



Logistics Guidelines



“Sustainable success can only be achieved in cooperation with efficient, reliable business partners.”

**We look forward to
successful collaboration!**

Walter Stauffenberg GmbH & Co. KG

Im Ehrenfeld 4

D-58791 Werdohl

Version 2.0 – Issued: 11/2017

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1 Policy

1.1 Introduction

The prime objective is to have the correct quantity of the required material available at the designated place at the right time. Transportation must be carried out along the correct route, in the proper quality and at optimal costs. Unless otherwise agreed, national and international shipments are to be performed by road transport and overseas consignments by sea freight. In specific, confirmed cases, transport may also take place via express or air freight. As a rule, special transport is to be avoided. The shipping costs for special transportation in the case of short deliveries or supply bottlenecks on the part of the supply partner will be charged to the Supplier.

These Logistics Guidelines are being concluded to ensure the trouble-free flow of materials and information. This supply relationship based on partnership is intended to accomplish a continuous, sustainable improvement in the quality of products and transportation, etc., as well as achieving supply performance and general cooperation.

To guarantee this cooperative relationship and play a role in creating it in an optimal way, please sign the Declaration in Article 5 (Page 18) and return it to STAUFF.

1.2 Obligations

STAUFF obligations:

- To provide the Supplier with know-how, thus enabling continuous progress
- To establish and maintain a business relationship **as partners**
- To acknowledge the Supplier as a cooperation partner and an active element of our business activities.

Supplier's obligations:

- To meet the specified requirements
- To accept responsibility for his overall performance as regards quality and adherence to contractual principles
- To guarantee prompt reaction, attentiveness and efficiency
- To contribute improvement proposals and ideas to the relationship

2 The Company

2.1 Certification

- ISO 9001:2015 (Quality)
- ISO 14001:2015 (Environment protection)
- OHSAS 18001:2007 (Occupational safety)
- ISO 50001:2011 (Energy management)

2.2 Locations

- Main plant Werdohl
 - Supplier address:
Walter Stauffenberg GmbH & Co.KG
Im Ehrenfeld 4
58791 Werdohl
Germany

- Logistics Centre Neuenrade-Küntrop
 - Supplier address:
Walter Stauffenberg GmbH & Co.KG
Wasserburgstraße 35
58809 Neuenrade
Germany

- Plettenberg
 - Supplier address:
Walter Stauffenberg GmbH & Co.KG
Lennestraße 2
58840 Plettenberg
Germany

- Meinerzhagen
 - Supplier address:
Walter Stauffenberg GmbH & Co.KG
Neugrünenthal
58540 Meinerzhagen
Germany

3 Consignment Basics

3.1 Receipt of goods

The times for receiving goods are set out in the purchase order.

3.2 Details of consignment

- Outer packaging (single-variety)
 - o For shipments with a number of pallets > 1; outer packaging with identical items on a load carrier
- Mixed pallets are permissible provided they are clearly labelled and the quantity is < 1 pallet
- The items are to be suitably protected against
 - o Damage to processed surfaces
 - o Moisture and unwanted particles
 - o Deformation
 - o Paint damage
 - o Oxidation

3.3 Requirements on documents accompanying the goods

This section is intended to show you the information required by STAUFF on all documents accompanying the goods. The completeness and accuracy of the data are guaranteed by you as a high-performance supplier!

3.3.1 Mandatory information - Delivery note

By providing the following mandatory data on the delivery note you guarantee efficient goods receiving as well as efficient handling of the transaction. The mandatory data is as follows:

- Delivery address (if this is different from the address of party ordering)
- Delivery note number
- Date of delivery note
- Name and address of sender
- STAUFF supplier number
- STAUFF purchase order number
- STAUFF material number
- STAUFF material description
- Supplier's item number
- Serial number, if available
- Delivery quantity specifying the units of quantity
- Details of freight forwarder
- Number and type of packing containers
- Gross and net weight of goods supplied

First-off samples must always be delivered with a separate delivery note on which "Erstmuster" (first-off samples) is to be clearly marked in an obvious place. A sample delivery note is shown in the following which could function as the basis for your delivery note, although it is mainly intended as an example!

