain
- Regulated communication to ensure a continuous improvement process

This document is binding!

We therefore ask you to familiarise yourself with our delivery instructions and to comply with them.

2. Delivery to HSM GmbH + Co. KG

2.1 Address / Incoming goods times / Contact

Plant	Address	Staff Present ¹	Contact
DE	HSM GmbH + Co. KG Bahnhofstrasse 115 88682 Salem Delivery of raw material	<u>Monday – Thursday:</u> 7.00 am – 3.00 pm <u>Friday:</u> 7.00 am – 12 noon <u>Monday – Thursday:</u> 7.00 am – 1.00 pm	E-Mail: Wareneingang.Salem@hsm.eu Tel.: +49 (0)7554 2100-168 E-Mail: Wareneingang.ROHSalem@hsm.eu
DE	HSM GmbH + Co. KG Austrasse 1-9 88699 Frickingen	<u>Monday – Thursday:</u> 6.00 am – 3.30 pm <u>Friday:</u> 6.00 am – 12 noon	E-Mail: Wareneingang.Frickingen@hsm.eu Tel.: +49 (0)7554 2100-226

¹ Except on national public holidays

General Delivery Instructions

DE	HSM GmbH + Co. KG Heinsdorfer Strasse 37 08468 Reichenbach	<u>Monday – Thursday:</u> 7.00 am – 12 noon 1.00 pm – 3.00 pm <u>Friday:</u> 7.00 am – 1.00 pm	E-Mail: Wareneingang.Reichenbach@hsm.eu Tel.: +49 (0)3765 5596-27
	Delivery of raw material	<u>Monday – Thursday:</u> 7.00 am – 1.00 pm	E-Mail: Wareneingang.ROHReichenbach@hsm.eu

Deliveries and collections outside the above-mentioned times must be agreed and authorised with those responsible at the plant in question.

Deliveries with more than 6 pallets must be notified in writing via e-mail by the respective carrier one day before delivery. Shipments that have not been notified can only be accepted if there is sufficient incoming goods capacity available.

If no capacities are available, we reserve the right to refuse acceptance of non-advised consignments. HSM GmbH + Co KG is not responsible for waiting or idle times due to missing or non-executed notification.

2.1.1 Acceptance of goods

The goods must be received by an authorised employee. Goods will not be accepted if they are left on HSM premises without being received by an authorised employee.

2.2 Labelling of the goods

2.2.1 Labelling

To ensure clear and fast registration and identification of the goods in the incoming goods department, the delivered goods must be labelled with a transport label. The transport label must be applied to each packaging unit - Fig. 1 shows an example of an HSM label. [Alternative label generation at www.my-vda-label.de]

General Delivery Instructions

Warenempfänger HSM GmbH + Co. KG Werk 08468 Reichenbach	Lagerort HSM GmbH + Co. KG		
Artikelnummer Kunde 00000006144190005  0 0 0 0 0 0 0 0 6 1 4 4 1 9 0 0 0 5	Artikelnummer Lieferant 10110080S0018		
	Gewicht netto 2.820,00 kg	Gewicht brutto	Anzahl Packstücke
Artikelbezeichnung Hydraulikzylinder 110/80x910	Bestellnummer 4500306352  4 5 0 0 3 0 6 3 5 2	Lieferscheinnummer 115  1 1 5	
	Bestellpositionsnummer 000100001  0 0 0 1 0 0 0 0 1	Lieferantennummer 0007075301  0 0 0 7 0 7 5 3 0 1	
Liefermenge 30,00 PCE  3 0 . 0 0	Lieferant 18200263	Auftragsnummer 16.10.20	Anlieferdatum

Figure 1: Example of product marking/labelling

- (1) Consignee
- (2) Unloading point - storage location
- (3) Customer article number (HSM)
- (4) Article number supplier
- (5) Net weight
- (6) Gross weight
- (7) Number of packages
- (8) Article description
- (9) Order item number
- (10) Delivery note number
- (11) Order item number
- (12) Supplier number
- (13) Delivery quantity
- (14) Supplier
- (15) Order number
- (16) Delivery date

