



## General Provisions for Delivery to Wieland Electric GmbH

Effective from: 3rd of March, 2014



This document version was printed by means of an online system and may only be used for procurement purposes. The online version is the official copy of this document. Please keep up the correctness of the records by destroying all outdated versions and do not remove any page of this printed copy.

All rights reserved. It is not allowed to reproduce or transmit parts of this document in any form or with any means, neither electronically nor mechanically, including photocopies and pictures for any purposes without the written consent of Wieland Electric GmbH.

This document was drawn up by Wieland Electric GmbH, Phone +49 951 9324 -170 • ©2013 Wieland Electric GmbH



# Table of contents

<b>1. Overview</b>	2
1.1 Objective	2
1.2 Scope	2
1.3 Process owner	2
1.4 Definitions	2
<b>2. Supplier's responsibility</b>	2
<b>3. Restrictions and prohibitions of material</b>	2
<b>4. Logistics</b>	3
4.1 Standardized load carriers and their condition	3
4.2 Permissible packing materials	3
4.3 Dimensions and weights	3
4.4 Special packaging	3
4.5 Specific features for long materials	3
4.6 Dangerous goods	3
4.7 Specific requirements for wooden packing	3
<b>5. Quantity delivered and delivery date observance</b>	3
5.1 Delivery date	3
5.2 Delivery date observance	3
<b>6. Delivery times</b>	4
6.1 Delivery time to Wieland Logistikzentrum (HDE-Logistik)	4
6.2 Anlieferzeit Wieland Electric GmbH	4
<b>7. Accompanying documents</b>	4
7.1 Fixing of delivery note pocket	4
7.2 Content of delivery note	4
7.3 Packing list	4
7.4 Customs documents	4
7.5 Identification of initial samples	4
<b>8. Costs</b>	4

## 1. Overview

### 1.1 Objective

The terms of delivery shall help all suppliers of Wieland Electric GmbH to overlook the requirements of all Wieland locations regarding the expected logistics performance.

The terms of delivery are aimed at guaranteeing the smooth flow of material and information between Wieland Electric GmbH and the suppliers so that the further process flow in the chain of the value added is not disturbed. The terms of delivery shall also help to achieve a continuous improvement of quality, delivery performance and cooperation with the suppliers.

### 1.2 Scope

The scope of the terms of deliveries refers to all products delivered to Wieland Electric GmbH by the supplier. This particularly includes the fulfillment of technical, logistic and commercial requirements and those relevant to environmental protection.

If required, product-specific demands will be stipulated in separate technical terms of delivery coordinated with the supplier and/or in the order.

### 1.3 Process owner

Process owner is the manager of quality and processes. He is responsible for the organization and process compliance within the Wieland Electric GmbH.

### 1.4 Definitions

Abbreviation	=	Description
Wieland	=	Abbreviation of Wieland Electric GmbH

## 2. Supplier's responsibility

The supplier shall be responsible for the compliance with the requirements described in this document and he shall ensure that these are also kept by his sub-suppliers. Thus the logistic quality of the sub-supplier must be ensured by the supplier as contracting party of Wieland Electric GmbH.

The packing must protect the goods in a suitable way.

## 3. Restrictions and prohibitions of material

The requirements of the Wieland standard WN 5020.010 must be kept.

[http://www.wieland-electric.com/sites/default/files/field\\_files/wn5020\\_010b\\_e.pdf](http://www.wieland-electric.com/sites/default/files/field_files/wn5020_010b_e.pdf)

### Note:

Drawings partially contain the Wieland prohibition and complaint list UU-TQM 05/03e as requirement. This will be replaced by WN 5020.001.



## 4. Logistics

### 4.1 Standardized load carriers and their condition

Load carrier	Inadmissible	Notes
<b>Euro pallets</b>  <b>Disposable pallets</b>	<ul style="list-style-type: none"> <li>– One or more boards are missing</li> <li>– One or more boards are broken crosswise or diagonally</li> <li>– One or more logs are missing, are broken or chipped off in a way that more than a nail or screw shank is visible</li> </ul>	The regulations of the European Pallet Association e.V. ( <a href="http://www.epal-pallets.org">http://www.epal-pallets.org</a> ) shall apply to Euro pallets  Load carrier not corresponding to the standard will not be credited
<b>Skeleton container / 1,000 liter containers</b>	<ul style="list-style-type: none"> <li>– Dirty skeleton containers</li> <li>– The lids of the front wall are immobile or deformed in a way that they cannot be closed or opened</li> <li>– The bottom frame or feet are bent so that the box does not stand on four feet and cannot be stacked safely</li> <li>– A board in the bottom is missing or broken</li> <li>– Torn round steel grids and wire ends protrude outwards or inwards</li> </ul>	One or more boards are broken crosswise or diagonally
<b>Octabins</b>		
<b>Barrels</b>		
<b>Wooden boxes for bar materials</b>		

