

# **Delivery guideline for suppliers of KraussMaffei Extrusion GmbH**

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## 1. Introduction

These delivery guidelines are binding for all suppliers of KraussMaffei Extrusion GmbH (KraussMaffei Extrusion) and all deliveries to KraussMaffei Extrusion. Deviations from the delivery guideline generally require the written approval of the logistics department or the purchasing department of KraussMaffei Extrusion GmbH.

In the event of non-compliance, we reserve the right to refuse acceptance of the goods. In any case, any additional costs incurred will be passed on to the Contractor and an identification fee of at least €500 per delivery will be charged if the marking is not carried out as prescribed. Disregard also has a negative effect on the supplier rating.

Deliveries are to be sent exclusively to the delivery address specified in the order item. This also applies in the case of subsequent deliveries and deliveries during assembly, commissioning and the warranty period. Changes to the delivery address are only made in writing as part of an order change by KraussMaffei Extrusion Purchasing and only after consultation with Logistics.

Deliveries from the Contractor's subcontractors directly to KraussMaffei Extrusion are only permitted in exceptional cases and in consultation with KraussMaffei Extrusion. The following guidelines must be observed here.

- The contractor is responsible for compliance with the delivery guideline by third parties.

Consignments from third countries must be notified to the logistics department before delivery in order to speed up customs import processing.

## 2. Delivery Note Information / Partial Deliveries

### 2.1 Delivery Note Information

Delivery notes are processed using an OCR reader.

Please ensure that the print image is clean and clear (via laser printer). Please avoid colored or gray backgrounds in the area of the relevant data on your delivery notes.

Delivery notes must contain the following information:

- Order number
- Item number of the order
- PSP number, project number and item number if given
- Vendor name and vendor address
- Recipient's name if no order number available
- Name of purchaser specified in the order
- KraussMaffei Extrusion material number
- Quantity delivered
- Unit of measure
- Item or material designation
- Shipping Date
- Information about partial or full delivery of the order item
- Country of origin / origin
- Number of packages
- Customs tariff number / goods number
- Package data with dimensions, as well as gross and net weights
- Clear reference of the delivery note item to the package

### 2.2 Partial Deliveries

Only complete deliveries are permitted. Partial deliveries must be agreed with by the customer in advance. In this case, the delivery documents must clearly show that it is a partial delivery. The value of the respective partial deliveries must be stated.

The information about the complete delivery of the order must be transmitted with the last partial delivery.

## 3. Markings / Labelling

All deliveries must be notified at least 3 days in advance to [KMEInboundsteuerung@kraussmaffei.com](mailto:KMEInboundsteuerung@kraussmaffei.com). To ensure timely unloading, KraussMaffei Extrusion reserves the right to allocate time slots.

The contractor is obliged to mark all loose parts to be delivered with his shipping label.

In order to ensure clear identification, the following information must be given on the shipping label:

- Allocation to the delivery note (item number)
- KraussMaffei Extrusion order number
- KraussMaffei Extrusion order item
- KraussMaffei Extrusion material number (if possible with 1D or 2D barcode)
- KraussMaffei Extrusion material designation (German / English)
- Quantity (actual delivery quantity / quantity per package) in quantity unit according to the order
- PSP number

The labels must be attached securely and visibly in such a way that the barcode can be scanned. The labels must be weatherproof.

If the marking is made directly on the product, this must be done with labels that can be removed without leaving any residue.

If the marking cannot be made on the product, the labels should be stuck onto perforated plastic supports and attached to the product using rot-proof twine or galvanized binding wire.

#### **4. Preservation (see also: drawn parts)**

The Contractor is responsible for the proper preservation of the delivery item and frost protection (emptying water-carrying parts and filling with antifreeze), taking into account the final destination.

Bare surfaces (with the exception of non-rusting parts) on machines and assemblies that are not processed or finished at KraussMaffei Extrusion require long-term preservation.

