

Content

1	General information	2
1.1	Postal Address	2
1.2	How you find us	3
1.3	Contact	3
1.4	Delivery times	4
2	Basic information	4
2.1	Scope of content	4
3	Definition of terms	4
3.1	Europallet	4
3.2	One-way pallet	5
3.3	Pallet cage / pallet box	5
4	Delivery	5
4.1	Notification of oversea freight & full truck loads (FTL)	5
4.2	Shipping documents	5
5	Packaging and labelling	6
5.1	Consolidation of equal delivery positions	6
5.2	Handling units	7
6	Pallet trading	7
7	Incoming goods inspection	8

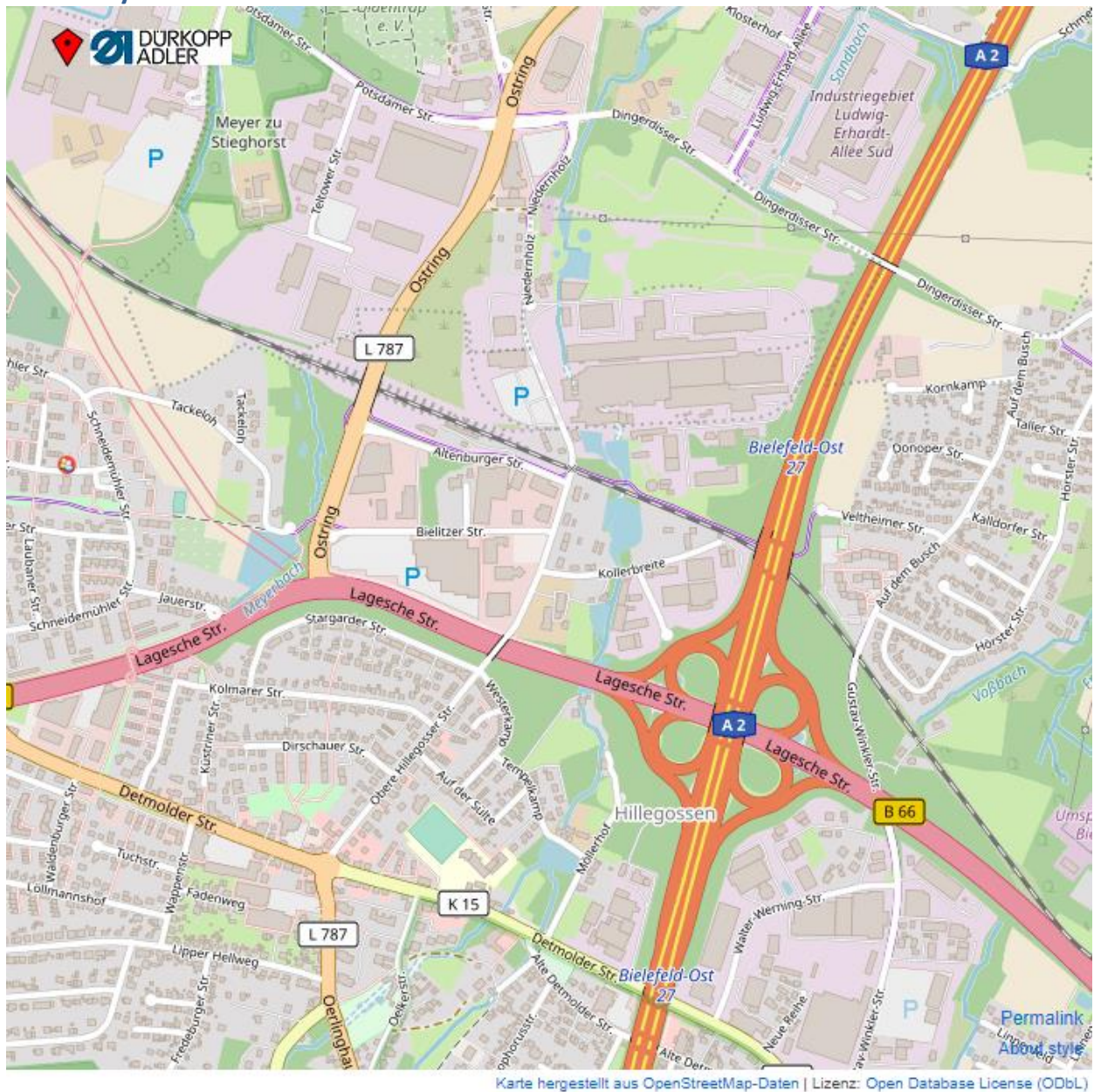
1 General information

1.1 Postal Address

Germany - Bielefeld

Dürkopp-Adler AG
(sewing technic)
Potsdamer Straße 190
33719 Bielefeld
Incoming goods department

1.2 How you find us



1.3 Contact

For commercial questions regarding orders and conditions, please contact the respective contact person of the corporate purchasing department indicated on our order documents.

