

Delivery specifications of Telegärtner Karl Gärtner GmbH

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1 Purpose & Scope

This directive is used to manage requirements related to delivery and packaging conditions of delivered goods at Telegärtner GmbH. The present logistical requirements serve a well-functioning logistics process. The aim of the directive is to receive shipments from suppliers who meet the requirements described.

The delivery specification applies to all products delivered, which are delivered to Telegärtner Karl Gärtner GmbH, unless special written agreements exist.

Suppliers must treat their products properly and professionally before delivering, so that any kind of damage before, during and at delivery is avoided.

The transport packaging must be such that it does not reach Telegärtner Karl Gärtner GmbH in damaged condition. Telegärtner Karl Gärtner GmbH conducts purely a visual check at each delivery on the status of the transport containers, obvious damage and number of packages. Damaged packaging suggests damage to the product and may not be accepted.

2 General provisions

2.1 Cargo securing

- The cargo securing is to be carried out with minimal packaging use.
- The material used to secure cargo must always consist of environmentally friendly and recyclable material.
- Securing bolts and edge protection must be made of recyclable material.
- Only safety foils of polyethylene (PE) are to be used.
- Securing the goods on the loading equipment by plastic packing straps (no steel).

2.2 Delivery notes

- Attachment visible in a delivery note pocket on the outside of the package.
- The following information shall be recorded on the delivery note: delivery note number, order number and order item, material number, material description, quantity with quantity unit in accordance with order unit.

2.3 Delivery of large quantities

- Is the number of Euro pallets to be delivered greater than six pieces, the delivery must be announced at least two days before delivery by the supplier/forwarder via E-mail to the following persons.
- Contact person: Your order contains the responsible person in charge you have to contact.

Delivery location and delivery times

Telegärtner Karl Gärtner GmbH
Lerchenstraße 35
71144 Steinenbronn

Mon. - Fri.: 07:00 a.m. - 15:30 p.m.

2.4 Requirement of the pallets

- The pallets must conform to the exchange criteria of the European pallet pool for Euro pallets (EPAL) in perfect condition and must have been treated according to the IPPC standard ISPM 15 for Wood packaging material.
- The dimensions of the pallets are as follows: 800 x 1200 mm for Euro pallet and 1000 x 1200 mm for Euro pallet 3.
- Handling option by means of fork lift must be provided.
- The goods must not protrude beyond the Euro pallet.
- Damaged or non-original Euro pallets are considered disposable pallets and will not be exchanged.
- For each non-stockable Euro pallet a flat rate of € 40.00 net is calculated.
- The pallet height (incl. Euro pallet) must not exceed 1.40/2.10 meters.
- The total weight per Euro pallet must not exceed a maximum of 1000 kg.
- An overloading of the Euro pallet is not permitted.
- Each Euro pallet is principally to be delivered unmixed.
- Euro pallets are replaced in the incoming goods department. If the appropriate number of empty pallets is out of stock, the return takes place in a reasonable time.

2.5 General requirements for cleanliness of products

Unless no divergent agreements have been made, all products must be free of silicon, grease, metal shavings, burrs and/or other contaminants. Suitable gloves must be worn for all work steps and activities which are performed after the parts have been cleaned.

2.6 Requirements of rack parts

Rack parts require extra care in handling and transportation. To avoid damage through collision of the parts during transport, rack parts should be delivered only in cardboard boxes with integrated dividers.

2.7 Ecological priorities

Telegärtner Karl Gärtner GmbH has set itself the objective to reduce its environmental impact and the following is therefore required from the suppliers:

- Restriction on the weight and volume necessity (saving resources and reducing the transport volume).
- Use and continuous improvement of reusable packaging made of recyclable materials.
- Use of environmentally friendly, recyclable materials for all types of packaging; recycling as close as possible to the waste site, to avoid return across the delivery chain and the associated transport costs.
- The packaging is to be planned for specific parts according to aspects of logistics, quality assurance, environment and economics.

3 Requirements of the box pallet

- The box pallets must comply with the exchange criteria of the European Pallet Pool (EPAL) for EUR-box pallets.
- Each box pallet is principally to be delivered unmixed.
- Box pallets are replaced in the incoming goods department. If the appropriate number of empty box pallets is out of stock, the return takes place in a reasonable time.

