

External document

Logistics Specifications

Augsburg site

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1. Preface

One of the fundamental principles of a collaborative partnership between you as a supplier/service provider (hereinafter referred to as Contractor) and MAN Energy Solutions SE (hereinafter MAN-ES) is clear and open communication.

This particularly applies when the matter in question is something as complex as the supply logistics that guarantee our production. Without stipulated regulations that have been agreed upon, perfectly functioning logistics cannot be implemented.

In order to make the regulations for optimal collaboration as transparent as possible, we have summarized these for you briefly and clearly in the points below.

MAN-ES reserves the right to charge any costs and expenditures that result from non-compliance with the agreements in these Logistics Specifications to the Contractor.

2. Application and Purpose

The present Specifications apply to the delivery of components and assemblies to the MAN-ES Augsburg site in Germany.

3. Communication with the Contractor

The communication between the Contractor and MAN-ES constitutes the basis for a functional partnership. For this, it is essential that information is passed on in an unprompted and timely manner in the event of changes to all circumstances concerning the contractual relationship (agreements, processes, etc.). It is also imperative that all concluded agreements are adhered to and monitored appropriately.

3.1. Contact Person

The contact persons of the Contractor responsible for logistical support are named in the purchase order. This must be completed and sent to MAN-ES before the first delivery takes place. A contact person must be available at least between the hours of 7 a.m. and 5 p.m. (local time of the Contractor). If a contact person is unavailable, it must be ensured that suitable arrangements are made (i.e. a substitute has been assigned in their place). Furthermore, the Contractor shall provide telephone numbers via which employees can be contacted in the event of an emergency, even outside of business hours.

The Contractor agrees to disclose the structure of their organization to MAN-ES upon request.

In order to allow contact to be made quickly in the event of a problem, MAN-ES will provide an organizational diagram with all persons to contact in the various departments at management and administration level.

The contact person named on the purchase order must always be contacted in the event of any queries.

3.2. Documents

In order to ensure orders can be identified and classified without any issues, the order number, material number, delivery schedule number (with date) and item number must always be stated in invoices, shipping documents, delivery notes (with place of unloading), certificates (test certificates, safety data sheet, proof of preference, etc.), and other correspondence.

All documents must be uploaded to the Nexus platform. They should not be sent by post. Deviations must be coordinated with the responsible MAN-ES contact person.

3.3. Business Closures

The Contractor shall inform MAN-ES about planned interruptions to business operations at least four months in advance of these. For closures that span multiple days, any advance planning that may be required must be coordinated with the designated contact person. Even in the event of business closures, the Contractor must ensure that materials are still delivered to MAN-ES by the deadlines that have been confirmed.

4. Processes in the Context of Order Processing

4.1. Instructions Regarding the Ordering Process

4.1.1. Dispatch of the Purchase Order and Order Confirmation

The purchase order shall be sent to the Contractor by MAN-ES in the form agreed upon.

Once the order has been accepted, the Contractor shall legally sign and return the order confirmation (AB) enclosed with the written purchase order from MAN-ES within five working days. Any discrepancies between the purchase order and order confirmation must be clarified between MAN-ES and the Contractor. Purchase orders will only become valid once these discrepancies have been clarified and confirmed in writing. Should MAN-ES not take action in the event of such discrepancies, this shall not be taken as a form of consent from MAN-ES.

Other forms of order confirmation (AB waiver or electronic transfer) must be agreed upon separate to the contract.

4.1.2. Order Monitoring/Expediting

The Contractor is obligated to monitor their own work and the work of their subcontractors to ensure that all obligations that they have accepted with confirmation of the purchase order are fulfilled in a timely manner. Expediting should be carried out according to the processes used by the manufacturer. MAN-ES and/or a representative commissioned by MAN-ES reserve the right to monitor the progress of the order, which in no way curtails the responsibility of the Contractor. The Contractor must grant MAN-ES or the representative commissioned by MAN-ES access to all areas in which this order is being processed and provide all information and documents that are necessary for the expediting process. This also applies to subcontractors.

4.1.3. Order Amendments

Amendments to orders must be checked by the Contractor to ensure that they are feasible. If the amendments can be taken into account, the designated contact person must be notified of this within five days by means of the order confirmation. If the corresponding amendments can no longer be taken into account, the designated contact person must also be informed about these circumstances within five days.

