

# **Delivery Guidelines**

**Reifenhäuser GmbH & Co.KG Maschinenfabrik**  
**Reifenhäuser Blown Film**  
**Reifenhäuser Cast Sheet Coating**  
**Reifenhäuser Reicofil**  
**Reiloy Metall**

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## Postal address

Reifenhäuser GmbH & Co.KG Maschinenfabrik  
Spicher Straße 46  
53844 Troisdorf

Tel: +49 2241-481-0  
Fax: +49 2241-481-790

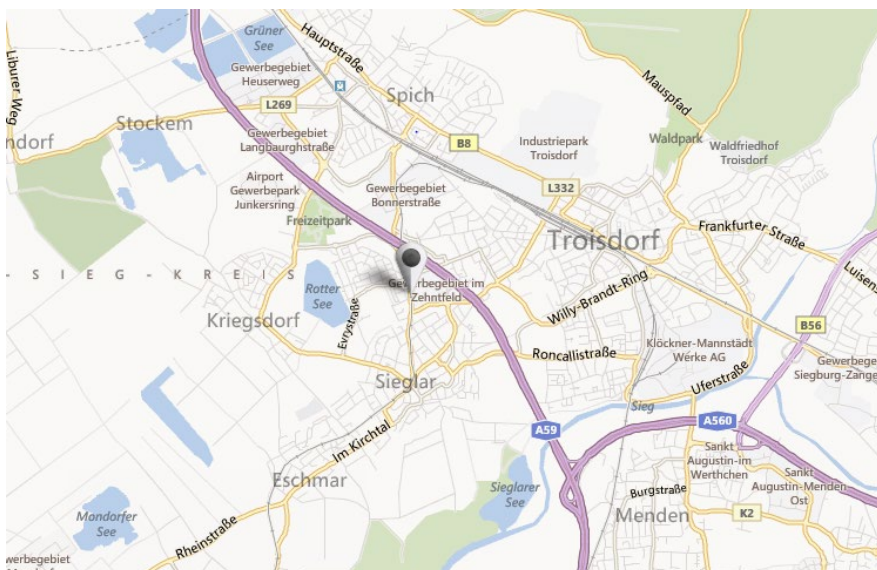
## Delivery address

Reifenhäuser GmbH & Co.KG Maschinenfabrik  
Reifenhäuser Extrusion Technology  
Reifenhäuser Cast Sheet Coating  
Reifenhäuser Kiefel Extrusion (Troisdorf location)  
Reifenhäuser Reicofil  
Reiloy Metall

Spicher Straße 46  
53844 Troisdorf

Tel: +49 2241-481  
Fax: +49 2241-481

## Map directions



## Please always check in at the gate keeper.

### **Vehicles under 7.5 tons & courier and express packages:**

Gate 1, Spicher Straße

### **Vehicles over 7.5 tons:**

From 07:00 - 15:00 at Gate 2, Im Zehntfeld

## **General information**

Adherence to these delivery guidelines is of utmost importance in order to ensure optimal management and protection of stock, as well as smooth and safe operations. Should these delivery guidelines be disregarded, we reserve the right to refuse acceptance of goods, or to charge you for post-processing. Observe the safety notices (see Appendix 1) and follow the instructions issued by personnel.

### **1. Area of application**

The delivery guidelines are binding for all suppliers.

These guidelines are a part of our terms and conditions of purchase. (New as of 04/2014)

The delivery guidelines are immediately valid and shall apply until they are replaced by a newer version. All previously issued delivery guidelines hereby lose their validity.

Goods acceptance times:

<b>Monday - Friday from</b>	<b>07:00 to 09:00</b>
	<b>09:15 to 15:00</b>

### **2. Delivery documents**

#### **2.1 Required delivery note information**

- Purchase order number, in plain text and as barcode (code 128)

- Order number, if specified in the order
- Name of the supplier
- Recipient
- Name of the purchaser specified in the order
- Reifenhäuser material number, in plain text and as barcode (code 128)
- Delivery quantity, in plain text and as barcode (code 128)
- Quantity unit
- Item or material designation (without abbreviations)
- Number of cardboard boxes / amount delivered in purchase order quantity units
- Shipping date or invoice date
- Manufacturer's country, for suppliers from non-EU states (country of origin)
- Total number of pallets and total number of loose packages

Delivery notes will only be accepted in German or English.

