

STANDARD TERMS AND CONDITIONS FOR THE DELIVERY AND SHIPMENT OF GOODS AND SERVICES

Version September 2013

1. Effective Date

These Standard Terms and Conditions for the Delivery and Shipment of Goods and Services to Sahlberg GmbH (hereinafter referred to as "**Sahlberg**") apply to all deliveries to any Sahlberg locations. These Standard Terms and Conditions go into effect on September 1, 2013.

Deliveries are to be made according to the specific delivery and shipment terms. In addition, the Standard Terms and Conditions for the Purchase of Goods and Services are to be complied with.

2. General

- The specified delivery dates are fixed delivery dates. Delivery dates refer to the receipt of shipment at Sahlberg. Early deliveries exceeding a period of more than five (5) business days require the Sahlberg's prior express consent.
- If the supplier becomes aware of the fact that deliveries will be delayed, the supplier is obligated to notify Sahlberg immediately.
- In the event the delivery quantity falls short of the ordered quantity, if the outstanding quantity is to be delivered subsequently or if no subsequent delivery can be expected under the specific purchase order please notify Sahlberg immediately.
- Sahlberg Routing-Orders must be complied with in any case. Routing-Orders are settled between the logistics provider and the freight payer.

3. Routing-Order for deliveries (carriage forward, ex works, FCA)

Type of package	Franking	Number / Weight	Location sender	Logistics service	Contact	Delivery location	Customer number
Parcel	unpaid exw ex works	up to 32 kg Combined length and girth max. 330 cm and/other length max. 270	worldwide	UPS	UPS Customer-Center München Taxenstr. 6 85551 Kirchheim-Heimstetten www.ups.com	Friedrich-Schüle-Str. 20	86019E
						Kapellenstr. 7	W47E96
						85622 Feldkirchen Parsdorfer Weg 6 85551 Kirchheim	860Y7R
Groupage / Partial load / Full load	unpaid exw ex works FCA	max. 1000 kg	Germany Europe	Rhenus	Rhenus Freight Logistics GmbH & Co. KG Weißenfelder Str.1 85551 Kirchheim- Heimstetten Tel: +49-(0) 89-99 147-436/-437 Fax: +49-(0) 89-99 147-429 Mail: abholung.muc@de.rhenus.com www.rhenus.com	all Sahlberg Locations	73857

4. Delivery notifications to freight forwarding companies must include the following information:

- Weight, quantity, type and dimensions of the shipment items
- Complete information on hazardous substances, if required
- Supplier loading times
- Delivery date at Sahlberg
- Freight terms
- Sahlberg order number
- Sahlberg customer number (according to delivery/unloading site)

The supplier is obligated to provide proper freight documents and accompanying documentation to the contracted freight forwarder.

5. Notifications of parcel shipments to UPS must include the following information:

The UPS website provides a software application free of charge to create shipping labels and arrange pick-up times. Required fields are to be completed according to instructions.

The proper Sahlberg customer number (according to delivery/unloading site) and order number must be entered into the software.

6. Express shipments

Express shipments may only be made with the Sahlberg's prior written approval and confirmation. Sahlberg does not assume freight charges for express shipments without prior approval and confirmation.

7. Packaging

Unless otherwise agreed, the following guidelines must be complied with:

- Only use clean, undamaged and sturdy packaging materials.
- Use neutral external packaging and to the extent feasible neutral content labels (except brand name goods).
- Compliance with other packaging instructions specified on the purchase order.
- Please ensure proper external and internal packaging. If items can be damaged by opening the package with a utility knife, ensure that a protective layer is inserted to avoid damaging the contents.
- Gross cargo carrying unit weights (palettes/wire mesh containers) may not exceed 1,000 kg. Gross parcel weights may not exceed 32 kg. Please refer to our purchase order with regard to other restrictions such as maximum dimensions, stacking height etc.
- Please support us in our efforts to protect the environment by using recyclable packaging and void fillers.

8. Loading Instructions

- Combined shipments for various purchase orders must be packaged such that the items can be identified separately or the items must be packaged in separate packaging units.
- Packaging units may only be stacked, if the packages in the lower layers cannot be damaged or deformed.

- Boxes are to be stacked on palettes with the labels facing outwards; the labels must be easily visible. Please notify your freight forwarding company not to cover the labels with freight forwarding company stickers. The packages i.e. the primary packaging must be labeled with the item number, item description and quantity.
- Packages / palettes / wire mesh containers that make up an order are not to be shipped separately as they become available.

9. Documents and Accompanying Documentation

- The designation of the items on the delivery note must match the designation on the goods.
- Each delivery note must show the Sahlberg order number. The Sahlberg item number should always be specified with each order position to ensure timely goods receipt posting and invoice processing.
- Delivery notes must be affixed to the outside of the packaging i.e. on the packaging unit.
- If shipments contain several packaging units a packing list must be enclosed. The packing list is to provide information on the content of each individual box.
- The consignment note must be structured such that parcels can be easily matched to shipments / purchase orders.
- If test reports and inspection certificates are required, such reports and certificates must be included with the delivery note.
- If shipments are made via parcel service providers a delivery note must be affixed to each parcel.

10. Delivery Hours

Monday through Thursday: 8:00 a.m. to 3:30 p.m.
Friday: 8:00 a.m. to 12:00 p.m.

11. Insurance

Shipments to Sahlberg GmbH & Co. KG are insured by a general transportation insurance policy. The freight forwarding company is not authorized to take out a transportation insurance policy in the name of Sahlberg (Verbotskunde). Accordingly, cargo insurance charges do not apply to Sahlberg.

12. Sahlberg Contact

Head of Logistics:

Erwin Strotzer

Phone: +49 89 99 135-112

Fax: +49 89 90 06 85-33

erwin.strotzer@sahlberg.de

www.sahlberg.de

13. Miscellaneous

If the shipping party does not comply with these Terms and Conditions, the shipping party is responsible for any resulting additional costs that are incurred.