

SUPPLIER MANUAL FOR DELIVERIES

Logistical requirements of SMS group GmbH



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1. Objectives

The purpose of the Supplier Manual for Deliveries is to ensure the smooth flow of materials and information between the suppliers, SMS group and its packers so that the further sequence of processes in the value-added chain is not disrupted.

Furthermore, the Supplier Manual for Deliveries shall help to achieve continuous improvement in the provision of the required quality of logistics and in the cooperation with suppliers.

2. Scope of application

The present Supplier Manual is applicable for all deliveries made to the following locations of SMS group:

- Hilchenbach Works: Obere Schweisfurth, D-57271 Hilchenbach-Dahlbruch
- Mönchengladbach Works: Landgrafenstrasse 59, D-41069 Mönchengladbach
- Witten Works: Stockumer Strasse 28, D-58453 Witten
- Ravensburg Works: Zuppinger Strasse 5, D-88213 Ravensburg
- Düsseldorf Store: Wahlerstrasse 2, D-40472 Düsseldorf
- External packers for SMS group
- Subsuppliers for SMS group
- Direct delivery to our customers

For the handling of purchase orders, the Procurement Conditions of SMS group and the Supplier Manual for Deliveries are exclusively applicable, unless special agreement to the contrary has been made in the purchase order. The current version of the Supplier Manual are available for reference under www.sms-group.com/sms-group/purchasing/

3. Supplier's responsibility

The Supplier is responsible for observing the logistical requirements of SMS group and he shall ensure that these requirements are also observed by his suppliers and by the forwarding agents appointed by him. The Supplier must therefore ensure that these suppliers and forwarding agents are able to provide the quality of logistics required.

The suppliers must observe all of the current regulations (e.g. road traffic regulations (STVO), regulation on securing of loads on road vehicles (VDI 2700), SN 200).

4. Revision history

SMS group history			
Version	Status	Revision	Name
1.0	November 1, 2016	Preparation of SM	Thomas Surrey

Figure 1: History of Supplier Manual

5. Our logistical requirements

5.1 Packing instructions

5.1.1 Preservation

During transport, the packed goods may be exposed to particular loads and stresses that will make it necessary to apply additional corrosion protection.

The method of preservation used shall be coordinated with the specific properties and future requirements of the packed goods. Here it is necessary to observe the circumstances and duration of the storage, the subsequent intended use and the further treatment of the packed goods.

For the required type of preservation please refer to the currently applicable version of the Manufacturing Instructions of SMS group (SN 200 Part 7).

5.1.2 Requirements to be met by the packaging

Besides the logistical and quality assurance aspects of the goods, the selection of the packaging should also always be governed by the aspects of economy and ecology as well as by the currently applicable version of the Manufacturing Instructions of SMS group (SN 200 Part 8). Multi-use packaging should always be given preference over single-use packaging.

The packaging must satisfy several functions during the transport, storage and utilization:

- **Protective function:** Protection against physical and environmental damage. Sufficient stability must be guaranteed for the maximum pile height.
- **Loading and transport:** Transport packagings shall be designed such as to guarantee easy and safe holding, lifting, moving, setting-down and stowing of the load.
- **Storage function:** The packaging must withstand the static and environmental loads and stresses to which it is exposed during storage.
- **Ease of use and handling:** The goods must be packaged in such a way as to allow rationalized movement and storage of the goods manually or by lift truck or by crane. Consequently, when moving the goods by forklift or by lift truck, the hollow space between the pallet feet should not be obstructed by packing aids.
- **Informative function:** It is essential to ensure that the required shipping information and delivery data are visibly present on the goods.
- **Environmental compatibility:** It is necessary to observe the environmental compatibility and the possibilities for problem-free recycling and/or disposal and to comply with the statutory regulations.
- **Warranty function:** Upon supply of an undamaged packaging the Supplier warrants that the data on the packaging correspond to the contents.
- **For cross-border movement of goods** it is necessary to observe the import regulations for wooden packaging materials. These regulations also include the correct labelling of all treated materials in conformity with the IPPC standard.

- The packaged goods shall be PSP-free and be packed separately according to countries of origin and/or be protected against becoming intermixed during transport.
- The goods shall as a rule be packaged per purchase order item. If mixed packages or containers cannot be avoided, the parts must be separated in a clearly visible manner, be labelled and be packed in a proper manner.

5.1.3 Condition of the load carriers

The packaged goods and the packaging shall always be supplied on standardized load carriers (reference text under <http://www.gpal.de>).

