

## Delivery Conditions - Tennenbronn Production Facility

Schneider Schreibgeräte GmbH  
Schwarzenbach 9  
78144 Schramberg-Tennenbronn  
Germany

hereinafter referred to as "SCHNEIDER"

### 1. Scope of application

The Delivery Conditions serve to ensure smooth logistical operations between SCHNEIDER and its suppliers. The conditions set out the binding principles for transport, packaging and labelling. The current version at <http://www.schneiderpen.com/supplier> always applies to all orders/deliveries. The Delivery Conditions supplement the "General Conditions of Purchase".

### 2. Delivery

#### 2.1) Delivery addresses / times

SCHNEIDER has the delivery addresses shown below. The postal delivery address for the operation in question is shown on orders, procurement contracts etc. The delivery times for the address are to be precisely observed. Days on which SCHNEIDER is closed or cannot accept goods deliveries due to shutdown, bridge days etc. will be explicitly shown on orders, procurement contracts etc. and are to be observed by the supplier. Additional costs incurred to the supplier due to failure to observe this information shall be borne by the supplier.

- a) Delivery address: **Schneider Schreibgeräte GmbH - Plant 1**  
Schwarzenbach 9  
D – 78144 Schramberg-Tennenbronn  
Delivery times: Monday – Thursday 7 am – 12 midday  
1.15 pm – 4.15 pm  
Friday 7 am – 12.30 pm
- b) Delivery address: **Schneider Schreibgeräte GmbH - Plant 2**  
Unterm Dorf 184/1  
D – 78144 Schramberg-Tennenbronn  
Delivery times: Monday – Thursday 6.45 am – 12 midday  
2.30 pm – 3.30 pm  
Friday 6.45 am – 12.30 pm
- c) Delivery address: **Schneider Schreibgeräte GmbH - Plant 3**  
Weierhalden 37  
D – 78144 Schramberg-Tennenbronn  
Delivery times: Monday – Friday  
By arrangement with the SCHNEIDER purchasing staff member responsible
- d) Delivery address: **Schneider Schreibgeräte GmbH & Co. KG**  
Martin-Heinrich-Klaproth Straße 28  
D – 38855 Wernigerode  
Delivery times: Monday – Thursday 6.30 am – 3 pm  
Friday 6.30 am – 11.00 am
- e) Delivery address: **Schneider Novus Vertriebs GmbH**  
Holzhofring 20  
D – 82362 Weilheim  
Delivery times: Monday – Thursday 7 am – 4 pm  
Friday 7 am – 12 midday

#### 2.2) Delivery condition of goods

Goods including packaging and transportation aids are only accepted in faultless condition. If the goods delivered are damaged or do not comply with the valid agreements, SCHNEIDER reserves the right to decline acceptance. If this causes a scheduling constraint, SCHNEIDER will have the goods internally repackaged. The costs incurred will be invoiced to the supplier.

#### 2.3) Delivery dimensions

Width: max. 1,200 mm  
Depth: max. 800 mm  
Height: max. 1,800 mm

Special dimensions deviating from the above are to be agreed on with SCHNEIDER prior to first delivery. We expressly reserve the right to decline acceptance or to invoice the supplier for internal repackaging of the goods in the case of excess dimensions.

#### 2.4) Delivery weight

Individual packaging item / box = max. 20 kg  
Europool flat pallets = max. 1,000 kg\*  
Disposable flat pallets = max. 1,000 kg\*

\* (incl. pallet/weight, depending on the load capacity of the pallet used)

A consignment may not exceed a weight of 100 kg and may not comprise more than four packages. If one of the limits is exceeded, the packages are to be loaded and delivered on pallets. Delivery weights deviating from the above are to be agreed on with SCHNEIDER prior to first delivery.

#### 2.5) Delivery quantities

The agreed delivery quantities per packaging item are binding. They may only be altered with the express approval of the SCHNEIDER purchasing staff member responsible.

#### 2.6) Delivery of hazardous goods

The statutory provisions for the transportation of hazardous goods must be observed at all times. The supplier is liable for all damage arising from failure to observe the statutory requirements.

Only design-approved, authorized packaging is to be used for transportation purposes. Proper labelling of the packaging in accordance with regulations is also to be ensured.

#### 2.7) Traffic regulations

The German Highway Code (StVO) applies on the entire plant grounds, but priority is given to the movement of persons and forklift vehicles. In addition to the provisions of the Highway Code, internal traffic rules and regulations shown on signs (e.g. maximum speed, no through road, no parking) are also to be observed. When exiting the vehicle, a safety vest is to be worn according to the norm EN ISO 20471. Instructions issued by SCHNEIDER staff members are to be followed.

### 3) Delivery documents

Prior to unloading a goods consignment, all freight carriers must first sign in at the incoming goods office and submit the delivery documents in full:

#### 3.1) Delivery note

is to be submitted as a single copy and must contain the following details:

- Supplier name / number
- SCHNEIDER order number
- SCHNEIDER article number / designation
- Delivery quantity per article
- Net/gross weight of the goods consignment
- In the case of hazardous goods: Hazardous goods information (incl. ID no., hazardous goods class, packaging group) according to RN 202(3a) ADR

Partial deliveries are to be indicated on the delivery note.

