

General Packing and Shipping Instructions for suppliers of ebm-papst Landshut GmbH

1. Purpose of the General Packing and Shipping Instructions

The purpose of the packaging and shipping instructions is to inform suppliers about our requirements and their responsibilities. It is designed to be a simple and practical guide to allow for a smooth flow of materials between suppliers and ebm-papst Landshut GmbH (epL). Non-compliance with our specifications in these General Packing Instructions may lead to a complaint on our part which would in turn have a negative impact on the supplier evaluation. Furthermore, any additional costs resulting from non-compliance will be passed directly on to suppliers. Any deviations from these General Packing Instructions must be explicitly arranged for by the supplier with epL. epL also reserves the right to arrange part-specific packaging rules with the supplier.

2. Delivery address

Please note the instructions in our orders regarding delivery address and invoice address.

3. Incoming goods – warehouse hours

3.1. Logistikzentrum, Müller-Armack-Straße 5, 84034 Landshut

- Monday to Thursday: 06:00 – 21.00 hrs.
- Friday: 06:00 – 18.00 hrs.

3.2. Liebigstrasse

- Monday to Thursday: 06:00 – 17.00 hrs.
- Friday: 06:00. – 15.00 hrs.

3.3. Warehouse for dangerous materials, Hofmark-Aich-Straße 25, 84030 Landshut

- Monday to Friday 08:00 – 12:00 hrs.

4. Packaging instructions

4.1. General packaging requirement

The packaging selected must be consistent with the requirements of the packaged item(s) (§§ 407 et seq. of HGB/German Commercial Code). It must be able to withstand the stresses of the planned mode of transport. This implies that the transport route and means of carriage as well as conditions that may affect them such as weather and handling during transshipment must be taken into consideration. The sender is liable for all damage and expenses caused by packaging which does not comply with the above requirements.

4.2. Specific packaging requirement

The packaging must guarantee an adequate protection of the packaged items during transport, handling and storage. To guarantee adequate delivery of the goods, compliance with the following aspects is vital:

- The parts must be free from any contamination.
- The packaging must protect the parts against mechanical damage, contamination and corrosion.
- Tape should be used to close cardboard boxes instead of metal staples.
- Metal tapes are not to be used as transport locking device.
- Permissible pallet dimension (see chapter 4.4.1)
- Maximum permissible gross weights (see chapter 4.4.1)

4.3. Dispatch of dangerous goods and goods with best-before date

The regulations for transports of dangerous goods and Limited Quantities (LC) must be rigidly complied with. The supplier is held liable for any damages arising from non-compliance with legal obligations.

For articles with best-before date, the date of production resp. the best-before date must be noted on the delivery note as well as on the actual packaging of the product.

4.4. Packaging

For any delivery, adequate packaging for transport and storage needs to be chosen. Transport damages, caused by inadequate packaging and therefore not accepted by insurance companies, will be deemed the supplier's responsibility for which he will be held liable.

4.4.1 Pallets

- All deliveries shall be packed on undamaged European pallets (or corresponding non-returnable pallets) according to DIN EN 13698-1:2004-01, measuring 1,200 x 800 x 114 mm. All pallets must conform to the changing criteria of EPAL (see: <http://www.epal-palette.org>).
- Other loading devices are only allowed for long goods or for coils. For these goods, loading equipment and packaging must be adequate to guarantee safe transport.
- Delivered goods must not be higher than 2,000 mm (incl. loading equipment).
- The allowed maximum gross weight per loading equipment smaller than 1,100mm is 1,000 kg.
- Loading equipment with a total height of more than 1,100 mm may have a maximum gross weight of 400 kg.
- The overlap incl. the goods must be less than 50 mm (incl. any slope/asymmetry).
- Any free space on the feet of the loading equipment must be free of any foils.
- Overlapping foils, papers, labels, straps etc. are not allowed.
- All pallets containing mixed goods must be explicitly marked as such, if mixed goods are not instantly obvious as such.

4.4.2. One way packing unit

- All packaging shall be marked with the recycling-symbol to enable returning them to the material cycle.
- All packing units shall be compliant with the outer dimensions of a European pallet (1,200 x 800 mm) or any divider of it (quarter or eighth pallet).
- The maximum height of a packed pallet is variable and only limited by the maximum height for a loaded pallet (as specified in 4.4.1.)
- Maximum loaded weight per packing unit: 15 kg
- In special cases, packaging will be provided by epL in the form of returnable packaging which automatically disqualifies any other packaging from being used. Any other, deviating packaging must be authorized by epL prior to use.

4.4.3. Returnable packing unit - blue ebm-papst plastic boxes

- Every returnable packing unit contains a pallet, plastic container, partly with inserts, and a cover.
- The returnable containers used by epL are based on the standard dimensions of the European pallet (1,200 x 800 mm). All containers are marked with the "ebm-papst name".
- The returnable packing is the property of epL and is issued to the suppliers free of charge. It should not be used for purposes other than those intended and should be handled with care and treated as an article of value. Misuse is prohibited and any packaging lost by the supplier, in so far as it can be proved, shall be replaced by same.
- The number of pieces per container is agreed between the supplier and ebm-papst. The top layer of the container must always be covered by a lid. Irrespective of the number of parts being delivered, the container must have the full number of layers.
- For basic dimensions, maximum dimensions and weight see chapter 4.4.1. and 4.4.2.
- In compliance with the high ebm-papst quality requirements, it is not allowed to use moist, wet or dirty containers or inserts for delivering the goods.
- Required numbers of returnable packing should be requested in due time. If, at the time of delivery, ebm-papst containers are not available or not of the quantity required, approval to use other packing must first be sought from the appropriate quality assurance officer.

4.4.4. Design of shipping packaging

- If an article consists of several parts, they must be packaged together forming a single unit (set packaging).
- Make sure to combine sufficient delivery volumes into single-product loading units.
- In case of mixed goods on a pallet (with various different part numbers on one and the same pallet)
 - Articles consisting of only one or a few packages should be packed on top.
 - Place items with the same part number on top of each other instead of next to each other.
- Prototypes need to be delivered separately with clear markings, and the recipient must be clearly identifiable.

4.5. Labeling of packing units

Every packing unit must be clearly identified with a label containing the following minimum information:

- Supplier
- ebm-papst order number
- ebm-papst material number with revision state
- Part designation
- Quantity of the part in the packing unit.
- Batch number, if the article is subject to batch handling.
- In case of returnable packaging, old or invalid labels or inscriptions must be removed.

For more detailed requirements regarding labeling epL is allowed to make a special agreement with the supplier.

4.6. Dispatch note

Every shipment must contain an original dispatch note. The dispatch note should be attached clearly to the front of the package using a document pouch. If a shipment contains several packages or pallets, every load carrier including its contents must be listed on a packing list. The dispatch note must include the following order details:

- epL order number
- Supplier name and address
- epL - material number with revision state
- Part designation
- Delivered quantity
- Partial delivery quantities must be noted on the delivery note

5. Exception clause

If specific packing demands cause a deviation to this General Packing Instructions, a special agreement and a written release from epL authorizing such deviation becomes necessary.