

# Delivery instructions for suppliers of TKG

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**1 Scope of application**

The present delivery regulations serve as a supplement to the purchasing conditions of TSUBAKI KABELSCHLEPP GmbH (hereinafter TKG) and describe the conditions applicable in terms of delivery and packaging of goods, unless otherwise, e.g. article-specific, written agreement has been made. This provision is a binding part of all contractual relations. Changes or additions to this provision must be made in writing.

Previously issued delivery regulations hereby lose their validity.

**2 Acceptance times**

A delivery must take place in the delivery times mentioned below. Deliveries outside the specified acceptance times must be agreed in advance in writing.

location	Delivery times	Telephone no.
TSUBAKI KABELSCHLEPP GmbH Daimlerstrasse 2 D-57482 Wenden, Germany	Mon-Fri 07:00 -14:00 o'clock and after agreement	02762 – 4003-240 Incoming goods 02762 – 4003-172 Jörg Faust 02762 – 4003-483 Markus Lorenz

**3 Deliveries**

All goods must be original goods of the specified manufacturer. They must comply with the functions and requirements specified in the order documents and in the data sheet. The goods must have their full service life at the time of delivery.

The goods and their packaging must be so designed that there are no impairments in further processing.

Within a package, only parts with one and the same article number may be located. If several parts with one and the same article number are packed in one carton (1 position with several units), each article must be packed separately. If goods with different article numbers are delivered with a delivery, they must be packed and marked separately.

The supplier is responsible for proper packaging of the materials. In this chapter, further framework conditions are explained, which can lead to a refusal of acceptance if not observed.

The packaging used by the supplier must be suitable for the intended transport route. In the choice of packaging material, the relevant legislation complies with the final destination specified in the order. All disposable packaging must be clearly visible with standardized image and abbreviation signs (according to DIN 6120) or with symbols recognized by the waste management industry. Markings, adhesive tapes, strapping tapes, labels, goods tags or the like must not limit the recyclability of the packaging material.

When using wooden packaging, unmarked pallets may be used within the EU. Outside the EU, only packaging that complies with the ISPM15 directive is to be used. Wooden packaging must be labelled in accordance with the directive. Customer specifications must be taken into account.

### **3.1 Delivery vehicles**

The delivery must be made with roadworthy transport vehicles. The discharge takes place depending on the loading from the side or back. Improperly loaded vehicles will only be unloaded by prior arrangement. Otherwise, no discharge is carried out. TKG refrains from prohibiting the delivery of vehicles.

### **3.2 Third-party goods before goods for TKG**

Upon delivery, it is not permitted to position third-party goods in front of the goods for TKG, which must first be unloaded before the goods intended for TKG can be unloaded.

### **3.3 Longitudinal loading**

TKG only accepts longitudinally loaded pallets. Only two rows may be loaded transversely due to the load securing, provided that the number of delivered pallets is not divisible by three.

### **3.4 Unloading of trucks**

The unloading of the trucks is carried out exclusively by employees of TKG and from long side.

## **4 Load carriers**

TKG only accepts Euro pallets as load carriers with a maximum pallet height of 950 mm including the pallet, the maximum weight per pallet must not exceed 800 kg. Non-palletized goods are generally accepted subject to reservation. Only the delivery of raw materials may take place on industrial pallets, but these may only be loaded on single-layer basis and must be retractable with a pallet truck. In this chapter, further framework conditions are explained, which can lead to a refusal of acceptance if not observed.

### **4.1 Pallett quality**

In principle, TKG only accepts Euro pallets that can be stored using conveyor technology and a high-bay warehouse without affecting the goods and the conveying process.

When selecting Euro plates, TKG refers to the UIC standard 435-2, with the indication that only new pallets or pallets qualified as class A and B are accepted. In case of inferior quality of the pallets, no

exchange is made. The corresponding quality classification can be found in the annex point 1. Corresponding pallet accounts must be conducted and coordinated monthly.

