

Delivery and Packaging Instructions

for suppliers of

WIHA Werkzeuge GmbH



Objective and Purpose of these Delivery and Packaging Instructions

These delivery and packaging instructions are a crucial part of efficient collaboration along the value chain between you as the supplier and WIHA Werkzeuge GmbH. Strict adherence to these instructions ensures that goods can be received and processed swiftly and without additional effort.

This contributes not only to the optimization of our internal processes but also supports shared goals such as environmental protection and the avoidance of unnecessary costs. As a supplier, you play a key role in ensuring and continuously improving the quality of our supply chain, thereby making a significant contribution to a professional, cooperative, and successful business relationship.

All incoming deliveries will be checked for compliance with these instructions.

An up-to-date version of these instructions can always be found at: <https://www.wiha.com/einkauf>

Additionally, agreements made during the course of the business relationship in other documents or contracts remain valid and are binding.

General Address & Contact Information

Addresses:

Industriestraße 29

78112 St. Georgen / Germany

Phone: +49 7724-58005-620

E-Mail.: wareneingang1.stg@wiha.com

Obertalstraße 3-7

78136 Schonach / Germany

Phone: +49 7722-959-168

E-Mail.: wareneingang.schonach@wiha.com

Waldstrasse14

78087 Mönchweiler / Germany

Phone: +49 7721-9490-0

E-Mail.: wareneingang.mw@wiha.com

Delivery & Goods Reception Times

St. Georgen & Schonach

Monday to Thursday:

7:00 am – 12:00 pm

12:30 pm – 4:00 pm

Freitag:

7:00 am – 12:00 pm

12:30 pm – 2:30 pm

Mönchweiler

Monday to Thursday:

7:00 am – 12:00 pm

1:00 pm – 3:30 pm

Freitag:

7:00 am – 12:00 pm

1:00 pm – 2:30 pm

Notification

To ensure timely unloading of trucks, each delivery of palletized goods must be notified by the supplier or their representative at least one day in advance, and for quantities of 10 pallets or more, at least two days in advance, no later than 3:00 PM, via email to the following addresses:

St. Georgen: wareneingang1.stg@wiha.com

Schonach: wareneingang.schonach@wiha.com

Mönchweiler: wareneingang.mw@wiha.com

Unannounced deliveries may result in refusal of acceptance or extended waiting times.

Behavior on Company Premises

The StVO (German Road Traffic Regulations) applies on the premises. During waiting times, trucks must be parked so as not to obstruct driveways or other traffic participants. If drivers enter company buildings, they must be accompanied by a WIHA employee at all times. Unloading outside the company premises is not permitted.

Check-in Process

Upon arrival, drivers must check in at the goods reception. A delivery note must be presented. A WIHA employee will then coordinate the unloading (location/time sequence, etc.). Suppliers with notification and/or agreed delivery time slots will be given priority.

Transport Documents / Delivery Note

Each delivery must include a delivery note listing all items contained in the delivery. This delivery note must be visibly attached to the front of the package in a delivery note pouch, protecting it from external influences and ensuring accessibility.

All documents must be in either German or English

The following mandatory data must be included on the delivery note:

- Sender / Supplier
- Delivery note number and, if possible, shipment number
- Date
- WIHA purchaser (name)
- WIHA order number (as per WIHA order, e.g., BE123456)
- WIHA order item(s) from the order
- WIHA item number(s) and description
- Quantity per item
- Number of cartons
- Number of pieces per carton
- Number of pallets per item
- Reference to partial deliveries
- Country of origin of the goods
- Customs tariff number
- For palletized deliveries: It must be clearly visible for each order item on the delivery note which pallet (e.g., pallet number) contains the delivered item.
- For dangerous goods: Hazard class, UN number, or packaging group
- Upon request by WIHA: For sample articles or items without an order number, the recipient and the corresponding location must be specified.
- Upon request by WIHA: Expiration date or manufacturing date

Additional Notes:

- **Marking Shipments:** Deliveries consisting of multiple shipping units must be clearly marked as belonging together.
- **Partial Deliveries:** Partial deliveries must be clearly indicated on the delivery note and/or packing list.
- **Noting Discrepancies:** Any obvious discrepancies or damages to the delivery will be noted on the transport documents and must be countersigned by the driver.
- **Postal or Parcel Deliveries:** For deliveries via postal service or other parcel providers, a delivery note detailing the total contents of the package(s) must be attached to the outside of the packaging.
- **Delivery Notes:** Delivery notes must be machine-generated and highly legible.

