

Delivery regulations – central materials management (as of: 07/2019)

Supplier:

Contact person:

Please tick the appropriate box <input checked="" type="checkbox"/>	Sign of confirmation
<p>1. labelling</p> <p>The label on the product packaging shall contain the following information:</p> <ul style="list-style-type: none"><input type="checkbox"/> Article description in plain text / DIN / ISO - Description<input type="checkbox"/> DIN / ISO - No. / Drawing number and drawing index / Strength / Surface finish<input type="checkbox"/> Böllhoff - Article number from the order (max. 15 digits!)<input type="checkbox"/> Surface description in plain text<input type="checkbox"/> Quantity per box<input type="checkbox"/> Böllhoff supplier number / supplier name / logo<input type="checkbox"/> batch number<input type="checkbox"/> Barcode (code 39) for the Böllhoff article number and the supplier batch number <p><i>Label layout according to Böllhoff sample label (see appendix 1)</i></p>	
<p>2. Packaging / Packaging units</p> <ul style="list-style-type: none"><input type="checkbox"/> The packaging unit (PU) specified on the order must be adhered to. Smaller units are permitted if they divide the PU without remainder (example: PU = 1,000 pieces => 2 x 500 pieces is accepted) and in total do not exceed the confirmed delivery quantity<input type="checkbox"/> The product packaging must be designed in such a way that it can withstand transport undamaged (stable cardboard packaging and optimum filling level)<input type="checkbox"/> The product packaging must be secured against opening on its own (securing the carton lid with a securing strap or adhesive tape)<input type="checkbox"/> Small parts that could fall out of the cartons must also be packed in bags<input type="checkbox"/> Deliveries must be carried out in single batches. If this is not possible, reduce the number of batch numbers delivered to a minimum<input type="checkbox"/> The delivered batches and corresponding quantities must be indicated on the delivery note for each order<input type="checkbox"/> The weight of one packaging unit must not exceed 12 kg<input type="checkbox"/> Avoid shipping-cartons/secondary packing as far as possible (see Appendix 2)<input type="checkbox"/> Packaging in Böllhoff original carton is possible (samples for testing can be requested from Böllhoff)<input type="checkbox"/> Delivery documents must be attached to the outside and visibly on the parcel/pallet	
<p>3. test certificates 3.1/3.2 (DIN EN 10204)</p> <ul style="list-style-type: none"><input type="checkbox"/> Ordered test certificates 3.1/3.2 must be uploaded to the Böllhoff Supplier Portal (www.bsp.boellhoff.com)<input type="checkbox"/> The agreed minimum requirements for test certificates with regard to content and tests shall be complied with<input type="checkbox"/> test certificates are issued in German or English language	

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4. Delivery of EURO pallets

- Pallet quality: A or B (MFH-capable – machinable, suitable for conveyor technology, suitable for high-bay warehousing)
- Each delivery pallet must be marked with consecutive numbers (on the front)! For each EURO pallet delivered, the enclosed articles are to be noted on a packing list, the consecutive number is to be clearly marked. The packing list must be attached to the shipping document (see Annex 4)
- As soon as the weight of a position exceeds **150 kg**, it must be packed as a single-item pallet and marked '**single-item**'
- The entire delivery quantity of an article must be packed on a collective pallet or a single-item pallet, even if the delivery quantity consists of several orders
- Cartons must be stacked in a composite (see Appendix 3)
- The cartons must be packed on the pallet in such a way that the labels are visible. Small boxes must always be packed on top of the pallet
- The maximum height of the pallet is 70 cm

5. loading equipment

- Only EURO pallets may be used as loading equipment. Pallet quality: A or B (MFH-capable). These are exchanged 1:1
- Pallets must not be stacked. No foreign goods may be loaded onto the pallets. The goods / the pallets must be freely accessible on the delivery vehicle. Instruct your forwarding agent accordingly
- Overpacks and shipping cartons must not exceed 25 kg
- Pallet consignments may only be delivered with vehicles capable of loading ramps (no Sprinter or similar for pallets). Unloading only from behind via loading ramp!
- disposable pallets and skeleton boxes are rejected
- packaging in bags is prohibited

