

# Terms of Delivery

## Raw Materials

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### Delivery Date

The date on the order is the arrival date. Delivery dates within a week must be agreed with the supplier and must be adhered to. Any deviations from the agreed delivery dates must be communicated no later than five working days before the planned delivery, and must be accepted by us.

On the day of delivery, goods are received from 6.30 a.m. to 11.30 a.m. and 1.00 p.m. to 4.00 p.m.

No goods will be accepted on Friday afternoons.

An email notification with a packing list must be sent for all shipments, at least 48 hours before delivery.

Supplier:

Delivery day:

### Packaging

Euro pallets, disposable pallets and packaging must be clean (no mold, oil or lubricant residue, or other contaminants) and undamaged. Our hygiene guidelines state that we must repack any goods that are not properly delivered. This will be completed at the supplier's cost.

Disposable pallets must match the dimensions of euro pallets (m size) and be compatible with a forklift. Rolls must be delivered hanging, or by agreement, horizontally across pallets (narrow edge). Horizontal rolls must be fixed with wedges (do not drive the nails all the way in). Two rolls per pallet.

### Storage and Transport

During interim storage and transport, the goods may not be placed at risk of contaminants, moisture, smells (e.g. fish, chemicals, etc.), or cross-contamination with other products. Extended storage or transportation of goods at low or high (ambient) temperatures should be avoided. The supplier is responsible for regulatory compliance.

Shipments can only be accepted with full delivery documentation and correctly labeled packages (for details, see rear).

### Quality of Raw Materials

The materials ordered are clearly indexed, and this index references a technical data sheet specified by the supplier. The supplier is responsible for ensuring that we are kept up to date and that data sheets are kept continually updated. We expect the items delivered to meet these specifications. Incoming goods inspections are limited to a visual check covering the criteria "condition of goods," "condition of packaging," and "quality and completeness of delivery paperwork."

The supplier shall ensure that the materials are made in accordance with the relevant statutory (EU) hygiene regulations, and that as delivered, they will not cause any physical harm (foreign particles, micro-organisms, chemicals) or mental harm (revulsion relating to hair, sticking plasters, etc.) to the end consumer.

### Food Law Conformity Certificate for Raw Materials

The raw materials supplied must be non-hazardous under food law regulations. The supplier should update the certificate whenever legal requirements change or if the product's composition changes, and resubmit it to OKAG.

The supplier states that they agree to these terms and conditions.

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Place and date

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Supplier (signature and company stamp)

### Roll and Pallet Labeling

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### Roll Labeling

Labels on outside of rolls and inside of sleeves

- Supplier and recipient
- Production date, batch number
- Material description incl. strength in  $\mu\text{m}$
- Roll width
- Our order and item numbers
- Gross and net weight and running meters
- Details of processed sides of material (e.g. metalized interior, pre-treated exterior)  
Separate sticker affixed by arrangement

### Pallet Labeling

Labels on pallets

- Supplier and O. Kleiner AG (with town/city, country, postcode)
- Material description incl. strength in  $\mu\text{m}$
- Roll width
- Our order and item numbers
- Gross and net weight, running meters, and number of rolls
- Roll numbers
- Details of processed sides of material (e.g. metalized interior, pre-treated exterior)

### Delivery Documents

#### Delivery Note

The delivery note must include the following:

- The full address of the supplier and O. Kleiner AG
- Detailed material description incl. strength in  $\mu\text{m}$
- Roll width, inside diameter of sleeves, inside diameter of rolls
- Our order and item numbers
- Number of running meters and gross/net kg per roll and total
- Delivery date with our goods receiving times

Entered into force on January 08, 2019