

## General delivery instructions

the

FEP Fahrzeugelektrik Pirna GmbH & Co KG  
Hugo-Küttner-Strasse 8  
01796 Pirna /GERMANY

- hereinafter referred to as FEP -

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Additions to the previous version are highlighted in color, deletions are ~~crossed out~~.

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## 1. General supplier responsibility

### 1.1. General supplier responsibility

The Supplier must ensure that all necessary measures are taken to ensure that the ordered goods are delivered to FEP undamaged and in perfect condition on the agreed delivery date. This also includes ensuring that the necessary cleanliness requirements are strictly adhered to. The specific measures to be taken are regulated by these provisions. In addition, both the Quality Assurance Guideline and the FEP Code of Conduct apply to suppliers.

Furthermore, the supplier must ensure that the forwarding agent commissioned by him receives and observes these delivery instructions.

## 2. Delivery and documents

### 2.1 Advance notice /time slot booking

The Supplier shall inform FEP at least 48 hours before the planned delivery. This notification must contain the following data:

- FEP article number
- Number of pallets / packages

The supplier is obliged to provide the forwarding agent to be delivered with all necessary data.

For 3 pallets or more, it is imperative that a time window over <https://www.fepz.de/zeitfensterbuchung> for the planned delivery day.

Deliveries without a booked time slot disrupt our logistics processes considerably. See also point 5 Deviations and cost note.

The registration process may vary in consultation with the recipient.

### 2.2 Overdelivery / underdelivery

Over- and under-deliveries are generally prohibited.

The packaging data sheet agreed between the parties is decisive here.

See also point 2, Adjusting the packaging, in the packaging manual.

Exceptions must be agreed with the recipient before the goods are delivered.

### 2.3 Delivery bill and transport documents

The supplier creates a delivery bill before dispatch. The delivery note number must be unique. The delivery bill must contain the following information:

- Name of supplier and sender address
- Full address of the recipient
- FEP article number
- Quantity or weight of the FEP article number
- Number and type of packaging
- Delivery note number
- FEP order number
- Package number
- Batch number and, if necessary, best-before date
- Revision status of the articles
- Unique goods description and statistical goods tariff number for cross-border transports
- Dangerous goods information (identification number, dangerous goods class, number, letter) according to RN 2002(3a) ADR, if applicable

Items with the same material or item number must be grouped together as 1 item on the delivery bill. Other articles with different material or article numbers are added as additional items.

In addition to the delivery bill, the supplier shall provide the following information:

### **Transportation documents**

The consignment note / CMR is drawn up in accordance with the generally applicable standards.

### **Customs documents**

Required transport documents for shipments from third countries are in particular

- Trade invoice
- Proforma invoice
- Packing list
- Statistical goods number (HS code)
- Proof of non-preferential origin and proof of preferential origin

## 2.4 Certificates

The supplier shall ensure that material test certificates (acceptance test certificate 3.1. according to DIN EN10204) are available to the recipient in electronic form at [qke@fepz.de](mailto:qke@fepz.de) or in written form at the latest upon delivery of the goods.

The reference to the delivery bill / order must be evident on the material test certificates.

If the test certificate is not received by the recipient in good time, the recipient may reserve the right to charge the supplier for all consequential costs resulting from the delayed acceptance of the goods.

## 2.5 Imports - Procedure for delivery of non-Union goods

If the supplier delivers goods still to be cleared through customs to the recipient, all necessary documents, see point 2.3 Customs documents, must be provided in advance (electronically or in paper form).  
After the driver arrives, he must wait for the recipient to give the go-ahead for unloading.

## 2.6 VDA Goods tag

If VDA goods tags are required, it must be ensured that these are machine-readable. The goods tag must use the format suggested in VDA 4902 and be provided with a Code-39 barcode.  
The goods label must contain the following data:

- Consignee
- Unloading point
- Delivery note number
- Supplier address
- Net and gross weight
- Number of packages
- Part number FEP
- Filling quantity
- Supplier number
- Package number
- Description of the delivery
- Packing agent type
- Expiry date
- Change status Construction
- Batch number

The goods tag must always be attached.

The data contained must be visible without unfolding the goods tag.

## 3. General regulations

### 3.1 Load securing

The supplier shall ensure that the load is secured in accordance with Section 22 of the German Road Traffic Regulations (StVO). Section 22 (1) states that the load must be secured in such a way that it cannot be damaged either in the event of emergency braking or in the event of an accident slips, falls over, rolls back and forth, falls down or generates avoidable noise.

