

Delivery Manual

Transport, Delivery & Packaging Regulations

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1. Foreword

These regulations establish the requirements for the delivery, labeling, packaging, and transportation of materials. The Transport, Delivery, and Packaging Regulations (hereinafter referred to as "TDPR") are an integral and binding part of the order or delivery schedule, regardless of the agreed delivery terms. The processes are continuously analyzed and improved as needed in collaboration with the supplier.

By adhering to these regulations, you help us ensure smooth processes and continuous improvements.

As a supplier, you are responsible for complying with and implementing the delivery agreements. Deliveries are checked upon receipt for compliance with these regulations and assessed (GO report). Any additional agreements made in the course of the business relationship must, of course, also be observed. In the event of discrepancies between these agreements and the guidelines below, the agreements take precedence over the transport and packaging regulations.

Any necessary deviations will be mutually agreed upon and must be documented in writing. A violation of the TDPR will result in the creation of a defect report, which will be included in your supplier evaluation. ERIKS reserves the right to charge the party responsible for any costs arising from non-compliance with the TDPR, as well as any resulting processing costs.

In this document, the name "ERIKS" refers to the respective contracting partner of the ERIKS group. Earlier versions of the Transport, Delivery, and Packaging Regulations are hereby rendered invalid.

2. Packaging and Sorting

2.1. General

All shipments require suitable and transport-safe packaging for the goods. Any damage caused by inadequate packaging will be charged to the party in accordance with INCOTERMS 2020.

The goods must be delivered in a clean and ready-to-use condition. Any type of contamination that requires rework or cleaning before further processing will not be accepted and will be returned. The costs for a return or any resulting costs will be charged to the party according to INCOTERMS 2020.

All delivered goods must be labeled with the following information:

- Supplier's item number (and description)
- Quantity per item
- EAN code, also in barcode form (see example below)
- ERIKS item number, also in barcode form (see example below)
- ERIKS order number, also in barcode form (see example below)

Example:

Right	Wrong
2001456879 Virtual Item X ST EAN: 87 10400 31114 0 87  ERIKS art. nr. 24567894  Ordernummer: 4503700000 	2001456879 Virtual Item X ST

ERIKS assumes upon receipt of the goods that the contents of each package match the information on the label. If this is not the case during the unpacking process, ERIKS will take the necessary steps to inform you as the supplier (via QM). Further steps will then depend on the specific situation (incorrect quantity, damage, etc.).

The packaging unit (see section 2.2) of the delivered items must correspond to the unit specified by ERIKS in the order. Deviations must be agreed upon in writing with the responsible buyer. For bulk or loose goods, no specific filling quantity per package is prescribed. However, bulk goods must always be delivered packaged (e.g., in cartons).

Partial deliveries at the order item level are not permitted unless agreed upon with the responsible buyer. Where this principle applies at the order item level, orders do not have to be delivered in full, but this is the preferred approach from ERIKS.

2.2. Selection of the right Packaging Unit (PU)

ERIKS distinguishes between two types of packaging units:

- Parcel shipping
- Pallet shipping

If ERIKS arranges transportation for the pickup of goods, packaging units may only be handed over to the confirmed logistics service provider. Shipping costs will be settled between ERIKS and the service provider.

If multiple pallets/packages are delivered, the contents of each pallet/package must be visible at delivery if different products are being shipped.

2.2.1. Parcel Shipping

ERIKS has the following three criteria for parcel shipping:

- A parcel shipment must not exceed a total weight of 80 kilograms.
- The maximum weight per package is 20 kilograms.
- The parcel shipment must not include more than 4 packages.

If these criteria are not met, ERIKS will consider the delivery as pallet shipping, and the requirements listed in the sections below will apply.

2.2.2. Pallet Shipping

Shipments with a total weight of more than 80 kilograms may only be loaded and delivered on fumigated Euro pallets. The same applies to deliveries on fumigated block pallets (if the type of goods does not allow transport on Euro pallets).

For container shipments, all goods shipped in containers must also comply with the packaging regulations mentioned above.

Pallet Types:

- Standard fumigated Euro pallet (0.8 x 1.2 meters)
- Fumigated block pallet (1.2 x 1 meter)

Deviating dimensions can only be agreed upon after consultation between the supplier and ERIKS.

2.2.3. Shipping of Special Goods / Goods with Limited Shelf Life

The regulations for the transport of dangerous goods and limited quantities (Limited Quantities (LQ)) must be strictly adhered to. The supplier is liable for any damage resulting from non-compliance with legal regulations, particularly from the regulations of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) that is or was in force at the time of transport.

Dangerous goods can only be accepted if this is mentioned for this plant (see chapter 7).

