

Delivery conditions

of

PORTICA GmbH Marketing Support, Von-Galen-Str.35, 47906 Kempen,

Hereinafter referred to as "*PORTICA*"

District Court Krefeld, HRB 8978, Managing Director Tobias te Neues.

1. Acceptance of the goods

- 1.1. Deliveries will be made to the premises of *PORTICA GmbH*, Kempen, with duty and tax paid.
- 1.2. The goods receiving department is open
 - Monday to Thursday 8:15 am – 12:45 pm and 1:15 pm – 4 pm,
 - Friday 8:15 am – 12:45 pm and 1:15 pm – 3 pm.

2. Delivery notification

- 2.1. In the case of a delivery consisting of more than 10 pallets, we must be notified of the delivery no less than 24 hours before the delivery.
- 2.2. When delivering new items for the first time, the information should be sent to the responsible customer service contact at *PORTICA* at least one week before the delivery, including all required product master data.

3. Delivery note information

A delivery note is required and must contain at least the following information:

- Order number
- Client / Contracting authority or contact person at *PORTICA*
- Total quantity of delivered items
- In case of partial deliveries: partial quantity specification and serial numbering of deliveries
- Quantity per packing unit
- Item description
- Number of pallets or packages

4. Palletisation

- 4.1. Delivery may only be made on standard Euro pallets. If delivered on disposable pallets, repacking may be necessary. Disposable pallets are stored on Euro pallets.
- 4.2. The following standards apply to pallets. Exceptions are only possible by prior arrangement:
 - Size 1,200 x 800 mm
 - Maximum weight incl. pallet 720 kg
 - Maximum height incl. Pallet 1,800 mm
 - No overhang (including securing material)
- 4.3. Transport protection against slipping must be provided using metal or plastic straps on the pallet.
- 4.4. One protective film is required per pallet as outer packaging from the pallet foot.

- 4.5. Each pallet shall be marked with the following information:
- Quantity per pallet
 - Total quantity delivered
 - Total number of pallets delivered
 - Item description
 - Item number and time of printing
- 4.6. In the case of mixed pallets, a clear and easily identifiable, verifiable separation of the individual items as well as a separate accompanying slip indicating item quantity, item description and item number are essential. The pallets must also be clearly marked "mixed pallet" including contents.
- 4.7. All items on the pallets must be packed in cartons or other easily handled containers (e.g. packs in film). The article outer packaging must be suitable for secure onward shipment.
- 4.8. The following must be clearly visible on each container:
- Contracting authority / Client
 - Project name
 - Item name
 - Item number
 - Order number
 - Additional information
 - Quantity per unit/container
- 4.9. The same quantities must always be used for each container, as well as the identification of the residual quantity unit.
- 4.10. Only packaging and fillers which are guaranteed to be re-usable (corrugated board, paper, PE, PP, etc.) may be used.
- 4.11. Euro pallets can be replaced immediately. *PORTICA* has a pallet account with the forwarder. Late invoices are not accepted.

5. Damage

- 5.1. *PORTICA* only accepts goods under usual reserve and only reports defects that are apparent on visual inspection. Detailed inspection of incoming goods only takes place after receipt and defects which then become apparent are reported.
- 5.2. *PORTICA* is not responsible for the quality and completeness of the delivered material; responsibility for this lies with the client.
- 5.3. Damaged consignments must be confirmed by the forwarder. *PORTICA* reserves the right not to accept the consignment if there is a risk that the delivered material could be damaged during the unloading process due to improper loading of the truck.

6. Dangerous goods/ Special instructions

All goods must be provided with all special instructions which are necessary for the further marketing, further processing, storage, transportation or other use / treatment due to legal or comparable regulations. This applies in particular to: dangerous goods or other goods subject to mandatory labelling (e.g. the addition of safety data sheets).

7. Deviations

Additional work or other deviations due to non-compliance with these conditions of delivery will be billed separately, unless agreed otherwise. Pallet standing times in the incoming goods department are invoiced on a daily basis with four times the rate of the usual pallet storage in the high-bay warehouse.