

# **HORIBA Europe GmbH**

## **Delivery and shipment instructions**

As per: 01.01.2020

### **Preamble:**

As a global company, HORIBA Europe GmbH is obligated to comply with the applicable laws and regulations. The regulations below function as the basis for our suppliers and logistics partners for guaranteeing correct packaging, labeling and delivery. The regulations below are based on normal demands between cargo and transport.

### **1. Notification of Delivery of Goods by the Supplier**

In order to facilitate a smooth reception of goods, a notification of special order items (see Section 3.1. b Special Items) by the supplier is necessary.

#### **a. Registration of the delivery with the relevant purchaser**

The purchaser specified in the order must be informed via e-mail or telephone 24 hours before the planned delivery. This requirement only applies to special products as set out in 3.1.b.

#### **b. Registration of the delivery upon receipt of the incoming goods**

The relevant Incoming Goods office must be informed via e-mail 24 hours before the planned delivery. This requirement only applies to special products as set out in 3.1.b.

#### **E-mail to:**

Darmstadt: wareneingang.he@horiba.com

Oberursel: wareneingang.ou@horiba.com

Leichlingen: michael.braun@horiba.com

Notification by the supplier must be separate from the registration of physical delivery by the carrier (see Item 2).

### **2. Notification and Delivery by the Carrier**

#### **2.1 Delivery addresses for the goods**

HORIBA GmbH  
Incoming Goods  
Landwehrstraße 55  
**64293 Darmstadt**

HORIBA Europe GmbH  
Incoming goods  
Hans-Mess-Straße 6  
**61440 Oberursel**

HORIBA Europe GmbH  
Julius-Kronenberg-Str.9  
**42799 Leichlingen**

HORIBA Europe GmbH organizacni slozka  
Zeleznicni 512/7  
**772 00 Olomouc - Chvalkovice**  
Czech Republic

## 2.2 Regular delivery times

The goods are accepted exclusively

For the **Darmstadt** site:

Mo-Thu: 7:30 a.m. until 12:30 p.m. and 1:15 p.m. until 3:30 p.m.  
Fr.: 7:30 a.m. until 12:30 p.m. and 1:15 p.m. until 2 p.m.

For the **Oberursel** site:

Mo-Thu: 7:30 a.m. until 12 p.m. and 12:45 p.m. until 3:30 p.m.  
Fr.: 7:30 a.m. until 12 p.m. and 12:45 p.m. until 2 p.m.

For the **Leichlingen** site:

Mo-Thu: 7:30 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m.  
Fr: 7:30 a.m.-12:00 p.m. and 1:00 p.m.-3:00 p.m.

For the **Olomouc** site

Mo – Fr 6:00 a.m.-12:00 p.m. and 12:30 p.m.-2:20 p.m.

## 2.3 Notification of Delivery by the Carrier

Registration of special deliveries (see 3.1 b. Special Items) is prescribed.  
Registration must take place by the carrier at least 24 hours before delivery.

### The carrier must register the delivery via e-mail

Darmstadt: wareneingang.he@horiba.com  
Oberursel: wareneingang.ou@horiba.com  
Leichlingen: michael.braun@horiba.com

**Please note:** Assignment of the carrier does not replace the need for separate notification of the shipment by the supplier, see Item 1.  
Assignment of the final unloading site will be made by the HORIBA staff to the transporter on site following entry into the company premises. Instructions by HORIBA staff on the company premises must be obeyed.

## 2.4 Delivery vehicles

Advance notice is required in the case of delivery via jumbo trucks or megatrailers.

Delivery is to be made with vehicles complying with exhaust standard Euro 5 (or more recent).

## 2.5 Delivery dates

The delivery or provision dates specified by HORIBA in the order must be complied with. Where compliance therewith is not possible by the supplier, the HORIBA purchaser specified in the order must be informed immediately and a new delivery or provision deadline must be agreed upon.

Where no delivery date is specified in the order the order is to be sent immediately and a corresponding notification is to be made.

## 3. Delivery and Packaging

### 3.1 General delivery requirements

#### a. Requirements for the items

- Every item must have a scannable EAN/ISBN barcode of the HORIBA material number. This barcode must be clear for each product. The barcode must be displayed in numeric characters beneath the barcode.
- Every item must also be identifiable through corresponding description of the item in the accompanying papers.
- The corresponding manufacturing drawing is to be attached to every item manufactured in accordance with the HORIBA manufacturing drawing/the corresponding inspection record is to be attached.
- Every item must be packaged in such a way that the risk of injury by the item or its packaging is excluded.
- The delivery of hazardous items which were not explicitly ordered is not permitted unless the purchasing department of HORIBA has been informed. The safety data sheet must be attached and there must be a packaging label.
- Resource-efficient/recyclable packaging is to be enforced.
- Rusting materials should be delivered in the corresponding foil or in packaging treated with antioxidation agents.