Non-standardized load carriers may only be utilized following consultation with SMS group and on the basis of an individual agreement in writing.

Before shipping the packaged goods, the Supplier must always check that the load carrier is in good condition, has not been damaged and can be safely exchanged, in order to avoid disruptions during the course of further transportation and to safeguard the exchangeability of the load carriers.

Inadmissible or damaged load carriers will not be accepted by SMS group.

The following conditions of pallets and pallet collars are not permitted for delivery of goods:

- Adhering material, e.g. cardboard, foil, tapes, labels
- Projecting and/ or visible fixing elements, e.g. nails
- Twisted blocks
- Wet surfaces
- Missing structural parts, e.g. boards, blocks
- Impermissible structural parts, e.g. undersized, wood rotten or showing “wane”
- Cracked or broken boards
- Contamination that may be transferred to the packaged goods, e.g. paint, oil, odors

It is not possible to exchange mesh boxes at the Hilchenbach location.

5.2 Obligations relating to labelling of the packaged goods (shipping units)

The separate labelling of all packaged goods that are present inside a packing unit is essential for clear identification. The identification must also be marked on the delivery note or on the packing list.

Definition of the packaged goods item (shipping unit): The packaged goods item (shipping unit) is the material that is to be packaged and protected against value depreciation. The packaged goods item (shipping unit) is the smallest unit that can be shipped and may consist either of a bill of materials (BOM) item or an assembled unit ($= n \cdot \text{BOM items}$).

5.2.1 Deliveries with Supplier's delivery note/labels

Application:

- (1) Deliveries to the packer of SMS group (deliveries of component parts on BOM item basis, which are also stated as such in the purchase order)
- (2) Supplies to SMS group (goods acceptance)
- (3) Deliveries to subsuppliers of SMS group (within the EU).

The Supplier is obliged to identify all packaged goods to be delivered by means of his shipping labels.

The shipping labels are to be stuck onto a punched plastic support and attached to the respective packaged goods item by means of a non-rotting pack thread or a galvanized tying wire. It is not allowed to stick the shipping label directly onto the packaged goods item.

To ensure clear identification, the following information is required on the shipping label:

- SMS group purchase order number
- SMS group purchase order item
- SMS group material number
- Material designation
- Quantity (actual delivery quantity or quantity per container) in unit of quantity as indicated in purchase order
- WBS number



Figure 2: Example of correctly labeled packaged goods

Furthermore, the following must be observed when labeling the packaged goods item:

- For bulk goods, liquids and gases, the package must always be labelled in such a way as to enable clear identification.
- For a unit load, depending on its properties and condition, either the packaged goods item (e.g. raw material, plates) or the package (e.g. Individually packed ball bearings) shall be labelled in such a way as to enable clear identification.

For clearance of the delivered packaged goods in the Incoming Goods department, SMS group requires a delivery note which clearly describes the contractor's delivery.

The delivery note must be enclosed with the delivery in two copies and be attached in a clearly visible manner in a delivery-note pocket on the front and longitudinal sides of the package.

If a consignment consists of several packages, the package containing the delivery note/packing list must be marked in a clearly visible manner.

The delivery note must display the following information:

- Supplier details (name, address, telephone number, responsible person)
- SMS group purchase order number
- SMS group purchase order item
- SMS group material number
- Material designation
- Quantity (actual delivery quantity or quantity per container) and unit of quantity as indicated in purchase order
- Weight of the shipment (gross/net)
- Address of consignee
- WBS number
- Package number

5.2.2 Disassembled incoming goods

For material that is delivered in a disassembled condition that is different from the condition as ordered by SMS group (e.g. a purchase order item comprising several single parts), the Supplier shall request the responsible SMS group buyer to provide a form for package data notification.

In this form the Supplier shall fill in the relevant data fields and return the form no later than two weeks before delivery to the responsible buyer.

The Supplier is obliged to identify all packaged goods to be delivered by means of his shipping labels (as described in Chapter 5.2.1)

5.2.3 Deliveries with SMS delivery note/labels (Notification of readiness for shipment)

Application:

- (1) Deliveries to the SMS group packer ("assembled" assemblies/disassembled units)
- (2) Direct deliveries to the SMS group customer
- (3) Deliveries to subsuppliers of SMS group (outside the EU)

When the goods are ready for shipment, the Supplier shall report this to SMS group at the latest three weeks before delivery (contacts indicated below) and request the supply of the shipping and packaging instructions.