#### **4.2 Winding of pallets**

In principle, TKG only accepts pallets that are packed without excess goods. Basically, the goods must form a solid unit with the wood, for this purpose, the pallets should be secured accordingly. During securing, drooping film residues and torn film must be avoided. It is imperative to make sure that the fork space is free of foil and that the pallet is not wrapped too much so that the goods are not damaged.

#### **4.3 Containers**

The use of an overboard for the packaging of several individual containers of an article is permitted. This outside carton must have a clear and detailed content declaration. Cartons for small parts must not exceed the following dimensions and weights: (L x W x H) 600 x 400 x 220 mm, max. 30 kg. If such cardboard boxes are delivered in several layers stacked on pallets, a stable, flat cardboard layer shall be used between each layer for stabilization. Each individual container such as Euro pallet, cardboard, sack must be marked with the material name, material number and quantity included. Several individual containers of different articles may not be packed together in a repackage. The use of metal bands is prohibited. In principle, the stacking of packages is only permitted if damage or deformation, in particular of the lower packages, is excluded. All packaging (cardboard boxes) must be selected qualitatively in such a way that they adequately protect the goods from damage and loss. If the shipping packaging chosen by the partner is not sufficient, we reject any joint liability, resulting from resulting damages, and have the materials checked, repackaged or professionally disposed of the materials by our incoming goods department at the expense of the partner. Upon delivery of coils (rolled-up metal strips of all kinds), wooden inserts of at least 20 mm must be placed between each layer.

### **5. Transport documents**

The following requirements for documents to be carried must be observed:

#### **5.1 Transport documents / delivery notes**

For each shipment, corresponding transport documents (forwarding order) must be handed over, from which all shipment-relevant data, in particular the ordering company and sender, emerge.

Obvious differences or damage are noted on the transport documents and must be countersigned by the driver.

Each delivery must be accompanied by a delivery note containing the following information.

1. sender
2. customer

3. Delivery note number
4. Order number/order position
5. article description
6. Article
7. Delivery quantity per article, as well as any partial deliveries
8. Number of cartons / quantity per carton
9. Number of pallets per article
10. For direct deliveries to departments: Name / department of the recipient / Deliveries consisting of several parts or colli are to be marked as belonging together
11. Cost center (if known)
12. For dangerous goods: dangerous goods class

Delivery note generally in 2-fold copy, affixing clearly visible in a delivery note bag on the outside of the first package to be unloaded. In the case of deliveries involving more than one package or pallet, special marking of the package or pallet to which the delivery documents are affixed. Very relevant: Identification of the total number of packages and package marking analogous to delivery note marking.

## **5.2 Attached correspondence / invoices**

Please do not attach correspondence and/or invoices to any shipment! These will not be forwarded. Invoices must only be sent to the following e-mail address: [invoice@kabelschlepp.de](mailto:invoice@kabelschlepp.de).

Transports are alternatively billed weekly, 2 times a month or monthly. The current surcharges such as diesel surcharge etc. are provided monthly. Tolls and other ancillary costs are always shown separately in the invoices.

## **5.3 Shipment checks**

TKG confirms to the transport operator the receipt of the delivered shipment. The quantity and nature of the individual articles are not checked at the time of takeover. We reserve the right to claim later damages due to hidden damage or missing quantities.

TKG does not carry out a quality check on incoming goods, unless this has been specified in a separate agreement.

## **6. REACH and RoHS compliance**

The partner guarantees that it complies with the requirements of the EU chemicals regulation REACH (Regulation (EC) No. 1907/2006 of 30.12.2006) in the current version, in particular the registration of the substances has taken place. It also guarantees that it complies with RoHS requirements (2002/95/EC) for products in accordance with their scope.

