

GENERAL TERMS OF DELIVERY AND FORWARDING INSTRUCTIONS

Version: October 2018

1. Validity

- 1.1 This term of delivery and forwarding instruction applies to deliveries to all sites of AEG Power Solutions GmbH, Belecke and is valid from 29.10.2018.
- 1.2 Deliveries have to be performed in accordance with this delivery condition. In addition to that, our general purchase conditions must be observed.

2. General

- 2.1 Prescribed delivery dates must be observed exactly and shall be considered arriving on our site. Our explicit consent is necessary in case of early deliveries of more than 5 working days.
- 2.2 After discovery, delayed deliveries must be reported in writing to us immediately.
- 2.3 In case of falling below the ordered quantity, please let us know as soon as possible, if the rest will be delivered later or if your order will be seen as finished by underdelivery.
- 2.4 Our „Routingorders“ are to be observed. Invoicing of Routingorders takes place between the logistics provider and freight payer.

3. Data required for notifications of deliveries to forwarding agent Hartmann

- 3.1 The loading order attached in Appendix 1 is to be noted in future while sending notifications of deliveries to the forwarding agent.

But the following data is needed at least:

- Weight, quantity, type and dimensions of the packages
- If necessary complete dangerous goods data
- Your load times
- Delivery date at AEG Power Solutions GmbH
- Delivery terms
- Our AEG Purchase Order number
- Our customer number

- 3.2 Proper freight and accompanying documents must be handed to the contract carrier.

Routingorder

VD 0019 EN ED: 0.0
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4. Routingorder for deliveries (freight collect, exw, FCA)

| Mode of dispatch | Number/Weight | Place Sender | Logistics service provider Notification | AEG-customer number |
|--|---|---------------------------|---|---|
| Consolidated shipments /part loads/ complete loads general cargo | from 31,5 kg | Germany Europe | <p>HARTMANN INTERNATIONAL GmbH & Co. KG Halberstädter Straße 77 33106 Paderborn / Germany</p> <p>Notification:</p> <p>E-Mail: abholauftrag-BIE@hartmann-international.de und copy to: AEGOrder@hartmann-international.de</p> <p>Tel: +49 (0)5251-7207-309 Mrs. Maren Schlenger</p> | 2155 |
| Parcels | up to 31,5 kg girth max.330 cm and/or length max 270 cm | exclusively Germany | <p>Your shipping cheapest parcel-forwarder Otherwise preferably</p> <p>DPD Deutschland GmbH</p> <p>Notification: https://www.dpd.com/de_en</p> | |
| Parcels Express | up to 31,5 kg girth max.330 cm and/or length max 270 cm | Worldwide outside Germany | <p>DHL Express Germany GmbH Westfaliastr.187 44147 Dortmund, Germany</p> <p>Notification: https://www.mydhl.dhl.com/</p> | EKP 5010520506 worldwide 962686612 |
| Sea imports FCL/LCL | | Worldwide | <p>a. hartrodt Deutschland (GmbH & Co) KG Berliner Strasse 91 40880 Ratingen, Germany</p> <p>Notification: a. hartrodt Shenzhen Logistics Co., Limited Shenzhen 518007, P. R. China Phone +86 755 82157758 8209 Email: Vicky.Feng@hartrodt.com</p> | 200987 |
| Airfreight imports | | Worldwide | <p>a. hartrodt Deutschland (GmbH & Co) KG Berliner Strasse 91 40880 Ratingen, Germany</p> <p>Notification: a. hartrodt Shenzhen Logistics Co., Limited Shenzhen 518007, P. R. China Phone +86 755 82157758 8209 Email: Vicky.Feng@hartrodt.com</p> | 200987 |

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5. Express-deliveries

The assignment of express-deliveries must be authorized and confirmed by AEG in writing. Otherwise, no assumption of costs of carriage will be made.

6. Packaging

Unless otherwise agreed separately, the following guidelines must be observed:

- Use only clean, not damaged and strong packaging means.
- Use a neutral external packaging and – as far as possible – a neutral labelling of the delivered products.
- Please also note other packaging regulations, which we indicate separately in our order.
- Ensure an adequate internal and external packaging. In the case of articles which are susceptible to abrasions there must be set a cutting protection to avoid damages under the opening of the cardboard packaging.
- The maximum weight per means (pallet/pallet cage) must not exceed 1.000 kg (gross) and the maximum weight of parcels must not exceed 31,5 kg. For consignments exceeding 3.000 kg in total, please inform the contact persons in accordance to chapter 12. Other restrictions with respect to maximum dimensions, stacking heights etc. please refer to our order.
- Save our environment and use recyclable packing and filling material.

7. Type of delivery

In case of combined shipments for different order forms, the items must be identifiable and separately packaged or rather must be delivered in separated packages.

- Stacking of pallets is allowed only if a damaging or deformation of lower packages may be excluded.
- The cardboard boxes have to be stacked on pallets on such a way, that the labelling of the packages is easily visible from outside. Please also inform your forwarding agency, that the labelling may not be covered with labels from the forwarding agency. The product- or rather sub-packaging must be indicated with item number, item description and quantity.
- Related packages / pallets / pallet cages may only be delivered completely.

8. Documents and accompanying documents

- The description of items mentioned on the delivery note must correspond to the labelling on the products.
- It is compulsory that the delivery note contains the **AEG-order number**. For a speedy processing of the goods receipt entry and the invoice management, it is essential to state also the AEG item number for every item.
- Delivery notes shall be always attached to the outside of the packaging or rather to the package.
- When consignments are made up of several packages, a packing list must be enclosed, that gives information about the package content of each and every cardboard.
- The carriage note must be designed in such a way, that a clear allocation of the packages to the shipments/orders will be possible.
- If test- or factory certificates are needed, these documents have to be included to the delivery note.
- In the case of shipments carried out by parcel services, the delivery certificate must be attached to the outside of each shipment.

9. Delivery times

Monday to Friday 6.30 a.m. – 2.00 p.m.

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D-59581 Warstein - Belecke
Tel: +49 2902 763 0 - Fax: +49 2902 763 555
HRB: 3619 - DE: 136639442

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10. Insurance

AEG Power Solutions GmbH is insured by its own transport insurance.
Goods transport insurance fees do not apply for us.

12. Contact data AEG Power Solutions GmbH, Belecke, Germany

Denis Frei

Production Logistics Manager (for incoming goods)

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13. others

If these regulations are ignored, the shipper has to bear the possible additional costs occurred.

Appendix 1 – Loading order