- Contact address for handling by Hilchenbach: Dept. SCSH
(e-mail: Shipping-hi@sms-group.com)
- Contact address for handling by Mönchengladbach: Dept. SCSM
(e-mail: Shipping-mg@sms-group.com)

To prepare the shipment, SMS group shall provide the Supplier with an Excel file for reporting of the shipping units and packages, in which the contractor shall document the assignment of the goods to the packages.

After receipt of the completed packing list, the Supplier receives the necessary quantity of shipping labels from SMS group. The Supplier is obliged to stick the shipping labels onto a punched plastic support and to attach it to the packaging goods item with non-rotting pack thread or galvanized tying wire. It is not allowed to stick the shipping label directly onto the packaged goods item.



SMS group GmbH		SMS  group	
BIG-RIVER		Contract dt. 06-26-2014	
CONTRACT ITEM:			
WBS NO.: A00062.210.90.12.01.0200			
MATERIAL: 11369218		QTY: 1,000 ST	
DOCUMENT NO.:			
Resistor (RC Protection)			
Widerstand (RC Schutz)			
XDE568002-B4506			
Country of Origin: Germany			
ASSEMB 11322902 DOC NO			
RC Filter 3 phase set			
SHIPUNIT: 824091			

Figure 3: Example of an SMS group shipping label

SMS group provides the Supplier with a delivery note, with which the packaged goods/packages are allowed to be delivered. It is not permitted to make delivery with an external supplier's delivery note.

5.3 Obligation to provide labelling and marking on the packages

5.3.1 Marking of packages for deliveries made to the SMS works and deliveries to subsuppliers and packers of SMS group

The labelling of the package represents an important exchange of information between SMS group and the Supplier regarding the package supplied. To ensure a smooth goods acceptance process, the package labelling must without fail contain the following components:

- Supplier's/Sender's address, recipient's address
- SMS group purchase order number, purchase order item, Material number, WBS number
- Package number
- Gross weight

The labelling of the package shall be such as to ensure that it is legible from the outside at all times and that it will be impaired neither by the transport nor by any other environmental factors. To this end, the labelling of the package must be affixed to the front and side of the packaging. The package shall be provided with the relevant identification of its properties and condition, hazards and storage class.

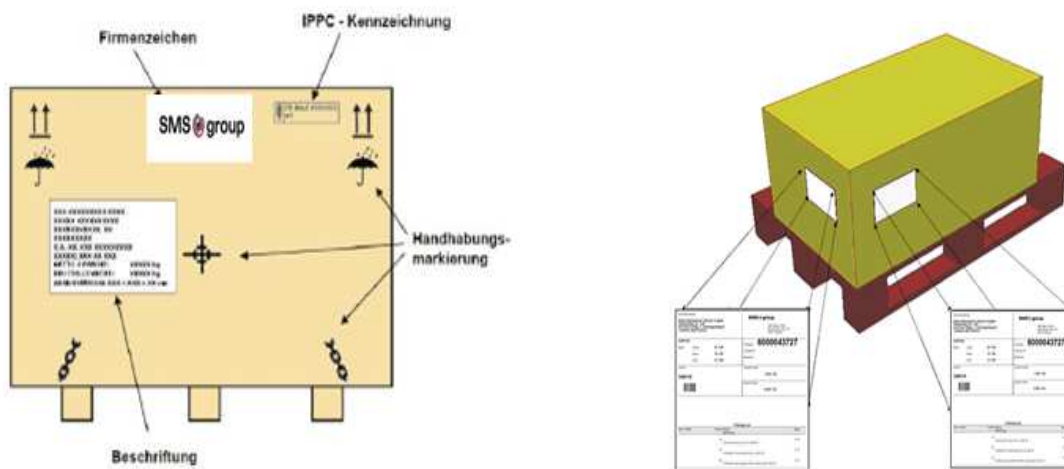


Figure 4: Example of SMS group package marking

5.3.2 Marking instructions for direct delivery to our customers

Marking instructions are prepared during the course of the respective order. The Supplier must contact SMS group in good time (see also Chapter 5.2.3 for contact data). In addition, the package shall be provided with the relevant identification of its properties and condition, hazards and storage class.

