

Delivery and Packaging Guideline of KOMSA Logistics

version 0.6

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1 Basics

1.1 Scope

The current version of these guidelines can be viewed under www.komsa.de and is a binding part of the delivery terms as well as the basis for all deliveries to KOMSA Kommunikation Sachsen AG and its affiliated companies, acc. to §§ 15 et. seg. AktG (hereinafter KOMSA), based on purchase orders as well as agreed returns and collections. Upon request, the current version will be sent by KOMSA Kommunikation Sachsen AG to the consignor.

1.2 Field of application

The guidelines apply to all consignments which will be delivered to KOMSA. It is necessary that any deviations from these guidelines must be agreed by KOMSA Logistics in advance. In case of noncompliance with the guideline, KOMSA reserves the right to charge handling fees according to point 6.2.

1.3 Definition of terms/explanations

1.3.1 Delivery based on a purchase order

Deliveries based on purchase orders shall be carried out according to the respective contractual agreements. Deliveries of goods made by companies without prior order by KOMSA will not be accepted.

Any exceptions shall be agreed in a separate contract with the supplier and require an advice note at least 24 hours before arrival of the consignment at KOMSA AG.

The notification must be sent to the email address we@komsa.de. As a minimum it needs to contain the order number, item number, item quantity, type and number of loading units.

1.3.2 Delivery based on a KOMSA collection request

In case of deliveries based on a collection request, a forwarding agency will be instructed to perform the transportation of the returned items. Consultation with the respective customer will be held in advance to clarify all modalities. Details, e.g. the depth to which the takeover of collected goods must be examined, shall be clearly regulated in the forwarding contract. As a general rule, these guidelines are also binding for packaging and preparation, i.e. returns need to be treated similarly to general deliveries.

1.3.3 Euro pallet

A pallet according to UIC standard 435-2, class B or better, integrated into DIN 13698-1, measurement width x length x height mm: 800 x 1,200 x 144, load capacity: 1,500 kg will be accepted as a euro pallet. Other classes, which are not according to DIN 13698-1, will not be accepted. Only pallets with a brand of EUR in an oval and/or a brand of EPAL in an oval are exchangeable.

1.3.4 Euro industrial pallet

A standardized four-way-entry-pallet according to euro pallet Typ 3 and DIN EN 13689-2, measurement width x length x height mm: 1,000 x 1,200 x 144, load capacity: 1500 kg will be accepted as an industrial pallet. Other classes, which are not according to DIN EN 13689-2 will not be accepted. Only pallets with a brand of EUR in an oval and/or EPAL in an oval are exchangeable.

1.3.5 Consignment

A consignment is understood to be the respective delivery of a consignor sent to a destination via a freight forwarder. The consignment may consist of one or more consignment units, no matter whether these are parcels or pallets.

1.3.6 Packing of a consignment

The packing of the consignment is understood to be transport-proven packaging for the safe delivery of the complete consignment or single units (delivery units), e.g. delivery of electronic goods by pallet, packed into a pallet carton and wrapped.

1.3.7 Packing of an Item

The packing of item is understood to be the packaging of the raw item. It may be packed in further secondary packaging, in so-called packaging units. In some cases, the packing of an item may also serve as the packing of a consignment as far as it corresponds with a transport-proven packaging, e.g. the packaging of a printer.

Printings are to be packed in such a way that dirt and damage will be prevented, e.g. usage of edge-protection. An EAN in plain writing and a code must be placed on each item. If no EAN is available, marking by using the KOMSA item number or manufacturer item number is required.

1.4 Notification of consignments

Orders of KOMSA are always provided with a 12 digits order number (e.g. 2016 9876 5432). You have to state this number with every correspondence, especially with order confirmations, notifications, delivery notes, package content lists, invoices and credit notes.

Each delivery of goods must be announced in advance. This notification needs to be send by email or EDI-interface by the supplier or the assigned freight carrier at least 24 hours before the goods should arrive at our facility.

