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1 Preamble

Due to your commercial relationship with the REIFF Group, we will receive goods deliveries from you.

The "REIFF Packaging and Delivery Specification" is intended to ensure that the goods that you ship to us are in proper condition. Furthermore, this document is intended to create a common understanding of the way in which we cooperate in the area of logistics.

2 Objectives and benefits

An optimal selection of cardboard boxes, pallets and containers as well as an optimal packaging design ensure a smooth process in our supply chain.

The following objectives are pursued:

- Assurance of item quality
- Transparency about the content of the goods
- Minimisation of handling effort
- Continuous use of the delivered containers and cardboard boxes as much as possible, from goods receipt to goods issue
- Avoidance of freight space losses
- Definition of communication between the contractual parties

Compliance with this packaging instruction is checked with every delivery. In the event of non-compliance, we reserve the right to charge the supplier for the costs incurred from rework.

3 Scope

The packaging guideline applies to all deliveries to the companies of REIFF Technische Produkte GmbH (hereinafter referred to as REIFF).

Important information: The rules agreed upon here do not apply to special transactions, such as direct delivery from you to our customers and deliveries for which a separate agreement has been concluded.

4 EDI connection

In principle, we prefer a connection for electronic data exchange in order to reduce manual efforts on both sides.

We are happy to set up new connections. For coordination, please contact einkauf@reiff-gruppe.de.

5 Delivery information

5.1 Announcement (notification)

For all types of shipment, REIFF requires a corresponding notification with a lead time of two working days.

This notification must contain at least the following information:

1. Delivered materials (REIFF item number and abbreviation) with indication of quantity
2. REIFF order number
3. Number of packages, ideally with packing list

Please send the notification in electronic form to: we-avis@reiff-gruppe.de

If there is already a connection via EDI, the delivery note must generally be sent in advance.

5.2 Delivery

The delivery times for all locations are as follows:

Monday to Friday:
07:00 Uhr – 9:00
9:15 Uhr – 12:00
12:45 Uhr – 15:30

Delivery is not possible on national and regional holidays.

Please note additional information on our order documents regarding seasonal particularities. If a different delivery is necessary in exceptional cases, we ask for timely prior consultation within the stated delivery times.

The correct delivery addresses of the locations are listed in the annex under point 8.3.

Packaging and Delivery Specification

5.3 Delivery dates

The delivery date specified by the supplier defines the receipt of the shipment at REIFF

5.4 Delivery papers

Goods can only be accepted upon presentation of all the necessary accompanying documents.

5.4.1 Overview of the required accompanying documents

Nationally:

1. Delivery note
2. Waybill/rolling card of the carrier incl. the REIFF order number

EU countries:

1. Delivery note
2. Invoice
3. International CMR waybill incl. the REIFF order number

Third countries:

1. Delivery note
2. Invoice
3. International CMR waybill incl. the REIFF order number
4. T1 document
5. EUR 1 document

5.4.2 Information on the delivery note

Each shipment must be accompanied by a delivery note, which must be issued in the German or German/English language.

The delivery note must be attached to the outside of the package in a clearly visible delivery note pocket.

If a shipment consists of several packages, the package containing the delivery note must be marked accordingly.

The delivery note must contain the following order details:

1. Ship-to party
2. Delivery note number in plain text
3. Delivery note number as barcode type 128
4. Order number in plain text
5. Order number as barcode type 128
6. Order item

7. Supplier address
8. Supplier number
9. Net weight
10. Gross weight
11. Number of packages
12. Customer item number
13. Item name
14. Delivery quantity
15. Change status of design
16. Date of manufacture in plain text
17. Date of manufacture as barcode type 128
18. Batch number in plain text
19. Batch number as barcode type 128
20. Best before date

5.4.3 Waybill

Each shipment must be handed over to the forwarding agent with a freight order. The transport order must contain the following shipment details:

1. Sender (supplier address)
2. REIFF delivery address
3. REIFF order number
4. Incoterms according to our order
5. Number of packages belonging to the shipment
6. Total weight of the shipment
7. Handover or date of dispatch of the shipment

5.4.4 Packing list

If a shipment consists of several packages, an overall packing list must be prepared as well as an individual packing list for each package.

