

Delivery guideline	Logistics	
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Delivery guideline for deliveries to:

ROTHENBERGER Werkzeuge GmbH
Central Warehouse
 Industriestr. 7
 D - 65779 Kelkheim

ROTHENBERGER Werkzeuge GmbH
Production Site TEC Center
 Spessartstrasse 2-4
 D - 65779 Kelkheim

ROTHENBERGER Industrial GmbH
 Sodenerstraße 47
 D - 65779 Kelkheim

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Delivery guideline

1. Area of application / recipient of the goods

ROTHENBERGER Werkzeuge GmbH
Zentrallager 003
 Industriestr. 7
 D - 65779 Kelkheim

(Tel.) +49 (0)6195 / 99527800
 (Fax) +49(0)6195 / 800-74422

ROTHENBERGER Werkzeuge GmbH
 Standort **TEC Center**
 Spessartstrasse 2-4
 D – 65779 Kelkheim

(Tel.) +49 (0)6195 / 99527800
 (Fax) +49(0)6195 / 800-74422

ROTHENBERGER Industrial GmbH
 Sodenerstraße 47
 D - 65779 Kelkheim

(Tel.) +49 (0)6195 / 9981-0
 (Fax) +49(0)6195 / 998179-10

Hereinafter referred to as **ROTHENBERGER**.

2. Principle

An automatic pallet conveyor system and an EDP-supported warehouse administration system are used at some of the above mentioned **ROTHENBERGER** sites for an optimized warehouse management. Thus, it is mandatory to adhere to this delivery guideline (DG) in order to guarantee smooth and reliable operation of these systems.

This delivery guideline is binding for all suppliers. Suppliers who will not follow these guidelines will be noticed once. In case of further deviations from these guidelines, our additional manual labor cost in the warehouse will be invoiced to the supplier with a lump-sum of 50 Euro/delivery.

In case that the supplier is not in a position to make delivery according to this Guideline, **ROTHENBERGER** must be informed of this in writing before any delivery is made, and are subject to formal clearance by **ROTHENBERGER**'s purchase department by means of an examination on the basis of the DG. Existing informal delivery guidelines become ineffective with this guideline.

Item-related exceptions are only possible following prior coordination with **ROTHENBERGER**'s purchase department. Attention is to be paid to the DG when determining the packaging for new items.

3. Packaging

The goods are to be delivered in the packaging as determined between the supplier and **ROTHENBERGER** according to the regulations of the DG.

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All consignments handed over to a transport service provider must be packed in a transport-safe and readily accessible manner (HGB = Commercial Code, ADSP – General German Forwarding Agent Conditions). The shrink wrapping must also cover the wooden pallet.

As a matter of principle, all goods are to be delivered on undamaged loading devices. At any rate, the supplier must ensure that the goods reach their destination in an orderly condition by using appropriate loading devices, packaging and corresponding loading unit closing features.

Neutrality of the packaging

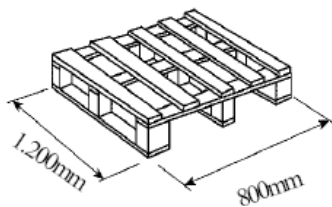
The applied packaging (bag, cardboard box, adhesive tape etc.) must be neutral, i.e. it must not allow any inference to the supplier of the goods. Supplier-specific labels/markings other than those prescribed by ROTHENBERGER, must not be applied.

3.1. Pallet consignments

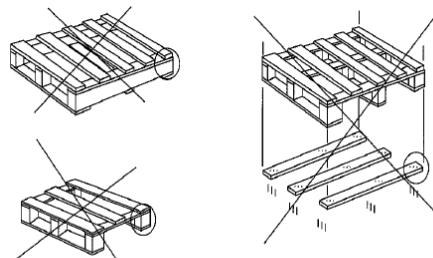
Pallets must comply with the following standards. Deviations are subject to ROTHENBERGER'S express approval. It must be possible to handle all loading units by means of floor trucks.

Dimensions: 1200 mm x width: 800 mm x height: 150 mm

RIGHT



WRONG



The general principles and criteria for the use of Euro-Pool pallets shall apply. Also comp. section 7 for non-observance of the criteria.

