

Directive "Delivery to Gira" for the suppliers of Gira Giersiepen GmbH & Co. KG

We request that you observe the following rules when supplying Gira to ensure a trouble-free delivery and storage process. The "Delivery to Gira" directive is valid for all suppliers to Gira.

When selecting the packaging, the supplier shall make sure that the goods ordered by Gira withstand the transport undamaged and thus can be forwarded to the manufacturing process in the stipulated quality.

Compliance with the following rules is checked when goods are received, abnormalities are documented and are considered in the vendor evaluation. Costs which Gira has incurred (costs for special disposal or costs for repacking the goods) and which have resulted from non-compliance with the rules below shall be invoiced to the supplier. In addition, Gira reserves the right to return the goods to the supplier at the supplier's expense.

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1. Definition of sales unit, packaging unit, and load carrier

A sales unit is the smallest saleable unit.

A packaging unit is the combination of more than one sales unit (e.g. circulation container, (outer) carton).

A load carrier is a transport aid used to transport or store sales units and/ or packaging units.

2. Euro pallet load carrier

Only Euro pallets in compliance with EN 13698-1 may be used as load carriers. If it is unavoidable that another load carrier be used for delivery (e.g. a non-returnable pallet or pallet cage), prior coordination and written consent from Gira are required. A "Euro pallet cage" is the only pallet cage approved for delivery to Gira.

The Euro pallets are swapped concurrently at delivery. They can no longer be swapped if one of the following criteria applies (requirements of the *European Pallet Association*(EPAL):

- the pallet was not manufactured by a licensed company according to EPAL criteria,
- the blocks are missing the EUR or other markings,
- a board is missing,
- boards are damaged in such a way that several nail shafts are visible,
- a block is missing or damaged in such a way that more than one nail shaft is visible,
- the general condition is very poor (rotten, dirty etc.),
- the pallet has been repaired by a non-licensed company.

Only one item number should be delivered to Gira per load carrier. So-called "mixed pallets" should be avoided as much as possible. If this is not possible, "Mixed pallet" shall be written to cover a whole DIN A4 page and attached clearly and visibly to the outside of each pallet. In addition, a packing list including the Gira item numbers and the quantities of the respective pallet shall be attached to each mixed pallet in a clearly visible location.

The goods to be transported may not go beyond the outer edges of the load carrier and the load weight should be distributed evenly on the load carrier.

The gross weight of a load carrier of 1,000 kg and a maximum total height of 1,700 mm may not be exceeded. The gross weight of a packaging/sales unit may not exceed 12.5 kg, including circulation containers (10 kg excluding circulation containers) and the outer dimensions may not exceed 500mm x 350mm x 170mm. For a packaging/sales unit requiring ESD protection, outer dimensions of 500mm x 350mm x 155mm may not be exceeded. The weight of bagged goods may not exceed 25 kg.

3. Labelling of sales unit and packaging unit

Each sales and packaging unit must be marked with the Gira item number, the Gira item designation and the quantity of each sales unit/packaging unit.

The labelling on the packaging/sales unit must be positioned on the load carrier in such a way that it is clearly visible from the outside and may not exceed the dimensions 70mm x 40mm.

4. Non-returnable packaging

The labelling of non-returnable packaging must be in accordance with DIN 6120. The packaging material used must be completely recyclable. Packaging waste must be avoided first and foremost. Combinations of various materials should be avoided. If this is not possible, the different materials must be able to be separated and disposed of easily and without technical effort.

Chips (incl. biodegradable ones), confetti, waste paper strips and the like may not be used as packaging material!

5. Reusable packaging

The supplier is – independently of Gira – obliged to keep inventory records of the reusable packaging provided by Gira. An inventory reconciliation should occur once a month upon Gira's request. Objections arising from this inventory reconciliation should be reported to Gira in writing within 2 calendar weeks.