It is absolutely essential, that goods delivered without the purchase order number as a reference include the contact information of the contracting party (name and telephone number).

The Reifenhäuser contact person (name and telephone number) must be included on recalls/orders that are not standardised (sample orders, Internet orders, etc.).

## **2.2 Further documents**

- Deliveries will not be accepted without a delivery note or with a delivery note that is illegible. When delivering hazardous material, include the currently valid version of the relevant safety data sheet
- Records and results of tests that were carried out have to be included as appendices with the delivery note

## **3. Packaging materials and packaging**

It is the supplier's responsibility to directly package goods in the form of individual and/or collective packaging.

The supplier must ensure that goods arrive at their destination in a proper condition. This is done by selecting appropriate packaging, load securing equipment, and loading equipment. This obligation includes the protection of goods from external influences (e.g. transport load), environmental protection and the safety of persons, who come into contact with the product. (Refer also to Identification, Hazardous material/Hazardous goods).

Before packaging products with processed non-stainless steel surfaces, suitable protection against corrosion must be applied; the packaging has to absorb any residual dampness present on the products.

### 3.1 Folding cartons

Only corrugated cardboard (at least double-walled) without plastic reinforcements may be used for folding cartons. Cardboard boxes have to be in accordance with FEFCO Code 0201/0204 or UN DIN guidelines. The packaging of the product and its weight must always be appropriate.

### 3.2 Sealing

Seal transport packaging with adhesive tape of 50 mm width (refer to illustration below).

The packaging has to be sealed tightly enough so that the seal cannot open by itself even when put under great strain.

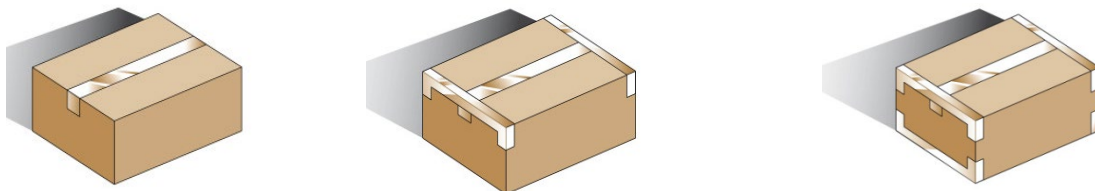


Illustration: "Double-T" shaped sealing

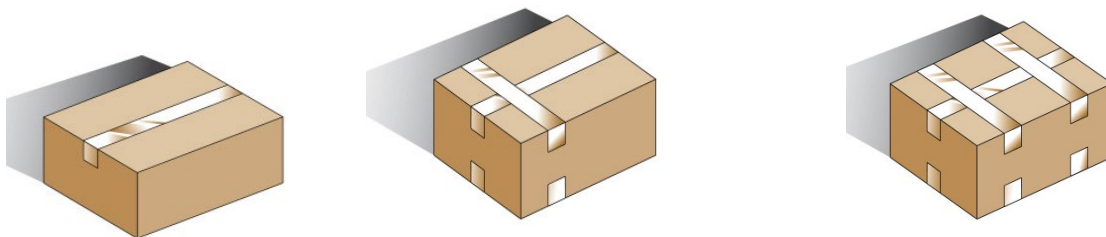


Illustration: "H" shaped sealing

### 3.3 Straps and staples

Straps are permitted. Using staples to seal the transport boxes is also allowed.

### 3.4 Packaging units

Identify packaging units in a way that is easily visible from the outside.  
(Number per cardboard box).