#### b. Special items

Special items require compliance with special standards of delivery:

- Switch cabinets or devices are to be prepared with the corresponding stop option for unloading via crane and need to be registered in advance.
- Shipments with more than 5 pallets need to be registered in advance.
- Bulky freight shipments must be registered in advance and are to be delivered by 12:00 p.m.

#### c. General securing during shipping and packaging

In order to ensure a safe and smooth processing of the delivered goods the following requirements must be complied with:

- The goods must be packed to ensure safety against damage during transport. In particular in the case of fragile items, damage-free delivery and safe handling during storage must be ensured by use of appropriate packaging.
- Cardboard packaging, packages and pallet containers must not bend in any direction.
- Hollow spaces in transport packaging must be filled. Material to be used for filling is crumpled paper, pneumatic bolsters or bubble wrap. Under no circumstances may Styrofoam or shredded paper be used. Filling materials must be disposable in an environmentally-friendly way.
- Stretch foils may only be made of polyethylene (PE)
- Cardboard packaging must be recyclable (with the imprint "RESY" or similar).

#### d. Shipments and packaging units

- All packaging units/pallets of a shipment are to be sent via the same mode of transport.
- All samples of an item in the shipment are to be condensed into a single packaging unit where possible.
- Packaging units which belong together must be labeled as such.
- A shipment can consist of several orders so long as the order numbers are specified on the delivery note.

### **3.2 Delivery on pallet (Palettizing)**

Wherever possible, the goods are to be palletized:

- The palletizability of the goods must be guaranteed by use of appropriate external packaging
- All samples of an item are to be bundled in layers or blocks per pallet.  
Any incomplete pallets are to be placed on the upper layer and to be labeled as “homogenous”.

#### **Pallet dimensions**

Compliance with the following requirements is mandatory:

- The maximum permitted pallet height for delivery (goods and pallet) is 1,200 mm.  
Any higher pallets are to be announced in advance.
- A maximum total pallet weight (goods and pallet) of 1,000 kg must not be exceeded.
- Pallets may not be overpacked anywhere and may not protrude on either side.

#### **Used Pallets, pallet quality and pallet exchange**

We accept and exchange the following pallets:

- Delivery may only be made on Euro pallets. EPAL or UIC certification is accepted.
- The pallet dimensions must be 1,200 mm (length) x 800 mm (width).
- The pallets must be usable in accordance with quality standard UIC 435-2.
- In case of a pallet exchange the corresponding number will be returned in usable quality.  
Where the corresponding number of empty pallets is not available, they will be returned within an adequate time period (quarter) and balanced via a pallet account.
- Euro pallets that can no longer be used (rotten, missing components, breakage, visible nails, contamination which can be handed over to loaded goods) cannot be exchanged.

#### **Securing of pallets**

Pallet goods must be protected against slipping or falling:

- The goods must be fixed to the cargo carrier (pallet) in such a way that they cannot slip.
- This is to be secured using stretch foil. Further securing by strapping must be checked in each individual case.
- Depending on the cardboard packaging size of the pallet (pallet holder/pallet container) plastic straps are to be used. Covering with foil is not necessary in this case.
- Metal bands are not permitted for strapping.
- The edges are to be protected separately if possible.
- Other ways of securing for transport must be coordinated and agreed on beforehand.

#### **Stacking of pallets**

The stacking of pallets is desirable if the following criteria are met:

- The bottom pallet must be packed in such a way that secure stacking is possible.
- Damage to the goods must be excluded. Use of a wooden cover is advisable.

### **3.3 Delivery of returnable containers**

- Use of returnable containers is generally possible but requires prior coordination and agreement.

### **3.4 Delivery as package**

- Individual packaging units may not exceed a total weight of 31.5 kg.
- Packaging units may not protrude on any side.
- The maximum dimensions of the packaging units should not exceed 600 x400 x 300mm (length x width x height) except in the case of bulky goods.

## 4. Address Label and Accompanying Papers

### 4.1 Address label

An address label must be fixed to every delivered packaging unit and every pallet

The following information must be included:

- Sender
- Recipient (possibly with additional text from the order)
- Shipment number
- Packaging number and packaging quantity
- NVE (Number of the shipment unit) and SSCC barcode in the format EAN-128, where agreed

#### Specifics for pallets:

- An address label must be fixed on a long side and a broadside of a pallet so that it is clearly visible at all times, including during stacking.
- The strap of external packaging must not cover up the address label.

