

As of January 2018

# LOGISTICS POLICY

TENTE-ROLLEN GmbH, D-Wermelskirchen, Werk 1

TENTE-ROLLEN GmbH, D-Bönen, Werk 2

TENTE-ROLLEN GmbH, D-Remscheid, Werk 4

TENTE Ltd., IRL-Ballymote, Sligo

Tente Polyurethane Parts S.A., F-Chevagny Les Chevrieres

## TABLE OF CONTENTS

<b>Introduction .....</b>	<b>3</b>
<b>1 Marking .....</b>	<b>4</b>
1.1 Shipping Note.....	4
1.2 Packing List.....	4
1.3 Labeling of Transport & Packing Units .....	4
<b>2 Packaging .....</b>	<b>5</b>
2.1 General.....	6
2.2 Shipment In Container (Sea Freight) .....	6
2.3 Shipment by Truck.....	7
2.3.1 Skeleton Containers .....	7
2.3.2 Euro-pallets.....	7
2.3.3 One-Way Pallets.....	8
2.3.4 Small Load Carriers (KLT).....	8
2.3.5 Containers For Balls .....	9
2.3.6 Coil .....	9
2.3.7 Bars & Pipes .....	9
2.4 Delivery in TENTE Packaging .....	10
<b>3 Types Of Loading Equipment.....</b>	<b>11</b>
<b>4 Delivery .....</b>	<b>12</b>
<b>5 Place Of Delivery .....</b>	<b>13</b>

## INTRODUCTION

The Logistics Policy applies irrespective of other delivery conditions and is an integral part of the agreement unless otherwise agreed in an individual case. Upon non-observance of this Logistics Policy, the supplier can be charged with accrued additional costs and / or be held liable for losses of any kind.

For the storage of supplied articles, TENTE uses computer-controlled automatic transportation means and warehouses controlled correspondingly. In order to ensure proper handling in incoming goods department, transport and warehousing as well as traceability, several conditions regarding packaging and identification of supplied goods as well as use of loading equipment are to be observed by suppliers.

For economic and ecological reasons, reduction of packaging material is to be strived for.

This policy describes requirements of incoming goods and packaging regarding quality, ecology, economy and labor protection. It is to be observed in development, design and planning of packaging.

The responsibility for packaging, which is suitable for transport and which ensures delivery to the place of consumption without being damaged is up to the supplier.

Deviations from this Logistics Policy require the written consent of TENTE.

Incoming shipments are checked in TENTE's logistics department for compliance with the Logistics Policy.

# 1 MARKING

## 1.1 Shipping Note

Each incoming shipment shall include a shipping note showing the following data:

- Shipping note number
- Data of sender
- TENTE part number (8- or 10-digit)
- TENTE purchase order number
- (Short) Description of product
- TENTE drawing number
- Quantity
- Number and type of loading equipment used

## 1.2 Packing List

Larger shipments with more than three items are to be accompanied by a packing list showing the following data:

- Pallet identification number
- Content of each individual pallet
- TENTE purchase order number
- TENTE part number (8- or 10-digit)
- Quantity per pallet

## 1.3 Labeling of Transport & Packing Units

Each shipping / packing unit is to be marked as follows:

- Pallet identification number
- TENTE part number (8- or 10-digit)
- (Short) Description of product
- Quantity per shipping / packing unit

## 2 PACKAGING

In general, each packaging shall correspond to the goods to be transported and the conditions encountered during transport. **Packaging is to be selected considering economical and ecological aspects of recyclability and / or re-usability.**

The supplier ensures that the cumulated limit value of 100 milligram per kilogram for heavy metals such as lead, cadmium, mercury and chromium IV in packaging and packaging components according to the Packaging Directive of August 21, 1998 (BMU – German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety) (as amended) is observed.



Wood used for manufacturing pallets is to be finished using a method approved according to the IPPC standard and complying with the guideline ISPM No. 15 (GUIDELINES FOR REGULATING WOOD PACKAGING MATERIAL IN INTERNATIONAL TRADE) and this is to be evidenced on the packaging by marking according to the regulations.