### 4.2 Permissible packing materials

- Cardboard and paper
- Packing materials made of plastic
- Strapping made of PVC or steel
- Fillers: Paper, air cushions, polystyrene granules, biodegradable materials
- Edge protection

### 4.3 Dimensions and weights

<b>Basic size of Euro pallet</b>	1,200 mm x 800 mm
<b>Basic size of industrial pallet</b>	1,200 mm x 1.200 mm
<b>Max. zulässiges Gesamtgewicht pro Verpackungseinheit</b>	20 kg
<b>Maximum permitted total weight per packing unit</b>	1,000 kg
<b>Maximum permitted total weight per loading unit</b>	100 cm
<b>Maximum total height of octabins</b>	180 cm
<b>Long material maximum</b>	400 cm
<b>Maximum cardboard dimensions</b>	530 x 305 x 200 mm

### 4.4 Special packaging

- Wooden boxes for bar materials
- Coils with oversize
- Octabins

### 4.5 Specific features for long materials

The length of the used wooden boxes must not exceed the transported good by more than 20 cm.

### 4.6 Dangerous goods

The supplier must absolutely comply with the legal provisions for the transport of "Dangerous Goods". He will also be liable for all damages resulting from this non-compliance.

### 4.7 Specific requirements for wooden packing

Load carriers (e.g. boxes) which do not correspond to standard packing, must have feet with a height of at least 10 cm.

## 5. Quantity delivered and delivery date observance

### 5.1 Delivery date

The confirmed delivery date is the arrival date at the defined location of the Wieland Electric GmbH!

### 5.2 Delivery date observance

In addition Wieland accepts deliveries which are delivered 5 working days maximum before the delivery plan. In this connection, Wieland reserves the right to return deliveries to the supplier, which are delivered more than five days before the delivery date, or to refuse their acceptance. All caused costs shall be charge to the responsible party.

Deliveries after the delivery date given by Wieland will be generally registered as delayed.



## 6. Delivery times

### 6.1 Delivery time to Wieland Logistikzentrum (HDE-Logistik)

Deliveries can be made from Monday to Friday during the business hours or according to agreement.

HDE – Logistik GmbH                      06:00 a.m. to 16:00 p.m.  
Hafenstraße 21  
D-96052 Bamberg

### 6.2 Delivery time to Wieland Electric GmbH

Wieland Electric GmbH                      07:00 .a.m. to 2:30 p.m.  
Brennerstraße 10 – 10  
D-96052 Bamberg

Wieland Electric GmbH                      07:00 .a.m. to 2:30 p.m.  
Rodezstraße 10  
D-96052 Bamberg

Wieland Electric GmbH                      07:00 .a.m. to 2:30 p.m.  
Neuerbstraße 13  
D-96052 Bamberg

## 8. Costs

In case of a deviation from the requirements hereunder for which the supplier is liable, we reserve the right to charge the supplier for the associated costs.

## 7. Accompanying documents

### 7.1 Fixing of delivery note pocket

The delivery note pocket shall preferably be fixed at the front side of the package.

### 7.2 Content of delivery note

- Delivery address
- Order number
- Wieland part number (10-digit)
- Description
- Quantity
- Amount of packages
- Gross weight
- Net weight
- Name and address of supplier
- Article number of supplier

### 7.3 Packing list

If a delivery contains several packages, a packing list for each package must be added to the delivery note.

### 7.4 Customs documents

The customs documents must be included in case of deliveries from non-EU countries. The supplier is responsible to draw up properly the documents required for the customs clearance and to hand them over to the carrier.

### 7.5 Identification of initial samples

When delivering an initial sample, the package must be noticeably identified by means of an adhesive label.