In the case of trades with internal threads (e.g. welded assemblies), threads must be coated with oil before priming/painting and then sealed with flangeless plugs, unless otherwise specified in the order.  
(Example: Essentra Components SR1034 Flangeless Plugs)

Pipes/cables and other openings must be sealed with watertight plastic or sheet metal caps. The inner walls must not show any visible moisture.

For short-term protection, preservation with oil KSP204 or wax KSP317 from Rivolta is recommended.

For long-term protection, preservation with Tectyl 506 - EH from Valvoline is recommended.

#### **5. Parts machined according to specific technical drawings**

Bare turned and milled parts, sheet metal and welded parts (with the exception of non-rusting parts) must be preserved with oil unless otherwise specified on the respective drawing.

Test dimensions specified on drawings and dimensions requiring documentation must be documented in the test reports and attached to the respective delivery note.

For all orders from KraussMaffei Extrusion, the supplier is obliged to check that the change indices specified on the order and on the respective drawing match before planning and production begins. This also applies to repeat parts if the supplier already has the drawings and KraussMaffei Extrusion does not send them again. The supplier is responsible for ensuring that the relevant parts are manufactured in accordance with the change index specified on the order.

In the event of deviations, the responsible purchaser at KraussMaffei Extrusion must be contacted before the parts are manufactured and, if necessary, the drawing with the correct change index must be requested.

#### **6. Packaging and Loading**

##### **6.1 Packaging**

The Contractor is responsible for the appropriate packaging, taking into account the transport route, transport time, climate, country and destination.

The packaging must fulfill several functions during transport, storage and use:

- Protection from physical and environmental damage.
- Transport packaging must be designed in such a way that the load can be held, lifted, moved, set down and stowed easily and safely.
- Visible attachment of required shipping information and delivery dates

**Moving parts are to be provided with mechanical safeguards.**

The regulations for load securing must be observed. Attachment points are to be marked, regulations on securing and handling during transport are to be enclosed with the delivery. Any load handling devices installed for attachment must be fitted with a self-rotating eyelet (anti-rotation protection).

Wooden pre-packaging such as crates and floors must comply with the IPPC standard / HPE directive or be made of plywood.

The use of one-way pallets is generally not permitted. Due to the optimized storage technology and the downstream internal transport systems, Euro pallets or lattice boxes are to be used.

All parts are to be bundled and packaged separately according to order items per order. Exception: Components of several order items that are preassembled together. This fact must be pointed out in the delivery documents. The approval of the logistics department must be obtained for this.

If a shipment contains several orders, these must each be packed separately.

Only single-project packages may be delivered (different projects may not be mixed in one package).

**The packages to be delivered are to be provided with package numbers. (1 of x)**

## **6.2 Loading**

At the time of loading, the Contractor shall provide all necessary tools and information, such as focal points, support structures, fastening options, etc., which are necessary for safe and proper loading or stowage of the packaged goods. This also includes labeling the packages with international symbols (e.g. center of gravity, attachment points, load points, lashing points, risk of tipping, etc.).

## **7. Loading-/ Weighttransgression**

The Contractor must design, manufacture and pre-package the machines/components in such a way that they can be loaded onto commercial trucks (tarpaulin semitrailers, tautliners, gooseneck jumbo or mega trailers or corresponding overseas containers). Special transports are to be avoided.

**The Max. dimensions per piece are: L=1.140 x B=210 x H=230 cm**

**Maximum gross weight per packing piece: 15 t**

If one of the above specifications is exceeded, large-capacity or heavy-duty transports may be necessary. To prepare for the special transports, the Contractor shall send true-to-scale transport drawings to KraussMaffei Extrusion no later than 3 months before the goods are ready for dispatch.

## **8. Hazardous materials**

If a delivery contains dangerous goods, this must be reported to KraussMaffei Extrusion no later than 5 days before shipment, stating all the complete dangerous goods documents. Dangerous goods must be packed and declared separately.