In the case of delivery notes with several pages, the data shown in the coloured boxes should appear on each page.





| Consignee Walter Stauffenberg GmbH & Co. KG Im Ehrenfeld 4 58791 Werdohl Germany | | Delivery note No.:  00012345 | | Date: 24.12.2010 Page 1 / x | | | |
|--|------------|---|-----|--------------------------------------|----------------|-------------------|--------------------|
| Address Sample supplier Sample Road 9 12345 Sample town Austria | | Supplier No. 123456 | | Customer No. 654321 | | | |
| Delivery address | | Walter Stauffenberg GmbH & Co. KG <i>Beispielstraße 1456</i> 54321 Beispielhausen Germany | | | | | |
| Transport details | | Forwarder's truck | | Forwarding Agent: Sampletrans | | | |
| Shipping terms: | | INCOTERM 2011 | | | | | |
| Reference of party ordering: | | xx | | Total weight in kg | | | |
| Order No. / Date: | | xy | | Gross: 50 | | | |
| Additional data for party ordering: | | yy | | Net: 25 | | | |
| Consignor department: | | Sales | | | | | |
| Tel. No. of contact person at consignor: | | +xx xxxx/ xxxx | | | | | |
| Order No. of consignor: | | zz | | | | | |
| Item | Order item | Item No. STAUFF Item No. STAUFF Designation | Lot | Unit | Order quantity | Delivery quantity | Remaining quantity |
| 10 | 10 | 00xxxxxxxxxxxxx 1130003841 DIN Clamp 1596/13 1.4571  4500123456 | xx | ST | 50 | 50 | 0 |
| 20 | 30 | 00xxxxxxxxxxxxx 1130010615 DIN Clamp 1596/13 1.4571  4500123456 | xx | ST | 120 | 110 | 10 |
| 30 | 20 | 00xxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx  4500123457 | xx | xx | xxx | xxx | xxx |

Fig. 1 Sample Delivery Note

3.3.2 Mandatory information – Packing list

The packing list is a document in which the content of each individual delivery of goods is listed. We at STAUFF would like to receive from you a packing list for each package in your consignment. The mandatory data to be included in the packing list is as follows:

- Name and address of sender (1)
 - Delivery address/Order address (2)
 - Delivery note number (3)
 - Customer number (4)
 - Date of delivery note (5)
 - Overall weight (6)
 - Number of pages (7)
- } Header data
-
- Package number (8)
 - Package ID number (9)
 - Quantity (10)
 - Type of load carrier (11)
 - Type of shipping material (12)
 - Description of item (13)
 - Dimensions (14)
 - STAUFF material number (15)
 - STAUFF purchase order number (16)
 - Invoice number (17)
 - Weight of package (18)
 - Your material number (19)
- } Details of items

| | | |
|---|--|---|
| Name & address of consignor Sample supplier Sample Road 9 12345 Sample Town Austria | Shipping address Walter Stauffenberg GmbH & Co. KG Logistics Centre Wasserburgstr. 35 58809 Neuenrade Germany | Delivery note number: 00012345 (3) Customer number: 654321 (4) Date of delivery note: 24.12.2010 (5) Total weight: 450.25 kg (6) Page(s): 1/x (7) |
|---|--|---|

| Pack age No. (8) | Package ID No. (9) | Quanti ty (10) | Load carrier (11) | Dimensions (cm) | Order No. (16) | STAUFF Mat. No. (15) | Weight (kg) (18) | Invoice No. (17) |
|---------------------------|-------------------------|----------------------|--|----------------------------------|--------------------------|--------------------------|------------------------|------------------------|
| | | | Shipping material (12) | L x W x H (14) | | | | |
| 001 | 4001234567 400144123 | 2,400 3,600 | Europallet | 120 x 80 x 137 | 4500123456 4500654321 | 117000xxxx 117000xxxx | 200.7 | 963852741 963852741 |
| | | | Carton size 00 Flange xyz Flange zyx | xxxxxxxxxxxxxx xxxxxxxxxxxxxx | | | | |
| 001 | 400144124 | 2,750 1,200 | Carton size 01 | | 4500123456 4500654321 | 117000xxxx 117000xxxx | 249.55 | 963852741 963852741 |
| | | | Flange zyx Flange yxz | xxxxxxxxxxxxxx xxxxxxxxxxxxxx | | | | |
| ... | ... | ... | ... | ... | ... | ... | ... | ... |

