

# **Delivery instructions**

#### of ZWILLING J.A. Henckels AG,

### of ZWILLING J.A. Henckels Deutschland GmbH,

#### and ZWILLING International GmbH

hereinafter referred to as "ZWILLING"

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#### Contents

l.	General information	2
II.	Deliveries	2
1.	Slot Manager System	2
2.	Delivery addresses	2
3.	Goods receiving times	3
4.	Contact options	3
III.	Incoming goods inspection	3
IV.	Packaging	3
1.	For delivery on pallets	3
2.	Site-specific delivery regulations for pallets	4
3.	Delivery in containers	5
V.	Delivery note & labelling	5
VI.	Proof of origin of your goods	6
VII.	Transport of dangerous goods	6
VIII.	Processing fees	7
IX.	Attachment - examples	8
1.	Label for master cartons / outer cartons (FSC logo)	8
2.	Casepack label	9
3.	SSCC label for pallets/parcels	.10
4.	Content note for mixed pallets/mixed packages	.12
5.	Packing list (incl. FSC, EUDR)	.13
6	Delivery note	15



#### I. General information

In order to ensure safe, trouble-free and effective processes in the fully automated warehouse area of ZWILLING J.A. Henckels Deutschland GmbH and to avoid unnecessary costs, queries, delays or unwanted returns, the supplier warrants compliance with these delivery instructions for the duration of the contractually agreed business relationship. These delivery instructions supplement the contractually agreed regulations and are an integral part of concluded contracts and terms and conditions.

Deviations from these delivery instructions are only valid if they have been agreed in writing in advance with the ZWILLING incoming goods department (e-mail is sufficient). The delivery instructions apply in their currently valid version, which can be viewed at

https://www.zwilling.com/liefervorschrift-delivery-instructions.html

#### II. Deliveries

### 1. Slot Manager System

Regardless of the number of pallets, each delivery must be registered in advance via the "Slot Manager" system Alpega https://www.alpegagroup.com/de/ and a time slot must be booked.

Verification and activation process with Alpega:

- a) Send an e-mail with the request for verification/activation to ZL Order COCKPIT@zwilling.com
- b) You will then receive a link via e-mail to complete your registration with Alpega.
- After successful registration, Alpega can now always be used to register a delivery and book a time slot.

Deliveries without prior notification via Alpega can lead to considerable waiting times or rejection of the delivery.

# 2. Delivery addresses

The delivery address for the delivery of goods is stated in the order. Deliveries must be made to the address stated in the order at the delivery times specified in these delivery instructions (see 3. Goods acceptance times).

- a. ZWILLING J.A. Henckels Germany GmbH Warehouse 1 Lüneschlossstraße 44 42657 Solingen D-Germany
- ZWILLING J.A. Henckels Germany GmbH Warehouse 2 Nümmener Feld 10 42657 Solingen D-Germany



### 3. Goods receiving times

Mon.- Thurs. 07:00-09:00 09:15-12:00 12:30-15:45

Fr. 07:00-09:00 09:15-13:45

#### 4. Contact options

#### a. Warehouse 1

Phone: + 49 212 882 - 231 Fax: + 49 212 882 - 490

E-Mail: wareneingang@zwilling.com

#### b. Warehouse 2

Phone: + 49 212 882 -708/709 Fax: + 49 212 882 -719 E-mail: lager2@zwilling.com

#### III. Incoming goods inspection

During the incoming goods inspection, a visual check for defects, damage and completeness of the goods is carried out, in which the driver can participate if desired.

Any defects, damage or shortages are noted on the consignment note, photographed and must be countersigned by the driver.

The signed consignment note (original) is sent to the relevant person in charge (purchaser/dispatcher).

We reserve the right to invoice all costs, damages and losses arising from non-compliance with the delivery instructions in the form of processing fees in accordance with the enclosed list "VIII - Processing fees".

Furthermore, we reserve the right to completely refuse to accept deliveries with significant defects recognizable upon delivery.

### IV. Packaging

Goods must be delivered on undamaged (and exchangeable) Euro pallets. For deliveries of entire containers, loose master carton loading is also possible after consultation with ZWILLING.

