



Logistics and packaging regulations for suppliers

of



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1 Purpose of the logistics and packaging regulations

These regulations set out rights and obligations pertaining to the supply and labeling of goods and services or parts thereof (“contractual products”).

The aim is to ensure the proper delivery of the contractual products to EOS and to define minimum labeling requirements.

Unless otherwise agreed, these regulations shall apply to all individual contracts concluded between EOS and the supplier as well as to all contractual products delivered by the supplier that are ordered by EOS after the supplier has received these regulations, even if not expressly stated. These regulations shall apply subordinately to any agreements already expressly concluded with the supplier in the field of logistics.

2 Document control

2.1.1 Approval and change tracking

Version	Date	Created by
1.0	28.04.2021	Matthias Müller-Preuss

2.1.2 Description of the changes

Version	Chapter	Changes
1.0	All chapters	New document

3 Procurement of packaging in accordance with EOS specifications

For individual contractual products, EOS reserves the right to specify the type and the supplier of the packaging. In this case, the supplier is independently responsible for procuring the packaging from the specified supplier in good time. Furthermore, the instructions governing the assembly and handling of this type of packaging set out by the packaging supplier must be observed.

4 National and international trade and export control laws and regulations

If the contractual products are subject to national or international trade and export laws and regulations (“export regulations”), the supplier is required to identify the contractual products prior to concluding the contract and to inform EOS accordingly in writing. The parties undertake to comply with all relevant export regulations.

5 General packaging requirements

The selected packaging must fulfill the requirements of the goods to be packaged (section 407 et seq. of the German Commercial Code). It must be capable of withstanding the strain of the intended mode of transport.

This means that the route of transport, the mode of transport, and the storage, as well as any other possible influencing circumstances such as weather conditions or handling during transshipment, must be taken into account when packaging.

Delivery of the goods to a logistics service provider does not release the supplier from the obligation to provide suitable packaging. It is therefore the responsibility of the supplier to package the goods in a proper manner.

Particular attention must be paid to the following:

- The type and condition of the planned route of transport
- Expected effects on the goods during transport
- Storage
- Climatic conditions
- Exposure to possible contamination
- Sufficient protection during stowage, transshipment, or other movement of the goods

All goods delivered to EOS GmbH must be packaged in a way that is suitable for shipment worldwide.

Packaging should also be suitable for storage to the extent reasonable and economical.

This means that the partial storage and picking of an item must be possible through direct access and without incurring further handling costs (e.g., repacking).

All pool packaging used (Euro pallets and Euro box pallets) must comply with the applicable regulations of the Euro pool.

5.1 Permissible packaging materials

All packaging materials used must comply with current legal requirements within Germany and the EU. In particular, legal limits governing the content of heavy metals may not be exceeded. If the goods to be packaged are to be delivered to a non-EU country at the request of EOS, the statutory provisions applicable in that country must also be complied with.

In general, the following applies:

- Packaging must be recyclable and environmentally friendly
- The materials used must be labeled in accordance with DIN 6120-1 standards (symbols with abbreviations). The labeling may not impair recycling
- Composite materials are generally impermissible
- PVC (polyvinyl chloride) is generally impermissible
- Other plastics: only PE (polyethylene), PP (polypropylene), or PET (polyethylene terephthalate) may be used
- Shrink and stretch film must be made of PE (polyethylene)
- Bags and sacks made of film may also be made of PE (polyethylene) only

- Styrofoam is only permitted for molded parts. Styrofoam chips are impermissible
- Paper and cardboard must be free of substances detrimental to paper production
- Wood: Compliance with the IPPC (International Plant Protection Convention) standard ISPM 15 (International Standard for Phytosanitary Measures) is mandatory for all packaging materials made of wood. The materials used must be in an untreated condition (no painting, coating, or impregnation). For overseas shipping, wooden packaging must comply with the regulations of the country of destination.
- Plywood (chipboard, fiberboard) is generally permitted, provided the requirements of these packaging regulations are complied with
- Filling materials: only corrugated cardboard, paper, or bubble wrap are permissible
- Strapping may be made of PP or PET only. Metal strapping is not permissible

5.2 Packaging waste

Packaging and loading aids must be designed in such a way that sufficient protection is ensured during transport while at the same time minimizing the use of packaging.

If the supplier delivers regularly to EOS, the use of reusable packaging should be considered and implemented in agreement with EOS.

In the interest of specific recycling, the quantity of permissible plastics must be kept as low as possible.

6 General delivery requirements

The following regulations are designed to ensure an efficient, trouble-free flow of material between the suppliers and EOS by optimizing the design of transport packaging and standardizing sizes and agreed quantities.