4.1.4. Delivery Deadlines and Quantities

The delivery deadlines and quantities agreed upon in the individual order are binding and refer to the place of unloading, irrespective of the Incoterms. This regulation also applies with regard to documents, should these be required in the purchase order. The Contractor is responsible for the timely and orderly arrival of the goods at MAN-ES or the provision of these goods via a forwarding agent. As soon as the Contractor realizes there may be a potential delay in delivery, they shall notify MAN-ES of this immediately. The information should include the duration of and the reason for the delay. A premature delivery may only take place with our consent and shall not affect the original agreed payment date.

MAN-ES reserves the right to send back premature deliveries or excess deliveries that have not been agreed with MAN-ES at the expense of the Contractor. Any additional costs that MAN-ES accrues as a result of this shall be invoiced to the Contractor.

4.1.5. Supply of Origin Information

We require documentary evidence of the originating status of all goods to be supplied by the Contractor. This produces the following requirements depending on the place of business of the Contractor:

1. Suppliers with their place of business in the EU:
All EU suppliers must provide us with a long-term supplier's declaration for goods with preferential originating status. You will receive a printed form for this purpose with our first order and hereinafter for annual updating. This form must show the precise country of origin (ISO alpha-2 country codes, e.g. EU (DE)) of the goods.
2. Suppliers with their place of business in a preferential country (e.g. Switzerland, South Korea, Norway)
If, as the Contractor, your place of business is located in a country with which the EU has signed a preferential agreement and the supplied goods are correspondingly preferential originating goods, you must send us a declaration of origin on the invoice according to the respective preferential agreement.
3. Suppliers with their place of business in all other countries (e.g. USA, Japan, Taiwan, China)
If your place of business is located in a non-EU country with which the EU has not signed a preferential agreement, we always require the name of the country of origin and, in response to a separate inquiry, a certificate of origin issued by the responsible authorities.
4. The following principle applies irrespective of the Contractor's place of business:
If preferential proof of origin cannot be issued, we require as a minimum condition the name of the country of origin and, in response to a separate inquiry, a certificate of origin issued by the responsible authorities.

All proof of origin must be uploaded to the Nexus platform. They should not be sent by post. Deviations must be coordinated with the responsible MAN-ES contact person.

4.2. Special Processes in the Context of Order Processing

The following special forms of order processing are possible between MAN-ES and the Contractor:

- Predictive agreement
- Delivery schedule
- Consignment warehouse
- Contractor Kanban

Should one of these methods be used, it shall be agreed upon between the Contractor and MAN-ES separate to the contract.

5. Packaging

The selection of appropriate packaging helps to guarantee that components and assemblies can be delivered in a seamless fashion. It contributes to ensuring that the components and assemblies can be transported from the production facilities of the Contractor to the manufacturing facilities of MAN-ES in a flawless condition, without incurring any damages.

5.1. Responsibility

The Contractor bears the responsibility for arranging a practicable load carrier and packaging concept that is appropriate to the method of transportation and guarantees contamination- and damage-free delivery to the place of use.

Within the context of the following provisions and depending on the Incoterms and method of transportation that has been agreed upon, the Contractor selects the packaging and packaging quantity so that it corresponds to the principle of using resources in an economically and environmentally appropriate manner as well as allowing the goods to be securely protected and handled in an optimal fashion.

5.2. Guidelines for Packaging

With regard to packaging, the following guidelines and regulations must also be taken into account:

- HPE guideline (<http://www.hpe.de/publikationen.htm>)
- Packaging ordinance (<http://www.tis-gdv.de/tis/verpack/inhalt1.htm>)
- International Plant Protection Convention – regulations (IPPC) (<https://www.ippc.int/IPP/En/default.jsp>)

The following principles must be observed for the selection and use of packaging:

- The packaging sufficiently protects the goods from external influences. This means the following in particular:
 - The goods must be protected while being transported or briefly stored outdoors. To achieve this, the packaging must be able to withstand handling outside of halls in consideration of the weather conditions. The packaging must be covered for a period of up to five days. The cover must be designed accordingly. When using covers/hoods/film, etc., it must be ensured that pockets of water cannot form on the goods. In the case of sealed film, it must be ensured that the closure is on the side of or underneath the component and that the film overlaps from top to bottom. This prevents water ingress into the film.
 - Condensate, which promotes corrosion, must not form in packaging protected from weathering. The specifications of AN400 Part 2 must be observed and implemented in this regard.
 - The cover/film, etc. must be sufficiently robust. Edges or similar aspects on components that could damage the cover must be protected accordingly.
- The packaging is not larger and/or more complex than it needs to be to protect the goods.
- Filling material is kept to the required minimum.

