

Aim of the specifications

The aim of the specifications is to define basic information on the delivery of materials in order to achieve a uniform quality standard. This includes guidelines concerning cleanliness, packaging, labeling of articles and accompanying documents.

1. Delivery papers

1.1. Delivery note

The delivery note should be issued in accordance with DIN 4991 and must contain the following data fields:

- Manz order number and item
- Delivery location (as specified in the order)
- Manz material number
- Designation of the delivered component
- Delivery quantity
- Type and quantity of the individual load carriers / packages (disposable cardboard etc. (in exceptional cases Euro / disposable pallets) *Standard requirements at Manz are plastic pallets, see point 4 Handling*). In the case of recirculating load carriers (e.g. transport racks), the supplier's address must be clearly visible on the carrier.
- Gross total weight including unit
- Supplier's name and address, including contact details for any queries.
- Delivery note number and date
- Dispatch type (e.g. by HGV, parcel service etc.)
- Name of freight carrier / shipper
- Dispatch conditions, e.g. CIP
- Special information, e.g. indication of ESD guidelines (for electronic components), date of manufacture/expiry according to order for materials with a limited shelf life, eccentric center of gravity, indication of special agreements.

1.2. Waybill

The supplier must give the freight carrier / shipper a waybill for each delivery location.

Package-specific peculiarities, such as e.g. eccentric center of gravity or lack of / limited stackability must be indicated.

- In order to guarantee traceability, the delivery note numbers must be specified on the waybills.
- The relevant delivery notes must be attached to the waybills. Waybills together with delivery notes must be handed to the freight carrier separately.
- Another copy of the delivery note must be permanently and visibly affixed to the outside of the load carrier / package; the delivery note must be protected.
- No waybill is required for self delivery.

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1.3. Customs papers (for non-EU deliveries)

For imports, the following are required in addition to delivery note and waybill (road: CMR waybill, air: air waybill, see: Bill of Loading):

- Commercial invoice or customs invoice in the case of free delivery
- Original certificates of origin (only if the goods come from a country which has entered into an agreement with the EU) such as e.g. ATR, EUR. 1, ZU Form A etc.

The commercial or customs invoice must be issued in five copies (2x for the freight carrier / shipper, 1x on package, 1x in package, 1x to Accounts Dept. of Manz AG) and include the following features.

- Title: Commercial invoice or customs invoice
- Invoice number and invoice date
- Addresses of vendor, purchaser and recipient of the goods
- Freight carrier / shipper
- Incoterms
- Terms of payment
- Order number of Manz AG
- Material number and designation of Manz AG
- Article number (HS code)
- Origin specification
- Quantity
- Unit price and total price or the note "for customs clearance only; do not make any payment"
- Net and gross weight
- Type and quantity of packages

1.4. Documentation language

Documents, markings and the delivery papers provided for identifying the consignment must be drawn up in German or English. If statutory provisions (e.g. customs regulations) require a different language, then a German or English translation must also be provided.

2. Component protection and packaging

2.1. General component protection

All components must in principle be packaged so that they are suitable for the respective mode of transportation and are protected against:

- Corrosion
- Soiling/contamination
- Damage, particularly of functional or sealing surfaces
- Static charging (if necessary)
- Buckling or breakage

Minimum packaging must be used, filled to the maximum level.

The packaging must also allow stacking of the individual packages. Components must also not protrude upwards beyond the load carrier, for example. If the components protrude laterally, collision protection must be provided. If cardboard boxes are used these must have a stable design, in order to enable safe storage and individual removal of components after the transport protection has been removed.

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2.2. Specific component protection (special requirements of Manz AG)

Packaging requirements in excess of the general protection are defined by specifications in the order (container / packaging specification / packaging data sheet).

Standards and guidelines can be viewed on the Manz AG website
<http://www.manz.com/de/unternehmen/einkauf/>

2.2.1 Special packaging requirements of Manz AG

- All surfaces, openings, threads and holes must be free from swarf, oils and lubricant residues. (Note drawing specifications)
- The parts and packaging may not come into contact with lubricants or preservatives unless this is expressly listed in the production documents or required as a method of inhibiting corrosion to parts because of their surface properties.
- Components for vacuum technology may in principle only be handled when wearing disposable gloves (powder-free / latex).
- Parts with surface finishing, vacuum sealing surfaces or with precise external dimensions (toleranced by tolerance field / drawing tolerances) must be packaged individually in order to avoid surface damage to parts during handling or transport.
- Machined surfaces must be free from damage - perform visual inspection. (Vacuum sealing surfaces must not have any scratches)
- Large products, e.g. vacuum boilers, casings etc. must be delivered on suitable transport racks. They have to be clearly labeled as property of the supplier. These racks have to be picked up at regular intervals by the supplier.
- Large products, e.g. metal sheets or complete machine casings, must be packaged as assemblies and equipped with the relevant parts lists. The items must be ticked off or marked on the parts list. Complete and individual parts drawings must be enclosed with the parts list.



