

Delivery and Packaging Policy of Siewert & Kau Computertechnik GmbH

- Status 13.06.2024 -
- Rev. 2.0 -

Delivery and Packaging Policy of Siewert & Kau Computertechnik GmbH

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1 General remarks

1.1 Scope

This policy in its respectively current version is a binding part of the Terms of Purchasing and serve as the basis for all deliveries to Siewert & Kau on account of purchase orders, and for returning and taking back products. On request, the respectively current version shall be sent to the consignor. Deviations from these terms are not permissible without prior agreement. If these terms are not observed, Siewert & Kau reserve the right to correct deviations at the Supplier's expense and charge a processing fee for this reason (see Section 8).

1.2 Delivery periods

Deliveries can be made on Fridays in the time from 8:00 a.m. to 4:00 p.m. Deliveries outside of said times will be accepted only if different agreements have been made or Siewert & Kau have confirmed a corresponding announcement in writing.

1.3 Advice of delivery

An advice of delivery shall be sent for each pallet delivery to wareneingang@siewert-kau.de before arrival of the shipment. The advice of delivery must contain the information listed under item 2.1. Subsequently, the delivery date will be set by Siewert & Kau.

1.4 Delivery address

Siewert & Kau Computertechnik GmbH
Incoming goods/Hall 9
Walter-Gropius- Str. 12a
50126 Bergheim

2 Documents

2.1 Minimum information

in freight haulage:

- Name of the forwarding agent
- Sender
- Consignor (if the delivery is made by an executing forwarding agent)
- Recipient (in this regard, see Sec. 1.4)
- The regular reference of the kind of good and the kind of packaging, and in case of hazardous goods, their generally recognised designation
- Weight
- Quantity and kind of the used loading equipment
- Number of safety devices (e.g. seals)

2.2 Delivery slip

Each shipment must enclose a delivery slip from the supplier. The delivery slip must be appended well visibly on one of the long sides of the cardboard box or of the pallet or be handed over as an appendix to the papers accompanying the goods. It is also possible to transmit the delivery slip electronically by email directly along with the advice of delivery.

The minimum information is:

- Delivery address
- Delivery date
- Supplier
- Goods recipient
- Customer order number – if possible, as scannable barcode
- Item number and item designation
- EAN/UPC Code
- Total piece number of the delivery and outstanding quantity if any
- Content (kind and quantity) per delivery unit/sub-unit
- Number of collies and pallets

3 Delivery

3.1 Parcels

From a delivery volume of one europallet, the delivery should be made on pallets. Individual items of shipment will be accepted only up to a weight of max. 30 kg. From a weight of 31 kg, items of shipment shall be delivered on the pallets specified in Section 3.2.

3.1.1 Delivery of ink and toners

- If possible, delivery should be made in the original packaging unit, but necessarily in all cases in single-product cardboard boxes with homogenous remaining shelf life.
- Please indicate the quantity, product designation and country code of the ink/toner on the shipment boxes.
- The products must still have a remaining shelf life of at least 13 complete months after the receipt of goods.
- We exclusively accept ink for the EU market with CE marking.

3.2 Pallets

The delivery shall be made on undamaged, swappable euro or industrial pallets. Packing pieces shall be packed so that the content cannot be reached without leaving traces visible from the outside (wrapping in film or shrink wrapping, strapping tapes, etc.) The pallets must not be packed excessively at any one point.

3.3 Truck loads

All accompanying papers of the delivery shall also be handed over at the time of the transport. The serial numbers (see Sec. 5) for each delivery shall be transmitted electronically before delivery, e.g. in Excel or txt format. Deviating file formats shall be agreed ahead of time.

4 Packaging and labelling

4.1 Shipment structure

Items of shipment (parcels or pallets) are to be packed homogeneously sorted. Deviating rules shall be agreed separately. In case of residual quantities, mixed pallets are permissible if they are marked clearly accordingly. To separate items in mixed boxes,

supplemental packaging (cardboard boxes, bags, etc.) shall be used. They shall be marked visibly from the outside with the item designation.

4.2 Packaging of packing units

Items shall be delivered in the original outer packaging of the manufacturers. Other packaging quantities or outer boxes shall be agreed in writing before shipment. Each delivery or sub-unit shall be secured against sliding and damages (e.g. by an outer box, shrink wrapping or package band). The goods shall be delivered in consistent, controllable quantities (delivery and sub-units). Generally, always the same number of individual items shall be packed and delivered in a cardboard box. The respective content of a sub-unit (kind and quantity) must be identified by an inventory list inside of the box or by labelling on the box. *The sales packaging must be free from stickers, adhesive tape, etc. (see Sec. 8).* Each unmixed outer packaging must be provided with an EAN, UPC or GTIN14 barcode.

4.3 Packaging method and labelling

The products shall be packaged in such a way that they are protected against loss and damage, and so that no damage is caused to third parties either. If items are intended for individual sale, they must be delivered in individual packaging. This applies in particular to multi-part items. In this case, all individual parts and documents belonging to the sales product must be delivered in the same packaging, insofar as weight and dimensions permit. Any serial numbers and the EAN/UPC code must be affixed to the outside of the individual packaging as a scannable barcode. Packaging as appropriate to the product and the dispatch route must be used. All packages of one shipment must be closed so that they cannot open by themselves. Product, shipment or delivery vehicle safeguards (e.g. seals) shall be appended in a well-visible place. Safeguards shall be documented by numbers on the papers accompanying the goods or bills of lading.

5 Data exchange and serial numbers

If the products to be delivered have serial numbers, these shall be transmitted electronically before shipment if possible (e.g. in Excel or txt format). This shall be done by email sent to wareneingang@siewert-kau.de with clear reference to the shipment (despatcher of the goods, order number, delivery slip number). The serial number (also sequential numbers) shall be listed individually in the file. For each serial number, the manufacturer article number and, if possible, the load unit numbers must be stated in the same row as well. Otherwise, the serial numbers must be appended well visibly on the pallet in the form of a scannable barcode and in plain text. For deliveries of more than one loading unit (pallet or cardboard box), the serial numbers must be appended on each loading unit.

6 Swapping of pallets

Only pallets that meet the requirements of the UIC leaflet 435-4 will be regarded as europallets. In case of deviations, no swap will be made and the deficient pallet will be regarded as a single-use pallet. This deficiency will be documented in the swap record and be signed off by the forwarding agent. Pallets will be swapped, if present, immediately. Should no swap pallets be in stock, these can be collected on request.

7 Liability

Goods are generally accepted subject to reservations of later complaints about concealed damage and shortages etc.. Merely the number and condition of delivered loading units will be confirmed. External damages will be confirmed by the forwarding agent on the papers accompanying the items. Sec. 377 HGB [German Commercial Code] is expressly waived.

8 Processing fees

In accordance with Section 1.1, processing fees may be charged for the reworking of deliveries, which deviate from this Delivery Policy. Depending on the deviation, one or more amounts may be set. In case of an unacceptable deviation, Siewert & Kaut reserve evaluating the shipment on the whole as deficient and refusing the acceptance.

Fees:

- Stickers, etc. on original boxes that must be removed: €1 per sticker

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