The following reusable packaging shall be provided by Gira:



Item No.: 10604199
Designation: Stuck large
Size: 600 x 400 x 200 mm
Colour: Light grey
Description: Gira Standard



Item No.: 10604072
Designation: Stucki small
Size: 400 x 300 x 135 mm
Colour: Light grey
Description: Gira Standard



Item No.: 10604070
Designation: Allibert stack and nest container
Size: 600 x 400 x 400 mm
Colour: Yellow/grey
Description: Gira Standard



Item No.: 10604080
Designation: ESD Stucki (RAKO container)
Size: 600 x 400 x 170 mm
Colour: Black
Description: Gira Standard for ESD items
Item No.: 10604079
Description: Lid for ESD Stucki (RAKO container)



Item No.: 10604077
Designation: Support ring basket (stack and nest container)
Size: 795 x 585 x 445 mm
Colour: Brown
Description: Gira Standard



Item No.:	10604083
Designation:	ESD – Cardboard
Size:	270 x 354 x 64 mm
Colour:	Blue
Description:	Gira Standard

If the supplier attaches a label to Gira reusable packaging, it must be able to be easily removed without tools and without leaving any residues. The ESD cardboard pictured above (Gira Item No.: 10604083) must not be sealed with adhesive tape; otherwise this reusable packaging will be damaged during removal of the adhesive tape and will lose its ESD properties.

It is the responsibility of the supplier to request the type and quantity of reusable packaging to be provided by Gira. An email request should be sent in good time to the following address: LHSLAG@gira.de.

6. Tightening straps

Tightening straps must be made of polypropylene (PP) webbing. They may not be attached using metal staples. Steel strapping is not permissible. When securing with tightening straps, care should be taken to ensure that the containers do not lose their shape. Edge protectors should be used where necessary. Damage to our reusable packaging caused by overtightening will be charged to the respective sender.

7. Freight documents

Upon delivery, a full set of freight documents (including delivery note) should be handed over. If this is not possible, the delivery note should be attached to the outside of the goods in a clearly visible location. Delivery notes may not be placed inside the packaging of the goods.

If the delivery is a partial delivery, this should be stated where it is clearly visible on the delivery note, together with a comment as to whether the order has been completed or a remaining quantity is still to be delivered.

The delivery note must contain at least the following information: delivery note number, delivery date, Gira item number, Gira item designation, supplier number, order number, quantity.

For deliveries of granulated plastic, the delivery note must additionally contain the following information: supplier batch number, date of manufacture.

The inspection certificate pursuant to DIN EN 10204-3.1 must be emailed to COC@gira.de before or at the same time as the goods are sent. If this is technically impossible, the inspection certificate should be included with the delivery note.

8. Packaging with ESD protection

Packaging containing items that require protection from ESD (electrostatic discharge) and are not delivered in suitable Gira outer packaging must have the following coloured symbol printed in a clearly visible location on the outside:



9. Delivery of tools

For tool deliveries (tools, assemblies and individual parts), the components must be cleaned, free of chips and provided with corrosion protection. Packaging for tools, assemblies and individual parts must be selected to ensure that it conforms with the relevant requirements for cargo safety and that tools/components do not slip out of place.

For deliveries from abroad, the IPPC Standard (ISPM) should be complied with when selecting packaging and the outer packaging should be labelled accordingly.

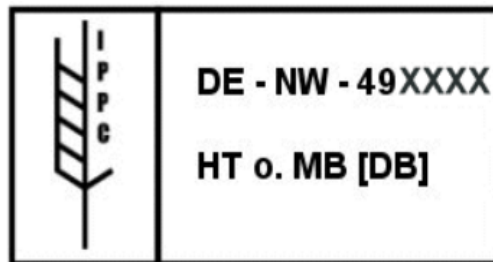


Figure 1: Example of a label in accordance with IPPC
Source: <http://www.tis-gdv.de/tis/verpack/holz/export/export.htm>



Figure 2: Wooden box IPPC Standard 1

For tool deliveries, the tool and module number of the Gira drawing as well as the number of the GIRA delivery note (not applicable for new tools) must be clearly indicated to ensure that the goods can be directly associated with the correct project and location upon delivery to the Tool Manufacturing department. The collection and delivery of goods shall take place in GIRA's Tool Manufacturing department. If goods are picked up by the contractor from a service provider engaged by GIRA, their transportation by appropriate means of transport should be ensured.