## 9. Freight payer KraussMaffei Extrusion GmbH

Shipments with freight FCA or EXW are to be notified as follows, otherwise no Cost assumption possible:

**Parcel shipments** up to 40 kg, please advise UPS shipment acceptance under -  
Tel.: 01806 – 88 26 63 with mention of the KraussMaffei Extrusion-Customer-Nr.: 996-983

**Time critical shipments: Please notify the nearest TNT branch of scheduled shipments, stating the KraussMaffei Extrusion-Customer-Nr.: 70 31 56 49**

**National general cargo shipments** up to 2,400 kg (within Germany) can only be sent via our forwarding partner Schenker-Deutschland AG, stating the KraussMaffei Extrusion customer number: 363220 and the package data (number, weight, dimensions and order information). You can find the relevant branch on the Internet at: [www.dbschenker.com](http://www.dbschenker.com)

**National part or full loads (within Germany)**, notify the dispatcher of our service provider Schenker Deutschland AG 3 days in advance by e-mail to [de.dl.lhn.direct@dbschenker.com](mailto:de.dl.lhn.direct@dbschenker.com) stating the relevant package data (number, weight, dimensions and order details).

**International general cargo shipments** up to 2,400 kg (only truck transport) are to be handled exclusively by our service provider Kühne + Nagel, stating the KraussMaffei Extrusion customer number: K001788/ 3100537 and the package data (number, weight, dimensions and order details). Please send an order by e-mail to [knhaj.fo-transportorder@kuehne-nagel.com](mailto:knhaj.fo-transportorder@kuehne-nagel.com).

**International part or full loads (truck transport only)** are to be handled exclusively by our service provider Kuehne + Nagel, stating the KraussMaffei Extrusion customer number: K001788/ 3100537 and the package data (number, weight, dimensions and order information). Please send an order by e-mail to [knhaj.fo-transportorder@kuehne-nagel.com](mailto:knhaj.fo-transportorder@kuehne-nagel.com).

Please state our order number as an account assignment element or reference in the consignment note or forwarding order.

Time critical or special transports must be notified to [KMELogistik@kraussmaffei.com](mailto:KMELogistik@kraussmaffei.com) at the latest 2 weeks before the delivery date.

## 10. Accompanying documents, Customs documents

As the sender, the supplier is responsible for the proper, complete preparation of all necessary transport documents.

All delivery documents (e.g. bill of lading, delivery note and any customs documents) must be handed over in full and together with the goods.

The supplier provides all documents required for customs clearance for export and import, this also includes preferential origin documents and, if applicable, national certificates of origin. In addition, the country-specific documents and safety regulations must be taken into account. These must be notified at the latest at the time of loading by email to [KMEImport@kraussmaffei.com](mailto:KMEImport@kraussmaffei.com)

documents	European Country	Third country		
	road	Road	Air	Sea
Delivery note	X	X	X	X
HS Codes / Customs tariff numbers on delivery note	X	X	X	X
Waybill (CMR)	X	X		
AWB (Air Way Bill)			X	
B/L (Bill of Lading)				X
Commercial Invoice / Pro-Forma Invoice		X	X	X
WVB EUR. 1 / A. TR / UZ Form A / Certificate of Origin (CoO) On invoice		X	X	X
Suppliers declaration (LE) / Long term declaration*	X			
Specified certificate of origin document (If specifically required)	X	X	X	X
Packing slip		X	X	X

\* The document must be available to KraussMaffei Extrusion and should not be enclosed with every shipment (FTA)

The contractor shall also inform KraussMaffei Extrusion's export control department by e-mail ([Exportkontrolle@kraussmaffe.com](mailto:Exportkontrolle@kraussmaffe.com)) in the following cases:

- The delivered products are (due to the technical parameters) covered by Annex I of the EU Dual-Use Regulation.
- If the delivered product is subject to US export restrictions (subject to the EAR).

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