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### 1.0 General requirements:

The Supplier must pack raw materials, parts and services for Paul Brüser GmbH in such a way that transport and storage damage is ruled out with certainty and the statutory provisions on occupational safety, transport and environmental protection are complied with. If necessary, special packaging regulations will be agreed between Paul Brüser GmbH and the Supplier. Should the Supplier determine, upon inspection of the packaging regulations of Paul Brüser GmbH, that these do not comply with the statutory provisions or may have a negative influence on the products to be delivered, the Supplier is obliged to inform Paul Brüser GmbH immediately in writing. Our goods acceptance times are printed on the orders and must be adhered to as well as our other terms and conditions of purchase.

### 2.0 Marking of goods

In order to streamline the work in our goods receipt department / warehouse, all shipments to us (including slit strip rings) must be marked with a goods tag according to VDA 4902, version 4, Brüser specification. All mandatory data and barcodes must be present on the goods tag. According to the recommendations of the VDA and ODETTE, code 39 is to be used. Code 128 is also accepted. The Supplier must mark, pack and deliver his goods in accordance with the specifications required by us. Product-friendly and externally computer-readable labelling (VDA 4902, current version) must be provided. Each item of packaging material must be provided with a VDA tag. This must be completely filled out and attached to the container / packing unit in such a way that the tag is always clearly visible on the same side in the event of multiple

stacking or delivery of several pallets, wire mesh boxes, etc. Any gluing and/or labelling of the packaging materials is prohibited. Suppliers who use adhesive labels will be charged with the cleaning costs by Paul Brüser GmbH. 100% control cards must comply with the DIN A5 format.

## 2.1 Labelling of slit strips: Example (reduced, original format DIN A5)

(1) WARENEMPFÄNGER Paul Brüser GmbH D - 57413 Finnentrop-Heggen		LIEFERANT (7)	
(2) LIEFERSCHEINNUMMER <b>11281-1</b> 		GEWICHT BRUTTO IN KG <b>1.464</b> (8)	GEWICHT TARA <b>6 KG</b> (9)
(3) MATERIALGÜTE / BEZEICHNUNG <b>DC04 LC</b>		ANZAHL RINGE <b>1</b> (10)	
4) GEWICHT NETTO IN KG <b>1.458</b> 		BESTELL-NR. (P) EB1715 (11) 	
5) ABMESSUNG <b>2,000 X 188,0</b>		BRÜSER-ARTIKELNUMMER (12) <b>R1050524</b>	
PACKSTÜCK-NR. (S) (6) <b>11281-1-001-01/001</b> 		LIEFERDATUM (13) 13.03.2006	Lieferanten-Nr. (14) L77777
		CHARGEN-NR. 51-5504871 (15) 	

### Data field explanations:

No.	Field name / content	Mandatory field	Barcode	Remarks
(1)	Consignee	Yes	No	Name and location of the consignee
(2)	Delivery note number	Yes	Yes	Delivery note number
(3)	Material quality / designation	Yes	No	Material quality
(4)	Net weight in kg	Yes	Yes	Net weight of the material ring
(5)	Dimensions	Yes	No	Thickness and width of the ring
(6)	Package No.	No	No	Unique number per package, assigned by the Supplier
(7)	Supplier	Yes	No	Name and address of the Supplier
(8)	Gross weight in kg	Yes	No	Gross weight of the material ring including packaging
(9)	Tare weight	Yes	No	Tare weight
(10)	Number of rings	Yes	No	Number of rings
(11)	Order No.	Yes	Yes	Number of our order
(12)	Brüser article number	Yes	No	Our article number
(13)	Delivery date	Yes	No	Delivery date
(14)	Supplier number	Yes	No	Your supplier number with us

(15)	Batch number	Yes	Yes	Identification number assigned by the Supplier to a batch
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## 2.2 Labelling of large load carriers (e.g. DB wire mesh boxes)

Unless otherwise agreed, each delivery unit must be provided with a goods tag in accordance with VDA 4902 (current version). This must be completely filled out and affixed to the containers at the designated places. VDA label 4902 (current version), including barcode if requested, shall be used as the label. All packaging units must be marked with this label. The filling of the individual areas is regulated by the Brüser purchase order. The labelling of wire mesh boxes must take place on the “front side”. Accordingly, wire mesh boxes are loaded “on the front side” so that the labels are visible at all times during the entire material flow.