6. additional agreements

• Delivery announcement

Please report the following data to our incoming goods office two working days before delivery:

- **Shipping weight, number of pallets, delivery date, order no.**

D48: Logistics Centre Europe 1, D-08606 Oelsnitz => lc1-avise@boellhoff.com

D40: Logistics Center Europe 2, D-33649 Bielefeld => gr_we@boellhoff.com

D43: Logistics Centre Europe 4, SK-90301-Senec => BSK_WE@bollhoff.com

D46: Max Müller, D-88145 Opfenbach => Wareneingang.lz2@mm-logistik.com

We reserve the right to refuse acceptance of unannounced shipments!

• acceptance times

Monday to Thursday	7:00 a.m. to 4:00 p.m.
Friday	7:00 a.m. to 2:00 p.m.

Please inform your carrier of the acceptance times. Deliveries outside the acceptance times will be rejected!

7. delivery terms

- **freight payed by supplier (DAP/DDP)**

this applies in principle, unless otherwise agreed and is part of our terms and conditions of purchase!

- **freight payed by Böllhoff (EXW)**

only if this has been agreed in the individual case. In these cases, the following shipping instructions (routing order) apply

↳ **shipments up to 100 kg**

from Europe to Germany and Slovakia

by UPS

Assignment to customer call center

[from Germany](#)

Hotline: Phone +49 (1806) 882 663

The Böllhoff customer number required for your freight collect shipment can be obtained from the Böllhoff purchaser responsible for you.

per carton must not exceed 25 kg!

Transport costs are charged directly to Böllhoff!

↳ **Shipments from 100 kg**

by specified routing forwarding agent (see Appendix 6)

8. Purchase terms

This agreement is subject to the recent Böllhoff purchase terms

Note:

We reserve the right to reject shipments that do not arrive in accordance with this provision or to charge you for any additional costs incurred.

placet, date

place, date

signature Lieferant

signature Böllhoff

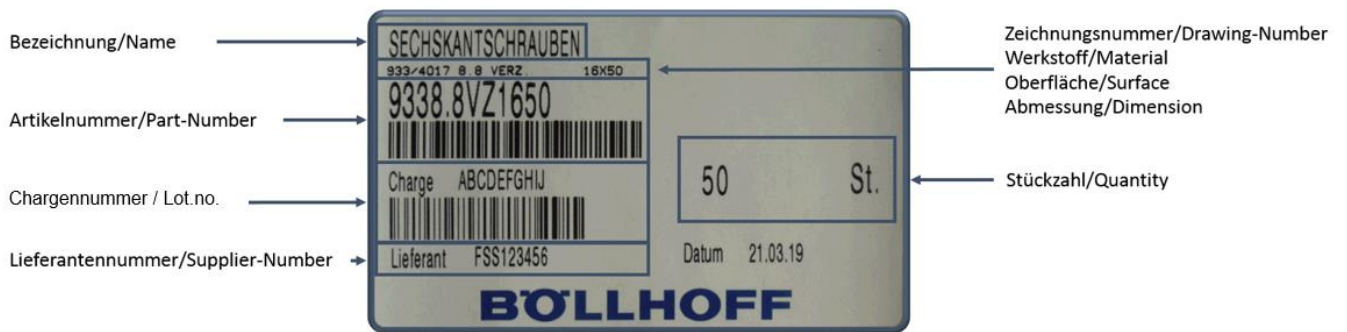
Archimedesstraße 1 - 4 • D-33649 Bielefeld • Deutschland
Telefon +49 (5 21) 44 82-03 • Telefax +49 (5 21) 44 82-6 48 • Internet www.boellhoff.com/de