1.4.1 Data format of notification

If you will send the notification by email you have to provide it according our example (illustration 1). The accepted data format is: *.txt, *.xls or *.csv

Before transmitting the notification in the data format *.XML by the EDI-interface (illustration 2) a connection to our KOMSA EDI-interface needs to get set-up before. This can get done by our KOMSA EDI-team: EDI@komsa.de

The notification needs to contain the following information:

- Consignee of goods
- Delivery address
- Purchaser
- Order number
- Forwarder/ CEP
- Quantity of packages/colli
- Tracking number (for parcel shipments)
- Article number of the consignee of goods
- Serial numbers/master serial numbers/MAC addresses

```
Elektronischer Lieferschein 000009999

Warenempfänger: 0010104248; komSa Kommunikation Sachsen AG      ;
Auftraggeber   : 0010104248; komSa Kommunikation Sachsen AG      ;
Bestellnr.     : 200100033333                                     ;
Transport-DL.  : DHL Express Germany GmbH                       ;
Anz. Pakete    : 1                                               ;
Anz. Paletten  : 0                                               ;
Lieferdatum    : 20160722                                         ;

Position; Artikel-Nr.; Menge; Artikel-Bezeichnung
000001; art000000090011111; 1; Muster Artikel 1
; Snr.: 111111-9911-0100;
000002; art000000090022222; 5; Muster Artikel 2
; Snr.: 111111-9922-0100;
; Snr.: 111111-9922-0200;
; Snr.: 111111-9922-0300;
; Snr.: 111111-9922-0400;
; Snr.: 111111-9922-0500;
000003; art000000090033333; 5; Muster Artikel 3
; Snr.: 111111-9933-0500;
; Snr.: 111111-9933-0400;
; Snr.: 111111-9933-0300;
; Snr.: 111111-9933-0200;
; Snr.: 111111-9933-0100;

Auslieferung durch: Logistik Musterfirma GmbH, Musterstr.12, 12345 Mustestraße
Lieferung erfolgt im Namen und für Rechnung der Muster Lieferant GmbH
```

Figure 1: Example of a notification in *.txt format – transmission by email

```

<?xml version="1.0" encoding="UTF-8"?>
- <DispatchNotification VERSION="8">
- <Header LSTYP="N" EXTREFNR="1234" KNR="123456" BDAT="2014-01-01" BNR="987654321012">
- <Customer KNR="123456">
  <DefaultAddress ORT="Musterstadt" PLZ="04321" LAND="DE" STR="Musterweg 1" N1="Hans Mustermann GmbH"/>
  <BillingAddress ORT="Musterstadt" PLZ="01234" LAND="DE" STR="Musterstrasse 2" N1="Hans Mustermann GmbH"/>
  </Customer>
  <DeliveryAddress ORT="Musterstadt" PLZ="05432" LAND="DE" STR="Am Musterplatz 2" N1="Mona Mustermann" ANREDE="Frau"/>
- <DispatchInfo>
  <PAKET IDENT="08000111111" LEIT="7248801111019"/>
  </DispatchInfo>
</Header>
- <Details>
- <ROW EXTREFNR="4711" BNR="700601122332" ANZ="1" BEZ="Musterartikel 1233 B" ANR="AA-BB-C111" POS="01">
  <SerialNumbers SN="351860011063536"/>
  </ROW>
- <ROW EXTREFNR="4711" BNR="700601124311" ANZ="1" BEZ="Musterartikel 3112 A" ANR="DD-EE-F111" POS="02">
  <SerialNumbers SN="358399001111111"/>
  </ROW>
</Details>
</DispatchNotification>

```

Figure 2: Example of a notification in *xml format – transmission by EDI-interface

1.4.2 Notifiable deliveries

Deliveries without a notification according point 1.4 result in significant obstacles in our receiving processes. According to our receiving capacity and our equitable discretion we will time when we can receive and unload this delivery. Such cases will also flow into the supplier evaluation.

In these cases a timely unloading cannot be guaranteed.

We will not accept demurrage bills which result out of this.

1.5 Packaging data sheet

Before each first delivery of an article it is necessary for a supplier to fill out the packaging data sheet of (see enclosure 2) and to send it by email to the Supply Chain Management: Supply_Chain_Management@komsa.de.

In case of article changes in regard of article and packaging data this have to be indicated on the packaging data sheet. Please email this also to the above mentioned email address.

The supplier is required to submit his proposals for the packaging based on our packaging requirements which are included in the "Delivery and Packaging Guidelines of KOMSA Logistics".

1.6 Delivery addresses and delivery times

A delivery must be sent exactly to the delivery address (destination) which has been indicated in the purchase order or in the collection request made by KOMSA (or its partners). There is no acceptance of goods in case of a different delivery address.

It is necessary to distinguish between the following delivery addresses.