The packing list must include the following data:

1. Ship-to party
2. Supplier
3. Delivery note number
4. Package number
5. Item number
6. Item name
7. Quantity of the item in the package
8. Net weight
9. Gross weight
10. Batch number
11. REIFF order number
12. REIFF order item
13. Commodity code

5.4.5 Inspection documents

If inspection documents are available, e.g. works certificates, initial sample test reports, drawings, these inspection documents must be enclosed with the goods. The inspected part must be marked and packed separately.

5.5 Marking of the shipment

Unless otherwise agreed with REIFF, the shipment, the packages and the individual packaging units must be clearly marked.

5.5.1 Structure of the marking for shipments

The following sections explain the required marking in more detail.

5.5.1.1 General

Marking via total packing list with indication of pallet numbers "pallet X of XX".

Correct labelling or marking with the required packaging pictograms.

5.5.1.2 Dangerous goods

The regulations for the transport of dangerous goods must be observed.

The supplier is liable for any damage resulting from non-compliance with the statutory provisions.

For the transport of dangerous goods, only approved packaging in accordance with the regulation of the individual classes in the ADR may be used.

The waybill or delivery note must be drawn up with the appropriate dangerous goods information:

1. Identification number
2. Dangerous goods class
3. Number
4. Letter

These documents must be prepared in accordance with RN 2002 (3a) ADR. All packages containing dangerous goods must be visibly labelled with the prescribed dangerous goods certificate in accordance with Annex A9 ADR. The safety data sheets must be enclosed with every delivery.

5.5.2 Structure of the labelling for packages

Ideally, the packages are labelled according to VDA 4902-4.

Example:



5.5.3 Structure of the labelling on the packaging unit

Each packaging unit must be marked with the following information:

1. Customer item number
2. Item name
3. Content quantity
4. Order number in plain text
5. Order number as barcode type 128
6. Order position
7. Date of manufacture
8. Manufacturer's data code type 128
9. Batch number in plain text
10. Batch number as barcode type 128
11. Best before date

Example:



5.6 Customs clearance of shipments

When sending goods outside of the EU, the goods must clear customs before delivery.

6 Packaging instruction

The following requirements must be met for all shipping methods:

1. Sufficient packaging that is appropriate for the goods and safe for transport must be selected to ensure the quality of the goods.
2. The deliveries within the load carrier must be packed according to type and labelled according to the specifications under section 4.5.
3. Items handled in batches must be delivered in single batches, in packaging units of the same size/quantity.
4. If a load carrier consists of several materials, these are to be bundled within the loading aid or packed separately.
5. The packaging must be selected so that materials can be partially removed without repacking.
6. Loose or dumped goods are generally to be delivered in packages in the form of stable cartons up to a maximum of 25 kg with the number of pieces indicated.
7. REIFF does not bear the costs for the return of non-agreed packaging materials.
8. A distribution of partial quantities over several packages is to be avoided as a matter of principle.
9. The division of the packaging units is to be adhered to according to the order.
10. In general, the loading equipment should be selected so that no parts protrude laterally over the package.
11. The expense of transport damage caused by inadequate packaging is borne by the supplier. Only loading aids in perfect, usable, exchangeable and clean condition are to be used. Bent or damaged loading aids are unloaded, repacked and not exchanged, at the supplier's expense. REIFF will not be

invoiced for these insufficient loading aids.

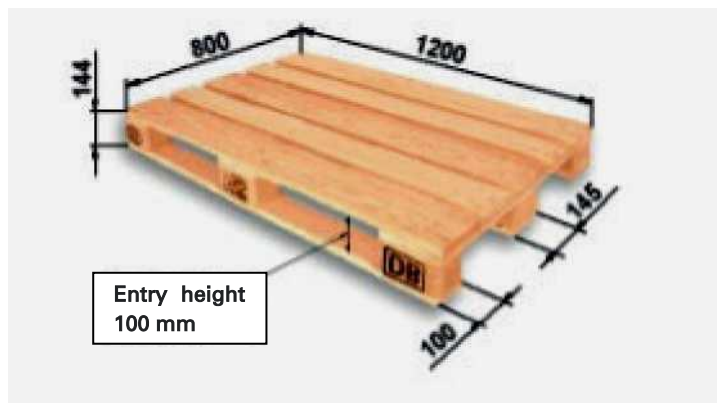
In principle, packaging in reusable packages should be aimed for.

