

Transport and Packing Regulations of Würth Industrie Service GmbH & Co. KG ("WIS") for suppliers located in Europe

**I Scope of application**

(1) The Transport and Packing Regulations (TPR) of Würth Industrie Service GmbH & Co. KG (WIS) are a component of the agreement for all individual orders. If the supplier or its vicarious agents culpably breach the provisions of the TPR of WIS, WIS can claim a blanket processing fee of EUR 100.00 per defect.

(2) The Incoterm between European suppliers and WIS is FCA (in accordance with INCOTERMS 2010).

**II Address of the recipient**

(1) The address of the recipient shall be stated in the order and is to be applied for the respective order item to the shipping documents as well as commercial invoice.

(2) The four-digit stock location as well as the building numbers may vary and are to be taken into consideration by the suppliers. If there are several orders with different stock locations / building numbers and the same delivery date, these are to be packaged separately and furnished with the relevant shipping documents. III Packaging of products / label / cardboard packaging

(1) The goods must be packaged in accordance with the packing unit stipulated by WIS in the order. The order form of WIS shall indicate the packing unit, which shall comply with the maximum last five digits of the WIS material number. Different batches may not be mixed within one packing unit.

(2) Each packing unit must be furnished with the following information located on the upper side of the packing unit by means of a label or printing:

- WIS material number in accordance with WIS order tendered as well as EAN Code 128 in the following minimum size: width: 3.5 cm and height: 2.5 cm
- WIS item description in accordance with WIS order
- Packing unit in accordance with WIS order
- Manufacturing batch

(3) The contents of the individual packaging must correspond to the label.

(4) The product packaging must:

- be designed for robotic handling
- be anti-slip
- be liftable by means of a vacuum end effector on the upper side
- be sufficiently stable that additional outer packaging can be waived
- be made of primary fibre board (kraftliner or semi-chemical)
- be filled to maximum
- be sealed all around with an adhesive strip at least.

For oily goods, a plastic bag must also be used.

**IV Selection of the right packages / sorting / batch**

(1) The supplier must ensure suitable packaging that is safe and secured for transport (§ 411 Commercial Code ("HGB")). Transport damages that are not accepted by insurers because of unsatisfactory packaging shall be charged to the supplier.

(2) The decision between delivery as a pallet or as a package shipment shall be made as follows:

**Shipment weight**

- Shipments weighing 90 kg or more are to be delivered on euro pallets. The maximum number of items per euro pallet is five. Different articles must be arranged horizontally in layers. Different articles must be distinctly separated by means of anti-slip mats. The heaviest items are to be placed at the bottom of the pallet.

- If the shipment weighs less than 90 kg, it must be delivered in packages provided that there are no more than five packages. The maximum number of items per package is five. The package weight should not exceed 15 kg and may under no circumstances be more than 25 kg.

**Weight of item**

- Delivery items weighing 90 kg or more are to be packed on a separate euro pallet.

(3) Mixed pallets are to be labelled as "Mixed pallet" by means of a yellow label on the top of the pallet. Pallets carrying a single product type are to be labelled as "Single product pallet" by means of a green label.

(4) Delivery of goods by pallet shipments shall take place on euro pallets.

(5) Undamaged, new euro pallets are to be used. Euro pallets must comply with Class A in accordance with EPAL classification.

(6) Damaged euro pallets are not permitted.

(7) The height of the loaded euro pallet including the height of the euro pallet may not exceed 75 cm. Protrusions from the basic dimensions of the euro pallet are not permitted.

(8) The maximum weight of a pallet is 950 kg.

(9) Pallets must be stackable. In order to guarantee this, WIS recommends the use of wooden stacking frames. These must comply with the IPPC standard and have a height of 20 cm and a thickness of 2 cm.

(10) Other loading equipment is permitted only for overlong goods. For articles with a length of more than 115 cm, the supplier must select load carriers and packaging that will ensure safe and secured transport.

(11) Threaded rods with a length of up to 115 cm must be secured with wooden stacking frames and a closed floor (e.g. cardboard packaging lining).

(12) Delivery in railway cage pallets is not permitted.

(13) An order item may not be spread in partial quantities across multiple packages, if the entire quantity fits on to a single pallet.

(14) Anti-slip mats are to be placed between the pallet and the articles as well as between the individual article layers.

(15) The goods are to be delivered in single batches. Different batches of one order item must be packed in separate packages.

(16) Delivery of partial quantities is to be avoided. Exceptions must be coordinated with the purchasing agent in charge before delivery. Partial quantities are not permitted for orders with stock locations 2398 (weighing station) and 2399 (finishing).

(17) When delivering partial quantities it must be ensured that at least one packing unit is provided.

(18) Deliveries must be made in appropriate packing units. Partial quantities in inappropriate packing units that are attached to the shipment shall not be compensated by the supplier.

**V Purchase of pallets and wooden stacking frames**

(1) Should the supplier require euro pallets and/or wooden stacking frames, it can obtain these via Würth Logistics AG at the following contact details:

- Email: [paletten@wurth-logistics.com](mailto:paletten@wurth-logistics.com)

**VI Accompanying documents, documents and labelling of packages for pallet and package shipments**

(1) The supplier shall prepare a proper waybill for pallet shipments. This and other accompanying documents are to be handed over to the carrier.

(2) The supplier shall prepare one packing slip for the entire shipment as well as one packing list per package for pallet and package shipments. The shipment details specified below on the packing slip and packing list are identical. The only difference is that the packing slip contains information on all items of the entire shipment and the packing list contains details only on the items of the relevant package.

