



General Delivery Specifications (Windmüller & Hölscher Machinery k.s.)

1. Scope of validity and purpose

1.1 The W&H delivery specifications guarantee the problem-free and timely processing of the incoming goods. Waiting times for deliverers and W&H employees as well as discrepancies with and delays in the delivery are thus avoided.

The W&H delivery specifications apply in connection with the general purchasing conditions of W&H.

2. General information

2.1 The adherence to the delivery deadlines, the quality requirements and the delivery specifications form the basis for the W&H supplier evaluation.

2.2 If not otherwise agreed, all goods / parts must be delivered complete and ready for assembly along with all specified surface treatments.

2.3 In accordance with our general purchasing conditions (Article 7.1) the supplier shall be informed of any quality and quantity deviations found during the goods acceptance process in writing as a supply fault.

3. Delivery addresses

The postal delivery address specified in our orders and subcontracts must be complied with.

The incoming delivery must always be made to our

Windmüller & Hölscher Machinery k.s.
Háj 357 ,
CZ-798 12 , Kralice na Hané

4. Goods acceptance hours

4.1 Goods acceptance hours, work days:

Monday to Friday 6.00 am - 4.00 pm

4.2 Deliveries outside the goods acceptance hours specified in 4.1 are only possible after prior agreement with our responsible procurer / materials planner.

5. Accompanying papers / documents

The following papers must be attached in a clearly visible location or handed over to our employee before unloading the goods.

5.1 The delivery of all goods must include the following accompanying documents:

a) Delivery note exactly specifying:

- Our order number
- Our order item number
- Our material number
- Delivered quantity

b) Test certificates (if required in the order, the drawing or as part of a separate agreement)

c) Safety data sheets (for hazardous goods).

5.2 Goods / parts subject to customs duty must include the commercial invoice, NCTS delivery note and an original version of all other customs documents.

5.3 Every packaging unit (e.g. box, carton) must also include a packing slip which contains the following information:

- Delivery note number
- Our order number
- Our item number
- Our material number
- Our supplier number
- Delivered quantity.

5.4 If supplier supply goods according not actual drawing , has to write this information on label fixed on the package.

6. N/A for Windmüller & Hölscher Machinery k.s.

7. Packaging

7.1 Goods / parts must be delivered packaged in such a way that there is no possibility of damage through transport and storage.

7.2 The packaging of goods deliveries must take into account the waste management goals of the environmental laws .

The packaging must be made on a part-specific basis taking into account the logistics, quality assurance, environmental compatibility and economy.

7.3 Goods / parts and their packaging aids may not protrude beyond the exterior contours of the carrier utilized by the supplier.

7.4 The goods / parts must be appropriately preserved. Parts at risk of corrosion must be preserved with oil (Cortec VCI 329 or equivalent) .

7.5 The goods / parts must be delivered in packaged units separated by part size. Small, large and open area parts may not be mixed within a packaging unit. This does not apply for multi-part components as per Section 10.1.

7.6 In order to prevent parts from being mixed, different articles must be sorted / packaged separately.

8. Delivery identification

8.1 Delivery notes must be included with the goods as described in 5.1.

8.2 If a delivery item consists of multiple packages then these must be clearly declared as belonging together.

9. Part identification

9.1 It must be easy to allocate the goods / parts to the corresponding delivery note items. If required, it may be necessary to attach labels which can be removed without



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leaving any residue and which contain the following information about the goods / parts or their direct individual packing:

- a) Our material number
- b) Our order number and order item
- c) Quantity

Varnished surfaces must not be damaged as a result.

- 9.2 Small parts can be labeled for each packaging unit per order item.
- 9.3 Every part associated with a drawing must be permanently labeled with our material number and with the given supplier's company marking by means of engraving, microdots, punched numbers etc. in accordance with our specifications. The size of the lettering must be appropriate for the size of the part. If the drawing does not provide a specific location then the supplier may select suitable position. Varnished surfaces must not be damaged as a result.
- 9.4 If a delivery item consists of multiple individual components then these must be declared as belonging together.

10. Complete deliveries

- 10.1 Multi-part components must always be delivered as a single package.

11. Delivery condition

- 11.1 Carriers and packaging are only accepted when in good order and condition. In the event of verifiable damage to the carrier and packaging, we reserve the right to refuse to accept the delivery.
- 11.2 Unloading without a (truck) ramp must be guaranteed. Our goods delivery area possesses front forklifts for unloading.
- 11.3 In the event of non-compliance with our delivery specifications, we reserve the right to refuse to accept the goods or to invoice the expenses incurred for the trouble-free collection of the goods. For this purpose, we charge a processing fee EUR 50 as a basis and EUR 25 for each additional working hour of the employee.