2.3. Labeling

All legally required labels must be observed, such as labeling in accordance with ADR. For items with limited shelf life, both the manufacturing date and the best-before date (BBD) must be indicated on the delivery note and the product. The best-before date must be at least one year beyond the delivery date. This period may be extended if stipulated in a separate agreement or if different market standards apply to the relevant products.

2.4. Packaging

Unless otherwise agreed with ERIKS and documented in writing, the supplier is responsible for the selection and execution of the packaging and bears the costs incurred. The packaging must be designed in such a way that the goods packed within are always safely protected against any kind of damage or harmful environmental influences (e.g., moisture) during storage and transport.

In addition, the following criteria must be observed:

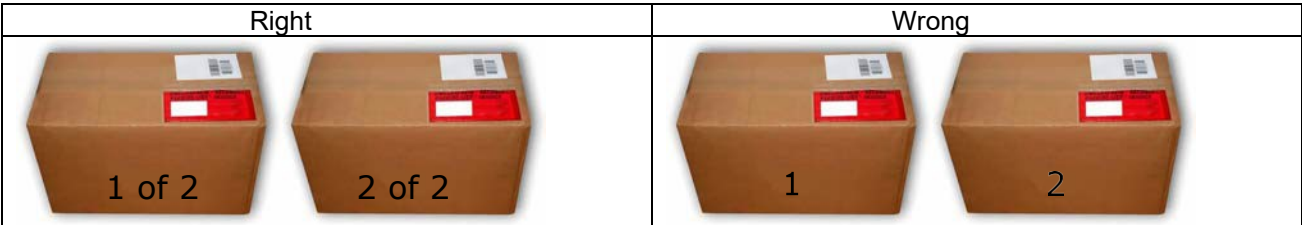
- Multiple items may be contained in one package. In this case, however, the different items must be individually packaged and labeled with the correct labels.
- Only clean and undamaged packaging may be used.
- Optimal use of packaging capacity and optimal use of disposable or reusable packaging for large quantities must be ensured. If our logistics department finds that this requirement is not met, we will inform you in writing.

2.5. Packages

When delivering individual packages, each representing a packaging unit but belonging to the same ERIKS order number:

- It must be clearly visible from the outside who the recipient and sender are.
- The ERIKS order number must be indicated on all packages.
- The delivery note must be attached to the front of the package; for multiple packages, it should be on package 1 of X.
- The total number of related packages must be indicated on each packaging unit.

Example:



Fragile Packages:

For fragile products, each package must be labeled with "Fragile" and "Do not stack."

2.6. Pallets

All deliveries must be made on undamaged, fumigated Euro pallets in accordance with DIN EN 13698-1:2004-01 with the base dimensions 1,200 x 800 x 144 millimeters (length x width x height). The maximum loading height, including the pallet, is 1,800 millimeters. The total weight per pallet must not exceed 1,000 kilograms. The pallet must be assembled into a compact, secured packaging/transport unit without overhanging parts so that no repacking by ERIKS is necessary. The pallet units must be securely packed and secured for transport.

Pallets must also comply with the requirements of ISPM 15. This ensures that you, as the supplier, comply with the regulations and prevent the spread of pests.

Deviations must be agreed upon in writing during the purchasing process.

For the delivery of items longer than 1,200 millimeters but less than 3,000 millimeters, the supplier must choose loading equipment and packaging in such a way as to ensure safe transport of the goods. In any case, the maximum length for normal shipments is 3,000 millimeters. If a location can receive longer shipments this is mention in chapter 7 locations details.

All items longer than 1.2 meters must be coordinated with ERIKS in advance regarding delivery.

Exception: Alkmaar can receive shipments longer than 6,000 millimeters in exceptional cases, but this must be specifically registered in advance.

If required by national legislation, the following guidelines apply to pallets:

- Pallets will only be exchanged if they are in perfect condition and of high quality, such as EPAL pallets, which are pest-free, clean, and hygienic.
- Damaged pallets are treated as single-use pallets and are not exchanged.
- If Euro pallets are not exchanged at the express and written request of the forwarder/supplier, they are also considered single-use pallets.

As mentioned above, load carriers such as the supplier's own pallets, rental pallets, grid boxes for rail transport, etc., should be avoided. Return transports are not possible. However, agreed returns of any ERIKS transport containers are excluded from this.

Preferably, the individual packages on the pallet should be placed so that the labels are legible and visible from the outside.

3. Accompanying Documents and Papers

3.1. General

Based on the mutual obligations under INCOTERMS 2020, the correct freight and accompanying documents must be handed over to the contractual freight forwarder, carrier, or logistics service provider. The following delivery documents must be available upon arrival at the ERIKS warehouse:

- Bill of lading/CMR
- Delivery note
- Packing list
- Cleaning and test certificates according to the specifications stated in the order. These can be provided digitally (via email/portal) or physically included with the shipment.