4 Requirements of the individual packages/packages (on a Euro pallet or loose)

- Dimensions max. L 600 x W 400 x H 400 mm
- Weight max. 15 kg per individual packaging
- All individual packages are to be optimized for manual handling and removal and, if necessary, to be minimize and stackably designed.
- Stacking of packages is generally permissible only if damage or deformity of particularly the lower packages is excluded.
- All packaging must be designed such that they adequately protect the goods against damage or loss. Tray or rack parts should be delivered only in cardboard boxes with integrated dividers (exceptions can be made by prior agreement).
- When using trays, it is important to choose an appropriate size of the dividers to ensure that the goods are effectively protected against any damage. When stacking trays, it must be ensured that any damage or deformation, in particular to the bottom layers, is ruled out.
- Only dust-free and silicon-free materials like air cushion bags will be accepted as filling and cushioning material. Styrofoam packing peanuts, styrofoam moldings or paper waste are not allowed.

- Every individual package is to be furnished with material name, material number, including quantity and order number.
- Packaging containing ESD-protected materials shall be equipped with warning notices that are clearly marked on the outside of each packaging.
- When several packages are placed on a Euro pallet the materials are to be stacked unmixed (same material on top one another, several stacks side by side).
- The labeling of packages is pointing visibly to the outside.

5 Requirements of the returnable containers

- Deliveries may only be performed in Telegärtner-returnable containers.
- Before filling the parts in the transport containers (tray, box or bag), the containers must be checked for cleanliness and, if need be, cleaned or replaced.
- A delivery in the suppliers own containers in an exchange barter system is possible with a written approval of Telegärtner Karl Gärtner GmbH.
- Upon delivery the containers must always have full levels. Possible empty spaces are to be filled with other containers.
- The total weight of the Euro pallet must not exceed 1000 kg.
- Each Euro pallet is basically to provide unmixed.
- When multiple returnable containers are placed on a Euro pallet the materials are to be stacked unmixed (same material on top one another, several stacks side by side).
- The labeling of the packages is pointing visibly to the outside.
- Each returnable container shall be furnished with material name, material number and including quantity (possibly order number).

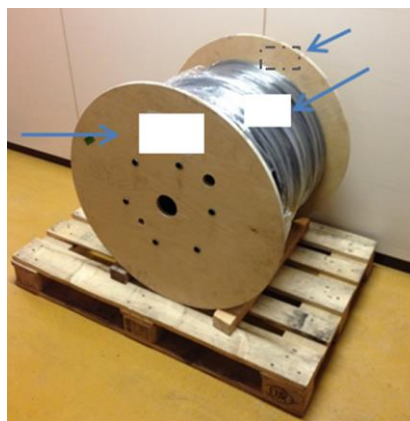
6 Requirements of the cable deliveries on reels

- The total weight per Euro pallet must not exceed 1000 kg.
- The product is principally to be delivered unmixed on Euro pallets, unless no divergent agreements have been made.
- Minor and Small quantities may be delivered mixed on Euro pallets. The articles must be packed separately. Same articles must be delivered on one Euro pallet.
- The goods must not protrude over the Euro pallet.
- The goods must be packed banded, shrunk or stretched on the Euro pallet and be fixed. Use of metal bands is not allowed.
- Labels must be created according to the specifications of Telegärtner Karl Gärtner GmbH, unless no divergent agreements have been made, and affixed in such a way that the material number and the total length per drum is pointing visibly to the outside. No partial lengths information allowed.
- Goods must be well packaged so that they are protected from outside damage and weathering. No damp or moldy goods or packaging must be delivered.
- Reels and Euro pallets must be loaded so that the goods are transported undamaged and can be easily unloaded with a fork lift from the truck rear.