**The use of wooden pallets according to IPPC standard must be indicated on the bill of lading.**

**The fumigation of containers will not be accepted because of health hazards of our employees.**

**If in case of one-way packaging, the disposal costs have already been paid by the supplier, this is to be indicated in any case.**

Goods which are sensitive to fracture are to be marked clearly with the customary symbols.

In general, only one TENTE part number is to be packed per shipping unit. If this is not reasonable for reasons of cost and / or volume, sorting by TENTE part number in separate packing units is to be effected on the shipping unit and the shipping unit is to be marked as mixed pallet.

In principle, defective loading equipment is not accepted or exchanged. The supplier is charged with additional costs incurred by repacking and disposal of one-way packaging resulting from non-observance of this Logistics Policy.

## 2.1 General

<b>Weight</b>	Maximum weight per shipping unit:	<b>900 kg</b>
	Maximum weight per individual cardboard box:	<b>12.5 – 15 kg</b>
<b>Cardboard boxes</b>	Small cardboard boxes must <u>not</u> be strapped individually. Only rounded quantities are to be filled in.	
<b>Contours</b>	Weight cards and / or vouchers attached to the shipping unit loosely for identification of the goods are not allowed, as they cause failures of the automatic transport and storage systems.	
<b>Cargo securing</b>	The entire pallet is to be strapped. To avoid denting or damaging of cardboard boxes, use of edge protection is recommended.	



## 2.2 Shipment In Container (Sea Freight)

The supplier is responsible for the compliance of seaworthy packaging used by it with the legal requirements of the country of destination.

<b>Dimensions</b>	Maximum size per shipping unit:	<b>1,200 x 800 mm</b>
<b>Pallets</b>	Wooden throwaway pallets, flat steel pallets or wooden crates can be used if appropriate stability is given. General-purpose pallets are to be used. Recommendation for optimum container utilization: <b>1,150 x 750 x 750 mm</b>	
<b>Packing height</b>	Maximum packing height incl. pallet:	<b>820 mm</b>
	This height must not be exceeded as the pallet will be placed on another loading device for storage purposes. Strapped goods or goods in shrinking foil on flat pallets are to be secured in a way that the foil does not cover the pallet. Knots or foil ends have to be wrapped up or fit tightly.	

## 2.3 Shipment by Truck

### 2.3.1 Skeleton Containers

<b>Dimensions</b>	Maximum size:	<b>1,240 x 835 x 970 mm</b>
<b>Exchange</b>	<p>The quality of DB skeleton containers used shall be in accordance with the standards of EPAL (<a href="http://www.epal-pallets.de/de/produkte/gitter-boxen.php">http://www.epal-pallets.de/de/produkte/gitter-boxen.php</a>). DB skeleton containers used shall comply with DIN 15155 and UIC 435-3. Skeleton containers are to be repaired according to the standard UIC 435-4.</p> <p>If possible, skeleton containers are exchanged. TENTE expressly reserves the right not to handover a shipment to the carrier, if empty skeleton containers have not been supplied before. Defective DB skeleton containers are not accepted and exchanged.</p>	
<b>Filling height</b>	When using skeleton containers, the fill goods must not protrude from the upper edge of the pallet and the sidewalls.	
<b>Protection of goods</b>	To protect against personal injury and damage of the goods, the supplier undertakes to line each skeleton container with cardboard.	

### 2.3.2 Euro-Pallets

When delivered on Euro-pallets, the goods must not protrude from the pallet.

<b>Dimensions</b>	Maximum size:	<b>1,200 x 800 mm</b>
<b>Packing height</b>	Maximum packing height incl. pallet:	<b>980 mm</b>
<b>Exchange</b>	<p>For organizational reasons, no credit notes for pallets are given; in general, they are exchanged upon delivery. The quality of Euro-pallets used shall be in accordance with the standards of EPAL (<a href="http://www.epal-pallets.org">www.epal-pallets.org</a>). Euro-pallets used shall comply with standards DIN EN 13698-1 and UIC 435-2. Euro-pallets are to be repaired according to standard UIC 435-4. Defective Euro-pallets are not accepted and exchanged.</p>	



### 2.3.3 One-Way Pallets

When delivered on one-way pallets, the goods must not protrude from the pallet.