### 3.5 Sets

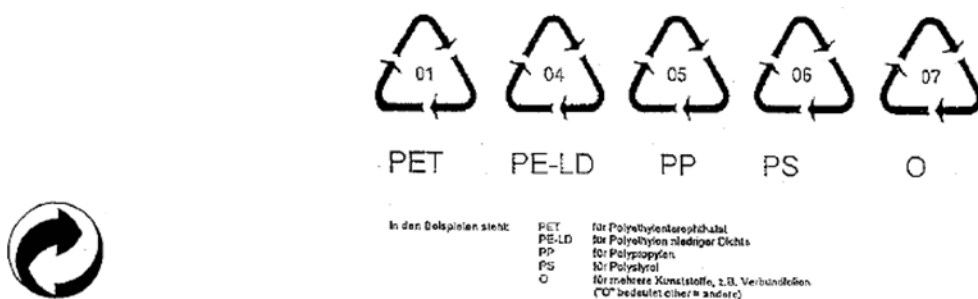
If you are delivering product materials that are composed of several parts, package and label these as a set. For example, fastening set M10 X 100 consists of M10x100 bolts, washer and M10 nut.  
Pack and label these 3 parts together.

### 3.6 Environmental compatibility

Dispose of packaging materials in an environmentally compatible way. Make sure to comply with the "Green Dot" marking system from the plastic collection organization, Duales System Deutschland, as well as the "RESY" marking for folding boxes.

In order to protect the environment, please observe the following points when designing the packaging:

- For printing on the packaging, use ink that is free of heavy metals and solvents
- Do not use PVC for adhesive tape, labels and foils
- Take into consideration standard symbols when labelling packaging materials, e.g.:



At the time of delivery, all valid German and European laws, provisions and guidelines (as well as those specific for the country being delivered to) must be adhered to.

### 3.7 Filling materials

Fill empty spaces in the packaging with neutral, non-dusting and environmentally-friendly filling material.

## 4. Refusal of acceptance

The following points could lead to acceptance being refused:

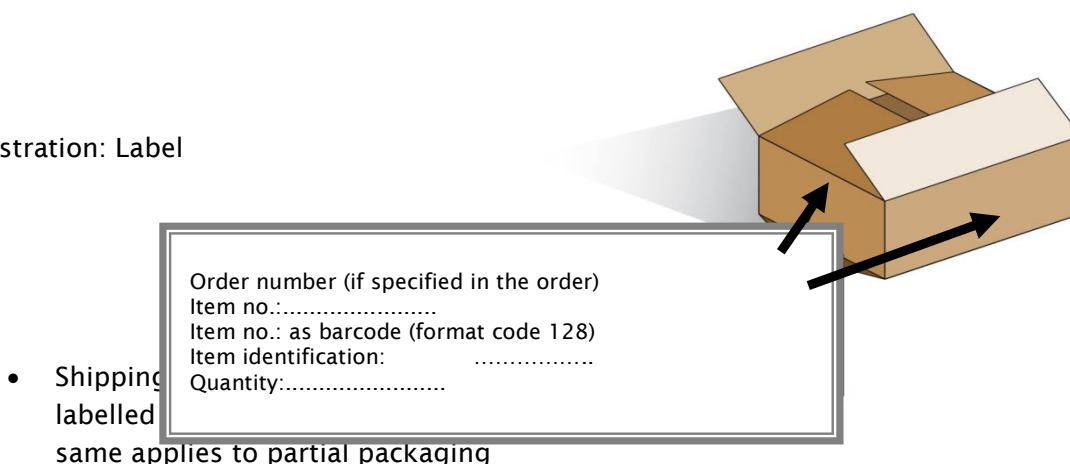
- Non-adherence to the book-in deadline (large goods / spare parts packages)
- Goods cannot be unloaded because of increased risk of damage (large goods)
- Unsorted goods or those that have been packaged incorrectly
- Missing/illegible delivery note/bill of lading, or other accompanying documents (e.g. customs documents, hazardous goods documents)
- Deviation between the delivered quantity and the number of units specified in the delivery note
- Damaged or soiled goods
- Incorrect delivery address
- Non-labelled material
- Customs goods must be delivered with undamaged customs seals. Furthermore, the seal number has to correspond to the accompanying documents (except for CEP deliveries)

## 5. Identification

Clearly label all products for delivery. Both the product and the packaging unit (PU) should be identified.