The following points must be observed during storage, transport, and handling:

- Specified pallet dimensions and designs
- Any shipments weighing over 100 kg must be transported on undamaged Euro pallets or single-use pallets that are suitable for high-bay storage; the goods must be easy to unload from the pallet
- Maximum permissible weight (max. gross weight of one loading unit) = 900 kg per pallet
- If possible, cartons should not be closed with metal clips but only with either neutral adhesive tape or adhesive tape printed with the EOS logo in order to minimize the risk of injury
- Packaging must be free of all contamination
- The packaging must protect the goods from mechanical damage and corrosion

6.1 Design of the transport packaging

Packaging should be suitable for multiple use, so that it is generally possible to open it for inspection purposes or for sending back any items that may need to be returned.

In other words, it must be possible to open the packaging without damaging it (apart from any adhesive tape or strapping).

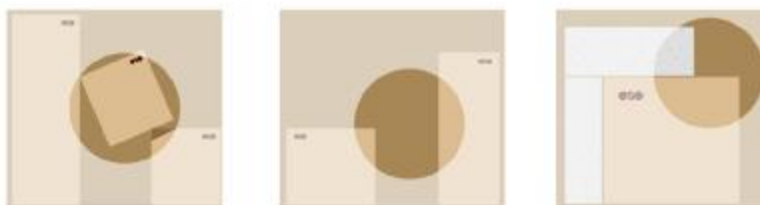
If an item consists of several parts, it must be packed together in one packaging unit (set packaging). If delivery quantities are sufficient, they must be grouped into single-variety loading units.

6.1.1 Loading units

- If mixed units cannot be avoided, the parts must be clearly *visibly separated* and organized in an appropriate manner.
- If damage could occur due to slipping or friction, separator inserts must be used.
- Sensitive parts must be properly padded.
- The packaging material may not impair the cleanliness and quality of the parts.
- Any cavities must be filled so that the individual parts cannot slip in the course of transport and handling.
- If padding material is used, it is important to ensure that it can be removed easily and quickly and that it is preferably recyclable.
- Loose filling material such as packaging chips, shredded material, newspaper, wood shavings, etc., must be avoided.
- Any coated parts must be packed in scratch-resistant packaging!



The parts must be arranged within the load carrier so that the weight is evenly distributed. Sensitive parts must be properly padded.



Any cavities must be filled so that the individual parts cannot slip in the course of transport and handling.

When shipping multiple items in one outer carton, the “heavy before light” rule must be applied!

In other words, heavy goods must be placed at the bottom of the pallet or the carton and the light items stacked on top of the heavy ones.

6.1.2 Load securing on a loading unit

Loading units must always be secured against slipping, stackable and, if necessary, be able to withstand double stacking without deformation or other damage.

The stability of the cardboard box must be increased by the use of angle inserts or other methods. If the goods are not stackable, they must be labeled accordingly.

The labels must be permanently and clearly affixed to each of the packages concerned.



The load must be secured on a loading unit (pallet) by at least:

- A pallet end lid (snap-on lid) or a shrink hood
- Stretch film
- Plastic strapping (2-fold or 4-fold) using edge protectors

The basic dimensions of the loading units (1,200 x 800 mm) may not be exceeded by the packaging and the loading units. When removing a part of the total quantity from a loading unit, the stability of the remaining quantity must be ensured.

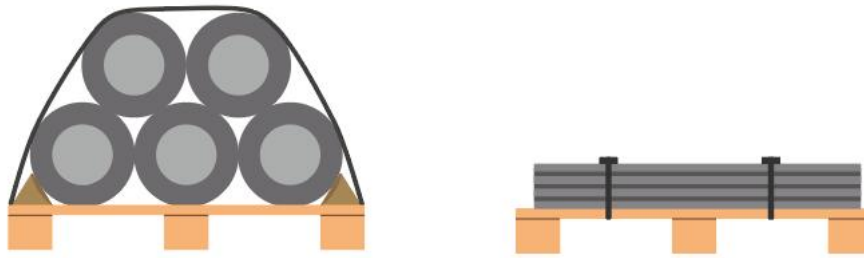


6.1.3 Heavy goods

When handling heavy goods (e.g., construction platforms), the total weight may not exceed the maximum load capacity of the load carrier.

Here, the “less is more” principle must be applied, which means the shipment should be spread across multiple load carriers

In addition, the goods must be fastened with metal strapping, not plastic!



6.2 Labeling

If the items or contractual products are parts specially manufactured according to EOS' specifications or items to which EOS has the exclusive IP rights, EOS reserves the right to require the Supplier to remove its own markings, trademarks, item designations, or other references from the items and their packaging.

When separate parcels are delivered, the recipient and the sender must be clearly visible on the outside, as well as instructions on positioning (top, bottom).