**Dimensions** Maximum size: **1,200 x 800 mm**

**Packing height** Maximum packing height incl. pallet: **820 mm**

This height must not be exceeded as the pallet will be placed on another loading device for storage purposes. Strapped goods or goods in shrinking foil on flat pallets are to be secured in a way that the foil does not cover the pallet. Knots or foil ends have to be wrapped up or fit tightly.

### 2.3.4 Small Load Carriers (KLT)

For the purpose of assembly-compatible handling, small load carriers (KLT) are also used. TENTE provides small load carriers in six different sizes:

KLT6428                      RL-KLT6280

KLT4314                      RL-KLT4147

KLT3214                      RL-KLT3147

**Small load carriers must always be delivered on Euro-pallets.**

**Dimensions** Maximum pallet size incl. KLT: **1,200 x 800 x 980 mm**

**Cargo Securing** For being transported the small load carriers are to be secured on the Euro-pallet either with strap or with a safety cover. The following maximum layers per pallet are to be observed for reasons of stability:

KLT6428, RL-KLT6280	Max. 3 layers with 4 small load carriers each
KLT4314, RL-KLT4147	Max. 6 layers with 8 small load carriers each
KLT3214, RL-KLT3147	Max. 3 layers with 16 small load carriers each

**Container quantity** The prescribed container designs and quantities per TENTE part number are to be observed. There must only be one container each with the residual quantity per TENTE part number.





### 2.3.5 Containers For Balls

Balls of different sizes are to be supplied in special containers. To avoid impurities each container is strapped by the supplier.

<b>Dimensions</b>	Maximum container sizes:	<b>700 x 800 x 700 mm</b>
<b>Cargo securing</b>	The ball containers must not be stacked on the truck. Otherwise, maximum 3-fold stacking is possible for unfilled containers.	



### 2.3.6 Coil

Coils are delivered on wooden pallets or squared timbers in a lying position.

<b>Dimensions</b>	Minimum inner diameter:	<b>508 mm</b>
	Maximum outer diameter:	<b>1,400 mm</b>
<b>Weight</b>	Maximum weight:	<b>3,000 kg</b>
<b>Cargo securing</b>	The coils are to be delivered without intermediate layers of paper and foil. The coils are to be strapped at least three times around the circumference. Furthermore, ring and pallet are to be strapped.	



### 2.3.7 Bars & Pipes

Bars and pipes are to be bundled. Bars are to be chamfered on both sides.

<b>Dimensions</b>	Maximum bundle outer diameter (pipes):	<b>450 mm</b>
	Maximum bundle outer diameter (bars):	<b>280 mm</b>
	Length:	<b>2,800 – 3,200 mm</b>
<b>Weight</b>	Maximum weight:	<b>1,050 kg</b>
<b>Cargo securing</b>	The bundles are to be strapped several times.	

**Truck**

The delivery is only possible with motor vehicle and hanger (maximum height 3.70 m, maximum length 8.00 m). Approaching the raked ramp is not possible for road semi-trailer.

**The unloading of bars and pipes is only possible by crane.**



## 2.4 Delivery in TENTE Packaging

It is also possible to obtain standardized packaging from TENTE against fee.

**Dimensions**

TENTE uses three different sizes of throwaway cardboard boxes:

**T1** 1,050 x 800 x 650 mm incl. wooden pallet

**T2** 1,200 x 800 x 650 mm incl. wooden pallet

**T3** 1,200 x 800 x 870 mm incl. wooden pallet

Furthermore, two smaller cardboard boxes are used:

**L1** 240 x 220 x 180 mm

**L2** 460 x 230 x 190 mm

**Description**

The throwaway cardboard boxes are made of 3-layer corrugated board and can be reinforced by an inner reinforcing ring, if required. The throwaway cardboard boxes / pallets can be stacked. Type T1 is used for container shipments and is to be lined with an anti-corrosive cover for this reason.