(3) The packing slip and packing list are to be issued in German or English. No other languages are permitted.

(4) The packing slip / packing list shall contain:

Header data:

- Supplier number
- Supplier number and any shipment number tendered as well as EAN Code 128
- WIS stock location
- Pallet number or other clear reference to package (e.g. 1/4, 2/4, 3/4, 4/4).

Item details:

- WIS order number tendered as well as EAN Code 128
- WIS order item
- WIS material number
- Batch number
- Customs tariff number
- Individual supplier's declaration or information on the origin of the goods in accordance with ISO Alpha Code (cf. point VII Origin of goods)
- WIS article description
- Delivery quantity
- Number of packing units per item
- Weight of item
- if applicable to the product: Expiration date or date of manufacture in conjunction with the storage period for hazardous materials: Hazardous materials class, UN number or packing group.

(5) The packing slip and packing list must be attached clearly visible by means of a packing slip pouch on the top of the package. If a shipment consists of multiple packages, each individual package must be furnished with the relevant packing list. The packing slip is to be attached to package number 1 of the shipment.

(6) The NSU label must be attached to the top of each package. In addition, it must be indicated by means of pallet number or other clear reference on the package that the shipment contains multiple related packages (e.g. 1/4, 2/4, 3/4, 4/4).

#### VII Origin of goods

(1) The supplier is obliged to declare truthfully the origin of the goods using one of the options described below:

Option 1:  
Long-term supplier's declaration

Option 2:  
Individual supplier's declaration on the packing slip / packing list for each delivery item

Option 3:  
Origin information on the packing slip / packing list for each delivery item together with an individual supplier's declaration on the invoice

Option 4:  
Origin information on the packing slip / packing list for each delivery item and no individual supplier's declaration on the packing slip or invoice: If needed, a legal proof of origin (individual supplier's declaration for EU origin / certificate of origin for third country origin) for these items shall be requested from the supplier in accordance with the information provided.

(2) The description of origin "EU" or "third country" is not sufficient for a long-term supplier's declaration and an individual supplier's declaration. WIS requires the exact country of origin, for example "DE" for Germany or "TW" for Taiwan according to the ISO Alpha Code.

(3) The long-term supplier's declaration is to be sent unprompted for first delivery of an article at least one week before the delivery date of the goods and, in the event that a follow-up long-term supplier's declaration is presented, at least four weeks before expiry of the valid long-term supplier's declaration to the following contact details:

- Email: [suppliers.declaration@wuerth-industrie.com](mailto:suppliers.declaration@wuerth-industrie.com).

(4) Additional evidence such as certificates of origin must be provided to WIS free of charge on request.

(5) If the supplier breaches the aforementioned duties, it shall bear the costs for all expenditure and damages, and all disadvantages (e.g. subsequent demands for foreign import levies, fines) which WIS incurs. This shall not apply if the breach of duty is not the fault of the supplier.

(6) Notes on labelling of the countries of origin and the corresponding ISO Alpha Codes can be viewed on the homepage of the Federal Office for Statistics.

#### VIII Notification of shipment

(1) Notification of shipment shall take place with reference to the item and package via the online platform TMIS (<https://tmis.wuerth-logistics.com>). The supplier can obtain the access information via the following contact details:

- Tel.: +497931913993
- Email: [tmis.service@wuerth-industrie.com](mailto:tmis.service@wuerth-industrie.com)

(2) Shipments with the same delivery date are to be combined into one shipment.

(3) Special and express transport are to be coordinated with the respective purchasing agent of WIS beforehand. Without the agent's written approval, no special trip may be made at WIS's expense. Costs for special freight shall be allocated in accordance with the "polluter pays" principle.

#### IX Hazardous materials

(1) Hazardous materials must be transported in accordance with the relevant valid transport regulations for hazardous materials. A transport document in accordance with ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road) is to be issued to the carrier.

(2) The classification and labelling of hazardous substances must take place in accordance with CLP (Classification, Labelling and Packaging of substances and mixtures) / GHS (Globally Harmonised System of Classification and Labelling of Chemicals).

(3) For items with a limited shelf life, the best-before date (BBD) must be included clearly visible on the packing slip and on the product, or alternatively the date of manufacture together with the storage period. The format of the date shall be DD/MM/YYYY. Items with an expiry date must have at least 85 % of the total shelf life remaining on delivery.

(4) Basic information of chemical substances requested by WIS must be sent by the supplier to the following contact details within one working day:

- Email: [msds@wuerth-industrie.com](mailto:msds@wuerth-industrie.com).

(5) For suppliers outside the EU, the registration process of chemicals and products shall apply in accordance with REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals).

(6) Safety data sheets are to be provided in German. Should the safety data sheet (SDS) have changed in relation to the state of the last delivery, the current SDS is to be sent with the WIS material number to the following contact details:

- Email: [msds@wuerth-industrie.com](mailto:msds@wuerth-industrie.com).

(7) Temperature-sensitive goods are to be provided in suitable containers at the right temperature.

#### X Shipping label

(1) After notification of shipment, the supplier shall receive labels which are to be attached to the top of the packages clearly visible.

(2) Each package must include the address of the recipient and sender.

(3) In addition to the TMIS label, a package label, which the package service provider shall carry, is to be attached for package shipments.

#### XI Returns

(1) The shipping of returns shall be done exclusively by WIS. The costs shall be borne by the originator.

#### XII Concluding remark

(1) Queries about the TPR of WIS are to be sent to the following contact details:

- Email: [TUV@wuerth-industrie.com](mailto:TUV@wuerth-industrie.com)

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