Fig. 2 Sample of Packing List

3.4 Mandatory information – Commercial invoice

- Selected delivery terms (INCOTERM part 1 and 2)
- Freight forwarder
- Mode of transport (road, rail, air, sea, etc., incl. reference number, B/L number, AWB number, tracking number)
- Exact description of goods incl. designation and quantity, total weight, size/dimensions, and details of customs tariff number(s)
- Value of goods: Individual prices and total value and (if applicable) the agreed costs of packaging, insurance and freight, details in currency of country, if possible
- Country of origin of goods, marking for each item
- Invoice number and date of commercial invoice
- Address and (if applicable) banking address of consignor: telephone and fax numbers are requested
- Complete address of consignee
- Tax ID numbers of consignor and consignee
- Basis of export, e.g. sale of goods, samples, repairs, etc.
- Original signature and stamp, incl. name of sender
- For air or sea freight: loading and receiving port / airport

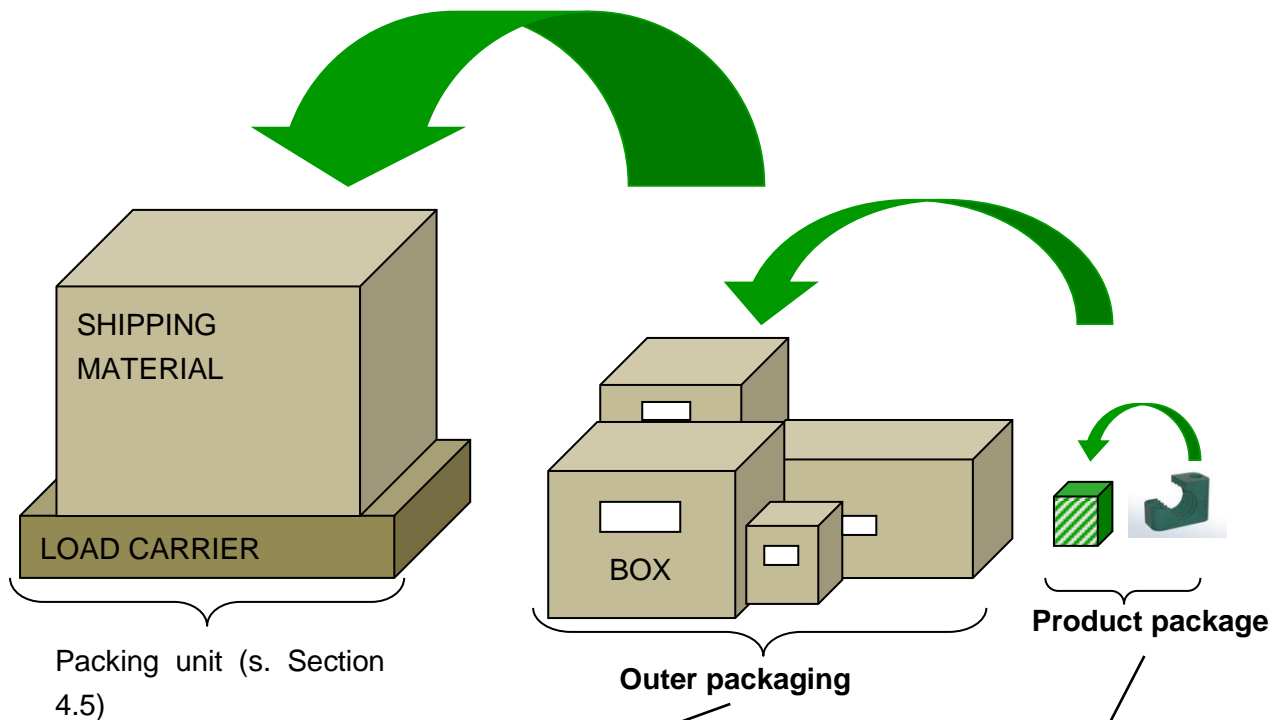


Logistics Guidelines

| Invoice | | | | | | |
|---|-----|--|---------------------------------|--|---|------------------|
| Exporter | | | Invoice No. Date | | | |
| Consignee | | | Buyer (If other than consignee) | | | |
| Walter Stauffenberg GmbH Wasserburgstraße 35 DE - 58809 Neuenrade | | | Country of Dispatch | | Country of Final Destination | |
| | | | Carrier | | | Place of Carrier |
| Tracking No. | | | Sea/Airport of Loading | | Terms of payment: | |
| Sea/Airport of Discharge | | | Final Destination Neuenrade | | Terms of Delivery: | |
| | | | Order Number : | | | |
| Item | Qty | Description of Goods | | | Unit Price Euro | Amount |
| 1 | 1 | 1130005534 / 320 PP / Clamp made of Plastic Country of Origin: US Harmonised Code : 39269097 | | | 1,00 | 1,00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | TOTAL FOB (EUR) ▶ | 1,00 |
| | | | | | INTERNATIONAL Sea/Airfreight (EUR) ▶ | 1,00 |
| | | | | | TOTAL CFRSea/Airport (EUR) ▶ | 2,00 |
| TOTAL NET WEIGHT : 1 kg | | | | | | |
| TOTAL GROSS WEGHT : 1,5 kg | | | | | | |
| QTY. OF PACKAGES : 1 | | | | | Name (Signed in blue ink) | |

Fig. 3 Sample of International Commercial Invoice

3.5 Specifications for outer packaging & product package



Properties

- Packaging appropriate for product
- Max. 20 kg per outer packing unit
- Outer packaging to be closed and enable secure grip
- Practical outer package size suitable for the quantity