### 3 TYPES OF LOADING EQUIPMENT

The following types of loading equipment can be used for shipments to TENTE Wermelskirchen. The types used together with the following description and the delivered quantity are to be marked on the shipping note.

TENTE container (B1)	1,030 x 945 x 655 mm
Skeleton container (GB)	1,240 x 835 x 970 mm
Throwaway cardboard box T1	1,050 x 800 x 650 mm
Throwaway cardboard box T2	1,200 x 800 x 650 mm
Throwaway cardboard box T3	1,050 x 800 x 650 mm
Euro-pallet (EU)	1,200 x 800 x 100 mm
KLT 6428 (K5)	600 x 400 x 280 mm
KLT 4314 (K2)	400 x 300 x 140 mm
KLT 3214 (K1)	300 x 200 x 140 mm
RL-KLT 6280 (K5)	600 x 400 x 280 mm
RL-KLT 4147 (K2)	400 x 300 x 140 mm
RL-KLT 3147 (K1)	300 x 200 x 140 mm

For organizational reasons, the classical KLT and RL-KLT are not differentiated. Sorting and / or correctly sorted shipment is thus not possible.

## 4 DELIVERY

The place of unloading is indicated in the purchase order and is to be forwarded by the supplier to the respective carrier.

### **Types of vehicles**

The ramps in the incoming goods department can only be approached backwards, they feature loading bridges with a width of 2,000 mm and allow a loading area height of 1,000 to 1,400 mm.

The vehicles are to be selected according to these conditions.

### **Truck loading**

Upon delivery of goods it is not allowed to place foreign goods on the loading area in front of the TENTE goods which are to be unloaded before being able to unload the TENTE goods.

Vehicles loaded that way are rejected normally. If incorrectly loaded vehicles have to be reloaded and the foreign goods are damaged or destroyed in doing so, TENTE is only liable for damages caused by intent.

### **Safety**

The supplying vehicles have to be roadworthy according to the applicable legal provisions and be suitable for the intended use.

Cargo securing options must be available according to the intended use and comply with VDI 2700 et seq.

## 5 PLACE OF DELIVERY

**Address** TENTE-ROLLEN GmbH  
Herrlinghausen 75  
42929 Wermelskirchen

<b>Places of unloading</b>	Shipping center (VZ)	<b>Phone +49 (0) 2196 99-261</b>
	Incoming goods dept. (WE)	<b>Phone +49 (0) 2196 99-214</b>
	Incoming goods dept. basic production (WG)	<b>Phone +49 (0) 2196 99-220</b>

**Loading times** Monday to Friday 6 am to 2 pm.

The corresponding place of unloading is indicated in the purchase order. Deviating addresses are to be observed, if applicable.





BETTER MOBILITY. BETTER LIFE.