Deliveries outside of the delivery times are only allowed,

- if a delivery in accordance with this guideline was not possible due to the fault of KOMSA or
- if an exception was granted by the incoming goods area of KOMSA logistics before

Delivery addresses	Delivery Times	Contact
KOMSA Kommunikation Sachsen AG Objekt Beta Niederfrohnaer Weg 1 09232 Hartmannsdorf	Montag-Freitag 6:00 – 16:00 Uhr; danach nach Absprache	✉ WE@komsa.de ☎ +49 (3722) 713-358
KOMSA Kommunikation Sachsen AG Objekt Gamma Ernst-Lässig-Str. 5 09232 Hartmannsdorf	Montag-Freitag 7:00 – 16:00 Uhr; danach nach Absprache	✉ LogistikGamma@komsa.de ☎ +49 (3722) 713-1734
w-support.com GmbH Ernst-Lässig-Straße 7 09232 Hartmannsdorf	Montag-Freitag 6:00 – 16:00 Uhr; danach nach Absprache	✉ WE@komsa.de ☎ +49 (3722) 713-358
KOMSA Kommunikation Sachsen AG Objekt My Ringstraße 23 09241 Mühlau	Montag-Freitag 7:00 – 16:00 Uhr; danach nach Absprache	✉ mercumLogistikMyWE@komsa.de ☎ +49 (3722) 713-1735
Telsax GmbH Wittgensdorfer Höhe 2 09228 Chemnitz (OT Wittgensdorf)	Montag-Freitag 7:00 – 9.00 Uhr 9.30 – 12.00 Uhr 12.30 - 16:00 Uhr; danach nach Absprache	✉ Logistikkappawe@komsa.de ☎ +49 (3722) 713-1731

Table 1: Overview of the delivery addresses and delivery times of KOMSA

1.7 Transfer of risk and goods acceptance under reservation

The supplier bears the risk for damage and loss of the goods on the way until receiving at KOMSA. The delivery to the receiving area of KOMSA is not considered as transfer of the risk or the final receiving. Goods acceptance always is done under reservation until the downstream process of the incoming goods inspection is done and the goods are booked.

When the goods are delivered we only check right away if the amount of delivered collis (pallets, packages, etc.) equals the delivery note and if the collis are damaged on the outside. We only sign for this in receiving. The delivered goods count as finally received by KOMSA when the incoming goods inspection was done by an authorized KOMSA employee. At this point the responsibility for the goods as well as the custody is passed

over to KOMSA. Details of the incoming goods inspection are regulated custom-made and can be based therefore on different requirements.

As far as damage to the goods/collis can be detected when the goods are delivered our employee asks the forwarding agent to confirm this on the consignment note. Additional to that our employee will create a damage report with all the damages. This will get signed of the forwarding agent who will also get a copy of this.

<u>Schadensanzeige für Transportschäden</u>		
Die Schadensanzeige wird aufgenommen durch Herrn/Frau: Herr Mustermann		
Lieferant von KOMSA:	Muster Lieferant	
Lieferscheinnummer:	99123453232	
Datum der Anlieferung:	23.05.2016	Uhrzeit der Anlieferung: 13:43
<u>Frachtführer- / Zustelldaten</u>		
Spedition:	Muster Spedition	Unterfrachtführer: Blitz Schnell Transporte
Fahrzeugkennzeichen:	F-XY 123	
Fahrer Name, Vorname:	Muster, Max	
<u>Beschreibung des Schadens</u>		
Packstück-Code	Schaden	Fotonummer
3509020704596019	gedrückt, gequetscht	Muster.jpg
Quittung des Schadens durch den Fahrer		
(Hiermit wird das Schadensbild bestätigt, dass ein Schaden wie beschrieben vorliegt)		
_____ Unterschrift Fahrer	_____ Unterschrift Annahmer (KOMSA)	_____ Unterschrift Zeuge (wenn hinzugezogen)
Zusatzvermerke:		
Eine Kopie ist dem Fahrer auszuhändigen, wenn dies gewünscht!		

Figure 3: Example of a damage report

2 Documents

For a fast processing of orders in receiving the following points have to be considered:

Shipping documents which accompany the delivery needs to be one complete.

Several orders can be summarized to one delivery note. If several delivery notes are created they have to be summarized to one master delivery note.

By sending pallets packing lists have to be created for each pallet and to be put on each pallet.

On the shipping documents the proper receipt of goods on colli base (number of pallets, packages,...) will be confirmed by signature.

IMPORTANT:

Subsequent deliveries have to be clearly identified as such.

In case of a wrong delivery or deviation in quantity the claim data is given ahead to the Product Manager who will take care of the claim management with the supplier.