- Recyclable materials are used in both disposable and reusable packaging. These are labeled according to the provisions of the waste management industry.
- In the case of the economic and qualitative equal evaluation of disposable and reusable packaging, reusable packaging is preferable.
- Poolable reusable packaging (Euro pallet, Euro pallet cage) is preferred over non-poolable reusable packaging.
- Reusable packaging must be designed so that it can be emptied completely and is easy to clean.

Any applicable guidelines and regulations of the respective supplier country must also be taken into account with regard to packaging.

In addition, the following points are binding:

- Provided that there is no delivery in sets, goods must be supplied separated according to type.
- Only when a written exemption is provided may differing materials be placed on a single load carrier. If this is the case, it must clearly indicated on the load carrier, and a label for unique identification of the parts must be present along with an overview of the components situated in the package.
- Initial samples must be clearly labeled as such.
- It is not permitted to mix materials with different substances that would negatively impact the material properties if they were stored together.

5.3. Packaging Sizes, Load Capacities and Fundamental Properties

In order to guarantee optimum shelf life of the materials, the following packaging sizes, load capacities and properties must be taken into account insofar as possible.

- The component geometry must not exceed the basic dimensions of the load carrier/container (see Table 1: Approved reusable packaging and Table 2: Approved disposable packaging).
 - Exceptions must be agreed with the Purchasing department and require approval. Protruding parts must be appropriately protected against damage.
- The permitted load capacities for load carriers/containers must not be exceeded (see Table 1: Approved reusable packaging and Table 2: Approved disposable packaging).
- Reusable and disposable load carriers must be designed so that they can withstand transportation, transshipment and handling through the entire supply chain and to their site of use unscathed.
- Fundamental properties such as stackability must be maintained.

5.4. Disposable/Reusable Packaging

The Contractor is responsible for ensuring delivery in clean and undamaged load carriers. In general, the pallets must correspond to the current quality classification New, A or B in accordance with EPAL (see Appendix 3). Invalid goods identification systems (e.g. stickers or labels) must always be removed.

Characteristics of class A:

- Light wood color

- Signs of wear, however no contamination
- Max. 22% residual moisture
- No adhesions (e.g. cardboard, film, tape, label)
- No warped sections
- Licensed repair permitted (control clamp and/or repair nail)
- All prescribed corner marks are legible (EPAL, UIC, EUR possible)

Characteristics of class B:

- Dark wood color
- Max. 22% residual moisture
- No wood splintering through user influence
- Signs of wear, wood darkening permitted
- No warped sections
- No adhesions (e.g. cardboard, film, tape, label)
- Licensed repair permitted (control clamp and/or repair nail)
- All prescribed corner marks are legible (EPAL, UIC, EUR possible)

5.4.1. Reusable Packaging

As a rule, components and assemblies are delivered on the standard load carriers specified in Table 1: Approved reusable packaging. The maximum loading weights must not be exceeded.

| Type | Image | Material | Dimensions (in mm) | Max. loading weight (in kg) |
|--|---|----------|--------------------|-----------------------------|
| Euro pallet (Class A as per EPAL guidelines) |  | Wood | 1200 x 800 x 150 | 500 |
| Heavy-duty pallet |  | Plastic | 1200 x 800 x 150 | 2500 |
| VDA RL-KLT 4147 |  | Plastic | 400 x 300 x 148 | 15 |

| | | | | |
|--|---|---------|------------------|-----|
| VDA R-KLT 3215 |  | Plastic | 300 x 200 x 148 | 15 |
| Schäfer Lagerfix container |  | Metal | 500 x 300 x 200 | 120 |
| Pallet cage (Class A as per EPAL guidelines) |  | Metal | 1200 x 835 x 970 | 800 |
| Pallet cage, half-height |  | Metal | 1200 x 835 x 500 | 800 |

Table 1: Approved reusable packaging

5.4.2. Disposable Packaging

In special cases and upon written agreement with MAN-ES, a disposable load carrier can be used. When using disposable load carriers, ensure that environmentally friendly, recyclable materials are used. Labels and packaging aids must not impact on the recyclability.

