

## 1. Scope

This operational standard (in the following BtN) defines the delivery of all materials to the Busch-Jaeger Elektro GmbH (in the following BJE) plants in Lüdenscheid and Aue. The delivery of moulding materials and semi-finished products is defined in BtNs 67-3 and 67-5. Non-conformances with this specification are valid only if included in the purchase order text. The delivery location (Lüdenscheid or Aue) is specified in the order.

## 2. References for standards

The documents cited in the following are necessary for the application of this document. In case of undated references, the last issue of the document referred to applies (including all changes).

BtN 67-3	Delivery type – Moulding material
BtN 67-5	Delivery type – Semi-finished product
BtN 7310	Packaging technology, carriers
DIN EN 13698-1	Product specification for pallets; Manufacture of 800 mm x 1200 mm x 144 mm flat pallets made of wood (European pool pallet)
ISPM 15	Regulations for controlling wood packaging material in international trade
UIC code 435-2	Quality standard for a European four-way-entry pallet made of wood with dimensions 800 mm x 1200 mm

## 3. Terms

- 3.1. Single material delivery  
Container / box / package with a single material number.
- 3.2. Multi-material delivery  
Container / box / package with more than one material number.

#### **4. General principles**

- 4.1. Goods acceptance times at Lüdenscheid plant: work days from 07:00 to 15:00  
Goods acceptance times at Aue plant: work days from 07:00 to 14:00

Information regarding delivery:

Proper safety shoes are required to enter the warehouse.

- 4.2. The goods receipt or delivery slip must be clearly visible and attached securely to the goods to ensure it is not lost.
- 4.3. For declarable goods, attach the delivery slip to the invoice.
- 4.4. The stackability of MTBs and KLTs cannot be altered by the filling height or associated filling materials.
- 4.5. For multi-material deliveries, do not exceed the maximum weight of 25 kg for the container, box or package; the items must be separated by container.
- 4.6. Multi-material deliveries in a single container, box or package must be clearly labeled on the outside according to section 7.2.
- 4.7. For single material deliveries, do not exceed the maximum weight of 21 kg for the container, box or package.
- 4.8. Opened package lots must be clearly labeled.
- 4.9. Goods Receiving must be able to stock individual items in the order. As a result, delivery of total inventories for different order items is not permitted.
- 4.10. We ask that suppliers with whom we have agreed to exchange carriers (MTB, KLT) and auxiliary carrier material (trays, spacers) take the necessary steps to ensure that these items are returned in a timely manner.
- 4.11. To avoid unnecessary waste, make proper use of the equipment provided for transport, storage in the high-shelf storage area, or for theft prevention.
- 4.12. In accordance with the German Association of Property Insurers (VdS) polystyrene-packed shipments may not be placed in storage. For this reason, polystyrene packaging is not allowed in shipments.

## 5. Special formats

- 5.1. Delivery of cardboard packaging:
- |   |                   |
|---|-------------------|
| Bundling of shipping containers                         | 10 units bundled  |
| Bundling of inner boxes larger than 25 dm <sup>2</sup>  | 50 units bundled  |
| Bundling of inner boxes smaller than 25 dm <sup>2</sup> | 100 units bundled |

The pallet height may amount to in delivery from cardboard boxes and inserts (materials number ranges xx73 to xx76-1-xxxx) against section 6.4 up to max. 1.600 mm.

- 5.2. Delivery of BJE ready-made devices:  
For BJE ready-made devices (material no. xxxx-0-xxxx without promotional material), the quality of the foldable and covering boxes used must be adequate for shipping packages.

## 6. General rules for delivery on pallets

- 6.1. When shipping on pallets, use flat pallets conforming to DIN EN 13698-1 with dimensions 800 mm x 1200 mm x 144 mm (Euro pallet). The following disposable pallets may not be used: This does not apply to countries that are not members of the European pallet pool of the International Union of Railways.
- 6.2. For deliveries from third countries, the requirements and regulations of the IPPC (International Plant Protection Convention) standards for wood packaging (ISPM 15; guideline 2004/102/EC of 2004-10-02) are to be observed.
- 6.3. The pallets must be suitable for storage in the automatic high-shelf storage area. For this reason, you must make sure that they are stable on a level surface and that they are aligned; the three toeboards must be fully in place (see section 8)
- 6.4. Allowable pallet sizes and maximum weights (incl. pallet):  
1.200 x 800 x 1.200 mm, 960 kg. For pallets with non-conforming weight or dimensions, this information must be specified in the purchase order text or correspond to the special form after section 5.1.
- 6.5. For deliveries of pallet shipments, suitable lorries must be used for rear unloading via dock leveller. (BJE dock leveller: height 700 mm to 1.700 mm).
- 6.6. If no delivery times are agreed on, advance notice must be provided for shipments of 30 or more pallets with information about the number of pallets, forwarding agent, delivery date and time (e.g., fax a delivery slip to +49 2351 9562225).
- 6.7. With flat pallets, the load must be centred, loads may not protrude beyond the edge of the pallet.