The delivery note and, if the goods are packaged, the outer packaging must include at least the following information:

- ERIKS order number
- ERIKS item number
- Supplier item number
- Gross and net weights
- Shipping date or date of availability and the destination (unloading location) as well as, if known, the recipient of the goods

Only with compliant delivery documents and a correct, complete, and timely delivery of the goods can smooth processing take place on our end. This helps avoid unnecessary additional work and supports quick payment processing. The goods must meet the functions and specifications indicated in the datasheet valid at the time of order.

If dangerous goods are transported, a transport document in accordance with Chapter 5.2 of the ADR must be handed over to the freight forwarder or carrier. All packages containing dangerous goods must be visibly marked with the prescribed hazard labels in accordance with Chapter 5.2 ADR (marking and labeling).

Each shipment must be accompanied by the original delivery note. The delivery note and packing list must be visibly attached to the front of the package in a document pouch. These must not be added to any other papers. Any certificates must be sent to the mailbox indicated on the order.

The information on the delivery note and the packing list is identical, with the difference that the delivery note lists the data of all order items of the complete shipment, while a packing list only contains the data of the respective packaging unit.

The delivery note and packing list must include the following information:

- ERIKS order number and item position
- ERIKS item number
- Delivered quantity and open quantity after each delivery
- Delivery note number and, if applicable, shipment number
- Batch number
- Customs tariff number
- Best before date
- Production date
- Hazardous goods class, UN number, or packaging group
- If the ASN procedure is applied, the barcode must also be present on the packing list
- Certificates (if applicable)

Partial deliveries must be noted on the delivery note and the packing list. The delivery note number and the ERIKS order number should, if possible, also be provided as a "Code 128 Barcode" on the delivery note and packing list.

3.2. Proof of Origin for Goods with Preferences

All suppliers in the EU are generally required to provide a long-term supplier declaration that meets the requirements of Regulation (EC) No. 2447/2015. If this is not possible, ERIKS expects the submission of an individual supplier declaration and the indication of the respective country of origin of the goods on the delivery note and packing list.

Explanations on indicating the countries of origin and the corresponding ISO alpha codes can be found on the ISO (International Standardization Organization) website:

<https://www.iso.org/iso-3166-country-codes.htm>

If necessary, additional evidence, such as certificates of origin, must be provided. If the supplier has been asked for a long-term supplier declaration as proof of the delivery of goods originating in the EU and this declaration is available, this must be indicated on the delivery note and packing list with the corresponding origin marking "E." If this is not the case for certain order items in individual cases, the supplier is obliged, according to the declaration, to indicate these items in the order confirmation and on the delivery note and packing list with the marking "no certificate of origin," "goods from third countries," or a similar wording.

Meaning of the Origin Markings:	D	Third Country
	E	European Community
	EFTA	European Free Trade Association

If these obligations are not met, the supplier is liable to ERIKS for any resulting damages and for any subsequent claims related to foreign customs duties.

A copy of the required certificates must be attached to the shipment, even if the original is sent separately by post to ERIKS.

4. Shipping and Transport

4.1. General

Unless otherwise agreed, the delivery of goods must be made according to the agreed Incoterms. For agreed shipping conditions according to FCA, transportation may only be carried out by ERIKS' contractual carriers and their subcontractors. Higher transport costs resulting from the use of a logistics service provider other than the one designated by ERIKS will be borne by the supplier.

Agreed dates and deadlines are binding. The receipt of goods at our premises is decisive for compliance with the delivery date or delivery period. If, exceptionally, a delivery term other than "DAP destination" is agreed upon, the supplier must make the goods available for loading and shipping in good time, taking into account the transit time to be agreed with the carrier.

Additional costs resulting from over- or under-deliveries, as well as incorrect or erroneous deliveries, will be borne by the supplier. Over-deliveries are generally not accepted, and ERIKS reserves the right to return these at the supplier's expense.

In case of delivery or transport problems, ERIKS must be informed immediately and without request. If timely delivery is still not possible, the supplier must immediately provide a new delivery date.

Transport costs are exclusively borne by ERIKS according to the agreed INCOTERMS 2020. Higher transport costs in the event of a change in the mode of shipment prescribed by this regulation, e.g., air freight, express rail freight, express parcels, courier services, etc., will only be covered if this mode of shipment has been expressly prescribed by ERIKS or agreed upon in writing.

Insurance costs, packaging costs, and storage and handling costs invoiced by ERIKS will not be accepted unless explicitly agreed upon in writing. All shipments must be handed over to the logistics service providers without prior costs. This also applies particularly to direct deliveries from or to ERIKS branches and their end customers.

