

General packaging regulations

1. Purpose

These general dispatching and packaging regulations serve for optimization and more efficient process configuration between STRACK and the SUPPLIER.

A smooth flow for both sides, as well as the avoidance of packaging waste for the sake of the environment should be in the foreground.

A strict compliance of these guidelines allows us a trouble-free operation and prevents possible complaints. Furthermore, in addition to the quality guidelines and the quality assurance system, these regulations are part of our purchasing conditions.

If not otherwise agreed upon, the costs for packaging are included in the selling price of the SUPPLIER.

The packaging of each article is individually determined within the purchasing negotiations between STRACK and the supplier!

2. Delivery

If the following points are not considered, a receipt of goods on the STRACK plant premises is not possible and will be refused.

2.1 Delivery address

The delivery address has to be taken from the order.

2.2 Delivery times

A delivery at STRACK is possible at the following times:

- Monday to Thursday from 7.30 to 16.30
- Friday from 7.30 to 15.00

3. Transport security

The SUPPLIER obliges to deliver the goods on the STRACK plant premises in perfect condition, in the agreed quality and at the date agreed, respectively the date confirmed by the supplier.

The packaging (open or closed) must fulfill the protective function in terms of quality and quantity in its entirety (see §§ 407ff. German Commercial Code (HGB)), as well as protect the goods against weather conditions and other environmental influences.

The loading unit has to be secured against slipping and the type and duration of the transport route and the resulting burdens for the goods must also be considered at the choice of the packaging.

4. Physical packaging

From the point of view "as much as necessary and as little as possible" the choice of the means of transport and the packaging material has to be made with an optimum of packaging protection for the goods. Generally preferred are the packaging materials which can be handled in the exchange procedure at the receipt of the goods. These include euro-pallets, lattice boxes and euro-pallets with frame. Here care has absolutely to be taken that the packaging material as well as the storage aid are optimally used.

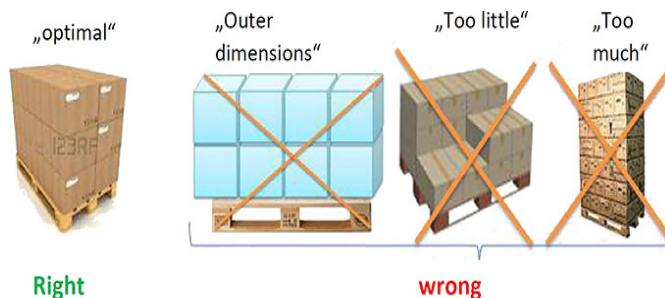
4.1 Packing materials

All packing materials have to be chosen under the aspect of reusability and recyclability. Unnecessary packing should be avoided whereby the protection function of the goods must be given in any case. It is within the discretion of the supplier to choose the extent of packing.

4.2 Storage aids

All storage and transportation aids have to be configured as far as possible as reusable packaging. These are divided into the following three categories (4.2.1. to 4.2.3.).

If the goods are sent from an EU- or third party, the SUPPLIER has to clarify the respective import regulations in advance and has to deliver appropriately in compliance with the law to STRACK. The capacity utilization of the transportation aids has to be organized optimally.



4.2.1 Pallets

STRACK accepts only euro-pallets with the standard dimension 1200 mm x 80 x 144 mm (L x W x H) and a maximal height of 1500 mm. The storage function of the pallet must absolutely be observed, i.e. the external dimensions of the pallet must not be exceeded. The same also applies to material sold by the meter and rolls. Special cases have to be agreed upon with STRACK separately.

The maximum gross weight must not exceed the maximum limit of 900 kg. The criteria, in which the exchange is denied, are defined in appendix 1.

Also pallet frames with the standard size of 1200 mm x 800 mm x 200 mm (L x W x H) in conjunction with a euro-pallet are also accepted for exchange.

In exceptional cases also non-returnable pallets are accepted. Also here the loading height of the pallet must be observed and the dimensions of the pallet must not be exceeded.