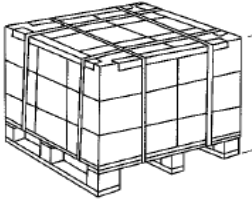
Loading units – single

In the event of a “single loading unit” (delivery on “one“ pallet), the maximum loading height must not be exceeded.

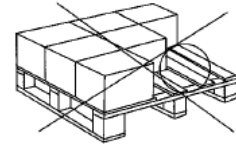
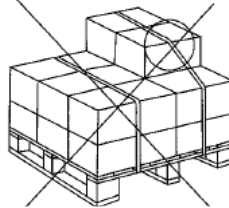
The following maximum loading heights are allowed:

Rothenberger Werkzeuge, Central Warehouse: 1.600 mm, incl. pallet
Rothenberger Werkzeuge, TEC Center: 1.050 mm, incl. pallet
Rothenberger Industrial: 1.200 mm, incl. pallet

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WRONG

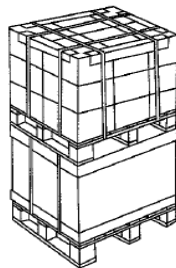
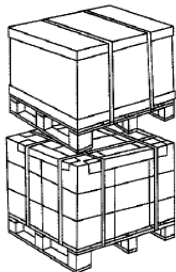


Loading units – multiple

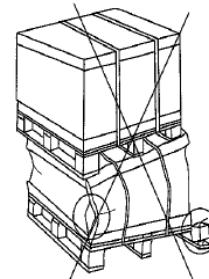
Following the use of “multiple loading units“ or combined loading units respectively, it is to be observed that each loading unit does not exceed the maximum loading height of 1,000 mm. Incomplete paperboard container layers and non-stackable loading units are unacceptable here.

Maximum allowed height of each „unit“: 1.000 mm, incl. pallet.

RIGHT



WRONG



The goods are to be stacked on the pallet in such a way that the labels (see 3.3.) can be read clearly and without difficulty from the outside.

3.2. Parcel consignments

The following guidelines for the delivery of ROTHENBERGER orders as cardboard box/ parcel consignments must be complied with as follows:

- Documents must be visible from the outside by means of delivery note pouches.
- In either case, neutral paperboard containers that are sealed by means of neutral, transparent adhesive tape, must be used.
- The adhesive tape must be applied in a straight line and must not run across labels.

- The application and content of the labels must be carried out according to paragraph 3.3.
- Parcels must not exceed a weight of 20 kg per packing piece.

3.3. Identification marking of the packing pieces and goods

Delivery notes are to be applied to a packing piece (shipping unit) using standard delivery note pouches. Inasmuch as a delivery note pouch is not used in exceptional cases, the clearly marked delivery note must be conveyed on the packing piece (shipping unit).

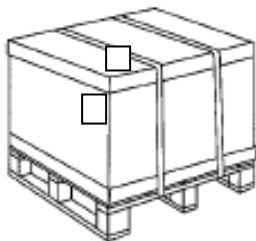
For clear identification, each pallet or shipping unit must be labelled with a contents list that displays the contents of the trading unit.

Every packing piece (when in use as inner or outer packaging) whether a cardboard box, bag, etc., must be marked by means of a goods label for clear identification of the contents.

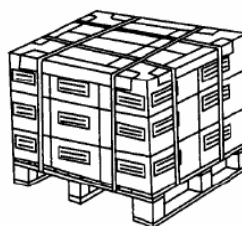
Shipping unit	Positioning	Number of labels
Pallet	one label per pallet on one wide side and on the cover	2
Cardboard box	one label per cardboard box on one wide side and one narrow side	2
Bag	one label per bag	1

RIGHT

Pallet



Cardboard boxes
(here on pallet)



Bag



The goods labels/markers are to be produced according to the ROTHENBERGER standards. Provision of the labels by ROTHENBERGER can be agreed in an individual case.

The following information must be on the label/marker:

- ROTHENBERGER item number
- ROTHENBERGER item designation
- EAN code 128

- Number of items

In the case of secondary packaging, the label/marker must be supplemented with “number of items“ information so that the number of delivered units is recognisable.