In cases where the product cannot be labelled due to insufficient space, label the next closest packaging level. **When identifying products, use labels that can be removed without leaving any marks.**

Illustration: Label





- Pallets that do not contain the same products have to be identified as mixed pallets. Here too, a contents list must be attached and the different products recognizable
- The number of mixed boxes and mixed pallets should be kept to a minimum
- The supplier must identify products according to the Ordinance on Hazardous Substances, and make ongoing adaptations in accordance with currently valid ADR provisions
- Hazardous goods must be provided with a hazardous goods label (safety marking).  
In addition, the corresponding UN number with the English and German plain language text has to be attached near the hazardous goods label. This provision also applies for cross-border transportation. The ADR transport document has to be handed over on arrival
- Attach product-specific handling instructions in the form of a pictogram to each package (e.g. do not subject to point loads, do not position or store vertically, do not store above n °C)
- Always use symbols according to DIN 55 402
- Attach the adhesive tape in a straight line; do not cover labels

## **6. List of package contents**

This should contain the following information:

- Recipient
- Purchase order number
- Item number and designation
- Quantity
- Number of packaging (e.g. package 1 of 1, package 1 of 4, etc.)
- Type of packaging (EP, cart. etc.)

## **7. Product labels**

Length: min. 50 mm
--------------------

<b>Order number:</b>	<b>ZVU120004711</b>
----------------------	---------------------

Illustration: Label

Height: min. 40 mm

**Item number:**

**97000668**

**Item barcode:**



**Item identification:**

**Flanged bearing PME 50**

If the dimensions shown in the illustration cannot be adhered to, select a size that is appropriate to the packaging or the item. When doing so, make sure the barcode can be read without any problem.

## **8. Additional / Partial delivery**

Deliveries connected to orders that have already been partly delivered may not be mixed with current orders, and must be packed separately and delivered with their own delivery note.

## **9. Transfer of goods**

During transfer of goods, the receiving station (incoming goods) will confirm the number and type of packages (= shipping units) involved. However, this confirmation does not include contents, value or weight. Non-Community goods (customs goods) are only accepted when the customs seals are undamaged and valid transit documents are presented. (CEP deliveries are excepted).

## Large goods / Palletised goods

### 10. What is considered large goods?

Large goods include complete machines (e.g. winders, dosing units etc.), base frames, side plates, crossbeams, suction channels and all palletised goods.

### 11. Booking in

- Deliveries by lorry have to be booked at least 24 hours in advance to enable pre-planning and to minimize processing times. Deliveries that are booked at least 24 hours in advance are given preference during processing. Deliveries that have not been booked in advance must expect delays before unloading - or even refusal of acceptance
- Upon booking you receive a "**booking number**". This serves as reference during delivery and should be given to the porter on arrival
- Protect all goods against the effects of weather

**Please use the following link to book a delivery time slot:**

<http://www.cargoclix.com/reifenhauser>

**You can download the user manual at:**

<http://www.reifenhauser.com/en/pages/downloads>

All deliveries of large goods must include accompanying shipping documents, e.g. international bill of lading (CMR) or national bills of lading. It is essential that these documents contain details of the number and type of load units.

### 12. Palletisation

If possible, Euro pallets should be used for all deliveries (1,200 mm x 800 mm). Observe the criteria specified by EPAL (<http://www.epal-pallets.de>). Pack goods in such a way that they can be unloaded without causing danger, and can be transported inside the company. When using one-way pallets, please observe that their access openings do not fall below a minimum height of 90 mm.

**The wood that is used should comply with the IPPC standard, ISPM**

**15.**

Exceptions are made for:

- Special pallets or lorry transport bases, and similar, which have to be used because of the goods' physical characteristics (oversize, excess weight, transport protection, etc.)
- Mesh boxes

**The following are not accepted:**

- Rented pallets (e.g. CHEP pallets)
- INKA pallets

**Pallet exchange:**

- Where possible, Euro pallets and mesh boxes are exchanged at incoming goods directly after delivery insofar as they correspond to the EPAL exchange criteria (<http://www.epal-pallets.de/de/downloads/downloads.php>)

Before the initial order, special agreements can be made with suppliers regarding the loading equipment to be used.