To clearly identify each consignment the following documents need to get hand-over:

2.1 For national freight transportation

2.1.1 Shipping documents

Minimum data:

- a) Name of the freight forwarder
- b) Consignor
- c) Forwarder (if delivery is carried out by an actual carrier)
- d) Consignee (see point 1.4)
- e) General description of the type of item and type of packaging, if dangerous goods, their generally recognized description
- f) Weight
- g) Quantity and type of loading units used
- h) Number of security devices (e.g. seals)

2.2 For international freight transportation

2.2.1 Consignment note

The consignment note must contain the required information according CMR¹ article 6.

The carriage and handover of the original copies of the consignment note shall occur according to the CMR provisions.

Abstract CMR article 6:

- (1) The consignment note must contain the following data:
 - a) Place and day of issue;
 - b) Name and address of the consignor;
 - c) Name and address of the freight forwarder;
 - d) Place and day of taking over of the goods and the place designated for the delivery;
 - e) Name and address of the consignee;
 - f) General description of the type of item and type of packaging, if dangerous goods their generally recognized description;

¹ **Convention relative au contrat de transport international de marchandises par route**
=Convention on the Contract for the International Carriage of Goods by Road

- g) Quantity, signs and numbers of the packages;
 - h) Gross weight of the goods or their quantity otherwise expressed;
 - i) Charges relating to the carriage (carriage charges, accompanying charges, customs duties and other charges which occur from conclusion of the contract until delivery);
 - j) Instructions for customs and other formalities;
 - k) A statement that the carriage is subject, notwithstanding any clause to the contrary, to the provisions of this Convention.
- (2) Where applicable, the consignment note shall also contain the following information:
- a) A statement that transshipment is not allowed;
 - b) The charges which the consignor undertakes to pay;
 - c) The amount of "cash on delivery" charges;
 - d) A declaration of the value of the goods and the amount representing special interest in delivery;
 - e) The consignor's instructions to the carrier regarding insurance of the goods;
 - f) The agreed time-limit within which the carriage is to be carried out;
 - g) A list of the documents handed to the carrier.
- (3) Other information deemed to be useful by the parties may be included in the consignment note.

2.3 Supplier's delivery note

A supplier's delivery note must be added to each consignment. The delivery note must be attached easily visible to the long side of the carton or short side of the pallet with a clear indication (e.g. "DELIVERY NOTE") or may also be handed over to KOMSA Logistik together with the shipping documents.

In case the delivery consists out of several consignment units you need to attach for each package an according package contents list or for each palette a pallet contents list. This contents list is directly related to the respective consignment unit or each pallet

Minimum information:

- a) Delivery address
- b) Date of delivery
- c) Supplier
- d) Consignee of goods; if necessary reference
- e) Consignee's order/call order number or RMA
- f) Consignee's item number and description of item (see also point ff below)
- g) Supplier's item number
- h) EAN (European Article Number)
- i) Total quantity of the consignment, where required still open amounts
- j) Content (type & quantity) of each consignment unit/sub-consignment unit/container amounts
- k) Number of pallet/loading spaces
- l) Date of minimum durability (best before date), if necessary, e.g. perishable goods

When the delivery includes printed matters the following additional information is required on the delivery note:

- ff) Format, printing status, packaging unit, reference (campaigns, etc.).

On each item has to be the EAN expressed in barcode and plain writing. If there isn't an EAN our KOMSA item number or the supplier's item number has to be on the item instead (expressed in barcode and plain writing).

3 Delivery

3.1 Parcel delivery

3.1.1 Delivery units

Consignment units have to be homogeneous packed. Divergent arrangements have to be agreed on separately before.

If the consignment consists of 1 – 20 packages, separate delivery is possible. In this case on the label must be visible the number of packages, e.g. 1 from 5.

If the consignment reaches the volume of half of an euro pallet (80 cm x 60 cm) and a height of 60 cm the delivery has to happen on a euro pallet according to point 1.3.3.

In case the basic measurements of the delivery unit is bigger than an the measurement of the euro pallet you can deliver this on euro industrial pallets according the standard defined in point 1.3.4.

3.1.2 Weight distribution

Individual consignment units (parcels) will only be accepted up to a maximum weight of 15 kg. Is the weight > 15 kg it has to be delivered on a pallet according to section 3.1.1.

3.2 Pallet delivery

Delivery must be effected by means of undamaged euro-pallets or one-way pallets with the measurements of a euro-pallet. The packages must be prepared in such a way that access to the content will not be possible without leaving visible traces (wrapping with film or shrink-wrapping, plastic strapping, etc.). Fastening the film with knots on the foot of the pallet is not permitted.