4.2.2 Euro lattice box

STRACK only accepts lattice boxes with the standard dimension 1240 mm x 835 mm x 970 mm (L x W x H). The storage- and stacking function must absolutely be observed, i.e. the maximum height of the lattice box must not be exceeded due to loading. It has also to be observed that the top layer must be secured and protected against environmental influences.

The maximum gross weight must not exceed the maximum limit of 1500 kg. The criteria, in which the exchange is denied, are defined in appendix 2.

4.2.3 Cardboard boxes

The manipulation function of the individual units must be given at all times, i.e. STRACK only accepts a gross maximum weight of 30 kg/cardboard box. When using laces, an edge protection must be used. The stacking function of equivalent cardboard boxes must be given at all time. If this is technically not possible, this must be marked clearly on the cardboard boxes.

Exclusively recyclable materials have to be used.

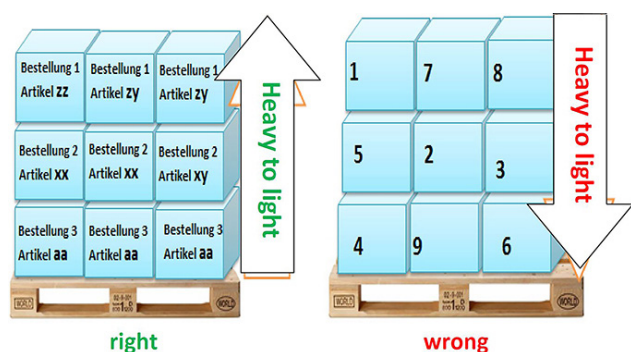
4.3 Packaging aids

For safety reasons metal clamps as well as laces made of metal are not allowed for delivery to STRACK. Adhesive tapes respectively laces made of plastic must be used as a substitute. Also at materials for cushioning or filling of the packaging materials recyclable materials (e.g. paper/corrugated cardboard) have to be used first, which can also be used several times.

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5. Arrangement

The individual packaging unit may only contain one order item/article number. If possible, a complete order has to be packed on one storage aid. The structured arrangement of the shipment at different orders/articles on one packaging material is absolutely necessary to allow a smooth running of the STRACK receipt of order. If there are several articles on one pallet, the division from heavy to light (that is from above to below) has to be observed. If multiple articles are included in one order, these have to be packed correctly sorted and to be marked clearly with the respective STRACK part number. The same procedure applies to multiple orders, which are loaded on one packaging material (also see 6.2.2.). Furthermore the supplier has to ensure that the packaging material is optimally utilized and thus the resources can be exploited optimally.



6. Documents

The supplier has taken care for the completeness and the correctness with regard to contents.

6.1 Bill of loading

For each consignment a bill of loading must be handed over to the transport services provider.

This must include at least the following contents:

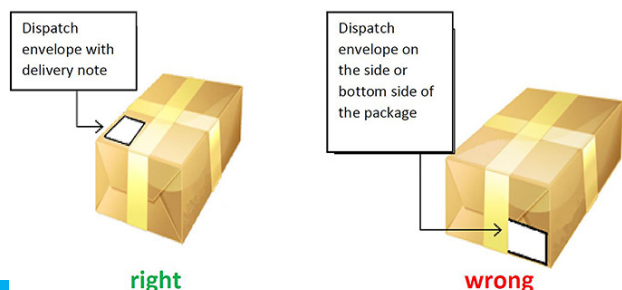
- Sender with address
- Receiver with STRACK address
- Delivery times at STRACK
- Number of the packing pieces belonging to the consignment
- Note about the exchange of loading equipments

6.2 Delivery note

If the SUPPLIER doesn't enclose a delivery note to the consignment STRACK will refuse the receipt. This also applies, when the delivery note was given to the freight carrier and not, as described in 6.2.1., attached to the consignment.

6.2.1 Position at the consignment

The delivery note has to be attached in a dispatch envelope provided for this purpose on the top side of the consignment. It should be considered that when closing the consignment this is not covered and made inaccessible.