#### 3.2) Consignment note

is to be submitted as a single copy and must contain the following details:

- Sender
- Recipient
- No of carriers / packaging items
- Delivery terms according to Incoterms® 2020
- Gross weight of the goods consignment
- n the case of hazardous goods: Hazardous goods information (incl. ID no., hazardous goods class, packaging group) according to RN 202(3a) ADR

### 3.3) Packing list

If a delivery consists of several carriers or packaging items, the delivery note for each transportation unit must include a packing list with the following details:

- SCHNEIDER article number / designation
- Delivery quantity per article
- Number and content of the individual packages
- Packaging item no. / pallet no.

### 3.4) Customs documents

The papers and documents required for cross-border traffic are to be fully included with the delivery and handed over together with the delivery documents.

### 3.5) Other documents

If SCHNEIDER requires other documents to be furnished with the delivery (e.g. measurement or test certificates), these are also to be included with the consignment and submitted to the incoming goods department.

## 4) Customs

### 4.1) EU suppliers

All suppliers are required to submit a supplier declaration according to Regulation (EC) No. 1207/2011. This will be requested separately by the SCHNEIDER customs department.

In the case of intra-community deliveries, the VAT ID must be specified. The data required for Intrastat is to be provided on the delivery documents.

### 4.2) Third country / EFTA suppliers

Clearance for export is always the responsibility of the supplier. All papers and documents required for cross-border traffic have to be enclosed with the delivery by the supplier at the latter's expense. In the case of delivery from non-EU countries (third country, EFTA), a proof of preference (EUR 1 or declaration of preference on the invoice) is to be included if possible.

## 5) General packaging guidelines

Packaging dimensions are to be such that sufficient protection from damage is ensured during transport.

### 5.1) Packaging materials

#### a) Reusable packaging

- Europool pallet Dimensions: 1,200 × 800 × 144 mm (DIN EN 13698-1:2004-01)

SCHNEIDER prefers the use of Euro pallets. These are only replaced if they meet the replacement criteria for at least class "B" according to the GPAL guideline.

Pallets are no longer replaceable if:

- a base or side plank is chipped off leaving more than one nail or screw shaft visible
- a plank is broken crosswise or obliquely
- a block is missing or split, leaving more than one nail visible
- an entire plank is missing
- load stability can no longer be guaranteed
- soiling is so extreme that loaded goods are soiled
- here are major chips on more than one block
- obviously inadmissible components have been used (e.g. excessively thin planks or narrow blocks)

#### b) Disposable packaging

- Disposable pallet Dimensions: 1,200 × 800  
Disposable pallets must fulfill all phytosanitary measures of the IPPC (International Plant Protection Convention) and must be designed for use in the four-way system. An entry height of 100 mm must be strictly observed for smooth handling with a forklift.
- Cardboard  
Cardboard quality is to be adapted to the relevant weight and size of the goods. In the case of overseas consignments, cardboard packaging should be made of certified corrugated board bonded with moisture-proof glue according to DIN 55468 and comply at least with quality classes 2.7 – 2.96.
- Packaging aids
- Protective packaging

Approved, environment-compatible, reusable materials are to be used for all disposable packaging that is universally accepted for recycling.

### 5.2) Package labelling

Each packaging item is to bear a label or tag in a clearly visible position. The following information (at least) is to be included:

- Name of supplier
- SCHNEIDER article number and designation
- Quantity per packaging item
- SCHNEIDER order number

The individual packaging items are to be stacked on a pallet so that the labels are visible. Hazardous substances are to be labelled clearly and in the proper manner according to regulations.

### 5.3) Packaging design / securing the load

- The packaging must always meet the qualitative and technical requirements of the goods. Additional packaging aids must be used to provide sufficient protection from dust, UV light, corrosion, vibration etc.
- In order to avoid damage during transport, packaging items and packaging aids may not exceed the exterior contours of the carrier.
- The straps used to secure the load must be made of synthetic strapping. Vertical and horizontal edge protection must be applied in order to ensure that the packaging items are not damaged by the straps.
- As an alternative to synthetic strapping, the load can be secured by means of shrink-wrapping with PE foil. Only transparent foil may be used so as to be able to determine the state of packaging items and pallets.
- The supplier undertakes to draw the attention of contracted shipping agents/service providers to the applicable statutory provisions and other regulations. Particular importance is attached to securing goods loads on lorries.

### 5.4) Fill quantity / weight of packaging items

- Taking into account ergonomic limits, packaging items may not exceed a maximum load of 20 kg.

### 5.5) Stacking

- The individual packaging items must be stackable. Stacking is to be such that transport security is ensured as well as simple and safe handling.
- The number of layers stacked on a pallet must not result in deformation or damage to the packaging items.
- If no further stacking is permitted on a packaging item/carrier, this must be clearly labelled (e.g. by means of a pallet fixture / stack protector).

### 5.6) Packaging specification / change

- Packaging is either suggested by the supplier and approved by SCHNEIDER or stipulated by SCHNEIDER.
- If the supplier believes there is a reason to change the packaging, the new proposal must always be approved by SCHNEIDER.
- Temporary deviations require special exemption approval in writing by SCHNEIDER.

January 2020