



General Terms and Conditions of Receipt of Deliveries to SAMSOMATIC GmbH, as of 14 March 2016

- **Scope**

The general terms and conditions of receipt of deliveries to the Frankfurt site are part of SAMSOMATIC's terms and conditions of purchase. These requirements must be met to be listed as a supplier of SAMSOMATIC GmbH.

- **Notification**

The following applies to the delivery of:

- More than eight pallets or wire-mesh boxes
- Wire-mesh boxes or pallets weighing over 2000 kg or higher than 1.60 m
- Bar stock or long goods weighing over 3,000 kg
- Special oversized pallets (longer than 2,000 mm and wider than 1200 mm)

We must receive notification at least two working days before such deliveries, including details on the date and time or time slot of the delivery. Otherwise, this may lead to waiting times or our refusal to accept the delivery. For express delivery Exceptions are only possible in consultation with the purchasing department.

Please contact us to notify us or if you have any queries:

Phone: +49 69 4009-1546, -1715
 Fax: +49 69 4009-1644
 E-mail: wareneingang@samsomatic.de

Any deliveries for which we do not need notification will be accepted and unloaded as capacities permit in the incoming goods department.

All truck drivers must report to the incoming goods staff before docking their truck at the loading platform to permit correct unloading.

- **Times of acceptance for incoming goods**

Incoming goods are accepted at the following times (except on public holidays):

Monday to Friday 07:00 to 09:15 h
 09:30 to 12:40 h
 13:10 to 15:30 h

- **Delivery**

Delivery note

A delivery note must be submitted with every delivery.

The delivery note must be printed out with the best possible contrast for easy legibility and to ensure that bar codes can be scanned correctly.

The delivery note must be attached in a clearly visible and undamaged way to the packaging or be included in the packaging. The delivery note must include the following information:

General	For each item on the delivery note	If applicable
<ul style="list-style-type: none"> ▪ Consignee, delivery address ▪ Sender ▪ Delivery note number with bar code ▪ Delivery note date (DDMMYY format) with bar code ▪ SAMSOMATIC order number 	<ul style="list-style-type: none"> ▪ SAMSOMATIC order item ▪ SAMSOMATIC item number with bar code ▪ Heat number or serial number with bar code ▪ Delivered quantity ▪ Packaging unit 	<ul style="list-style-type: none"> ▪ Customs documents ▪ decontamination certificate



The bar code must be printed in the code 128 format.

We prefer that the following data also be included for each item on the delivery note: a bar code with the SAMSOMATIC order number (8 digits) and the order item number (3 digits) separated by a hyphen.



Packaging

Goods must be properly packed, shipped, and sufficiently secured to ensure that they arrive at SAMSOMATIC without damage. Electronic parts must be packed to meet ESD requirements. Goods must always be packed correctly sorted according to the item, heat, or serial number. The packaging must be marked with the following data in writing and as a bar code (code 128 format):

- SAMSOMATIC item number
- Heat number or serial number (if applicable)
- Quantity
- Order number

Each part without packaging must be labeled in the same manner as on the packaging (label, tag, etc.).

The individual load carriers must be packed correctly sorted where possible. When several units (e.g. pallets) containing the same item are delivered, these units must be numbered consecutively (x of y) and include the total quantity. This does not apply to partial deliveries packed on a pallet. These must be identified by a packing list clearly legible from the outside. For sea freight the purchasing department may approve deviations in exceptional cases.

In case of layered deliveries, the single layers (when different items and heat numbers are shipped) must be separated by intermediate pallets. Layered shipments are only possible when the items underneath can bear the load on top and cannot be damaged.

Delivery dimensions

The following dimensions of incoming deliveries must be observed:

Delivery unit	Basic size		Overall height [mm]	Weight [kg]	Additional conditions
	Length [mm]	Width [mm]			
Parcel	≤ 600	≤ 600	≤ 400	≤ 30	Variable depending on goods
SAMSOMATIC pallet	≤ 1000	≤ 800	≤ 1050	≤ 1000	Deliveries with overhang or dimensions exceeding these specifications will not be accepted.
EUR pallet	≤ 1200	≤ 800	≤ 1050	≤ 1000	
Wire-mesh box (EUR)	≤ 1200	≤ 800	≤ 1050	≤ 1000	

Only exchangeable, undamaged wire-mesh boxes and EUR pallets may be used.

If an item cannot be transported on a EUR pallet or in a wire-mesh box, special pallets or one-way pallets can be used, which can be lifted by forklift or pallet jack and ensure a safe transportation of goods.

Fees

SAMSOMATIC does not accept exchange or transfer fees for loading equipment, such as EUR pallets or wire-mesh boxes.



- **Condition of goods upon delivery**

Goods and packaging are only accepted in perfect condition.

In case of noncompliance with the above mentioned conditions, we reserve the right to refuse the acceptance of goods or to charge the supplier for the arising additional cost.

The contracting partner is responsible for deliveries from subcontractors.

- **Laws and regulations**

Deliveries must meet the requirements of the applicable EU directives, laws and procedures relevant to environmental protection and ecological manufacturing.

When shipping hazardous substances, the delivery must be indicated as such and an up-to-date EU-DIN safety data sheet must be included with the delivery. The goods must be shipped using a special shipping method, if necessary. Suppliers must review possible shipping options with their shipping agent (parcel service, carrier, etc.). The legal shipping and labeling requirements must be observed. The sender is responsible for ensuring compliance.