# 1. For delivery on pallets

- a) The load must not protrude in height or on the pallet base or be packed at an angle (see IV. Packaging -> 2. Site-specific delivery regulations for pallets).
- b) All pallets must be wrapped in transparent film and additionally secured with plastic straps so that no tilting or slipping of the goods can occur during transport by lorry or using conveyor technology. It must be ensured that no film flags or similar protrude.



- c) Each pallet and each other package must be delivered unmixed (if possible) and labelled with an SSCC label (see IX. Appendix Examples -> 3rd SSCC label for pallets/packages). The number of packages should be kept as low as possible through rational packing. As a rule, however, the weight of the individual package must not exceed 25 kg.
- d) Mixed pallets are only permitted if it is not worth delivering single-variety pallets for reasons of quantity. In case of doubt, an agreement must be reached with ZWILLING in advance. Example: for delivery of 1 pallet with 3 different items (see IX. Appendix Examples -> 4th contents note for mixed pallets / mixed parcels).
- e) Equal packaging units must contain equal quantities of individual items.
- f) Very small quantities can be combined into one packaging unit if the sub-packaging is labelled accordingly.
- g) Each alternative packaging unit, such as casepacks or master cartons, must be labelled with the required information and the corresponding barcode (see IX. Appendix Examples -> 1. label for master cartons / outer cartons, 2. casepack label).
- h) The pallet must be packed in such a way that it can be easily counted from the outside. For this purpose, the article numbers on the packaging must be orientated towards the outside.
- i) The same items should be distributed across as few packages as possible. For example: order quantity 150 pieces, carton quantity: 68 pieces → 2 full cartons and one partial carton
  - For volume reasons, it is permitted to fill this carton with additional items.
  - This carton should be labelled/marked accordingly.

### 2. Site-specific delivery regulations for pallets

ZWILLING site/ recipient	Max. Height* (incl. pallet)	Max. Weight (incl. pallet)	Pallet type**
Solingen Warehouse 1	1,75 m*	700 kg	Euro pallet
Solingen Warehouse 2	1,80 m*	1000 kg (exception: Staub)	Euro pallet (industrial pallet)

\* Corresponds to the optimum loading height (including pallet) for storage on site. After consultation, a loading height of 2.20 m is possible in order to achieve optimum container utilization.

#### \*\* For delivery on a Euro pallet:

- this may only be carried out on flawless, undamaged and exchangeable Europool wooden pallets.
- Euro pallets are generally exchanged directly upon delivery. If this is not possible, the pallets will be exchanged promptly/at the next delivery.
- Zwilling does not maintain a separate pallet account for individual suppliers.



### 3. Delivery in containers

- a) The supplier is responsible for the proper securing of the goods in the container.
- b) Identical articles are to be distributed over as few packages as possible. Example: Order quantity 150 pieces, carton quantity 68 pieces -> 2 full cartons (2\*68 pieces = 136 pieces) and one partial carton (remaining 14 pieces).
- c) Loading of the container sorted by SKU, no unsorted loading.
- d) When registering the containers with the forwarding agent, the packing list, number and size of the master cartons must be sent to the forwarding agent.

### V. Delivery note & labelling

A separate delivery note must be created for each delivery and attached to the outside of the goods in a delivery note pocket.

The delivery note is ideally designed according to our sample (see IX. Appendix - Examples -> 7. Delivery note), but **must contain** the following information:

- 1. Supplier with full address and name of the person in charge including extension number
- 2. ZWILLING supplier number
- 3. Delivery note number
- 4. ZWILLING purchase order number including order date
- 5. ZWILLING purchase order items
- 6. ZWILLING item description and ZWILLING item number
- 7. Delivery quantities
- 8. Number of (Euro) pallets, packages, grid boxes etc.
- 9. Date of despatch
- 10. Batch number if available
- Product labelling code
- 12. In the event of a deviation between the original order quantity and the actual delivery quantity agreed in writing, a corresponding sticker/notice in **red colour** with the corresponding information (e.g. "partial delivery") is required.

In addition to the delivery note, all packaging such as master cartons or case packs must be labelled in accordance with the specifications (see IX. Appendix - Examples -> 1. label for master carton/case packs, 2. case pack label, 4. SSCC label for pallets/packages).