### 13. Pallet structure

- Where possible, pack the pallets without any protrusions!



Illustration: Pallet with protrusions

- If the pallets are secured using stretch film, wrap layers around the base to ensure a solid bond with the load carrier



- Where possible, employ composite stacking when building up the pallets

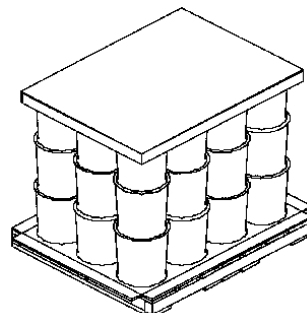


- In the case of mixed pallets, layers should be created based on product type whenever possible
- The stack formation should end in a flat surface so that it is possible to add a further load unit (layer)
- Add an intermediate layer of corrugated cardboard between the individual layers on a pallet
- Always turn the side with product labels outwards, preferably so that they are facing the outside

#### 14. Palletisation of buckets, cans, shipping containers etc.

- Buckets, cans, shipping containers etc., may be delivered on appropriate pallets that have been dimensioned for the weight and transportation loads
- The measures taken to secure the load units must ensure that goods and product packaging are not damaged, e.g. by using corrugated cardboard segments. Furthermore, a secure bond with the load carrier must be established. This can be done using stretch film with adequate layers wrapped around the base of the pallets, or by lashing down the entire pallet load.

Illustration: Pallet with shipping containers



- Make allowances for the individual weights of cardboard boxes on mixed pallets.  
(Heavy on bottom / light on top)
- Attach product-specific handling instructions for the pallet at a prominent place in the form of a pictogram (e.g. do not stack).

## **15. Lorry loading regulation**

On arrival, forklifts unload the lorries at ground level **from the side**.

Unloading has to be possible without needing to move external goods.

Please observe this restriction when loading the bridge / lorry.

All legal requirements with regard to securing loads have to be fulfilled.

**Unloading by crane is also possible after prior consultation. Notice must be given of this during the booking request.**

## **16. Transport protection**

Goods must be secured as much as possible on pallets in order to prevent damage during transport.

Take suitable measures to protect the goods from soiling or instability, e.g., with lashing straps, film, etc.

Wooden crating, boxes, cardboard boxes, or edge protectors (secured by strapping bands) are permissible as transport protection.

The supplier is always responsible for complying with all legal requirements with regard to transport protection and loading safety.

## **17. Delivery documents**

- In addition to the delivery note, a bill of lading must be presented by the forwarding agent upon delivery

## **18. Non-palletised shipments / CEP (courier, express, parcel service)**

Deliveries by parcel service providers can be made without advance notice during goods receiving times.

## **19. Spare part packages**

Observe the following additional points for delivery of spare part packages:

- The sequence of positions on the delivery note must be the same as on the order
- Use the position numbers on the order as position numbers for the delivery notes
- Label the outside of the packages as spare parts or as spare part packages
- A list of contents must be created for each package. This then has to be attached to the side of the package

## **20. Special agreements**

Please direct your queries to the following persons:

Christoph Stadtler    Logistic Manager

Tel. +49-2241/ 481 130

Fax. +49-2241/ 481 375

[Christoph.Stadtler@Reifenhauser.com](mailto:Christoph.Stadtler@Reifenhauser.com)

## Special regulations for deliveries of Reiloy raw material (round, on pallets)

### 21. Book-in request

Perform this as described in Chapter "Large goods / Palletised goods".

### 22. Palletizing raw materials Reiloy

We only accept the otherwise delivery of raw materials.