- The start of the cable must be affixed on the outer flange, lying flat. It must not touch the hole circle area. The free hole circle (including core drilling) must have a minimum diameter of 100 mm. It is not allowed to insert the cable into the hole in the top of the core.
- The ends of the cable must be attached to the flange on the inside and cannot extend beyond the edge of the flange. The cable ends must be protected from dirt and moisture. No adhesive tapes must be used.
- The reels must not have any wood siding.
- Because of the current disposal regulations it is to be ensured, that cable drums are only made of homogeneous, unmixed materials. An exception is a drum made of solid wood. In this case a piece of a cardboard box must be applied around the entire drum core. This cardboard has to be neutral/without any supplier information.
- For protection and cargo securing reasons, the cable on the drum must be wrapped with a stretch film. The film has to be without any supplier markings, preferably consisting of transparent material.
- Only one cable length, which isn't cut into pieces, is allowed per drum. Several partial lengths for one drum are not allowed, unless no divergent agreements have been made.
- It must be ensured that cable drums $\geq 60\text{Kg}$ are only loaded and transported standing upright on the pallet. An IPPC-compatible roll protection must be used (see photo).



- Attaching labels to the cable flange: A label is to be affixed straight and in the middle of both flanges. On stretch film: Two labels per drum are to be affixed on opposite sides, straight and in the middle on the stretch foil. Supplier markings are expressly not allowed.



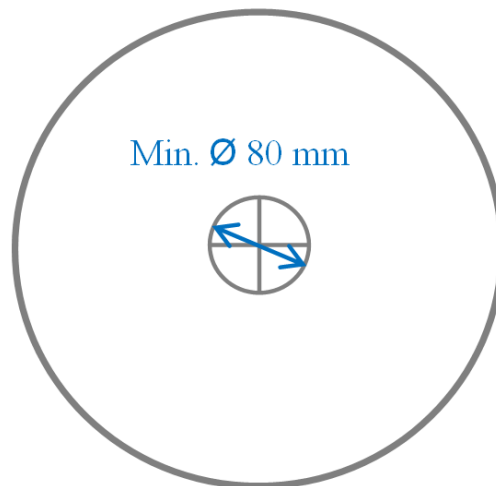
7 Fiber optic cable drums

7.1 Cable length

- Cable lengths specified in the orders must be met. If no cable length is stated in the order, standard cable lengths apply. These are for example: 250 m, 305 m (UL/CSA), 500 m, 1 000 m, 2 000 m, 4 000 m.
- Per drum, only one cable length is allowed. Several partial lengths on one drum are not allowed.
- The under/over delivery tolerance per cable of -0 %/+5 % must be observed. It is not allowed to charge Telegärtner over delivery lengths (positive tolerance lengths). Only standard lengths according to purchase specifications can be charged. Only the standard length according to manufacturer's specification has to be shown on the packaging.

7.2 Cable drum

- The cable end has to be fastened flush to the outside of the drum's flange. It must not touch the pitch circle area. The free pitch circle area (incl. core bore hole) must have a diameter of at least 80 mm. It is not allowed to insert the start of the cable into the core hole.



- The cable ends must be fastened inside of the flange, and must not protrude beyond the edge of the flange. Cable ends must be protected from dust and moisture.
- The use of adhesive tapes is not allowed.
- Wooden boarding of the drum is not allowed.
- For solid wood drums, a piece of cardboard or other suitable material must be applied around the entire drum core. This material must be neutral/without any supplier information.
- For protection reasons, the cable on the drum must be wrapped with a neutral drum film or a neutral polypropylene, without any supplier markings, preferably consisting of transparent material.

7.3 Shipping requirements

- Only Euro pallets or Euro-Box pallets according to the European Pallet Association e.V. (EPAL) are allowed as means of transport.
- Exclusively Euro pallets according to EPAL that are treated after the IPPC standard ISPM 15 for wood packaging material that are exchangeable must be used. Telegärtner accepts only Euro pallets type EPAL and EPAL 3. Type EPAL 2 is not accepted because of the bottom boards. Any other kind of pallet (including one-way pallets with EURO norm dimension) is not accepted.



- Labeling of Euro pallets:



left + right corner block

central block

- Exact information to the valid guidelines of EPAL can be found at: <https://www.epal-pallets.org/eu-en/load-carriers/overview/>
- The Euro pallet with loaded goods is allowed to have a total weight of 1 000 kg (even if the Euro pallet according to EPAL can carry under certain criteria a higher weight).
- The goods must not protrude over the Euro pallet (no pallet overlapping).