4.2. Choice of Logistics Service Provider

Depending on the location of the supplier, the type of packaging unit, and the number of packaging units, various logistics service providers are responsible for transportation to ERIKS. Deviations and special cases must always be agreed upon in advance with the relevant contact person at ERIKS.

Special transports and express transports must be coordinated in advance with the responsible buyer at ERIKS. No special transports at ERIKS' expense may be carried out without written approval from ERIKS. In principle, special transports must be registered in writing. The costs for special transports will be shared according to the causation principle.

4.3. Delivery Address

The exact shipping address will be specified individually in the order. Other, different shipping addresses, such as ERIKS locations or its end customers, can be agreed upon. In case of doubt, the exact delivery and billing address from the order should always be used..

4.3.1. Special Transports

Required special transports must be coordinated between the parties involved. Special transports caused by the supplier must be organized by the supplier; the corresponding costs are borne by the supplier. Special transports caused by ERIKS will be borne by ERIKS.

4.3.2. Notification of Readiness for Shipment / Notification

The notification that shipments are ready for dispatch must be sent to the ordering party, regardless of whether they are pallet or parcel shipments. This notification must be made 48 hours before the actual delivery. Notifications on weekends for deliveries on the following Monday are not permitted. The registration for the collection of goods must be made directly with the logistics service provider.

The registration for the collection of goods must be made directly with the logistics service provider. The following information must be provided when reporting readiness for shipment:

- Order number (8-digit)
- Weight of the shipment
- Type of packaging unit (load carrier)
- Type of shipment: parcel or freight shipping
- Deviating loading points (to be clarified in advance)
- Name, phone number, and email address of the contact person

The delivery date specified in the orders or call-off orders is always the arrival date at the specified receiving location of the goods receiving department.

5. Goods Receipt

No goods will be accepted on public holidays (as defined by the legislation of the respective warehouse location) and on weekends. The documents specified in section 3 are required for the acceptance of goods. Deliveries outside of the acceptance times and the absence of shipping documents will result in the rejection of the shipment.

Goods will only be accepted and unloaded by ERIKS employees. Deliveries can only be received at the goods receiving department. Only signed delivery receipts with a signature will be accepted.

6. Final Remark

If you have any questions regarding the handling of transports, deliveries, and packaging, please contact your ERIKS representative.

7. Locations details

ERIKS Netherlands

Alkmaar: Saffierstraat 1 1812 RM Alkmaar

Opening times for receiving goods: Monday to Friday, 07:30 to 17:00.

E-mail address for notification of Readiness for Shipment: deliveryplanning.alkmaar@eriks.nl

Additional remarks:

- Dangerous goods can be delivered
- Delivery of items longer than 1,200 millimeters but less than 3,000 millimeters possible
- Exception: Alkmaar can receive shipments longer than 6,000 millimeters in exceptional cases, but this must be specifically registered in advance.

Alkmaar: Diamantweg 8 1812 RC Alkmaar

Opening times for receiving goods: Monday to Friday, 09:30 to 17:00.

E-mail address for notification of Readiness for Shipment: deliveryplanning.alkmaar@eriks.nl

Capelle: Cypresbaan 63 2908 LT Capelle aan den IJssel

Opening times for receiving goods: Monday to Friday, 08:00 to 16:30.

ERIKS Deutschland GmbH**Halle: Kreischeide 7, 33790 Halle/Westfalen**

Opening times for receiving goods: Monday to Friday 6:30am to 15:00pm

E-mail address for notification of Readiness for Shipment: transport@eriks.de

Additional remarks:

- Max. height of palettes of 1,80m
- Forwarder has to advise shipments > 5 palette places

Herzebrock: Benzstraße 9-15, 33442 Herzebrock-Clarholz

Opening times for receiving goods: Monday to Thursday 6am to 2pm / Friday 6am to 12pm

E-mail address for notification of Readiness for Shipment: transport@eriks.de

Additional remarks:

- 1,2m x 1,2m palettes possible

Göppingen: Jahnstr. 106, 73037 Göppingen

Opening times for receiving goods: Monday to Friday 8am to 11:45am / Monday 1pm to 3:30pm

E-mail address for notification of Readiness for Shipment: transport@eriks.de

Special requirements:

- Dangerous goods can be delivered
- It is not necessary to have the certificate of origin attached to the goods if the supplier sends it via mail (3.2)

Gladbeck: Am Wiesenbusch 19, 45966 Gladbeck

Opening times for receiving goods: Monday to Friday 07:00 am -14:30 pm

E-mail address for notification of Readiness for Shipment: transport@eriks.de