- If necessary, neutral, environmentally safe filler material is to be used
- Only one item per outer packing unit

Labelling

- Outer packaging label
 - o Number of packing units
 - o Quantity
 - o STAUFF item No.
 - o STAUFF item designation

Special conditions / features are set out in the basic order data or the technical conditions of delivery!

Properties & Labelling

- These are set out in the supplier contract concluded with our Purchasing Dept.
- It is of course self-evident that the product package meets all requirements on environmental safety and that the choice is appropriate for the product.
- Standard labelling on the product package with
 - o STAUFF designation
 - o STAUFF item No.
 - o Quantity and unit
 - o Lot / batch
 - o STAUFF logo

Special conditions / features are set out in the basic order data or the technical conditions of delivery!

3.6 Requirement load carrier / Package

The requirements on the condition of the load carriers comply with the currently valid IPPC Directive. When Europallets are used, their material condition is of particular importance to STAUFF because they will be handled in the fully automatic warehouse at the Logistics Centre. Only **undamaged** Europallets can be put into storage in this automatic warehouse! The load carrier must be adapted to the conditions prevailing during transport. In addition, the load carrier must be suitable for transportation by various fork lift and conveyor trucks. In general, STAUFF will accept delivery on load carriers with a valid IPPC stamp:

- Europallet
 - o Max. weight 850 kg
 - o Max. height 180 cm
 - o Excellent quality
 - o Pallet load must not project beyond the surface of the pallet
- One-way pallets (120 x 80 cm or 80 x 60 cm)
 - o Max. weight 850 kg
 - o Max. height 120 cm
 - o Excellent quality
 - o Pallet load must not project beyond the surface of the pallet
- Content of pallet
 - o Packed in suitable, environmentally safe packaging
 - o Material to be stacked with the heaviest goods at the bottom, light goods at the top
 - o The shipping material must be suitably attached to the load carrier by means of "hooping" or "stretched film"
 - o Different materials / items must be clearly marked

If your consignment is to be transported by a parcel service company, the maximum admissible total weight is 31.5 kg.

If your consignment is made up of several pallets:

- Bulk quantities at the bottom (if weight permits); as a rule, packaging should be of one type only)

Pallets should be stacked providing this is possible.