If you have any questions about this delivery guideline or the technical conditions on site, please contact our incoming goods department. The contact details for incoming goods department can be obtained from your contact person in purchasing department. To protect against spam, we do not publish such data.

1.4 Delivery times

Germany - Bielefeld

The delivery times are:

Incoming goods department:

Monday – Friday 07:00 am – 2:45 pm

break 09:15 am – 09:30 am
 12:15 pm – 12:45 pm

Each delivery has to be carried out on the confirmed delivery date in such a way that the vehicle can be completely unloaded within the delivery times. Deliveries which - in individual cases - take place outside delivery times must be notified in advance to the incoming goods department and confirmed by it. If there is a significant delay which makes later unloading impossible for us, we can refuse unloading on that day and schedule it for the following day.

2 Basic information

This delivery guideline serves the optimal protection of the goods, shall guarantee a smooth process on site and has, therefore, to be adhered to for all deliveries. Deviations from the points addressed in this guideline may only occur after prior notification in text form and confirmation by our contact persons in corporate purchasing or incoming goods department. Existing informal delivery regulations and verbal side agreements lose their effectiveness with this guideline.

In the event of non-compliance with this guideline, Dürkopp Adler reserves the right to refuse acceptance of the goods or correcting deviations at the expense of the supplier in accordance with the guideline or to have them corrected, charging a processing fee. Non-compliance with this guideline will be noted in the supplier evaluation accordingly.

2.1 Scope of content

This guideline in its current version is a binding component of the terms of delivery as well as the shipping and transport regulations of Dürkopp Adler AG and represents the basis for all deliveries to Dürkopp Adler AG. The sender is aware that the current version of the guideline can be accessed at any time on the homepage of Dürkopp Adler AG. Upon request, we will send you the latest version at any time.

3 Definition of terms

All loading aids listed below must be able to be handled by means of floor conveyors and must be undamaged when arriving at our warehouse.

3.1 Europallet

A pallet in accordance with DIN 13698-1 and UIC standard 435-2 class B or better, integrated in DIN 15146-2, dimensions 800 x 1,200 x 144 with a dead weight of 20-24 kg and a load capacity of 1500 kg

is recognized as a Euro pallet. Pallets with lower quality than B are not accepted as Euro pallets and are not exchangeable.

3.2 One-way pallet

One-way-pallets are all wooden pallets not covered by chapter 3.1 of this Guideline. One-way pallets are not exchangeable and may only be used after prior approval of Dürkopp Adler. Only one-way pallets that comply with the ISPM 15 standard will be accepted.

3.3 Pallet cage / pallet box

A Euro Pool mesh box according to UIC standard 435-3 with picking flap, dimensions 1240 x 835 x 970 mm, load capacity: 1500 kg is recognised as a pallet cage/ pallet box. Other classes are not accepted as pallet cages/ pallet boxes and are not exchangeable.

Loading aids other than those listed above under 3.1 to 3.3 must be discussed with and approved by the responsible person of corporate purchasing prior to use. If we return reusable packing material freight prepaid to the supplier, we shall be credited the value of the packing material.

4 Delivery

4.1 Notification of oversea freight & full truck loads (FTL)

If no delivery date is explicitly stated, the delivery of containers and FTLs has to be announced at least two working days before delivery with exact time specification by e-mail or by telephone to the incoming goods department of Dürkopp Adler. All accompanying documents of the delivery shall be handed over parallel to the transport. The serial numbers for each delivery are transmitted electronically per mail, e.g. in PDF format, before delivery. Deviating file formats must be agreed by Dürkopp Adler in advance.

4.2 Shipping documents

Incoming deliveries will only be accepted with valid shipping documents. Each delivery must be accompanied by a bill of lading and a delivery note. The driver must keep the bill of lading and the delivery note ready and present them at the gate when registering the truck. The delivery note must contain the Dürkopp-Adler order number, article number and supplier number as a reference to ensure fast processing.

Mandatory information on bill of lading:

- a) Name of the carrier/shipping company incl. driver name
- b) Consignor (in case of delivery by a carrier other than the customer)
- c) Receiver with the suffix "Sewing technology".
- d) The usual description regarding type of goods and method of packaging
- e) Information concerning dangerous goods or special handling, indication of "handling with special care" or "hazardous substances"
- f) Quantity and type of used loading aid (pallets, boxes, ...)
- g) numbers of security devices such as seals

Mandatory information on delivery note:

- a) Delivery address with additional information (sewing technology)
- b) order number
- c) If indicated on the order – Dürkopp Adler material number for every order position
- d) Receiver of goods
- e) Units of measure (kg, pieces, etc.)
- f) weight of a unit
- g) material name according to order/ Article description of Dürkopp Adler
- h) supplier number
- i) number of cartons / boxes
- j) date of dispatch
- k) number of pallets / handling units and total number of packages

Deliveries without reference to an order number of our system have to contain at least the contact data of the customer (company name, name of contact person at the customer, telephone number) on the delivery documents to ensure that a quick allocation is possible in the incoming goods department.