### VI. Proof of origin of your goods

Proof of origin must be provided for the goods delivered.

Accepted proofs are:

- Proof of origin for goods from the Federal Republic of Germany and for goods from EU member states
  - Supplier's declarations for goods with preferential origin status in accordance with Regulation (EC) No. 1207/2001 (without cumulation).
  - Certificates of origin for goods without preferential origin status, issued by an authorised office.
  - Declaration of origin-IHK for non-preferential origin in accordance with Regulations (EC)
     No. 2913/92 (Customs Code) and 2454/93 (Customs Code-DVO).
- 2. Proof of origin for goods from preferential countries (www.zoll.de)
  - Original of the preferential document (e.g. EUR.1/EUR-MED without cumulation, declaration of origin on commercial document, certificate of origin Form A).
  - Supplier's declaration Turkey according to Decision No. 1/2006 of the EC-Turkey Customs Cooperation Committee of 26 September 2006 Annex VI.
  - · Certificates of origin issued by an authorized agency.
  - Declaration of origin-IHK for non-preferential origin in accordance with Regulations (EC) No. 2913/92 (Customs Code) and 2454/93 (Customs Code-DVO).
- 3. Proof of origin for goods from other third countries
  - Certificates of origin issued by an authorised agency.

Proof of origin must be provided before delivery.

The supplier shall ensure that these delivery instructions are communicated within his company in such a way that compliance is ensured.

### VII. Transport of dangerous goods

Dangerous goods must be labelled as required. This labelling must be clearly visible in accordance with the statutory regulations. The sender must comply with the legal obligations under the Dangerous Goods Transport Act and observe and fulfil the subordinate regulations in the respective valid version.

#### Air freight

The regulations for air transport are laid down in the Technical Instructions for the Safe Transport of Dangerous Goods by Air of the ICAO (International Civil Aviation Organisation) and in the Dangerous Goods Regulations of the IATA (International Air Transport Association).

#### · Sea freight

The regulations for sea transport are laid down in the International Maritime Dangerous Goods Code (IMDG Code) of the International Maritime Organisation (IMO).



#### Land transport

There are national or multilateral regulations for the road and rail transport of dangerous goods. Although more and more legislations are adopting the UN Model Regulations, it is recommended to check the country-specific transport regulations before shipping.

### VIII. Processing fees

The minimum processing fee for the following defects is 100,- €. In addition, the extra work will be charged on the basis of an hourly rate of 50,- €. Any further compensation shall remain unaffected by this:

- 1. The delivery note is missing / the delivery note does not match the consignment.
- 2. The required labels are missing on the packages (pallet, master carton, casepack) or are incomplete/incorrect.
- 3. These details on the delivery note are missing or incorrect:
  - Supplier
  - Delivery note number
  - ZWILLING purchase order number including order data
  - Purchase order item
  - Item description and item number
  - Delivery quantity
  - Number of (Euro) pallets, packages, grid boxes etc.
  - Type of delivery
  - · Date of despatch
- 4. Delivery on disposable pallets (unless specified by ZWILLING).
- 5. Delivery on defective pallets.
- 6. Europool pallet overpacked (weight, height, width etc.).
- 7. Europool pallet not secured or unstably packed.
- 8. Goods not delivered by type (depending on delivery volume).
- 9. Other violations of these delivery regulations.



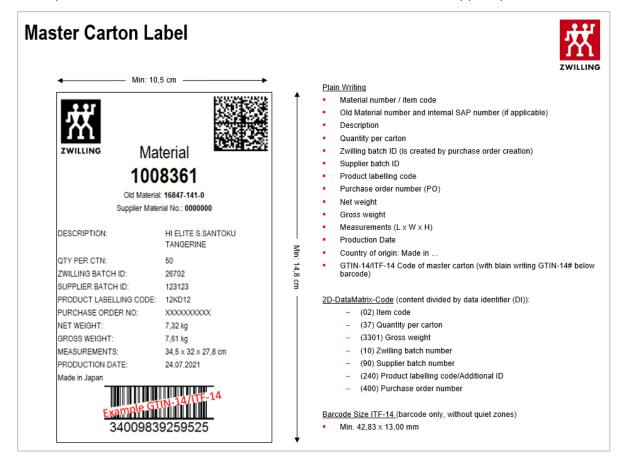
### IX. Attachment - examples

### 1. Label for master cartons / outer cartons (FSC logo)

The following labelling of the master cartons/ outer cartons must be observed and complied with. Additional information is not permitted.