5.3.3 Labelling of properties and condition

To ensure handling in conformity with the type of package, those packagings of packed goods that require a special type of handling shall be labelled clearly and adequately. For this, the following internationally applicable symbols according to DIN 55 402 shall be used:




















Bildzeichen	Bedeutung	Bildzeichen	Bedeutung	Bildzeichen	Bedeutung
	zerbrechlich		keinen Gabelstapler einsetzen		aufreißen hier
	keine Haken verwenden		Klammern in Pfeilrichtung		Sperrschicht nicht beschädigen
	oben		keine Klammern in Pfeilrichtung		keinen Magnetfeldern aussetzen
	vor Hitze schützen		Begrenzung der Masse der Stapellast		nicht rollen
	vor Nässe schützen		Stapelbegrenzung		zulässiger Temperaturbereich
	Schwerpunkt		nicht stapeln		hier anschlagen
	hier keine Stechkarre ansetzen				

Figure 5: Symbols for handling

5.3.4 Hazardous substances markings

Hazardous goods are substances which, during transport on public traffic routes, represent a hazard to public safety and order or to people, animals and the environment.

According to the hazardous substances ordinance CLP/GHS, all packages containing a hazardous substance shall be provided with a pictogram as shown in Figure 6, on at least two sides.










Bedeutung	Bildzeichen	Erläuterung
Gas unter Druck		Enthält Gas unter Druck; kann bei Erwärmung explodieren. Enthält tiefkaltes Gas; kann Kälteverbrennungen oder -Verletzungen verursachen
Explosiv		Instabil, explosiv Explosiv; Gefahr der Massenexplosion Explosiv; große Gefahr durch Splitter, Spreng- und Wurfstücke Explosiv; Gefahr durch Feuer, Luftdruck oder Splitter, Spreng- und Wurfstücke Gefahr der Massenexplosion bei Feuer
Oxidierend		Kann Brand verursachen oder verstärken; Oxidationsmittel Kann Brand oder Explosion verursachen; starkes Oxidationsmittel
Entzündbar		Extrem entzündbares Gas Entzündbares Gas Extrem entzündbares Aerosol Entzündbares Aerosol Flüssigkeit und Dampf leicht entzündbar Flüssigkeit und Dampf entzündbar Entzündbarer Feststoff
Korrosiv		Kann gegenüber Metallen korrosiv sein Verursacht schwere Verätzungen der Haut und schwere Augenschäden
Gesundheitsgefahr		Kann die Atemwege reizen Kann Schläfrigkeit und Benommenheit verursachen Kann allergische Hautreaktionen verursachen Verursacht schwere Augenreizung Verursacht Hautreizungen Gesundheitsschädlich beim Verschlucken Gesundheitsschädlich bei Hautkontakt Gesundheitsschädlich bei Einatmen Schädigt die allgemeine Gesundheit und die Umgebung durch Zerstörung von Ozon in der oberen Atmosphäre
Akute Toxizität		Lebensgefahr bei Verschlucken Lebensgefahr bei Hautkontakt Lebensgefahr bei Einatmen Giftig bei Verschlucken Giftig bei Hautkontakt Giftig bei Einatmen
Ernste Gesundheits-schäden		Kann bei Verschlucken und Eindringen in die Atemwege tödlich sein Schädigt die Organe Kann die Organe schädigen Kann die Fruchtbarkeit beeinträchtigen oder das Kind im Mutterleib schädigen Kann vermutlich die Fruchtbarkeit beeinträchtigen oder das Kind im Mutterleib schädigen Kann Krebs erzeugen Kann vermutlich Krebs erzeugen Kann genetische Defekte verursachen Kann vermutlich genetische Defekte verursachen Kann bei Einatmen Allergie, asthmaartige Symptome oder Atembeschwerden verursachen
Umweltgefährlich		Sehr giftig für Wasserorganismen mit langfristiger Wirkung Giftig für Wasserorganismen mit langfristiger Wirkung

Figure 6: Hazardous substances markings



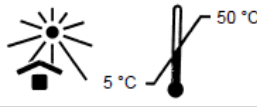
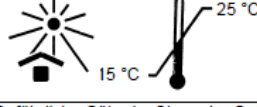
5.3.5 Storage class markings

The packages shall be provided with the relevant pictograms for the handling instructions according to DIN EN ISO 780:1999-04. The marking of the handling instructions shall be executed in the usual letter sizes specified in this standard.

The marking of the center of gravity and of the slinging point for lifting gear shall be made on all packages as appropriate for the size and weight of the package and the position of the center of gravity.

The storage class shall be marked using the pictograms shown in Figure 7. The storage class shall be chosen in accordance with the most sensitive component.

If no specifications are given by SMS group, the storage class shall be determined by the manufacturer or supplier of the goods.