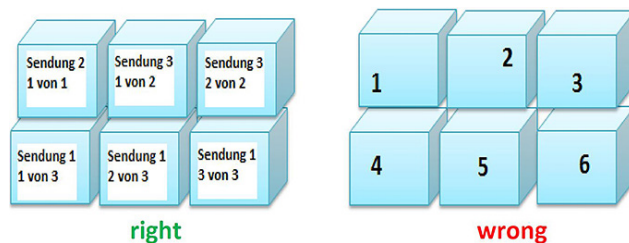
6.2.2 Contents

The following indications are absolutely required for the delivery notes to STRACK:

- Sender as well as receiver
- Complete STRACK order number as alphanumeric number
- Individual positions of the order with quantity (ME) and STRACK part numbers

If several consignments are sent in a common consignment, an additional packing list with the following indications is required:

- Number of the orders with complete STRACK order number as alphanumeric number and bar code (Code 2/5 Interleaved/Industrial)
- Own consignment number for each order
- Number and logical numbering of the individual packing pieces to the respective consignment numbers on the packing material



7. Non-performance claim

STRACK generally reserves the right, in violation of the SUPPLIER against the General Shipping- and Packaging instructions, to charge the SUPPLIER the incurred additional work as well as the additionally incurred expenses to the full extent. In addition, a violation is considered in the assessment of the suppliers and leads thus, in repeated violation - despite of warning - to a negative assessment and in extreme cases to a determination of the cooperation.

8. Information

We will provide you all necessary information for the implementation of these provisions. In individual cases we are open for questions from SUPPLIERS to find a solution together, which benefits to both sides.

If possible objections or requests for modification are not mentioned before the delivery, these Packaging- and Shipping provisions are considered as accepted and are thus an integral part of the contract between STRACK and the SUPPLIER.

On the following side see **Appendix 1 + 2**.

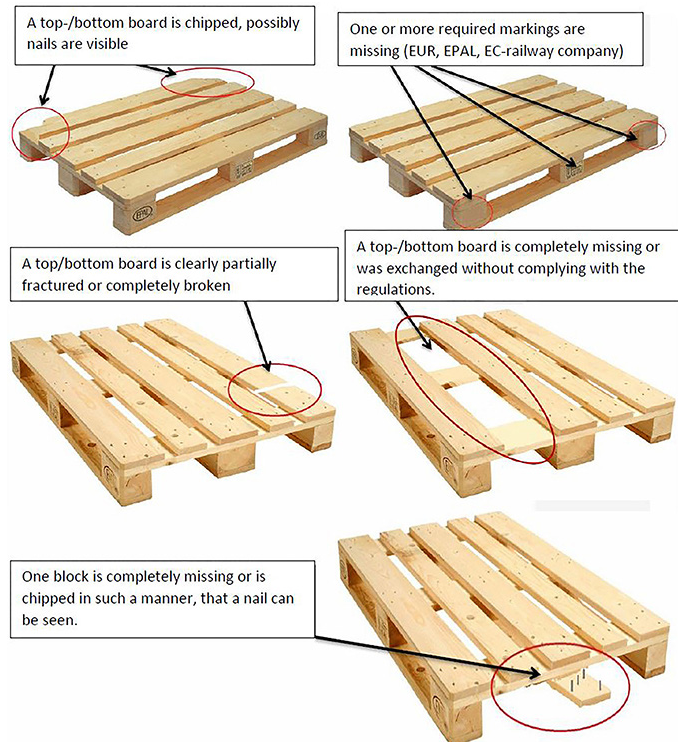
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Appendix 1

In principle a euro pallet has to be delivered in good general condition. That means the full loading capacity is given and the pallet is free from rough soiling. Moreover no nail may protrude from the pallet or is free-standing/ respectively can be seen because of broken boards and blocks.

A euro pallet is no longer exchangeable if there is one of the following criteria:



Appendix 2

In principle a lattice box has to be delivered in a good general condition without greater corrosion. That means that the full load capacity is given and that the lattice box is free of rough spoiling, so that the material loaded cannot be soiled (dust protection cover recommended). The part angle support for the stacking must be intact and may not be deformed.

A lattice box can no longer be exchanged if one of the following criteria is given:

(The minimum requirements for the marking can be seen on the right)