A master carton represents a separate unit of measure that has been created in the ZWILLING SAP (ERP) system. In the following example, the unit of measure is the material 1008361 with the quantity 50 pieces, to which the GTIN-14 34009839259525 has been assigned. If the actual content quantity does not correspond to the standard quantity (50 pieces in the example), the GTIN-14 must not be used and the space on the label must be left blank. If the supplier does not know the number of the unit of measure (GTIN-14), this must be requested from ZWILLING Purchasing.

A template for the master carton label can be downloaded via the supplier portal.



The use of this template is not mandatory. You can also use a label you have created yourself. However, the specified minimum dimensions and content details must be observed.

The label must be attached to the master carton in such a way that it is clearly visible even when stacked on a pallet.

If it is an FSC product, the ZWILLING FSC logo must be visibly printed on the master cardboard:

Size: 10\*10cm

Printed on all 4 sides





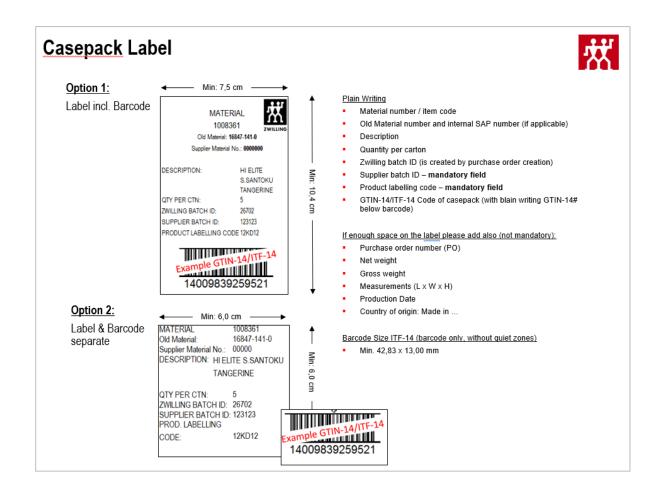
#### 2. Casepack label

The following labelling of the case packs must be observed and complied with. Additional information is not permitted.

A case pack represents a separate unit of measure that has been created in the ZWILLING SAP (ERP) system. In the following example, the unit of measure is the material 1008078 with the quantity 4 pieces, to which the GTIN-14 14009839259521 has been assigned. If the actual content quantity does not correspond to the standard quantity (4 pieces in the example), the GTIN-14 must not be used and the space on the label must be left blank. If the supplier does not know the number of the unit of measure (GTIN-14), this must be requested from ZWILLING Purchasing.

A template for the casepack label can be downloaded via the supplier portal.

The use of this template is not mandatory. You can also use a label you have created yourself. However, the specified minimum dimensions and content information must be observed. The label must be clearly visible on the case pack.