Packaging

The packaging must be designed to protect the contents from damage, corrosion, contamination, and harmful environmental influences (e.g., moisture & splashing water) during storage and transport at all times.

Unless otherwise agreed, the supplier is responsible for choosing and designing the packaging and bears the associated costs.

Clean and undamaged packaging must always be used.

Environmental Protection

We place great emphasis on our suppliers actively contributing to the realization of our environmental and sustainability goals. From accepting the order to final disposal, we expect our partners to support us in this endeavor. Specifically, we expect:

Environmentally conscious handling:

Our suppliers should handle raw materials, products, packaging, and waste in an environmentally friendly and professional manner to minimize their impact on the environment.

Compliance with legal requirements:

We expect our suppliers to strictly comply with all relevant environmental regulations, including necessary registrations and compliance requirements.

Packaging optimization:

For large quantities, optimal utilization of single-use and reusable packaging should be ensured to conserve resources and reduce waste.

Recyclable materials:

Single-use packaging must be made from materials that are recyclable to ensure environmentally friendly disposal.

By fulfilling these requirements, our suppliers make a decisive contribution to creating a sustainable and environmentally friendly value chain together.

Delivery in Cartons

For deliveries in individual cartons, it is essential that all necessary information is clearly visible from the outside. This means that **a label or print must be clearly visible** on the exterior.

Each carton must be packed with **unmixed and only uniform items**, meaning only parts of a single item may be packed within one (outer) carton. If multiple different items are delivered, each must be packed separately in its own (outer) carton.


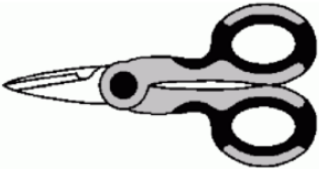


If the shipment consists of several cartons, this must be clearly marked, and the total number of related cartons must be indicated on each individual package.

The packaging must be designed in such a way that no additional repacking is required, and each package can be identified immediately without further effort.

Each carton must therefore have a clearly legible **label or print** on the front, containing at least the following **information**:

- WIHA item description
- WIHA item number (=Order Number, e.g., 29420)
- WIHA order number (as per the order, e.g., BE 123456)
- Quantity per packaging unit
- Quantity per item in the outermost (shipping) carton
- "Made in" designation (applies to the smallest packaging unit as well)
- Recycling code (in accordance with PackagingG (Germany) per EU Directive (EU) 2018/852 and the Waste Framework Directive (EU) 2018/851)
- Triman logo (additional for trade goods)
- WIHA EAN13 code (additional for trade goods – to be requested from WIHA)
- CODE 128 for components

Example Label for Carton Trade Goods with EAN 13:

Z 71 5 06 145 mm Professional electric		 Wiha Werkzeuge Obertalstr. 3-7 78136 Schonach www.wiha.com	
12x \Rightarrow 5			
 4 010995 294205		Ord.-No. 29420 Made in China	
Karton 3 von 9	Wiha Bestellnummer BE325852	 FR ÉLÉMENT(S) D'EMBALLAGE	 20 PAP

Weight and Dimensions for Cartons

The maximum weight of **15 kg** per carton must not be exceeded under any circumstances.

The goods should ideally be protected within the cartons, e.g., with paper or cardboard. The use of Styrofoam chips, packaging waste, or similar materials is not permitted.

The **cartons** must not exceed the following dimensions:

L/W/H: 465 mm / 315 mm / 305 mm or

L/W/H: 465 mm / 315 mm / 200 mm

Unless otherwise or explicitly agreed with the respective strategic buyer, these maximum weights and dimensions must be strictly adhered to.

Labeling of Shipping Cartons According to EU Regulations

All shipping cartons must be labeled in accordance with EU Directive 94/62/EC. This particularly includes the material labeling with the appropriate recycling code (e.g., PAP 21 for corrugated cardboard) to enable easy recycling. The labeling must be clearly visible and permanently affixed to each carton.

