

General Delivery and Packaging Instructions

1. Scope

These delivery and packaging instructions apply to all suppliers of FAUN Umwelttechnik GmbH & Co. KG (FAUN) and are intended to ensure the smooth and high-quality delivery of our goods by external suppliers.

2. Delivery Address

Unless otherwise agreed, the delivery address is:

FAUN Umwelttechnik GmbH & Co. KG
 Feldhorst 4
 27711 Osterholz-Scharmbeck

3. Goods Receiving Hours

Mon. - Fri.: 6:00 AM - 5:00 PM

Any deviations from these receiving hours can be found in the purchase orders.

4. Packaging

The packaging must be chosen to adequately protect the goods from damage during transport, loading, unloading, and handling. Additionally, it must ensure that the goods are protected from any kind of dirt and moisture, so they can be stored outdoors for up to 6 months. Fragile parts must be protected by suitable materials (e.g., foam, bubble wrap, paper padding). Uncoated parts or areas of a component must be protected against corrosion (e.g., by VCI packaging). We prefer environmentally friendly packaging materials and ask our suppliers to use them whenever possible. Furthermore, the packaging should be designed to be easily recyclable.

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Any transport damage not recognized by insurers due to inadequate packaging will be borne by the supplier.

All delivered goods must be bundled by item and delivered in separate packaging (sorted by type).

The entire load unit must be able to be handled using floor transport equipment. The maximum weight for material transported on an Euro pallet is 1,000 kg. The maximum height of the package must not exceed 1,050 mm. If, for justifiable reasons, the maximum weight or height is exceeded, this must be coordinated with the purchasing department in advance.

Heavier items must be secured in such a way that they cannot move during transport. Only plastic strapping is permitted for securing packages and for fixing items, such as on pallets. The use of metal strapping is generally prohibited and only possible with prior approval.

Goods receiving may refuse delivery in case of over-shipments.

5. Labeling of Packages and Outer Packaging

Packages or outer packaging must be clearly labeled on the outside with the following information:

- FAUN order number
- FAUN part number
- FAUN part description
- Delivery note number
- Delivery note date
- Number and position of the package (e.g., 1 of 4)
- Quantity per package
- Name and address of the supplier
- Revision index (drawing index)
- In the case of a replacement delivery, the claim number (FAUN reference number) must be indicated on the delivery note.

Hazardous materials must be labeled in accordance with applicable regulations.

Fragile goods must be marked with "Handle with care."

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6. Accompanying Shipping Information

6.1 Freight and Accompanying Documents

Freight and accompanying documents must be provided for each shipment. The following information must be included in the freight or accompanying documents:

- Sender
- Delivery address
- Number of packages in the shipment
- Information about the type and number of load carriers
- Shipment handover or dispatch date

6.2 Delivery Notes

Each shipment must include a delivery note. This delivery note must be clearly visible in a delivery note pocket. It is recommended to issue the delivery note according to DIN 4991 or alternatively according to VDA 4912. At a minimum, it must contain the following points:

- Delivery note number
- Delivery note date
- FAUN order number
- FAUN part number
- FAUN part description
- Delivery quantity
- Name and address of the supplier

These points must also be included on the delivery note for direct deliveries from manufacturers.

Additionally, delivery notes for shipments must be sent to the following contact address and must be automatically readable:

FUTEinkauf@FAUN.com

6.3 Order Confirmations and Invoices

Order confirmations must be sent exclusively to the following contact address and must be automatically readable:

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FUTEinkauf@FAUN.com

Invoices must be sent separately and exclusively to the billing address below and must be automatically readable:

Invoices@FAUN.com

Invoices sent with the goods or to an email address other than the one provided will not be accepted.

Invoices must also include, among other things, the order number, order position, FAUN article number, quantity, price, delivery date, and delivery note number.

6.4 Certificates, Data Sheets, and Documents

If certificates and/or documentation (e.g., material certificates, factory certificates, fire protection certificates, etc.) are required for ordered goods, this will be specified by FAUN in each order for the required goods.

- The documents must be clearly assignable to the goods. This can be ensured by including the corresponding batch number, order number, and part number.
- The required documents must be included with the goods. It must be ensured that the documents are sufficiently protected from damage, dirt, and moisture of any kind.
- Additionally, the documents must be sent electronically as a PDF file to the following email address: QSWE@FAUN.com
- If the same document applies to several different items, a document or a duplicate must be included with each item and outer packaging (as specified in point 4).
- For shipments containing multiple pieces of one item that are delivered in separate packages, a document (or a duplicate of the document) must be included with each package.
- For deliveries of sample items, these must be marked with the note "Initial sample," and an initial sample inspection report must be attached to the shipping documents and sent to the following email address: QSWE@FAUN.com
- For materials, substances, and items that may pose risks to human life and health, the environment, or property, and therefore require special handling regarding packaging, transport, storage, handling, and disposal, a fully completed safety data sheet must be

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sent to Sicherheitsdatenblatt@FAUN.com in advance of delivery, and an appropriate emergency response card must be provided for transport.

- The supplier is solely responsible for the transport of hazardous materials.
- Deviations from this will be considered a defect.

7. Load Carriers

If necessary, the following load carriers are approved:

- EURO pallets, dimensions (LxWxH): 1200x800x144 mm, possibly with frames and lids
- EURO wire mesh box pallets, dimensions (LxWxH): 1240x835x970 mm

The load carriers must be in perfect and undamaged condition in accordance with the "exchange criteria of the European Pallet Pool" for EURO pallets and EURO wire mesh box pallets and must be marked accordingly (EPAL, EUR labeling, etc.).

Repacking required due to damaged or incorrect load carriers will be at the supplier's expense. Defective load carriers will not be exchanged.

Alternative load carriers are allowed if the aforementioned load carriers do not provide adequate protection as per point 4 (Packaging).

8. Vehicle Loading

Products must be secured in such a way that they cannot be damaged during transport. Vehicles must be clean and suitable for transporting the relevant goods. Additionally, vehicles with side-loading and unloading capability should be selected.

For insurance reasons, we point out that vehicle loading must be done in such a way that FAUN does not need to unload or repack third-party goods. If an external partner is commissioned for the transport, this must be communicated to them.

There is no entitlement to compensation for standing or waiting times during deliveries.

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9. Collection of Exchange Goods and Complaints

The collection of exchange goods and complaints must be registered at least 2 days in advance.

The collection must be cost-neutral and must be registered by providing the claim number (FAUN reference number) to following email address: QSWE@FAUN.com

The following information needs to be provided:

- Name of the carrier
- Date and time of collection

10. Scope of Application

These delivery and packaging instructions apply to all shipments to FAUN and are bindingly acknowledged by the supplier upon acceptance of the order.

Deviations from these instructions, unless otherwise agreed in writing in a separate supplier or framework purchasing contract, will be considered a defect and will be subject to a claim by FAUN according to the applicable regulations.

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