Supplier Logistics Manual
Logistical requirements at HELUKABEL® GmbH

Effective as of March 2015
Content

0. Präeamble: 3
1.A. Deliveries on pallets 4
1.B. Euro-Pallet 4
1.C. Properties of pallets suitable for high-bay warehousing 4
2.A. Delivery and unloading of drums 5
2.B. Drum dimensions (standard) 5
2.C. Properties of cable drums 6
3. Supplement 6
4. Maximum loading height 8
5. Overhang of the load 8
6.A. Securing the load 8
6.B. Prevent load from wedging together 9
7. Labelling 9
8.A. Stacking per pallet 10
8.B. Stacking of single cartons etc. 11
9. Stacking with coils 13
10. Specifications of different carton prints 14
11. Securing the load and the drums 15
12. ROHS/REACH-compliant 17
13. Notification 17
14. Insurances 19
15. Providing of material 19
16. Pallet exchange 19
17. Exceeding delivery appointment / Covering purchase 19
18. Confidentiality Agreement 19
19. Environmental management 20
20. Warranty deed 20
21. Payment conditions 20
22. Documentary evidence of origin and preferential trade 20
23. Place of performance and transfer of perils 21
24. Place of jurisdiction and law applicable 21
0. Preamble:

Competition in national and international markets has increased tremendously in recent years. The individual needs of our customers put great demands on our company and also our logistics department. To meet these demands, we need capable suppliers who will rise to these challenges dedicatedly, above and beyond all basic requirements, together with us.

The purpose of the Supplier Logistics Manual is to foster and improve the supply relationship between the respective supplier and HELUKABEL GmbH. Inefficiency must be avoided.

The outlined regulations form the generally binding framework for all suppliers. They can be supplemented by specific rules.

Should goods or loading devices are not packed according to the requirements as well as goods/packaging impaired by environmental factors which must be repacked, rewound or thereby making them saleable, we reserve the right to charge a hourly rate of 70 EUR plus material price and VAT.

The Supplier Logistics Manual is valid for HELUKABEL GmbH Germany and the known delivery points. The Supplier Logistics Manual is a binding document and is an integral part of the contractual agreement.
1. A. Deliveries on pallets

Delivery only on Euro pallets that are suitable for high-bay warehouse storage and automatized conveying systems or reusable pallets equivalent to an EPAL pallet.

Drums of the sizes from 05 to 14 are only to be delivered on Euro pallets or reusable pallets equivalent to an EPAL pallet of the dimensions 1200x800x144mm. They are only to be loaded in the direction of travel.

**Technical Data:**
- Length (mm) 1200
- Width (mm) 800
- Total height (mm) 144
- Entrance height (mm) 100
- Tare (kg) 28 - 32
- Total perm. weight (kg) 1000
- Loading area (m²) 0.96
- Volume (m³) 0.144

1.B. Euro-Pallet
(pool pallet DIN 15146, sheet 2, dimensions norm and DIN 15147, quality standard, IPPC stamped)

The pool flat pallet with a loading area of 800x1200mm is a four-way pallet, which means that it can be taken from all sides without hindrance. It complies with all aspects of the DIN norms and meets the requirements of the European Pallet Pool.

1.C. Properties of pallets suitable for high-bay warehousing

An Euro Pallet or reusable pallets equivalent to an EPAL pallet are not suitable for use if:

- A board is missing, at an angle or broken across its width.
- Boards at edges and/or of the floor are splintered to such an extent that two or more nails and/or shafts or screws are visible at any board, or one or more nails and shafts of screws are visible on more than two boards.
- A bearer is missing, damaged or splintered to such an extent that one nail or shaft of a screw is visible.
- Clearly non-approved parts have been used when repairing the pallet (e.g. boards and/or bearers that are too thin, narrow or short, etc.).
- The overall condition has deteriorated to such an extent that the load bearing capacity can no longer be assured (decayed, rotten, several splintered boards and/or bearers).
- Pallets must be in a dry condition.

**No damaged areas**

**No missing bearers**

**Do not use non-approved parts!**
2. A. Delivery and unloading of drums

Size 16 or higher drums shall be delivered in an upright position and not on a pallet since the tolerance of the overhang is exceeded.