**Address**

TENTE-ROLLEN GmbH, Werk 2

Robert-Bosch-Str. 7  
59199 Bönen

**Places of unloading**

Incoming goods dept., Shipping center

**Phone +49 (0) 2383/9532-10**



**Address** TENTE-ROLLEN GmbH, Werk 4

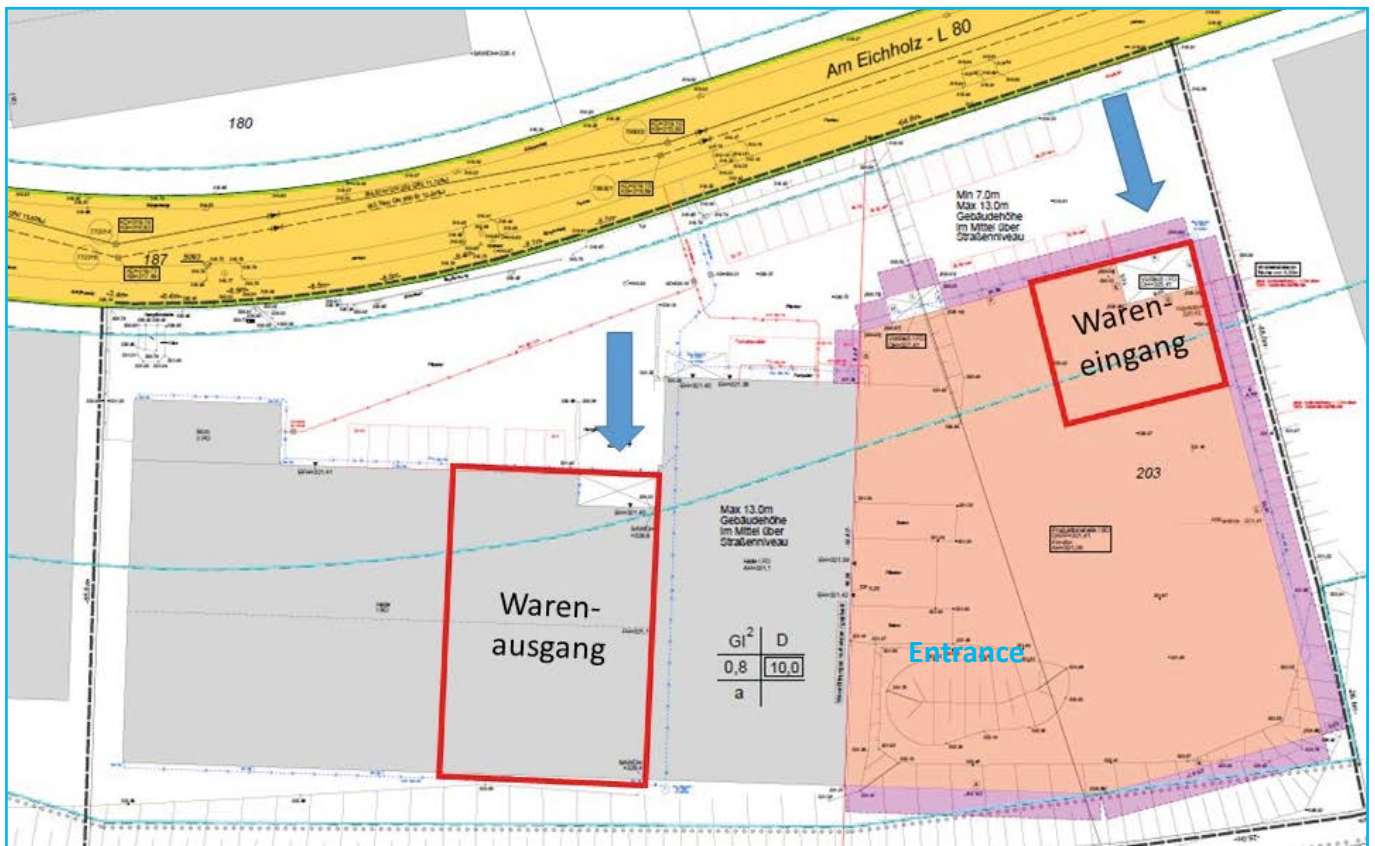
Am Eichholz 22  
42897 Remscheid

**Places of unloading**

Incoming goods dept.,  
Shipping center

**Phone +49 (0) 2191 4230-610**

**Phone +49 (0) 2191 4230-620**





BETTER MOBILITY. BETTER LIFE.

**Address**

TENTE POLYURETHANE PARTS.

1103 Route de charnay les Mâcon  
71960 Chevagny les chevrières - France

**Places of unloading**

Incoming goods dept., Shipping center

**Phone +33 (0) 385230094**







BETTER MOBILITY. BETTER LIFE.

**Address**

TENTE LTD.

Ballymote Co. Sligo, F56 VK80 Ireland  
F56 VK80 Ireland

**Places of unloading**

Incoming goods dept., Shipping center

**Phone +353 (0) 71/9189155**