All disposable load carriers must be designed so that they can be lifted on both sides with a forklift truck.

| Type | Image | Material | Dimensions (in mm) | Max. loading weight (in kg) |
|-------------------|---|----------|-------------------------|-----------------------------|
| Disposable pallet |  | Wood | 1200 x 800 x 145 (max.) | 500 |

| | | | | |
|---------------------|---|-----------|-------------------------|---------|
| Transport floor |  | Wood | Various | Various |
| Cardboard packaging |  | Cardboard | 1200 x 800 x 900 (max.) | 15 |
| Box (see 5.5.) |  | Wood | Various | Various |

Table 2: Approved disposable packaging

5.4.3. Intermediate Layers

A suitable intermediate layer must be provided to separate stacked components or assemblies, in consideration of AN 400.

5.4.4. Packaging in Special Load Carriers

In special cases, special load carriers can be agreed upon consultation with MAN-ES. These special load carriers may only be used once their necessity and economic viability has been substantiated and approval has been granted by MAN-ES. The Contractor is responsible for the planning, design and procurement of these carriers, which must be coordinated with MAN-ES. MAN-ES reserves the right to make modifications to the load carrier in coordination with the Contractor and specify these to the packaging manufacturer.

If MAN-ES provides a special load carrier, it is obligatory to use this. MAN-ES special load carriers must only be used for the delivery in question. They must not be misused or entrusted to third parties.

Costs for the loss of load carriers or necessary repairs are borne according to the costs-by-cause principle

5.4.5. Packaging Data Sheet

For coordination between the Contractor and MAN-ES with regard to the packaging used, the packaging data sheet in Appendix 2 is used. This must be completed by the Contractor and sent to logistics@man-es.com.

5.5. Packaging in Boxes

Provided the size of the component allows it, a box size must be chosen that does not exceed the dimensions of 1.2 m in length, 0.8 m in width and 0.8 m in height. This

naturally only applies insofar as the dimensions of the components allow it. The box must be able to be lifted by a forklift truck on both sides. It must not be sealed with nails.

5.6. Packaging of Contract-Machined Components

In the case of contract machining, the packaging provided must be used for returning the goods.

5.7. Preservation of Components

Components must be preserved in accordance with the provisions of the MAN Preservation Specifications AN400 Part 2.

5.8. Empty Container Processing

As a rule, an exchange of empty containers is only performed for EPAL Euro pallets and EPAL pallet cages. For deliveries by forwarding agents, there is no direct exchange between MAN-ES and the Contractor. The Contractor is independently responsible for the exchange with the forwarding agent; no empties accounts for the Contractor are kept by MAN-ES.

Where possible, EPAL Euro pallets and EPAL pallet cages are provided for exchange in a ratio of 1:1 upon delivery of the goods. MAN-ES reserves the right to refuse the direct exchange of empty containers on economic grounds and instead settle with the forwarding agent by means of an empties account.

Other empty load carriers can only be processed in exceptional cases and always requires a relevant written agreement between MAN-ES and the Contractor. There is no right to the return of load carriers delivered prior to such an agreement being signed.

5.9. Cargo Securing

If using straps, plastic straps must be used insofar as the weight of the components allows this. During transportation, it must always be ensured that the load is secured.

6. Goods Identification

The goods identification documents, consisting of a delivery note (see 6.4), packing list (see 6.5), label or goods tag as appropriate (see 6.6), must be fully and accurately completed, clearly visible and affixed to the load carrier. Additionally, it must be ensured that the legibility of the goods identification documents will not be impaired by weather conditions.

In order to guarantee an unambiguous delivery, goods tags/labels that are irrelevant or out of date must be removed before the delivery is made.

For deliveries made via small load carrier (SLC/KLT), the goods tags/labels must only be placed in the pockets intended for them.

The goods must be delivered in a neutral packaging format, unless otherwise agreed upon.