Pack size:	Width:	800 mm
	Length:	1,200 mm
	Maximum height (incl. pallet):	1,900 mm
	Maximum weight per pallet:	650 kg

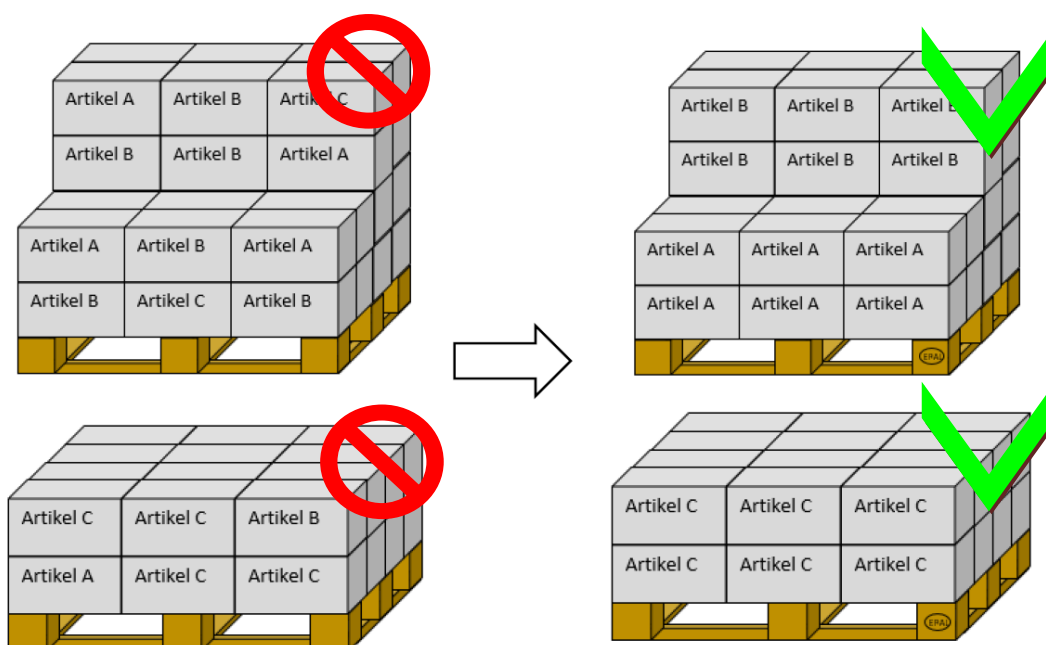


Figure 4: Example of a homogeneous delivery

Pallets must not be over-packed. Sufficient thick cardboard is to be placed between each layer of the pallet. If stacking is forbidden it has to be clearly marked on the pallet.

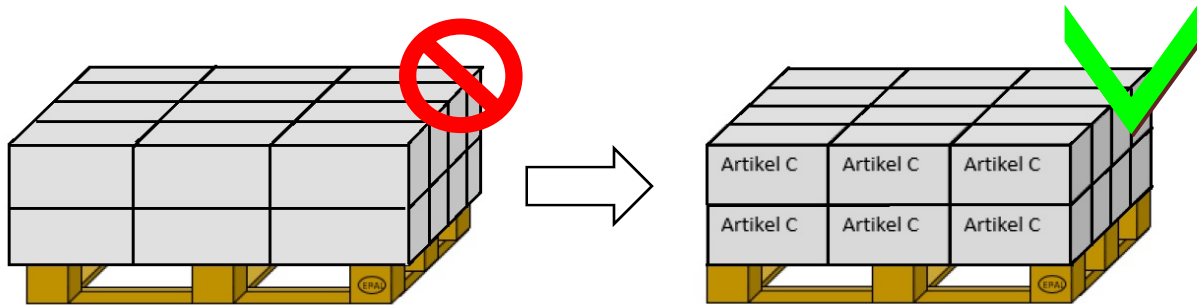


Figure 5: Example of how to label and pack a pallet

NOTE: The costs of repacking on euro pallets can be invoiced!

3.3 Delivery of sea containers/complete truck loads

If a delivery date has not been explicitly indicated, the announcement of the respective container/truck must be given to the receiving area of KOMSA logistics at least two workdays before delivery with exact date and time. This can happen by email or telephone. The accompanying documents for the delivery will be handed over for transport in parallel. The transmission of serial numbers (see also point 1.4) of each delivery shall be carried out electronically, in the specified data format, before delivery. If you want to use a different file format you need our agreement in advance.

4 Packaging and Marking

4.1 Packaging of packaging units/small container amounts

The items must be packed and delivered in the packaging units/container amounts as agreed in the order. Each delivery unit/sub-delivery unit must be protected against slipping damages by means of outer cartons, shrink-wrapping and/or banderole.

