

## Delivery Regulations of Central Materials Management (Status as of: 10/2011)

Supplier: .....

Contact partner: .....

	Auditor's Report																								
<p><b>1. Labeling</b></p> <p>The merchandise must be labeled according to our specifications. The label must contain the following information:</p> <ul style="list-style-type: none"> <li>➤ Product description in plain language</li> <li>➤ DIN / ISO – Notation</li> <li>➤ DIN / ISO - No. / strength / surface</li> <li>➤ Böllhoff article number from the order (max. 20-digit!)</li> <li>➤ Surface in plain language</li> <li>➤ Number of units</li> <li>➤ Böllhoff supplier number / supplier name / logo</li> <li>➤ Batch number with specification of drawing number and drawing index</li> </ul> <p><b><i>It is the aim to use original Böllhoff labels.</i></b></p>																									
<p><b>2. Packaging / Packaging Units</b></p> <p>The packaging units must coincide with the units given in the order. Exception: Böllhoff's VPE is a multiple of the supplier's VPE (Example: 100 → 200; 200 → 400).Packaging must be designed such that it survives transport undamaged.</p> <p><b><i>It is the aim to use original Böllhoff boxes.</i></b></p>																									
<p><b>3. Delivery of EURO Pallets</b></p> <p>Each delivery pallet must be marked with sequential numbers <b>(on the front face!)</b></p> <p>For each EURO pallet that is delivered, the packaged products will be noted on a packing slip, and the sequential number must be noted clearly.</p> <table border="0" data-bbox="276 1302 1136 1491"> <thead> <tr> <th>Example:</th> <th>DIN</th> <th>Quality</th> <th>Diameter</th> <th>Length</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Pal. 1</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Pal. 2</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Pal. 3</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>The packing slip must be included with the delivery papers.</p> <p>As soon as the weight of an item exceeds 200 kg, it must be packed as an un-mixed pallet and identified with the comment <b>“unmixed”</b>.</p> <p>The total delivery quantity of an article must be on a collective pallet or alternatively an unmixed pallet, even if the delivery quantity consists of multiple orders.</p> <p>The boxes must be packed on the pallet in such a way that the labels are on the cross side, and small boxes must always be packed on the top of the pallet.</p> <p><b>The pallet may only be a maximum of 70 cm high.</b></p> <p><b>Bag packing will be refused!</b></p>	Example:	DIN	Quality	Diameter	Length	Quantity	Pal. 1	_____	_____	_____	_____	_____	Pal. 2	_____	_____	_____	_____	_____	Pal. 3	_____	_____	_____	_____	_____	
Example:	DIN	Quality	Diameter	Length	Quantity																				
Pal. 1	_____	_____	_____	_____	_____																				
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Pal. 3	_____	_____	_____	_____	_____																				

**4. Loading Means**

Only EURO pallets may be used as a means of loading, without exception. They will be exchanged 1:1.

In case of delivery of non EURO pallets, we will charge a flat rate of € 40.00 for repacking and disposal costs.

Pallets may not be stacked. Don't put any third party goods onto the Böllhoff items. **Please advise your forwarder to observe these rules aswell.**

**Disposable pallets and mesh boxes will be refused.**

**Outer packaging and shipping boxes shouldn't exceed 30 kg.**

**5. Freight Terms****• free delivery**

This always applies unless agreed upon otherwise and it is part of our terms of purchase!

**• not prepaid**

Only in specific cases according to prior arrangement. In these cases, the following shipping conditions apply:

↪ **Shipments up to 90 kg  
from Europe to Germany**  
by *UPS*

Order to the customer call centre

Phone: +49 (180) 5 88 26 63

The required Böllhoff customer no. for UPS you can get from your responsible Böllhoff purchaser.

**from Europe (except Germany) to Slovakia**

by *GLS*

Order to the customer call centre

[contact details](#)

<http://www.gls-holding.com>

**30 kg per box must not be exceeded!!**

Transport costs will be charged directly to Böllhoff.

↪ **Shipments as of 90 kg**

*via the stipulated routing forwarding agent (see addendum)*

**6. Other agreements**

- **Delivery Notification to Logistics Center North** (as of six pallets)

Please report the following data to our goods receiving office two workdays before delivery to the Logistics Center Northwest, Fax +49 (5 21) 44 82-4 50.

- **shipping weight**
- **number of pallets**
- **delivery date**

We reserve the right to refuse to accept unannounced shipments!

- **Receiving times**

**Logistics Center North, Bielefeld**


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Monday to Thursday	07:00 to 15:00
Friday	07:00 to 12:00

**Logistics Center West, Dormagen**


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Monday to Thursday	07:30 to 16:00
Friday	07:30 to 15:00

**Logistics Center East, Markranstädt**


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Monday to Friday	06:00 to 16:00
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**Logistics Center South, Jettingen-Scheppach**


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Monday to Thursday	07:00 to 16:00
Friday	07:00 to 14:00

**Logistics Center Southeast-Europe, Senec near Bratislava (SVK)**


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Monday to Thursday	07:00 to 16:00
Friday	07:00 to 14:00

Please communicate the receiving times to your carrier. Deliveries outside receiving times will be rejected!

**7. Terms of Purchase**

Subject to the latest Böllhoff terms of purchase.

NOTE

We reserve the right to refuse shipments that don't comply with these conditions, or alternatively to charge for the additional costs that are incurred.

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 Location, Date

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 Location, Date

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 Signature of supplier

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 Signature of Böllhoff

**Overview of the Routing Forwarding Agents (Europe -except Germany- to Slovakia)**Postal Code Zones

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		GEFCO
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**Overview of the Routing Forwarding Agents**Contact Partner

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**GEFCO**GEFCO Deutschland GmbH  
An der Autobahn 9-11  
30900 WedemarkFrau Hübner  
Phone: +49 (5130) 95 88 95 10  
Herr Feldmeyer  
Phone: +49 (5130) 95 88 95 11  
Fax: +49 (5130) 95 88 95 90