Delivery regulations – central materials management (as of: 07/2019)

(appendix 1, delivery regulations 07/2019)

label specification

Musteretikett / Sample for labeling



(appendix 4, delivery regulations 07/2019)

palett content list

	Artikelnummer/itemno.	Artikelbezeichnung/item description, DIN, Festigkeit/strength	Abmessung/dimensions	Chargennummer/Batchno.	Menge/quantity
pallette 1/pallet 1					
pallette 2/pallet 2					
pallette 3/pallet 3					
pallette 4/pallet 4					

Master box / secondary packing

22.11.2016

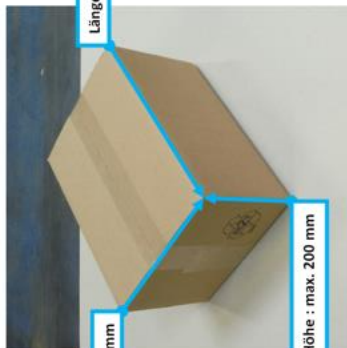
BÖLLHOFF Deliveries in master carton (Annex 2, delivery instructions 02/2019)

Environmental protection:

For reasons of waste avoidance, outer cartons as outer packaging for several individual packaging units should be avoided wherever possible. Therefore unnecessary multiple packaging must be avoided.

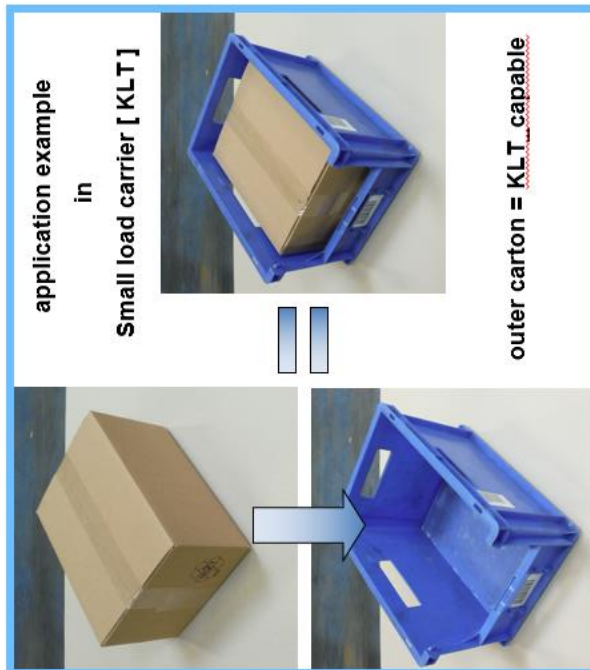
Only in exceptional cases, in which the outer carton represents an essential protection of the individual product, will additional additional packaging be accepted.

In these cases, the outer carton must meet the following requirements:



target

Implementation of an efficient flow of goods under Inclusion of the environmental objectives and the Basic ideas of customer satisfaction.



specifications

Size of the outer carton L / B / H in mm : max. 355 / max. 255 / max.200

Weight of outer carton including product in kg : max. 23

Filling degree of outer carton : efficiently filled with VPE's

Material outer carton : stable and dimensionally stable

Label for outer carton : must meet the requirements of the delivery regulations

Label of the individual VPE : must comply with the requirements of the delivery regulations

Closure : Carton and VPE must be secured against independent opening.

► If all requirements are met, acceptance without complaint ►

(appendix 3, delivery regulations 07/2019)

composite stacking

FB LOG WE / MAT 22.11.2016

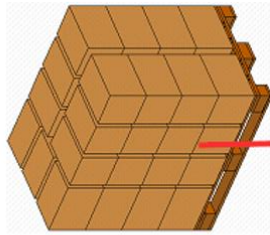
BOLLHOFF Composite stacking (Appendix 3, delivery regulations 02/2019)

Cartons are to be stacked on EURO pallets in a compound in order to

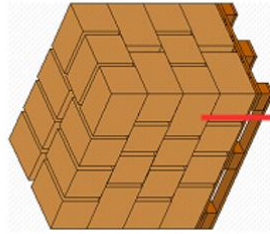
=> to achieve a higher stability of the consignment

=> to prevent stacks of cardboard from falling over and thus to prevent the risk of injury

Cartons shall be stacked in such a way that the labels of the outer cartons are legible.