### For example:

(1) Warenempfänger <b>Paul Brüser GmbH 57413 Finnentrop</b>		(2) Abladestelle - Lagerort - Verwendungsschlüssel <b>TOR 1 S</b>		
(3) Lieferscheinr. (N) <b>LS014928</b> 		(4) Lieferantenschrift (Kurzname, Werk, PLZ, Ort) <b>Brüser 57413 Finnentrop-Heggen</b>		
		(5) Gewicht netto <b>184</b>	(6) Gewicht brutto <b>232</b>	(7) Anzahl Packstücke <b>3</b>
(8) Sachnr. Kunde (P) <b>R99999 01</b> 				
(9) Füllmenge (Q) <b>4.000</b> 		(10) Bezeichnung Lieferung, Leistung <b>Rechteckrohr 30/20/2,0 FL: 910</b>		
(12) Lieferantennr. (V) <b>16001607</b> 		(11) Sachnr. Lieferant (30S) <b>R99999 01</b> 		
(15) Packstücknr. (M) <b>2390355</b> 		(13) Datum <b>D 19.11.2007</b>		
		(14) Änderungsstand Konstruktion		
		(16) Chargennr. (H)  <b>4711-05</b>		

Example (reduced, original format DIN A5)

## 2.3 Labelling of small load carriers

Unless otherwise agreed, each small load carrier must be provided with a VDA 4902 small (current version) goods tag. The goods tag is inserted into the designated pockets on the long or front side of the container. The small load carrier label pockets must always point outwards, the middle small load carriers must be aligned uniformly.

(1) Warenempfänger <b>Paul Brüser GmbH 57413 Finnentrop</b>	(2) Abladestelle - Lagerort - Verwendungsschlüssel <b>TOR 1 S</b>	(3) Lieferscheinr. (N) <b>LS014928</b> 
(8) Sachnr. Kunde (P) <b>R99999 01</b> 		
(9) Füllmenge (Q) <b>250</b> 	(10) Bezeichnung Lieferung, Leistung <b>Rechteckrohr 30/20/2,0 FL: 910</b>	
(12) Lieferantennr. (V) <b>16001607</b> 	(11) Sachnr. Lieferant (30S) <b>R99999 01</b> 	
(15) Packstücknr. (S) <b>2390356</b> 	(13) Datum <b>D 19.11.2007</b>	(14) Änderungsstand Konstruktion
	(16) Chargennr. (H)  <b>4711-05</b>	

**Data field explanations:**

No.	Field name / data content	Mandatory field	Barcode	Remarks
(1)	Consignee	Yes	No	Name and location of the consignee
(2)	Unloading point	No	No	Name and location of unloading point
(3)	Delivery note number	Yes	Yes	Delivery note number
(4)	Supplier address	Yes	No	Short name, postal code and city of the Supplier
(5)	Net weight	Yes	Yes	Net weight in kg of the load contents
(6)	Gross weight	Yes	No	Gross weight in kg of the package
(7)	Number of packages	Yes	No	Number of packages per delivery unit
(8)	Customer reference number	Yes	Yes	Brüser article number
(9)	Filling quantity	Yes	No	Filling quantity of the load carrier in the agreed unit of measure
(10)	Delivery designation	Yes	No	Short version of article designation
(11)	Supplier reference number	Yes	No	Supplier's article number
(12)	Supplier No.	Yes	No	Your supplier number with us
(13)	Date	Yes	Yes	Date of shipment
(14)	Design revision status	No	No	Information on the index, only if assigned
(15)	Package No.	Yes	Yes	Unique number per package, assigned by the Supplier
(16)	Batch number	Yes	Yes	Identification number assigned by the Supplier to a batch

**2.4 Labelling instructions for processing contractors:**

The companies that finish parts for Paul Brüser GmbH as pure contract work are exempt from this labelling obligation. They leave the label attached to the container by Paul Brüser GmbH and pack the parts back into the respective load carrier after processing in compliance with our respective packing instructions (printed on our order for external production).

**3.0 Packing instructions****3.1 Packing instructions for slit strip suppliers:**

The packing instructions and ring structures stated in our orders or order items must be observed and adhered to.

**3.2 Packing instructions for processing contractors:**

The goods are packed for return to us in accordance with the packing instructions provided in the order or as delivered by us, in the same containers and quantities per packaging unit. The processing contractor is obliged to pack our articles after processing in such a way that damage (during transport, etc.) is ruled out. Batches must always be kept separate and must not be mixed!