2. B. Drum dimensions (standard)

<table>
<thead>
<tr>
<th>Drum size</th>
<th>Flang-Ø</th>
<th>Core-Ø</th>
<th>Hohle-Ø</th>
<th>Overall width</th>
<th>Coil width</th>
<th>Loading capacity max.</th>
<th>Drum weight</th>
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<tbody>
<tr>
<td>Unit</td>
<td>Mm</td>
<td>Mm</td>
<td>Mm</td>
<td>Mm</td>
<td>Mm</td>
<td>Kg</td>
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<td>150</td>
<td>56</td>
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<td>500</td>
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<tr>
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<td>1100</td>
<td>840</td>
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<tr>
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<td>1140</td>
<td>6000</td>
<td>710</td>
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<tr>
<td>22/12</td>
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<td>1600</td>
<td>125</td>
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<td>7500</td>
<td>875</td>
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<tr>
<td>25/14</td>
<td>2500</td>
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<td>900</td>
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<tr>
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<td>1800</td>
<td>140</td>
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<td>1280</td>
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<td>140</td>
<td>1635</td>
<td>1280</td>
<td>10000</td>
<td>1175</td>
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</table>
2. C. Properties of cable drums

Drums

- Weather-resistant, ISPM 15 (IPPC) treated, wood that is suitable for stacking, and of adequate load-carrying capacity has to be used, whereas pressed materials shall not be used.
- 4' drums must have a flange thickness of at least 8 mm.
- Only use dry wood in order to avoid mouldering. Attention with mould on the inner and outer side of the flange as well as in the drum core.
- The load-carrying capacity of the drum flange must meet the total weight of the full drum. The drum flange has to be suitable for handling by a forklift. The drum flange must be marked with “HELUKABEL” either by inscription or through burning as well as by marking the direction on both sides.
- It is not allowed to fully stretch or shrink-wrap the drum flange.
- The flange thickness shall be at least < 8 mm.
- No third-party advertising is allowed.
- The minimum core diameter depends on the particular requirements of the bending radius of the cables and wires to be delivered.
- The size of the axe take-up hole shall be between 40mm and 90mm.
- No screws or connecting pieces shall overlap the admissible drum dimensions.
- No plastic drums are allowed.
- The flanges must be protected by sufficient edge protection. The flange should not be damaged and the flange side may not have any cracks.
- KTG drums should only be used after consultation.

Right  Wrong  Right

with 4-axe  with 3-axe  Edge protection

Wrapping

- The intermediate layer should consist of neutral, environmentally friendly foil or similarly suitable material, between the drum core and the wound cable. No advertising is allowed!
- The safety clearance between the drum flange and cable required according to VDE must be observed: approx. 1.5 x D to 2 x D, or at least 80 mm from the flange edge (D = cable outside diameter). There needs to be sufficient clearance from the ground.
- Drums must be wound „layer by layer“.
- The entire surface of the drums must be wrapped with a maximum of 1.5 – 2 layers of silver HELUKABEL foil. (Do not use transparent or black foil).
- The foil is not to be attached on the cable with adhesive tape.

min. 80 mm
Cable / wire endings

- Both cable / wire endings need to be exposed and made easily accessible for inspections / testing. Length approx. 150mm
- Wire endings must be sealed moisture-tight with end caps.
- Attachment to drum flange with staples or to wound material with adhesive tape that can be removed without leaving any residue. Nails should not in any case be used for cable fastening. In addition cable endings must be attached so that they are sufficiently protected and attached during transport.
- There shall be no cable or wire endings projecting beyond the maximum outside dimensions permitted for the drum.

Optical characteristics cable / wires

- no soiling
- no grinding marks
- no discoloration
- no damages (cracks, cuts etc.)

3. Supplement

Only HELUKABEL foil 390 mm silver, 45 my may be used. This will be provided by us on request.

If the supplier procures the foil, the following specification must be observed and must be approved in writing by HELUKABEL GmbH

Foil specification:
- LD PE flat foil, silver grey coloured opaquely with SCHULMANN 7030
- Dimensions: 390 mm x 0.045 mm
- Printing: on one side, in two colours (black, red HKS15)
- Processing: rolled flat and with flush edges
- Core diameter: 76 mm
- UV-resistant: for at least 1 year
- Print area approx. 20%, print repeat approx. 600 mm
- Foil must not stain the cables!
- Printing on outside, note unrolling direction, see drawing!