Lagerart		Bildzeichen ^{a) b)}
Lfd. Nr.	Erläuterung	
1	Die Versandverpackung muss in trockener Umgebung gehalten werden. Freilager abgeplant oder Überdachung.	
2	Die Versandverpackung muss vor Sonnenlicht geschützt werden, z.B. geschlossene untemperierte Halle (Innenlagerung).	
3	Die Versandverpackung muss innerhalb von 5°C bis 50°C in einer Halle vor Frost und Sonnenlicht geschützt, gelagert werden.	
4	Die Versandverpackung muss innerhalb von 15 °C bis 25 °C, einer Luftfeuchtigkeit 40 % bis 60 % in einer Klimatisierten Halle vor Sonnenlicht geschützt, gelagert werden.	
5	Sonderlager für Gefahrenstoffe.	<p>Gefährliche Güter im Sinne der Gefahrstoffverordnung des jeweiligen Transportweges (GefahrgutRVÄndV 8, GGVSEB, IATA-DGR) sind mindestens mit folgender Markierung zusätzlich zu kennzeichnen:</p> <ul style="list-style-type: none">- Schriftzug: UN-Nr. (Experten-Komitee der Vereinten Nationen) und technischer Name des Packgutes.- Kennzeichen der Lagerklasse mit Klassensymbol und Klassenziffer, bei mehreren gefährlichen Eigenschaften sind zusätzlich die Klassensymbole der Gefahrgüter anzubringen, siehe Tabelle 17. <p>Die Kennzeichengröße beträgt mindestens 100 × 100 mm, für Container 250 × 250 mm.</p> <p>- Bei zusammengestellten Ladeeinheiten müssen die Markierungen und Kennzeichen der Einzelpackstücke frei sichtbar sein, oder die Ladeeinheit muss entsprechend neu markiert werden</p>

^{a)} Bildzeichen nach DIN EN ISO 780:2016-05
^{b)} Gefahrstoffkennzeichnung, siehe Abschnitt 6.3.6

^{a)} Bildzeichen nach DIN EN ISO 780:2016-05

^{b)} Gefahrstoffkennzeichnung, siehe Abschnitt 6.3.6

Figure 7: Storage class markings

5.3.6 Special provisions for long and non-palletizable material

Deliveries of long and non-palletizable material are subject to supplementary regulations.

The material

- must be supplied on a per production order basis (order-related labelling)
- must be secured in every direction to prevent it from slipping
- must be delivered in such a manner that safe unloading is possible
- (tubes and pipes, sectional steel and bar steel) may be secured by means of metal straps only

Long material shall be marked by a plate that is fixed with the aid of wire or adhesive.

5.4 Transport regulations

5.4.1 Delivery regulations

The goods shall be delivered to the delivery address in the Incoming Goods department as indicated on the purchase order. The unloading of the delivery at other places on the works premises is only allowed after consultation with the staff in the Incoming Goods department.

The road traffic regulations (StVO) apply throughout the entire works premises of SMS group. Moreover, unloading can be refused for safety reasons.

5.4.2 Delivery times

Hilchenbach Works (Obere Schweisfurth, D-57271 Hilchenbach)

The opening times of the Incoming Goods department: Monday to Friday from 7:00 till 14:00 h.

Contact person: Volker Grebe, phone: +49 2733 29 1988

e-mail: volker.grebe@sms-group.com

Mönchengladbach Works (Landgrafenstrasse 59, Bay 11, D-41069 Mönchengladbach)

The opening times of the Incoming Goods department: Monday to Friday from 7:00 till 14:00 h.

Contact person: Klaus Juffernholz, phone: +49 (0) 2161 350 2389

e-mail: klaus.juffernholz@sms-group.com

Düsseldorf Store (Wahlerstrasse 2, D-40472 Düsseldorf)

The opening times of the Incoming Goods department: Monday to Friday from 7:00 till 12:30 h and from 13:15 till 15:30 h.

Contact person: Georg Küppers, phone: +49 (0) 211 881 4694

e-mail: georg.kueppers@sms-group.com

Please note that no loading ramp is available for deliveries in the Düsseldorf Store. Pallets may only be delivered with the aid of a lifting platform.

Witten Works (Stockumer Strasse 28, Bay A4, D-58453 Witten)

The opening times of the Incoming Goods department: Monday to Friday from 7:00 till 13:30 h.

