

Document version: **BN 905-002e f**

1 Preamble

This company standard regulates the assignment of freight service providers for the contractor's deliveries to the client, based on purchase orders with the Incoterms FCA, EXW, or a comparable term.

The client is DELLNER BUBENZER Germany GmbH's headquarter in Kirchen-Wehbach including its locations in Dorsten and Dauersberg as well as DELLNER BUBENZER Poland SP. Z.O.O. in Bożepole Wielkie (Poland) with one of these addresses as final destination or with a destination specified in the client's purchase order.

Excluded from this company standard are deliveries whose freight costs must be borne by the contractor (e. g. warranty claims) as well as deliveries outside the EU.

2 Validity

This company standard is valid from April 1, 2024 until it is withdrawn or a new version is published.

3 Instruction

For goods purchased by the client

- on the basis of the Incoterms FCA, EXW, or a comparable term with a final destination inside the EU, and
- for which the client must bear the freight costs

the following shipping instructions apply to the contractor.

3.1 Responsible freight service providers

The responsible freight service providers are listed in Annex I of this company standard. In the event of changes, Annex I will be amended by the client.

3.2 Individual regulations regarding freight service providers

Contact data and, if applicable, individual regulations regarding freight service providers are listed in Annex I of this works standard. If necessary, Annex I will be amended according to the client's requirements. In the event of minor changes to the contact data, Annex I remains valid without change.

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3.3 Contact persons at DELLNER BUBENZER

The contact persons for the implementation of this works standard are

- *for the shipping organization*

Ulrich Weidenbruch (Dispatch Manager)
Phone: +49 2741 9488-790
E-Mail: ulrich.weidenbruch@dellnerbubenzler.com

or

André Güttler (Deputy Dispatch Manager)
Phone: +49 2741 9488-791
E-Mail: andre.guettler@dellnerbubenzler.com

- *for the incoming goods*

Volker Hammer
Phone: +49 2741 9488-680
E-Mail: volker.hammer@dellnerbubenzler.com

- for commercial matters the person responsible named in the client's purchase order.

3.4 General regulations

- The contractor assigns the responsible freight service provider acc. to Annex I to deliver the goods to the destination specified in the client's purchase order.
- The shipping advice is made by means of the form that is available for download on our website www.dellnerbubenzler.com.
- The contractor must name the number of the client's purchase order and its person responsible on the freight documents and/or the shipping advice.
- The contractor must not charge the client with the freight costs directly. Billing takes place exclusively between the client and the freight service provider.
- The client may, if applicable, reserve its content to the shipping of the goods. In this case, the client points this out in the purchase order.
- Any deviations from this company standard must be approved by the client. If this company standard contradicts any contractual obligations, the contractor has to notify the client immediately.
- Freight costs resulting from the contractor's failure to comply with the delivery date will be borne by the client only with reservations.
- If the contractor deviates from this company standard without the client's approval, the contractor must bear the arising expenses.
- The shipping advice must be done by 11 a.m. of the previous day at the latest. Shorter deadlines must be coordinated directly between the contractor and the responsible freight service provider.
- The client is entitled to suspend this company standard on a project-to-project basis and to define deviating regulations.

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Annex I Responsible freight service providers

Shipping method	Shipment, weight	Application, contact
KEP National/International	Shipments up to 31.5 kg max. per package (Max. dimensions: 419 cm belt circumference, 274 cm length)	Contact UPS: Phone: +49 1806 882 663 Customer number: 6E487W
General cargo	Shipments up to 3,000 kg or 7 Euro pallets	Contact Transland Spedition GmbH: E-Mail: beschaffung.haiger@transland.de Tel.: +49 2773 9166-250
General cargo EU	Shipments up to 3,000 kg or 7 Euro pallets	Contact Transland Spedition GmbH: E-Mail: international.haiger@transland.de Tel.: +49 2773 9166-430
General cargo International	Shipments up to 3,000 kg or 7 Euro pallets	Contact Hartrodt: Sea freight: ecko.soup@hartrodt.com Tel.: +49 40 2390-1511 Air freight: airimport.dus@hartrodt.com Tel.: +49 2102 3007-98
Partial and complete deliveries	Shipments from 3,001 kg	Both national and international shipments must be requested separately and be approved by the client.
Special deliveries National/International	If the above-mentioned freight service providers cannot process the shipment acc. to the contractor's specifications (from a scheduling point of view).	The contractor must consult the client's person responsible.

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