**3.3 Auxiliary packaging:**

If any auxiliary packaging is required, the selected auxiliary packaging material must be coordinated with Paul Brüser GmbH. PVC material may only be used as disposable packaging

with special permission. In principle, substances hazardous to the environment may not be used. Shipping units on pallets must be secured with plastic strips or steel bands. Shrink film or wire lashing will not be accepted. Up to three small load carriers can be delivered individually, without a pallet. If there is a risk of corrosion in the shipping process, e.g. in the event of extreme climate conditions or long transport times, appropriate protective measures must be taken. Wet preservation must be provided as a standard corrosion protection measure. In the case of higher protection requirements for the components, an additional or – in the case of parts for which wet preservation is not possible – an alternative corrosion protection measure in the form of VCI film or VCI paper or similar must be provided. The corrosion protection measures must be coordinated between Paul Brüser GmbH and the Supplier on the basis of the agreed terms of delivery and taking into account the individual climate conditions of the shipping process.

### **3.4 Approved packaging materials**

In order to protect the environment and conserve natural resources, we attach great importance to the use of reusable packaging. In this respect, the Supplier must ensure that only packaging materials that are undamaged, clean and functional are used, thus preventing damage to the goods and health risks. If deliveries arrive in defective or unapproved packaging, damaged containers, containers with ambiguous identification, Paul Brüser GmbH is entitled to reject the deliveries and/or to charge additional costs. If no other arrangement has been agreed with the Supplier in our order, the delivery should take place either

- a) in **Europool wire mesh box pallets**, size: L 1200 x W 800 mm, filling height 800 mm, total height 970 mm, load capacity approx. 1500 kg, pallet weight approx. 85 kg, volume: 1000 litres, exchangeable on the federal railways, suitable for running underneath on four sides, manufactured in accordance with DIN15155/8, UIC leaflet 435-3, with approval for European rail traffic, 4-fold stackable, painted grey, RAL 7030, two-part long wall closable with iron bar, or
- b) on a **Euro pallet** according to standard UIC 435-2, (unladen weight 23 kg) with proper banding to secure the load.

In the case of delivery in the load carriers specified in a) and b), the load carriers will be exchanged here on site immediately and placed in your vehicle. However, this is subject to a sufficient quantity of stock in our warehouse.

### **4.0 Order confirmation and documents accompanying the goods**

In principle, we expect a written order confirmation within 4 business days after placing the order. If this is not sent to us, we will assume the Supplier agrees with our order and the order conditions.

The delivery must be accompanied by a delivery note (in 2 copies) as well as a factory testing certificate according to DIN EN 10204 3.1, at no cost to us, stating the target and actual values. We expect your invoice in 2 copies by post. All written correspondence (order confirmation, delivery note, invoice and factory testing certificate) must include our order number, your supplier number, your company address, order date, our article number, quality, dimensions, delivery date, gross weight, net weight, quantities and the batch number.

### **5.0 Compliance with our order quantities**

Deliveries and sub-deliveries of more than 10% of our order quantity are only permitted with our prior written consent. If this is not provided, we reserve the right to reject the entire quantity. If the delivery quantity is less than our order quantity, the Supplier is obliged to indicate on the delivery note whether the delivery is a complete or a partial delivery. In principle, however, the

Supplier undertakes to provide the ordered articles or services to Paul Brüser GmbH in a single delivery unless expressly agreed otherwise. Slit strip suppliers must follow our instructions regarding the ring structure. Exceptions require our express written permission.

## 6.0 Supplier performance defects

Faulty Supplier services or deliveries significantly impair our workflow and cause enormous costs. We therefore pass these costs on to the respective Supplier on a pro rata basis:

Defect	Cost reference value	Cost rate in EUR
<b>Complaint</b>		
Pro rata costs for complaint processing	Complaint	35.00
Any costs for testing at an external laboratory / service provider	Complaint	As per labour and proof costs
<b>Delivery documents</b>		
Delivery note is missing	Delivery note	35.00
Delivery note information incomplete or incorrect (e.g. Brüser order number is missing)	Delivery note	35.00
Required certificate according to DIN EN 10204 not attached to the delivery	Certificate	35.00
Incomplete or incorrect information in the certificate (delivery note no., Brüser article no., Supplier no., etc.)	Certificate	35.00
<b>Marking</b>		
No VDA label according to our specifications	Label	18.00
Label information incorrect or incomplete	Label	18.00
<b>Packaging</b>		
Packaging defective	Packaging unit	50.00
Packing instructions not complied with	Packaging unit	50.00
<b>Other</b>		
General work by personnel of Paul Brüser GmbH (sorting, search costs, etc.)	Hour	35.00
Non-compliance with the agreed coil size without prior agreement	Material ring	50.00

Should defective parts be identified at our customer's site as a result of defective performance by our upstream suppliers, we reserve the right to charge the respective Supplier for the costs charged to us as a result of this complaint.