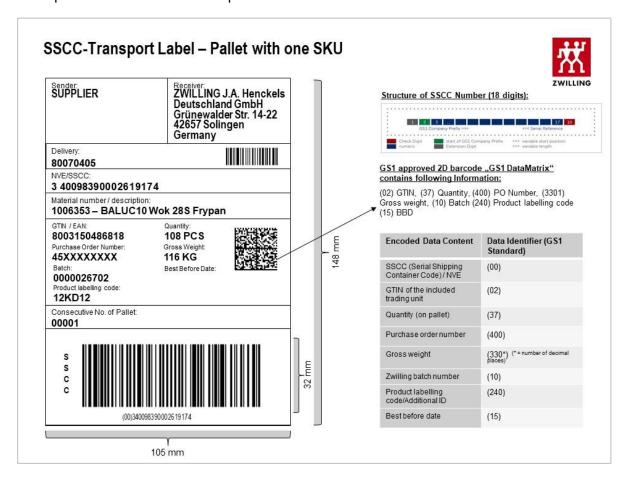




# 3. SSCC label for pallets/parcels

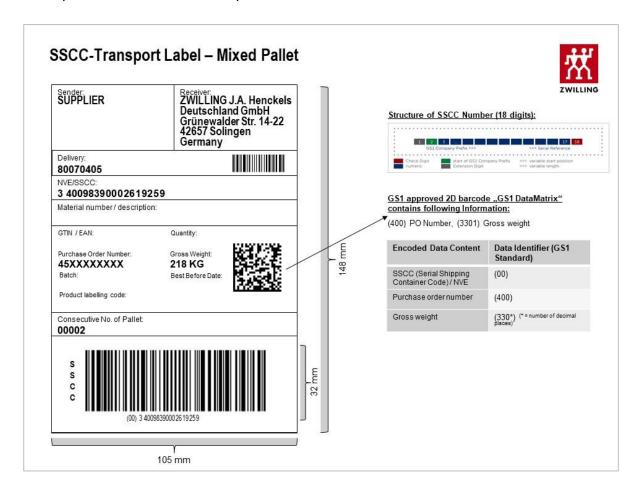
If a delivery consists of several pallets or packages, an SSCC label corresponding to the sample below must be affixed to each package to ensure a clear reference.

Example of an SSCC label for a pallet with one item:





Example of an SSCC label for a pallet with several items:





# 4. Content note for mixed pallets/mixed packages

If it is a mixed pallet or a mixed package with several items, a contents note with the following details / information is required for each pallet or package:

Inhaltssch	ein				
Lieferant: LIEFERANTEN-A	ADRESSE				
Warenempfänger: ZWILLING J.A. Henckels Deutschland GmbH Grünewalderstraße 14 - 22 42657 Solingen					
Lieferung:	8007	70405			
Bestellnummer:	45XXXXX	xxxx			
Packmittel:	800	00977			
Handling Unit:	34009839000261	19259			
Bruttogewicht		8 KG			
Nettogewicht:	191	.5 KG			
Packliste:					
LiPos.	ZWILLING Artikelnr. (ggf. alte Artikelnr.)	Artikelbezeichnung	Menge MEH		
	1009300	-			
000010	75003-067-0	BASAI20 Fryingpanset 2 md Alu	60 ST		
Lower-level HU 900001	340098390002619181 1006353 75000-052-0	BALUC10 Wok 28 StonGy rnd Alu	6 ST		
Lower-level HU 900001	340098390002619198 1006353 75000-052-0	BALUC10 Wok 28 StonGy rnd Alu	6 ST		
Lower-level HU 900001	340098390002619204 1006353	,			
Lower-level HU 900001	75000-052-0 340098390002619211 1006353	BALUC10 Wok 28 StonGy rnd Alu	6 ST		
	75000-052-0 340098390002619228	BALUC10 Wok 28 StonGyrnd Alu	6 ST		
Lower-level HU			6 ST		
	1006353 75000-052-0	BALUC10 Wok 28 StonGy rnd Alu			
Lower-level HU 900001 Lower-level HU 900001		BALUC10 Wok 28 StonGy rnd Alu  BALUC10 Wok 28 StonGy rnd Alu			



### 5. Packing list (incl. FSC, EUDR)

Each delivery must be accompanied by a packing list containing all relevant packing information. This may include the assignment of the handling units to the corresponding container number (if more than one container is delivered) as well as a list of all delivered handling units with SSCC numbers and their detailed contents with article number, batch information, delivery quantity and weight.