- 6.8. The load on the pallet must be secured with a proper load restraint (e.g., straps, shrink wrap, tape), without deforming the packaging (for pallets as well as boxes). Adhesives, plastic straps, pallet cover or PE film. Wrapping with steel bands is not allowed.
- 6.9. When securing the load by wrapping the packaged product with a film make sure that the openings in the pallet for the forklift are kept free.
- 6.10. Use of loading equipment is prohibited, including older versions of box pallets, e.g., with pipe rack base versions.

## **7. Delivery slips and accompanying labels/tags**

Delivery slips and accompanying labels/tags are to be implemented preferably in the language „German “; alternatively is a English version permissible

### **7.1. Delivery slips:**

7.1.1. Each delivery position on the delivery slip needs to include a reference to our order number. Order quantities for a material number from different order numbers may not be grouped together.

7.1.2. For each shipment, the delivery slip needs to include the following details:

- BJE order no. (see our order)
- BJE material no. (see our order)
- Article code
- Total no. of units in shipment
- Information on gross and net weighing
- If possible, provide the supplier number (see our order)

### **7.2. Accompanying labels/tags:**

7.2.1. All containers must be labeled visibly with an accompanying label/tag that includes the following information:

- BJE material no. (see our order)
- EAN barcode (EAN 13), if specified by BJE  
(Must be scannable; make sure barcode is printed clearly.)
- Article code
- Manufacturing date
- Quantity of container

If possible, the BJE material numbers are to be coded using barcodes (EAN 128).

## 8. Pool and reusable pallets

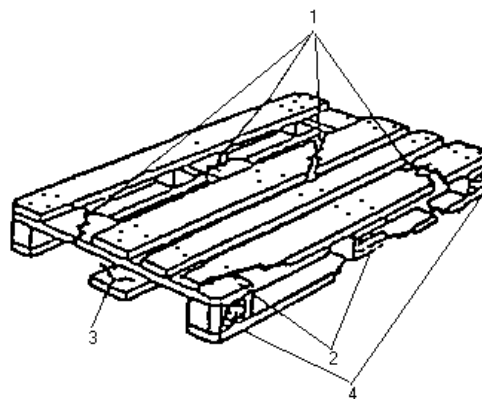
8.1. Shipped pallets must comply strictly with DIN EN 13698-1 as well as the UIC code 435-2 (UIC = International Union of Railways). Additional requirements are listed in section 6. Unreusable pallets are rated as default in performance or delivery of defective goods, and, if necessary, can be accepted as disposable pallets. We are entitled to exercise our legal rights with regard to costs arising from disposal and repackaging (see section 7).

8.2. Pool pallets in the European pallet pool of the UIC are labeled as follows:

- EPAL code (in oval)
- Rail code
- Country code
- Columns of figures 000-0-0 (manufacturer's number, year of manufacture, month of manufacture)
- EPAL code (in oval)

8.3. EUR flat pallets are not approved for use (per UIC code 435-2), if:

- A board is missing, slanted or broken ①
- More than two top boards are so splintered that more than one nail or screw shaft is visible (in contrast to UIC code 435-2 and with regard to section 4.2) ②
- A supporting foot is missing, broken or splintered so that more than one nail or screw shaft is visible ③
- Important identification is missing or unreadable (at least one code for rail and one code for EUR must be present) ④
- Clearly unapproved parts were used for repair (too thin, too narrow, too short boards or block)
- The general condition is so bad that its ability to carry loads is no longer ensured (rotten, decayed or several splintered boards or blocks)
- Loaded goods are soiled.



## 9. Default in performance / Delivery of defective goods

Failure to comply with the provisions in this operational standard (BtN) shall be considered defaults in performance or delivery of defective goods according to the German civil code (BGB) and German commercial code (HGB). In such cases, we are entitled to exercise our legal rights.