

# Guidelines for delivery of goods

version: July 15, 2019



These guidelines apply to all deliveries of goods to **WAGENER & CO. GmbH** (hereinafter **WaCo**), unless otherwise clearly agreed in terms of a logistic & supply agreement, a quality assurance agreement, concretely agreed specifications, supply contracts or purchase orders.

Deviations from these guidelines represent a cause for claims and are only allowed as far as they are expressly agreed between **WaCo** and the supplier in particular cases.

These guidelines consist of 2 pages und are split in general requirements for all deliveries (A) and separate parts for certain product groups (B+C).

## A) General, not product specific requirements for handling of purchase orders and deliveries

It is mandatory that deliveries are only executed after **WaCo** has submitted an official purchase order to supplier.

Such purchase order needs to be acknowledged by supplier within 3 working days after receipt. In case a delivery is executed with regards to a non-acknowledged or without any purchase order, **WaCo** reserves the right to refuse such delivery.

### 1. Delivery addresses

All deliveries in road tankers have to be addressed to:

**WAGENER & CO. GmbH**  
-Hauptverwaltung-  
Lohesch 60  
D-49525 Lengerich

all other deliveries have to be addressed to:

**WAGENER & CO. GmbH**  
-Zentrallager-  
Lohesch 48  
D-49525 Lengerich

unless otherwise indicated in the purchase order.

### 2. Delivery times

Generally, deliveries to **WaCo** are possible on workdays between 07:00 and 14:00 o'clock. Outside business hours, deliveries cannot be accepted unless otherwise expressly agreed between **WaCo** and the supplier in particular cases.

Without such alignment, **WaCo** will refuse any claim for demurrage.

### 3. Supplier/Forwarder registration upon arrival

In case a delivery is addressed to our main warehouse ("Zentrallager") as per point 1, the driver has to park is truck outside our premises and report to the warehouse office first.

Our personnel will assign a loading ramp and ask the driver to enter the premises accordingly.

Entering the premises without explicit request and permit is strictly prohibited.

In case a delivery is addressed to our headquarters ("Hauptverwaltung") as per point 1, the driver has to park his truck in one of the available lay-bys in front of the building and report to the warehouse-building (entry left hand side next to the stairs to our headquarters). Our personnel will then provide further instructions where and how to unload.

### 4. Bearing on the premises

Instructions issued by the **WaCo** staff are to be followed at all times and without delay. The supplier / forwarder is obliged to inform himself about the valid regulations (e.g.: safety instructions, access authorisations, etc.) on our premises and act accordingly. Sign plates have to be followed.

Smoking is strictly prohibited on out entire premises.

Apart from exceptions expressly mentioned in this document, entering buildings and production rooms is strictly prohibited.

### 5. Required documents and product marks

Generally, the original delivery documents of the supplier/manufacturer of the goods have to be consigned to **WaCo**. Internal documents of forwarders / hauliers are expressly not sufficient.

It is mandatory that all **WaCo** purchase order and material numbers are mentioned on the delivery documents\* to ensure an unambiguous assignment of the respective delivery.

In case documents are missing or don't contain the required **WaCo** references\*, **WaCo** reserves the right to refuse such delivery.

Each package delivered to **WaCo** has to be marked with a batch-number of the supplier, the product designation and the name of the manufacturer of the product.

The delivery note needs to mention the quantity per batch and pallet for each delivered product as well as the total amount of packages and pallets.

### 6. Requirements to palletized products

As returnable pallets, **WaCo** can only accept pallets corresponding to the EPAL/GPAL standards. These need to be new or corresponding to the EPAL/GPAL classes A or B. Pallets of inferior quality cannot be exchanged. **WaCo** will provide the EPAL/GPAL quality classifications upon request.

The products must not overlap the pallet base. The agreed maximum packaging dimensions need to be met.

Unless otherwise expressly agreed, palletized goods need to be delivered on pallets in Euro-size (800x1200mm) with a maximum height of 1800mm and a maximum gross-weight of 1000kgs.

Multiple different products or batches on one single pallet are basically not allowed and need to be approved by **WaCo** in particular cases.

**WaCo** reserves the right to refuse the delivery and/or charge costs for repacking to the supplier in case the above mentioned requirements are not fulfilled.

### 7. Adherence to date and quantity stipulations

Unless otherwise expressly indicated in our order documents, all delivery dates are quoted as fixed dates and must be strictly adhered to. Deviant agreements need to be done in advance in particular cases. Without such agreement, **WaCo** reserves the right to hold supplier responsible for any costs that might emerge from such deviation and/or reduce the related invoice accordingly.