Furthermore, the following specifications in particular must be observed during delivery:

- Load securing in accordance with VDI Guideline 2700 ff. (including Sheet 5) and DIN EN 12195-1:2021-01
- A sufficient number of lashing straps must be available in accordance with point 1 and the comply with the DIN EN 12195- 2:2001-02 standard.
- Lashing straps that have reached their "discard maturity" must not be used

- The presence and use of anti-slip mats for non-form-fit loads
- After each partial loading or unloading, the load must be secured again in accordance with legal requirements. specifications are checked and restored if necessary

### 3.2 Delivery location

FEP Fahrzeugelektrik Pirna GmbH & Co KG  
Hugo-Küttner-Strasse 8  
01796 Pirna /GERMANY  
+49 3501 514 ext. 104 or 1646  
[wareneingang@fepz.de](mailto:wareneingang@fepz.de)

### 3.3 Goods receipt times

The goods receiving times are Monday - Friday from 06:30 -15:30  
Driver registration takes place directly in the incoming goods department.

### 3.4 Silo deliveries

- Acceptance test certificate (APZ) + cleaning protocol required on delivery
- Inlet with max. 0.8 bar
- The transportation route to the silos within the company premises is carried out according to the instructions of an FEP employee.

### 3.5 Ramp capability

From a registered number of three (3) pallets, the vehicle must be ramp-compatible.  
(Truck loading floor height min. 95 cm, loading floor width min. 205 cm).

The vehicles must be in a visually and technically perfect condition and must be accessible with lifting equipment (forklift trucks).  
The freight must be freely accessible for unloading. The goods will not be unloaded until free access to the goods is guaranteed.

### 3.6 General safety precautions

The driver must wear personal protective equipment (PPE) in the storage area.  
This includes wearing a high-visibility vest and safety shoes of at least protection class S1.  
Minors and other persons who are not directly involved in unloading remain in the driver's cab.  
The use of gas stoves and open fires of any kind is prohibited on the company premises. Smoking is only permitted in designated areas.

At the ramp, the vehicle must be secured against rolling away by means of safety wedges.

## 3.7 Dangerous goods

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

The supplier shall be liable for all damages arising from non-compliance with the statutory provisions.

Only type-approved packaging is permitted for the transportation of hazardous goods.

(e.g. cardboard packaging, canisters) in accordance with the regulations of the individual classes in the ADR.

All packages containing dangerous goods must be clearly marked with the prescribed dangerous goods label (in accordance with Annex A9 ADR).

Information on water hazards is mandatory.

## 4. Packaging

### 4.1 General requirement

The Supplier is responsible for ensuring that the goods arrive at FEP in a quality-preserving condition.

The packaging should be designed in such a way that safe reloading, problem-free unloading and safe transportation are possible.

The packaging materials must comply with the Packaging Directive 94/62/EC with regard to the prevention of environmental damage, recycling, material utilization and disposal.

In the case of delivery by air or sea, the supplier must comply with the guidelines that apply to this type of transportation. (Guidelines for air and sea transportation)

In principle, only the packaging approved by FEP in the packaging data sheet or agreed separately may be used.

This release is based on the FEP/FEP packaging manual.

### 4.2 Cleanliness

The Supplier must ensure that the goods are cleanly packaged in accordance with the specifications provided by FEP and are protected from contamination during transportation.

The cleanliness requirements can be found in the respective drawing and must be adhered to.

## 5. Deviations and cost note

Non-compliance and deviations from the delivery instructions can lead to refusal of acceptance or a complaint. Justified complaints lead to the calculation of an administration + expense fee per delivery.

If the article does not correspond to the agreed quality due to the damaged packaging and production losses occur, the supplier shall also bear the costs of the production loss in this case until a corresponding subsequent or replacement delivery of the agreed quality has been made.

## 6. Other regulations

### 6.1 Environmental management

FEP is a future-oriented company and is therefore very interested in the environmentally friendly and sustainable design of all business processes. In order to be able to effectively implement this goal, it is important that all other links in the value chain also take appropriate measures.

take measures. These include, for example, the careful use of energy and the reduction of carbon dioxide emissions. Further guidelines on this can be found in the Code of Conduct for Suppliers.

### 6.2 Data protection

The Supplier must ensure that the exchange of information and data with FEP is secure. It is absolutely necessary that especially such information that is particularly worthy of protection, not be passed on to unauthorized third parties. This applies in particular to internal project information, payment information, but also personal information and similar sensitive content.

### 6.3 Severability clause

If and to the extent that any provision of this Agreement is invalid or unenforceable in whole or in part, the validity and enforceability of the remaining provisions of this Agreement shall not be affected. An invalid provision shall be replaced by applicable statutory law; an unenforceable provision shall be deemed to be replaced by an enforceable provision which, to the extent permitted by law, comes closest to the purpose of the unenforceable provision. In this way, unintended contractual loopholes can be avoided.

Other applicable documents: FEP/FEP packaging manual

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