Additionally, all shipping cartons must be marked with the Triman logo (for France) and the Italian recycling logo, even if the primary delivery location is not France or Italy. Since we may reship the delivered products in their original packaging, we ensure that the packaging complies with the legal requirements of both countries and that recyclability is clearly indicated. This supports compliance with environmental regulations and our sustainability goals. All cartons must therefore be appropriately labeled, regardless of the destination, to meet environmental requirements.

Examples of labeling

- PAP 21 Logo:



- Triman-Logo:



- Italian Recycling-Logo



Delivery on Euro Pallets / Mesh Boxes

Pallet Specifications:

- Deliveries may only be made on undamaged Euro pallets in accordance with EN13698-1 (EPAL) (for road/rail transport) or on CP5 pallets (for sea freight imports from third countries).
- The goods must not protrude over the sides of the Euro pallet or CP5 pallet.
- Damaged or non-original Euro pallets are considered single-use pallets and will not be exchanged..

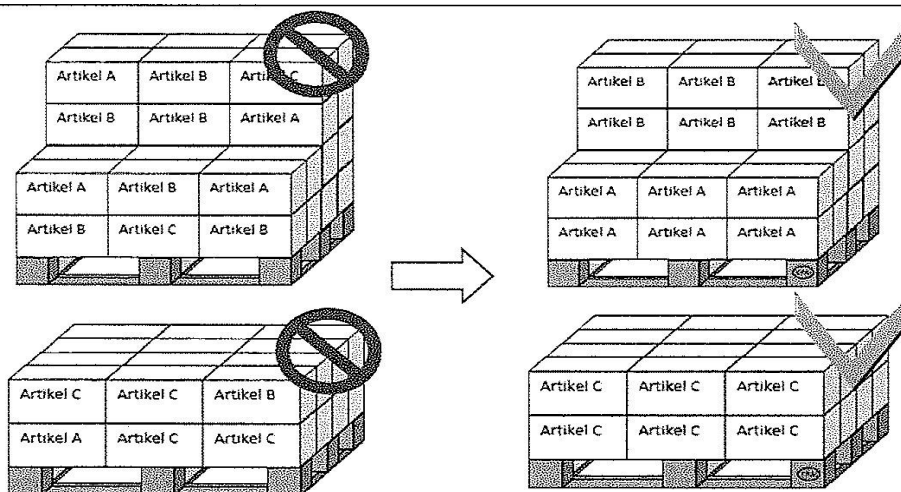
Dimensions and Weights

- The maximum pallet height (including pallet) must not exceed **1.60 m**.
- The permissible total weight per pallet must not exceed **750 kg**.
- Unless otherwise or explicitly agreed with the respective strategic buyer, these maximum weights and dimensions must be strictly adhered to

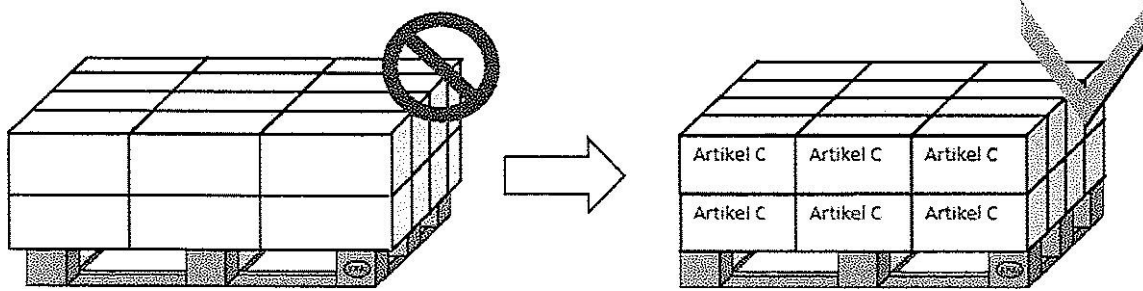
Stacking and Packaging

- The goods must be stacked on the load carrier in such a way that the labeling on each carton is clearly visible.
- Cartons with the same content must be placed together.
- Stacking must be done in an industry-standard arrangement, with the same number of items per layer.
- The goods must be protected with edge protection.
- Shrink-wrapped items may only be delivered with anti-slip film.