- The goods must be banded, shrunk or stretched wrapped and fixed on the pallet.
There must be considered:
 - The use of metal ties is not allowed
 - The use of nails is generally not allowed
 - It is not allowed to nail drum flanges to one another.
 - It is not allowed to nail drum flanges to the truck loading area.
 - It is not allowed to nail tension belts for stabilization into the flange.
- Fiber optic cable must be loaded and transported upright (rolling) on pallets. An IPPC-suitable rolling prevention (see figure below) must be used.

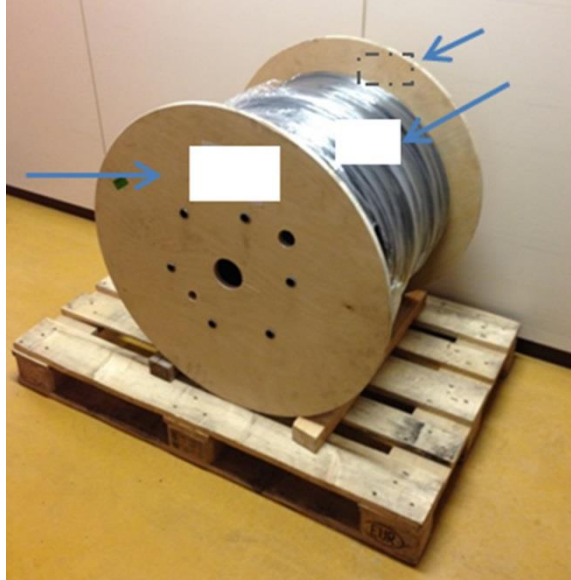


7.4 Labeling

- Labels must be printed and attached according to Telegärtner specification.
- Labels must be printed according to Telegärtner specification. The printing instructions provide all specifications for colour, font and font sizes.
- The labeling text must be printed according to Telegärtner specification. They will be provided by the Telegärtner purchasing department when the order is placed. The purchasing department can be reached by contacting the Telegärtner main office.

Phone: +49(0)7157 125 0
E-Mail: info@telegaertner.com

- Label placement:
 - One label each centrally and straight attached to both drum flanges.
 - On drum film: Two labels per drum must be attached centrally and straight on opposite sides.



- Logos or labels with any information of the supplier are explicitly forbidden.

7.5 Delivery

- Goods must be neutral respectively according to Telegärtner specification. Supplier markings are not allowed. This concerns specifically the cable drum, cable film, label and test-reports.
- The goods must be packed securely, protected against external damages.
- The goods must be protected against external atmospheric exposure. It is not allowed to deliver damp or mouldy goods or packaging.
- Drums and pallets must be loaded so that the goods can be transported undamaged and easily unloaded from the truck-rear with a floor conveyor.
- Two copies of delivery notes must accompany the delivery. Per delivery, one compiled delivery note must be placed on one packing piece (and e.g. not on every cable drum). One delivery note is for the carrier.
- The delivery note attached to the goods must be easily removable.

- In case more than six pallets are delivered, the supplier or forwarding company should whenever possible announce the unloading time via E-Mail to Telegärtner min. two days before delivery.
- Contact person: Your order lists the responsible person in charge you have to contact.

Delivery location and delivery times

Telegärtner Karl Gärtner GmbH
Lerchenstraße 35
71144 Steinenbronn

Mon. - Fri.: 07:00 a.m. - 15:30 p.m.

8 Final provisions

- The delivery specifications must be observed for all deliveries.
- Specifications which cannot be met have to be discussed with Telegärtner and explicitly approved before the delivery.
- The German version of this agreement is legally binding exclusively. The English translation is for information only.
- Deviations, amendments or supplements to this delivery specification must be submitted in written form and approved by Telegärtner prior to delivery.
- If the delivery specifications are not adhered to, Telegärtner Karl Gärtner GmbH reserves the right to refuse the acceptance of the delivery and/or to invoice additional costs incurred.