10. Goods delivery times

Gira Incoming Goods department: Monday to Friday from 8am – 4pm

Gira Tool Manufacturing department: Monday to Friday from 6am – 1pm

Gira warehouse for bulk deliveries: Monday to Friday from 6am – 4pm

Gira silo station: Monday to Friday from 8am – 1pm

The goods delivery times apply, with due consideration given to the delivery time frames agreed between Gira and the respective supplier.

For bulk deliveries with a scope of supply of more than five Euro pallets, a dispatch notification must be emailed to versand@gira.de.

11. Delivery address

Gira
Giersiepen GmbH & Co. KG
Dahlienstrasse 12
42477 Radevormwald
Germany

Deviations from the above:

- **Silo goods:** Access road for deliveries to the Gira silo station via "Alte Landstrasse, 42477 Radevormwald".
- **Tools:** Alte Landstrasse 53, 42477 Radevormwald (delivery only after prior notification to claudia.wilms@gira.de or andreas.merchel@gira.de)

Bulk deliveries with volumes of 3 tonnes or more (bagged goods, Octabin, silo goods are excluded) should henceforth be delivered to the following address:

Schenker Deutschland AG
Wuppertal branch
Deutscher Ring 30
42327 Wuppertal

Goods delivery times: Monday to Friday, 7am – 12 noon

12. Contact persons

For logistics questions or questions concerning this document, please contact our Production Logistics team:

Name	Telephone extension	Email address
Tanja Spiegel	+49(0)2195-602-371	tanja.spiegel@gira.de
Sara Schöpker	+49(0)2195-602-799	sara.schoepker@gira.de

For questions concerning bulk deliveries, please contact our Dispatch team:

Name	Telephone extension	Email address
Ralf Besch	+49(0)2195-602-156	ralf.besch@gira.de

For questions concerning the delivery of silo goods, please contact our Process Engineering for Plastics Production team:

Name	Telephone extension	Email address
Christina Hilgen	+49(0)2195-602-253	christina.hilgen@gira.de
Anja Bökenkamp	+49(0)2195-602-253	anja.boekenkamp@gira.de

For questions concerning the delivery of tools, please contact our Mould Construction team:

Name	Telephone extension	Email address
Peter Müller	+49(0)2195-602-265	peter.mueller@gira.de
Claudia Wilms	+49(0)2195-602-584	claudia.wilms@gira.de
Andreas Merchel	+49(0)2195-602-793	andreas.merchel@gira.de

For commercial questions concerning delivery, please contact your responsible employee in the Gira Purchasing team and in the Gira Scheduling team. Additional information is available at www.einkauf.gira.de

All exceptions to the delivery form described in this document require written consent from Gira.

13. Change log re earlier versions

Section	Version 1.7	Version 1.8	Description
2	500mm x 350mm x 160mm	500mm x 350mm x 155mm	Change
4	Chips	Chips (incl. biodegradable ones)	Addition
5	./.	The ESD cardboard pictured above (Gira Item No.: 10604083) must not be sealed with adhesive tape; otherwise this reusable packaging will be damaged during removal of the adhesive tape and will lose its ESD properties.	New/addition
6	./.	When securing with tightening straps, care should be taken to ensure that the containers do not lose their shape. Edge protectors should be used where necessary. Damage to our reusable packaging caused by overtightening will be charged to the respective sender.	New/addition
9	Complete revision	Complete revision	Change/ addition
11	If different from the above: Access road for deliveries to the Gira silo station via "Alte Landstrasse, 42477 Radevormwald". In individual cases, deliveries of masses agreed upon with Gira in advance to: Gustav Mäuler GmbH & Co. KG, Auf dem Langefeld 2-4, 42855 Remscheid".	Deviations from the above: • Silo goods: Access road for deliveries to the Gira silo station via "Alte Landstrasse, 42477 Radevormwald". • Tools: Alte Landstrasse 53, 42477 Radevormwald (delivery only after prior notification to claudia.wilms@gira.de or andreas.merchel@gira.de) Bulk deliveries with volumes of 3 tonnes or more (bagged goods, Octabin, <u>silo goods are excluded</u>) should henceforth be delivered to the following address: Schenker Deutschland AG Wuppertal branch Deutscher Ring 30 42327 Wuppertal Goods delivery times: Monday to Friday, 7am – 12 noon	Change/ addition