For deliveries from preferential countries, the supplier must provide a proof of preferential status with each delivery. For deliveries from non-preferential countries the supplier has to provide us with a certificate of origin or a supplier declaration without originating status, certified by its competent chamber of industry and commerce, for each delivery. The supplier is obliged to comply with the respective export control regulations and to inform us unrequested in text form about the export control designation of the contractual products especially according to EU and US legislation at the latest with delivery.

5 Packaging and labelling

5.1 Consolidation of equal delivery positions

All handling units (pallets or packages) must be sorted by article. If, due to economic reasons, it is not possible to pack articles on separate pallets, mixed pallets may be packed in individual cases. If mixed pallets are used, they must be clearly marked as “mixed pallets” and it needs to be ensured that every article on the pallet can be clearly identified and separated from all other articles on the pallet.

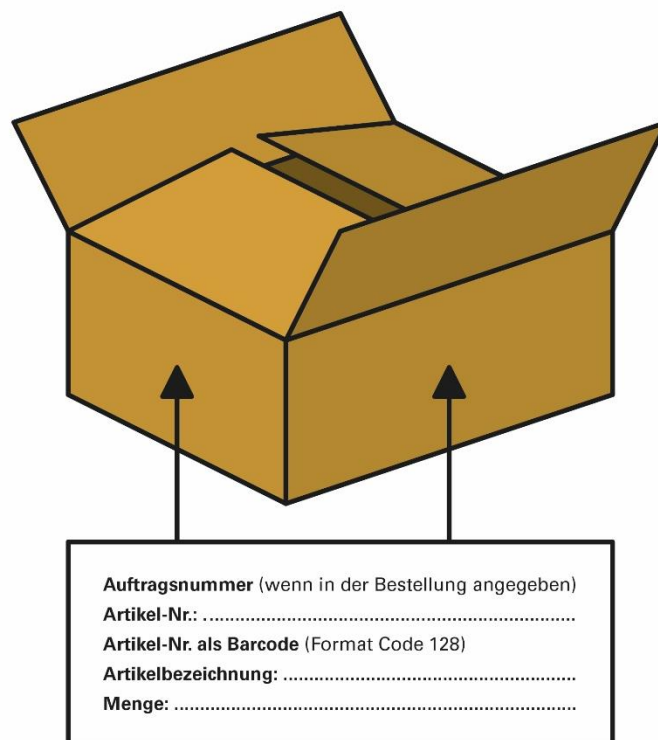
Delivery items that refer to orders that have already been partially delivered must be packed separately from any delivery items to new orders for the same article.

If the delivery contains material we ordered in two or more orders, the orders need to be packed separately and the packages need to be clearly marked with every order number so that we can allocate the material per order.

5.2 Handling units

The supplier has to pack the goods in such a way that they are protected against loss and damage and that neither we nor third parties suffer any damage. Packaging suitable for the product and shipping route must be used. Packages and pallets must be sorted by type. Deviations must be clearly marked. As mentioned in 5.1. handling units should always contain only one article whenever possible. All deviations from this rule need to be clearly indicated on the respective handling unit.

The agreed quantity per carton/package/container must always be observed. Deviations are only permitted in justified exceptional cases communicated in advance of delivery and confirmed by Dürkopp Adler in advance. A clearly visible label per package must provide information about the articles and quantities contained therein. The internationally customary symbols for special care (fragility, defined footprint, hazardous substances, etc.) must be clearly visible on each package. It must be ensured that neither the article label nor the instructions are concealed when the pallet is assembled and that the external dimensions of the pallet are not exceeded by the goods on it.



If possible, composite stacking must be adhered to during pallet construction. In cases which make this construction impossible, intermediate boards must be used for stabilization.

6 Pallet trading

Euro pallets and pallet cages are exchanged step by step on delivery. An exchange account is not maintained. Only loading aids that fall under the definition in point 3 will be accepted. A pallet that

does not meet the criteria listed under 3.1 or 3.3. or is defective will be considered a one-way pallet and will not be exchanged.

7 Incoming goods inspection

The acceptance of incoming goods is always subject to reservation. We will inspect incoming goods only with respect to externally apparent defects and externally apparent deviations in identity or volume. We will give notice of such defects without undue delay. Therefore, only the externally apparent quantity and the externally apparent condition of the delivered items are signed by the signature of the outgoing goods documents. Externally recognizable damage is recorded and has to be confirmed by the carrier on the bill of lading. Furthermore, we will give notice of defects as soon as such defects have been detected in the ordinary course of business. With respect to the foregoing, the supplier hereby waives the right to assert that the defects have been asserted too late.

Dürkopp Adler AG
08/2019