- When fragile or sensitive goods are transported, containers especially manufactured for this purpose must be used. In addition, the correct transport position of the goods within the packaging must be observed. Care must be taken that unpacked goods are not subjected to stress, blows or severe impacts.
- Only articles of a similar type may be delivered in the same packaging unit.
- It is not permitted to pack up parts from multiple purchase orders in a single package.

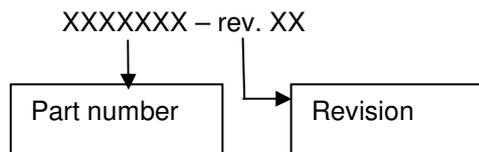
- Only undamaged / new packaging material may be used.
- Small components and specially cleaned vacuum components (drawing specifications) must be welded into bags or film in principle. Vacuum components may only be welded into film at room temperature and when dry.
- In order to exclude the risk of mix-ups, any old markings (and residues of such) still present must be removed from load carriers.

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- If a material number consists of several components, these must be packaged together as an individual set and marked accordingly, to make it clear that they belong together. If they cannot be packaged together, the packages must be clearly numbered in accordance with the following guidelines:
 "Package <X> of <Y>" (e.g. material no. 123, package 2 of 5). In addition, in this special case a packing list must also be affixed to the load carrier, which specifies the assignment of components to packages, as well as a packing list for each package level

2.2.2 Article designation

Each article has to be labeled with an identification sticker that includes the following data:



The identification sticker may not be affixed to the part itself, but to its packaging.

2.2.3. Accompanying documents

- Before shipping, the supplier has to compare the data of the parts with the data on the purchase order. A check must be made to see if all the prespecified parts or assembly groups have been attached and if all the requirements listed in the purchase order have been complied with.



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- A delivery note must be included with the delivery. In the event of a complaint, the words "COMPLAINT + Complaint no." have to be listed on the delivery note.
- A delivery note may not include details from more than one purchase order.
- The complete sketch must accompany any sketch parts.
- Parts that are checked in the course of an outgoing goods inspection must include a fully-filled out inspection stamp on the sketch.
- If a measurement report is required on a sketch or purchase order, it should be attached to the sketch. If several parts are supplied with a measurement report, they each have to be identified by the respective number on the measurement report.
- The sketch must be included in a separate cover and the cover must list the respective position. The cover plus accompanying papers has to be affixed to a clearly visible part of the package.

3. Handling

- The goods must generally be delivered on plastic pallets. If in exceptional cases the supplier cannot obtain these plastic pallets, they can be provided by Manz AG.
 - Four-way entry plastic pallets 1200mm x800mmx150mm, 3 runners, closed top surface dynamic bearing load: 800 kg, static bearing load: 3000 kg with upstand (from Prodinge OHG)
 - 3-runner pallet with upstand, dimensions: 1200x800x150 mm, KP 1 HP (from KTP Kunststoff Palettentechnik GmbH)
- The use of print products (e.g. newspaper etc.) is not permitted.
- Reusable transport containers / load carriers (e.g. lattice boxes, transport racks) may only be used if this has been expressly agreed in the packaging specification for the material number.
- In the case of mixed consignments / collective packaging, different revision versions must not be combined in one package. Each material number must be separately packaged and individually transportable.
- In the case of materials with a limited shelf life, consignments with a different date of expiry/manufacture are not permitted within the same package.
- Packages must be combined to form a safely transportable unit on the shipping unit and protected against slipping during transport. Suitable load securing systems (e.g. belt eyelets, lashing points) must be provided for this purpose.
- Load carriers and packages with a weight of more than 25 kg must be accessible by forklift (min. 100 mm clearance height). The maximum weight for inner packaging / small load carriers is 15 kg. For small load carriers and box containers the maximum height is 1 m and the maximum weight is 1.5 t (component geometry permitting)
- In absolute exceptions the use of wooden load carriers is permitted, however this must be explicitly agreed with the relevant Manz AG Purchasing Department prior to delivery.
- Perfect condition of EUR flat pallets and EUR box pallets must be ensured in accordance with the exchange criteria of the European Pallet Association EPAL (<http://www.epal-pallets.org>)
- If wooden packaging is used for delivery from non-EU countries, the IPPC requirements ("International Plant Protection Convention") – Standard ISPM ("International Standards for Phytosanitary Measures") no. 15 must be complied with.

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Contact details an contact persons

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Please take reference to the Manz terms

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