This means it is not allowed to pack different production orders on one pallet. Exception is a pallet stack, then the different materials have to be separated with a pallet. (as shown with picture 1 + 2)

The pallets in a stack have to be protected with stable straps. The whole stack have to be strapped as one package. (as shown with picture 1 + 2)

Adhere to the following palletisation rules:

Diameter in mm	Length mm	Type of wood	no. of layers	max. Weight in kg
120	1500	5 Kerben	3	2025
150	1500	5 Kerben	2	1400
200	2000	3 Kerben	2	2500
200	4000	2 Stück im Bund	ohne Pal.	6000

This means that up to 5 pieces can be placed on the pallet. 3 on the 3x notched wood and 2 further pieces between the 3 lower parts as a pyramid (without intermediate pieces of wood) It is essential that 4 pieces of 3x notched wood are evenly distributed across the pallet. (as shown with picture 3)

Depending on the order, 2 pieces are combined in a bundle without a pallet. The goods have to be stored on wood on the lorry so that it is possible to unload them with a forklift. When doing this, adhere to loading safety requirements.

To ensure a smooth process it is essential to follow these instructions. Additional costs based on a non compliant delivery will be charged to the supplier, or the delivery will be rejected.



The notched woods will be provided in different sizes bei REILOY, they have to be picked up at the REILOY facility.  
The initial cost will be devived between REILOY and the supplier, after that the notched woods will be exchanged persistent.

Picture 1



Picture 2



Picture 3



## Deviating regulations for deliveries to Hennef

The Reifenhäuser Group operates an external warehouse at a company called Anton Klein. Please take into account the following deviating parameters.

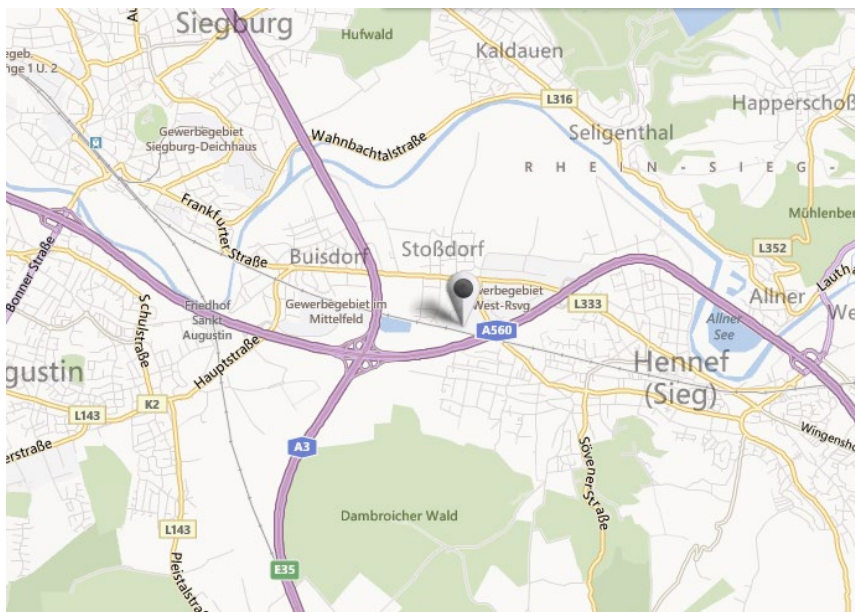
### 23. Delivery address

Reifenhäuser GmbH & Co.KG Maschinenfabrik  
Reifenhäuser Extrusion Technology  
Reifenhäuser Cast Sheet Coating  
Reifenhäuser Kiefel Extrusion  
Reifenhäuser Reicofil  
Reiloy Metall  
c/o Anton Klein Industrieverpackungen + Logistik GmbH

Josef-Dietzgen-Straße 30  
53773 Hennef

Tel. +49 2242-870963  
Fax. +49 2242-870952

### 24. Map directions



## 25. Booking in

- Deliveries by lorry have to be booked at least **5 working days** in advance to enable pre-planning and to minimize processing times. Deliveries that are booked at least 5 days in advance are given preference during processing. Deliveries that have not been booked in advance must expect delays before unloading - or even refusal of acceptance
- Consult in advance the purchaser in charge regarding deviating regulations

## 26. Registration

Please register with Mr R. Schäfer.

[R.Schaefer@anton-klein.de](mailto:R.Schaefer@anton-klein.de)

Tel. +49 2242 870963