

# **BMA Braunschweigische Maschinenbauanstalt AG**

## **Shipping and packaging policy**

## Scope

This shipping and packaging policy applies to deliveries to BMA Braunschweigische Maschinenbauanstalt AG, referred to collectively as “**BMA**” below.

### 1. Basic principles

This shipping and packaging policy is binding on the supplier. Where the supplier is unable to supply in compliance with the policy, he must notify BMA accordingly in good time before delivery.

### 2. Delivery address and receipt of goods

Unless stated otherwise in our order:

#### **BMA Braunschweigische Maschinenbauanstalt AG**

Am Alten Bahnhof 5  
38122 Braunschweig  
Germany

Central warehouse “Nordtor” entrance

**Parcel services, deliveries by freight forwarders incl. cast steel and grey iron;**  
no raw materials; for special cases, see 3.12

Receipt of goods Monday to Friday between  
7:00 a.m. and 2:45 p.m.

Raw parts warehouse “Südtor” entrance

**Raw materials, i.e. metal sheets, pipes, steel sections and steel or stainless steel blanks**

Receipt of goods Monday to Friday between  
7:00 a.m. and 12:00 o'clock

### 3. Delivery requirements

3.1 Delivery must be according to type based on the product code and on pallets that are suitable in size and strength for the relevant parts. Parts that fit onto Euro pallets because of their weight and size must be delivered on Euro pallets only. A Euro exchange pallet pool is available.

We accept only undamaged/exchangeable Euro pallets.

According to the EPAL terms of exchange, pallets exhibiting these faults are not exchangeable:

- A pallet has not been produced by a licensed company according to EPAL specifications.
- There are no EPAL or EUR markings on the blocks.
- A board is missing.
- Boards are so badly damaged that several nail shafts are visible.
- A block is missing or so badly damaged that more than one nail shaft is visible.
- They are in overall poor condition (rotten, dirty).

If this applies, the driver can transfer the goods onto an exchangeable Euro pallet or the receipt of goods shall be refused.

3.2 Small parts of different types, each weighing no more than 5 kg and with a total weight of no more than 50 kg per product code, can be loaded onto a single pallet provided they have adequate dimensions.

3.3 Single-use packaging is to be avoided and BMA reserves the right to return such packaging to the supplier at the supplier's expense under the Packaging Directive.

3.4 Deliveries must be scheduled such that vehicles arrive in Braunschweig at the earliest possible time and taking into account buffer times to provide for the unpredictability of daily traffic situations.

Waiting times cannot always be avoided due to limited crane capacities at BMA. **BMA shall not cover the cost of waiting times.**

3.5 Freight forwarding vehicles that cannot be unloaded because of late arrival or the lack of staff outside delivery hours shall be unloaded on the following day – except Saturday – from 7:00 a.m. **BMA shall not cover any detention fees.**

3.6 The goods must be loaded onto the HGV such that no third-party goods need to be moved and that they can be unloaded using a forklift and/or crane. (Note: sufficient distance between the goods).

3.7 Where large parts with a length  $\geq 6$  m are delivered, vehicles that are suitable for unloading by crane must be used. In addition, the goods must be loaded onto the HGV in such a way as to permit unloading by crane.

3.8 In order to avoid unnecessary vehicle detention times, receipt of the raw materials shall be conditional. Verification of full and correct delivery shall take place after unloading. Where this is not acceptable to the supplier, the freight forwarder shall have to wait until the delivery has been fully checked. **BMA shall not cover any resulting costs incurred.**

3.9 Suppliers are advised to agree the details with the department for receipt of goods at BMA before delivery, to reduce delays and problems to a minimum.

3.10 Delivery staff must comply with the applicable safety regulations on the BMA company premises. A copy is attached. External staff must enquire about any changes to these regulations on access to the company premises.

Contacts:

Mr Kaltenberg	Receipt of goods raw parts warehouse	+49 (0)531-804-846
Mr Reuleke	Warehouse Manager	+49 (0)531-804-369

3.11 The contacts for individual projects can be found in the relevant Technical Terms and Conditions of Purchase agreed.

**3.12 Special delivery cases are: return deliveries from non-conformance reports or complaints, replacement deliveries, and deliveries for campaign damage.**

#### **3.12.1 Deliveries for campaign damage**

These parts can be delivered Monday to Friday between 7:00 a.m. and 2:45 p.m. Outside this time window, it must be agreed with the BMA reception desk, Tel.: +49 (0)531-804-0, as to who at BMA can carry out the unloading.

## **4. Notification of dispatch**

4.1 In the case of oversized shipments, delivery or agreed collection by us must be notified by dispatch note no later than 4 (four) weeks before dispatch. We use the dispatch note to organise collection, where this has been agreed.

4.2 The supplier must ensure that the relevant delivery note is attached to the goods and waybill.

All delivery notes have to comply with the statutory requirements and, in addition, contain the following information:

- Name of the supplier from whom BMA has ordered the goods. **Not the freight forwarder, manufacturing plant/subcontractor or trade partner.**
- BMA must be named as the recipient on all delivery notes. Not: Factory A to Distributor B etc.
- Name of the customer, where applicable specifying the delivery address of a packing company, if different.
- BMA purchase order number and order item
- Where stated in our purchase order, our order number/consignment
- Quantity supplied using our parts number from the purchase order
- Dimensions and weight of the unit(s)
- No unmarked deliveries unless specifically requested

4.3 Where it is not possible to deliver an item of equipment that corresponds to one order item in a single delivery, the relevant units – and the delivery documents – must be marked with the order number, order item and serial number.

Where the goods cannot be clearly assigned to the delivery documents, BMA shall refuse receipt. **BMA shall not cover any resulting costs incurred.**

## 5. Shipment processing

The goods must be delivered on the confirmed delivery date, at the times and locations specified for receipt. The agreed contacts at BMA must be notified promptly of any delays affecting the delivery date.

## 6. Handling freight forwarder

Where the terms are EXW or FCA (INCOTERMS 2010), the supplier must hand over his consignment only to the freight forwarders authorised by BMA. Exceptions are permitted where reasons are given and following prior written agreement by BMA.

## 7. Mode of shipment

The mode of shipment (road, rail, air etc.) must be agreed in advance with BMA.

## 8. Shipping documents

### a. Delivery note

See item 4.2

### b. Packing list

To be included with large quantities supplied

### c. Test certificate

Where required in the purchase order, to be e-mailed in advance to [quality@bma-worldwide.com](mailto:quality@bma-worldwide.com)

### d. Customs document

Where requested and/or required

## 9. Labelling of the goods

Raw materials must be labelled using a red Edding 750 marker pen. The use of labels is to be avoided, since the removal of labels and glue residues would result in extra work at BMA. Where labels are used that can be removed without leaving a residue, we nonetheless require labelling using a red Edding marker pen as specified above. For all other goods, the use of labels on the outer packaging is permitted. Goods must be labelled with the BMA parts number and the BMA purchase order number. Where the purchase order specifies specific labels, e.g. item numbers, project numbers or other reference numbers, these must be added by the supplier.

#### **10. Hazardous goods**

Hazardous goods must be labelled in compliance with the international GHS classification and packaged securely in such a way that they can be safely transported and stored on receipt.

#### **Enclosures:**

- Information about the BMA company premises