

Haberhorn Group Delivery Specifications

Scope

The Delivery Specifications stated below are an integral part of the Conditions of Purchase of the Haberhorn Group ("Haberhorn") and apply for all purchase orders and deliveries. The Haberhorn Group includes, but is not limited to, Haberhorn GmbH. **All suppliers must comply with the Delivery Specifications.** Any variances from the Delivery Specifications stated below will be regarded as deficiencies unless explicitly agreed individually in writing or explicitly agreed in advance with Haberhorn. Any additional cost incurred by Haberhorn in conjunction with goods delivered as a result of non-compliance with these Delivery Specifications will be billed to the supplier. In the event of any conflict with the content of the Conditions of Purchase, the requirements set out in these Delivery Specifications shall take precedence. The latest version of these Delivery Specifications can be viewed at www.haberhorn.com/impressum.

1. Delivery – Organisation

1.1 Times

Mon to Thurs 7:30 - 12:00 / 13:00 - 15:30
Fri 7:30 - 11:30

1.2 Unloading Points

The unloading points are clearly marked at each site. Each delivery is to be reported by the driver before docking at Haberhorn. The appropriate instructions are posted at the respective ramps/bays.

1.3 Delivery Notice

Deliveries consisting of 10 pallets and above are to be notified to the Haberhorn buyer responsible as soon as possible (on the day of dispatch at the latest).

Haberhorn reserves the right to refuse deliveries which have not been notified or which do not arrive at the agreed time, or to place them in intermediate storage at an external location. Any handling and storage costs incurred are for the account of the supplier.

1.4 Behaviour

- (1) The driver must be present when unloading takes place.
- (2) Goods of third parties will not be moved by Haberhorn employees.
- (3) The wearing of closed shoes is mandatory.

1.5 Date

- (1) Transport Organisation by Supplier:
Deliveries are to take place exclusively on the agreed delivery day. Advance deliveries are to be agreed with the Haberhorn Purchasing Department. Delays in delivery are to be advised to the Haberhorn Purchasing Department at the earliest possible point in time – not later than the agreed delivery date (see also Delivery Notice).
- (2) Transport Organisation by Haberhorn:
Haberhorn defines the party or parties responsible for the transportation (stipulation of forwarder/contact at Haberhorn). The collection is to be advised in good time (agreement of pre-carriage time).
- (3) A complete delivery is to be effected for each item. Part deliveries are to be agreed.

2. Delivery Documents

2.1 Consignment Note

Mandatory data

- (1) Consignee
- (2) Consignor
- (3) Freight forwarder
- (4) Number of freight items
- (5) Type of packing/load carrier
- (6) Incoterms
- (7) Gross weight and quantities

2.2 Delivery Note

Each delivery to Haberhorn is to be accompanied by an original delivery note (preferably in German/English). This is to be attached externally in a place where it is readily visible and accessible. If a delivery consists of several packing items, then the packing item bearing the delivery note must be clearly marked on the outside.

Mandatory data – all delivery notes must contain the following information:

- (1) Delivery note number
- (2) Purchase order number:
Each line item of the delivery must be assignable to a purchase order number
- (3) Supplier's article number / supplier's exact article designation
- (4) Delivered quantity
- (5) Haberhorn article number

Required data

- (1) Haberhorn purchase order item number
- (2) Quantity ordered
- (3) Quantity outstanding

2.3 Customs Documents

Goods from third countries must be accompanied by the respective customs documents.

3. Packing

The requirements of the Packaging Ordinance are aimed at the reuse of packaging and the avoidance of packaging waste. Haberhorn complies with these requirements and expects its suppliers to do the same. The amount of packaging used should not exceed what is absolutely necessary to protect the goods. Empty space is to be avoided and any filling material required kept to a minimum.

- (1) Where necessary, only EUR pallets (with/without frame) measuring 120 x 80 cm, which have to be immediately exchanged on delivery, should be used as load carriers. Any exceptions are to be explicitly agreed. The warehouse and handling equipment at Haberhorn are designed for this pallet size. In the event of variances which have not been agreed in advance, repacking will be performed at the expense of the supplier.
- (2) Defective EUR pallets will not be exchanged.
- (3) The packing must ensure that no damage occurs to packing and/or product during proper handling/transport.
- (4) Recyclable or reusable packing and filling materials are to be used. On no account are the following to be used:
 - Refuse or waste products
 - Newspaper (soiling)
 - No chips (neither duroplastic, thermoplastic nor organic matter)
 - No wood shavings
- (5) In the case of reusable packing or packing systems, the handling is to be defined in advance
 - Persons responsible
 - Collection
 - Retrieval
 - Provision & packing
- (6) Weight/Height
 - Max. weight per pallet: 1,000 kg
 - Max. overall height: 170 cm

In the event of variances which have not been agreed in advance, repacking will be performed at the expense of the supplier.
- (7) No mixing of article numbers
 - Each article number must be packed separately
 - The same article number from different purchase orders must not be grouped together as one delivery note line item
 - If the number of freight items exceeds 1, one delivery note line item must not be split between several freight items
 - Different purchase orders must not be packed in one packing item.
- (8) Articles with a potential risk of injury (pointed, sharp, pretensioned, sudden opening or closing) must be secured so that handling at Haberhorn is possible without additional measures (protection on individual articles).

4. Marks

4.1 Articles

Each article must always be clearly marked.

Mandatory Data

- (1) Supplier's article number
- (2) Designation
- (3) Quantity
- (4) Haberhorn article number
- (5) EAN 13 (see section 5: Bar Code Requirements)

4.2 Freight Item

- (1) Always attach the delivery note on the outside
- (2) Delivery note No. / freight item x of y
- (3) If the number of freight items exceeds 1 → packing list for each freight item
- (4) The customer-specific label is to be used

4.3 Dangerous Goods

- (1) Dangerous goods must be clearly marked on the outside and labels must be readily visible
- (2) International rules/regulations apply

4.4 Shelf Life/Batch

- (1) Any limits to the useful life of a product must be clearly marked on the outside and labels must be readily visible
- (2) Products with different shelf lives must not be mixed

5. Bar Code Requirements

To simplify identification when receiving goods, Haberhorn aims for consistent labelling and marking of articles by means of bar codes. Our systems are able to read the international standard EAN 13 / GTIN 13 (preferred) as well as Code 128.



Min. dimensions (W x H in mm)

- EAN 13 / GTIN 29.83 x 20.73
- Code 128 variable width x 12.7

Bar code quality

Grade 3 to ISO/IEC 15416

Contrast ideally

black on white (otherwise, read tests must be performed in advance)

Exception Code 128

If Code 128 is used by the supplier, only Haberhorn article numbers may be encoded by means of bar code. No placeholders or special symbols must be contained in the bar code.

The supplier shall be liable for any losses resulting from a failure to adhere to these guidelines. Any additional costs arising from variances from these Delivery Specifications will also be for the account of the supplier.

Status: June 2019

(These Delivery Specifications supersede all general or specific delivery instructions from Haberhorn.)