In principle, when using barcodes, Code 128 must be used.

6.1. Labeling of Product Origin

The origin of the product must be labeled on the packaging unit.

6.2. Labeling of Hazardous Substances

Hazardous substances are labeled separately and with the corresponding hazardous goods label. The safety data sheets for each component must be enclosed with the consignment.

6.3. Labeling of Fragile Goods

Packaging units with fragile individual components and assemblies must be packed so that they are resistant to breaking and must be clearly labeled with customary symbols. Components and assemblies with scratch-sensitive surfaces must be separated with an intermediate layer and must not come into contact with abrasive objects such as screws. If necessary, individual packaging should be provided. If the presence of hollow spaces in the packaging material cannot be avoided, these must be filled with recyclable protective material.

6.4. Delivery Note

A clearly visible delivery note must be affixed to the exterior of every load carrier. This must correspond to the attached template (see Appendix 4) or, at the very least, display the following elements:

- Delivery note number
- Purchase order number
- Item number
- MAN-ES material number
- Quantity
- Load carrier
- Number of pallets
- Weight
- Expiry date/use-by date (if applicable)

6.5. Packing List

In addition to the delivery note, a packing list must be attached as a summary of what the load carrier contains. This must correspond to the template (see Appendix 5) or, at the very least, display the following elements:

- Delivery note number
- Purchase order number
- Item number
- MAN-ES material number
- Quantity
- Load carrier

- Barcode (10-digit order no. + 5-digit item number from right to left, e.g. 00010)

6.6. Labeling/Goods Tagging

In general, goods must always be labeled in accordance with VDA 4902 guidelines. Provided no other provisions have been made, the package must be clearly and immediately identifiable, with at least the following elements displayed:

- Consignee
- Delivery note number of the Contractor (barcode)
- Weight of the package (gross + net)
- MAN-ES article number
- MAN-ES designation
- Quantity (with unit)
- Material
- Dimensions (with units)
- Number of packages
- Acceptance label of the classification society (if applicable)
- Order number + item (barcode)
- If applicable: AVIS/handling unit (HU) (barcode)
- Expiry date/use-by date

The goods tag/material document allows for clear identification of the goods on the transport route between the Contractor and MAN-ES. If secondary packaging is absent, e.g. in the event of unpacked materials on a load carrier, it must be ensured that all components are labeled with goods tags. The goods tag must display at least the following elements:

- MAN-ES article number
- Serial number (if applicable)
- Acceptance label of the classification society (if applicable)
- Date of manufacture
- Expiry date/use-by date (if applicable)
- Individual component weight

7. Delivery

The following guidelines describe how delivery to MAN-ES should take place. Any additional costs that are incurred as a result of not complying with our delivery requirements shall be invoiced to the Contractor.

7.1. Delivery Address

When processing our purchase order, the specified delivery address must be observed. Furthermore, it is possible that items from a single purchase order may need to be delivered to different addresses. Any additional costs incurred from erroneous delivery due to failure to observe the delivery address shall be borne by the Contractor.

7.2. Incoterms

The generally applicable, latest version of the Incoterms applies for the dispatch of goods. The Incoterms agreed upon with MAN-ES are binding and must be adhered to.

7.3. Parcel Service

National parcels or other small consignments up to a max. total gross weight of 50 kg, with a max. individual parcel weight of 25 kg and a girth of 3.3 m must be handled by a parcel service. Should the total gross weight be greater than 50 kg, it is mandatory to commission the services of a forwarding agent.

7.4. Routing Order

For consignments that are commissioned by MAN-ES, the Contractor receives a routing order with an assigned local forwarding agent.

7.5. Special Transport Arrangements

All transport arrangements that are made for materials that are intended to reach their destination quicker to avoid a supply gap are declared as special transport arrangements.

Consignments that entail special transport arrangements must be coordinated with MAN-ES. Applications for such arrangements must be made at least five days before the scheduled delivery date. Special transport arrangements for which the Contractor is culpable must be organized by the Contractor. The costs for this must be borne by the Contractor.

7.6. International Deliveries

The export franking is principally the responsibility of the Contractor. All the papers and documents required for transnational delivery must be produced by the Contractor at their expense and enclosed in the consignment.

