

Packaging and Delivery Conditions

Alongside our ordering and purchasing conditions, the hereafter mentioned packaging and delivery conditions apply solely to all deliveries as long as no other arrangements have been made.

Deviations, differing or conflicting packaging and delivery conditions of the supplier only apply if they are expressly indicated and MONTRATEC has accepted them in writing; they do not become part of the contract either implicitly or by taken action – in particular not by accepting the goods.

All contrary packaging and delivery conditions, including any counter-confirmations by the supplier that make reference to its own terms of packaging and delivery conditions, are herewith rejected.

A violation of the packaging and delivery conditions leads to the creation of a defect report, which will be integrated into the supplier assessment. Any further costs resulting from a violation will be billed to the supplier, if necessary.

The supplier is asked to continuously make suggestions to improve packaging as well as the supply chain to minimize shipping costs and to avoid any damage in transport.

1. Delivery Papers and Receipts

The delivery receipt is visibly attached to the packaging in a receipt pouch.

Delivery papers and receipts have to have the following separate fields:

- MONTRATEC order number and position
- Supplier number (will be assigned by MONTRATEC)
- Unloading point (stated in the order)
- MONTRATEC Group material number
- ID of the delivered goods (material short text)
- Delivery quantity
- Total weight
- Name and address of the supplier, including contact details for inquiries
- Delivery receipt number and date
- Special notes (e.g. notes on guidelines, hazardous goods, special arrangements,
- Safety data sheet, consignment deliveries)

Note should be taken that there will only be one delivery receipt per package on display. If there is a delivery of more than one package, an additional overall delivery receipt will be included.

2. Packaging

2.1. General Rules for Packaging

The goods are to be packed in such a way that it is suitable for the corresponding type of delivery and is protected from:

- Corrosion
- Contamination
- Humidity
- Damage, especially to function, sealing and top surfaces
- Static charges
- Cracks or breakages
- Scratches

Every delivery has to be sorted and identified. Labeling is only allowed to be attached to the packaging and not on the actual goods themselves.

A standard packaging material is to be used. A variety of packaging or printed materials are not allowed to be used for the packaging.

It is of great importance for the MONTRATEC that environmentally friendly and recyclable material is used for all packaging (an appropriate label is to be ensured).

A combination of materials (e.g. steel brackets, nails) is to be kept to a minimum and must be simple to remove once used.

A suitable empties system is to be aimed for (box system etc.)

Packaging weight and size should be kept to a minimum. The packaging has to be labeled if it weighs more than 20 kg.

2.2 Special Packaging

- **Pallets** are to be delivered so that they can be unloaded with a lift at the lorry's tail lift. Safe loading and unloading must always be guaranteed.
- **Tanks and containers** are to be delivered on pallets which are bigger than the actual tanks and containers. Edge protection profiles on the sides and conveyor positionings are to be used. Any kind of pressure on the tanks or containers should be avoided.
- If the ambient temperature is below 0°, certain measures are to be taken for protection against the cold. Temporary storage outdoors or in open transport is to be avoided. (e.g. due to danger of freezing and the risks of cracking associated with this etc.)
- With **Individual Part deliveries** the individual part packaging is to be arranged in such a way that is easy to open and close again.
- Lot sizes and packaging sizes must be exactly in accordance with the order, this should especially be followed for **consignment deliveries**.
- Goods with worked surfaces (e.g. coated parts, anodized parts etc.) are to be packaged individually and in bubble wrap. Surface protection nets are to be used for pumps and drive motors.
- Sensitive electro parts with electrostatic hazard potential/sensitivity are to be packed according to the electrostatic discharge (ESD) standard protective packaging.
- Rollers made from plastic are to be packed in Normapacks (U-Profile). The appropriate packaging material is to be requested from MONTRATEC and recycling should be kept in mind.

2.3 MONTRATEC Reusable Packaging

Suppliers have to mark the reusable packaging supplied by MONTRATEC with the term 'returnable packaging', 'company name of the respective MONTRATEC Company' and the complete 'return address' provided that corresponding marking is not already available.

MONTRATEC reusable packaging is to be used by the supplier solely for the transport of goods in line with their supplier obligations to the MONTRATEC Company. Unused reusable packaging should be stored until it is needed by the supplier and should be protected against adverse weather conditions, damage, contamination, other quality damaging effects or loss.

If the reusable packaging supplied by MONTRATEC shows any damage which affects the safe transport and loading of the goods, these have to be reported immediately by the supplier. The reusable packaging affected is not to be used until it is approved by MONTRATEC. The supplier is responsible for any loss or damage to the reusable packaging. As long as damage has only been caused through wear and tear in keeping with the contractual use, this does not apply.

Unless something else has been arranged, the supplier carries the responsibility and costs for returning the MONTRATEC reusable packaging. The reusable packaging is to be returned on request by MONTRATEC at any time or at the latest with the permanent interruption of the business relation.

2.4. Packaging Returns

Reusable packaging of the supplier and disposable packaging has to be taken back at the expense of the supplier. If the supplier does not take back the packaging despite it being a request, the MONTRATEC can charge the supplier for the disposal costs.

3. Opening Times of Incoming Goods Entrance

The incoming goods entrance in each of our branches is open weekdays at the following times:

7 am – 12pm and 12.30 pm – 4 pm

For deliveries outside these times, a separate arrangement has to be made.

4. Types of Delivery

4.1. Parcel Delivery

All parcels that are 'ex works' or 'not prepaid' up to 31.40 kg are to be sent only with the parcel service **DPD**.

Registration has to be done at least one day before collection. The following information will be available once registered

- Collection address
- Contact person
- Parcel dimension (length, width, height)
- Weight
- Collection time (date and time)
- MONTRATEC order number

4.3 Special / Urgent Transport

All special/ urgent transport has to be agreed upon with the corresponding buyer. Without written authorization special/ urgent transport can not be at the expense of MONTRATEC.