Approved returnable packaging materials are Euro pallets with the quality mark RAL RG 993 with a basic size of 800 x 1200 mm or lattice boxes with a valid test seal.

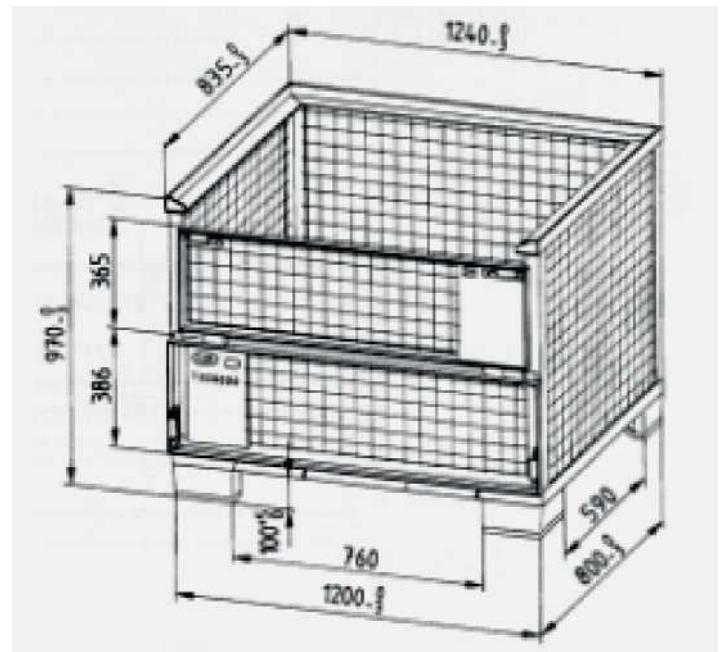
Requirements for Euro pallets:

Maximum loading height 1500 mm

Total weight incl. packaging 800 kg



Requirements for lattice boxes: Maximum loading height 970 mm Total weight incl. packaging 800 kg



Requirements for disposable packaging:

Disposable packaging must be checked for cost-effectiveness. Only outer packaging made of recyclable solid board and corrugated board may be used.

The packages must not exceed a weight of 25 kg and must meet the requirements for transport and handling. The maximum dimensions of 300 x 500 x 250 mm must not be exceeded. If necessary, any larger quantities must be distributed over several packages.

Important information:

In the event of non-compliance, our use of automatic warehouses results in repacking activities, which we charge to the supplier.

6.1 Packaging materials

Filling materials must be kept to a minimum. No mixed packaging materials such as foil and cardboard may be used.

The use of polystyrene chips and shredding material is not permitted.

Bubble wrap, paper, cardboard and foils are permitted as filling material.

7 Empty containers

Exchangeable returnable load carriers must always be indicated on the waybill. The load carriers are generally exchanged between REIFF and the forwarding agent upon delivery of the goods. Only load carriers that are not damaged and comply with the DIN regulations are exchanged.

7.1 Empties accounting/administration:

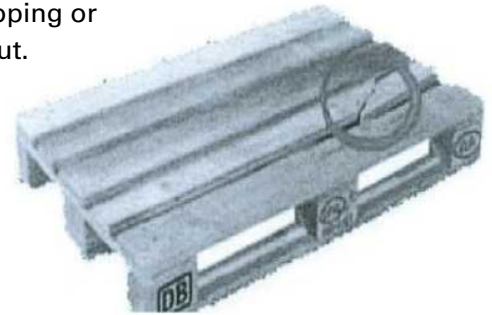
Empties may only be settled between REIFF and affiliated companies. Empties management with suppliers is only possible in justified exceptional cases. For monitoring purposes, a monthly reconciliation takes place.

7.2

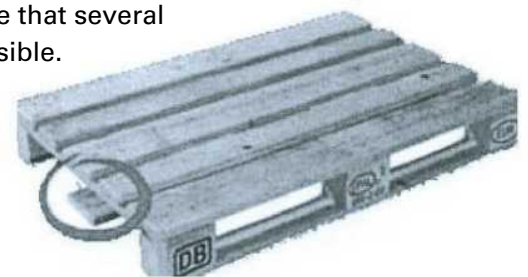
Claims arising from the aforementioned provisions shall become statute-barred after one year.