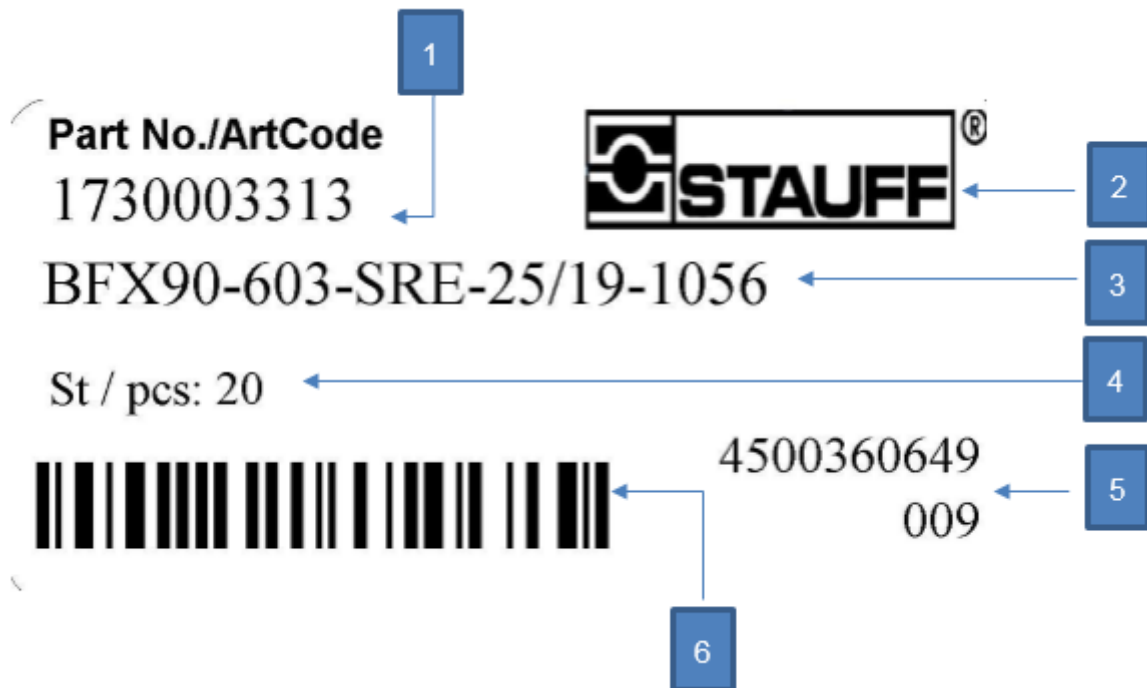
Special conditions are applicable in the case of long goods and packing materials!

3.7 Requirements on shipping materials

Content must be clearly shown on the outside of the shipping material. It is self-evident that the shipping materials are to be selected taking environmental aspects into account.

- Filling material
 - o Neutral and Environmentally safe (no polystyrene or similar)

3.8 Requirements on label



The supplier has to indicate his labels as follows:

1. STAUFF article number
2. STAUFF logo
3. STAUFF description
4. Quantity
5. Purchase order number
6. Bar code 128 (shows art.No.)

4 Labelling on Package

Clear labels on the outside of the package or packages relating to the packing list and the delivery note are essential and self-evident. In addition, details of the pallets / package ID number must be specified. The following documents must be attached - in weatherproof covering - to the outside of the package.

- Packing list
- Delivery note (on the last package / last pallet only)
- Number of pallet / package

The label(s) may be attached to the front/side faces of the package, but **not** on the top/cover.

