

## **Shipping instructions HEINRICH KIPP WERK GmbH & Co. KG**

### **1. Delivery address**

#### **HEINRICH KIPP WERK GmbH & Co. KG**

Heubergstraße 2

72172 Sulz–Holzhausen

- hereinafter referred to as -

### **2. Delivery Times**

Receiving hours:

Mo. – Thu.: 07:15 – 16:00 Uhr

Fr.: 07:15 – 14:00 Uhr

Incoming goods telephone No: +49 7454 793 7650

### **3. General specifications for delivery**

- Goods on pallets should be delivered on Euro pallets where possible and placed on the pallet without overhang
- The basic dimensions of a pallet are 1200 mm x 800 mm
- The maximum height of pallet goods is 1800 mm (including pallet)
- The maximum weight per pallet is 1000 kg (including pallet)
- Any shipment that deviates from the standard in terms of height/weight/overhang must be agreed in advance
- The supplier must ensure that packaging is appropriate and safe for transport and shipment (§ 411 of the German Commercial Code)
- Transit damage costs due to inadequate packaging that are not recognised by insurers shall be borne by the supplier
- For unmixed deliveries, the supplier is obliged to note the KIPP SAP material number on the outside of the carton
- If several positions or items are contained in one packet, they must be separated into suitable packaging (cardboard box or PE bag) and additionally marked with the KIPP SAP material number

- If batch separation has been agreed, ordered items must be delivered separately packed, unless they originate from a production lot
- For ergonomic reasons, the weight of the individual packages of pallet goods should not exceed 20 kg
- When shipped by parcel services, the package weight must not exceed 32 kg
- The contents of individual packages must correspond to the label
- For oily goods, an additional plastic bag must also be used
- Partial deliveries are only permitted if they have been agreed to with HKWSubcontracting content:
  - o Unless otherwise agreed or specified in the order text, goods to be delivered as part of subcontracting work are to be returned in the same packaging in which the parts to be processed were provided by HKW.

## 4. Pallet exchange

Euro pallets must be used for goods delivered by pallet shipment. Undamaged Euro pallets in good condition which correspond to at least the EPAL class B quality classification should be used. Alternative cargo aids are only permitted for long goods > 115 cm. If the Euro pallets meet the requirements, they will be exchanged with the freight carrier or the self-supplier at goods receipt. If the corresponding number of empty pallets is not in stock, the return or invoicing shall take place within a reasonable period of time. In this case, the driver will receive a receipt for the difference on a pallet note. Pallets can only be returned to the issuing establishment on presentation of the original pallet note. If requested, an inventory reconciliation must be carried out for this.

## 5. HKW Load carriers and loading aids

When HKW load carriers and loading aids are made available, they will be recorded in a loading aid account and credited accordingly on return delivery. The load carriers are only to be used for the transport and storage of HKW products and are to be handled with care. Before filling, the load carriers must be checked for cleanliness and transport safety. The load must not exceed 20 kg. The barcode on the load carriers must not be damaged or taped over.

## 6. Consignment inspections

Consignments are accepted under reserve. The driver only receives a provisional receipt for the number of packages delivered (pallets, etc.). Quantity and article control is carried out later based on the delivery note. External damage to the consignments shall be confirmed by the carrier on the consignment and delivery note or, depending on the degree of damage, acceptance may be refused.

## 7. Delivery Note/Labeling

Each shipment must be accompanied by a delivery note in addition to the consignment note. The following information is required:

- Exact delivery address
- Supplier number of the customer (HKW)
- Delivery note number with barcode (Code 128)
- Order number with barcode (Code 128)
- SAP article number
- Informative article description
- Quantity delivered
- If product-specific relevant, the minimum shelf life must be clearly indicated on the delivery note and on the product
- Delivery notes, packing lists and material test certificates or works certificates must be attached to the outside of the packets

For deliveries consisting of several pallets or packages, a packing list shall be attached to the outside.

## 8. Customs clearance

For all shipments from non-EU countries, all documents required for customs clearance must be enclosed or sent in advance. Customs clearance shall take place in accordance with the agreed Incoterms or shall be agreed individually with HKW.

## 9. Unloading the vehicles

Pallets delivered by self-deliverers must be loaded in such a way that the vehicle can be unloaded safely from the rear using forklift trucks. The goods must be freely accessible. Side unloading is only possible by prior arrangement. If there are major obstacles to unloading, an acceptance refusal must be expected.