2.2.2 Delivery note and accompanying documents

The delivery note is used to register the goods in the incoming goods department. The delivery note must contain the following minimum requirements:

- Sender address (supplier)
- Recipient address
- Supplier number
- Supplier delivery note number incl. barcode [EAN 128 or Code 39 /96 DPI]
- Supplier consignment number [for suppliers listed in the HSM supplier portal]
- Delivery date
- Delivery address [plant]

General Delivery Instructions

- Material/article number of the supplier
- Material/article number from HSM incl. barcode [EAN 128 or Code 39 /96 DPI]
- HSM order/delivery schedule number incl. barcode [EAN 128 or Code 39 /96 DPI].
- Article description
- Delivery quantity

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[UID Nr.]: - [Telefonnummer]: - [Fax]: - [Email]: yvonne.froeman@hsm.eu [Bank]: - [BLZ]: - [Kontonummer]: - [BIC]: - [IBAN]: -		[UID Nr.]: DE 811569884 [Telefonnummer]: +49 7554 2100-0 [Fax]: +49 7554 2100-160 [Email]: carina.dilpert@hsm.eu [Bank]: - [BLZ]: - [Kontonummer]: - [BIC]: - [IBAN]: -																																									
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Figure 2: Example delivery note HSM supplier portal

The original delivery note and the accompanying documents must be attached to the outside of the goods in a clearly visible and accessible manner using a delivery note pocket. No delivery papers, invoices or other documents may be sent in the cartons in order to avoid waiting and search times. It is also important to protect the papers from damage, loss and contamination.

2.2.3 Goods labelling Urgent goods

If, according to the dispatcher, a delivery is urgent, it must be clearly labelled "**URGENT**" in large red letters so that this is immediately recognisable when unloading.

2.2.4 Initial sample

Initial samples must always be clearly labelled when they are delivered.

HSM [®]
Kennzeichnung für Erstmuster <i>Identification of Initial Samples</i>
Lieferant / <i>Supplier:</i>
ERSTMUSTER <i>INITIAL SAMPLE</i> 
Nicht für die Serie freigegeben <i>Not released for serial production</i>
ACHTUNG Bitte umgehend an die Qualitätssicherung weiterleiten!
ATTENTION <i>Please forward immediately to Department for Quality Assurance!</i>
<small>Achtung: Jede Verpackungseinheit ist mit diesem Formular zu kennzeichnen <i>Attention: Every packaging unit has to be labeled with this form</i></small>

Figure 3: Labelling for initial samples

2.3 Requirements for loading equipment and load carriers

2.3.1 General

The delivery must be such that storage in the racking system is possible without repacking.

Furthermore, all delivered goods, including load carriers, must be unloadable using a forklift truck without any problems.

2.3.2 Returnable load carrier

Returnable load carriers (*Euro pallets, pallet cages, special load carriers*) must generally be exchanged when delivered to HSM GmbH + Co. KG.

Exceptions must be agreed with HSM GmbH + Co. KG and processed via HSM GmbH + Co. KG's loading agent notes.

However, only load carriers that are not damaged and which can be stored in the racking system will be exchanged.

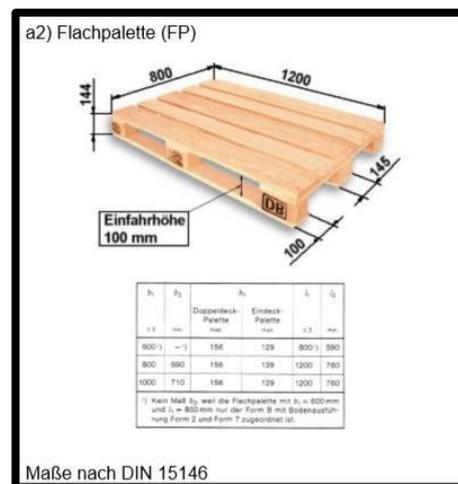
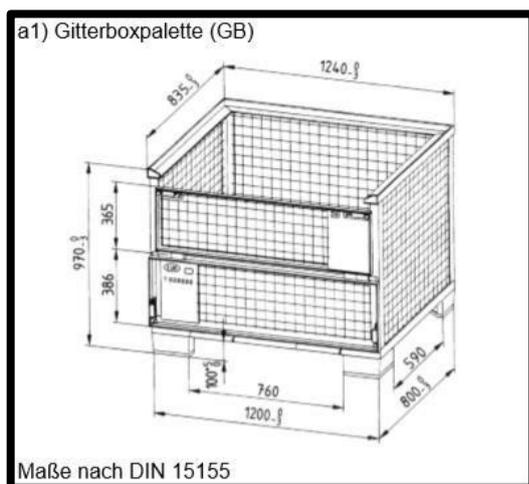
For this reason, the perfect condition of pallets and pallet cages must be ensured in accordance with the exchange criteria of the European Pallet Association EPAL (*Internet: <http://www.epal-pallets.org/en/products/exchange-criteria.php>*).

