

## Scope of application

The following delivery instructions are part of the "ARIAN General Terms and Conditions of Purchase (GCP)" of ARIAN GmbH ("ARIAN") and apply to all orders and deliveries.

The delivery instructions must be observed by all suppliers. Deviations from the following delivery instructions will be regarded as defects unless they have been expressly agreed individually in writing or ARIAN has expressly agreed to them in advance.

Any additional expenditure incurred by ARIAN for delivered goods due to non-compliance with these delivery instructions will be charged to the supplier. In the event of a contradiction in content, the stipulations in these delivery instructions take precedence over those in the terms and conditions of purchase. The current version of these Delivery Instructions and the ARIAN General Terms and Conditions of Purchase (GCP) can be downloaded from [www.arian.com/downloads](http://www.arian.com/downloads).

## Overview of delivery regulations

The basic principle for deliveries is the "7-R of Logistics" (Reinhard Jünemann): Defined as (1) *delivery of the right goods* (2) *in the right quantity* (3) *in the right quality* (4) *at the right place* (5) *at the right time* (6) *at the right cost* and (7) *for the right customer*.

## Despatch aviso

### Item:

To allow for smooth planning of all resources, the following information must be submitted in advance for all items:

- Designation
- Order number
- Supplier
- Material
- Length
- Width
- Height (if applicable)
- Net weight
- Selling price
- Country of origin
- Customs tariff number

## Delivery – ORGANISATION

### Times:

Monday – Friday 07:00 – 16:00

### Location:

- At the Wünschendorf site, the delivery location is clearly marked.
- Each delivery is registered by the driver at the goods receiving department before docking. Appropriate notices are posted at the respective ramps / access points.

### Suitable vehicle types:

Several ramps are available for deliveries, so in principle deliveries are possible with the following vehicle types:

- Tractor-trailer
- Articulated trailer
- Box truck
- Transporter ("Sprinter class")

Entry openings must be designed for standard pallet forklifts.

Please note that the following vehicle types cannot be unloaded:

- Low loaders
- Vehicles with side unloading only

### Date:

Transport organisation supplier / 3rd party:

- The supplier needs to organise the delivery date (slot) with

ARIAN procurement which should be done at point of order. ASN or delivery aviso (including all necessary details of the delivery) are preferred.

- Advance deliveries must be agreed upfront. ARIAN procurement must be informed immediately of any delivery delays - at the latest on the agreed delivery date.

### Transport organisation ARIAN:

- ARIAN defines the entity responsible for the transport (default forwarding agent/contact person at ARIAN).
- The collection must be notified in good time (agreement on lead time).
- In principle, a complete delivery should be made for each item. Partial deliveries must be agreed.

### Behaviour:

- The driver must be on site when unloading.
- Goods belonging to third parties will not be moved by ARIAN employees.
- Closed shoes must be worn.

## Delivery – DOCUMENTS

### Consignment note:

#### Mandatory data:

- Consignee
- Consignor
- Carrier
- Number of packages
- Type of packaging/cargo carrier
- Incoterms
- Gross weight and quantity

### Delivery note:

Each delivery to ARIAN must be accompanied by an original delivery note.

This must be clearly visible and accessible from the outside. If a delivery consists of several packages, the package containing the delivery note must be clearly marked from the outside.

**Mandatory data - the following information must be included in all delivery notes contain:**

- Delivery note number
- Order number: each item must be able to be assigned to an order number
- Supplier article number / exact supplier designation
- Quantity delivered
- Article number ARIAN

### Customs:

- Documents must be enclosed for 3rd country goods.

## Marking of the GOODS

### Items:

In principle, each item must be clearly marked.

#### Mandatory data:

- Article number Supplier
- Designation
- Quantity
- Article number ARIAN

#### Package / pallet:

##### Mandatory data:

- Gross weight
- Number of pieces
- Delivery note attached on the outside
- Delivery note no. / package x of y:
  - If number of packages exceeds 1 → packing list per package

#### Dangerous goods:

- Dangerous goods must be clearly labelled and visible from the outside.
- International regulations / regulations apply

#### Shelf life/batch:

- Restrictions on usability must be clearly marked, visible from the outside.
- Products with different expiry dates must not be mixed.

## PACKAGING

The aim of the applicable provisions of the Packaging Ordinance is the reuse of packaging and the avoidance of packaging waste.

ARIAN complies with these regulations and expects the same from its own suppliers. The amount of packaging must not exceed that which is necessary to protect the goods. Empty spaces are to be avoided and necessary filling material is to be kept to a minimum.

#### Pallets:

- If necessary, only EUR pallets with a size of 120 x 80 cm are to be used as load carriers, which are to be exchanged immediately upon delivery.
- Exceptions must be explicitly agreed or communicated in advance.
- ARIAN's warehouse and handling are designed for pallets of this size.
- Deviations that have not been agreed will be repacked at the supplier's expense.
- Defective EUR pallets will not be exchanged.
- The packaging must be such that no damage occurs to the packaging and/or product during proper handling/transport.
- The longer side of the goods must be flush with the pallet.

- Pallets with sheeted goods must be flush on all sides.
- Recyclable or reusable packaging and fillers shall be used. However, under no circumstances:
  - Rubbish or waste products
  - Newspapers (soiling)
  - No chips (neither thermosetting nor thermoplastic or biological)
  - No wood chips

#### Weight/height:

- Max. weight per pallet: 1,200 kg
- Max. total height: 2 m
- Reels from 5 m width → max. weight per pallet: 1,000 kg
- No overhangs (goods must not stand above the pallet)
- The load capacity of the pallet must be adapted to the weight of the goods.

Deviations that have not been agreed will be repacked at the supplier's expense.

#### Sorted packaging:

- Different item numbers must be packed separately and adequately labelled.
- The same article number from different orders may not be combined into one delivery note item.
- If the number of packages is greater than 1, a delivery note item may not be divided into several packages.
- Different orders must not be packed in one package.

Articles with a potential risk of injury (pointed, sharp, pretensioned, sudden opening or closing) must be secured in such a way that handling at ARIAN is possible without additional measures (securing on individual articles).