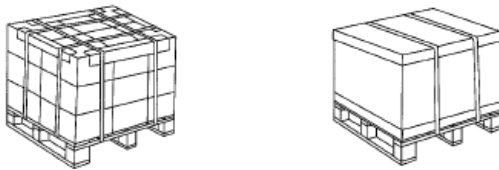
3.4. Closure of loading units and packing pieces

Bulk goods are to be filled in plastic bags and sealed. Non-bulk goods are to be closed off by means of a cardboard end cover or empty inner packages.

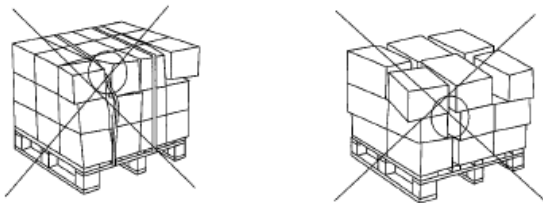
Strips of adhesive tape are to be used to close off the paperboard container and non-metallic straps used as strapping for the loading units. Steel straps and metal retaining clips are specifically not allowed.

Loading units consisting of a pallet and layers of cardboard boxes are to be strapped in two directions. Under no circumstances should the non-metallic straps cut into the cardboard box layers. Vertical and horizontal corner reinforcement must be used if necessary for the safety of the goods.

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ROTHENBERGER reserves the right to debit the supplier with appropriate handling and repacking costs in the event of non-observance of the delivery guideline and the specified packaging on the part of the supplier.

4. Documents

It is mandatory that the contact data (name and telephone number) of the client appears on the delivery documents in the case of orders that are not executed on the basis of the standard document (see 4.1.) – thus unrelated to the ROTHENBERGER order number as reference.

The documents – delivery note and packing piece list – are to be attached to the exterior of the packing piece in a delivery note pouch (also comp. 4.3.).

4.1. ROTHENBERGER order

An extract of the most important information on the order format is to be found below.

For ROTHENBERGER Werkzeuge **Central Warehouse:**



ROTHENBERGER Werkzeuge GmbH
 Industriestraße 7 · D-65779 Kelkheim
 Postfach 14 80 · D-65764 Kelkheim
 Tel: 06195/800-1 · Fax: 06195/74422
 e-Mail: INFO@ROTHENBERGER.COM
 US-IdNr. DE 18 67 08 096
 Steuernummer 040 225 736 05
 ILN-Nr. 4004625000007

ROTHENBERGER - Postfach 14 80 · D-65764 Kelkheim

Address of supplier

Always mention at Correspondence

Purchase Order
 Supplier
 Date
 Page
 Your Contact Person
 Phone
 FAX
 E-Mail

**Order-No.
Supplier-No.**

Fax-No.: +81 529142011
 Delivery Address: **Rothenberger Werkzeuge GmbH**
Zentrallager Kelkheim
Industriestr. 7
65779 Kelkheim

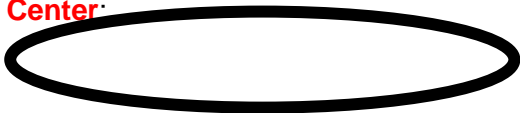
Contact data

Original

Reference Satoshi Shidara
URGENT REQUIRED !

 PLEASE SEND BY AIRFREIGHT
 ON 17-AUGUST-07 AS AGREED.

For ROTHENBERGER Werkzeuge, **TEC Center:**



ROTHENBERGER

ROTHENBERGER Werkzeuge GmbH
 Industriestraße 7 · D-65779 Kelkheim
 Postfach 14 80 · D-65764 Kelkheim
 Tel: 06195/800-1 · Fax: 06195/74422
 e-Mail: INFO@ROTHENBERGER.COM
 USt-IdNr. DE 18 87 08 096
 Steuernummer 043 225 736 06
 ILN-Nr. 400462500007

Address of
Supplier

Bei Schriftwechsel immer angeben

Bestellung

Lieferant
 Datum
 Seite
 Ihr Gesprächspartner
 Telefon
 FAX
 E-Mail

Details of Order

1

Fax-Nr.:
 Lieferadresse **Rothenberger Werkzeuge GmbH**
 Spessartstraße 2-4
 65779 Kelkheim-Fischbach