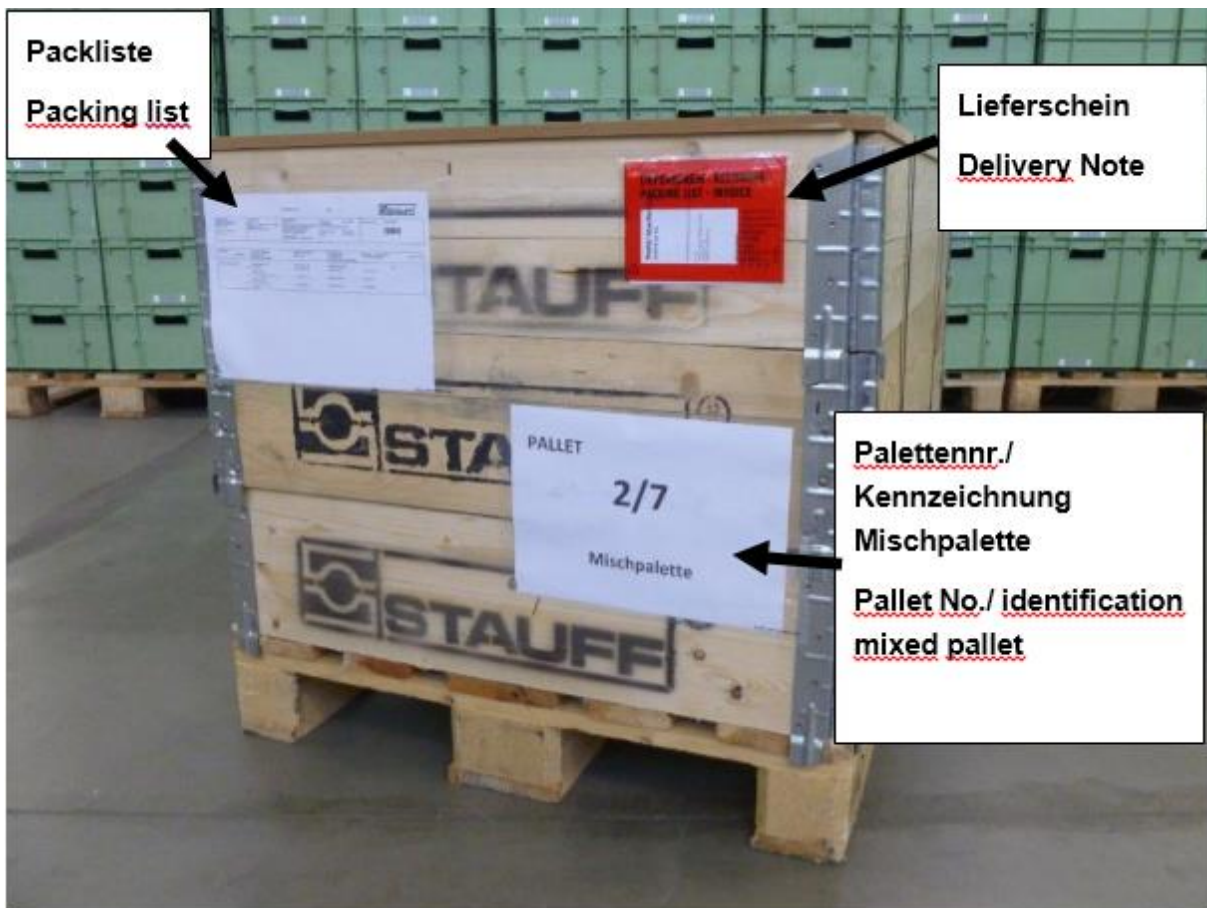


Fig. 4 Sample of Labelling Package

When shipping mixed pallets, this must be clearly marked on the outside!



Fig 5 Sample of Labelling Mixed Pallet

Pictogram to ensure the pallet is properly handled. Pictograms acc. to DIN 55402 or EN ISO 780

Mixed pallet:

When shipping a mixed pallet, the relevant label must be clearly visible!

Further pictograms relating to stacking load:

Left:

Stacking load with max. weight limit

Right:

No stacking permitted!

Any supplementary information relevant to handling the pallet should be added as pictograms. The applicable standards for pictograms are DIN 55402 or EN ISO 780!

5 Declaration

Name of Supplier:

Name of Signatory:

On behalf of the above named Supplier, I herewith confirm receipt of the Logistics Guidelines (Version 2.0) from Walter Stauffenberg GmbH & Co. KG and undertake to comply with the same.

If the supplier infringes against the Logistic Guidelines, he has to pay the additional expenses

X

Ort, Datum

(Place/date):

X

Unterschrift Lieferant

Supplier's company stamp:

(Signature on behalf of Supplier):

6 Checklist

- Mandatory information - delivery note
- Mandatory information - package
- Labelling of package
 - Packing list
 - Delivery note
 - Package number
 - Special conditions
- Requirement load carrier / package
 - Europallet (with valid IPPC stamp)
 - Max. weight 850 kg
 - Max. height 180 cm
 - Load does not project beyond pallet surface
 - One-way pallets (120 x 80 cm; 80 x 60 cm)
 - Max. weight 850 kg
 - Max. height 120 cm
 - Load does not project beyond pallet surface