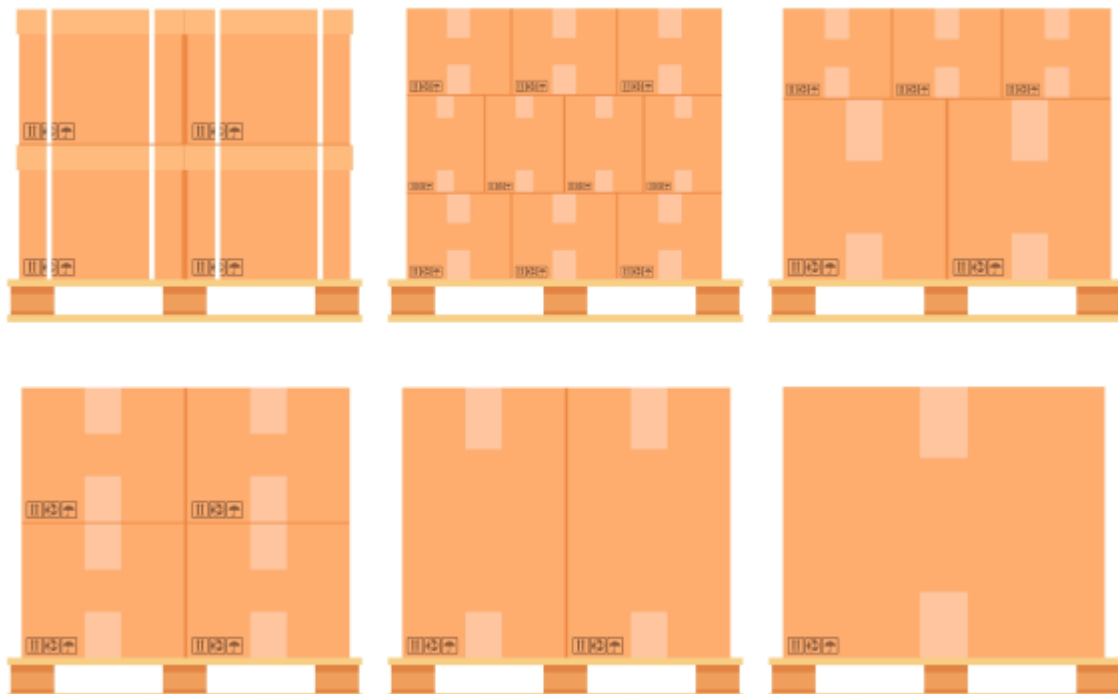
Examples of unmixed delivery:



Example of labeling and packing pallets:



Example of acceptable stacking:



Sorting and Labeling:

- Each pallet must, if possible, be delivered with uniform items.
- Item positions must not be distributed in partial quantities over several load carriers if they can fit as a total quantity on a single load carrier.
- Mixed pallets are generally permissible; however, each item/batch must be clearly labeled and spatially separated from others to avoid confusion.
- Individual layers must consist of uniform cartons. If this is not possible, this must be clearly and immediately identifiable on the delivery note and pallet sheet (see separate point below).

Special Requirements

- In the case of mesh boxes, the goods must also be protected from scratching at accessible points from the outside.
- Pallets must not overlap or be overpacked at any point.
- A prohibition on stacking must be clearly marked on the pallet if applicable.

Single-use Pallets and Special Load Carriers:

- The use of single-use pallets, transport racks, and special load carriers must be agreed upon in advance and is only permitted with the approval of WIHA Werkzeuge GmbH.
- The use of customer-specific transport racks will be individually agreed upon.

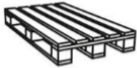

Pallet Sheet:

Each pallet must be provided with a pallet sheet on the front, containing at least the following information:

- Supplier
- WIHA order number (e.g. PO123456)
- Delivery note number
- Pallet number (as per the delivery note)
- Quantity and content per pallet with WIHA-specific item description and item number (as per the order)
- Quantity per layer
- Quantity of the remaining layer
- Number of items per packaging unit

All documents must be in either German or English.

