



## Information for Suppliers – Logistics Dittrich & Greipl GmbH

### Purpose:

Since goods deliveries by our suppliers sometimes lead to considerable problems in goods receipt due to insufficient, incorrect accompanying documents / labels, we have hereinafter summarized the essential requirements for accompanying documents / labels.

On the part of Dittrich & Greipl, compliance with said requirements makes goods receipt economical and efficient. Missing information on the delivery note inevitably leads to delays in the entire process chain. This may possibly also lead to delays in the administrative processing procedure of your invoice.

### Requirements with regard to the delivery note:

#### Affixing of the delivery note:

- The delivery note must be mandatorily affixed on the outside of the parcel (see Figure 1). It must not be placed within the outer packaging (never on the inside of a parcel).
- Exception: Several individual parcels are delivered as a collective consignment in one shipping box; in that case, the respective delivery note must be placed on the outside of each individual consignment and not all of the on the outside of the shipping box.



Figure 1

#### Required information on the delivery note:

- D&G order number (mandatorily also as a bar code)
- Correct delivery address (including consignee and, if required, unloading point acc. to the order)
- D&G material number (optionally as an additional bar code)
- Material description
- Quantity
- Individual weights of the delivered goods
- Customs tariff number of the delivered goods
- Serial number / Batch number (mandatorily also as a bar code) – if applicable
- Number of collis (if the delivery consists of several packages)
- Supplier's delivery note number (mandatorily also as a bar code)
- Date of creation of the delivery note
- Confirmation that the parts comply with the correspondingly valid RoHS / REACH regulations
- Confirmation that the delivered products do not contain any conflict minerals within the meaning of Section 1502 of the Dodd Frank Act
- Bar codes on the delivery note must be according to Code 39 or Code 128 standard

## Requirements with regard to the label:

The supplier is obliged to apply a logistics label with a bar code marking (bar code definition as above) to the material packaging as shown in Figure 2. The Label must be applied on the outside of the packaging, so that it is perfectly readable, either manually or by machine, using a scanner. Labels must not be covered by parts of the packaging or straps.

Pallets are to be packed in such a way that the label is always recognizable. If necessary, a second label must be affixed on the packaging (labeling on both sides).

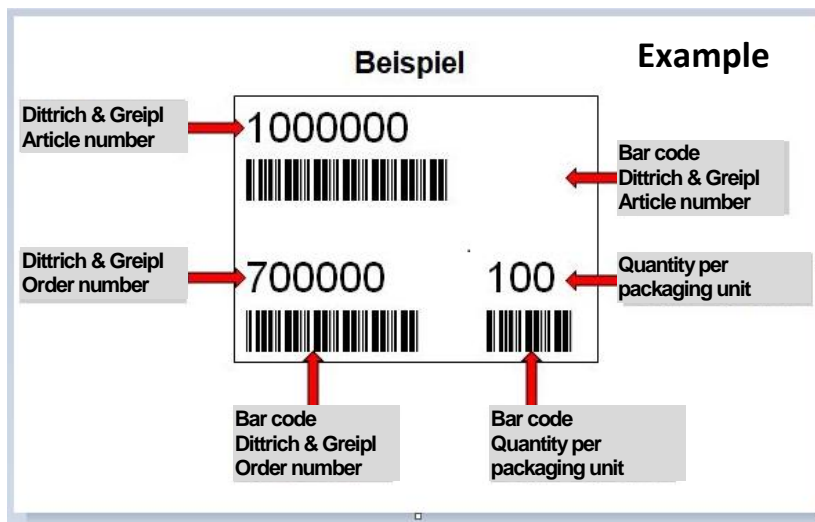


Figure 2

## Requirements with regard to packaging:

Packaging used for delivery must invariably fulfill all and any applicable legal EU regulations. As a matter of principle, goods must be protected against damage, contamination or environmental influences; however, the use of polystyrene chips as well as hygroscopic filling materials such as wood wool, hay, straw and wastepaper is not allowed.