In order to fulfil the FSC (Forest Stewardship Council) and EUDR (EU regulation on deforestation-free products) requirements, the supplier confirms that the following information is included on the packing list:

- COC number of the supplier
- Latin and English wooden species name per article / item
- FSC claim: FSC 100%

COC number RR-COC-123456
Wood species name: Bamboo (Phyllostachys heterocycle var.pubescens)
FSC Claim: FSC 100%

- The country and region where the trees were grown (geolocation) also for NON FSC deliveries
- Date of harvest of the trees also for NON FSC deliveries

The packing list should be based on the following example:





	e 14 - 22	8007040	t. <b>Datum</b> 5 26.07.2021	
42657 Solingen				
Lieferanten Bestellnummer/ Zwilling- Bestellnummer	Materialbezeichnung Zwilling-Materialnummer / EAN Lieferanten-Materialnummer	Lieferanten charge Produktken nzeichn ung Zwilling-Charge (ggf.)	Liefer- VME menge	Gewicht in KG (netto)
0002/\$SCC: 34009	8390002619259 brutto (KG) 218.000 ne	etto (KG) 190.920 120.0 x 80.0 x 180.	0 CM	
62898 / 45XXXXXXXXX	BALLARINI, Salina, Frying pan set, 2pcs., Aluminium, round 1009300 / EAN: 8003150515135 LiefMaterialnr.: 1009120	Lieferantencharge: 323323 Produktkennzeichnung: 06 RW25 Zwilling-Charge: 00 000 36478	60 ST	154,8
62898 / 45XXXXXXXXX	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 LiefMaterialnr.: 1000538	Lieferantencharge: 123123 Produktkennzeichnung: 12KD12 Zwilling-Charge:0000026702	6 ST	5,1
62898 / 45XXXXXXXX	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 LiefMaterialnr.: 1000538	Lieferantencharge: 123123 Produktkennzeichnung: 12KD12 Zwilling-Charge:0000026702	6 ST	5,1
62898 / 45xxxxxxxx	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 LiefMaterialnr.: 1000538	Lieferantencharge: 123123 Produktkennzeichnung: 12KD12 Zwilling-Charge:0000026702	6 ST	5,1
62898 / 45XXXXXXXX	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 LiefMaterialnr.: 1000538	Lieferantencharge: 123123 Produktkennzeichnung: 12KD12 Zwilling-Charge:0000026702	6 ST	5,1
62898 / 45XXXXXXXXXX	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 LiefMaterialnr.: 1000538	Lieferantencharge: 123123 Produktkennzeichnung: 12KD12 Zwilling-Charge:0000026702	6 ST	5,1
62898 / 45XXXXXXXXX	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 LiefMaterialnr.: 1000538	Lieferantencharge: 123123 Produktkennzeichnung: 12KD12 Zwilling-Charge:0000026702	6 ST	5,1
62898 / 45XXXXXXXXX	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 Lief-Materialnr.: 1000538	Lieferantencharge: 123123 Produktkennzeichnung: 12KD12 Zwilling-Charge:0000026702	6 ST	5,1



### 6. Delivery note

Each delivery must be accompanied by a delivery note containing all relevant information about the delivered goods in relation to the order.

The delivery note should be based on the following example:

#### Lieferschein

Absender:

LIEFERANTEN-ADRESSE

Empfänger:

ZWILLING J.A. Henckels Deutschland GmbH

Grünewalderstraße 14 - 22

42657 Solingen

Informationen

Lieferscheinnr. / Datum: 80070405 / 2021/07/26
Zwilling Lieferanten-Nr.: 4200

Sachbearbeiter (inkl. Durchwahl):

Bestelldatum: 26.07.2021

Seite: 1/1

Belieferungsart:

Gesamt-/Rest-/Teil-/Minder-/Überlieferung

Lieferbedingungen: FCA Solingen Anzahl Packstücke: 2 Paletten Bruttogewicht: 334.000 KG

Nettogewicht: 283.800 KG

Lieferanten- Bestellnummer/ Zwilling-Bestellnummer	Materia Ibezeichnung Zwilling-Materialnummer / EAN Lieferanten-Materia Inummer	Liefermenge	VME	Gewicht in KG (netto)
62898 / 45XXXXXXXX	BALLARINI, Lucca, Wok, 28cm, Aluminum, round 1006353 / EAN: 8003150486818 Lieferanten-Materialnr.: 1000538	150	S	129,00
62898 / 45XXXXXXXX	BALLARINI, Saliny, Frying pan set, 2 pcs., Aluminum, round 1009300 / EAN: 8003150515136 Lieferanten-Materialnr.: 1009120	60	S	r 154,80
	Lieleranteri-materianni 1009120			