2.3.3 Dimensions and weight

The following standard dimensions are to be preferred when selecting load carriers:

Basic dimensions **1200x800mm** (*Euro pallets and pallet cages*)

- Height 700 mm
- Height 1,100 mm
- Height 1,600 mm
- Height 2,200 mm



In general, the basic dimensions of the load carriers must be adhered to. Protrusions and overhangs must be avoided as far as possible.

In addition, the load carrier-specific maximum pick-up loads must be observed and complied with:

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- Euro pallet: ≤ 1,000 kg
- Mesh box: ≤ 1,000kg
- One-way pallet: ≤ 500 kg
- Carton/individual packaging: ≤ 25 kg

2.4 Packaging requirements

All shipping units must be packed by the supplier so that they are secure for transport and secured against access.

In other words, every supplier must handle and pack their products/goods properly and professionally before delivery in such a way that any kind of damage is avoided before, during and on delivery. Attention must also be paid to foreseeable weather and environmental influences (cold, heat, moisture, etc.).

Damaged packaging may not be accepted. The packaging should also be clean/unsoiled.

If possible, the packages should be packed by type. Furthermore, care must be taken to ensure that items/orders are not unnecessarily distributed across several packages/loading equipment.

In addition, environmentally friendly and recyclable packaging materials must always be used and the smallest possible packaging with the highest possible filling level must be favoured. Packaging materials that cannot be disposed of properly will be disposed of at your expense!

All products must always be delivered in the same product and container packaging, as our warehouse is designed for their dimensions. HSM GmbH + Co KG must be notified in writing of any planned changes to the type or dimensions of packaging.

2.5 Labelling dangerous goods / fragile goods

The regulations for the transport of dangerous goods must be observed. The supplier shall be liable for any damage resulting from non-compliance with the statutory regulations. For the transport of dangerous goods, only authorised packaging in accordance with the rules for individual classes in the ADR must be used.

The consignment note or delivery note must be labelled with the relevant dangerous goods information (*identification number, dangerous goods class, number, letter*) in accordance with RN2002 (3a) ADR. All packages containing dangerous goods must be clearly labelled with the prescribed dangerous goods certificate (*in accordance with Annex A9 ADR*).

3. Violation of the delivery regulations

In the event of a delivery contrary to the delivery instructions, HSM reserves the right to take the following steps in addition to a possible refusal to accept the goods:

General Delivery Instructions

1. The supplier shall receive a defect report. This contains a detailed list of the infringements and a reasonable deadline for rectifying the defects.
2. If the deliveries continue to be defective after expiry of the deadline, HSM reserves the right to charge the supplier for the costs incurred (repackaging, labelling, etc.) at the rate of €45.00 per hour or to return the goods to the supplier, freight collect.

4. Miscellaneous

In exceptional cases, deliveries deviating from the delivery regulations may also take place. However, these must be notified in writing in advance and authorised by Plant Logistics.

Authorisations are granted by:

e-mail: HSM.Werkslogistik@hsm.eu

HSM GmbH + Co KG reserves the right to adapt the delivery instructions at any time if necessary.

5. Acknowledgement and consent by the supplier

The supplier confirms that he has read and agrees to the "General Delivery Instructions" unless he submits a written cancellation to HSM GmbH + Co KG within 30 days of receipt.