The layouts for printing will be provided by HELUKABEL.
The supplier must ensure by himself to use the latest layout version. Please contact: marketing@helukable.de

If HELUKABEL provides the foliation then the supplier is obliged to demand the new foils in time. We advise to check your foil inventory every month with the purchasing department.

Please Note:
Unwinding of the cable and the print on the foil must match!
4. Maximum loading height

The maximum loading height of 1600mm incl. Pallet is not to be exceeded when delivering goods. All drums with a greater size than 9’ must be delivered in an upright position. Drums that are delivered in an upright position need to be secured cautiously. This is because the drum flange projects beyond the pallet dimension of 800 mm. The drum must be secured through wedges or similar material for dispatching.

5. Overhang of the load

- The overhang of the loaded goods shall not exceed the permitted tolerance of 50mm

6. A. Securing the load

Goods need to be loaded in such a way that they arrive undamaged and in perfect condition at HELUKABEL GmbH where they can be unloaded through a forklift.

The drums can be secured with 5 taught straps (e.g. 3 diagonally and 2 longitudinally). Alternatively, stretch foil or wooden covers can be used. There shall be no stretch foil over openings for the lifting fork.

The load-carrying capacity of the vehicle needs to be adequate for the load in question.
6. B. Prevent load from wedging together

The goods need to be adequately safeguarded against shifting during the transit. Particularly, appropriate measures need to be taken to avoid drum flanges from interlocking (e.g. through layers of cardboard). Furthermore, adequate edge-protection must be regarded.

7. Labelling

The yellow labels need to be attached in such a way that the identification can be read easily by a hand-held scanner. Please refer to our PB_EK_001 (HELUKABEL - SUPPLIER – SYSTEM) for a detailed description.

The usage of the HELUKABEL – Supplier – System is mandatory. By derogation, the supplier will receive negative points in the supplier assessment.

UL/CSA label should be attached by product.

Third-party labels such as router label must not attached on the foil or on the cable.

WRONG

Right

The complete barcode should be visible!

Delivery tolerance:

- Tolerance for over and underdelivery of single bundles +/−5%
- Tolerance for over and underdelivery of entire delivery +/−2%
- Tolerance for fixed lengths: +0.75% / no underdelivery allowed
- Standard reference (German): Directive 20041-22-EG Anhang MI-009 / Kapitel II / Tabelle 2 Vierte Verordnung zur Änderung der Eichordnung / Anlage 1 / Abschnitt 2 /Absatz 4.2
8.A. Stacking per pallet

For better handling, only drums of the same size shall be used on one pallet.

**4’ Drum 1190 mm**  
Maximum loading height, incl. pallet

**5’ Drum 1190 mm**  
Maximum loading height, incl. pallet

**6’ Drum 1190 mm**  
Maximum loading height, incl. pallet

**7’ & 8’ Drum 1190 mm**  
Maximum loading height, incl. pallet

**9’ & 10’ Drum 1190 mm**  
12’ Drum 1400 mm  
14-er Drum 1600 mm  
Maximum loading height, incl. pallet
8. B. Stacking of single cartons etc.

- Attach labels in such a way that they can be scanned.
- Prevent the goods from slipping by securing with stretch foil.
- Apply a suitable pressure when winding the stretch foil to prevent deformation to cartons of single-core conductors. Apply vertical edge protection in some form.
- Stretch foil should not cover openings for lifting forks.
- There should be no overhang of the goods on either side.
- Max. height incl. pallet 1190mm.
- Apply a layer of corrugated card between the pallet and the goods.

- Always attach labels to the welding film so that they can be scanned.
- Prevent the goods from slipping by securing with stretch foil.
- Stretch foil should not cover openings for lifting forks.
- There should be no overhang of the goods on either side.
- Max. height incl. pallet 1190mm.
- A layer of corrugated card between pallet and goods needs to be included.

