

## 1. Scope of validity and purpose

- 1.1. The GARANT delivery specifications guarantee an efficient goods delivery process. This helps to avoid waiting times for freight carriers and GARANT employees, as well as discrepancies and delays in delivery.

## 2. General

- 2.1. The adherence to the delivery deadlines, the quality requirements and the delivery specifications form the basis for the GARANT supplier evaluation.
- 2.2. If not otherwise agreed, all goods/parts must be delivered complete and ready for assembly, along with all specified surface treatments.
- 2.3. Deviations in quality and quantity determined upon receipt of the goods shall be presented to the supplier in writing as an error in delivery.

## 3. Delivery addresses

- 3.1. The postal delivery address specified in GARANT orders and subcontracts must be complied with.
  - The incoming delivery must be made to the Incoming Goods department Garant Maschinenhandel GmbH, Gewerbepark Antrup 17, 49525 Lengerich (Gate 1), Germany.

## 4. Goods acceptance hours

- 4.1. Goods acceptance hours on work days:

Monday to Friday:	6:30am to 3pm
Deliveries of Paper:	6:30am to 1pm
Deliveries of machinery:	6:30am to 2pm
- 4.2. Deliveries outside the goods acceptance hours given under 4.1 are only possible on prior agreement. Incoming goods must be agreed with the Warehouse department (Incoming Goods), deliveries of machinery with the Shipping department or with the Loading Coordinator.

## 5. Delivery condition

- 5.1. Carriers and packaging are only accepted when in good order and condition. In the event of verifiable damage to the carriers and packaging, GARANT reserves the right to refuse to accept the delivery.
- 5.2. It must be possible to unload the vehicle safely and efficiently and without a (truck) ramp. Default unloading shall be with using a stacker truck or crane. When unloading using a stacker truck, the sub-assembly must be fitted with appropriate base frames. When unloading using a crane, fitted handling points (lifting eye bolts, attachment eyes, transport frames) should be present.
- 5.3. The GARANT Incoming Goods department has one 1.6 t forklift and a lift truck.

- 5.4. In the event of deviating unloading requirements, the carrier must assume longer unloading times.

## 6. Packaging

- 6.1. Goods must be packaged and preserved in such a way that there is no possibility of damage through transport and storage.
- 6.2. The packaging of goods deliveries must take into account the waste management goals of the environmental laws in accordance with the following ecological priorities:

### Avoidance:

Restriction to the necessary packaging for the weight and volume (resource saving and reduced transportation).

### Minimization:

Use and continuous improvement of re-usable packaging made of recyclable materials.

### Recycling:

Use of environmentally friendly, recyclable materials for all packaging types; recycling as close to the point of generation as possible in order to avoid return via the delivery chain and the associated transportation. The packaging must be made on a part-specific basis taking into account the logistics, quality assurance, environmental compatibility and economy.

- 6.3. Goods and their packaging aids may not protrude beyond the exterior contours of the carrier utilized by the supplier.
- 6.4. The goods must be appropriately preserved at points at risk of corrosion. The corrosion protection must be effective at room temperature and dry storage in the GARANT warehouse for 6 months. Phosphated parts must always be oiled. The preservatives used must be compatible with the Cortec VCI 329 preservative.
- 6.5. The goods must be delivered in packaged units separated by part size. Small, large and open area parts may not be mixed within a packaging unit. This does not apply for multi-part components as per Section 10.1.
- 6.6. To prevent parts from being mixed, different articles must be sorted/packaged separately.
- 6.7. Parts which GARANT will subject to phosphate treatment must be packaged separately and labeled as such.
- 6.8. Upright format parts must be secured on their load carriers to prevent them from tipping over.

## 7. Accompanying papers/documents

The following documents must be attached in a clearly visible location on each load carrier (handling unit). Alternatively, they can be handed over to the employees in the GARANT Incoming Goods department before unloading.

7.1. The delivery of all goods must include the following documents:

- a) Delivery note exactly specifying the
  - GARANT order number
  - GARANT order item number
  - GARANT material number
  - Delivered quantity
- b) Test certificates (if required in the order, the drawing or as part of a separate agreement)
- c) Safety data sheets (for hazardous materials)
- d) Declarations of Conformity or Incorporation in accordance with the EC Machine Directive

7.2. In the case of goods subject to customs duties, a previous provision must be made at the customs office in Rheine (DE008305). A copy of the commercial invoice and all other customs documents must be previously sent to the Shipping department by e-mail to [versand@garant-maschinen.de](mailto:versand@garant-maschinen.de) with instructions on the expected delivery date.

The delivery must be labeled externally as goods subject to customs duties. The transfer notification issued by the customs office in Rheine must be handed over without delay to the employees in the Incoming Goods department.

7.3. Suppliers' declarations in accordance with the EC directive are required for all materials. In the case of goods from third countries, these must generally include the corresponding proof of origin. The documents are not provided with the goods but rather provided separately and without prompting to the Shipping department before delivery.

7.4. Every packaging unit (e.g. box, carton) must also include a packing slip which contains the following information:

- Delivery note number
- GARANT order number
- GARANT order item number
- GARANT material number
- GARANT delivery note number
- Delivered quantity

7.5. Required test certificates must also be sent to the e-mail address [QS@garant-maschinen.de](mailto:QS@garant-maschinen.de).

## 8. Part identification

8.1. It must be easy to allocate the goods to the corresponding delivery note items. The goods or their direct individual packaging must be labeled with the following information:

- a) GARANT material number
- b) GARANT order number and order item
- c) Quantity
- d) Claim number, where applicable

8.2. Where a packaging unit (PU) is specified, small parts must be packaged and labeled in accordance with their quantity.

8.3. Every part associated with a drawing must be labeled in accordance with the technical directive GM-RL-M-0002 "Labeling of components".

8.4. If a delivery item consists of multiple individual components, then these must be declared as belonging together.

## 9. Delivery identification

9.1. Delivery notes must be included with the goods as described in 8.1.

If a delivery item consists of multiple packages, then these must be clearly declared as belonging together.

9.2. Urgent deliveries must be clearly labeled as such and delivered separately from other orders/jobs.

## 10. Complete deliveries

10.1. Multi-part components and assemblies must always be delivered as a single package. The components of a component/assembly must be summarized as a unit (not by component type).

10.2. A partial delivery for set orders is only permitted in exceptional cases and after prior arrangement with the responsible GARANT procurer/project manager. The same also applies to multi-part components and assemblies

10.3. In the event of failure to comply with the GARANT delivery specifications, we reserve the right to refuse to accept the delivery. Alternatively, we shall invoice the expenses incurred by GARANT for the collection of the goods.

## 11. Special agreements

11.1. The specifications from orders and drawings must be complied with. The supplier must document any component deviations which we have expressly approved in writing (comments on delivery note and identification of the affected parts via tag, label etc.) with:

- a) which special agreement/approval
- b) has been made between which of the supplier's contact partners and GARANT.
- c) Every variation/special agreement must, however, be presented via the e-mail address [QS@garant-maschinen.de](mailto:QS@garant-maschinen.de).

11.2. Deviations from the GARANT delivery specifications are not permitted without express written approval from the GARANT Procurement department.