Contact Data
at Rothenberger

Original

Referenz

Pos	Artikel	Menge	Einheit	Preis	EUR	Wert / Pos	EUR	WE-Datum
1	B00127	10,00	Stk	pcs				
	Lieferanten Artikel-Nr.							
	DNMG 150604-FH/JE6005							
	Zolltarif-Nr. 00000000							

For **ROTHENBERGER Industrial:**



ROTHENBERGER Industrial GmbH

Sodener Straße 47 · D-65779 Kelkheim
 Tel: 06195/9981-0 · Fax: 06195/9981-7910
 e-Mail: INFO-DIY@ROTHENBERGER.COM
 USt-IdNr. DE 25 15 27 626
 Steuernummer 043 225 736 06
 ILN-Nr. 4048819000008

ROTHENBERGER Industrial · Sodener Straße 47 · D-65779 Kelkheim

Address of Supplier

Bei Schriftwechsel immer angeben

Bestellung

Lieferant
 Datum
 Seite
 Ihr Gesprächspartner
 Telefon
 FAX
 E-Mail

Details of Order

1

Fax-Nr.: +49 6181/1091-158
 Lieferadresse **ROTHENBERGER Industrial GmbH**
 Sodener Strasse 47
 65779 Kelkheim-Fischbach

Contact Data of
Rothenberger

Original

Referenz

Pos	Artikel	Menge	Einheit	Preis	EUR	Wert / Pos	EUR	WE-Datum
1	093408	630,00	Stk	p3				11.11.2009
	Faltkarton nach FEFCO 0201 mit Handgrifföffnung nicht ausgebrochen Format: 386x286x377mm innen							

4.2. Delivery note

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A complete delivery note must accompany every delivery. The delivery note must contain the following details:

- Shipper
- ROTHENBERGER supplier number
- Recipient
- ROTHENBERGER order number (that must be clearly identified as such)
- ROTHENBERGER item number and designation
- Quantity
- Weight
- Number of the packing pieces/ loading devices

- The contact at ROTHENBERGER (name and telephone number) must be stated in the event of non-standardised calls/orders.

4.3. Packing list

Each packing piece must be accompanied by a contents list with the following details:

- Recipient
- ROTHENBERGER order number
- ROTHENBERGER item number and designation
- Quantity
- Weight per delivery item
- Number of the packing piece (e.g. packing piece 1 of 1, packing piece 2 of 4, etc.).
- Type of packing piece (Euro pallet, cardboard box., etc.)

5. Delivery

As a rule, delivery is to be made in unmixed trading units.

In the event that complete loading units cannot be formed due to small order sizes, units with different material numbers can be prepackaged as a mixed trading unit. The pre-requisite for this is that the individual packagings are summarised per material number according to the layers and identified separately.

In addition, every collective loading unit is to be identified as a mixed trading unit by using a "MIX" label.

Subsequent and partial deliveries

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Deliveries (subsequent deliveries) that refer to orders that have already been supplied in part, must not be mixed with current orders and must be packed and documented separately (according to 4.2. and 4.3.)

6. Transport

6.1. Times for acceptance of goods

The incoming goods departments are manned as follows:

ROTHENBERGER Werkzeuge, **Central Warehouse**: **Monday to Friday: 7 a.m. – 6 p.m.**

ROTHENBERGER Werkzeuge, **TEC Center**: **Mon. to Fri.: 6.30 a.m. – 3.30 p.m.**

ROTHENBERGER **Industrial**: **Mon. to Fri.: 7.15 a.m. – 4 p.m.**

Regular delivery should be made so that the vehicle can be unloaded in full within the stated time period.

The objective target is to arrange fixed delivery times with the supplier.

In exceptional cases delivery can also be made outside of this time period – inasmuch as this has been agreed previously in writing with ROTHENBERGER.

6.2. Transport damage

The supplier must ensure that the goods reach the point of delivery in a proper condition. Acceptance will be refused of any goods delivered in a damaged condition and be for the supplier's account. In this connection attention is drawn to the fact that acceptance can also be refused of any undamaged goods belonging to the delivery.