- Deliver drums in an upright position and do not load them vertically.
- Secure the drums from falling over.
- Stretch foil should not cover openings for the lifting fork.
- There should be no overhang of the goods on either side.
- Max. height incl. pallet 1190mm.
- A layer of corrugated card between pallet and goods needs to be included.
- For the purpose of carriage, load-bearing handles or openings need to be included into the carton.
- Lashing strap should only be attached in horizontal position.
Drums

Cartons, brown:

<table>
<thead>
<tr>
<th>Cross Section</th>
<th>Internal dimension</th>
</tr>
</thead>
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<tr>
<td></td>
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<tr>
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<td>190</td>
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<tr>
<td>1</td>
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<tr>
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<td>235</td>
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Single spooler plastic:

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<tr>
<th>Winding Ø d4 [mm]</th>
<th>Flange Ø d1 [mm]</th>
<th>Core Ø d2 [mm]</th>
<th>Traversing width L2 [mm]</th>
<th>Overall width L1 [mm]</th>
<th>Bore Ø d3 [mm]</th>
<th>moving end with bore A x d5/e1 [mm]</th>
<th>Flange-thickness s [mm]</th>
<th>Spulen-Konstante K [m mm²]</th>
<th>max. Cable Ø by 500m [mm]</th>
<th>by 1000m [mm]</th>
<th>Fassungsvermögen [m]</th>
<th>Notice</th>
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<td>160</td>
<td>165</td>
<td>92</td>
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Notice: PSH, PPH, PMH, PTH
Niehoff Multiway Spools
NPS Spools

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<tr>
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<td>mm</td>
</tr>
<tr>
<td>winding capacity</td>
<td>dm³</td>
</tr>
</tbody>
</table>

9. Stacking with coils

- Attention needs to be paid when delivering different articles in one consignment that these are packed in separate re-packing cartons.
- Never pack different articles in one pallet carton without using separate re-packing cartons.
- Max. height incl. pallet: 1990mm.

To rule out damage from excessive pressure or chafing of the bottom pallet, suitable safety precautions need to be applied when stacking pallets. Suitable precautions are e.g. to use wooden frames or intermediate layers of card.
10. Specifications of different carton prints

If you have any questions due to carton printing, please contact ek_docku@helukabel.de
Carton Single core

210 x 210 x 70mm

190 x 190 x 70mm

235 x 235 x 85mm
11. Securing the load and the drums

Drums only will be unloaded if the following points will be considered:
- Up to and including drum size 14 must be delivered on Euro pallets or reusable pallets equivalent to an EPAL pallet (unlike picture 1)
- From drum seize 16, they are loaded longitudinal in direction of travel (unlike picture 2)
- From drum seize 16, the minimal distance of the drum flange to the winding has to be twice the cable diameter, but under no circumstances under 150mm (unlike picture 3)

Example pictures:

![Picture 1 - wrong](image1)
![Picture 2 - wrong](image2)
![Picture 3 - wrong](image3)

![Figure 1: Freight with rolling direction in direction of travel.](image4)

If drums are delivered unpacked, without sufficient precautions (pallets, wedges ...), the goods will not be accepted or unloaded.
„The German Commercial Code determines that the employer of a road haulage company is responsible for the security of the load and can be held liable for damages which resulted from wrong loading.“

- Skid-proof material in form of stripes with a width of min. 15 cm must be laid longitudinal in direction of travel on the loading area.
- Considering the admissible load-distribution, the spools will be loaded against each other and form-fit on the front wall.
- Each drum is secured with wedges at the front and at the back. These wedges help with loading and unloading, to protect the employees and help to protect the road and transport users.
- It is recommended to lay two additional wedges in front of the foremost spool, to unburden the front wall.
- Two wedges are fixed behind the last drum and the last drum will be secured additionally with a load-securing strap by lashing down.
- As a matter of fact, edge angles have to be put underneath.

The big wedges for securing the load need to have a height of min. 5% of the diameter of the drum + 2cm. They have to be connected firmly with the loading area by perforated rails or nailing.

Right loading
Requirements for wooden packaging materials (IPPC)
IPPC regulations can be downloaded at the following link: https://www.ippc.int/
All wooden materials used must comply with the ISPM directive (ISPM15 Embossing Wood)

12. ROHS/REACH-compliant
We exclusively accept goods, which are compliant with ROHS/REACH. If the articles ordered by us are not compliant with ROHS/REAC, it is necessary to inform us in written form before the delivery and must be released respectively by us in written form.