### 4.2 Delivery Note

- All shipments must include a delivery note.
- This delivery note must include the following minimum information:
  - Sender
  - Recipient (using the addressing instructions specified in these instructions)
  - Order number (s) scannable EAN/ISBN barcode
  - Order date
  - Exact number of units, boxes and pallets delivered
  - HORIBA material number
  - Item designation
- Delivery notes must be easily accessible on the outer side of a pallet or package.  
Use of a waterproof envelope is advisable in this case.
- An invoice may be attached to the shipment. However, for the settlement of payments, invoices must be sent separately to the address specified under Item 10.
- Conditions must not be specified on the delivery note.
- Should a shipment consist of several packaging units a delivery note is to be attached to all packaging units. Alternatively, a packaging slip can be used which only contains information on the respective packaging unit.

## 5. Shipping Expenses

Delivery must be door delivery or in accordance with the agreement.

## 6. Customs Duty

All international shipments must be delivered duty paid. Customs clearance is to be taken care of by the shipping agent. Registration and customs instructions via the following e-mail address:

Darmstadt/Neuhausen: [shipping-darmstadt.he@horiba.com](mailto:shipping-darmstadt.he@horiba.com)

Oberursel/Leichlingen: [he-shipping-oberursel@horiba.com](mailto:he-shipping-oberursel@horiba.com)

## 7. Checking of Shipments in Incoming Goods

The delivered shipments were accepted subject to reservations and delivered goods will only be checked externally for damage and proper delivery. The carrier must confirm any external damage of the shipments in the bill of lading.

Otherwise, the driver will only be given a receipt for the number of packaging units delivered (packages, pallets, etc.)

The inspection of the quantity and title will be carried out later on the basis of the delivery note and order.

Damaged or wrongly delivered items will not be accepted. They will be delivered back at the supplier's expense; the supplier may be charged a processing fee.

## 8. Contact Partners

If you have any questions regarding the topics of these delivery and shipping instructions, please send an e-mail to [bardo.schmitt@horiba.com](mailto:bardo.schmitt@horiba.com)

## 9. Documentation

All documentation must accord with the specifications laid down in the German Product Safety Act, ProdSG, and the DIN EN ISO 82079 "Creation of Instructions for Use". The documentation is to be sent in English and German in pdf form : For deliveries to Darmstadt (DE) to

[SuppliersDOK.he@horiba.com](mailto:SuppliersDOK.he@horiba.com) and for deliveries to Olomouc (CZ) to [certificates-cz.he@horiba.com](mailto:certificates-cz.he@horiba.com)

The following information is to be stated in the subject line of this Email: Name of supplier / Purchase Order number / WBS Element or Project number (if available) and the designation of the supplied part. In addition, please send your documentation as stated in the respective purchase order (e.g. in paper form or in other language(s)).

## 10. Invoice

The invoice must be sent separately from the goods as a system-generated pdf file to the following e-mail address: [accounts\\_payable.he@horiba.com](mailto:accounts_payable.he@horiba.com). Please be advised that only one invoice can be handled per e-mail.

Invoices attached to the shipment as accompanying papers will not be forwarded by HORIBA staff to the above e-mail address and consequently there will be no payment order.

For invoices referring to deliveries to **Olomouc Branch**:

Please state the Czech Branch as recipient of the goods/services in your invoices. Please use VAT registr. no. CZ682982683

## Annexes

Annex 1: Addressing and delivery addresses

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## 1 Delivery addresses for shipments

HORIBA Europe GmbH  
Incoming Goods  
Landwehrstraße 55  
**64293 Darmstadt**

HORIBA Europe GmbH  
Incoming Goods  
Hans-Mess-Straße 6  
**61440 Oberursel**

HORIBA Europe GmbH  
Julius-Kronenberg-Str.9  
**42799 Leichlingen**

HORIBA Europe GmbH organizacni slozka  
Zeleznicni 512/7  
**772 00 Olomouc - Chvalkovice**  
Czech Republic

## 2 Invoice address:

HORIBA Europe GmbH  
Main office Incoming Invoices  
Hans-Mess-Str. 6  
61440 Oberursel  
Mail: [accounts\\_payable.he@horiba.com](mailto:accounts_payable.he@horiba.com)

## 3 Correspondence:

HORIBA Europe GmbH  
<Department and recipient>  
Landwehrstraße 55  
64293 Darmstadt