Contact person: David Johannes, phone: +49 (0) 2302 7098 3497

e-mail: david.johannes@sms-group.com

Ravensburg Works (Zuppinger Strasse 5, D-88213 Ravensburg)

The opening times of the Incoming Goods department: Monday to Thursday from 7:30 till 11:30 h and 13:00 till 15:30 h and Friday from 7:30 till 11:30 and 13:00 till 14:30 h

Contact person: Josef Schäfer, phone: +49 (0) 751 29 596 1603

e-mail: josef.schaefer@sms-group.com

5.4.3 Transport of hazardous goods

The applicable versions of the obligations governing hazardous goods - as stipulated in the Carriage of Hazardous Goods Act and the regulations pertaining to it - must be observed and fulfilled accordingly.

Written notification of the transport of hazardous goods shall be given to the Incoming Goods department at the delivery address indicated in the purchase order no later than four weeks prior to delivery, with forwarding of the safety data sheets (in German and English).

5.4.4 Overdimensioned and heavy parts

Should it be necessary to obtain authorization for the transport of the goods to be supplied due to their dimensions or weight, the requisite precautions must also be taken regarding their unloading on the recipient's premises. Prior notice of the transport must therefore be given no later than two weeks before delivery, provided that the transport is being performed by order of and under the responsibility of the Supplier.

If the transport is to be performed by SMS group (see Terms of Delivery), the Supplier must give notification of readiness for transport, indicating all required data, no later than six weeks prior to delivery date for places of departure in Germany and no later than twelve weeks prior to delivery date for places of departure in European countries other than Germany.

For deliveries with place of departure outside Europe, the notification must be given four months prior to the delivery date.

Max. length (cm)	Max. width (cm)	Max. height (cm)	Max. load capacity (t)	Transport category
1350	240	240	24	Standard transport

Figure 8: Standard transport

5.4.5 Securing of load

The securing of the load is a combination of operation-safe loading and transport-safe loading. The party dispatching the goods is responsible, among other requirements, for transport-safe loading in conformity with Section 407 ff of the German Commercial Code (HGB). Operation-safe loading is in the responsibility of the carrier, since he must ensure that the loaded vehicle fulfills all road-traffic requirements (StVO = road traffic regulations, StVG = road traffic act) at all times.

The directive VDI2700 on securing of loads must be observed without fail. Should the Supplier ascertain, or be informed, that the load securing does not conform to the requirements, he must ensure that the transport may only be performed when the due and proper load securing has been carried out.

Insofar as SMS group is responsible for performance of the transport on the basis of the Terms of Delivery, the Supplier must furthermore inform the responsible SMS group buyer accordingly.

5.5 Documents accompanying the goods

The packaged goods must be sent together with the accompanying documents listed below and be submitted to the Incoming Goods department. The data contained in the accompanying documents must be laid out in such a way as to ensure smooth acceptance of the goods.

5.5.1 Consignment note

The consignment note must contain the following information:

- Recipient's address, dispatching party's address and delivery address
- Incoterms
- Number of packages belonging to the delivery
- Total weight of the delivery
- Date of hand-over or dispatch of the delivery

5.5.2 Customs documents

In accordance with the purchase order, the Supplier shall request the shipping instructions from the person responsible for shipment. In the case of customs-relevant deliveries (import into the EU), the Supplier must inquire as to the manner in which the customs clearance shall take place and which customs-relevant documents he needs to furnish.

The Supplier is responsible for the due and proper preparation of all documents required for the customs clearance. He is also responsible for forwarding the documents to the person responsible for shipment and for submitting them to the transport service provider.

5.5.3 Testing and inspection documentation

All testing and inspection documentation such as inspection certificates, declarations of compliance with the order, and dimensional and hardness records, are part of the supply scope. The type and contents of the respective documentation are specified on the available drawings, in the currently applicable versions of the SN standards and in the purchase order.

To allow clear identification, all documents must show the WBS number, SMS group material number, SMS group purchase order number, SMS group purchase order item and, if available, the serial number.

6. Certificates of origin and supplier's declarations

6.1 Certificates of origin

For the correspondingly marked item(s) in the SMS purchase order, the Supplier shall make the certificate(s) available to SMS group with the order confirmation.

6.2 Supplier's declarations

For the correspondingly marked item(s) in the SMS purchase order, the Supplier shall make (a) supplier's declaration(s) in conformity with DELEGATED REGULATION (EU) 2015/2447 OF THE COMMISSION dated July 28, 2015, Annex 22-15/22-16, available to SMS group with the order confirmation. Should it not be possible to prepare (a) supplier's declaration(s), SMS group will require (a) certificate(s) of origin.