

DELIVERY INSTRUCTIONS

1 GENERAL

These Delivery Instructions are a contractual addendum to the Standard Terms and Conditions of Purchase. They are intended to ensure the smoothest possible flow of material between the Supplier and Westfalia.

It is the responsibility of the Supplier to ensure, both internally and externally, that all delivered items are properly and adequately protected, marked and packaged so that they will safely reach their destination and will allow a smooth flow of material at Westfalia's.

The Supplier shall comply both with the provisions of the Delivery Instructions and with any applicable national and international provisions.

If a document belonging to the product or any other written agreement contains specifications for packaging, labelling, and/or marking, such document or agreement has priority over these Delivery Instructions.

2 DELIVERY ADDRESS

The relevant delivery address is the delivery address provided on Westfalia's order.

Any costs resulting from non-observance costs are charged to the Supplier.

2.1 Delivery to Factory

Factory address:

Westfalia Technologies GmbH & Co. KG
Am Teuto 1
33829 Borgholzhausen

Acceptance hours:

Mondays to Thursdays from 7 a.m. to 5 p.m.
Fridays from 7.30 a.m. to 12 noon

Suppliers shall inform their carriers of such office hours for acceptance.

Deliveries made outside the acceptance hours are not accepted.

Deliveries consisting of 6 or more pallets must be announced 1 day in advance to the e-mail address given below.

2.2 Direct delivery

Any direct delivery to Westfalia's customer shall be announced in a timely manner. The dispatch note and the proof of delivery note shall also be forwarded to the e-mail address given below.

2.3 Announcement of delivery

The announcement of delivery shall be forwarded to the following e-mail address:

ek@westfaliaeurope.com

Westfalia reserves the right to refuse acceptance of shipments that were not announced.

3 TERMS OF DELIVERY

3.1 Carrier

3.1.1 General

The shipment must be free from defects. Palletted goods shall be delivered on Euro Pool pallets. Such pallets must be in perfect condition. The pallets are exchanged at incoming goods. If empty pallets are not available in the required numbers, pallets delivered shall be returned or offset within an appropriate period of time.

3.1.2 Bundling

The articles shall be delivered bundled, sorted, and unmixed.

3.1.3 Weight

The following maximum weight shall be observed:

- > Maximum weight of a container: 15 kg
- > Maximum weight of a wire basket: 1,000 kg
- > Maximum weight of a pallet: 950 kg
- > Maximum weight of a bundle of profiles, metal sheets, and pipes: 2,000 kg

3.2 Labeling

Labels shall be attached in a legible manner.

Identification of packing units:

- > Westfalia article number and description
- > Number of packing units
- > Number of articles per packing unit

Identification of items:

- > Drawing items must have a removable label attached
- > Westfalia article number and description

3.3 Packaging and load securing

The type of packaging selected must ensure that the delivered items are protected against external influences and reach Westfalia dry and free from rust, dirt, and damage.

Sensitive surfaces (finely processed outer surfaces, sealing faces, threads, etc.) must not be touching. In addition, suitable corrosion protection shall be provided.

Securing of the load shall be carried out in accordance with the provisions of applicable laws, ordinances, regulations for the prevention of accidents, and standards, and taking into consideration generally accepted rules of technology. The requirements to be complied with include, without being limited to, the requirements of the Road Traffic Regulations (StVO), the Road Traffic Licensing Regulations (StVZO), rule D 29 "Vehicles" of the Trade Association Regulations (BGV), and Association of German Engineers (VDI) 2700 "Securing of loads on road vehicles". Westfalia will reject acceptance in case of hazard caused by inappropriate load securing.

In case of shipments for which Westfalia prescribes a certain type of packaging in the technical documentation, the specifications contained in such documentation shall be observed.

3.4 Documents

All delivery documents (dispatch notes, packing lists, consignment notes, transfer notes, quality certificates, test reports, etc.) must be protected against damage and soiling and must be attached on the outside and must be clearly visible.

The delivery note must include the following information:

- > Sender's address (Supplier)
- > Westfalia delivery address
- > Westfalia order number

- > Westfalia article number, article description, and quantity per item
- > For construction parts: Enclose Westfalia drawing including outgoing goods inspection
- > Number of packages forming part of the shipment
- > Weight of shipping unit
- > Reference to part deliveries or back orders
- > Deviation approval

The commercial invoice must additionally include the following details:

- > Total value of shipment
- > Unit price per item
- > Customs tariff number
- > Code of country of origin per item
- > Certificate of origin

3.5 Unloading

The vehicles shall always be unloaded from the side. The goods must be freely accessible and must not be blocked by third-party goods; there must be no overloading.

3.6 Checking

Shipments are accepted under reservation. The carrier is merely issued a preliminary receipt for the number of packing units delivered (packages, pallets, etc.). Quantity and item checks are carried out later, based on the delivery note. Westfalia will have any outward damage of the shipments confirmed by the carrier on the consignment note and the dispatch note.