Example Pallet Sheet:

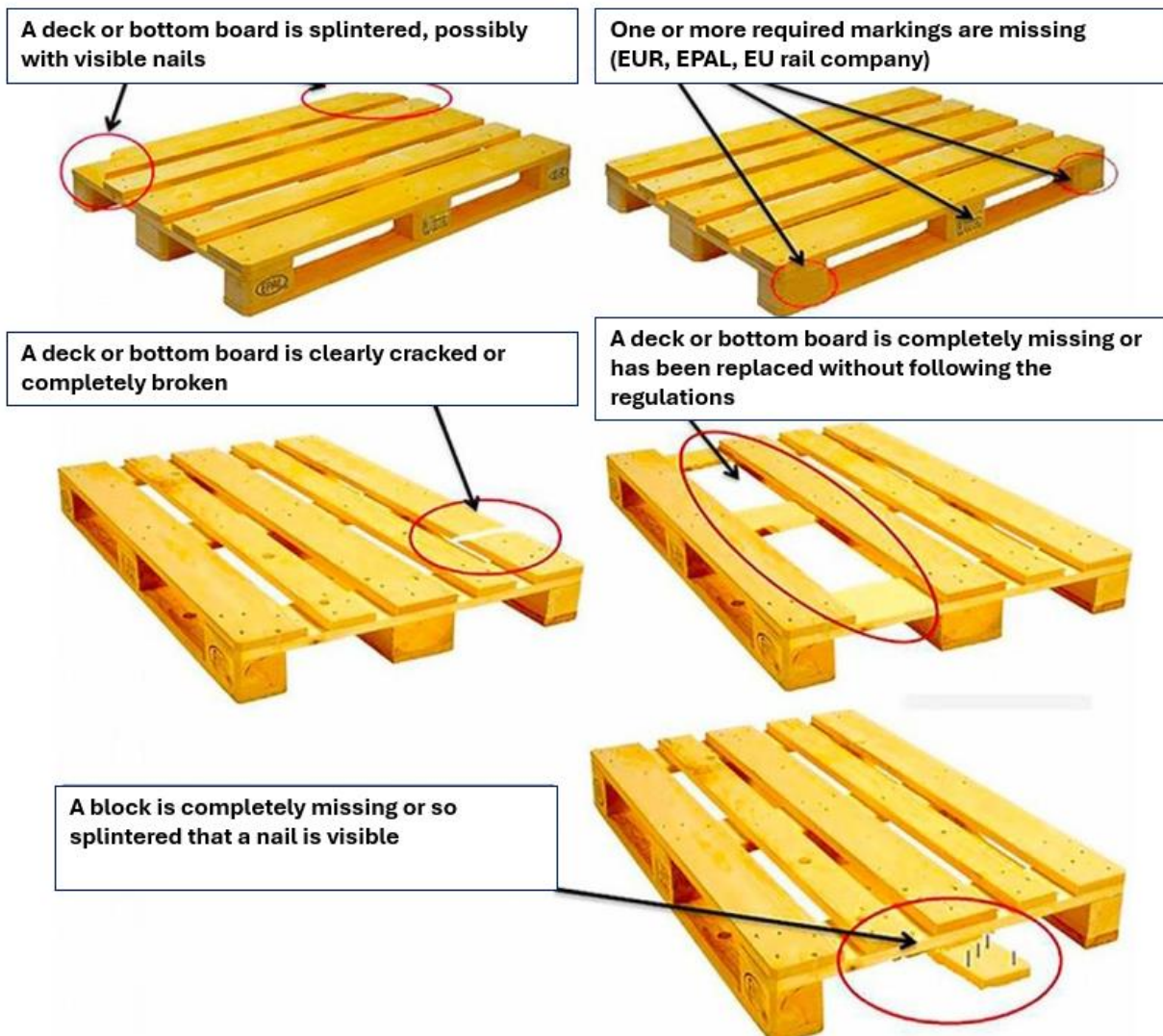
Palettenschein		Nr. 1	
Empfänger <small>Wiha Werkzeuge GmbH</small> <hr/> <hr/>	Absender <small>Max Mustermann GmbH</small> <hr/> <hr/>	Spedition <hr/> Lieferscheinnummer <hr/> <hr/>	
Absender übergibt:			
Euroflachpaletten 	Anzahl: <div style="font-size: 24px; font-weight: bold;">1</div>	Eurogitterboxpaletten 	Anzahl:
Wiha Bestellnummer:	BE325852		
Wiha Artikelnummer:	2023000961		
Wiha Artikelbezeichnung:	SA KOPFSTÜCK 388 SW1/4		
Gesamtstückzahl pro Artikel:	100		
Verpackungseinheit pro Artikel pro Karton:	10		
Gesamtstückzahl je Lage:	100		
Stückzahl der Rest Lage:	0		

Pallet Exchange

Undamaged Euro pallets are exchanged directly upon receipt of goods. The criteria for the exchangeability of pallets follow the guidelines of the European Pallet Association (EPAL).