**WaCo** accepts a quantity variance in the range of -0% and +5% in maximum without prior notice. Greater differences need to be approved by **WaCo** prior to the delivery in particular cases. Without such approval, **WaCo** reserves the right to hold the supplier responsible for any costs that might emerge from such deviation and/or reduce the related invoice accordingly.

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## B) Requirements for raw-materials and bulk-products

In addition to the requirements mentioned in part A), the following aspects need to be observed for the delivery of raw-materials (starting materials / chemicals) and bulk products (semi-finished goods / intermediates):

### 1. Material Safety Data Sheets (MSDS)

The relevant MSDS need to be attached to each delivery.

### 2. Certificates of Analysis (CoA)

For each product and batch delivered, the supplier has to send a batch-related CoA to the **WaCo** laboratories either by email to "cpl@wagener-co.de" or by fax to +49 5481 / 806-200.

### 3. Number of batches per delivery & product

Each delivery must only consist of one single batch / product. The pallets need to be of singular sort and homogeneous batches. Multi-product or multi-batch pallets are not accepted.

### 4. Shelf-life of the delivered product

The remaining shelf-life of the delivered batch needs to be at least 9 months or 2/3 of the entire shelf-life (whichever means the longer period).

### 5. Product specifications

The specification of the product needs to be kept at all times. In case the supplier intends to change the specification, he is obliged to inform **WaCo** prior to the delivery and wait for an official approval of the new specification.

### 6. Deliveries in road tankers

In case a raw-material or bulk-product is delivered in road tankers, the truck needs to be weighed before and after unloading. The weighing process will be done (to the account of **WaCo**) at the neighbor company:

**B. Lewedag GmbH & Co. KG**  
Hullmanns Damm 15  
D-49525 Lengerich

To keep the unloading process as short and efficient as possible, we recommend that the truck directly drives to the entry weighing and report to **WaCo** afterwards. After discharge, the truck needs to be weighed again at the same address.

The road tanker needs to be equipped with a pump.

In addition to all aforementioned delivery documents, a cleaning and sanitization certificate is mandatory.

### 7. Returnable packaging

Returnable packaging (e.g.: drums, IBC, etc.) needs to be distinctly and visibly marked as such and has to be mentioned in the delivery documents with the correct quantity.

\*In case of materials sourced by the customer on his account and delivered free of charge to **WaCo**, the reference numbers of the customer can be used instead of those from **WaCo**.

The supplier is responsible and obliged to communicate at least those requirements which apply to the actual delivery of goods to his forwarder. He has to ensure compliance.

## C) Requirements for packaging components

In addition to the requirements mentioned in part A), the following aspects need to be observed for the delivery of packaging components and auxiliary suppliers:

### 1. Packaging & delivery conditions.

To ensure full and smooth usability in our production, all packaging components are subject to certain delivery, packaging, setting and/or winding-conditions.

These conditions are product specific and need to be coordinated in precise specifications between **WaCo** and the supplier. In case there is no such specification in place, **WaCo** and the supplier have to catch up immediately or reach an agreement in particular cases.

Non-binding indications (e.g. label-winding instructions, tube setting pattern or printing advice for foils) are available in the download-area on our website. However, these files do not replace necessary coordination.

### 2. Certificates of Analysis (CoA) & Declaration of Conformity

For each product and batch delivered, the supplier has to send a batch-related CoA and/or declaration of conformity according to the actual defect valuation list (published by Editio Cantor) to the **WaCo** laboratories either by email to "cpl@wagener-co.de" or by fax to +49 5481 / 806-200.

### 3. Part-deliveries and call-offs from blanket orders

In case a supply is performed by numerous part-supplies or with call-offs from blanket orders, each single partial delivery needs to contain all necessary delivery documents. It is not sufficient to send such documents only with the first delivery per batch.

### 4. Number of batches per delivery & product

Each delivery must only consist of one single batch / product.

### 5. Product specifications

The specification of the product needs to be kept at all times. In case the supplier intends to change the specification, he is obliged to inform **WaCo** prior to the delivery and wait for an official approval of the new specification.

### 7. Returnable packaging

Returnable packaging (e.g.: cartons, trays, etc.) needs to be distinctly and visibly marked as such and has to be mentioned in the delivery documents with the correct quantity.