13. Notification
We kindly request you to notify us of all loading weights exceeding 5000kg before any goods are loaded, by sending the delivery note beforehand. We will notify you as soon as possible after checking the possibility for receipt of storage and reserve a date and time for you to deliver the goods. We kindly ask you to instruct your forwarding agent to only deliver once we have given approval to do so. Otherwise, longer waiting times cannot be rules out. Deliveries not complying with the requirements stated above will be subject to rejection! The information provided here should help to assure that operations run smoothly.

Shipping notice and documents
Shipping notice
(ABSOLUTELY NECESSARY FOR SHIPPING >= 5 T OR >= 10 PALLETS!)
via fax before loading the transporter to our purchase department with information about order number, part number, type/measurement, seize of the drum with single length, delivery scope with weight, amount of packages, total length, drums, total length of coils, etc. We will set delivery time frames immediately upon receipt of the notice. The set delivery time frames must be met by the contractual partner. Deviations must be notified by e-mail in due time. Waiting time caused by to failure to comply with these rules will be charged to the contractual partner.

Hemmingen:
Place of delivery
Max. trading unit no. single weight: 3,2 t
Telephone: +49 (0)7150 9209-344
Telefax: +49 (0)7150 9209-157
E-mail: avis_hemmingen@helukabel.de

Neuenhagen:
Max. trading unit no. single weight: 8,5 t
Max. drum diameter: 260 cm
Telephone: +49 (0)3342 2397-0
Telefax: +49 (0)3342 800 33
E-mail: avis_neuenhagen@helukabel.de

Limbach-Oberfrohna:
Max. trading unit no. single weight: 2,5 t
Telephone: +49 (0)3722 6086-0
Telefax: +49 (0)3722 6086 20
E-mail: avis_pleissa@helukabel.de
Shipping documents

3-times with goods and with all data necessary for the correct processing. (Our order and article numbers must be quoted). Proof of payment of duty. EUR 1 is necessary. The delivery note and the consignment note must be available at our receiving department at the latest one day before delivery (until 4:30pm).

Invoice

1-time to HELUKABEL, Hemmingen (import invoice as well). Our order and article numbers must be quoted.

Production sample

Per production lot, a sample with noticeable cable imprint (1,0m in a PET bag) must be applied clearly visible on a drum for goods inspection.

Neutrality

The delivery must be absolutely neutral, drum cores and drum flanges are not allowed to be labeled. The only approved, not neutral foils are HELUKABEL-foils. Foreign- or manufacturers’ own labels are not allowed as well.

Practice

This delivery standard is a basic part of our delivery.

Receipt of goods

Acceptance time of Hemmingen and Limbach-Oberfrohna
receiving office
Mo. – Tu. 7.30 – 12.00, 13.00 – 16.00 o’clock
Fr. 7.00 – 12.00 o’clock

(Time of arrival)

Unless otherwise agreed.

Neuenhagen

Mo. – Fr. 7.00 – 15.00 Uhr
soweit nicht anderes vereinbart.

Exceptions

Exceptions of this regulation, like unloading by a crane or single weights > of the max. trading unit weights, must be agreed upon on time, so that the necessary tools can be provided and the unloading personnel is on-site.

Delivery Conditions

The delivery has to happen after the following decisions:

Domestic traffic / DAP application site, Incoterms 2010
EU-internal traffic as well as distance addresses/external storages/connected companies), including costs of all sorts of layout and packaging. Important! Admissible only after agreement:

KTG-drums for the respective valid renting conditions.

Import deliveries from third DDP application site, Incoterms 2010
Party countries or associated including costs of all sorts of layout and packaging. EUR1. Disposable drums.
countries

Notice

Our shipping department always has to be informed about exceptional agreed ex work deliveries after provision of the goods, so that HELUKABEL GmbH can choose a transport company at own choice. Details have to be agreed upon with our shipping department. If there are pick-ups concerning contractual agreed DAP/DDP/CPT – deliveries, a balancing of the freight costs has to be conducted. The place of performance will remain the place of destination.
14. Insurances

It is free to the contractor to conclude transport insurance with sufficient covering his/her own expenses.

15. Providing of material

Materials provided by HELUKABEL GmbH, like metals, basic material of production, packaging foil, drums, pallets, labels or the like, have to be treated appropriately by the contractor and at all times has to be indicated as third party property and has to be insured against damaging, destruction, etc. Annually a stock balancing for the purposes of inventory shall be conducted and agreed.

