

## **General delivery regulations**

## for deliveries to the DEUTZ AG - SERVICE Logistics - Center

#### 1. Shipping Documents

All documents which are necessary for the identification of deliveries must be in written form either in German or in English. Alternatively, a written additional translation must be attached.

#### 1.1. Delivery note

- (1) For every unloading point a separate delivery note needs to be attached.
- (2) The delivery note needs to be fixed securely at the package (visible and protected).

Every delivery note must contain the following information:

- · DEUTZ sales order number
- · DEUTZ sales order line number
- · Unloading point (as per order)
- · DEUTZ part number
- Delivery quantity / No. of pieces
- · Delivery note number
- · Type and quantity of each loading equipment / packaging (if DEUTZ loading equipment is used, the part number must be declared).

## 1.2. Shipping Document

- (1) For each unloading point the supplier needs to hand over a separate shipping document to the forwarding agent.
- (2) The name of the forwarding agent needs to be declared.
- (3) The shipping document has to contain a delivery note number / sales order number to ensure traceability.
- (4) Type and quantity of the loading equipment needs to be listed.
- (5) Specific package characteristics (e.g. excentric gravity center position) should be indicated.

## 1.3. Customs clearance papers (for non-EU deliveries)

Following documents are required:

- · Commercial invoice / proforma invoice
- · Original preferential certificate of origin (for countries of origin with EU-agreements as e.g. B. ATR, EUR.1)

The following information are required in every shipping document

- · Invoice number and -date
- · Addresses of seller, sold to party and the goods recipient
- · Forwarding agent
- · Departure- / Arrival port
- Incoterms
- · Terms of Payment
- · DEUTZ sales order number
- · DEUTZ -part number and -description
- · Intrastat code (HS-Code)
- Origin specification
- · Quantity / lot size
- · Unit and total price with notification "value for customs purpose only; no payment against this document! "
- Net- and gross weight
- · Type and quantity of the packages

## 2. Component protection, packaging, handling

#### 2.1. General component protection and packaging

The following points need to be considered for packaging: (1) industry standard, appropriate to the type of duty and the mode of transportation (material- and resource conservational, safety appropriate)

- (2) Protection against
  - o humidity and corrosion (VCI-protection)
  - o dirtiness
  - o damage (particularly function- or sealing surfaces)
  - o static charge (if required)
  - o buckling, folding and breaking
- (3) components need to get separated from each other. Bulk packaging is only allowed, if the (in chapter 2) described protection guideline can be met based on the component characteristics (e.g. screws, nuts, ...)
  (4) Smallest possible packaging with highest filling degree.
- (5) Each package needs to be stackable.
- (6) Components must not exceed the loading equipment (vertical up or lateral). The loading equipment needs to exceed the component size.
- (7) The packaging process must be secure stable packaging, so that transportation and individual withdrawal is possible after removing the transport protection.
- \*1 Electronic components (such as control units) must be packed for maximum currentless storage. The duration of the shelf life must be indicated.

## 2.2. Specific packaging

- (1) A completion to the general delivery regulations are the packaging regulations. If required these will be adjusted to specific components with the supplier.
- (2) Valid packaging instructions are declared in the Purchase Order / delivery schedule.
- (3) If supplier is connected to the DEUTZ-returnable container system, the containers are defined in the purchase order or in the delivery schedule.

## 2.3 Handling & transportation packaging

- (1) In case of mixed deliveries or accumulative packaging every part number needs to be packed separately and individually transportable.
- (2) All papers (labels, delivery note, etc.) as well as loading equipment (returnable packaging, cover plates, filling material etc.) need be fixed onto the loading unit to secure that it will not get lost during the transportation.
- (3) Loading units and packages with a weight of more than 25 kg need to be forklift accessible (min. 100 mm height).

  (4) For each packaging unit / loading equipment (KLT) a
- maximum weight of 25 kg is applied. Weight above 25 kg needs to be reconciled previously.
- (5) Loading equipment and cardboard bundles are only allowed to have a maximum height of 1 m and maximum weight of 1 t (dependent on the component geometry).
- (6) Packaging will only be returned in case of an existing agreement between supplier and DEUTZ.
- (7) The DEUTZ- reusable container system should be used preferably. An EPAL-Exchange doesn't take place in general. Alternatively, non -returnable packages and palettes should be used.

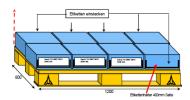
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### 3. Identification / Labeling

The label needs to be fixed well readable and durable on the side of the package and the packing unit. Old labels must be removed from reusable containers.

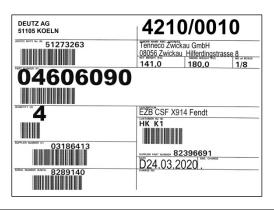


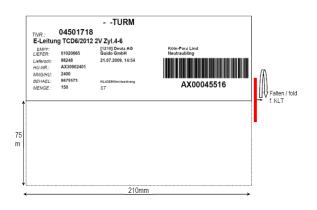




#### 3.1 AX4-Portal

We request to use the DEUTZ logistics platform AX4. Your counterpart in purchasing or procurement will give support in case of any questions. The AX4 platform creates transparent logistics processes for you as our supplier and us as your customer. Furthermore, by using the platform, standardized delivery papers and labels are generated in accordance to the minimal requirements named in 3.2 und 3.3.





## 3.2 Packages (minimal requirements)

A label on a package needs to contain at least the following information. It needs to be fixed min. on two sides.

EMPFÄNGER / CONSIGNEE:	Auftrags-Nr. / ORDER-NO:
DEUTZ AG - WERK 0410 Wareneingang SERVICE Dillenburger Str. 106 51105 Köln GERMANY	123456
	Abmessurgen / DIMMENSIONS:
	1200x800x1000 mm
	Gewicht / GROSS WEIGHT:
	987 kg
KEEP AWAY FROM MOISTURE!	Made in:
HANDLE WITH CARE!	country of origin
Absender / SENDER:	
Company name	
street	
postal code / city	
country	

- Recipient
- Sales order no.
- Size
- Weight
- Country of originWarning signs
- Shippers data

# 3.3 Packing Unit / homogeneous packaging

The following content is the minimum requirement for labelling homogeneous packages or packing units.



- DEUTZ-part no.
- Quantity
- Description
- Date of shipment

## 3.4 Specific characteristics for accumulative packaging

- (1) An accumulative package needs to be labeled explicit.
- (2) If the goods will get delivered in accumulative packages, the individual part numbers need to be packed in individual manageable packing units
- (3) Accumulative containers are only allowed to include packages for one unloading address.

#### 4. Further applicable regulations

- (1) These general delivery regulations do not release the supplier from current valid legal regulations.
- (2) The general purchase terms and conditions of DEUTZ apply. (https://www.deutz.com/lieferanten/download-center/)
- (3) Components, with specific technical cleanliness on the engineering drawing, the DEUTZ-Norm LV 01620252 applies.
- (4) For corrosion risked components the requirements of the DEUTZ- packaging regulations for series-production / chapter import packaging do apply.
- (5) For DEUTZ- reusable packaging the requirements of the DEUTZ- packaging regulations for series production do apply. (https://www.deutz.com/lieferanten/download-center/).
- (6) If wooden packaging is used for deliveries, the requirements of the IPPC-Standard ISPM Nr. 15 need to be met.

#### 5. Exceptional rule

Any variation of the general delivery regulation needs to get approved by the DEUTZ AG in advance.