

Delivery guidelines of EFB-Elektronik GmbH

Valid for deliveries to Herford and Sonneberg

Effective as of June 1st, 2020

Delivery guidelines of EFB-Elektronik

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1. Notification and delivery:

Notification requests should preferably be made by e-mail or, if necessary, by telephone before 2 p.m. at the respective locations. They require confirmation from EFB Elektronik.

- Parcel deliveries do not require notification.
- Container deliveries and deliveries of 6 pallets or more must be notified 48 hours in advance. The following information is required:
Number of pallets or number of boxes, if necessary container number.
- Deadlines with a time window must be observed.

location Herford:

- The delivery has to be carried out by vehicles that allow ramp unloading.
- Lateral unloading is not possible! (Exception parcel services)
- Containers can only be unloaded at the rear of the vehicle.

location Sonneberg:

- No ramp discharge possible. Unloading is done with a forklift truck.
- Double deck unloading is not possible!

The delivery address is part of the order.

location Herford	location Sonneberg
EFB-Elektronik GmbH Röntgenstraße 13 32052 Herford	EFB-Elektronik GmbH Johann-Nicol-Dorst-Straße 10 96515 Sonneberg
<u>Notification:</u>	
Mail: Avis@efb-elektronik.de Tel.: 05221/18712-34	Mail: T.Linss@efb-elektronik.de Tel.: 03675/75069-21
<u>Times for incoming goods:</u>	
Monday to Thursday 7:00-14:00	Monday to Thursday 7:30-17:00
Friday 7:00-13:00	Friday 7:30-14:00

2. accompanying documents/delivery note:

The following information must be included:

- Address for receipt
- Sender
- EFB order number - if possible also as barcode
- EFB article number - if possible also as barcode
- Article description
- Delivery quantity per article number

3. Packaging and labelling:

3.1. boxes:

The packaging is to be used in an optimal and environmentally friendly way.

- Styrofoam products are not wanted as filling material.
- Mixed cartons must be marked as such from the outside. The different articles must be packed separately in the carton (e.g. by intermediate cardboard).

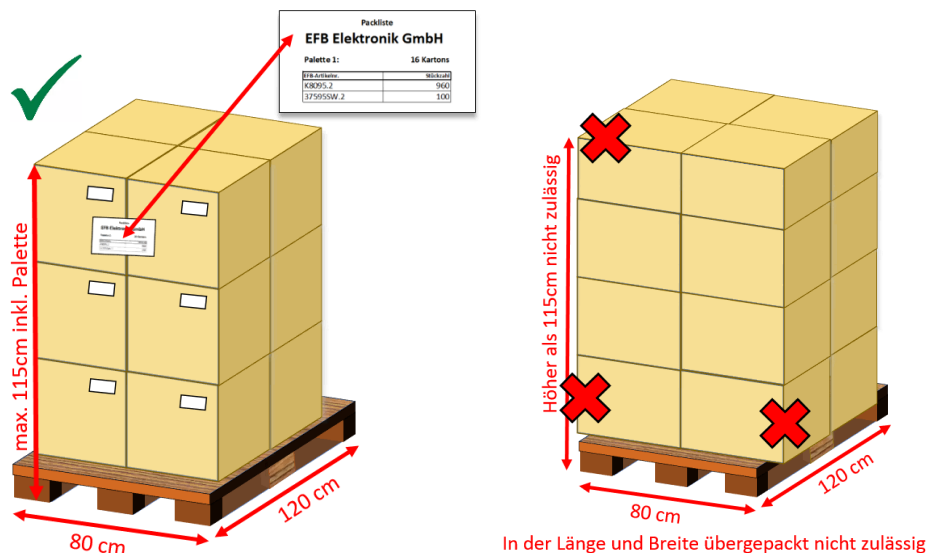


- Multi-part articles must be marked (e.g. 1-3)
- each packaging unit must be provided with a label*; this must contain the EFB article number in plain text, as a barcode, as well as the quantity.

* The label must be approved by EFB-Elektronik.

3.2. Pallets:

- Deliveries must be made on proper pallets with Euro dimensions (preferably Euro pallets).
- The maximum height is 115cm (incl. pallet - applies only to the location Herford). **
- The pallets must not be overpacked in length and width. **



- A packing list with the following contents must be attached to the respective pallets:

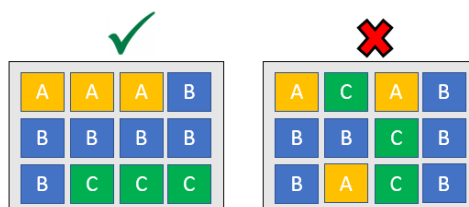
Content of the pallet:

example:

- Number of boxes
- Item number
- Quantity

Packliste	
EFB Elektronik GmbH	
Palette 1:	16 Kartons
EFB-Artikelnr.	Stückzahl
K8095.2	960
37595SW.2	100

- If mixed containers cannot be avoided, the parts shall be clearly visibly marked and appropriately organised.



- The load carrier must be packed in order to distribute the weight evenly over the surface. If this is not possible, the circumstance must be clearly visibly marked. (Caution: shifting of the centre of gravity!)
- If it is necessary to foil the pallets, this is only permitted with transparent film

** Any exceptions due to product dimensions must be agreed with the responsible purchaser.

3.3. Faulty pallets

A euro pallet is not considered to be faultless if...

- a board is missing, is broken diagonally or crosswise.
- a board is chipped off so that more than one nail or screw shaft is visible.
- a block is missing, broken or chipped off in such a way that more than one shank of nails or screws is visible.
- obviously inadmissible components have been used for repair (e.g. boards or blocks that are too thin, too narrow or too short).
- the general condition is so bad that
 - the load-bearing capacity is no longer guaranteed (rotten, or several splintered boards or blocks)
 - the cargo may be contaminated.

e.g.:



4. Consequences of noncompliance:

We reserve the right to charge you for any costs arising from non-compliance with our delivery guidelines. This applies in particular to delivery on defective pallets or pallets that do not comply with the Euro measure. For repacking and disposal of the pallets we charge a fee of 45€ per pallet.

5. reasons for rejection:

- Wrong vehicle (no access to the loading area from the rear)
- No delivery on pallets with Euro measure
- Pallets higher than 115cm (location Herford-if not agreed with the responsible purchaser)
- Pallets are overpacked in length and width (if not agreed with the responsible purchaser)
- Pallets are wrapped with coloured or black foil
- Delivery without confirmed notification date
- Delivery outside the booked and confirmed delivery time window
- Goods, pallets or vehicle are damaged
- Obviously missing goods
- Missing or incorrect delivery documents
- Delivery to the wrong delivery address (location)
- Delivery or behaviour of the driver poses a health or safety risk
- Insulting, uncooperative behaviour by the driver
- Double deck loading (Sonneberg location)