7. Acceptance of the goods

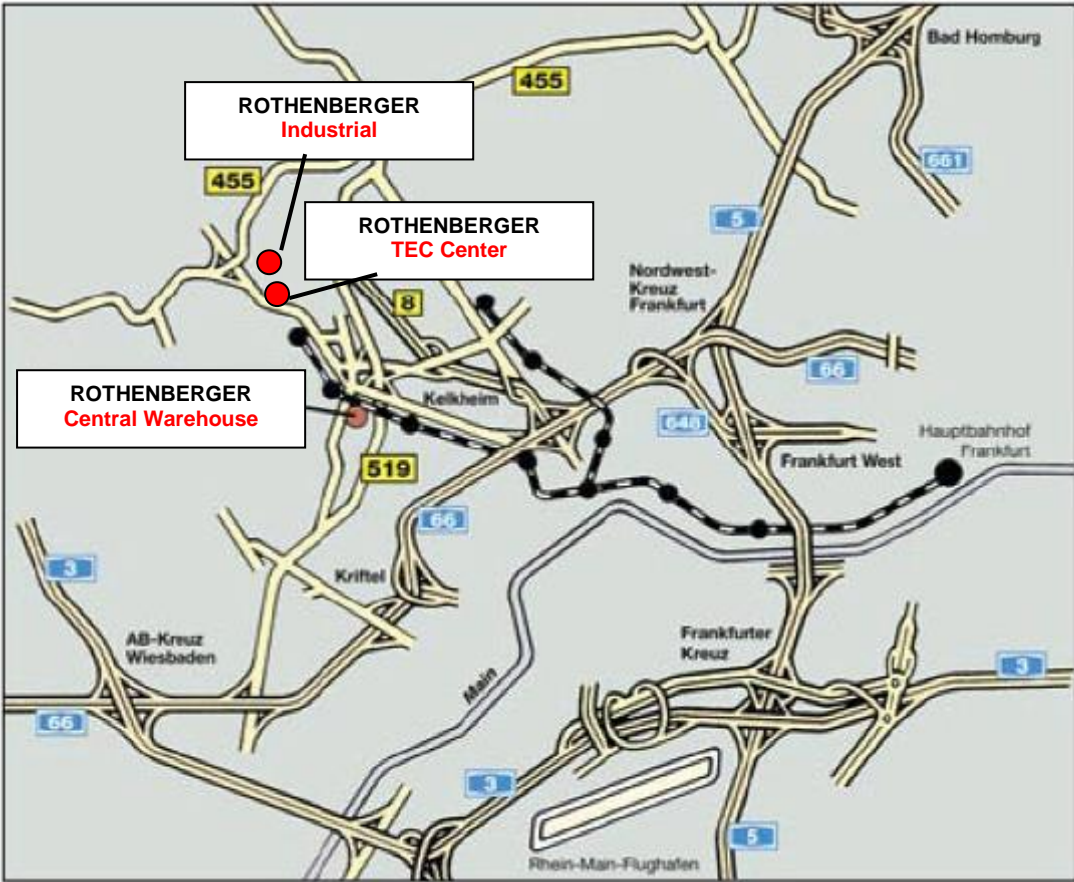
The receiving centre of ROTHENBERGER Werkzeuge GmbH will confirm the quantity and type of accepted packing pieces (= shipping units) upon acceptance. It will not, however, confirm the content, value or weight.

Furthermore, acceptance of loading devices will be documented. Loading devices that are not commensurate with the criteria stated in section 3 will not be exchanged and acceptance refused as a consequence.

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8. Miscellaneous

Easy to reach **ROTHENBERGER Central Warehouse / TEC / Industrial**



Attachment no. 1 – Inspection plan

No.	Criteria for inspection	Inspection routine	Standard
A. Packaging			
A1	Undamaged loading devices (Euro pallets)	100%	DG
A2	Maximum loading height adhered to		
A3	No damaged or contaminated packaging		
A4	Labels applied correctly to pallets		
A5	Parcel consignments / packing pieces have correct labels, i.e. can be read clearly and without difficulty from the outside in the case of stacked goods		
A6	Neutrality of the packaging		
B. Documents			
B1	Delivery note available (RO order number visible)	100%	DG
B2	Packing piece contents list available		
B3	Label according to DG		
C. Delivery			
C1	Unmixed trading units	100%	DG
C2	Separation of subsequent and partial deliveries		