Damaged or non-standardized Euro pallets are considered single-use pallets and will not be exchanged. After consultation, it is permitted to maintain a packaging material account, which requires a monthly reconciliation.

The following pallets will not be exchanged:



Delivery

- **Unloading Types:** Rear unloading is standard.
- **Side Unloading:** Only allowed with prior agreement and approval from Wiha Werkzeuge GmbH.
- **Loading of Pallets:** Pallets must be loaded in such a way that safe unloading is possible from the rear of the vehicle, using a pallet jack, electric low-lift truck, or forklift.
- **Unhindered Unloading:** Unloading of pallets must be possible without obstruction. Direct unloading must not be impeded by empty pallets or goods that are not intended for Wiha Werkzeuge GmbH.
- **Separated Packaging:** Goods intended for different Wiha Werkzeuge GmbH delivery locations (Schonach, Mönchweiler, St. Georgen) must be packed and delivered separately.
- **Liability:** If proper unloading is not possible, WIHA assumes no liability for damages incurred during unloading.
- **Packages Delivery:** Wiha does not perform unloading for package deliveries (e.g., by parcel service providers).
- **Large Quantities:** For larger quantities of packages (10 or more), they must be transferred onto a pallet provided at goods receipt.
- **Small Quantities:** Smaller quantities of packages are placed on the provided parcel carts

Inspection, Incident Reporting, and Damage Tracking

Wiha Werkzeuge GmbH confirms receipt of the delivered shipment to the carrier. The quantity and condition of individual items are not inspected at the time of receipt. Therefore, Wiha Werkzeuge GmbH accepts all delivered shipments with reservations. We reserve the right to claim compensation for hidden damages, missing quantities, or incorrectly delivered items at a later date.

In the event of obvious transport damage, an incident report will be initiated immediately, documented, and, if necessary, claimed. The driver must countersign the report. Depending on the extent of the damage, the delivery may be refused (referring to German Commercial Code HGB §425). All shipments are received under the reservation of subsequent **quality and quantity checks**. We reserve a processing time of **5 working days**.

Only the number of delivered packages/pallets is confirmed to the carrier. The qualitative and quantitative goods receipt check takes place later. Any damages discovered at a later time will be reported to the sender after inspection in the warehouse.

It is the responsibility of the owner of the goods to pursue claims for transport damages or quantity discrepancies against third parties.

Consequences of Non-Compliance

Please note that any deviations from these delivery and packaging instructions will be documented in a defect report and included in your supplier evaluation. This provides you with a valuable opportunity to continuously receive feedback and optimize your processes further.

If specific agreements are necessary, they will be made in close consultation with you and must be in written form. Wiha Werkzeuge GmbH considers you a valued partner and supports you in meeting the highest standards. Your compliance with the guidelines is essential for a successful, cooperative business relationship that benefits both parties.

Returns will always be sent back to the supplier freight prepaid. The costs for the return will be distributed according to the polluter pays principle.

In principle, Wiha Werkzeuge GmbH is entitled to reject (partial) deliveries if they do not meet the agreements or are damaged. Both the acceptance and the rejection of a (partial) delivery will be noted on the bill of lading/delivery note. The use of Styrofoam chips, packaging waste, or similar materials is not permitted. In case of non-compliance, we reserve the right to charge a disposal fee of €40.00.

Deviations that lead to additional effort will be charged at an hourly rate of €40.00. Deliveries that do not meet the above conditions may be returned at the supplier's expense after notification. If proper unloading is not possible, Wiha Werkzeuge GmbH accepts no liability for any resulting damages. For the additional effort, we reserve the right to charge €40.00 per hour.

Any changes must be approved in writing by Wiha Werkzeuge GmbH.

For any questions, please contact your strategic buyer.

We thank you for your support.

WIHA Werkzeuge GmbH

As of October 10th 2024