The goods must be delivered in constant, controllable quantities (delivery unit and sub-delivery units). The same number of the individual item must always be packed and delivered together in a carton. The respective content of a sub-delivery unit (type & quantity) shall be marked via a content list in the carton or by means of marking on the carton.

4.2 Serial numbers / MAC addresses

If the delivered goods/items have serial numbers and/or MAC- addresses, these must be attached easily visible on the side of the pallet, directly on the device and on the outer packaging. The serial numbers/MAC- addresses have to be unique (no special characters or duplications) and expressed in the form of scannable barcodes or 2D-Codes including an plain writing.

In case of deliveries of more than one package (pallet/carton), the serial numbers have to be stated by pallet/carton.

4.3 Marking of dangerous goods

4.3.1 Additional marking of a package which contains dangerous goods

The delivery generally needs to be in accordance to the procedure for „limited quantities“ of dangerous goods packed into packages (according chapter 3.4 ADR/IMDG-Code).

In case you like to ship dangerous goods to us which are not covered by chapter 3.4 ADR/ IMDG-code you may only do so if you have our approval in advance.

We take for granted that you use the correct classification, labeling, marking, labelling of transport packages as well as using the appropriate cardboard for the products delivered by you. In addition we take it as given that your products are in accordance with legal requirements as well as with the current version of the regulations concerning the carriage of dangerous goods.

If limited quantities of dangerous goods are packed into a package which will be shipped either over the street or the ocean needs to be marked sideward according chapter 3.4.7 ADR/sup-chapter 3.4.51 IMDG-code.

In case of an upstream air transport additional markings are required (section 7 IATA DGR). Sideward the label for limited quantities in the air transport has to be applied (according sub-section 7.1.5.3 IATA DGR).

The package has to be packed and marked according the ADR/IMDG-code and IATA-DGR. In addition the relevant documents must be prepared in accordance with the applicable rules.

4.3.2 Lithium-metal-/lithium-ion-batteries and -cells

The delivery of lithium-metal-/lithium-ion batteries and -cells (either packed loose, packed together with objects or installed in objects) are only allowed if they comply with the required test methods of the actual version of the UN-Manual of Tests and Criteria, Part 3, Section 38.3 or the actual German translation of this manual (publisher: BAM Bundesanstalt für Materialforschung und -prüfung).

In addition it needs to be indicated whether the goods are with lithium-metal or with lithium-ion-batteries. The batteries may not exceed the capacity of 100 watt hours.

Transport packages with lithium batteries have to be packed and marked for the road and sea transport according the special agreement (SV) 188 IMDG-code/ADR.

4.4 Packaging material

All material used must correspond to legal regulations. This particularly applies to licensing, marking, etc.

Cardboard packaging: Corrugated cardboard/cardboard packaging with recycling guarantee, marking only with environmentally friendly colours
Film: PET, PP marked
Strapping: PET, PP marked
Covering boards/sheets/boxes: Natural wood untreated or treated with non-toxic substances for pest control
Fillers: Only recyclable material, e.g. corrugated cardboard and air bubble film. Plastic foams (e.g. styrofoam) are excluded.

Table 2: Overview of the packing material

Labels must not hinder recycling.

Before using plastic material, it is necessary to check whether solutions made of corrugated cardboard, fibre form cushions made of waste paper, cardboard, etc. likewise would achieve the desired purpose.

4.5 Method of packaging and marking

The supplier must pack the goods in such a way that they are protected against loss and damage and also against third party damage.

Appropriate packaging must be used pursuant to the product or delivery method.

Perishable goods must be marked with the date of minimum durability (best before date), if necessary, storage information shall be given.

Each consignment unit shall be labelled with the following information:

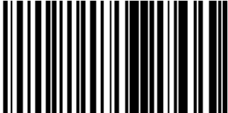


Consignor:	< Name 1 > < Name 2 > < Contact person > < Street > <Postal code> <City>
Consignee/Reference:	KOMSA Kommunikation Sachsen AG <Purchaser> or >Reference>
KOMSA Order number:	 170012345 (Code 128)
Supplier's delivery note number:	 4811992200 (Code 128)
KOMSA Item number	MG-ER-B123
Content (pieces)	100 pieces
Content (packaging unit)	10 packaging units of 10 pieces
Pallet/Package	1 of 10
Pallet/Parcel number (SSCC - Serial Shipping Container Code or in German: NVE - Nummer der Versandeinheit)	 123456789 (Code 128)

Figure 6: Example of a label of a package/pallet

4.6 Sealing

All packaging of a consignment must be closed in such a way that it will not open itself under heavy load.