6.2.1 Labeling the packages

To ensure clear identification, each package must be provided with a machine-generated label containing at least the following information:

- EOS GmbH item number
- Description of the item
- Serial number
- Batch number and tool number, if applicable
- Production date
- Number of items in the package
- Gross and net weight of the package
- Gross measurements
- Country of origin

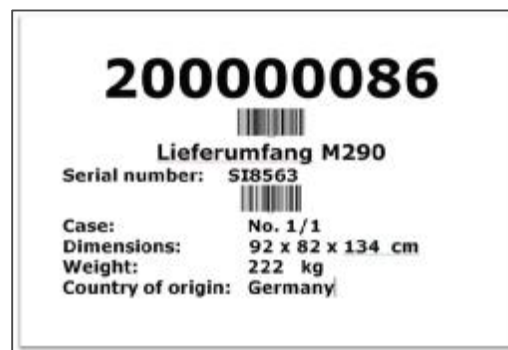
The label must be visibly affixed to the narrow side of the pallet of the package.

The item number and serial number must be additionally indicated with a code 128 barcode.

The following template of a label is to be used for all packaging wherever possible and is mandatory for wooden packaging.

If the shipment consists of more than one parcel, this must also be clearly indicated on the outside of each parcel and each parcel must be labeled with the total number of parcels in the shipment.

The package containing the delivery note must be clearly and visibly labeled.



6.2.2 Labeling the items

Any items delivered to EOS GmbH must be clearly marked and labeled. The items must be marked using a machine-generated label that contains at least the following information:

- Supplier item number
- Preferably the EOS GmbH item number
- Description of the item
- Serial number in writing and barcode
- Batch number in writing and barcode
- Number of items in the package
- Country of origin

6.2.3 Hazardous goods

If the contractual products are hazardous goods that could pose a risk to health, safety, or infrastructure, the supplier is required to inform EOS accordingly prior to delivery.

The appropriate legally prescribed safety data sheets must be enclosed with the delivery. If any of the safety data sheets are revised, the supplier is required to send EOS the modified version immediately without being requested to do so.

6.3 Delivery documents

6.3.1 Consignment note

Each shipment must be handed over to the forwarder with a transport order/consignment note. The following shipment details must be included in the transport order:

- Sender's (supplier's) address and EOS supplier number
- EOS GmbH receiving address
- EOS GmbH order number
- Number of packages in the shipment
- Total weight of the shipment
- Handover or dispatch date of the shipment

6.3.2 Delivery note

An original version of the delivery note in accordance with DIN 4991 must be attached to each shipment in a clearly visible manner to the front of the package by means of a delivery note pouch. Delivery notes may not be included with the freight documents. Partial deliveries must be noted on the delivery note.

The delivery note must contain the following order details:

- EOS supplier number
- EOS GmbH order number
- EOS item number and quantity
- EOS item description
- Batch number and tool number, if applicable
- Serial number or numbers

For items with serial numbers, a separate list must be prepared and enclosed with the shipping documents, which must also show the serial number as a barcode (code 128, font size 14).

Furthermore, gross and net weights, gross measurements, statistical commodity codes, and, if listed, the Export Control Classification Number (ECCN) in accordance with the U.S. Commerce Control List (CCL) must be displayed.

6.3.3 Packing list

If a delivery consists of several packages or pallets, a packing list with the following order information must be enclosed with the delivery note in the delivery note pouch:

- Package or pallet number
- EOS item number
- Item – quantity
- Number and contents of each individual package

This information must also be discernible from the markings on each individual package. The contents of the individual packages must correspond to the labeling.

6.4 Delivery address

With regard to the delivery and invoice address, the information on the EOS order must be observed.

6.5 Receiving times for incoming goods

	Opening hours for incoming goods:	
EOS GmbH headquarters Robert-Stirling-Ring 1 82152 Krailling, Germany	Mon.–Thu.	8 a.m.–12 noon and 1 p.m.–5 p.m.
	Fri.	8 a.m.–12 noon and 1 p.m.–4 p.m.
EOS GmbH production plant Lise-Meitner-Str. 7 82261 Maisach, Germany	Mon.–Fri.	8 a.m.–12 noon and 1 p.m.–3.30 p.m.
	Mon.–Thu.	7 a.m.–12 noon and 1 p.m.–3 p.m.
Kunststoff Vertrieb Dr. Schiffers GmbH Eiselauer Weg 4 89081 Ulm, Germany	Fri.	7 a.m.–1 p.m.
	Mon.–Fri.	8 a.m.–12 noon and 1 p.m.–4 p.m.
<u>(EOS logistics service provider and main warehouse)</u> Tigers GmbH International Logistics Ludwigstraße 44 85399 Hallbergmoos, Germany		