### **7. Packaging and packaging material**

The packaging of third. B materials such as information brochures, advertising material, sample parts or other papers, such as test reports, invoices, etc. within the individual containers is prohibited. As upholstery and filler, paper and corrugated board are permissible. Styrofoam molded parts are only permitted for type-specific use. Items such as slips of paper, cords, waste or plastics in the containers are not permitted and are disposed of for a fee.

### **8. Test documents**

Certificates or test certificates must be enclosed with the goods and handed over together with the delivery documents on delivery to the goods receipt of TKG. At the same time, these must be sent by email to the responsible purchasing employee of TKG.

### **9. Transport of dangerous goods**

The partner must observe and fulfil the obligations under the Dangerous Goods Transport Act and the subordinate ordinances in the respective versions.

### **10. Marking of components / surface protection**

Steel components must generally be provided with the TSUBAKI cable towing material number, so that confusion can be avoided. The type of labelling is explicitly agreed with the partner and the component identification must generally be carried out according to ordering rules. Components that are provided with a powder coating or similar surface must be protected against scratches and damage by packing in bubble wrap or similar. Components must also be packed in a pure way, so that mixing is excluded.

### **11. Company holiday partners**

If the partner has company holidays, the logistical handling must also be ensured during this time. Advance deliveries will not be accepted. It must be ensured that a contact person in logistics can be reached on the partner side.

### **12. Final provisions**

Exceptions to these requirements must be made in writing in good time. If these delivery specifications are not met, we must continue to burden you with the resulting additional costs.

Wenden, August 2021



### Merkmale zur Klassifizierung einer EUR-Palette:

NEU, entspricht UIC-Gütenorm 435-2\*

Klasse A + B, Anwendungsempfehlung zum Gebrauch in technisierten Anlagen (MFH-tauglich)

Klasse C entspricht UIC-Güte-/Reparaturnorm 435-2/-4\*

	NEU	Klasse A	Klasse B	Klasse C
1	Vierwege Flachpalette aus Holz (EUR 800 mm x 1200 mm)	●	●	●
2	Entspricht UIC-Gütenorm 435-2*	●	●	●
3	4 Ecken gekappt, 3 Bodenbretter gefast	●	●	●
4	Gebrauchsfähig konform GPSG / BGR 234*	●	●	●
5	Sägerauh hergestellt, normgerechtes Nagelbild	●	●	●
6	Natürliche Brettlängsrisse zulässig	●	●	●
7	Keine fehlenden Bauteile, wie Brett, Kufe, Klotz	●	●	●
8	Keine morschen, faulen oder verwitterten Bauteile	●	●	●
9	Keine unzulässigen Bauteile	●	●	●
10	Keine abstehenden, an- oder durchgebrochenen Bretter	●	●	●
11	Keine verdrehten Klötze > 1 cm über die Breite / Länge	●	●	●
12	Keine Abspaltungen, Holzspreizungen mit sichtbaren Verbindungselementen, z.B.: Nagelschaft	●	●	●
13	Keine Oberflächennässe, z.B.: durch Witterung, Verwendung, Zweckentfremdung	●	●	●
14	Keine Verunreinigungen, die an Ladegüter abgegeben werden können, z.B.: Farbe, Öl, Geruch etc.	●	●	●
15	Keine verpackungstechnischen Anhaftungen, z.B.: Folien, Pappe, Bänder	●	●	●
16	Gebrauchsspuren	○	●	●
17	Mindestens je eine lesbare vorgeschriebene Kennzeichnung	●	●	●
18	Alle vorgeschriebenen Kennzeichnungen lesbar	●	●	○
19	Keine abstehenden Splitter durch Gebrauch	●	●	○
20	Keine verdrehten Klötze	●	●	○
21	Keine hervorstehenden Befestigungselemente, z.B.: Nagelköpfe	●	●	○
22	Holzfeuchte ≤ 22%	●	●	○
23	Keine Verschmutzungen	●	●	○
24	Helles Holz	●	●	○