Security systems for the goods, consignment or delivery vehicle, e.g. seals, must be affixed easily visible and legible. Security devices must be recorded with numbers on the accompanying documents or consignment notes.

4.7 Exchange of loading units

Pallets will only be accepted as euro-pallets if they correspond with the requirements according to section 1.3.3 or 1.3.4. In case of deviations, they will not be exchanged and the defective pallet will be treated as a one-way pallet. This deficiency will be documented in the exchange receipt and must be acknowledged by the freight forwarder. The exchange of pallets occurs according to the regulations "Kölner Palettentausch" ("Cologne Pallet Exchange"). This must be mentioned in the forwarding contract or contract of carriage when ordering the transport. Upon exchange, delivered lattice boxes will be treated as euro-pallets.

5 Liability

The goods acceptance is generally made under reservation. Only the number and condition of the delivered packages will be acknowledged. Obvious external damage will be recorded and shall be acknowledged by the freight forwarder on the shipping documents as well as on the damage report (point 1.7) § 377 HGB is expressly waived.

6 Deviation from this guideline

For omissions or errors the supplier has caused or if the delivery doesn't meet the „Delivery and Packaging Guidelines of KOMSA Logistics“ and thus interfere with associated processes, KOMSA reserves the right to charge the handling fees according point 6.2 as well as in addition verifiable expenses to the supplier.

Depending on the deviation one or more amounts will be charged.

6.1 Non-acceptance

In the subsequent cases we are entitled to refuse acceptance:

- Transport damages and deficiencies
- Wrong delivered products
- Overdelivery which is not within the accepted agreement
- Delivery was not or not timely notified (according point 1.4)
- Delivery without consultation outside our receiving hours ([see point 1.6](#))
- Delivery not on the notified delivery date
- Missing, not complete or wrong shipping documents
- Unloading is not possible due to damaged pallets
- Pallets which cannot be unloaded by industrial trucks (forklift, jack lift) due to a design issue
- Our goods are blocked by third-party goods (not for KOMSA or w-support)
- Goods which are optically damaged, dirty or soaked
- Goods on the pallet project beyond the surface of the Pallet
- Goods that are not delivered with a ramp-compatible vehicle
- Incomplete consignment according consignment note
- Vehicle/consignment has significant safety deficiencies which could lead to a threat of the KOMSA employees in regards of health or safety which is in the responsibility of the supplier
- An unacceptable deviation from this “Delivery and Packaging Guideline of KOMSA Logistics”

6.2 Fee levels

General deviation (per consignment):	50,- €
Delivery outside the delivery times (per package):	50,- €
Delivery outside the delivery times (per pallet):	150,- €
Exceeding measurement/number/weight (per package):	50,- €
Exceeding measurement/number/weight (per pallet):	250,- €
Defective packing and marking (apiece of consignment):	250,- €
Missing or defective data (per consignment):	500,- €
Missing packaging data sheet (per product)	100,- €
Missing or defective accompanying documents/consignment notes/ identification documents/delivery notes/package content lists (per consignment):	250,- €
Deviations due to a lack of prior agreements (per consignment):	100,- €
Disposal of loading units which don't comply with our guideline:	100,- €