NOT OK



OK

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(appendix 5, delivery regulations 07/2019)

Chargement of the cost of corrections in the agreed delivery quality

Böllhoff bases the debit note to the supplier on the following billing rates for the correction of errors in the agreed delivery quality.

Gruppe/group	Abweichung	deviation	Korrekturmassnahme /corrective action	Belastungswert/costs to be charged
Lademittel/loading equipment	Einwegpalette, Gitterbox, defekte Europalette	one way pallet, mesh box, defective Euro pallet	umpacken/repacking	40 EUR pro Palette/per pallet
Entladung+handling/unloading + handling	gestapelte Paletten, keine Zugänglichkeit auf dem Fahrzeug, Palettenhöhe > 70 cm, Versandkarton > 25 kg, Paketsendung > 100 kg, nicht rampenfähiges Fahrzeug, fehlende Sendungsavisierung, Anlieferung ausserhalb der Öffnungszeiten	stacked pallets, no accessibility on the vehicle, pallet height > 70 cm, shipping carton > 25 kg, parcel shipment > 100 kg, vehicle not capable of loading ramps, missing shipment notification, delivery outside opening hours	umpacken/repacking	40 EUR pro Palette oder Versandkarton/per pallet or shipping box
Etikettierung/labeling	fehlerhafte Etiketten	faulty labels	neu etiketieren/new labeling	Zeitaufwand + Materialkosten/expenditure of time and materials
Produktverpackung/product packing	abweichende Verpackungseinheit, schwache Kartonage, zu geringer Füllgrad, keine Verschlussicherung, Verpackungseinheit > 12 kg, Sackverpackung, lose Ware, beschädigte Verpackung	deviating packaging unit, weak cardboard packaging, insufficient filling level, no securing against selfopening, packaging unit > 12 kg, sack packaging, loose goods, damaged packaging	neu verpacken und etikettieren, Verschlussicherung anbringen/repacking and labeling, securing against selfopening	Zeitaufwand + Materialkosten/expenditure of time and materials
Packsystem/packing system	keine Verbundstapelung, Etiketten nicht sichtbar, keine sortenreine Palette ab 150 kg, Artikel der Bestellposition nicht zusammengeführt	no compound stacking, labels not visible, no single pallet from 150 kg, articles of the orderposition not merged	umpacken	Zeitaufwand + Materialkosten/expenditure of time and materials
Lieferpapiere/delivey papers	fehlende Packstückinhaltsliste bei Mischpalette	Missing package contents list for mixed pallet	selektieren	40 EUR pro Palette/per pallet

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(appendix 6, delivery regulations 07/2019)

Overview of european routing forwarders (from 100 kg weight of dispatch)

- **Dispatch from Italy** (from Italy to Germany or Slovakia)

Zip codes

all	OSNA-TRANS GmbH (Gruber Logistics S.p.A, IT 20037 Paderno)
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Shipment from not mentioned countries

In the case of EXW agreements, the carrier to be selected must be agreed with the Böllhoff buyer for transport routes that are not specified

Contacts of the routing forwarders

OSNA-TRANS

Osna-Trans GmbH & Co. KG
Internationale Spedition
Averdiekstr. 6
49078 Osnabrück

www.osnatrans.de

Agent Italy:

GRUBER Logistics S.p.A.
Via Amendola
20037 Paderno Dugnano
www.gruber-logistics.com

contact person:
Luca Decio
luca.decio@gruber-logistics.com, 0299199012