The seaway bill (express bill of lading) must be used as a shipping document for deliveries via sea freight. This must display MAN-ES in the "consignee" field as the entity authorized to take control of the goods.

7.7. Shipping Documents

For each delivery, a delivery note, packing list, bill of lading with weight declaration and all customs-relevant documentation must be attached as necessary. These accompany the goods and must be submitted at incoming goods. A bill of lading must also accompany consignments that are travel solely within Germany.

On the bill of lading, all the load carriers, containers, collars, special load carriers, etc. that are used must be listed in addition to the standardized specifications.

7.8. Delivery Time Slot

To speed up the processing of incoming goods and reduce waiting times, a delivery time slot must be agreed upon. To book a time slot, the transportation documents must be sent together with the desired delivery time to wareneingang-aug@man-es.com at least 24 hours in advance. Subsequently, the Contractor will receive confirmation of the

requested delivery time or, if this is not possible, be presented with an alternative time for delivery.

The booked time slot for delivery solely accounts for the time taken to unload the goods, meaning that the Contractor should aim to arrive at the location approx. 15 minutes before the agreed time slot. All forwarding agents and suppliers that deliver on schedule as per the booked time slot shall take preference with regard to processing and unloading.

When making a delivery, the confirmation of the time window must always be presented upon registration at incoming goods.

The regular delivery times of 7 a.m.–3.30 p.m. remain unaffected by this and may only be deviated from in the event of a permanently allocated time slot. The break times of 9 a.m.–9.15 a.m. and 11.30 a.m.–12 p.m. also remain in effect.

Should a time slot not be adhered to, MAN-ES reserves the right to reject the delivery or send the freight forwarder into a holding queue. Any additional costs that are incurred as a result of this are borne by the responsible party.

7.9. Additional Regulations for Direct Dispatch

Should direct dispatch be agreed upon as a means of delivery, the processes and obligations shall be stipulated in a separate agreement.

7.10. Contact Persons for Purchase Orders without a MAN-ES Order Number

In order to be able to guarantee that a consignment can be correctly assigned to the recipient, the following must be taken into account:

Should no MAN-ES order number be present (e.g. on consignments from external companies on the MAN-ES premises), the name of the recipient, company and place of delivery must be specified on the delivery note.

Appendix 1: For Designating the Contact Person of the Contractor

Company name and address:

| Department | Function | Surname, first name | Telephone | Fax | E-mail |
|------------|----------|---------------------|-----------|-----|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Contact persons of the Contractor available in the event of an emergency (24 hours)

| Department | Function | Surname, first name | Telephone | Fax | E-mail |
|------------|----------|---------------------|-----------|-----|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Appendix 2: Packaging Data Sheet

|  Packaging data sheet | | | |
|--|---|--|---|
| Item data | | | |
| Part number | | | |
| Description | | | |
| Weight/part [kg] | | | |
| Annual requirements acc. to request | | | |
| Contact data | | | |
| Supplier code | | | |
| Location [plant code] | | | |
| Contact person | | | |
| Phone no.: | | | |
| Fax no.: | | | |
| Email: | | | |
| Packaging data | | | |
| Primary packaging | | Secondary packaging | |
| Owner | | Owner | |
| Packaging type | Disposable <input type="checkbox"/> Reusable <input type="checkbox"/> | Packaging type | Disposable <input type="checkbox"/> Reusable <input type="checkbox"/> |
| Packaging name | N/A | Packaging name | N/A |
| Dimensions in mm [L x W x H] | | Dimensions in mm [L x W x H] | |
| Fill volume per load carrier | | Fill volume per load carrier | |
| Net weight [kg] | | Net weight [kg] | |
| Gross weight [kg] | | Gross weight [kg] | |
| Payload [kg] | | Payload [kg] | |
| Stacking factor | | Stacking factor | |
| Maximum height of the loading unit in mm | | Maximum height of the loading unit in mm | |
| Additional packaging [aids] | | Additional packaging [aids] | |
| Load security | | | |
| Photo/sketch | | Photo/sketch | |
| | | | |
| Safety measures | | | |
| Corrosion | Yes <input type="checkbox"/> No <input type="checkbox"/> | Impact resistance | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| ESD protection | Yes <input type="checkbox"/> No <input type="checkbox"/> | Chemical protection | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Dampness | Yes <input type="checkbox"/> No <input type="checkbox"/> | Hazardous material | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Preservation (description) | | Comment (supplier) | |
| | | | |
| Comment (MDT) | | | |
| | | | |
| Acknowledged by: | | | |
| Supplier | | MAN Energy Solutions | |
| Name | | Name (MAN) | |
| Date | | Date | |