Examples of **non**-exchangeable load carriers:

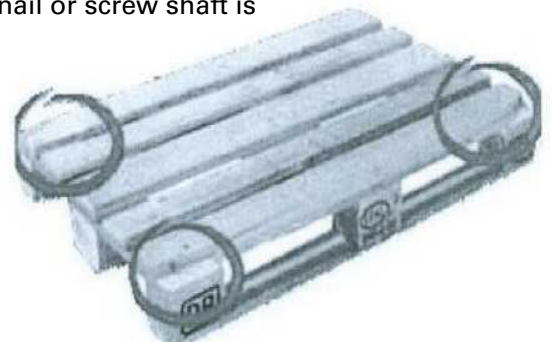
A board is sloping or has broken out.



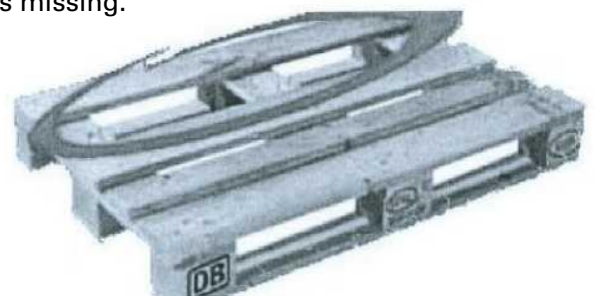
A block is missing or is so defective that several nails are visible.



More than two floor or deck edge boards are so chipped that more than one nail or screw shaft is visible.

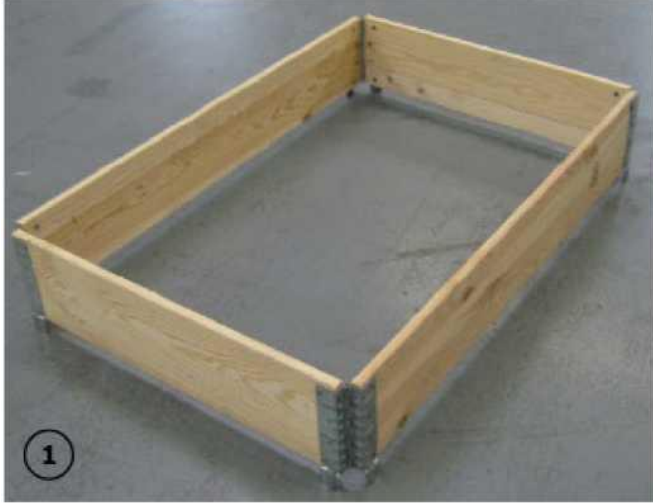


A board is missing.



8 Annexes

8.1 Positive examples



Euro pallet according to DIN 15146-Part 2



Commercially available, 4-fold wooden extension frame made of solid wood. 4x folding connection by downward projecting, riveted and galvanised hinges. Dimensions when assembled, figure:

1200 x 800 x 195 mm.

Correct delivery:



Please note: If possible, the load unit should be secured with stretch film or strapping (edge protection). Defective loading equipment is not exchanged.



8.2 Unacceptable examples



8.3 Addresses of the REIFF locations

Reutlingen-Betzingen logistics centre
Allmendstrasse 6
72770 Reutlingen-Betzingen
Telephone: +49 7121 323-1300
E-mail: logistik@reiff-gruppe.de

Chemnitz branch
Otto-Schmerbach-Str. 35
09117 Chemnitz
Telephone: +49 371 2678-0
E-mail: chemnitz@reiff-gruppe.de

Wallau branch
Nassaustraße 19b
65719 Hofheim-Wallau
Telephone: +49 6173 60 04-0
E-mail: info@reiff-gruppe.de

Offenburg branch
Robert-Bosch-Str. 2
77656 Offenburg
Telephone: +49 781 96918-0
E-mail: offenburg@reiff-gruppe.de

Reutlingen head office
Tübinger Straße 2-6
72762 Reutlingen
Telephone: +49 7121 323-0
E-mail: info@reiff-gruppe.de

Schkeuditz branch
Westringstraße 98
04435 Schkeuditz
Telephone: +49 34205 776-0
E-mail: leipzig@reiff-gruppe.de

Production sites:

Erbach sealing frame production
Carl-Benz-Strasse 10
64711 Erbach
Telephone: +49 6062 9417-0

Reutlingen manufacturing center
Karl-Henschel-Strasse 6
72770 Reutlingen
Telephone: +49 7121 69507-20