

Manz Automation AG delivery specifications

1. Aim of the specifications

The object of these specifications is to provide basic provisions defining how materials are delivered by suppliers in order to achieve a consistent standard of quality. They include guidelines concerning cleanliness, packaging, labeling of articles and accompanying documents.

2. Cleaning and packaging

- To ensure that surfaces are not damaged or sizes altered when being handled or when in transit, parts have to be cleaned, packaged and delivered according to the regulations stipulated in the sketch. The parts and packaging may not come into contact with lubricants or preservatives unless this is expressly listed in the production documents or required as a method of inhibiting corrosion to parts because of their surface properties.
- In the event of finished surfaces, the surface may not be damaged by clamping elements and electric contacts.
- Parts with finished surfaces or that have precise outer dimensions (tolerated by tolerance field) have to be packaged individually to ensure that parts' surfaces are not damaged during handling or when in transit.
- Apertures and threads have to be kept free of shavings.
- All kinds of shavings have to be vacuumed off the surfaces and cut sections.
- Large goods, e.g. metal sheets, have to be delivered on suitable transport racks. They have to be clearly labeled as property of the supplier. These racks have to be picked up at regular intervals by the supplier.



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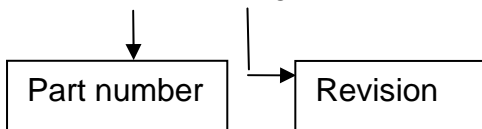
- When fragile or sensitive goods are transported, containers especially manufactured for this purpose must be used. In addition, the correct transport position of the goods within the packaging must be observed. Care must be taken that unpacked goods are not subjected to stress, blows or severe impacts.
- Only articles of a similar type may be delivered in the same packaging unit.
- It is not permitted to pack up parts from multiple purchase orders in a single package.
- Only undamaged packaging material may be used.



3. Article labeling

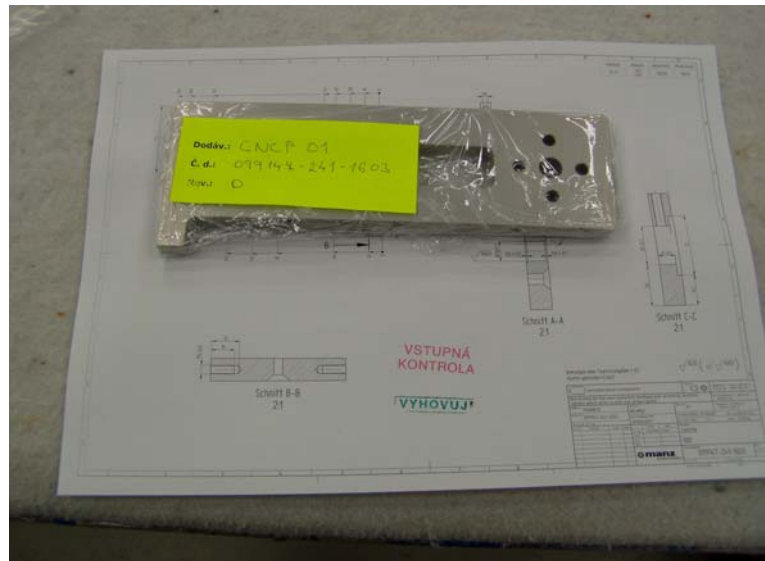
Each article has to be labeled with an identification sticker that includes the following data:

XXXXXXX – rev. XX



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The identification sticker may **not** be affixed to the part itself, but to its packaging. If the sticker does not leave any traces, it may be affixed to the part in special cases only.



4. Accompanying documents

- Before shipping, the supplier has to compare the data of the parts with the data on the purchase order. A check must be made to see if all the prespecified parts or assembly groups have been attached and if all the requirements listed in the purchase order have been complied with.
- A delivery note must be included with the delivery. In the event of a complaint, the words "COMPLAINT + Complaint no." have to be listed on the delivery note.
- A delivery note may not include details from more than one purchase order.
- The complete sketch must accompany any sketch parts.
- Parts that are checked in the course of an outgoing goods inspection must include a fully-filled out inspection stamp on the sketch.
- If a measurement report is required on a sketch or purchase order, it should be attached to the sketch. If several parts are supplied with a measurement report, they each have to be identified by the respective number on the measurement report.
- The sketch must be included in a separate cover and the cover must list the respective position. The cover plus accompanying papers has to be affixed to a clearly visible part of the package.

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5. Incoming goods opening hours

- Incoming goods is open from 7.30 am to 12 pm and from 1.00 to 4.00 pm.
- Outside of the above-mentioned times, deliveries may only be made by arrangement.

6. Small objects up to 29.9 kg are shipped using the delivery terms "exw" or "not prepaid".

- All shipments with an overall gross weight of up to a maximum of 29.99 kg may only be shipped by the UPS parcel service.
- Registration: Tel. +49 1805 882 663 or Internet www.ups.de
- Customer number: 768876
- NO cash on delivery, NO subpallets and NO express shipments (unless by arrangement with Manz Purchasing)

7. Combined, partial and complete shipments from 30 kg - shipped using the delivery terms "exw" or "not prepaid"

- All shipments with an overall gross weight over 30 kg may only be shipped by heavy goods vehicle from the company, Dachser GmbH & Co. KG.
- Registration: By collection order under fax no. +49 7457 730-159
- Contact person: Mrs Boda, Telephone +49 7457 730-150
Thomas-Dachser-Strasse 1, 72108 Rottenburg
- Collection order: Weight, number, type and dimension of packages
hazardous materials declaration, loading times, delivery date
- Delivery note: In a document pouch attached to the package
- Shipping order: This must be sent, filled out, to Dachser.

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