You obtain drum foil and special labelling’s with indicating your supplier number via email:

ek_kabel@helukabel.de or via telefax +49 (0)7150 41567.

You can receive the materials during the delivery of the goods in Hemmingen.

16. Pallet exchange

EURO pallets must be exchanged after delivery on a one-for-one basis. If the carrier cannot perform or refuses to perform the pallet exchange, the pallets will be regarded as forfeited. Pallet exchange is no longer possible at a later date

17. Exceeding delivery appointment / Covering purchase

Exceeding delivery appointments, e.g. non-compliance of a confirmed delivery appointment or of an accepted delivery appointment of the order without objection by a contractor, authorizes HELUKABEL to secure their own delivery commitment according to prior announcements and after setting a deadline for the execution of a covering purchase to the expenses of the contractor.

18. Confidentiality Agreement

The contractor is obliged to maintain silence towards third parties about all knowledge he has gained during his work for HELUKABEL GmbH regarding all information and procedures, as well after the completion of the order. He, as well, imposes an obligation of silence on his/her employees, even after the time of their withdrawal.

All drawings, all excerpts of the catalogue, constructions, etc., which were available to the contractor or respectively his/her employees, are absolute property of HELUKABEL GmbH and have to be returned after fulfilling the fundamental contract.
19. Environmental management

The environmental conditions at the supplier and its possible subcontractors must be improved continuously and efficiently.

This includes in particular:

1. Resource-saving use of materials and energy
2. Reduction of water consumption and waste water load
3. Reduction of emissions
4. Waste minimisation whilst simultaneously increasing the amount of recyclable waste
5. Elimination of hazardous substances in production and deliveries
6. Use of environmentally friendly packaging

20. Warranty deed

The warranty deed for assured quality and defects is 36 months after the acceptance, however at the latest 40 months after receiving the delivery.

The contractor guarantees and assures:
- Compliance with all relevant standards and VDE-regulations
- The use of flawless material
- Compliance with basic material quality
- Professional and accurate manufacturing, execution and operation
- Accuracy of his/her inspection- and acceptance results
- Takeover of costs after verifiably debts of defective delivery for installation and disassembling of the defective products, all costs of transport and compensation of the goods.

The limitation period comes into action after 6 months during the last month of the warranty deed imposed notice of defect.

21. Payment conditions

As agreed upon.

22. Documentary evidence of origin and preferential trade

At the time of order confirmation, the handing in of valid supplier declaration with indication of the goods origin and all preferential and associated states is mandatory required for securing of tariff preferences in the international goods traffic. HELUKABEL GmbH regards provided deliveries without these documentations as not complete and correct performance with all its resulting consequences for the contractor.

For logical reasons, the supplier declaration should always be written as a long-term declaration with a duration of at least one year, if possible a calendar year. Temporal limited single-declaration has to be renewed unrequested.

In case of doubt about the origin of the goods or about one of your handed-in declarations of origin, we have the rights to make use of the information system INF4.
23. Place of performance and transfer of perils

Place of performance and transfer of perils for delivery/service is basically the delivery place/place of acceptance which is given by the purchaser. Place of performance for payments basically is Hemmingen/Württemberg.

24. Place of jurisdiction and law applicable

Place of jurisdiction for both contractual partners shall be Stuttgart. The legislation of the Federal Republic of Germany shall exclusively be applicable.

Important Note

The consideration of this delivery regulation does not release the supplier/producer of the compliance with the accepted rules of technique and the legal and official guidelines, especially o the accident prevention regulations, the legal duty to maintain safety and the regulations about transport- and loading assurance.
We kindly ask you to acknowledge the points listed above by the reply fax on the next page.

HELUKABEL GmbH
Dieselstr. 8-12
71282 Hemmingen

E-Mail: ek_doku@helukabel.de

REPLYFAX: +49 7150/81786

Company: _____________________________________________
Street: ______________________________________________
Code/Town: __________________________________________
Country: ______________________________________________
Telephone: ____________________________________________
Fax: __________________________________________________
E-Mail: _______________________________________________
Contact: ______________________________________________
Remarks: ______________________________________________

We hereby confirm our compliance with the new delivery specifications.

__________________________________________
Date                                      Signature / Company stamp