Appendix 3: Quality Classification as per EPAL

Class NEW

Characteristics:

- ISPM 15 / IPPC
- Chamber-dried
- 800 x 1200 x 144 mm
- Guaranteed nominal load: 1,500 kg
- Max. 22% residual moisture

No signs of use, light-coloured wood, no splinters caused by user

Rough-sawn wood, even and recurrent nailing pattern

Key marking of the pallet organisation (EPAL, EUR possible)

All base boards are chamfered on both edges

4 corner edges chamfered

Key marking of the pallet organisation (EPAL, UIC possible)

IPPC identifier, manufacturer identifier or license number, control quality staple

CAUTION: Lightness alone does not ensure affiliation to the NEW class. Do check on the grading criteria of the following classes

DE-XX00000 HT 095-3-08

Class A

Characteristics:

- Light wood colour
- Pallet has already been used
- ISPM 15 / IPPC not guaranteed
- Max. 22% residual moisture

No splinters caused by user

No adhesions e.g. cardboard, film, tapes, labels

Licensed repair allowed control quality staple and/or repair nailing

Signs of use, but no contamination

No skewed blocks

Legibility of all the prescribed key markings (EPAL, UIC, EUR possible)

CAUTION: Lightness alone does not ensure affiliation to class A. Do check on the grading criteria of the following classes

Class B

Characteristics:

- Dark wood colour
- On assessing whole stacks a dark/light mixture possible
- Pallet has already been used
- ISPM 15 / IPPC not guaranteed
- Max. 22% residual moisture

No splinters caused by user

No adhesions e.g. cardboard, film, tapes, labels

Licensed repair allowed control quality staple and/or repair nailing

Signs of use, wood subsequent darkening permitted

No skewed blocks

Legibility of all the prescribed key markings (EPAL, UIC, EUR possible)

Source: <https://www.gs1->

[germany.de/fileadmin/gs1/basis_informationen/poster_qualitaetsklassifizierung_fuer_den_platttentauschpool.pdf](https://www.gs1-germany.de/fileadmin/gs1/basis_informationen/poster_qualitaetsklassifizierung_fuer_den_platttentauschpool.pdf) (as at: 06.12.2018)

Appendix 4: Delivery Note Template

| Delivery note | | | DN NO.: | DATE: | | |
|----------------------|------------|------|-------------|---------------|----------|----|
| Recipient: | | | Sender: | | | |
| | | ITEM | | | | |
| ID | ORDER NO. | NO. | DESIGNATION | MATERIAL NO. | QUANTITY | LC |
| 1 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 2 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 3 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 4 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 5 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 6 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 7 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 8 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 9 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 10 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 11 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| 12 | XXXXXXXXXX | XX | XXXXXX | XX.XXXXX-XXXX | XXX | XX |

Number of pallets: X
 Weight: XXX KG

Appendix 5: Packing List Template

| <p>Packing list</p> <p>Delivery note number:</p> <p>Recipient:</p> | | | <p>LC. no.: x of x</p> <p>DATE:</p> | <p>Sender:</p> | |
|--|------------|----------------------|-------------------------------------|----------------|----|
| <p>Barcode</p> | | | | | |
| ID | ORDER NO. | ITEM NO. DESIGNATION | MATERIAL NO. | QUANTITY | LC |
| 1 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX Barcode: 10-digit order no. + 5-digit item/item written from right to left e.g. 00010</p> | | | | | |
| 2 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX</p> | | | | | |
| 3 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX</p> | | | | | |
| 4 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX</p> | | | | | |
| 5 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX</p> | | | | | |
| 6 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX</p> | | | | | |
| 7 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX</p> | | | | | |
| 8 | XXXXXXXXXX | XX XXXXXX | XX.XXXXX-XXXX | XXX | XX |
| <p>XXXXXXXXXXXXXXXXXXXXX</p> | | | | | |