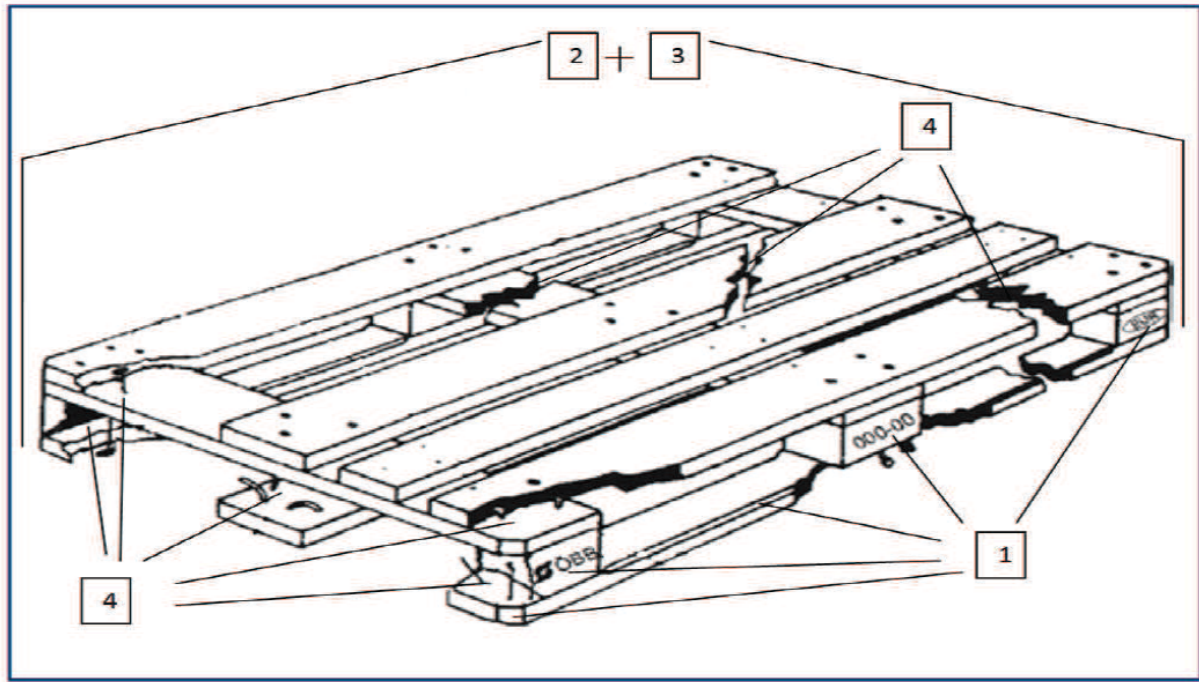
7 Enclosures

Enclosure 1: Assessment criteria according UIC 435-4
To the sort and repair instructions of EUR pallets of the quality standard UIC 435-2 as well as to bring used EUR pallets into circulation in the field of users.

Enclosure 2: Packing data sheet

Enclosure 1:

Assessment criteria according UIC 435-4 to the sort and repair instructions of a EUR-pallet of the quality standard UIC 435-2. This is for putting used EUR-pallets into circulation.


1.) Ascertainment: Is this a reusable EUR-pallet?

- At least it needs to have the hallmark „EUR“ on the right log, „EPAL/ Bahn (EVU)“ on the left log on the log in the middle needs to be either the manufacturer code or the last inspector code of person who repaired or sorted it.
- The corner edges of the EUR-pallet as well as the floorboards must be chamfered.

2.) Evaluation: The pallet cannot be reused due to its bad condition and we will have to dispose it?

- This is e.g. the case when it is rotten, weathered, when it has prohibited components or irreparable damages

3.) Deficiency: Can the pallet not be reused due to these deficiencies or can they be removed by the user?

- Leftovers of the packaging process like cardboards, foils, tapes, labels, nails, extensions
- Packaging hazardous contaminants that can be delivered to the goods loaded (e.g. paints, oils, product residue, odor)
- Surface wetness due to environmental influences such as weather, use, storage, misuse
- Protruding splinters, protruding fixing elements, twisted logs (more than 1 cm in the width or length)

4.) Damages: The pallet cannot be given into the circulation therefore and the damage has to be removed by repair

- This is the case if:
- a component is missing: floorboard, log, skid, fixing element
 - a board crossways or oblique is broken (exception: natural longitudinal)
 - visible mounting elements with chips and wood spreads
 - twisted logs (more than 1 cm in the width or length)

If you are in compliance with the specification of the quality standard UIC 435-2 a technical examination regarding the use of EUR-pallets in mechanized and automated conveying and storage systems is not needed. Otherwise you have to develop specifications for the logistic system to meet the requirements regarding product liability.

Enclosure 1: example packing data sheet

packaging data sheet										
initial: <input type="checkbox"/>					for products					
change: <input type="checkbox"/>										
supplier										
supplier number:										
name:										
contact person:										
department:										
telephone:										
email:										
general information of the product										
HOST-part number:										
description:										
vendor's part number:										
date of manufacture:										
batch size:										
EAN:										
weight of product:										
serial numbers:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>						
MAC-addresses:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>						
bulky goods:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>						
original packaging:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>						
examination quote:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>						%:
print works:	Issued:				replacing version from :					
expiration date:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>						durable to:
packaging bill of lading										
description:	length	width	height	quantity	EAN	net weight	gross weight			
inner packaging										
outer packaging										
loading unit										
exchanging of pallets										
yes		<input type="checkbox"/>	no		<input type="checkbox"/>					
EUR-pallet		<input type="checkbox"/>	EUR-industrial pallet		<input type="checkbox"/>					
picture					additional agreement					

date and signature KOMSA Kommunikation Sachsen AG

date and signature supplier