

## Guidelines for product packaging and delivery

### 1. Purpose

This delivery guideline describes the requirements of consignment packaging and transport units for deliveries to Fr. Sauter AG, Basle, hereinafter referred to as 'SBA'.

### 2. Scope of application

The guideline applies to all deliveries of products to SBA.

### 3. General rules

The products must be delivered in the type of packaging on which the supplier and SBA have agreed.

The following applies to all types of packaging and transport units:

- The products may not protrude beyond the transport unit
- The products must be packed to ensure that they are protected from damage, dirt, humidity, light and knocks during their transportation and storage
- The packaging must be environmentally compatible and recyclable

### 4. Marking/labelling

The automated registration of the receipt of goods at SBA requires, as described herein below, reliable and unequivocal identification of the products. Problems in identification result in substantial use of manpower and costs being incurred within the chain of delivery.

All consignments must comply with the following requirements with regard to marking both the products (labels) and the transport units. Any exceptions require SBA's prior written agreement.

#### Transport unit

The following information must be provided on the front of the transport units with labels:

- The sender in text form
- The SBA order number in text form and as a barcode = code 128
- The SBA product number (part no.) in text form and as a barcode = code 128
- The shipping date in text form

The complete delivery notes and the packing list must be attached to the transport unit in such a way as to be easily visible.

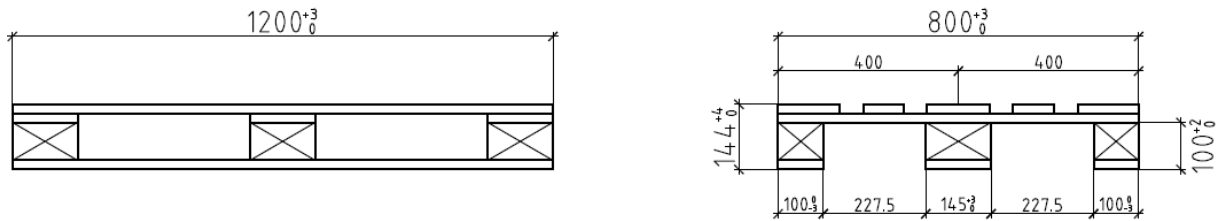
The documents requested by SBA (test reports, test certificates) must be supplied in a receptacle marked accordingly.

Consignments without the correct packaging and/or incomplete documentation or labelling can be rejected at the supplier's expense.

## 5. Pallets and transport units

Pallets must comply with the following standards:

- A maximum loading height of 950 mm (including the pallet)
- Be clean and in a technically flawless condition
- Maximum weight for 800 x 1200 mm pallets = 750 kg
- IPPC standard
- Wooden pallets, 800 x 1200 mm, as per EN 13698, according to the drawing below:



Deviations require SBA's prior written agreement.

## 6. Individual containers

Single containers are the smallest packaged units in the transportation unit and must meet the following standards:

- They must be labelled with our part number and the quantity
- Weight max. 15 kg

## 7. Non-compliance or failure to meet quality standards

If the requirements are not fulfilled, SBA shall inform the supplier of his non-compliance, in terms of an infringement of the quality standards.

The supplier must take immediate measures to ensure that the deliveries can be resumed, as soon as possible, within the framework of the agreements.

The supplier is liable for any additional costs (e.g., the costs of additional handling, repacking, new labels, disposal, transportation etc.) incurred as a consequence of errors made by the supplier. In this case, SBA reserves the right to charge a flat processing fee of € 250.00 for each case.

The number of infringements of the quality standards will have an influence on the assessment of the supplier.

SBA retains the right to amend the delivery guidelines at any time in response to changed circumstances.